



*Alison Stuart
Head of Legal and
Democratic Services*

MEETING : EXECUTIVE
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : TUESDAY 6 FEBRUARY 2018
TIME : 7.30 PM (OR AT THE CONCLUSION OF THE
EXTRAORDINARY COUNCIL MEETING WHICHEVER IS
LATER)

MEMBERS OF THE EXECUTIVE

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

CONTACT OFFICER: Martin Ibrahim
Tel: 01279-502173
Email: martin.ibrahim@eastherts.gov.uk

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DISCLOSABLE PECUNIARY INTERESTS

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

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

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 democraticservices@eastherts.gov.uk or calling the Council on 01279 655261 and asking to speak to Democratic Services.

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

AGENDA

1. Apologies

To receive apologies for absence.

2. Leader's Announcements

3. Minutes

To approve as correct records the Minutes of the meetings held on 31 October and 28 November 2017 (previously circulated in the Council agenda of 13 December 2017).

4. Declarations of Interest

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

5. Update from Overview and Scrutiny Committee (Pages 7 - 10)

6. Update from Performance, Audit and Governance Scrutiny Committee (Pages 11 - 18)

7. Budget Report and Service Plans 2018/19 – 2021/22 (Pages 19 - 86)

8. Council Tax Discounts (Pages 87 - 96)

9. Scotts Grotto (Pages 97 - 114)

Key Decision

10. Proposed Shared Use of Chantry Resident Permit Parking Zone (Pages 115 - 142)
11. Article 4 Directions (Pages 143 - 156)
12. Aspenden Conservation Area Appraisal and Management Plan (Pages 157 - 226)
13. Aston Conservation Area Appraisal and Management Plan (Pages 227 - 288)
14. Cottered Conservation Area Appraisal and Management Plan (Pages 289 - 360)
15. Urgent Business

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

16. Exclusion of Press and Public

To move that under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the discussion of item 17 on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the said Act of the following description:

"Information relating to the financial or business affairs of any person (including the authority holding that information)"

17. Allocation of Capital Budget for Fire Suppression Unit at Buntingford Depot (Pages 361 - 368)

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EAST HERTS COUNCIL

EXECUTIVE – 6 FEBRUARY 2018

REPORT BY OVERVIEW AND SCRUTINY COMMITTEE CHAIRMAN

OVERVIEW AND SCRUTINY COMMITTEE UPDATE

WARD(S) AFFECTED: All

Purpose/Summary of Report

- This report details the comments and recommendations made by the Overview and Scrutiny Committee since the last meeting of the Executive.

<u>RECOMMENDATION FOR EXECUTIVE:</u>	
(A)	That the Executive note the contents of the report.

1.0 Background

1.1 On 12 December 2017, the Overview and Scrutiny Committee considered the following items:

- Update from Executive Member for Environment and Public Space;
- Communications Update
- Night-time Economy and Emergency Services: Impact of alcohol use on policing
- Work Programme 2017/18

2.0 **Update from the Executive Member for Environment and Public Space**

- 2.1 The Executive Member for Environment and Public Space was invited to provide a presentation and update on his portfolio.
- 2.2 Prior to the meeting taking place, the Executive Member was provided with some key questions from Scrutiny Members on areas they would like to be included in the update. The Committee discussed the presentation in detail and asked questions of the Executive Member and officers, to which comprehensive responses were provided.
- 2.3 An update was provided regarding the joint waste and recycling contract with North Herts District Council and discussions were held on appropriate disabled toilet provision; management of Bishop's Stortford Music Festival; how the Council worked with premises owners to improve food hygiene ratings; taxi licensing and reasons for taxi drivers' licenses being revoked; and the success of Op Stomp. In discussion, Members highlighted the need to share information about applications for extensions to premises licences to the wider public and suggested that requests for premises licenses be sent to the relevant Town Clerk. Officers agreed to investigate the Committee Chairman's suggestion that provision be made on the Council's website where complaints could be lodged in relation to an event licence.
- 2.4 The Committee noted the contents of the presentation.

3.0 **Communications Update**

- 3.1 The Committee considered a report outlining progress on the Council's approach to Communications.
- 3.2 The new Link magazine format was considered and there was a thorough discussion of the potential advantages and disadvantages of ceasing to produce a paper based magazine.

- 3.3 Members suggested that officers review the ease of accessibility of licensing applications on the Council's website.
- 3.4 The Committee noted the Council's approach to communications.
- 3.5 The Committee requested regular reviews be provided to Members in terms of whether the objectives as detailed for 2017/18 had been met.
- 3.6 The Committee requested that officers undertake market research to establish the format in which residents preferred to receive information from the Council.

**4.0 Night-time Economy (NTE) and Emergency Services:
Impact of alcohol use on policing**

- 4.1 The Committee considered a report providing an update on the key points of recent consideration by the Licensing Committee of the impact of alcohol use on policing in the district's town centres.
- 4.2 There was discussion of the importance of the NTE as part of the local economy and the potential for it to be a nuisance to residents. Members considered the Scannet system and its costs and benefits were discussed and the value of the Taxi Marshalling scheme and Street Pastors highlighted.
- 4.3 The Committee resolved that the views of the Police on the impact of alcohol on their activities be noted and that any views on how the Council and Police can work together to mitigate the impact be forwarded to the Head of Housing and Health.
- 4.4 The Committee requested that its initial views on the upcoming review of the Council's Statement of Licensing Policy regarding applications from licensed premises be provided to

the Head of Housing and Health for consideration.

- 4.5 The Committee agreed that the Head of Housing and Health be requested to report back on the impact of alcohol on health services following the presentation to Licensing Committee by Hertfordshire County Council's Public Health team.

5.0 Work Programme

- 5.1 The Committee received a report which provided an update on the current status of the Committee's Work Programme for 2017-2018, including Task and Finish Groups.
- 5.2 The Committee noted that a report updating Members on Planning Enforcement was planned for inclusion at the meeting on 20 February 2018 and that a further report on the Night Time Economy and its impact on the health Service would be added to the agenda for its meeting on 17 April 2018.
- 5.3 The Committee approved the draft Work Programme for Overview and Scrutiny Committee.

Background Papers

None

Contact Members: Councillor M Allen, Chairman, Overview and Scrutiny Committee
mike.allen@eastherts.gov.uk

Contact Officer: Alison Stuart- Head of Legal and Democratic Services
alison.stuart@eastherts.gov.uk

Report Authors: Fiona Corcoran – Scrutiny Officer
fiona.corcoran@eastherts.gov.uk

EAST HERTS COUNCIL

EXECUTIVE – 6 FEBRUARY 2018

REPORT BY PERFORMANCE, AUDIT AND GOVERNANCE SCRUTINY
COMMITTEE CHAIRMAN

PERFORMANCE, AUDIT AND GOVERNANCE COMMITTEE UPDATE

WARD(S) AFFECTED: All

Purpose/Summary of Report

- This report details the comments and recommendations made by the Performance, Audit and Governance Committee since the last meeting of the Executive.

<u>RECOMMENDATION FOR EXECUTIVE:</u>	
(A)	That the Executive note the contents of the report.

1.0 Background

1.1 Since the last meeting of the Executive, the Performance, Audit and Governance Scrutiny Committee have met once on 16th January 2018 and considered the following items:

- Update from the Executive Member for Finance and Support Services
- Budget Report and Service Plans 2018/19-2021/22
- Annual Audit Letter and External Certification of Claims Summary 2016/17
- Shared Internal Audit Services - Update on Audit Plan
- Treasury Management Strategy
- Asset Management Update
- Charrington's House, Bishop's Stortford – Update

- Work Programme

2.0 Update from the Executive Member for Finance and Support Services

- 2.1 The Executive Member for Finance and Support Services was invited to provide a presentation and update on his portfolio. The Committee discussed the presentation in detail and asked questions of the Executive Member and officers, to which comprehensive responses were provided.
- 2.2 The Executive Member for Finance and Support Services circulated a briefing note summarising his Portfolio. He referred to the outturn for last year and the progress made in relation to the potential budget overspend for this year and the progress made in addressing this including IT and Revenue and Benefits (joint working) arrangements and savings.

Members expressed concern on a number of issues:

- The process and controls in place in reporting overspends;
 - Whether the measures to claw back expenses “scrimping” in the latter part of the year had impacted negatively on services;
 - Measures and constraints in relation to increasing Council Tax income and Business Rates retention and the changes to be imposed by the Government in relation to the New Homes Bonus.
- 2.3 The Executive Member and Officers responded to each of the issues raised.
- 2.4 The Committee noted the presentation.

3.0 Budget Report and Service Plans 2018/19-2021/22

- 3.1 The Committee considered a report detailing the Council’s budget and Service Plans for 2018/19 to 2021/22.

- 3.2 The Head of Strategic Finance and Property provided an overview of the report which was prudent, which took into account known pressures and risks and was also forward looking.
- 3.3 Members were concerned about proposed changes to the New Home Bonus (NHB) and the recommendation to remove this from the General Fund over the life of the MTFP. Members felt that this was unfair to many towns and parishes affected by increased housing developments (particularly Bishop's Stortford); including the impact this would have on the environment and services. Members were concerned that there was no process or proposed protocols for the allocation of NHB funding following the changes. Members felt that commitments already made should receive the NHB but that measures be put in place for future housing developments.
- 3.4 The Committee agreed to recommend to the Executive that a decision to remove NHB be deferred until a process for its distribution was established (notwithstanding any current commitments) and that the Executive be requested to review the NHB in more detail to ensure a fair process for its allocation.
- 3.5 Members recognised the vital and important work undertaken by PCSOs in both town and rural areas and expressed concern about the proposed £43k savings. Members asked that a decision on this issue be deferred and that assurances be sought from the Police Crime Commissioner that the Police would fund these posts before any decision was made to remove funding.
- 3.6 The Committee recommended to the Executive that the draft service plans for 2018/19 be adopted.
- 3.7 The Committee recommended to the Executive that the East Herts share of Council Tax for a Band D property at £164.09 be

approved.

- 3.8 The Committee recommended to the Executive that Members noted the updated position on the Medium Term Financial Plan and Budget for 2018/19 including the significant budget pressures and risks;
- 3.9 The Committee recommended to the Executive that a decision to remove NHB be deferred until a process for its distribution is established (notwithstanding any current commitments) and that the Executive be requested to review the NHB in more detail to ensure a fair process for its allocation.
- 3.10 The Committee recommended Executive approve the new savings in 2018/19 as shown in Essential Reference Paper 'B' with the exception of the saving proposed in relation to PCSOs until further information is received from the Police Crime Commissioner regarding who will provide funding.
- 3.11 The Committee recommended that the Head of Strategic Finance and Property be authorised to lead on a process to investigate and implement the projects set out in 'Essential Reference Paper C' of the report to PAG, with an investment pot of £200k for 'invest to save' projects (those that will pay back and ultimately create a revenue saving.)
- 3.12 The Committee recommended that Executive approve the implementation of the Capital Programme as set out in Essential Reference Paper E of the report to PAG.
- 3.13 The Committee recommended that Executive approve the schedule of charges set out in essential Reference Paper F of the report to PAG, with an overall increase of 5% for 2018/19.

4.0 **Annual Audit Letter and External Certification of Claims Summary 2016/17**

- 4.1 The Committee received the Annual Audit Letter and External

Certification of Claims Summary 2016/17 from external auditors Ernst and Young. The External Auditor provided a summary of the report and referred Members to the Executive Summary as detailed.

- 4.2 Members sought assurances that the methodology of valuing assets was appropriate. The External Auditor provided an overview of what protocols were used. Members were concerned at the level of additional fees being charged for work which had delayed the audit process and which was still the subject of negotiations with the External Auditor.
- 4.3 The Committee received the Annual Audit Letter and External Certification of Claims.

5.0 Shared Internal Audit Service (SIAS) 2017/18 Audit Plan Progress Report

- 5.1 The Committee considered a progress report on the SIAS 2017/18 Audit Plan.
- 5.2 The report set out the progress made by the Shared Internal Audit Services (SIAS) in delivering the Council's Annual Audit Plan for 2017/18 as at 29 December 2017 and provided an update on performance management as at 29 December 2017.
- 5.3 The Committee noted the Internal Audit progress report; approved amendments to the Audit Plan as at 29 December 2017 and noted the status of high priority recommendations.

6.0 Treasury Management Strategy and Annual Investment Strategy 2018-19

- 6.1 The Committee considered a report outlining the proposed Treasury Management Strategy and Annual Investment Strategy for 2018-19 and presenting the 2018-19 Prudential Indicators.

- 6.2 The Committee considered short term vs long term borrowing. The role of the Municipal Bond Agency was clarified.
- 6.3 The Committee recommended that Council approve the Treasury Management Strategy and Annual Investment Strategy.
- 6.4 The Committee recommended that Council approve the Prudential Indicators.
- 6.5 The Committee recommended that Council approve the counterparty listing outlined in paragraph 2.4 of the report to PAG.

7.0 Asset Management Update

- 7.1 The Committee considered a report outlining the asset management plan 2017 – 2020 and the processes for reviewing the property assets to seize opportunities to rationalise the estate in order to make savings and generate revenue and capital.
- 7.2 The Committee discussed how properties were valued and whether this satisfied the requirements of the Auditors. Assurances were provided. One Member expressed concern in relation to unresolved issues regarding Castle Gardens (Essential Reference Paper “B”).
- 7.3 The Committee noted the report and requested that all comments be noted by the Head of Strategic Finance and Property.

8.0 Charrington’s House, Bishop’s Stortford: Update

- 8.1 The Committee considered a report reviewing the performance of Charrington’s House as an investment and the transition into a potential development site.

- 8.2 Some Members expressed concern regarding the car park at Charringtons and the confusion caused to the public by the “blue” bays. Members felt that the public should be allowed to park there on Saturday. Concerns were also expressed regarding the position of the Disabled Parking bays (near the refuse containers) which was not felt to be acceptable. Members acknowledged the rationale for the exclusion of car parking fees from the Old River Lane account but felt that these should be included with the specific revenue account for ORL.
- 8.3 Updates were provided on the success of “Launch Pad”.
- 8.4 The Committee recommended that its views and comments be noted by the Head of Strategic Finance and Property.

9.0 Work Programme

- 9.1 The Committee received a report detailing its work programme for 2017-18.
- 9.3 The Committee approved the work programme.

Background Papers

None.

Contact Member: Councillor M Pope, Chairman of Performance Audit and Governance.
mark.pope@eastherts.gov.uk

Contact Officer: Alison Stuart– Head of Legal and Democratic Services, Extn: 2170. alison.stuart@eastherts.gov.uk

Report Authors: Lorraine Blackburn, Democratic Services Officer, Extn: 2172. lorraine.blackburn@eastherst.gov.uk

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EAST HERTS COUNCIL

EXECUTIVE - 6 FEBRUARY 2018

REPORT BY EXECUTIVE MEMBER FOR FINANCE AND SUPPORT SERVICES

BUDGET REPORT AND SERVICE PLANS 2018/19 – 2021/22

WARD(S) AFFECTED: ALL

Purpose/Summary of Report

- The report updates and sets out proposals for Executive recommendations on the following:
 - The Medium Term Financial Plan 2018/19 – 2021/22
 - The 2017/18 to 2021/22 Capital Programme
 - The 2018/19 Schedule of Charges
- All decisions and recommendations will be considered within the national context of continued financial uncertainty and risk for local government.
- The report sets out recommendations for Executive to make to Full Council for budget proposals for a balanced four year Medium Term Financial Plan and approval of the Council Tax for 2018/19.

<u>RECOMMENDATIONS FOR EXECUTIVE: that:</u>	
(A)	the draft service plans for 2018/19 be adopted; and recommend to Council:
(B)	approval of the East Herts share of Council Tax for a band D property at £164.09;

(C)	approval of the updated position on the Medium Term Financial Plan and Budget for 2018/19 including the significant budget pressures and risks;
(D)	approval of new savings in 2018/19 as shown in Essential Reference Paper 'B';
(E)	the Head of Strategic Finance and Property be authorised to lead on a process to investigate and implement the projects set out in Essential Reference Paper 'C' with an investment pot of £200k for "invest to save" projects (those that will pay back and ultimately create a revenue saving);
(F)	approval of the implementation of the Capital Programme as set out in Essential Reference Paper 'E'; and
(G)	approval of the schedule of charges set out in Essential Reference Paper 'F' with an overall increase of 5% for 2018/19.

1 Background

- 1.1 This report sets out the Council's approach to setting the budget for 2018/19 and the revenue and capital budget proposals for the four years commencing 2018/19.
- 1.2 Throughout the past few months Finance has facilitated a number of member and officer workshops to discuss the issues and opportunities that this year's budget setting process will present.
- 1.3 The principal objective of the process was to consider previous and current budget decisions the Council has made and then ensure that they were both robust and able to deliver a sustainable Medium Term Financial Plan.

- 1.4 Some of the key issues discussed throughout this time included the long term sustainability of the use of reserves and New Homes Bonus as income streams for a future balanced budget.
- 1.5 The report sets out the proposals and outcomes that officers have arrived at to ensure that East Herts Council maintains a sustainable budget position for the future.
- 1.6 The Council's strategic aims and priorities drive the medium term financial planning process, with changes in resource allocation determined in accordance with policies and priorities. The Medium Term Financial Plan (MTFP) provides the framework for the development of annual budgets in line with the aims of the Council's Corporate Strategy.
- 1.7 As a result of the grant funding cuts since 2010 (to 2017/18) the Council has delivered net savings of £2.6m.

Table 1 - Net Savings Total

2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	Total
(1,013)	(1,041)	(281)	(343)	369	301	41	(654)	(2,621)

- 1.8 Additional budget efficiencies required over the next four years, as set out in table 8, total £2.8m. This will present a significant challenge for the Council and where possible, the Council has looked to minimise the impact on front line services.
- 1.9 The report contains the following sections and Essential Reference Papers:

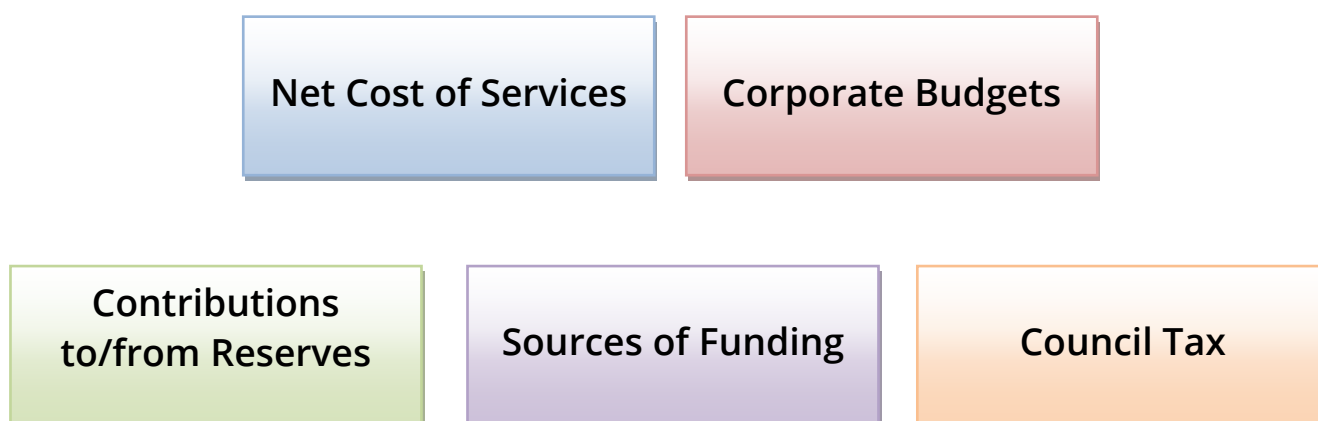
Report Sections	
2	Budget Components
3	Budget Pressures and Risks
4	2018/19 Budget Preparation and

	Engagement
5	Reserves
6	Capital
7	Schedule of fees & charges
8	Advice from the S151 officer
9	Implications/ Consultations

Essential Reference Papers	
A	Implications/Consultation
B	Savings - have your say sessions
C	Savings – future year projects/investigation
D	Reserves
E	Capital
F	Schedule of charges
G	Service Plans

2 Budget Components

2.1 The council's revenue budget comprises of five major 'building blocks' as follows:



2.1.1 Net Cost of Services: these are the direct costs incurred by the council in delivering services, less any specific income generated. Included in the Net Cost of Services is use of the Councils reserves to fund these services.

- 2.1.2 **Corporate Budgets:** these are the costs incurred and income received by the council that are not service specific e.g. Pension Fund deficit contributions, interest income and payments. Also included in this heading are the Contingency and New Homes Bonus Priority Spend budgets which are not allocated to specific services at the beginning of the financial year.
- 2.1.3 **Contributions to/from Reserves:** this represents funding within the revenue Budget from Earmarked Reserves, which have been allocated to fund specific purposes. The impact of the use of Reserves is a reduction in the total income demand on Council Taxpayers. Reserves are, however, a finite source of funding and their use should represent value for money.
- 2.1.4 **Sources of Funding:** these income budgets are general and non-service specific income sources. They include funding from Central Government and Non-Domestic Rates income (also known as Business Rates).
- 2.1.5 **Council Tax:** this income is also a general and non-service specific source of income. Only once budgets for the other 'building blocks' have been established can the amount required from Council Tax be calculated, known as the 'Demand on the Collection Fund'.

2.2

Net Cost of Services

The Net Cost of Services is the total cost of all the services delivered by the Council net of any specific income streams. The total cost of services for 2018/19 was £15.1m at the beginning of this budget process, however officers have reviewed and revised the necessary spend and reduced it to £14.8m. This revised budget includes pay and general inflation assumptions as detailed in section 3 of this report. The breakdown of these costs for the Medium Term Financial Plan

is set out in the table below:

Table 2 - Net Cost of Services

	2018/19	2019/20	2020/21	2021/22
	£000	£000	£000	£000
Chief Executive Department	490	499	508	517
Communications, Strategy & Policy	1,068	1,090	1,112	1,135
Human Resources	496	505	514	524
Strategic Finance & Property	1,934	2,016	2,079	2,144
Democratic & Legal Services	1,273	1,374	1,324	1,351
Housing & Health	2,324	2,471	2,480	2,542
Planning*	707	850	930	974
Operations	3,885	4,132	4,377	4,606
Revenues & Benefits	764	777	790	803
Business & Technology	1,650	1,680	1,703	1,734
Central Budgets	169	172	176	179
Net Cost of Services	14,760	15,566	15,993	16,509

*includes 20% planning fee increase (statutory instrument 2017 no 1314)

2.3

Corporate Budgets

Corporate budgets are those that cannot be directly attributable to specific services and are costs to the authority as a whole. A breakdown of these proposed income streams/costs for 2018/19 onwards is set out below:

Table 3 – Corporate Budgets

	2018/19	2019/20	2020/21	2021/22
	£000	£000	£000	£000
Savings Proposals	(444)	(855)	(906)	(1,058)
NHB to Parish and Towns	661	697	696	775
Interest Payments	661	688	249	249
Investment Income	(1,090)	(990)	(740)	(640)
Pension Fund deficit contribution	696	696	696	696
Total	484	236	(5)	22

2.4

Contributions to/from Reserves

The budget process invariably includes items that are not annually re-occurring and that require financing from the council's reserves. An example of this is the Elections Reserve which is only used to fund election costs in an election year but a contribution is made to it every year. The proposed Earmarked Reserve contributions (except those included in the Net Cost of Services) are summarised in the table below for 2018/19 onwards.

Table 4 – Earmarked Reserves Contributions

	2018/19	2019/20	2020/21	2021/22
	£000	£000	£000	£000
Contributions to Reserves	703	1,415	1,537	1,583
Contributions from Reserves	(407)	(370)	(96)	(96)
Net Reserves Movement	296	1,045	1,441	1,487

2.5

Sources of Funding

2.5.1 The table below shows the external sources of funding available to East Herts Council over the last 4 years and the projected available for 2018/19. As revealed below, over the 5 years from 2014/15 to 2018/19 the cumulative reduction in annual funding available to East Herts is £2.6m.

2.5.2 This has had a direct impact on the resources available to deliver services.

Table 5 – Sources of funding

	2014/15	2015/16	2016/17	2017/18	2018/19	
	£m	£m	£m	£m	£m	
Revenue Support Grant	2.816	2.057	1.145	0.351	0	
Non Domestic Rates	2.864	2.385	2.116	2.497	2.680	
New Homes Bonus	2.199	2.798	3.608	3.559	2.645	
Total	7.879	7.240	6.869	6.407	5.325	
Cumulative Reduction		0.639	1.010	1.472	2.554	5.672

2.5.3 The key information presented in the table includes the Revenue Support Grant removal over the 5 year period and that the New Homes Bonus has in part replaced that funding in the latter years.

2.5.4 The previous budget decisions to freeze or reduce Council Tax for East Herts residents has meant that Council Tax income

has **not** kept in line with inflation. This has had the effect of eroding the council's tax base over a period of 5 years (as inflation has increased annually but council tax income has remained the same).

2.5.5 New Homes Bonus

2.5.5.1 The New Homes Bonus was introduced in 2011 with the objective of encouraging housing growth with a local authority payment.

2.5.5.2 *"The New Homes Bonus is designed to create an effective fiscal incentive to encourage **local authorities** to facilitate housing growth. It will ensure the economic benefits of growth are more visible within the local area, by matching the council tax raised on increases in effective stock. This will redress the imbalance in the local government finance system, whereby resources for growth areas did not keep pace with growth."*

DCLG February 2011

2.5.5.3 East Herts Council has used the New Homes Bonus funding to support the General Fund budget for the last 6 years (50%) and to support both Parish and Town Councils (25%). The remaining 25% has been transferred to reserves to fund investment and one off schemes.

2.5.5.4 In the longer term this is not a sustainable approach as we have already seen national reductions to this funding stream, including a reduction from a 6 year payment period to a 4 year payment period.

2.5.5.5 In order to move into a more sustainable budget plan all reliance on NHB revenue funding in the council's base budget has been removed over the next 4 years. The additional ongoing NHB funding would then be used to support specific, time limited regeneration and infrastructure projects in those areas with the most additional housing.

2.6

Council Tax

2.6.1 Council Tax is a local tax on domestic properties which East Herts collects on behalf of Hertfordshire County Council, Hertfordshire Police and also Town and Parish Councils. The split of this collection for 2017/18 is set out in the table below:

Table 6 – Council Tax 2017/18 Split

	2017/18 split
HCC	76.8%
EHC	9.8%
Police	9.4%
Town & Parish	4%

2.6.2 East Herts increased Council Tax by 1.99% in 2017/18, the first increase in 5 years. It is proposed that in 2018/19 East Herts will increase its share of the Council Tax by £5 per year, the maximum increase allowed in any year. This level of increase will be built into the Medium Term Financial Plan on an ongoing basis to mitigate the effect of the frozen rates in previous years.

2.7 Consolidating the 5 Building Blocks of the budget

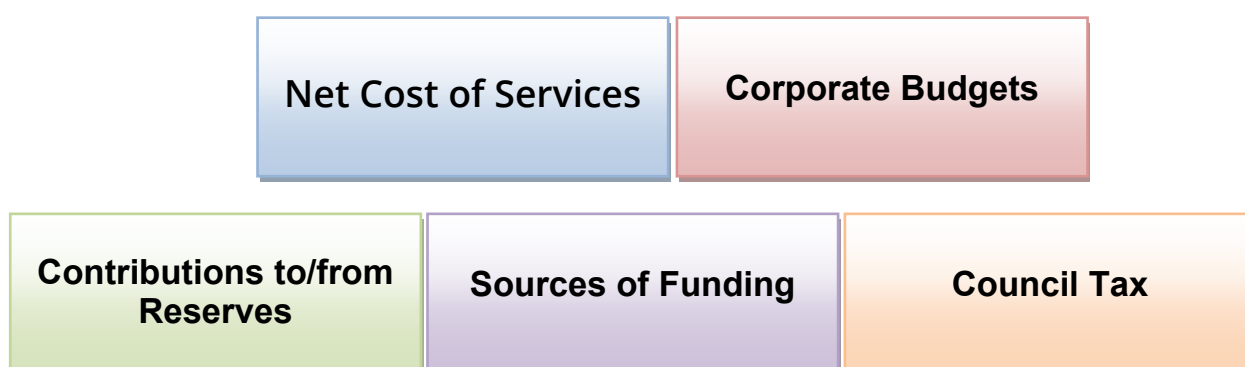


Table 7 – Budget Summary

	Revised Budget 2018/19
	£000
Net Cost of Services	14,760
Corporate Budgets	484
Contributions to Reserves	296
Sources of Funding	(5,325)
Council Tax	(9,672)
Revised Budget Gap	543

3 Budget Pressures and Risks

- 3.1 The Council's Medium Term Financial Plan is a complex model subject to many factors and the forecasts which are by necessity subject to continuous review and refinement to reflect the latest information as it emerges.
- 3.2 Specific service issues are monitored by the Heads of Service who are responsible for identifying pressures and opportunities that will impact on service delivery and have financial implications.
- 3.3 The following issues have been reviewed and items included as a provision in the Medium Term Financial Plan only where the financial impact is assessed as being quantifiable and unavoidable. Where the financial impact is unclear or subject to significant uncertainty, specific provision may not be made. These will be included as financial risks and if costs materialise in year these will be met from the available reserves or balances.
- 3.4 Pay Awards / National Living Wage

- 3.4.1 In recent years the Government's public sector pay cap has been followed when negotiating local government pay awards. This has been necessary as the government has assumed the same pay restraint will be followed by local government when determining annual local government spending limits and finance settlements.
- 3.4.2 The recent announcement of a 2% pay offer to local government unions has meant an additional pressure on the previously reported funding gap.
- 3.4.3 The Government has also introduced the National Living Wage (NLW). The implications are that nationally this will require a 2.5-4.0% increase in the national pay bill over 2 years. Whilst the impact for East Herts is considerably less than this it still remains an item for consideration.
- 3.4.4 Although salary increase of 1% is generally included within the Medium Term Financial Plan budget planning process, the October version included a 1.5% salary increase based on information provided by National Employers. Based on the government's latest proposal of a 2% increase, the proposed additional 0.5% will cost an extra £64k in 2018/19.

3.5 Inflation and Growth

- 3.5.1 Provision for inflation of 2% has been made in the MTFP for all contract costs. A provision for inflation is made to help meet the costs arising from general price of contracts already committed to.

3.6 Shared IT services

- 3.6.1 The shared IT service with Stevenage Borough Council has provided additional resilience and has ensured that East Herts has a platform to deliver further shared service opportunities. It has become apparent in recent years that the costs of providing such an integral service have increased with the

advances in technology and the requirement to provide more and more digital interaction with our customers. Historically, the cost of this service has been borne by the capital budget however with more recent technology changes the costs have an increased burden on the revenue budget.

3.7 Housing Benefits

- 3.7.1 In recent years the level of Housing Benefits overpayments identified has changed significantly. This is attributable to the introduction by the DWP of various data matching and real time information systems aimed at minimising fraud and error. Historical overpayments identified in previous years have resulted in a surplus in the benefits cost-centre however in more recent years the value of overpayments identified has fallen. This reduction impacts positively on the level of core subsidy received, but reduces the surplus achieved between years.

3.8 Charringtons House Rental Income

- 3.8.1 Charringtons House was purchased by the Council in 2015, initially as an investment property but with a longer term vision for a mixed-use development in the town centre. The building is currently budgeted to generate an annual rental income of c.£650k.
- 3.8.2 During a 2017/18 a board was set up to investigate the regeneration of the site. The Old River Lane (ORL) Board set out and agreed a proposed land use of the site at full Council in December 2017 which has had an impact on income streams for the property. Whilst officers are currently working with potential tenants to ensure the building is filled in the shorter term a longer term impact cannot be ignored within the budget setting process.

3.9 Planning Archiving

3.9.1 The historical planning archive, dating back to the 1950s is currently being stored in microfilm form, but is regularly used for planning investigation and reporting. A programme of digital scanning has been proposed that will preserve this information and future proof it. The cost included in budgets is £40k annually over the next 4 years. This investment in the Planning department will be funded by the increase in Planning fees due to be implemented in early 2018.

4 2018/19 Budget Preparation and Engagement

4.1 During November and December 2017, Members and Officers engaged in a number of “Have your Say” budget workshops to look at the authorities Medium Term Financial Plan and to explore both money saving and money making opportunities to bridge the funding gaps.

4.2 An initial review of the Medium Term Financial Plan set out a funding gap of £2.8m across the 4 years with £808k attributable to 2018/19. The work carried out by officers since October has changed a number of these figures and addressed some of the budget gap especially in 2018/19.

4.3 Staff and members provided ideas and examples of ways to fund the budget gap. A member workshop attended by over 35 members then scored each of the ideas ready for presentation at an informal Performance, Audit and Governance meeting held on 7th December 2017.

4.4 The informal PAG Meeting then reviewed and revised all savings proposals and suggested two specific directions for the savings to take:

- i) Savings that were achievable from 1st April 2018 and could be implemented immediately. These savings are detailed in **Essential Reference Paper B** and total £463k for 2018/19
- ii) Savings that would require more investigation and should

be thoroughly explored during 2018/19 for future year's implementation where possible. These proposals will now be considered as projects and are included in **Essential Reference Paper C** with guidance and timeframes as to how they might be implemented.

4.5 Following on from this work the items provisionally prioritised can be used to balance the budget initially for 2018/19, with the opportunity for the other items to be implemented in future years.

4.6 A summary of the budget gap and the potential savings options is shown below:

Table 8 – Budget Gap

	2018/19	2019/20	2020/21	2021/22
	£000	£000	£000	£000
Budget gap @30.10.17	808	657	722	629
Additional Salary pressure 0.5%	64	64	0	0
Movement in Net Cost of Services	(329)	0	0	0
Revised Budget gap	<u>543</u>	<u>721</u>	<u>722</u>	<u>629</u>
Council tax increase by £5	(108)	(110)	(115)	(120)
"Have Your Say" savings proposals	(420)	(30)	0	0
One Off Reserve Contribution	<u>(15)</u>			
Revised Budget Gap	<u>0</u>	<u>581</u>	<u>607</u>	<u>509</u>

4.7 Alongside the budget setting process, heads of service in conjunction with portfolio holders have identified service delivery priorities for 2018/19. These can be found at **Essential Reference Paper 'G'**. The service plans outline in detail the key actions that are to be delivered over the next year and the means by which they will be monitored. These are proposed in the context of both the 2018/19 budget and the key priorities within the Council's Corporate Strategic Plan which was agreed by Members in February 2016:

- Priority 1: improve the health and wellbeing of our communities (changed to "people")
 - Residents living active and healthy lives
 - Support for our vulnerable families and individuals
 - Communities engaged in local issues
- Priority 2: enhance the quality of people's lives (changed to "places")
 - Attractive places
 - Future development best meets the needs of the district and its residents (changed to "future places")
- Priority 3: Enable a flourishing economy (changed to "businesses")
 - Support for our businesses and the local economy
 - Vibrant town centres
 - Working with others, to have achieved the right infrastructure for our businesses and communities

4.8 Members are asked to recommend to Executive that the service plans be adopted alongside the budget.

5 Reserves

5.1 The reserves are an important part of the budget setting process. There are minimum requirements set out for General Fund Reserves, however authorities are also expected to

maintain a level of Earmarked Reserves to fund one off projects and initiatives. The emphasis for this Medium Term Financial Plan is to ensure the longevity of the Council's funding and provide investment funding for future income generating initiatives.

5.2 The table below set out the proposed contributions to and from reserves over the next four years including the increasing contribution from New Homes Bonus.

5.3 It is essential for the Medium Term planning that reliance on reserves for ongoing costs is removed and that the funding is used for more appropriate investment purposes. Re-occurring items that have previously been funded through reserves in the MTFP have now been included in the revenue budget on an ongoing basis. Additional net contributions to/from reserves to support the Net Cost of Services total £338k for 2018/19. These items do not impact on the figures below.

Table 9 – Reserves

	2018/19	2019/20	2020/21	2021/22
	£000	£000	£000	£000
<u>Contributions to Reserves</u>				
NHB Priority Spend	661	1,373	1,495	1,541
District Election	28	28	28	28
House Condition Survey	14	14	14	14
Sub-total	<u>703</u>	<u>1,415</u>	<u>1,537</u>	<u>1,583</u>
<u>Contributions from Reserves</u>				
District Election		(100)		
House Condition Survey		(50)		
Revenue Funding/ transition	(311)	(124)		
Pension Deficit	(96)	(96)	(96)	(96)
Sub- total	<u>(407)</u>	<u>(370)</u>	<u>(96)</u>	<u>(96)</u>
Total Reserves movement	296	1,045	1,441	1,487

6 Capital Programme

6.1 Capital Programme 2017/18 to 2021/22

6.1.1 The forecast outturn for the 2017/18 capital programme is £3.066m which is £320k below the 2017/18 budget. Details of the movements which make up this forecast are shown in the table below.

6.1.2 The details on the movement expenditure for the Capital Programme are monitored and reported quarterly to Executive within the Healthcheck report.

6.2 Capital Programme movements in 2017/18

Table 10 – Capital Programme 2017/18

Original Budget 2017/18	2016/17 re-profiled scheme	Addition of Capital schemes	Budget reductions	Proposed Re-profiling	Forecast Outturn
£000	£000	£000	£000	£000	£000
3,386	1,888	1,507	(2,384)	(1,331)	3,066

6.2.1 Any slippage on significant capital projects during 2017/18 will be considered at the end of the financial year

6.2.2 The capital programme for 2018/19 onwards contains a number of newly agreed capital schemes and also the rolling schemes agreed in previous years.

6.2.3 Currently the review of the Capital programme is undertaken as part of the quarterly health-check report. Any additions to the programme require a funding request to be made through the appropriate governance process. This process is defined by the value of the capital bid. For example the agreement of the Leisure Strategy and the Property Investment Company were agreed at Council meetings in July and October 2017.

6.2.4 The council is likely to undertake a number of significant capital schemes within the medium term including Old River Lane, Bishop's Stortford. The scope and funding arrangements of such schemes are still in the early stages of project planning. However it should be noted that East Herts may need to give careful consideration to its reserves provision in the forthcoming years and will potentially require a borrowing facility within this medium term financial period.

6.2.5 As any of these schemes are agreed and the funding requirements become more definite, these schemes will be included in the capital programme presented within the quarterly health-check report.

6.2.6 The complete proposed capital programme can be found in **Essential Reference Paper E** including schemes already approved in previous years.

6.3 Prudential Code Implications

6.3.1 The council is required under the Local Government Act 2003 to 'have regard' to the requirements of the CIPFA Prudential Code which requires that certain performance indicators and limits known as Prudential Indicators are calculated.

6.3.2 The Prudential Indicators must be approved by Council before the beginning of each financial year. Their purpose is to help the council ensure that its capital investment plans are affordable, prudent and sustainable.

6.3.3 It is recommended that the capital programme being proposed in this budget report is affordable, prudent and sustainable. No new borrowing is required to fund the capital programme.

7. 2018/19 Revenue Schedule of Fees & Charges

7.1 The proposed schedule of charges set out within **Essential**

Reference Paper F will be made available at the meeting.

7.2 The fees and charges budgets (excluding charges for pay and display car parking) included in the 2017/18 Net Cost of Services totalled £1.860m.

7.3 The table below shows the impact of the changes proposed in the schedule of charges to the 2018/19 budget.

Table 11 – Fees & Charges

	2017/18 budget	Impact of changes in volume	Impact of proposed 5% charges increase	2018/19 budget
	£	£	£	£
Hertford Theatre	156,000	20,540	10,920	187,460
Clinical Waste	80,000	950	4,100	85,050
Domestic Waste	70,000	200	3,600	73,800
Commercial Waste	632,000	62,500	35,000	729,500
Env Health Promotions	3,100	(1,100)	-	2,000
Env Health Licences	23,050	(2,600)	7,600	28,050
Taxi Licensing	139,600	(14,600)	16,000	141,000
Development Management	106,000	11,000	6,000	123,000
Legal Fees	30,000	(750)	1,500	30,750
Land Charges	240,000	20,000		260,000

Markets	72,000	700	3,600	76,300
Hostels	120,000	-	-	120,000
Bed & Breakfast	15,000	20	760	15,780
Residents' Parking	108,850	(6,350)	*25,200	127,700
Parking - Season Tickets	64,000	(35,700)	1,400	29,700
Total	1,859,600	54,810	115,680	2,030,090

*additional volumes included

7.4 The fees and charges included in **Essential Reference Paper F** have increased by an average of 5.0%. The estimated impact of this increase is additional income of £116k in 2018/19.

7.5 Pay and Display charges have not been increased for 2018/19. This is in line with the budget policy agreed at a previous Council, and will be reviewed in 2019/20.

8. Advice from the Section 151 Officer

8.1 Section 25 of the Local Government Act 2003 requires the Statutory Section 151 Officer (Head of Strategic Finance & Property) to give advice to the Council on the levels of reserves held and the robustness of the budgets at the time Council makes its decision on the budget proposals.

8.2 It is the advice of the Head of Strategic Finance and Property that these budget proposals are prudent, sensible and robust. In determining the budget proposals:

- Funding sources have been extensively modelled
- A zero-based salary budget has been produced
- The MTFP model and assumptions have been considered and refreshed

- The council's Earmarked and General Reserves have been reviewed
- The revenue impact of the capital programme has been considered
- The key financial risks facing the council have been identified and assessed
- The budget proposals meet the requirements of the Local Government Finance Act 1997 for a balanced revenue position

8.3 Throughout this report attention has been drawn to the uncertainty of the local government funding regime and the potential impact on East Herts. The assumptions made in the preparation of this report and the MTFP are based on the best information available at the time.

9. Implications / Consultations

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

Background Papers

None

Contact Member: Councillor Geoff Williamson
geoffry.williamson@eastherts.gov.uk

Contact Officers: Isabel Brittain – Head of Strategic Finance and Property, Ext. 2050
isabel.brittain@eastherts.gov.uk

Ben Wood – Head of Communications, Strategy and Policy Ext. 1699
Benjamin.wood@eastherts.gov.uk

Report Author: Alison Street – Finance Business Partner
alison.street@eastherts.gov.uk

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>The report proposes the budget for the Council in 2017/18 and the medium term financial plan which contributes to all the Corporate Priorities.</p>
Consultation:	Member training and briefings have been undertaken as part of the Finance and Business Planning process.
Legal:	There are no legal implications.
Financial:	There are no direct financial implications arising from the report.
Human Resource:	No specific implications arise from this report
Risk Management:	The Budget report considers emerging risks to the funding the Council receives and sets out the mitigation of those risks.
Health and wellbeing – issues and impacts:	No specific implications arise from this report.

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Saving suggestions from Councillors' 'have your say' sessions

2018/19	2019/20	2020/2021	2021/2022
£'000	£'000	£'000	£'000

Council wide

Increase fees and charges by 5% or full cost recovery	55	-	-	-
Reduce advertising in newspapers	30	-	-	-
Change policy on catering across the Council	10	-	-	-
Rationalise back office budgets	65	-	-	-

Communications, Strategy and Policy

Reduce LINK magazine publication	10	-	-	-
Hire out Meeting rooms and Council Chamber to Public and other organisations for a fee	5	-	-	-

Human Resources and Organisational Development

Remove staff Life Assurance scheme	21	-	-	-
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Strategic Finance and Property

Review of Wallfields utility costs to ensure on cheapest tariffs.(10%)	7	-	-	-
Remove 1st class post	5	-	-	-
Revise procurement process to enable contract saving	20	-	-	-
Rent out Wallfields old building office space	10	-	-	-
Review the courier service	11	-	-	-

Operations

Reduce Hertford Theatre subsidy by 10%	38	-	-	-
Terminate 'RingGo' service in car parks	38	-	-	-
Remove Pest Control budget	45	-	-	-

Housing & Health

Remove Empty Homes funding	30	-	-	-
Reduce Community Grant funding	20	30	-	-

Total	420	30	-	-
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ESSENTIAL REFERENCE PAPER 'C'

Project Items for Review and Consideration for 2019/20 Medium Term Financial Plan

Following the Councillor and staff workshops held during November a number of ideas were put forward on ways to improve service provision and generate income for East Herts Council.

Many of those ideas require further examination and possible investment in resources to provide a future direction of travel. Below are the ideas which will be investigated throughout 2018/19 in preparation for the 2019/20 Medium Term Financial Plan.

In order to deliver these projects an “invest to save” fund will be ring-fenced from the Priority Funding Pot of £200k. This will be managed by the Head of Strategic Finance and Property, who will report on the progress of each project at PAG in September, November and January.

Set out below are the projects for approval for 2018/19:

Planning Income Review – Head of Planning

- | |
|--|
| <ul style="list-style-type: none">• Increase the opportunity for Pre-App Income• Provide professional planning advice to small businesses for a small fee.• Investigate other income opportunities |
|--|

Human Resources Review – Head of HR

- | |
|--|
| <ul style="list-style-type: none">• HR Shared Service• Review of staff remuneration• Reduced staff benefits• Reduced Staff hours• Promote Unpaid Leave• Review of Leadership Team restructure |
|--|

Parking Income Review – Head of Operations
--

- | |
|---|
| <ul style="list-style-type: none">• On-Street Parking• Sunday charging• Public access and charging to Wallfields at weekends and evenings• Overnight parking |
|---|

Street Lighting Review – Head of Strategic Finance and Property

- | |
|--|
| <ul style="list-style-type: none">• Investigate the opportunity to upgrade to LED and possible HCC ownership |
|--|

Legal Services Review – Head of Legal and Democratic Services

Consider:

- | |
|--|
| <ul style="list-style-type: none">• Selling East Herts legal team specialist knowledge to other authorities• Buying in specialist knowledge from other authorities• A shared service |
|--|

Street Name Plates – Head of Strategic Finance and Property

- | |
|--|
| <ul style="list-style-type: none">• Review of costs and income• Consider additional services to improve income levels• Expand street name and Numbering service.• Outsourcing service• Increased fees to bring in line with other councils• Ensure full cost recovery |
|--|

IT Shared Services Review – Head of Strategic Finance and Property
--

- | |
|--|
| <ul style="list-style-type: none">• Review of current performance indicators• Benchmark of similar organisations• Consider software value for money• Consider the hardware available and review of alternatives |
|--|

Public Conveniences Review – Head of Operations

- | |
|---|
| <ul style="list-style-type: none">• Consider necessity of service• Consider alternative provision of service |
|---|

Electoral Arrangement Review – Head of Legal and Democratic Services
--

- | |
|---|
| <ul style="list-style-type: none">• Review Electoral Arrangements• Review of member allowances• Review of member expenses |
|---|

Playground Management and Inspection – Head of Operations

- | |
|---|
| <ul style="list-style-type: none">• Review of inspection requirements• Consider playground ownership |
|---|

Chargeable Events – Head of Communications, Strategy and Policy

Consider the opportunities for income generation from the following items:
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- | |
|---|
| <ul style="list-style-type: none">• Open Air Concerts• Outdoor Cinema• Food Events/ site rental |
|---|

Investment Income – Head of Strategic Finance and Property
--

Consider the Financial Sustainability Investment opportunities including:

- | |
|---|
| <ul style="list-style-type: none">• Crowd-funding• Property Investment• Commercial activities |
|---|

PCSO provision – Head of Health and Housing

Consider the PCSO value for money.

- | |
|--|
| <ul style="list-style-type: none">• SLA review• Outcomes• Community engagement |
|--|

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PROJECTED BALANCES ON RESERVES					
	2017/18 Sept Estimated Balance 31 Mar '18 £000	2018/19 Balance 31 Mar '19 £000	2019/20 Balance 31 Mar '20 £000	2020/21 Balance 31 Mar '21 £000	2021/22 Balance 31 Mar '22 £000
General Fund	3,854	3,854	3,854	3,854	3,854
General Reserve	699	603	507	411	219
Other Earmarked Reserves					
Interest Equalisation Reserve	1,461	1,461	1,461	1,461	1,461
Insurance Fund	1,010	1,010	1,010	1,010	1,010
Emergency Planning Reserve	36	36	36	36	36
LDF - Public Exam / Green Belt Review	22	22	22	22	22
Housing Condition Survey	87	101	65	79	93
Provision for future whole Council elections	46	73	1	29	57
Sinking Fund - Leisure facilities / pension	228	228	228	228	228
Performance reward grant	10	10	10	10	10
Waste recycling income volatility reserve	300	300	300	300	300
Footbridge over the River Stort	150	150	150	150	150
Transformation Reserve	699	534	405	405	405
DCLG Preventing Repossessions	18	18	18	18	18
Environmental Pollution DEFRA	0	0	0	0	0
New Homes Bonus Priority Spend	4,809	5,427	6,714	8,123	9,492
Collection Fund Reserve	(120)	(120)	(120)	(120)	(120)
DEFRA Flood Support for Local Businesses Grant Reserve	4	4	4	4	4
Commercial Property Fund	1,093	1,093	1,093	1,093	1,093
Neighbourhood Planning Grant	10	10	10	10	10
MTFP Transition Funding Reserve	141	0	0	0	0
Total Earmarked Reserves	10,006	10,357	11,407	12,858	14,269
Total Reserves	14,559	14,814	15,768	17,123	18,342

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CAPITAL PROGRAMME 2018/19 TO 2021/22

SCHEMES	2018/19 Original Budget £000	2019/20 Original Budget £000	2020/21 Original Budget £000	2021/22 Original Budget £000
Head of Strategic Finance & Property				
Compliance Works to Swimming Pools				
Glazing & equalities access works to Swimming Pools	40	0	0	0
Leventhorpe Swimming Pool, Sawbridgeworth *				
Renew main supply fan to the main pool area	25	0	0	0
Joint Provision Pools (Ward Freman, Leventhorpe & Fanshawe) - Replacement Air Conditioning to Offices	15	0	0	0
Investment in operational assets	250	250	250	250
Hertford Theatre - Replace Auditorium Roof	190	0	0	0
Total Strategic Finance & Property	520	250	250	250
Head of Shared Business & Technology Services				
IT Schemes				
Rolling programme to be utilised on ICT projects subject to ITSG review	450	450	450	450
Total Head of Shared Business & Technology Services	450	450	450	450
Head of Planning & Building Control				
Historic Building Grants				
Enable grants to be offered to the owners of historic buildings to encourage their maintenance and upkeep	55	55	55	55
Total Head of Planning & Building Control	55	55	55	55
Head of Operations				
Leisure Facilities Strategy				
Option B	0	0	15,000	16,260
Open Space Improvements at the Wash, Hertford - HUDS				
Improved amenity for local residents and visitors to the town	0	50	0	0
Folly View Open Space Improvements, Hertford				
Improved amenity for local residents and visitors	0	15	0	0
Cannons Mill Lane Improved amenity for local residents of Bishops Stortford North Development	0	30	0	0
Southern Country Park - expansion of play equipment for younger children to meet requests and in support of Green Flag award	30	0	0	0
Hillside Crescent, Stanstead Abbots play area - refurbishment of equipment in response to previous play audit	20	0	0	0
Project to replace older play equipment across all play areas in the district in response to the Condition Audit to be reviewed in 2018/19	0	50	50	50
Play Area Hartham Common, Hertford				
Installation of new play equipment, landscape enhancements and ancillary improvements, to include bespoke seating areas and tree & shrub planting.	0	275	0	0
Hartham Common, Hertford				
Potential projects include development of water play area, improvements to car parking & pedestrian access (Note 8)	0	25	0	0
Energy Grants	20	20	20	20
Total Head of Operations	70	465	15,070	16,330
Head of Housing & Health				
River & Watercourse Structures				
Improve, maintain & renew structures along rivers and watercourses to alleviate possible flooding throughout the district.	48	48	48	48
Land Management Programme				
Land Management Asset Register & Associated Works	50	50	50	50
Private Sector Improvement Grants				
Disabled Facilities - Discretionary	60	60	60	60
Decent Home Grants	120	120	120	120
Ridgeway Scheme, Hertford (Network Homes)	250	0	0	0
Colebrook Court (Network Homes)	33	32	0	0
Future Housing Schemes	200	0	0	0
Community Capital Grants				
To take forward the Council's priorities for people, place and prosperity	80	80	80	80
Total Health & Housing	841	390	358	358
TOTAL	1,936	1,610	16,183	17,443

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Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on 2.5% increase	2018/19 Charge based on 5% increase	VAT
		£	£	£	

LAND CHARGES

Registration of a charge in Part II of the register	Statutory	per charge	67.00	67.00	67.00	OS
Filing a definite certificate of the Lands Tribunal under rule 10 (3)	Statutory	per certificate	2.50	2.50	2.50	OS
Filing a judgement or order, or written request for the variation or cancellation of any entry in Part 11 of the register	Statutory	per item	7.00	7.00	7.00	OS
Inspection of documents filed in the register under rule 10, in respect of each parcel of land	Statutory	per parcel of land	2.50	2.50	2.50	OS
Office copy of any plan or other document filed pursuant to the rules	Statutory	per copy	Individual Charge	Individual Charge	Individual Charge	OS
Standard search fee (LLC1 + CON29)		Fixed	£100.20	103.21	105.21	S
Extra parcel fee with standard search		Fixed	£23.00	23.58	24.15	S
Standard search including all CON29O questions		Fixed	£383.40	392.98	402.57	S
LLC1		Fixed	£21.00	21.53	22.00	Z
CON29		Fixed	£79.00	80.98	82.95	S
Con29O Qu.4 -21		Fixed	£24.00	24.60	25.50	S
Con29o Qu.22		Fixed	£22	22.55	23.10	S
Extra parcel fee (LLC1)		Fixed	£5.00	5.13	5.25	Z
Extra parcel fee (Con29)		Fixed	£18.00	18.45	18.90	S

LEGAL CHARGES

Authorised Guarantee Agreement	Discretionary	Fixed	£480	492.00	504.17	S
Commercial lease assignment	Discretionary	Fixed	£650	666.00	682.50	S
Leases	Discretionary	Fixed	£750	769.00	787.42	S
Licences	Discretionary	Fixed	£350	359.00	367.50	S
Deed of covenants	Discretionary	Fixed	£452 PLUS 3%	£463 PLUS 3%	£475 PLUS 3%	S
Landlord licence	Discretionary	Fixed	£548	562.00	575.40	S
Deed of variation (complex)	Discretionary	Fixed	£1,000	1,025.00	1,050.00	S
Easements	Discretionary	Fixed	£1,000	1,025.00	1,050.00	S
Drafting Rent Reviews	Discretionary	Fixed	£250	256.00	262.50	S
s.106 TCPA 1990 – simple	Discretionary	Fixed	£1,000	1,025.00	1,050.00	S
s.106 TCPA – complex	Discretionary	Fixed	£2,500	2,562.00	2,625.00	S
Deed of Surrender	Discretionary	Fixed	£600	615.00	630.00	S
Transfer of Open Space	Discretionary	Fixed	£800	820.00	840.00	S
Licence of alternations	Discretionary	Fixed	£700	717.00	735.00	S
Licence to assign leasehold premises	Discretionary	Fixed	£700	717.00	735.00	S
Notice of Assignment	Discretionary	Fixed	£82	84.00	86.00	S
Notice of charge	Discretionary	Fixed	£82	84.00	86.00	S
Postponement of Charge	Discretionary	Fixed	£82	84.00	86.00	S
Sale of land	Discretionary	Fixed	£750	769.00	787.50	S
Footpath/Bridleway Creation or Diversion Agreement	Discretionary	Fixed	£1,500	1,538.00	1,575.00	S

Electoral Registration Fees

Fee for sale of the full register and notices of alteration	Statutory	per sale provided electronically	20.00	20.00	20.00	
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	Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on 2.5% increase	2018/19 Charge based on 5% increase	VAT
			£	£	£	
and an additional	Statutory	per thousand or part thousand entries	1.50	1.50	1.50	Z
Fee for sale of the full register and notices of alteration	Statutory	per sale printed	10.00	10.00	10.00	Z
and an additional	Statutory	per thousand or part thousand entries	5.00	5.00	5.00	Z
Fee for sale of the open Register	Statutory	per sale provided electronically	20.00	20.00	20.00	Z
and an additional	Statutory	per thousand or part thousand entries	1.50	1.50	1.50	Z
Fee for sale of the open Register	Statutory	per sale printed	10.00	10.00	10.00	Z
and an additional	Statutory	per thousand or part thousand entries	5.00	5.00	5.00	Z
Fee for sale of the list of overseas electors	Statutory	per sale provided electronically	20.00	20.00	20.00	Z
and an additional	Statutory	per hundred or part hundred entries	1.50	1.50	1.50	Z
Fee for sale of the list of overseas electors	Statutory	per sale printed	10.00	10.00	10.00	Z
and an additional	Statutory	per hundred or part hundred entries	5.00	5.00	5.00	Z
Fee for sale of the marked document (register or absent voters list)	Statutory	per sale provided electronically	10.00	10.00	10.00	Z
and an additional	Statutory	per thousand or part thousand entries	1.00	1.00	1.00	Z
Fee for sale of the marked document (register or absent voters list)	Statutory	per sale printed	10.00	10.00	10.00	Z
and an additional	Statutory	per thousand or part thousand entries	2.00	2.00	2.00	Z
Photocopies of Election expense returns	Statutory	Per side copied	0.20	0.20	0.20	Z
Certificate of Registration	Discretionary	per elector per year	20.00	20.00	20.00	Z

Street Name & Numbering

Change/addition of house name	Discretionary	Per property	75.00	76.50	78.75	Z
Registering 1 plot	Discretionary	Single properties	75.00	76.50	78.75	Z
Registering 2-24 plots	Discretionary	Per plot	50.00	51.00	52.50	Z
Registering 25-49 plots	Discretionary	Per plot	40.00	41.00	42.00	Z
Registering 50-74 plots	Discretionary	Per Plot	30.00	31.00	31.50	Z
Registering 75-99 plots	Discretionary	Per Plot	25.00	25.50	26.25	Z
Registering 100+ Plots	Discretionary	Per Plot	15.00	15.50	15.75	Z
Naming a new street/block where the Council Chooses a Name	Discretionary	Per road name	200.00	205.00	210.00	Z
Naming a new street/block where the developer chooses a name (Subject to consultation**)	Discretionary	Per road name	250.00	256.00	262.50	Z
Renaming of street where requested by residents and/or the Town/Parish Council	Discretionary	Per address	75.00	77.00	78.75	Z
Change to new addresses due to development changing after the schedule has been issued (applies to all amended plots)	Discretionary	Per plot	50.00	51.00	52.50	Z

Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on 2.5% increase	2018/19 Charge based on 5% increase	VAT
		£	£	£	

Letting of Council Offices

Council Chamber - Hertford		per hour	30.00	31.00	31.50	n/a
Other Rooms - Hertford		per hour	20.00	20.00	21.00	n/a

Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 2.5% increase	2018/19 Charge based on a 5% increase	VAT
		£	£	£	

Revenues

Council Tax penalty for failure to promptly notify or provide information		per first offence	70.00	70.00	70.00	n/a
Council Tax penalty for failure to promptly notify or provide information		per subsequent offence	280.00	280.00	280.00	n/a
Summons and Liability Order		per order	80.00	80.00	80.00	n/a

Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 2.5% increase	2018/19 Charge based on a 5% increase	VAT
		£	£	£	

Misc Development Management Charges

Copies of any documents	per black & white A4 sheet	0.10	0.10	0.10	n/a
Copies of any documents	per colour A4 sheet	0.20	0.20	0.20	n/a
Copies of any documents	per black & white A3 sheet	0.20	0.20	0.20	n/a
Copies of any documents	per colour A3 sheet	0.40	0.40	0.40	n/a
Copies of any documents	per black & white A2 sheet	1.00	1.00	1.00	n/a
Copies of any documents	per colour A2 sheet	2.00	2.00	2.00	n/a
Copies of any documents	per black & white A1 sheet	1.50	1.50	1.50	n/a
Copies of any documents	per colour A1 sheet	3.00	3.00	3.00	n/a
Copies of any documents	per black & white A0 sheet	2.00	2.00	2.00	n/a
Copies of any documents	per colour A0 sheet	4.00	4.10	4.20	n/a
Copies of documents provided on an electronic disc	per disc provided	15.50	15.90	16.30	n/a
Historical Research (where records available)	per hour (or part)	79.00	81.00	83.00	n/a
Legal obligation agreements - clause monitoring fee	per obligation issue	-	-	-	n/a
Legal obligation agreements - confirmation of compliance by third parties or where the monitoring fee has not been paid	per hour (or part of) after first hour	77.00	79.00	81.00	n/a
Fee for discharge of or compliance with a condition	per request (any number of conditions) relating to works of extension or alteration to an existing dwelling	28.00	28.00	28.00	n/a
Fee for discharge of or compliance with a condition	per request (any number of conditions) all other developments	97.00	97.00	97.00	n/a
Retrieval of externally stored microfilmed records	per microfilmed record	4.70	4.80	4.90	n/a

PRE-APPLICATION ADVICE

Householder proposals	Initial fee	108.33	126.05	126.05	S
Householder proposals	Secondary fee	54.17	55.00	56.67	S
Request for informal confirmation that proposed development comprises 'permitted development'. (Not Lawful Development Certificate)	Initial fee	108.33	110.83	113.75	S
Request for informal confirmation that proposed development comprises 'permitted development'. (Not Lawful Development Certificate)	Secondary fee	-	-	-	S
Largescale Major Development Proposals	Initial fee	Individually Quoted Price	Individually Quoted Price	Individually Quoted Price	S
Largescale Major Development Proposals	Secondary fee	-	-	-	S

	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on a 2.5% increase £	2018/19 Charge based on a 5% increase £	VAT
Smallscale Major Development Proposals		Initial fee	Individually Quoted Price	Individually Quoted Price	Individually Quoted Price	S
Smallscale Major Development Proposals		Secondary fee	-	-	-	S
Minor Development (single new or replacement dwellings and other development of less than 50sqm floorspace)		Initial fee	300.00	276.12	315.00	S
Minor Development (single new or replacement dwellings and other development of less than 50sqm floorspace)		Secondary fee	-	-	-	S
Minor Development (all other minor development)		Initial fee	375.00	373.38	393.33	S
Minor Development (all other minor development)		Secondary fee	-	-	-	S
Minor Development (all other minor development)		Initial fee	375.00	373.38	393.33	S
Minor Development (all other minor development)		Secondary fee	-	-	-	S
Any development where affordable housing is required by virtue of the Council's planning policies and is to be provided		Initial fee	-	-	-	S
Other Development		Initial fee	100.00	102.50	105.00	S
Other Development		Secondary fee	50.00	51.25	52.50	S
Advertisement proposals		Initial fee	83.33	85.00	87.50	S
Advertisement proposals		Secondary fee	-	-	-	S
Heritage advice		Initial fee	108.33	120.39	113.75	S
Heritage advice		Secondary fee	54.17	55.00	56.88	S
Meetings - major and minor developments			Included in quoted fee	Included in quoted fee	Included in quoted fee	
Meetings - all other development types		per officer present / per hour	20.83	37.63	37.63	S
Provision of urgent advice		within 5 working days	2 X quoted fee	2 X quoted fee	2 X quoted fee	

Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on 2.5% increase	2018/19 Charge based on 5% increase	VAT
		£	£		

REFUSE COLLECTION - Commercial Refuse Collection

Paid Collections (excl. HCC disposal costs)		medium	76.00	77.90	79.84	S
Paid Collections (excl. HCC disposal costs)		large	157.00	160.90	164.83	S
Mixed Heriditaments - charged according to the proportion of trade waste collected.			Individual charge	Individual charge	Individual charge	
Commercial Events - Cleansing / Refuse Collection		per hour	78.50	80.00	82.42	S

REFUSE COLLECTION - Domestic Refuse Collection

Bulky Waste Collection - 1 Item		per collection	26.00	26.50	27.50	n/a
Bulky Waste Collection - 2 Items		per collection	36.00	37.00	38.00	n/a
Bulky Waste Collection - 3 Items		per collection	46.00	47.00	48.00	n/a
Bulky Waste Collection - 4 Items		per collection	56.00	57.00	59.00	n/a
Bulky Waste Collection - Load - small		per collection	66.00	67.00	69.00	n/a
Bulky Waste Collection - Load - medium		per collection	97.00	99.00	102.00	n/a
Bulky Waste Collection - Load - large		per collection	145.00	148.00	152.00	n/a
Bulky Collection Cancellation Fee		per cancellation	10.00	10.00	10.50	n/a

REFUSE COLLECTION - Other

Cleansing private land (Performance area - regular schedule)		per linear metre per annum	24.00	24.60	25.21	S
Cleansing private land - ad hoc litter picking		per hour	75.50	77.00	79.25	S
Abandoned Vehicles (end of life vehicles) surrendered and removed by LA		per vehicle	42.00	43.00	44.17	S
Abandoned Vehicles (end of life vehicles) surrendered and removed by LA		per caravan	65.00	66.50	68.33	S
Cleaning graffiti on private land (chemical cleaning only. Subject to damage waiver from land owner and site survey. Graffiti removal from private land is at the discretion of the Head of Environmental Services and will not be undertaken where there is a risk of damaging surfaces, traffic management requirements or significant health and safety implications. Individual charges may be waived at the discretion of the Head of Environmental Services as part of campaigns or in the interests of preventing or discouraging significant levels of crime and disorder)		per m ²	55.00	56.00	58.00	n/a
Cleaning graffiti - small items		per item	33.00	34.00	35.00	n/a

REFUSE COLLECTION - Clinical

Charge per site		per visit (max 26)	15.00	15.00	15.83	S
Sharps containers		per container	9.00	9.20	9.46	S
Sacks - trade (infectious waste)		per sack	5.75	5.90	6.04	S
Sacks - domestic (infectious waste)		per sack	1.25	1.25	1.30	n/a
Sacks - trade (Offensive waste)		per sack	3.55	3.60	3.70	S
Sacks - domestic (Offensive waste)		per sack	1.25	1.25	1.30	n/a
Extra Sacks delivery charge		per occasion	26.00	26.60	27.30	n/a

COMMERCIAL WASTE

Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on 2.5% increase	2018/19 Charge based on 5% increase	VAT
		£	£		

Note: The below are 'ceiling' prices and subject to the discretion of the Head of Environmental Services. For these commercial waste collection services the minimum contract period is 3 months. A minimum of 3 months notice must be given by the customer to cancel the contract. In the event of the customer cancelling the contract or the Council terminating the contract for non-payment, no refund will be given for the service not supplied during the notice period

Commercial Waste Collection Services - sacks		per 50	91.00	93.00	95.00	n/a
Commercial Waste Collection Services - 240 litres		per bin per annum	410.00	420.00	430.00	n/a
Commercial Waste Collection Services - 340 litres		per bin per annum	470.00	481.00	490.00	n/a
Commercial Waste Collection Services - 660 litres		per bin per annum	801.00	821.00	841.00	n/a
Commercial Waste Collection Services - 1,100 litres		per bin per annum	1,004.00	1,029.00	1,054.00	n/a
Prescribed Waste Collection Service - Sacks		per 50	52.00	53.00	55.00	n/a
Prescribed Waste Collection Service - 240 litres		per bin per annum	304.00	311.00	319.00	n/a
Prescribed Waste Collection Service - 340 litres		per bin per annum	325.00	333.00	341.00	n/a
Prescribed Waste Collection Service - 660 litres		per bin per annum	544.00	557.00	571.00	n/a
Prescribed Waste Collection Service - 1,100 litres		per bin per annum	589.00	604.00	618.00	n/a
Prescribed Waste for Educational Establishments - Sacks		per 50	52.00	53.00	55.00	n/a
Prescribed Waste for Educational Establishments - 240 litres		per bin per annum	276.00	283.00	290.00	n/a
Prescribed Waste for Educational Establishments - 340 litres		per bin per annum	308.00	315.00	323.00	n/a
Prescribed Waste for Educational Establishments - 660 litres		per bin per annum	503.00	515.00	528.00	n/a
Prescribed Waste for Educational Establishments - 1,100 litres		per bin per annum	544.00	557.00	571.00	n/a
Bin removal & re-delivery charge following non-payment		per occasion	26.00	26.50	27.30	n/a
Extra sacks delivery charge		per occasion	26.00	26.50	27.30	n/a

Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 2.5% increase	2018/19 Charge based on a 5% increase	VAT
		£	£	£	

PEST CONTROL

Payment for domestic premises is to be made by card at the time of booking. Cash/cheque payments are only to be offered if resident is unable to pay by card. Payment at the time of treatment is to be discouraged. This is due to the high cost of handling cash and cheque payments.

Commercial Premises - Rats & Mice	per hour or part hour	64.00	65.60	67.17	S
Commercial Premises - Contract service available	per annum	individual price	individual price	individual price	S
Commercial Premises - Wasps	one nest job	53.00	54.30	55.67	S
Commercial Premises - Ants	one nest job	53.00	54.30	55.67	S
Commercial Premises - Additional nests	per add. nest	18.00	18.45	18.92	S
Commercial Premises - Bed Bugs	per hour or part hour	64.00	65.60	67.17	S
Commercial Premises - Fleas	per hour or part hour	64.00	65.60	67.17	S
Commercial Premises - Cockroaches	per hour or part hour	64.00	65.60	67.17	S
Commercial Premises - Squirrels	per hour or part hour	64.00	65.60	67.17	S
Commercial Premises - Cluster Fly Infestation	per hour or part hour	64.00	65.60	67.17	S
Commercial Premises - Visit for Advice ONLY	per hour or part hour	64.00	65.60	67.17	S
Commercial Premises - Visit for Advice ONLY	per half hour	32.00	32.80	33.58	S
Commercial Premises - Servicing of electronic fly killers	per annum	individual price	individual price	individual price	S
Commercial Premises - Sale of electronic fly killers	per unit	individual price	individual price	individual price	S
Commercial Premises - Pigeon / Bird Proofing	per job	individual price	individual price	individual price	S
Commercial Premises - Installation of air vent covers, proofing small holes	per job	price subject to survey	price subject to survey	price subject to survey	S
Commercial Premises - Installation of bristle strips	per job	price subject to survey	price subject to survey	price subject to survey	S
Commercial Premises - Supply and fit insect screens	per job	price subject to survey	price subject to survey	price subject to survey	S
Domestic Premises - Rats A call out charge of £25 per job will be levied irrespective of whether rats are found. A 'job' can include up to 3 visits included in the call out price. No charge is recoverable where rats are reported in public places.	per job	50.00	51.25	52.50	S
Domestic Premises - Mice	per job	50.00	51.25	52.50	S
Domestic Premises - Wasps	one nest job	50.00	51.25	52.50	S
Domestic Premises - Ants	one nest job	50.00	51.25	52.50	S
Domestic Premises - Additional nests	per add. nest	18.33	18.80	19.25	S
Domestic Premises - Cluster Fly Infestation	one job (up to 3 visits)	63.33	64.90	66.50	S
Domestic Premises - Bed Bugs	one job (up to 3 visits)	175.00	179.30	183.75	S
Domestic Premises - Bed Bugs	additional visits	63.33	64.90	66.50	S
Domestic Premises - Squirrels	per job	83.33	85.41	87.50	S
Domestic Premises - Fleas	per hour	83.33	85.41	87.50	S
Domestic Premises - Cockroaches	per hour	50.00	51.25	52.50	S
Domestic Premises - Visit for Advice ONLY	per half hour	25.00	25.60	26.25	S

	Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 2.5% increase	2018/19 Charge based on a 5% increase	VAT
			£	£	£	
Domestic Premises - Return Visit Charge (rats & mice)		per job	63.33	64.90	66.50	S
Domestic Premises - Installation of air vent covers, proofing small holes		per job	individual price	individual price	individual price	S
Domestic Premises - Installation of bristle strips		per job	individual price	individual price	individual price	S
Domestic Premises - Additional charge for a smoke test in drain (rodents)		per occasion	50.00	51.25	52.50	S
Concessionary fee for residents in receipt of income related benefit - waived in cases of hardship at the discretion of the Head of Environmental Services		per job	15.00	15.00	15.00	S

Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 2.5% increase	2018/19 Charge based on a 5% increase	VAT
		£	£	£	

Parking

Off Street Resident Season Ticket - Port Vale			229.17	234.17	240.63	S
Off Street Resident Season Ticket - Crown Terrace			1,026.00	1,051.65	1,077.30	S
Off Street Resident Season Ticket - Baldock Street - Ware			800.83	820.84	840.83	S
Off Street Business Permit - Charrington's House BS Long Stay			1,034.54	1,060.00	1,086.27	S
On Street Resident Season Ticket - 1st Permit			36.00	40.00	40.00	n/a
On Street Resident Season Ticket - 2nd Permit			72.00	80.00	80.00	n/a
On Street Resident Season Ticket - 3rd Permit (only available where possible in B1 (Stansted Rd, BS), B2 (Dunmow Rd, BS), B3 (Windhill BS), B7 Chantry BS), W2 (Coronation Rd Ware))			72.00	80.00	80.00	n/a
On Street Resident Season Ticket - Motorcycle permit			19.00	19.00	19.00	n/a
On Street Resident Season Ticket - Contractor permit		per week	15.00	15.00	15.00	n/a
On Street Resident Season Ticket - Business permit		per annum	315.00	315.00	315.00	n/a
On Street Resident Season Ticket - Carers/ Special permits (discretionary)			36.00	36.00	36.00	n/a
On Street Resident Season Ticket - Vistors Vouchers		per hour	0.10	0.10	0.10	n/a
On Street Resident Season Ticket - Vistors Vouchers		per hour pensioners	0.05	0.05	0.05	n/a
On Street Resident Season Ticket - Charge for Temporary Dispensation from Parking Restrictions			15.00	15.00	15.00	n/a
On Street Residents Parking Permits - Folly Island - 2nd Permit			55.00	55.00	55.00	n/a
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid within 21 days		per PCN	35.00	35.00	35.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid after 21 days		per PCN	70.00	70.00	70.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid after service of charge certificate		per PCN	105.00	105.00	105.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid within 21 days		per PCN	25.00	25.00	25.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid after 21 days		per PCN	50.00	50.00	50.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid after service of charge certificate		per PCN	75.00	75.00	75.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations. - Higher Level Penalty Charge - Paid within 21 days		per PCN	35.00	35.00	35.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations. - Higher Level Penalty Charge - Paid after 21 days		per PCN	70.00	70.00	70.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations. - Higher Level Penalty Charge - Paid after service of charge certificate		per PCN	105.00	105.00	105.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid within 21 days		per PCN	25.00	25.00	25.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid after 21 days		per PCN	50.00	50.00	50.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid after service of charge certificate		per PCN	75.00	75.00	75.00	OS
Bishop's Stortford market traders' tariff - Link Road		per Thursday or Saturday	3.00	3.00	3.00	S

	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on a 2.5% increase £	2018/19 Charge based on a 5% increase £	VAT
Bishop's Stortford market traders' tariff - Northgate End		per Thursday or Saturday	3.00	3.00	3.00	S
Bishop's Stortford market traders' tariff - Apton Road		per Thursday or Saturday	3.00	3.00	3.00	S
Old London Road - Hertford - Market Traders		per day	3.00	3.00	3.00	S
Old London Road - Hertford - Coach / Lorry tariff		per visit	12.50	12.50	12.50	S

Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 2.5% increase	2018/19 Charge based on a 5% increase	VAT
		£	£	£	

Markets

Hertford - Standard pitch 3m x 2.1m (10' x 7')		per pitch	21.80	22.35	22.90	E
Hertford - Casual Trader pitch 3m x 2.1m (10' x 7')		per pitch	26.00	26.50	27.30	E
Hertford - Additional space		per 0.3m (per sq ft)	1.20	1.25	1.50	E
Ware - Standard pitch 3m x 2.1m (10' x 7') Where five consecutive weeks are taken, the fifth week will be free.		per pitch	14.00	14.35	14.70	E
Ware - Casual Trader pitch 3m x 2.1m (10' x 7')		per pitch	15.60	16.00	16.40	E
Ware - Additional space		per 0.3m (per sq ft)	1.20	1.25	1.30	E
Charity Stall - Any Market			10.90	11.20	11.40	E
Electricity Fee Charges		per stall per day	3.20	3.50	3.40	n/a
Market Licence - Commercial - up to 10 stalls			33.60	34.40	35.30	n/a
Market Licence - Commercial - up to 11 - 30 stalls			56.30	57.70	59.10	n/a
Market Licence - Commercial - up to 31plus stalls			117.20	120.10	123.00	n/a
Market Licence - Charity			23.20	24.00	24.40	n/a
Farmers Markets - Villages			120.00	123.00	126.00	E
Farmers Markets - Hertford (own stall)			-	-	-	E
Farmers Markets - Hertford (East Herts stall)			28.00	29.00	29.40	E
Farmers Markets - Jackson Square		per quarter	1,550.00	1,588.75	1,627.50	E

Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 2.5% increase	2018/19 Charge based on a 5% increase	VAT
		£	£	£	

ANIMAL CONTROL

Stray dog with ID chip (unless first offence and dog is collected the same day)		per dog	25.00	25.00	25.00	n/a
Stray dog without ID chip	Statutory		25.00	25.00	25.00	n/a
Stray dog collected			22.00	21.00	21.00	n/a
Kennel Charges		per night	15.00	15.00	15.00	n/a
ID chipping dogs (Ind)		per chip	18.33	19.00	19.25	S
ID chipping dogs (Campaign)		per chip	9.17	9.17	9.17	S
Small dead animal removal		per animal	35.00	35.84	36.75	S
Assistance to third party organisations		per hour	30.00	31.00	32.00	S
Provision of dog waste bag		per box of 5000	30.00	31.00	32.00	S
Dog Fouling Sign		per sign	12.83	13.17	13.50	S

Allotments

Allotments (25.3m ²)		per annum	3.60	3.70	3.80	n/a
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Outdoor Exercise Group Activities *

Charges for personal trainers and organisations are levied to commercial organisations and individuals using EHC owned land for organised group activities where a charge is levied to participants either directly or through a membership scheme. These are ceiling prices and may be reduced at the discretion of the Head of Environmental Services for shorter time periods or where activities are undertaken in partnership with the Council in pursuit of corporate objectives relating to health and well being. These charges do not apply to the Council's own Leisure Services contractor.

Organisations - per site			1,260.00	1,291.00	1,323.00	n/a
Personal Trainers - per trainer			475.00	487.00	499.00	n/a

Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 2.5% increase	2018/19 Charge based on a 5% increase	VAT
		£	£	£	

Environmental Health Licences

Riding Establishments (excl. vet fees)	Cost Recovery	per annum	426.40	437.10	447.70	OS
Zoos - New Licence (excl. vet fees)	Cost Recovery	per 4 year registration	2,056.20	2,108.00	2,160.00	OS
Zoos - Year 3 renewal licence inspection (excl. vet fees)	Cost Recovery	per inspection	1,589.80	1,630.00	1,670.00	
Zoos - Year 6 renewal licence inspection (excl. vet fees)	Cost Recovery	per 6 years	1,589.80	1,630.00	1,670.00	OS
Zoos - Transfer of Licence	Cost Recovery	per transfer	693.90	848.00	728.60	OS
Dangerous Wild Animals (excl. vet fees)	Cost Recovery	per 2 years	583.20	265.00	612.40	OS
Dog breeding establishments (excl. vet fees)	Cost Recovery	per annum	252.20	259.00	265.00	OS
Animal boarding establishments (exc. vet fees)	Cost Recovery	per annum	252.50	259.00	265.00	OS
Home boarding establishments (excl. vet fees)	Cost Recovery	per annum	118.90	122.00	125.00	OS
Dog creche / day care (excl vet fees)	Cost Recovery	per annum	252.00	259.00	265.00	OS
Pet Shops (excl. vet fees)	Cost Recovery	per annum	206.00	212.00	216.00	OS
Registration for Skin Piercing (Static/Home Business)	Cost Recovery	per business	201.90	207.00	212.00	OS
Registration for Skin Piercing (Person)	Cost Recovery	per person or premises	127.10	131.00	133.00	OS
Registration for Peripatetic Skin Piercing	Cost Recovery	per business	201.90	207.00	212.00	OS
Update to an existing Skin Piercing registration	Cost Recovery	per update	127.10	131.00	133.00	OS
Street Trading: Occasional Registered Charity (up to one month)	Cost Recovery	per month	59.50	61.00	62.50	OS
Street Trading: Occasional (up to one month)	Cost Recovery	per month	116.90	120.00	122.75	OS
Street Trading: Peripatetic (e.g. ice cream van)	Cost Recovery	per annum	337.20	346.00	405.00	OS
Street Trading: Static (e.g. burger van)	Cost Recovery	per annum	342.40	352.00	359.50	OS
Additional Licence fee for second reminder letter	Cost Recovery	per letter	23.60	20.00	25.00	OS
Additional Licence fee for chasing applications after the expiry of current licence	Cost Recovery	per licence	51.30	53.00	53.90	OS
Replacement of any environmental health licence or	Cost Recovery	per licence	51.30	20.00	53.90	OS

Training Courses

Level 2 Food Safety Training	Cost Recovery	per person, per course	68.70	-	-	OS
Level 2 Health & Safety Training	Cost Recovery	per person, per course	68.70	-	-	OS
Level 2 Food Safety Refresher Training	Cost Recovery	per person, per course	43.10	-	-	OS
Level 2 Health & Safety Refresher Training	Cost Recovery	per person, per course	43.10	-	-	OS
Level 2 Food Hygiene Training (up to 14 places at customer's premises)	Cost Recovery	per course	553.50	-	-	OS
Level 2 Food Hygiene Refresher Training (up to 14 places at customer's premises)	Cost Recovery	per course	635.50	-	-	OS
Foundation Level Food Safety Training	Cost Recovery	per person	-	40.00	40.00	OS
Foundation Level Food Safety Training (Online Course)	Cost Recovery	per person, per course	-	15.00	15.00	OS
Foundation Level Food Safety Training (up to 10 places at customer's premises)	Cost Recovery	per course	-	360.00	360.00	OS

	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on a 2.5% increase £	2018/19 Charge based on a 5% increase £	VAT
Cancellation Fee (less than 10 working days before course)	Cost Recovery	per person, per course	100% of fee paid	100% of fee paid	100% of fee paid	OS

Food Hygiene and Safety

Food register	Cost Recovery	per single entry	13.30	14.00	14.00	OS
Food register	Cost Recovery	per category	27.70	28.00	29.00	OS
Food register	Cost Recovery	per full copy	81.00	83.00	85.00	OS
Issue of certificate following surrender of food (excl. disposal costs)	Cost Recovery	per hour or part	51.30	53.00	54.00	OS
Food export health certificate	Cost Recovery	per hour or part	51.30	53.00	54.00	OS
Replacement Food Hygiene Rating certificate	Cost Recovery	per certificate	25.00	20.00	20.00	OS
Letter confirming food premises registration	Cost Recovery	per letter	39.00	20.00	20.00	OS
Food Hygiene Rating Scheme Rescoring Visit	Cost Recovery	per visit	-	159.00	159.00	OS
Safer Food, Better Business Coaching Visit	Cost Recovery	per visit	-	159.00	159.00	OS
Cancellation Fee for SFBB Coaching Visit (less than 10 working days before course)	Cost Recovery	per visit	100% of fee paid	100% of fee paid	100% of fee paid	OS

Miscellaneous Fees & Charges

Contaminated Land/ additional land charge enquiry	Cost Recovery	per hour or part	63.60	66.00	67.00	OS
Statement of fact for civil cases	Cost Recovery	per hour or part	51.30	53.00	53.86	S
Attendance at Exhumations	Cost Recovery	per hour or part	51.30	53.00	53.86	S

Private Water Supplies

Risk Assessment (smaller supplies - Regulation 10)	Cost Recovery	per assessment	up to 500	up to 500	up to 500	OS
Risk Assessment (larger supplies - Regulation 9)	Cost Recovery	per assessment	up to 500	up to 500	up to 500	OS
Risk Assessment (Desktop)	Cost Recovery	per assessment	up to 500	up to 500	up to 500	OS
Sampling Visit (excl. analysis costs)	Cost Recovery	per visit	100.00	100.00	100.00	OS
Investigation (excl. analysis costs)	Cost Recovery	per investigation	100.00	100.00	100.00	OS
Granting of Authorisation	Cost Recovery	per authorisation	100.00	100.00	100.00	OS
Analysis Costs (Regulation 10)	Cost Recovery	per set of samples	up to £25	up to £25	up to £25	S
Analysis Costs (Check Monitoring)	Cost Recovery	per set of samples	up to £100	up to £100	up to £100	S
Analysis Costs (Audit Monitoring)	Cost Recovery	per set of samples	up to £500	up to £500	up to £500	S

Private Sector Housing

Standards inspection for immigration	Cost Recovery	per inspection	153.80	159.00	161.50	S
Housing Notices	Cost Recovery	fixed charge	353.60	363.00	371.30	OS
Fixed penalty for failure to belong to an approved redress scheme		fixed charge	5,125.00	5,253.00	5,381.00	OS
Licence for a HMO with no more than 5 bedrooms (initiated by applicant without LA intervention)	Cost Recovery	per licence	845.60	867.00	887.90	OS
Licence for a HMO with no more than 5 bedrooms (initiated by applicant with LA intervention)	Cost Recovery	per licence	1,148.00	1,177.00	1,205.00	OS
Additional bedrooms	Cost Recovery	each	15.40	16.00	16.20	OS

	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on a 2.5% increase £	2018/19 Charge based on a 5% increase £	VAT
BACS refund on full licence fee for receipt of complete valid application within 21 days without further LA intervention			102.50	-	-	OS
Variation of licence	Cost Recovery	per variation	128.10	132.00	134.50	OS
Renewal of HMO Licence	Cost Recovery	per licence	702.10	720.00	737.20	OS
BACS refund for receipt of complete valid renewal applications at least 3 months before current licence expires			102.50	-	-	OS
Confirmation of empty home status for VAT reduction	Cost Recovery	per letter	78.90	81.00	82.90	OS
HMO Confirmation Letters	Cost Recovery	per letter	-	20.00	20.00	OS
Housing Advice Visit	Cost Recovery	per inspection	-	159.00	159.00	S

Miscellaneous Engineering Fees

Sewer Records/Plans		per item	27.70	29.00	29.00	OS
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OTHER LICENCES

Sex Establishments		per annum	2,680.40	2,747.10	2,814.00	OS
Sex Establishments		per renewal	2,372.90	2,432.20	2,491.50	OS
Sex Establishments		transfer	76.90	78.80	80.75	OS
Hypnotism Act 1952 - Occasional licensed premises			143.50	147.10	150.70	OS
Hypnotism Act 1952 - Occasional unlicensed premises			553.50	567.30	581.00	OS
Scrap Metal Site Licence		per licence granted	252.20	258.50	264.80	OS
Scrap Metal Site Licence		per licence renewed	187.30	192.00	197.00	OS
Scrap Metal Site Licence - Variation, Name Change, Change of Site		per change	44.60	45.70	46.80	OS
Scrap Metal Collectors Licence		per licence granted	228.10	233.80	239.50	OS
Scrap Metal Collectors Licence		per licence renewed	163.20	167.30	171.40	OS
Scrap Metal Collectors Licence - Variation, Name Change		per change	44.60	45.70	46.80	OS

TAXI LICENSING

Private Hire vehicle (new) - 1 year		per new licence	308.00	290.00	290.00	OS
Private Hire vehicle (renewal) - 1 year		per renewal	274.00	280.00	280.00	OS
Vehicle - either Hackney Carriage or Private Hire (new) HC only - 1 year		per new licence	308.00	376.00	376.00	OS
Vehicle - either Hackney Carriage or Private Hire (renewal) HC only - 1 year		per renewal	274.00	290.00	290.00	OS
Dual Driver or Private Hire Driver (new) - 3 year PH			369.00	391.00	391.00	OS
Dual Driver or Private Hire Driver (renewal) - 3 year PH			264.00	289.00	289.00	OS
Dual Driver (new) - 3 year			369.00	391.00	391.00	OS
Dual Driver (renewal) - 3 year			264.00	281.00	281.00	OS
Private Hire Operator - 5 year (new & renewal) (new only)			258.00	284.00	284.00	OS
Private Hire Operator - 5 year (new & renewal)			258.00	268.00	268.00	OS
Each additional vehicle above 6			30.00	-	-	OS

	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on a 2.5% increase £	2018/19 Charge based on a 5% increase £	VAT
Change of vehicle (new vehicle on old plate number)			78.00	54.00	54.00	OS
Change of vehicle (courtesy car)			156.00	83.00	83.00	OS
Private Hire Driver converted to Dual Driver			45.00	50.00	50.00	OS
Private Hire Driver converted to Hackney Carriage			45.00	99.00	99.00	OS
Change of vehicle proprietor			45.00	37.00	37.00	OS
Change of DVLA details (registration number etc)			45.00	56.00	56.00	OS
Change of Drivers address			-	11.00	11.00	OS
Knowledge test and training day (all new applicants)			97.50	97.50	97.50	OS
Resit of both routes and rules & regulations tests			67.50	52.00	52.00	OS
Resit of routes test only			35.00	35.00	35.00	OS
Update training for existing drivers			58.75	58.75	58.75	OS
Enhanced DBS Online			51.20	62.00	62.00	OS
Basic Disclosure Online			32.20	43.00	43.00	OS
Roof light (complete)		per light	82.00	75.00	75.00	S
Roof light (top cover or base plate)(new cost for top cover only)		per light	44.00	37.00	37.00	S
Roof Light (base)			44.00	29.00	29.00	S
2nd hand top or base			22.00	-	-	S
Replacement badges			27.00	24.00	24.00	S
Replacement plate (or additional for a trailer)			44.00	41.00	41.00	S
Roof light bulbs			2.50	3.00	3.00	S
Magnets (sold as a pair)			8.00	6.00	6.00	S
Executive Disc (private hire vehicles only)			13.00	11.00	11.00	S
Refund per full calendar month of unexpired drivers licence PH (new)			-	1.60	1.60	OS
Refund per full calendar month of unexpired drivers licence PH (renewal)			-	1.30	1.30	OS
Refund per full calendar month of unexpired drivers licence HC (new)			-	1.60	1.60	OS
Refund per full calendar month of unexpired drivers licence HC (renewal)			-	1.30	1.30	OS
Refund per full calendar month of unexpired vehicle licence PH (new)			-	3.70	3.70	OS
Refund per full calendar month of unexpired vehicle licence PH (renewal)			-	3.70	3.70	OS
Refund per full calendar month of unexpired vehicle licence HC (new)			-	3.70	3.70	OS
Refund per full calendar month of unexpired vehicle licence HC (renewal)			-	3.70	3.70	OS
Refund per full calendar month of unexpired operators licence (new)			-	10.40	10.40	OS
Refund per full calendar month of unexpired operators licence (renewal)			-	10.40	10.40	OS

	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on a 2.5% increase £	2018/19 Charge based on a 5% increase £	VAT
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band A - rateable value £0-£4,300	Statutory Fee	per band A premises	100.00	100.00	100.00	OS
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band B - rateable value £4,301-33,000	Statutory Fee	per band B premises	190.00	190.00	190.00	OS
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band C - rateable value £33,001-£87,000	Statutory Fee	per band C premises	315.00	315.00	315.00	OS
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band D - rateable value £87,001-£125,000	Statutory Fee	per band D premises	450.00	450.00	450.00	OS
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band E - rateable value £125,000 and over	Statutory Fee	per band E premises	635.00	635.00	635.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band A - rateable value £0-£4,300	Statutory Fee	per band A premises per annum	70.00	70.00	70.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band B - rateable value £4,301-33,000	Statutory Fee	per band B premises per annum	180.00	180.00	180.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band C - rateable value £33,001-£87,000	Statutory Fee	per band C premises per annum	295.00	295.00	295.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band D - rateable value £87,001-£125,000	Statutory Fee	per band D premises per annum	320.00	320.00	320.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band E - rateable value £125,000 and over	Statutory Fee	per band E premises per annum	350.00	350.00	350.00	OS
PERSONAL LICENCE		per licence	37.93	#REF!	39.83	OS

OTHER FEES AND CHARGES

Supply of copies of information contained in register		per black & white A4 sheet	0.10	0.10	0.11	S
Supply of copies of information contained in register		per black & white A3 sheet	0.21	0.22	0.22	S
Supply of copies of information contained in register		per black & white A0 sheet	1.13	1.16	1.19	S
Supply of copies of information contained in register		per colour A4 sheet	0.21	0.22	0.22	S
Supply of copies of information contained in register		per colour A3 sheet	0.51	0.52	0.54	S
Supply of copies of information contained in register		per colour A0 sheet	1.74	1.78	1.83	S
Application for copy of licence or summary on theft, loss etc of premises licence or summary	Statutory Fee	per application	10.50	10.50	10.50	OS
Notification of change of name or address (holder of premises licence)	Statutory Fee	per change	10.50	10.50	10.50	OS
Application to vary or to specify individual as premises supervisor	Statutory Fee	per application	23.00	23.00	23.00	OS
Application to transfer premises licence	Statutory Fee	per application	23.00	23.00	23.00	OS
Interim authority notice	Statutory Fee	per notice	23.00	23.00	23.00	OS
Application for making of a provisional statement	Statutory Fee	per statement	315.00	315.00	315.00	OS
Application for copy of certificate or summary on theft, loss etc of certificate or summary	Statutory Fee	per copy	10.50	10.50	10.50	OS
Notification of change of name or alteration of club rules	Statutory Fee	per change	10.50	10.50	10.50	OS

	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on a 2.5% increase £	2018/19 Charge based on a 5% increase £	VAT
Change of relevant registration address of club	Statutory Fee	per change	10.50	10.50	10.50	OS
Temporary event notice	Statutory Fee	per notice	21.00	21.00	21.00	OS
Application of copy of notice on theft, loss etc of temporary event notice	Statutory Fee	per copy	10.50	10.50	10.50	OS
Application of copy of licence on theft, loss etc of personal licence	Statutory Fee	per copy	10.50	10.50	10.50	OS
Notification of change of name or address (personal licence)	Statutory Fee	per change	10.50	10.50	10.50	OS
Notice of interest in any premises	Statutory Fee	per notice	21.00	21.00	21.00	OS

Gambling Act 2005

Bingo Premises		per licence	2,744.44	2,813.05	2,881.66	OS
Bingo Premises		per variation	1,372.48	1,409.79	1,441.10	OS
Bingo Premises		per transfer	940.95	964.47	988.00	OS
Bingo Premises		Annual Fee	784.13	803.73	823.34	OS
Adult Gaming Centre Premises		per licence	1,586.25	1,625.91	1,665.56	OS
Adult Gaming Centre Premises		per variation	784.13	803.73	823.34	OS
Adult Gaming Centre Premises		per transfer	940.95	964.47	968.00	OS
Adult Gaming Centre Premises		Annual Fee	784.13	803.73	823.34	OS
Betting Premises (Track)		per licence	1,960.83	2,009.85	2,058.87	OS
Betting Premises (Track)		per variation	980.93	1,005.45	1,029.98	OS
Betting Premises (Track)		per transfer	745.18	763.81	782.44	OS
Betting Premises (Track)		Annual Fee	784.13	803.73	823.34	OS
Betting Premises (Other)		per licence	2,357.50	2,416.44	2,475.38	OS
Betting Premises (Other)		per variation	1,176.70	1,206.12	1,235.54	OS
Betting Premises (Other)		per transfer	940.95	964.47	988.00	OS
Betting Premises (Other)		Annual Fee	307.50	315.19	322.88	OS
Family Entertainment Centre Premises		per licence	1,568.25	1,607.46	1,646.66	OS
Family Entertainment Centre Premises		per variation	784.13	803.73	823.34	OS
Family Entertainment Centre Premises		per transfer	745.18	763.81	782.44	OS
Family Entertainment Centre Premises		Annual Fee	588.35	603.06	617.77	OS
Temporary Use Notices		per notice	512.50	525.31	538.13	OS
Temporary Use Notices		per copy	25.63	26.27	26.91	OS
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per permit	50.00	50.00	50.00	OS
Club Gaming Machine Permit 5 years (Up to 3 machines)	Statutory Fee	per permit	100.00	100.00	100.00	OS
Club Gaming Machine Permit	Statutory Fee	Annual Fee	50.00	50.00	50.00	OS
Small Lotteries		per setup	41.00	41.00	43.00	OS

	Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 2.5% increase	2018/19 Charge based on a 5% increase	VAT
			£	£	£	
Small Lotteries	Statutory Fee	per renewal	20.00	20.00	20.00	OS

CCTV Cameras

Ware Town Council		per annum	10,865.00	11,136.63	11,408.25	OS
Hertford Town Council		per annum	21,863.25	22,109.83	22,956.41	OS
Bishop's Stortford Town Council		per annum	22,345.00	22,903.63	23,462.25	OS

HOSTELS

Hillcrest Hostel Single Room (excl. service charges)		per week	195.00	195.00	195.00	Z
Hillcrest Hostel Double Room (excl. service charges)		per week	220.00	220.00	220.00	Z
Hillcrest Hostel Family Room (excl. service charges)		per week	230.00	230.00	230.00	Z
Bed & Breakfast - Single person		per week	102.62	105.19	107.75	Z
Bed & Breakfast - Single person		per day	14.66	15.00	15.40	Z
Bed & Breakfast - Single person and one child		per week	136.01	139.40	142.80	Z
Bed & Breakfast - Single person and one child		per day	19.43	19.90	20.40	Z
Bed & Breakfast - Single person and two children		per week	147.84	151.50	155.20	Z
Bed & Breakfast - Single person and two children		per day	21.12	21.60	22.20	Z
Bed & Breakfast - Couple		per week	136.01	139.40	142.80	Z
Bed & Breakfast - Couple		per day	19.43	19.90	20.40	Z
Bed & Breakfast - Couple and one child		per week	159.60	163.60	167.60	Z
Bed & Breakfast - Couple and one child		per day	22.80	23.40	23.90	Z
Bed & Breakfast - Couple and two children		per week	168.28	172.50	176.70	Z
Bed & Breakfast - Couple and two children		per day	24.64	25.30	25.90	Z
Bed & Breakfast - Additional children up to 16		per week	14.00	14.40	14.70	Z
Bed & Breakfast - Additional children up to 16		per day	2.00	2.00	2.10	Z



Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 3% increase	2018/19 Charge based on a 5% increase	VAT
		£	£	£	

HERTFORD THEATRE

HIRE CHARGES

WEEKDAYS Auditorium am (9am to 1pm)			264.00	272.00	277.00	E
WEEKDAYS Auditorium am per hour			66.00	68.00	69.00	E
WEEKDAYS Auditorium pm (1pm to 6pm)			405.00	417.00	425.00	E
WEEKDAYS Auditorium pm per hour			81.00	83.00	85.00	E
WEEKDAYS Auditorium Evening (6pm to midnight)			546.00	562.00	573.00	E
WEEKDAYS Auditorium Evening per hour			91.00	94.00	96.00	E
WEEKDAYS Auditorium 9am-6pm (discounted rate)			569.00	586.00	597.00	E
WEEKDAYS Auditorium 1pm-midnight (discounted rate)			801.00	825.00	841.00	E
WEEKDAYS Auditorium 9am-midnight (discounted rate)			1,015.00	1,045.00	1,066.00	E
WEEKDAYS Studio am (9am to 1pm)			100.00	103.00	105.00	E
WEEKDAYS Studio am per hour			25.00	26.00	26.25	E
WEEKDAYS Studio pm (1pm to 6pm)			125.00	129.00	131.25	E
WEEKDAYS Studio pm per hour			25.00	26.00	26.25	E
WEEKDAYS Studio Evening (6pm to midnight)			150.00	154.00	157.50	E
WEEKDAYS Studio Evening per hour			25.00	26.00	26.25	E
WEEKDAYS Studio 9am-6pm (discounted rate)			200.00	206.00	210.00	E
WEEKDAYS Studio 1pm-midnight (discounted rate)			250.00	257.00	262.50	E
WEEKDAYS Studio 9am-midnight (discounted rate)			350.00	360.00	367.50	E
WEEKDAYS River Room am (9am to 1pm)			100.00	103.00	105.00	E
WEEKDAYS River Room am per hour			25.00	26.00	26.25	E
WEEKDAYS River Room pm (1pm to 6pm)			125.00	129.00	131.25	E
WEEKDAYS River Room pm per hour			25.00	26.00	26.25	E
WEEKDAYS River Room Evening (6pm to midnight)			150.00	154.00	157.50	E
WEEKDAYS River Room Evening per hour			25.00	26.00	26.25	E
WEEKDAYS River Room 9am-6pm (discounted rate)			200.00	206.00	210.00	E
WEEKDAYS River Room 1pm-midnight (discounted rate)			250.00	257.00	262.50	E
WEEKDAYS River Room 9am-midnight (discounted rate)			350.00	360.00	367.50	E
WEEKDAYS Foyer am (9am to 1pm)			100.00	103.00	105.00	E
WEEKDAYS Foyer am per hour			25.00	26.00	26.25	E
WEEKDAYS Foyer pm (1pm to 6pm)			125.00	129.00	131.25	E
WEEKDAYS Foyer pm per hour			25.00	26.00	26.25	E
WEEKDAYS Foyer Evening (6pm to midnight)			150.00	154.00	157.50	E

	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on a 3% increase £	2018/19 Charge based on a 5% increase £	VAT
WEEKDAYS Foyer Evening per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS Auditorium am (9am to 1pm)			324.00	334.00	340.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium am per hour			81.00	83.00	85.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium pm (1pm to 6pm)			455.00	469.00	478.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium pm per hour			91.00	94.00	96.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium Evening (6pm to midnight)			780.00	803.00	819.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium Evening per hour			130.00	134.00	137.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium 9am-6pm (discounted rate)			679.00	699.00	713.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium 1pm-midnight (discounted rate)			1,085.00	1,117.00	1,139.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium 9am-midnight (discounted rate)			1,359.00	1,400.00	1,427.00	E
WEEKENDS AND BANK HOLIDAYS Studio am (9am to 1pm)			100.00	103.00	105.00	E
WEEKENDS AND BANK HOLIDAYS Studio am per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS Studio pm (1pm to 6pm)			125.00	129.00	131.25	E
WEEKENDS AND BANK HOLIDAYS Studio pm per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS Studio Evening (6pm to midnight)			150.00	154.00	157.50	E
WEEKENDS AND BANK HOLIDAYS Studio Evening per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS Studio 9am-6pm (discounted rate)			200.00	206.00	210.00	E
WEEKENDS AND BANK HOLIDAYS Studio 1pm-midnight (discounted rate)			250.00	257.00	262.50	E
WEEKENDS AND BANK HOLIDAYS Studio 9am-midnight (discounted rate)			350.00	360.00	367.50	E
WEEKENDS AND BANK HOLIDAYS River Room am (9am to 1pm)			100.00	103.00	105.00	E
WEEKENDS AND BANK HOLIDAYS River Room am per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS River Room pm (1pm to 6pm)			125.00	129.00	131.25	E
WEEKENDS AND BANK HOLIDAYS River Room pm per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS River Room Evening (6pm to midnight)			150.00	154.00	157.50	E
WEEKENDS AND BANK HOLIDAYS River Room Evening per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS River Room 9am-6pm (discounted rate)			200.00	206.00	210.00	E
WEEKENDS AND BANK HOLIDAYS River Room 1pm-midnight (discounted rate)			250.00	257.00	262.50	E
WEEKENDS AND BANK HOLIDAYS River Room 9am-midnight (discounted rate)			350.00	360.00	367.50	E
WEEKENDS AND BANK HOLIDAYS Foyer am (9am to 1pm)			100.00	103.00	105.00	E
WEEKENDS AND BANK HOLIDAYS Foyer am per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS Foyer pm (1pm to 6pm)			125.00	129.00	131.25	E
WEEKENDS AND BANK HOLIDAYS Foyer pm per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS Foyer Evening (6pm to midnight)			150.00	154.00	157.50	E
WEEKENDS AND BANK HOLIDAYS Foyer Evening per hour			25.00	26.00	26.25	E

	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on a 3% increase £	2018/19 Charge based on a 5% increase £	VAT
WEEKLY Auditorium Mon - Sunday (amateur)			5,375.00	5,536.00	5,644.00	E
WEEKLY Auditorium Mon - Sunday (professional)			6,750.00	6,952.00	7,087.00	E
WEEKLY Studio Mon - Sunday			2,150.00	2,214.00	2,258.00	E
WEEKLY River Room Mon - Sunday			2,150.00	2,214.00	2,258.00	E

CINEMA PRICES

Adults			5.83	6.00	6.08	S
Concessions			4.17	4.25	4.38	S

PIANOS

Concert Grand Piano		per session	130.00	133.92	136.67	S
Piano Tuning		per tune	65.42	67.42	68.75	S
Electric Piano		per session	38.33	39.50	40.25	S

STAGE LIGHTING EQUIPMENT

VL2000s (all floor)		per day	40.00	40.83	41.67	S
VL2000s (all floor)		per week	120.00	123.58	125.83	S
UV floods		per week	26.25	27.04	27.50	S
Rotating disco light (large)		per week	30.83	31.75	32.42	S
Smoke machine (includes fluid)		per week	39.17	40.33	40.83	S
Point source Hazer		per day	15.83	16.33	16.67	S
Point source Hazer		per week	42.50	43.75	44.58	S

SOUND EQUIPMENT

Batteries		each	0.38	0.38	0.39	S
Radio Microphones (single)		per day	30.00	30.83	31.67	S
Radio Microphones (4)		per day	105.00	108.17	110.00	S
Radio Microphones (8)		per day	205.00	211.17	215.00	S
Radio Microphones (14)		per day	350.00	360.50	367.50	S
Radio Microphones (single)		per week	75.00	77.25	78.75	S
Radio Microphones (4)		per week	261.67	269.50	274.75	S
Radio Microphones (8)		per week	511.67	527.00	537.25	S
Radio Microphones (14)		per week	875.00	901.25	918.33	S
Sound support tech (4 hour blocks)		per radio mic hire	60.00	61.79	62.92	S
AKG 747 condensor microphones		per day	6.25	6.42	6.50	S
SM57 microphone		per day	4.42	4.54	4.67	S
SM58 microphone		per day	4.42	4.54	4.67	S
Condensor microphones		per day	4.42	4.54	4.67	S

	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on a 3% increase £	2018/19 Charge based on a 5% increase £	VAT
Seinnheiser vocal mics		per day	5.25	5.42	5.50	S
Seinnheiser bass mic		per day	5.25	5.42	5.50	S
DI boxes		per week	6.25	6.42	6.50	S
Portable PA system (mains or battery)		per day	46.67	48.08	49.17	S

PROJECTION EQUIPMENT

Epson data projector & small screen		per day	36.67	37.75	38.50	S
Kodak slide projector & small screen		per day	10.83	11.17	11.42	S
Barco cinema projector & screen with technician		per hour	52.50	54.08	55.00	S

STAFFNG

Technician		per hour	15.83	16.25	16.67	S
Followspot operator		per hour	15.83	16.25	16.67	S
Projectionist		per hour	36.67	37.75	38.50	S
Lighting Design fee		per design	131.25	135.17	137.92	S

Seating Removal inc. rake			125.00	128.75	131.25	S
Rows A&B removal			35.00	36.04	36.67	S
Rows A to D removal			60.00	61.79	63.00	S
Studio tiered seating		per day	62.50	64.37	65.83	S
Aluminium staging sections 2m x 1m		per day	20.83	21.46	21.87	S
Starcloth		per day	21.67	22.33	22.50	S
Starcloth		per week	87.50	90.12	91.67	S
Gauze		per day	21.67	22.33	22.50	S
Gauze		per week	87.50	90.12	91.67	S
Stage Dance Floor		per lay	30.83	31.75	32.50	S

PYROTECHNICS

Effects prices vary - Prices on application

Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 2.5% increase	2018/19 Charge based on a 5% increase	VAT
		£	£	£	

Freedom of Information Act 2000 / Environmental Information Regulations 2004 / Reuse of Public Sector Information Regulations 2005 / Data Protection Act 1998

FOI Request	Statutory	Under 18 hours of staff time	No charge other than disbursements	No charge other than disbursements	No charge other than disbursements	
FOI Request	Statutory	In excess 18 hours of staff time	£25 an hour	£25 an hour	£25 an hour	

- However, where possible, we will assist the applicant to refine the request and determine what might be achieved within the £450 limit. If this is not possible, EHDC will issue a Fees Notice detailing the full cost of the request. The request will not be progressed until the fees have been paid. The time taken to pay the fees does not count as part of the 20 working day target for responding to requests.

Disbursements (photocopying, copying to different media, postage etc)			Free up to £10, above this will be charged at the full cost	Free up to £10, above this will be charged at the full cost	Free up to £10, above this will be charged at the full cost	
EIR Request	Statutory	Under 18 hours of staff time	No charge other than disbursements	No charge other than disbursements	No charge other than disbursements	
EIR Request	Statutory	In excess 18 hours of staff time	£25 an hour + any additional fees identified in departmental fee structures	£25 an hour + any additional fees identified in departmental fee structures	£25 an hour + any additional fees identified in departmental fee structures	

ERP G
DRAFT SERVICE PLANS 2018/ 2019

Please note: red text refers to performance indicators which will be used to monitor progress against the key actions. In some cases this will be done through the use of specific targets in other cases it will be done through monitoring trends and trajectories. Normal text refers to specific milestones or outputs that need to be achieved in order for the action to be achieved. When the service plans are adopted all indicators and milestones will be uploaded to the council's performance management portal which Members have access to.

In addition to the above there are a number of key actions to be delivered over the 2018/19 year which do not fit neatly within the Corporate Strategic Plan objectives. These tend to be 'back office' related actions which are not directly of interest to stakeholders but are critical to ensuring the council is able to deliver its objectives. Those actions are listed in the final table and will form part of the information which Members can access on the performance management portal.

Corporate Priority: People			
Outcome: Communities engaged in local issues			

Action:	Performance measures or project milestones:	Deadline:	Lead Officer:
Deliver the Digital East Herts Programme	<ul style="list-style-type: none"> % accessible services via digital channels Proportion of demand by channel Savings delivered (as a proportion of overall target) 	31 March 2019	Director
Increase stakeholder engagement through digital channels	<ul style="list-style-type: none"> No. of Twitter followers & impressions No. of Facebook likes & people reached No. of Instagram followers and likes No. of Gov delivery subscribers 	31 March 2019	Communications and Digital Media Manager
Ensure successful transfer of Scott's Grotto to independent trust ownership	<ul style="list-style-type: none"> Transfer complete 	31 March 2019	Head of Communications, Strategy and Policy
Increase customer engagement through feedback for Development Management Service	<ul style="list-style-type: none"> Qualitative Assessment of customer feedback Quantitative assessment of customer feedback 	30 June 2018	Service Manager (DM) Quality and performance

Corporate Priority: People			
Outcome: Support for our vulnerable families and individuals			

Action:	Performance measures or project milestones:	Deadline:	Lead Officer:
Deliver the Community Safety Strategic Assessment and Action Plan	<ul style="list-style-type: none"> Delivery key actions within the plan Bid to the Police and Crime Commissioner's community safety fund in line with Community Safety Partnership priorities 	31 March 2019 31 December 2018	Community Safety Officer
Ensure the council fulfils its Safeguarding responsibilities	<ul style="list-style-type: none"> Deliver the actions arising from the Safeguarding Adults Self-Assessment Deliver the annual programme of safeguarding training 	31 March 2019 31 December 2018	Service Manager – Community Wellbeing and Partnerships
Minimise time elapsed to process new claims and changes in circumstances.	<ul style="list-style-type: none"> Time taken to process Housing Benefit new claims and change events achieved (target 10 days) 	31 March 2019	Head of Revenues and Benefits
Work with partners to provide support to customers in difficulty.	<ul style="list-style-type: none"> Utilise discretionary Housing Payments to alleviate transitional difficulties Proactively work to avoid fraud and to ensure suspected cases are investigated 	31 March 2019	Head of Revenues and Benefits

Work with partners to assist customers through the transition into universal credit	<ul style="list-style-type: none"> Customers assisted and signposted appropriately when transitioned into universal credit. 	31 March 2019	Head of Revenues and Benefits
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Corporate Priority: People
Outcome: residents living active and healthy lives

Action:	Performance measures or project milestones:	Deadline:	Lead Officer:
Implement new homelessness prevention duties in line with the Homelessness Reduction Act 2017	<ul style="list-style-type: none"> Introduce 'Personal Housing Plans' for those threatened with homelessness training all members of the team Review and restructure the approach to homelessness prevention work 	31 March 2019	Service Manager – Housing Services
Review the Homelessness Strategy	<ul style="list-style-type: none"> Number of prevented homeless applications Number of homeless households living in temporary accommodation Number of applicants on the housing register 	31 January 2019	Service Manager – Housing Services
Deliver air Quality Action Plan	<ul style="list-style-type: none"> Review the East Herts Air Quality Action Plan, deliver key actions Deliver Clean Air Day 2018 	31 March 2019 17 June 2018	Senior Environmental Officer (Environment)
Promote use of E-taxis within the district	<ul style="list-style-type: none"> Measure to be developed 	31 March 2019	Service Manager – Licensing and Enforcement
Deliver a successful social prescribing pilot	<ul style="list-style-type: none"> Review success and identify options for sustaining project beyond initial 18 month funding period 	31 March 2019 31 December 2018	Healthy Lifestyles Programme Officer
Maximise health and wellbeing outcomes	<ul style="list-style-type: none"> Deliver staff wellbeing, volunteering and new activities programme (in combination with the council's support for Hertfordshire County Council's Year of Physical Activity) East Herts residents & East Herts Council employees registered with Team Herts Volunteering scheme Ensure the sustainability of the Forever Active programme beyond the Sports England funding period Review the outcomes of the Active In programme Number of over 50s participating in 'Forever Active' programme 	31 December 2018 31 March 2019 31 August 2018	Head of Housing and Health
Procure a leisure operating and DBOM contract	<ul style="list-style-type: none"> OJEU notice issued 	30 May 2018	Leisure and Environment Manager
Invest in our parks and open spaces to encourage health and fitness including improvements to Hartham Common, Southern Country Park and Hillside Crescent	<p>Consider delivery of initial actions identified in management plan for Hertford Castle Grounds in partnership with the Town Council. Continue process to deliver connected links between open spaces focussing on Hertford and Beyond walking routes following grant application in 2017.</p> <p>Improve Hartham Common by:</p> <ol style="list-style-type: none"> Develop outline concept and estimated viable costs of a project to improve Hartham Common entrance area and identify potential and sufficient funding. Link improvements directly with plans to develop new leisure centre. Delivering a new destination play area at Hartham Common. 	31 March 2019 31 March 2019 March 2019	Leisure and Parks Development Manager

	<ul style="list-style-type: none"> Deliver play area improvements at Southern Country Park and Hillside Crescent. Seek grant funding from Heritage Lottery fund (HLF) to commission an archaeological and access project at Pishiobury Park, Sawbridgeworth. Review overarching Parks and Open Spaces Strategy 	31 March 2019 TBC 31 March 2019 31 March 2019	
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Corporate Priority: Places

Outcome: Attractive Places

Action:	Performance measures or project milestones:	Deadline:	Lead Officer:
Implementation of Master Planning process for all significant development sites	<ul style="list-style-type: none"> Number of Master Plans successfully completed and endorsed by the Council Achievement of policy objectives identified in District Plan 	31 March 2019	Service Manager (DM) Quality Places
Harlow and Gilston Garden Town Development	<ul style="list-style-type: none"> Successful engagement with Garden Town Successful outcome of Gilston Concept Framework and Master Planning processes Continuing community engagement Commencement and implementation of development 	31 March 2019	Service Manager (DM) Quality Places
Effective planning enforcement	<ul style="list-style-type: none"> % visits undertaken in relation to urgent cases within 2 working days of 'start date' Quantitative and qualitative customer feedback 	31 March 2019	Planning Enforcement Manager
Proactive Conservation and Urban Design service	<ul style="list-style-type: none"> Completion of remaining Conservation Area Assessment work 	30 Sept 2018	Head of Planning and Building Control
Effective Building Control service	<ul style="list-style-type: none"> Measures to be developed 	30 June 2018	Head of Planning and Building Control
Produce community transport strategy for East Herts	<ul style="list-style-type: none"> Strategy produced 	31 July 2018	Service Manager – Community Wellbeing and Partnerships
Reduce the amount and cost of fly tipping to the Council (raise awareness of Duty of Care and householders responsibilities. Publicise successful enforcement actions so public aware of the consequences. Increase ongoing enforcement actions undertaken where evidence)	<ul style="list-style-type: none"> Fly tips – time taken for removal Participate in County wide Media Campaign on fly tipping 	31 March 2019	Enforcement & Inspection Team Manager
Co-ordination and promotion of the arts and cultural offer in East Herts.	<ul style="list-style-type: none"> Completed audit of cultural activities which promote health, social and the economic well-being of East Herts Residents. Identify ways to increase engagement in arts and cultural activities. 	31 March 2019	Theatre Director
Hertford Theatre – Develop business models for expansion	<ul style="list-style-type: none"> Outline Business Plan received and taken through decision making processes 	31 May 2018	Theatre Director
Deliver successful Heritage Lottery Fund (HLF) Stage 2 bid for Castle Park, Bishop's Stortford (provide improve facilities for the local community of Bishop's Stortford in partnership with the Town Council. Improve the attractiveness of the town as a place to visit).	<ul style="list-style-type: none"> Develop proposals 	31 March 2019	Leisure and Parks Development Manager
Re-tendering of Grounds Maintenance Contract	<ul style="list-style-type: none"> New contract in place 	31 Dec 2019	Leisure and Parks Development Manager

Review provision of dog and litter bins across district (Review number, location, cost and effectiveness across district. Assess potential for cost savings and service improvements which might be secured from alternating bin size, merging dog and litter waste, adapting collection frequencies and/or adopting a no bin policy in some parks)	<ul style="list-style-type: none"> Review complete and options identified 	31 March 2019	Leisure and Parks Development Manager
Fitness and Play Audit (Deliver 10 year re-audit of play areas across district with addition of open space fitness provision to measure success of improvements and to determine future projects.	<ul style="list-style-type: none"> Audit complete and options identified 	31 March 2019	Leisure and Parks Development Manager
Deliver effective waste collection services	<ul style="list-style-type: none"> Less than 30 missed bins per 100,000 	31 March 2019	Joint Waste service Manager
Maintain recycling rates above 50%	<ul style="list-style-type: none"> Residual household waste per household % of household waste sent for reuse, recycling and composting 	31 March 2019	Joint Waste service Manager
Introduce trade waste recycling	<ul style="list-style-type: none"> Trade waste recycling introduced to one town/Business area 	31 March 2019	Joint Waste service Manager

Corporate Priority: Places
Outcome: Future places

Action:	Performance measures or project milestones:	Deadline:	Lead Officer:
Support and develop future input into strategic planning role	<ul style="list-style-type: none"> Strategy to consider development post 2031 across Hertfordshire through HIPP Continued engagement through Co-op for Sustainable Development Board (with Harlow, Uttlesford and Epping Forest). 	31 March 2019	Head of Planning and Building Control
Completion of District Plan	<ul style="list-style-type: none"> Plan Adoption Housing Land Supply 	End June 2018	Service Manager, Planning Policy
Programme of Planning Policy work	<ul style="list-style-type: none"> Formulation of work programme Delivery of agreed work programme 	31 March 2019	Service Manager, Planning Policy
Effective Development Management service	<ul style="list-style-type: none"> % Processing of planning applications dealt with in timely manner- Other applications (target under 8 weeks). % Processing of planning applications dealt with in timely manner - Minor applications (target under 13 weeks) % Processing of planning applications dealt with in timely manner - Major applications (target under 13 weeks) Engagement through pre-application and PPA processes in accordance with PIs 	31 March 2019	Service Manager (DM) Quality and performance
Establish Housing Company	<ul style="list-style-type: none"> Property Investment Company to commence trading Determine feasibility of housing development by a Company Subject to there being a feasible business case, seek member approval for development 	April 2018 July 2018 September 2018	Head of Housing and Health
Encourage appropriate downsizing in tenures	<ul style="list-style-type: none"> Deliver key actions in the line with the Housing Service's report into under-occupation in East Herts A review of the issues, challenges and potential solutions 	31 March 2019	Housing Development and Strategy Manager
Provide affordable housing (review options for maximising affordable housing and community-led housing delivery, revise the Affordable Housing Supplementary Planning Document in line with the District Plan timetable)	<ul style="list-style-type: none"> % of Affordable homes delivered on section 106 developments in Towns against a 40% cumulative Planning Policy target % of Affordable homes delivered on section 106 developments in 	30 September 2018	Housing Development and Strategy Manager

	Villages		
Extra care housing	<ul style="list-style-type: none"> Investigate the feasibility of delivering an extra care scheme in East Herts 	31 December 2018	Head of Housing and Health

Corporate Priority: Businesses

Outcome: Support for our businesses and the local economy

Action:	Performance measures or project milestones:	Deadline	Lead Officer
Deliver the Launchpad pilot and build a business case for a permanent business incubator facility in Bishop's Stortford	<ul style="list-style-type: none"> Total number of businesses using the facility (target: 30) Number of businesses using the facility for more than 3 months (target: 20) Total income from businesses using the facility (target £20,000) 	30 September 2018	Business Engagement Manager
Deliver the Discretionary Business Rates' Grant Scheme to support businesses expanding their premises or opening up a new premise in the district (total available: £150,000)	<ul style="list-style-type: none"> Number of successful applications to the Business Rate Discount Grant Scheme Number of additional jobs created as a result of awarding the scheme Qualitative feedback from businesses about how it has made a difference 	31 April 2019	Business Engagement Manager
Work with Visit Herts to increase the profile of local attractions and support businesses in their supply chains	<ul style="list-style-type: none"> Total value of visitor economy to East Herts Total number of day trips and overnight trips to district Total number of jobs in district attributed to visitor economy 	31 December 2019	Business Engagement Manager
Deliver the Eastern Plateau Rural Development Programme (RDP) administering EU structural funds (total fund of €1.8m), to rural businesses for increasing productivity, farm diversification, tourism, cultural and heritage activity	<ul style="list-style-type: none"> No. of East Herts businesses successful in applying to RDP Amount of £ invested in East Herts through the RDP No. of new jobs in East Herts created through the RDP 	31 March 2019	Head of Communications, Strategy and Policy
Sponsor the CVS "dragons apprentice" event for entrepreneurs in schools	<ul style="list-style-type: none"> Amount (£) raised for local charities 	31 March 2019	Head of Communications, Strategy and Policy
Review the Environmental Health 'offer' to local businesses	<ul style="list-style-type: none"> Review opportunities and produce options paper 	30 June 2018	Service Manager – Environmental Health
Introduce revised element of the Statement of Licensing Policy relating to licensed properties	<ul style="list-style-type: none"> New policy in place % of food premises in the area which are broadly compliant with food hygiene law 	31 December 2018	Service Manager – Licensing and Enforcement
Cross-boundary working taxi enforcement	<ul style="list-style-type: none"> Carry out cross-boundary taxi enforcement work Promote more consistent taxi licensing convictions policies across the region through the Herts and Beds Licensing Group Promote higher taxi standards from companies operating out of Stansted airport through joint work with Uttlesford District Council the Stansted Airport Consultative Group 	March 2019 September 2018 September 2018	Service Manager – Licensing and Enforcement
Optimisation of on-street parking within existing Resident Permit Zones.	<ul style="list-style-type: none"> Implement 'shared use' parking in 'Chantry' area of Bishop's Stortford (subject to Committee approval). 	April 2018	Parking Manager
Re-tendering of parking enforcement contract	<ul style="list-style-type: none"> Commencement of contract 	31 January 2019	Parking Manager

Corporate Priority: Businesses			
Outcome: Vibrant town centres			
Action:	Performance measures or project milestones:	Deadline:	Lead Officer:
Develop Old River Lane site: No 1 The Causeway (demolition and construction of a temporary car park) Old River Lane mixed use development scheme (masterplanning, viability assessment, consultations, design, planning, procurement, construction) and Multi-Storey Car Park (land negotiations, design, planning, procurement, construction) Work in partnership with Rhodes Trust and Town Council to develop detailed business case and operating model for new Art Centre	Measures initially to be completion of key phases within the overall project: <ul style="list-style-type: none"> Detailed masterplan for whole site and associated viability assessments Agreed delivery model (joint venture/developer/council led) and potential development partner identified Planning application for MSCP granted 	31 March 2019	Chief Executive
Hertford Urban Design Study (HUDS): <ul style="list-style-type: none"> Deliver improvements to Maidenhead Street and surrounding areas, including pedestrianisation and resurfacing. Support the delivery of the wider Hertford Urban Design Strategy. 	<ul style="list-style-type: none"> New TROs in place Delivery of Maidenhead St project 	31 December 2018	Chief Executive
Bishop's Stortford Business Improvement District (<i>action TBC depending on ballot</i>)	<ul style="list-style-type: none"> Successful ballot 	31 July 2018	Business Engagement Manager
Working with town councils seek to devolve responsibility for managing markets	<ul style="list-style-type: none"> Market service costs reduced 	31 March 2019	Enforcement & Inspection Team Manager

Corporate Priority: Businesses			
Outcome: Working with others, to have achieved the right infrastructure for our businesses and communities			
Action:	Performance measures or project milestones:	Deadline:	Lead Officer:
Implement sustainable transport initiatives	<ul style="list-style-type: none"> Modal shift of East Herts staff commuting patterns (% of journeys by car, bike, train, foot etc.) Resident commuting and travel patterns (actual and proxy data available through HCC) Number of sustainable transport interventions progressed in the district through Section 106 contributions 	31 June 2019	Head of Communications, Strategy and Policy
Work with key partners such as the Local Enterprise Partnership, County Council and London Stansted Cambridge Consortium on identifying infrastructure requirements and bring them to fruition	<ul style="list-style-type: none"> Number of transport and infrastructure schemes delivered in the district 	31 March 2019	Head of Communications, Strategy and Policy
Review CCTV provision	<ul style="list-style-type: none"> Proposals for new provision identified 	31 December 2018	Service Manager – Community Wellbeing and Partnerships

Actions not directly related to Corporate Plan Objectives

Action	Performance measures or project milestones:	Deadline	Lead Officer
Implement Single Customer Services Team Structure	<ul style="list-style-type: none"> Reduction in cost 	31 March 2019	Head of Communications, Strategy and Policy
Integrate first points of contact for Operations, Planning, Revenues and Benefits in the single customer services team	Volume and proportion of customer contacts by: <ul style="list-style-type: none"> Email Face to face Calls Web based/ web forms Social media 	31 March 2019	Customer Services Manager
Ensure consistent quality of response at first points of contact across all channels	<ul style="list-style-type: none"> Satisfaction with council services (web, telephony, face to face) measured via govmetric % complaints responded to within 10 working days % complaints upheld at stage 1 Qualitative feedback from mystery shop exercises 	31 March 2019	Customer Services Manager
Ensure website meets needs of customers	<ul style="list-style-type: none"> No. of page views Socitm rating Satisfaction rating of website (target 50%) 	31 March 2019	Communication and Digital Media Manager
Increase employee engagement through the new intranet	<ul style="list-style-type: none"> No. of page views 	31 March 2019	Communication and Digital Media Manager
Manage the council's reputation through social media and traditional media	<ul style="list-style-type: none"> Social media sentiment/ favourability score Press favourability score 	31 March 2019	Communication and Digital Media Manager
Provide policy support and analysis for the Council's Executive and Leadership Team	<ul style="list-style-type: none"> Qualitative feedback 	31 March 2019	Policy Officer
To deliver the Organisational Development (OD) Strategy 2015-2019 and address concerns in the employee survey (2017)	<ul style="list-style-type: none"> Number of short – term sickness absence days per FTE staff in post Number of long – term sickness absence days per FTE staff in post Total number of sickness absence days per FTE staff in post 	31 March 2019	Head of Human Resources and Organisational Development
Sustaining a skilled, flexible and motivated workforce –to deliver quality services which meet current and anticipated service needs	<ul style="list-style-type: none"> Delivery of L&D plan 2018/19 Implement reward and benefit packages that give choice to our workforce and support work life balance. Review current terms and conditions. Implement national pay conditions including NLW. Review current pay grading model. Delivery of additional HR modules within new system 	31 March 2019	Head of Human Resources and Organisational Development
Planning for the workforce – develop and implement workforce planning; supporting recruitment and retention issues	<ul style="list-style-type: none"> Deliver workforce planning (focusing on hard to fill, retention, career paths, skills, learning and development) Develop and deliver Apprenticeship programme 2018 – creating career paths; supporting workforce planning To work with LT on delivery of savings ideas to support targets Develop innovative recruitment and retention initiatives 	31 March 2019	Head of Human Resources and Organisational Development
Deliver the Accommodation Review	<ul style="list-style-type: none"> Measures to be developed 	31 March 2019	Head of Strategic Finance and Property
Maximisation of in-year council tax collection.	<ul style="list-style-type: none"> Council tax collection, % of current year liability collected achieved. 	31 March 2019	Head of Revenues and

Action	Performance measures or project milestones:	Deadline	Lead Officer
			Benefits
Maximisation of in-year council tax collection.	<ul style="list-style-type: none"> Council tax collection, % of current year liability collected achieved. 	31 March 2019	Head of Revenues and Benefits
Maximisation of collection of prior year arrears.	<ul style="list-style-type: none"> Level of outstanding arrears reduced. 	31 March 2019	Head of Revenues and Benefits
Provision of support and advice to customers experiencing difficulty in paying their liability.	<ul style="list-style-type: none"> Customers sustain repayment arrangements thus avoiding enforcement action. 	31 March 2019	Head of Revenues and Benefits
Proactive anti-fraud and avoidance activity to minimise loss of liability.	<ul style="list-style-type: none"> Reliefs and discounts are reviewed and monitored using data matching etc. where appropriate. 	31 March 2019	Head of Revenues and Benefits
Maximisation of new liability.	<ul style="list-style-type: none"> Regular monitoring of all localities to identify and verify the timely inclusion of new builds and other developments into the rating list is carried out throughout the year. 	31 March 2019	Head of Revenues and Benefits
Provision of a professional and appropriate service to all customers needing to engage with the service.	<ul style="list-style-type: none"> Customer satisfaction levels. 	31 March 2019	Head of Revenues and Benefits
Introduce mobile working app for Uniform to improve service delivery and drive efficiencies	<ul style="list-style-type: none"> Mobile app rolled out to appropriate Environmental Health officers 	30 June 2018	Service Manager – Environmental Health
Successful contracts in place for: <ul style="list-style-type: none"> Parking Contract Grounds Project Leisure Contract Theatre & Leisure development projects Joint Waste Contract with North Herts 	<ul style="list-style-type: none"> Measures to be developed 	31 March 2019	Head of Operations
Idox Optimisation Programme for DM service	<ul style="list-style-type: none"> Speed of delivery of DM service Printing/ paper consumption Costs identification and management for DM service Cost reduction 	31 March 2019	Director
Develop the role of legal services to deliver advice and guidance in a timely and cost effective manner and reducing the council spend on external legal advice	<ul style="list-style-type: none"> Increase in staff and decrease in external reliance for legal support 	31 March 2019	Head of Legal and Democratic Services
Publication of Register of Electors	<ul style="list-style-type: none"> Successful publication 	31 December 2018	Head of Democratic and Legal Services
Support the Digital East Herts programme by increasing the range of online services available in ModGov	<ul style="list-style-type: none"> Milestones and measures to be developed 	31 March 2019	Head of Democratic and Legal Services
Emergency planning	<ul style="list-style-type: none"> Review all emergency plan documentation 	June 2018	Service Manager – Community Wellbeing and Partnerships
Respond to FOIs in a timely manner	<ul style="list-style-type: none"> % FOIs dealt with within 20 days 	31 March 2019	Head of Democratic and Legal Services

EAST HERTS COUNCIL

EXECUTIVE – 6 FEBRUARY 2018

REPORT BY EXECUTIVE MEMBER FOR FINANCE AND SUPPORT SERVICES

COUNCIL TAX DISCOUNTS

WARD(S) AFFECTED: ALL

Purpose/Summary of Report

- To consider changes to the level of discount granted on empty homes.

<u>RECOMMENDATIONS FOR COUNCIL: That:</u>	
(A)	the discount for empty and unfurnished properties be removed from 1 April 2018; and
(B)	the discount for empty and unfurnished and undergoing major repairs /structural work properties be removed from 1 April 2018.

1. BACKGROUND

- 1.1 As part of the Governments localism agenda, councils were given discretion to change the level of discount on a small range of reliefs from April 2013.
- 1.2 Council considered a report in December 2012 and determined to remove discounts for second homes, and reduce to 50% the discount available on each of the empty property discounts from

April 2013. No changes were made to the qualifying conditions or duration of the discount, and no premium was added to long term empty properties.

- 1.3 In June 2016, and with effect from April 2017, the Executive recommended to change the *duration* of empty discounts and to add the 50% premium to long term empty properties which had been empty for 2 or more years. These changes are show below.

Up to 31.3.2017	From 1.4.2017
Empty and unfurnished: 50% discount for up to 6 months	Empty and unfurnished: 50% discount for up to 2 months
Empty and unfurnished and undergoing major repairs or structural work 50% discount for up to 12 months	Empty and unfurnished and undergoing major repairs or structural work 50% discount for up to 6 months
Empty and unfurnished for over 2 years No premium charged, just charged normal liability.	Empty and unfurnished for over 2 years 50% premium charge added to liability

- 1.4 In 2016 Corporate Business Scrutiny recommended that proposals be made which discouraged empty properties, with a phased approach to reducing discounts.
- 1.5 Reducing the number and duration of empty homes in the district is a focus of activity and the discounts and premium are tools which can be used to encourage owners to minimise these.

- 1.6 There are currently (November 2017) 120 properties which are charged a 50% long term empty premium. This generates approximately £105k additional income, which is allocated through the tax base according to the precept shares. East Herts benefits by approximately £10.3k.
- 1.7 The Government announced in its November 2017 budget an intention to give local authorities powers to increase this premium to 100%, but legislation is yet to be enacted to permit this.
- 1.8 Council Tax **discounts** on empty properties in contrast, reduce the taxbase and are therefore a cost to the precepting authorities including East Herts.
- 1.9 The cost so far this year (to 24.11.17) of these discounts is shown below. The costs will increase during the remainder of the year.

Discount	Number	Total cost	East Herts share
Empty and unfurnished:	2566	£171,808	£16,854
Empty and unfurnished and undergoing major repairs or structural work	90	£32,760	£3,214

2. Options

2.1. Empty uninhabitable homes

- 2.1.1 The following table demonstrates the current number of reliefs for empty uninhabitable homes.

Number of reliefs granted for each duration in 2017/18 to date for empty and uninhabitable property

Number	
Up to 1 month	10
Up to 2 months	10
Up to 3 months	10
Up to 4 months	11
Up to 5 months	11
Up to 6 months	38
Total	90

2.1.2 The following tables demonstrate the cost and duration of awards on **empty and uninhabitable properties** (to date 2017/18).

	Costs		savings		East Herts savings share	
Month 1	£	7,075	£	25,685	£	2,519.70
Month 2	£	6,526	£	19,159	£	1,879.48
Month 3	£	5,953	£	13,206	£	1,295.51
Month 4	£	5,316	£	7,890	£	773.99
Month 5	£	4,434	£	3,455	£	338.97
Month 6	£	3,455				
	£	32,760				

2.1.3 The table demonstrates the additional costs for each extra month that the award is made, and the savings that could be achieved if the duration of the awards were capped further.

2.1.4 It is recommended that this relief be removed in full. The average award is currently £364.00 and as such is not considered an effective inducement or deterrent to expedite the return to the market of a property that is undergoing substantial rebuilding.

2.2. **empty and substantially unfurnished homes.**

2.2.1 The following table demonstrates the current number and cost of reliefs (2017/18 to date) for **empty and substantially unfurnished homes**.

	Cost	Number
Month 1	£114,141	1,490
Month 2	£57,667	1,076
Totals	£171,808	2,566

2.2.2 The table demonstrates the additional cost of awards which exceed one month, and the number of the awards which extend into this period.

2.2.3 Reducing the period to only one month would save £57,667, of which EHC would save £5.6k, or removing the relief completely would save EHC £11k. The average award is £67.00.

2.2.4 It is recommended that this relief be removed as it does not act as an inducement to return properties to the market.

2.3 **Other Local authority decisions.**

2.3.1 Local Authorities in the area have responded differently to the capability to vary these discounts, depending on their circumstances and policy objectives.

	50% Premium charged on Long Term Empty properties?	Discount for 'empty and unfurnished'	Discount for Empty-uninhabitable
East Herts	Yes	50% for 2 months	50% for up to 6 months
Dacorum	Yes	100% for up to 3 months	100% for up to 3 months
North Herts	Yes	100% for 28 days only	Zero
Hertsmere	Yes	100% for up to 2 months	50% for up to 12 months
Welwyn	Yes	100% for one month	Zero
St Albans	Yes	Zero	50% for up to 6 months
Stevenage	Yes	Zero	Zero
Three Rivers	Yes	Zero	Zero
Watford	Yes	Zero	Zero
Central Beds	Yes	Zero	Zero
Bedford	Yes	Zero	Zero
Luton	Yes	Zero	Zero

2.4 Protections

2.4.1 In addition to the discretionary reliefs detailed above, the Council Tax regulations include provision for other categories of relief to be granted when properties are empty. These are statutory exemptions over which the billing authority has no discretion. These include where the property has been left empty by a deceased person, in which case no council tax is charged until

probate or a letter of administration is granted or for a period of up to six months after the date when probate or a letter of administration is granted.

3 Summary

3.1 There are two areas under consideration.

- Removing the empty and uninhabitable relief
- Removing the empty and substantially unfurnished relief.

3.2 These changes would be introduced no earlier than 1 April 2018.

4 Implications

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

Background Papers

None

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

Contact Officer: Su Tarran – Head of Shared Revenues and Benefits Service, Tel 01279 502075
su.tarran@eastherts.gov.uk

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IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives:	Priority 1 - Improve the health and wellbeing of our communities
Consultation:	N/A
Legal:	N/A
Financial:	<ul style="list-style-type: none">• Only as referenced in the report
Human Resource:	N/A
Risk Management:	<ul style="list-style-type: none">• Only as referenced in the report.
Health and wellbeing – issues and impacts:	N/A

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EAST HERTS COUNCIL

EXECUTIVE - 6 FEBRUARY 2018

REPORT BY EXECUTIVE MEMBER FOR ECONOMIC DEVELOPMENT
AND DEPUTY LEADER

SCOTTS GROTTTO

WARD(S) AFFECTED: WARE CHADWELL

Purpose/Summary of Report

- To recommend an independent organisation is set up by the council to own and manage Scotts Grotto

RECOMMENDATIONS FOR EXECUTIVE: that:

(A)	a Charitable Incorporated Organisation is set up to own and manage Scott's Grotto, with 4 Trustees initially (2 nominated from East Herts Council appointed by the Leader and 2 nominated from the Ware Society);
(B)	delegated authority is given to the Chief Executive in consultation with the Executive Member for Economic Development to transfer freehold ownership of Scotts Grotto to the Charitable Incorporate Organisation on 1st September 2018 for a nominal sum of £1, subject to the following conditions being met: <ul style="list-style-type: none">• Charitable Incorporate Organisation being incorporated• Trustees appointed• Business plan produced;
(C)	subject to (B) above, freehold ownership of Scott's Grotto is transferred with current covenants regarding

	building, drainage, utility rights and fence maintenance as well as an additional restriction that the Grotto and land cannot be disposed of in future without the Council's prior consent; and
(D)	a hybrid model of financing be adopted, entailing: <ul style="list-style-type: none"> • a one off lump sum of £23,000 revenue from the New Homes Bonus priority spend reserve be provided on September 1st 2018 to the Charitable Incorporated Organisation; and • a further £18,275 revenue from the New Homes Bonus priority spend reserve be allocated for match funding improvements to the Grotto over a 5 year period.

1.0 Background

1.1 Over the past 18 months the Council, in conjunction with the Ware Society, has been exploring the possibility of setting up a trust (or equivalent independent organisation) to own and manage Scott's Grotto. The business benefits of this approach would be:

- increased community involvement in local heritage
- stimulation of new uses and attraction of new audiences
- access to grants to develop the asset (which the council cannot access)
- removal of on-going revenue costs for the council
- reduced risk of long term capital liability to the council
- an independently run and financially sustainable organisation securing the long term future of the Grotto

1.2 The approach has been discussed at the Council's Leadership Team (February 2016, March 2017) and Performance and Audit Governance (PAG) Committee (23 May 2017) and various proposals for how the trust should operate in practice have

been discussed. The previous report to PAG can be found here for reference:

<http://democracy.eastherts.gov.uk/ieListDocuments.aspx?CId=516&MId=3174&Ver=4&J=3>

- 1.3 Following PAG, the approach was further discussed with a group of interested councillors who have experience of running similar trusts (Cllrs Oldridge, Wyllie, Woodward) as well the Council's historic buildings champion (Councillor Peter Ruffles). Alongside regular liaison with the Ware Society Chairman, Vice Chairman and Secretary the authors of this report met with all members of the Society on 29th November 2017. They support the proposal for community ownership of Scott's Grotto through a charitable model.

Report

2.0 Options Appraisal

2.1 The objectives for any independent organisation would be to:

- To continue the advancement of Ware's heritage by protecting the grotto, the summerhouse and the surrounding gardens; and by continuing to keep the Grotto open to the public
- To continue the advancement of the Grotto for public benefit through education, community involvement and tourism
- To ensure the budget is managed effectively and sustainably, and to ensure that the Grotto has funding for the short, medium and long-term
- To fulfil legal duties as a charitable trust

2.2 However there are a number of different trust and company forms which could be set up. Some of the most common can be found below:

Voluntary Organisations

- Financial liability for the trustees, as it is an unincorporated organisation, is a concern as the liability cannot be limited and liability lies in the hands of the trustees.
- As a result of the above, trustees enter into contracts and hold property in their own name on behalf of the charity, rather than in the name of the charity itself.
- Community engagement is high due to simple models of governance. This also allows ease of administration. It is run on a volunteer basis which overtly encourages local participation.
- Due to its charitable status, it is eligible for funding and reliefs.

Trusts

- Trusts follow on a similar line, in terms of their liability, to the above due to their unincorporated structure. Financial liability cannot be limited, and assets and contracts are held 'on trust' by the trustees for the charity.
- Charities require a minimum income of £5,000 per annum, which could be difficult for the grotto to achieve. This may limit the grotto's ability to maintain its charitable status and its ability to obtain charitable reliefs and funding.
- It should be noted that under the trust model you can vest charity land in an official custodian for free, reducing the risk to trustees. However, contracts still have to be entered into in the name of the trustees.
- Community engagement would likely be high due to the need to encourage volunteers or obtain volunteers to deliver local projects.

Community Interest Company (CIC)

- Limits the liability of the trustees to a nominal sum which keeps financial liability risk to a minimum.

- Enters into contracts in the company's own name as it exists as a separate legal entity outside of its membership.
- Holds property in a statutory asset lock (i.e. means it is unable to dispose of the asset)
- CICs have the potential to obtain grants due to its 'not-for-profit' status, but the model is often used for social enterprises in which they generate *profit* for social good. This might limit community engagement, where decisions are made at the discretion of the directors.
- It does not have charitable status and therefore is liable to pay corporation tax like other limited companies. It may have to pay Capital Gains Tax, Stamp Duty, Land Tax and VAT. This limits its financial sustainability.
- Reports to Companies House which require fees, and it abides by Company legalisation. This is out of keeping with the charitable aim of the other models.

Charitable Incorporated Organisation (CIO)

- Exists as a separate entity and can enter into contractual agreements and hold freehold land due to its incorporated structure.
- Liability can be limited by a fixed sum or no sum at all which reduces the financial risk.
- There is no minimum income, and if the income is less than £2,500 no independent examination is required. This allows flexibility over the income the grotto receives whilst maintaining a charitable status.
- Due to its charitable status it can benefit from financial relief that charities are eligible for, including opportunities for gift aid.
- There is a single tier trustee model in the foundation model which allows for ease of governance, and encourages local engagement.
- In terms of borrowing money, the members have to give a personal guarantee rather than in the organisation's own name. This increases the liability somewhat, but it

is hoped the grotto would have access to grants and would not have need of loans.

2.3 The following options appraisal suggests a Charitable Incorporated Organisation (CIO) is the best approach. This is based on consideration of 5 different criteria (also found below), and using a 1-5 scoring mechanism where a higher score means the model is better suited to the benefits outlined in (1.1).

Option	Liability of directors/trustees	Financial sustainability	Community Led	Enter into contracts	Hold property	Total
Community Interest Company	5	3	2	5	4	19
Trust	1	4	4	1	3	13
Charitable Incorporated Organisation	5	4	4	5	4	22
Voluntary or Unincorporated Company	1	4	5	1	1	12

Liability of directors/trustees

- The financial liability of the Grotto is high due to the capital work that will be required over time. Due to this financial risk, the liability of the trustees should be kept to a minimal amount.
- Limited liability ensures we can attract trustees who are willing to manage the grotto. Lower liability therefore means a higher score.
- Liability can be limited in an incorporated model, but not in an unincorporated model. Incorporated models exist as a separate legal entity, whereas in unincorporated models the charity exists in the name of the trustees.

Entering into contracts/holding property

- Incorporated models (CIOs or CICs) are recognised as a legal entity in their own right and therefore can hold property and contracts in the name of the organisation.

- Unincorporated organisations (Voluntary/Trust) are represented by their members, and therefore assets or contracts are held in the names of the trustees. The trustees essentially hold the assets 'on trust' for the charity.
- A trust, unlike a voluntary organisation, can vest charity land in an official custodian for free. This is a potential option to moving ownership away from the trustees whilst still allowing them to manage it on a day to day basis.
- This has an impact on the operational level of the grotto, in terms of being able to employ specialist contractors to deliver capital maintenance works. The ability to enter into contracts and hold property therefore means a higher score.

Financial Sustainability

- Access to grant funding ensures the long-term financial sustainability of the grotto. Not for profit organisations and charitable organisations are eligible for grant funding.
- Successful application for heritage applications is typically dependent on the project proposed. The Resilient Heritage Lottery fund provides capital grants, but typically for heritage assets are at risk. There is a concern if the Grotto is too well maintained on transfer that it will not be able to achieve a high grant funding.
- Charitable status ensures certain reliefs, such as business rate reliefs, tax reliefs etc. Under a CIO model the grotto will qualify for 80% mandatory relief and is likely to also meet the criteria for an additional 20% rate relief. The ability to access grant funding and obtain reliefs therefore leads to a higher score.

Local community engagement

- Encouraging local ownership and local involvement is important in increasing local engagement and local contributions.
- This will also tie in with grant applications, where projects could be proposed which encourage local participation and involvement.
- Voluntary organisations and trusts offer the greatest potential for community engagement through a simple model of

governance through single tier structures. Such models therefore lead to a higher score.

- 2.4 Taking account of the above optional appraisal, the CIO is recommended to Executive as the best option. This is based on the fact that it maintains the charitable status that unincorporated associations offer but has a legal personality and limited liability of the incorporated model, offering the benefits of a company structure but with much lower administration costs. The target market for the CIO is charities with an annual income between £10,000- £500,000, although also appeals to charities below £10,000 dependent of whether the simplicity of the unincorporated model appeals. This, along with the highest score from the options appraisal, indicates that this is the most suited model for the grotto going forwards.
- 2.5 Following discussions referred to in (1.3), it is suggested that the Grotto has core trustees in the form of two members nominated from the Ware Society, and two members nominated from East Herts Council. The constitution of the CIO would therefore reflect this composition. In the case of the Ware Society members will be agreed through the organisation's AGM and in the case of East Herts Council members will be agreed by the Leader. It is the prerogative of both organisations to determine who is based placed to become a trustee through their respective processes.
- 2.6 This core membership can then be grown as the trustees see fit. It may be that additional trustees are needed with specific skills/ experience to ensure the trust is effective. This could be extended to interested members of the public as well as specific organisations. The Charitable Committee suggests that the most effective recruitment of trustees is where a skills audit is undertaken and the existing trustees draw up a 'job description' of the skills required, conducting informal 'interviews' in order to ensure effective scrutiny of the candidate. Word of mouth is the most popular form of

recruitment, but members could also make use of networking through Herts Preservation Trust, English Heritage and others in order to widen the market. Up to twelve members in total could be appointed, depending on needs.

- 2.7 The CIO has a constitution as the governing document which can follow the model foundation CIO constitution (see ERP A).

Financial Model

- 3.1 A number of financial models were noted at scrutiny and officers were tasked with working up proposals in more details, preferably looking at a solution which incentivises the trust to seek further funding but also where the initial set up costs are sufficient to avoid failure. It is in the Council's interest to ensure the trust is financially sustainable and a balance needs to be struck between this and managing budget challenges.
- 3.2 The Council's overriding objective is to realise the benefits outlined in (1.1). The expectation is that the trust would be financially independent after 5 years and thereafter will receive no regular funding from the council.
- 3.3 Options include:
- One-off lump sum to cover 5 years of revenue costs and capital improvements
 - Annual grant for 5 years covering all revenue and estimated capital costs
 - Hybrid model with initial lump sum to cover 5 years of revenue costs and access to match funding for capital improvements
- 3.4 Using the same 1-5 scoring approach as in (2.3) an options appraisal on each of these models can be found below, using 3 different criteria:

Option	Up front risk to the council	Level of incentivisation	Independence from the council	Total
One-off lump sum	1	1	5	7
Annual grant for 5 years	5	3	1	9
Hybrid model with initial lump sum to cover 5 years	3	5	3	11

Up Front risk to the Council

- This is based on the money up front the council would have to initially pay to the Grotto. The higher the initial outlay from the council the lower the score.
- A larger initial sum requires good financial management of the grotto. If the money is mismanaged, the council has gifted a large sum with a result of the grotto returning to the council at a high cost.
- Whilst a one-off grant runs the above risk, the annual grant and hybrid model reduces the upfront cost and risk of spending all of the funds at once.

Level of Incentivisation

- This is based on the need to encourage the grotto to become self-sufficient financially and raise money through local fundraising and through grants. A lower score indicates a lower level of incentivisation and vice-versa.
- The hybrid model offers the highest level of incentivisation through further funding only being provided when local fundraising has been raised.
- The annual grant offers some level of incentivisation by encouraging the grotto to search for further funding due to the smaller initial costs. However, the annual grant will be received despite what fundraising will be achieved which reduces the level of incentivisation.

- A one-off lump sum does not encourage financial sustainability.

Independence from the council

- A key objective is to ensure the organisation running the grotto is self-sufficient after 5 years. A financial model that encourages less dependence on the council means a higher score.
- The one-off lump sum offers the greatest independence for the grotto from the council, as the grotto would be gifted with the suggested sum and therefore would be financially independent immediately.
- The annual grant runs a risk of presenting the council that they are cutting funding for a local organisation, when it reaches the end of the five year annual grants.
- The hybrid model does not offer the grotto immediate independence, however the funding that is being accessed is match funding and therefore reduces the risk of the above.

3.5 The hybrid approach is recommended to Executive as the best option.

4.0 Costs to the council

4.1 In order to understand how a hybrid model of funding works it is necessary to understand the cost of doing nothing. The hybrid model is composed of an initial lump sum equivalent to 5 years' worth of annual revenue costs to the council for running the Grotto. This entails buildings insurance, basic maintenance of grounds, tourism projects and the warden salary (around £4,500 per year in total and £23,000 over 5 years). This makes some basic assumptions around increases in warden salary pay and insurance costs over the 5 year period. See table 1 for details. Please note fees and charges consists of donations to the Grotto from visitors (usually £1 per person). However under informal agreement the Ware Society tend to retain any income from this to cover the running of the Grotto website and costs of producing the

Grotto leaflet. There is an expectation that a trust would increase income through running events, local fundraising, and encouraging local donations.

- 4.2 The amount available to access via future match funding arrangements has been based on costs of future capital improvements. The costs of these were identified through a capital condition survey condition undertaken in late 2015. The headline future costs were identified as follows:

Timescale for repairs	Amount (£)
Urgent repairs	£ 2,000
Within two years	£ 9,650
Within five years	£ 18,400
After five years	£ 2,200
Desirable (ie extras)	£ 6,500
Total	£ 38,750

- 4.3 In addition to this, the fence bordering the Grotto is in a significant state of disrepair. A quote from the Council's grounds maintenance contractor indicates the cost of replacement would be £13,500 (maximum).
- 4.4 This puts the total estimated costs of maintaining the Grotto over the next 5 years at £43,550. This figure is reached by combining the cost of the fence with "urgent repairs", "within two years" and "within five years" as outlined in (4.2). Combining this with 5 year's of revenue costs (see (4.1)) provides a total revenue cost of £66,650. Essentially this would be the cost to the council of maintaining the Grotto if we do not pursue alternative arrangements (ie. the cost of doing nothing between 2018/19 – 2022/23):

Table 1

	2016/17 Outturn	2017/18 Budget	FORECAST - DOING NOTHING					Total cost over 5 years
			2018/19	2019/20	2020/21	2021/22	2022/23	
	£	£	£	£	£	£	£	
Building Insurance	930	980	1000	1025	1050	1075	1100	
Maintenance of Grounds	1200	1200	1200	1200	1200	1200	1200	
Tourism Partnership Projects	1295	1100	1100	1100	1100	1100	1100	
Warden salary	1250	1300	1300	1325	1350	1375	1400	
Fees & Charges	0	-100	-100	-100	-100	-100	-100	
Total (on-going costs)	4675	4480	4500	4550	4600	4650	4700	23000
Repairs	0	0	13500	15025	0	15025	0	43550
Total (on-going and repair costs)	4675	4480	18000	19575	4600	19675	4700	66550

**please note this assumes repair costs fall 50% in 2019/20 and 50% in 2020/21*

4.5 Based on the above the hybrid model would entail the following (see table 2 for details):

- lump sum of 5 years' worth of on-going costs (£23,000)
- Council undertakes fence repair work before the trust is set up (£13,500)
- Council makes a further £18,275 available for match funding of repair work. This represents 50% of the estimated costs in the capital condition survey (including "desirables" but not including "after five years").

Table 2: (please note it is assumed that match funding is accessed in years 2019/20 and 2021/22)

	2016/17 Outturn	2017/18 Budget	FORECAST - SET UP A CIO					Total cost over 5 years
			2018/19	2019/20	2020/21	2021/22	2022/23	
	£	£	£	£	£	£	£	
Building Insurance	930	980	0	0	0	0	0	
Maintenance of Grounds	1200	1200	0	0	0	0	0	
Tourism Partnership Projects	1295	1100	0	0	0	0	0	
Warden salary	1250	1300	0	0	0	0	0	
Fees & Charges	0	-100	0	0	0	0	0	
One-off payment to CIO	0	0	23000	0	0	0	0	
Total (on-going costs)	4675	4480	23000	0	0	0	0	23000
Repairs	0	0	13500	0	0	0	0	13500
Match-funding pot for CIO	0	0	0	9138	0	9138	0	18276
Total (on-going and repair costs)	4675	4480	36500	9138	0	9138	0	54776

4.6 Thus, the proposal to set up a separate organisation to run the Grotto is likely to cost in the region of £55,000 over the next 5 years, compared to a cost of £66,550 of doing nothing. After 5 years, the on-going cost to the council is expected to be zero.

4.7 It should be noted that repair costs for Scott's Grotto are not captured in the council's budget however as the landlord these would need to be picked up at some point. If not there is a risk that the Grotto is eventually closed due to being a state of disrepair. The match funding arrangements will incentivise the CIO to raise money through grants or other fundraising techniques, and the Council will match fund the money up to a certain maximum amount. It should be made clear that once the bid funding has been used (up to a further £18,275 within five years) there will be no further funding. After five years, no matter the sum of money that is remaining, the bid money will cease to exist. By this point, it is thought the Grotto should be self-sufficient after the five year period and EHC can offer no on-going financial support.

5.0 Transition to a CIO and suggested timeline

5.1 After a CIO has been incorporated and the initial 4 trustees appointed, the organisation will still need on-going support before it can be fully operational and independent. This support will be provided by the Communications, Strategy and Policy service for 12 months, alongside other relevant officers. Key pieces of work include:

- Recruitment of additional trustees through a communications campaign
- Training/ support for trustees on skills gaps (eg. Grant applications, budget management)
- Support for producing a 5 year business plan and framework for management of annual accounts (including identification of grant funds and an events calendar)
- Support for setting up insurance and other operational matters such as grounds maintenance contracts

5.2 In terms of operational management of the Grotto, this will continue to be provided by the Ware Society as per current arrangements. The CIO will review this arrangement as required.

5.3 The timeline for implementation is as follows:

Date	Actions to be Completed
February 2018	Recommendation to Executive to set up a CIO and agree funding
March 2018	Core trustees nominated by East Herts Council and Ware Society identified
April 2018	CIO Incorporated
April-June 2018	Recruitment Campaign of additional trustees, identified through skills audit Public communications/ public consultation
June 2018	Agree draft 5 year business plan for CIO
July 2018	Interview any potential trustees to ensure appropriate scrutiny. Appointment of trustees

August 2018	East Herts employees to arrange monthly meetings (for twelve months) with trustees to ensure appropriate skills e.g. grant applications.
September 2018	East Herts to set match funding criteria for trust to apply for. Set out terms and conditions of grant funding. Fixed term contract for Scott's Grotto warden to cease Ownership of Scotts Grotto transferred to CIO Lump sum of £23,000 provided to CIO

6.0 Implications/Consultations

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

Background papers

None

Contact Member: Councillor Gary Jones
Executive Member for Economic Development
gary.jones@eastherts.gov.uk

Contact Officer: Benjamin Wood, Head of Communications,
Strategy and Policy
Tel: 01992 531699
benjamin.wood@eastherts.gov.uk

Report Author: Emily Coulter, National Management Trainee &
Benjamin Wood, Head of Communications,
Strategy and Policy
Tel: 01992 531699/ 01992 536650
benjamin.wood@eastherts.gov.uk /
emily.coulter@eastherts.gov.uk

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:	Leadership Team, Portfolio Holder
Legal:	Transfer of asset to requires Exec approval to transfer freehold ownership for a nominal sum
Financial:	N/A
Human Resource:	N/A
Risk Management:	CIO which will be set up will need council support to ensure all risks and insurances associated with the asset are covered under their deeds, business plan and constitution
Health and wellbeing – issues and impacts:	N/A

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EAST HERTS COUNCIL

EXECUTIVE – 6 FEBRUARY 2018

REPORT BY EXECUTIVE MEMBER FOR ECONOMIC DEVELOPMENT

PROPOSED SHARED USE OF 'CHANTRY' RESIDENT PERMIT PARKING ZONE

WARD(S) AFFECTED: BISHOP'S STORTFORD MEADS

Purpose/Summary of Report

- To secure the Executive's agreement to implement 'shared use' business parking in the 'Chantry' Resident Permit Zone in Bishop's Stortford.

<u>RECOMMENDATIONS FOR EXECUTIVE: That:</u>	
(A)	the outcome of a recent Traffic Regulation Order consultation be noted;
(B)	Officers be instructed to implement business permit parking on the terms outlined in this report and in the associated TRO; and
(C)	the new scheme be reviewed approximately six months after its implementation.

1.0 Background

- 1.1 An on-street resident permit zone (RPZ) was implemented in the 'Chantry' area of Bishop's Stortford in April 2012. Demand for parking in the town is high and with this in mind, in 2016,

the Council commissioned a capacity review of its Bishop's Stortford RPZs. This review was published in September 2016.

- 1.2 The review indicated that currently the 'Chantry' RPZ experiences significant underutilisation during the working week and recommended the implementation of business permit parking within this Zone to help make more efficient use of the available space. Officers have spent the past sixteen months designing and consulting on the possible implementation of a business permit parking scheme within the 'Chantry' RPZ.

2.0 Report

History of Scheme Development

- 2.1 The 2016 review confirmed spare capacity of approximately 60% of the total available parking within the 'Chantry' RPZ during the working day and suggested that up to 97 business permit holders could be accommodated within the Zone whilst retaining a buffer of 50% of that spare capacity.
- 2.2 In February 2017 officers conducted additional occupancy studies throughout the Zone which again confirmed spare daytime capacity of at least 60%. A proposal for the introduction of up to 84 business permits was then developed.
- 2.3 Consultation with the East Herts Portfolio Holder and others, including the Chantry Community Association led to further modifications and a Traffic Regulation Order (TRO) proposing the sale of up to 50 business season tickets was advertised on 21 September 2017. Affected residents were notified in advance of the TRO's advertisement to encourage participation in the consultation process (**Essential Reference Paper 'B'**).
- 2.4 The first TRO drew 115 objections to the Council's proposals, including a 68 signature petition. A summary of these objections and the Council's response to each can be found at

Essential Reference Paper 'C'. The Council acceded to a number of objections. As a result the proposals were modified and a second TRO proposing the sale of up to 44 permits was advertised on 23 November 2017. Affected residents were again notified before this second TRO was advertised (**Essential Reference Paper 'B'**).

- 2.5 The second TRO drew 47 objections – a significant reduction on the earlier number. A summary of these objections and the Council's response can be found at **Essential Reference Paper 'D'**.
- 2.6 Following consideration officers have overruled the 47 objections. The extensive surveys and careful scheme design they have undertaken leads officers to believe the introduction of business season ticket parking on the terms outlined later in this report would be possible without any significant detriment to existing resident permit holders.
- 2.7 In line with the Council's standing commitment in respect of its RPZs, a review of the new scheme is proposed for approximately six months after implementation. Whilst officers believe the scheme will work satisfactorily, this review would highlight any anomalies that may become apparent during the early months of the scheme.

Nature of the Proposed Scheme

- 2.8 The Council's proposals have evolved considerably as a result of extensive surveys and in response to public consultation. At all times officers' concerns have been to ensure the introduction of business season tickets will not be to the detriment of local residents and a cautious approach to the number and distribution of business permit parking within the Zone has therefore been adopted. The concept of an 'inner' and 'outer' zone has been adopted, based on the proximity of each road to the town centre.

- 2.9 For the purpose of these proposals the 'Chantry' RPZ has been divided into an 'inner' and 'outer' zone based on the distance on foot from a notional point in the centre of Bishop's Stortford (the junction of North and Bridge Streets). Permits in the outer zone will be sold initially at a cost of £400 per annum and permits in the inner zone will retail at £600 per annum. By comparison, a motorist parking in an East Herts car park for five days a week, forty eight weeks a year would pay approximately £1,056 per annum. This relative under-pricing of the on-street permits is deliberate and is aimed at encouraging up to 44 motorists who may currently occupy spaces in an off-street car park to relocate to on-street.
- 2.10 To ensure season ticket holders could not congregate in one or more streets to the detriment of its residents, only a fixed number will be allowed to park in any given street. This would help ensure that no more than 50% of the surplus parking spaces in each affected street could be occupied by business season ticket holders. Season tickets will be valid Monday – Friday only in recognition that many residents are likely to be parked at or near their home address at the weekend. A plan of the season tickets to be offered by zone and road is offered as **'Essential Reference Paper 'E'**.
- 2.11 Eligible businesses have been identified based on their proximity and the likely walking time to and from the 'Chantry' RPZ. These and other terms of operation of the proposed scheme are defined in the TRO.

Additional Proposals

- 2.12 The advertisement of the TRO has been used as an opportunity to make a minor amendment to the operation of the Chantry RPZ. This has reduced slightly the length of the permitted parking in Chantry Road near its junction with Hadham Road to enable safer passing and turning into and out of Chantry Road.

Officer Recommendations

- 2.13 As advised in 2.6 (above) the 47 objections received in respect of the second TRO advertised on 22 November have been overruled. From a technical and legal perspective this clears the way for the TRO to be made and the new scheme implemented. Members are asked to confirm they wish implementation to take place. Should approval be given officers would aim to implement the scheme in April 2018 or as soon as possible thereafter.
- 2.14 Although officers are confident that up to 44 business permits can be accommodated within areas of the 'Chantry' RPZ with little or no loss of amenity to residents, Members are asked to approve a review stage, to take place six months after implementation. Should this review indicate that residents have been unreasonably disadvantaged proposals for mitigation will be developed and put before Members.

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

- Bishop's Stortford Residents' Parking Zone Review
(Mott MacDonald, September 2016)
- The East Hertfordshire District Council (Parking Zone B7, Bishop's Stortford) (Town Centre Business Permit) Order 2017

<https://www.eastherts.gov.uk/article/35566/Parking-Traffic-Regulation-Orders>

Contact Member: Cllr Gary Jones – Executive Member for Economic Development

gary.jones@eastherts.gov.uk

Contact Officer: Jess Khanom - Head of Operations
Contact Tel Ext. 1693

jess.khanom@eastherts.gov.uk

Report Author: Andrew Pulham – Parking Manager

andrew.pulham@eastherts.gov.uk

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives	Priority 3 – Enable a flourishing local economy
Consultation:	The Council's acts of statutory consultation are explained in the body of this report. These arose from the advertisement of two Traffic Regulation Orders. Various acts of informal consultation took place, including a meeting between the Council's Portfolio Holder and the Chantry Community Association. An informal canvass of businesses in central Bishop's Stortford suggested there is a market for the proposed business season ticket scheme.
Legal:	To give legal effect to the Council's proposals it will be necessary to make a Traffic Regulation Order (effectively a bylaw).
Financial:	The sale of 44 permits on the terms outlined in this report is likely to generate revenue of £24,000 per annum.
Human Resource:	N/A
Risk Management:	Should fewer than the maximum 44 permits be sold the revenue figure projected will not be achieved. This is considered unlikely as the permits will be marketed at a significant discount to charges in the Council's off-street town centre car parks. Should the scheme create significant dis-benefits for local residents a six month review will identify these

	and enable the Council to make adjustments if warranted.
Health and wellbeing – issues and impacts:	N/A

Letters sent to affected 'Chantry' residents in conjunction with the advertisement of the Council's proposals.

14 September 2017

Dear Resident

**Proposed introduction of season ticket parking
Barrells Down Road (part), Chantry Road, Chantry Close (part),
Elm Road, Pinelands (part), Rye Street (part)**

You may be aware that East Herts Council proposes to introduce a limited amount of business season ticket parking in your road, on a managed basis.

This proposal has already formed the basis of discussions with the Chantry Residents Association and an item detailing the Council's proposals will appear in the Association's September newsletter.

I write to advise you, as a resident of a road likely to be affected by this proposal, that the Council's proposal will be published in detail on Thursday, 21 September. Notices will be erected in affected streets and published in the Bishop's Stortford Observer. The Council's detailed proposals can be accessed from 21 September on the Council's website (www.eastherts.gov.uk) and at the Council's office at Charrington's House.

Should you wish to comment on the Council's proposal I would encourage you to inspect the formal Notices before doing so. The Notices also detail the formal requirements and procedure for making comments.

Yours faithfully

Mr Dominique Kingsbury
Contracts Manager

25 September 2017

Dear Resident

**Proposed Introduction of Season Ticket Parking
Barrells Down Road (part), Chantry Road, Chantry Close (part),
Elm Road, Pinelands (part), Rye Street (part)**

You may be aware that the Council's proposals to introduce a limited number of business season tickets in the 'Chantry' resident permit zone (RPZ) were advertised formally on 21 September.

We have received a number of inquiries of a similar nature in respect of one aspect of the Council's proposals; therefore I thought it would be helpful to offer clarification to all residents within the 'Chantry' RPZ area at an early stage.

We propose initially to offer no more than fifty season tickets. By creating 'inner' and 'outer' zones and by specifying the road in which an individual season ticket holder may park, we have taken steps to ensure all fifty season ticket holders could not seek to park in just one or two roads. You will also see that business permits will not be valid on Saturdays and Sundays, when resident parking needs are likely to be greatest.

You may note that the Traffic Regulation Order advertised last Thursday allows the Council to vary the number of season tickets issued at its discretion, rather than committing to a specific maximum. It is important this is the case, not least in the interests of residents.

Our guiding principle is that residents are our priority in this process and that they must continue to enjoy every chance of finding parking at or near their home. In arriving at the figure of up to 50 season tickets we have ensured there will still be a very healthy 'buffer' of spaces available to residents and their visitors. In all affected roads Informal consultation with the Chantry Community Association also assisted us in arriving at the current proposal.

15 November 2017

Dear Resident

**THE EAST HERTFORDSHIRE DISTRICT COUNCIL (PARKING ZONE B7, BISHOP'S
STORTFORD) (TOWN CENTRE BUSINESS PERMIT) ORDER 2017
THE EAST HERTFORDSHIRE DISTRICT COUNCIL (VARIOUS ROADS BISHOP'S
STORTFORD, WARE AND HERTFORD) (RESTRICTION OF WAITING) ORDER 2017**

Thank you to those who responded to the Council's proposal to introduce business season ticket parking into the 'Chantry' resident permit zone on a managed basis.

We have considered all comments and suggestions received and as a result we will shortly bring forward modified proposals. These will be advertised in affected roads and in the local press on Thursday, 23 November.

The principal effect of these modifications will be to:

- Reduce the total number of business permits to be offered from 50 to 44.
- Retain the permitted parking area in Chantry Road between the junction of Hadham Road and Grays Court for resident use *only* and increase the number of business permits allowed elsewhere in Chantry Road from 14 to 18.
- Retain the permitted parking area in Elm Road between house numbers 1 and 25 for resident use *only* and reduce the number of business permits to be allowed elsewhere in Elm Road from 14 to 7.

The Council's *full* proposals will be detailed in the revised Traffic Regulation Order to be published on 23 November.

If you engaged formally with the Council in respect of the Traffic Regulation Order advertised on 21 September your response **will not** be carried forward and considered alongside the revised proposals to be advertised on 23 November.

You are encouraged to first review the Council's revised proposals and, should you then wish to offer comments and suggestions you should follow the statutory process as outlined in the public notice.

Yours sincerely

Mr Dominique Kingsbury
Contracts Manager
Parking@eastherts.gov.uk

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Summary of Objections - First Traffic Regulation Order Promoted in September 2017

ERP 'C'

URN	Objector Address	Objections Summary	Themes	EHC Response	Officer decision: accede / part accede / overrule / refer
21	Barrells Down Road	Totally against proposal. The car parking in Barrells Down Road is very difficult and congested already. The council needs to be more proactive in seeking infrastructure improvements to accommodate Stortford Fields development.	restrict parking near home	proposals do not affect this part of barrels down road; therefore no impact	overrule
45	Barrells Down Road	Cars parked on either side of steep driveway restrict visibility as we exit our property. Currently we are able to speak to our neighbours and ask them or their visitors to move so that we can get out of our drive safely. This will not be possible with business season permit holders who work in the town; the council's proposal combined with the new local property development on and off Dane O'Coys Road makes safety a major concern; the plans increase the chance of an accident on our area; we currently see cars parked out of bay and this is likely to occur more frequently; we find the council's communication of its plans and intentions vague and insufficient: firstly the intimation that you communicated your top line intentions to the local Residents' Association but did not secure their approval or take into account their contributions, comments and feedback; secondly we feel the council is deliberately attempting to obfuscate its long term intentions for business permit parking in the Chantry area by not providing guidance on its upper limit of business permits in the Zone, leaving residents concerned about a "slippery slope" where the number would increase overtime with no consultation by the council.	restrict access to driveway; EHC communication; floodgates risk more business permits	no material impact to residents' access to driveways is anticipated: one of the conditions of the business permits is that users will not obstruct driveways; EHC consulted via Traffic Regulation Order; EHC will monitor and formally review scheme six months post implementation to ensure it operates effectively	overrule
46	Barrells Down Road	it is unclear why the council would seek to encourage commercial vehicle parking in residential streets ; the letter suggested we should be aware of the proposal - we were not aware; Grange Paddocks car park would surely be a sensible option for commercial vehicles or the Goods Yard; introducing 50 additional season tickets is going to create significant traffic congestion particularly at peak time - the current parking arrangements require residents to have to pull in and out of streets and back up as there are insufficient gaps for passing; any additional parking of commercial vehicles is going to cause more problems and create potential hazards as some drivers will go up on pavements. We suggest a review of the proposal.	restrict access to driveway; vehicle congestion and safety.	no material impact to residents' access to driveways is anticipated: one of the conditions of the business permits is that users will not obstruct driveways; the small number of additional vehicles expected will not compromise safety or significantly increase vehicle movements	overrule
15	Barrells Down Road	Currently find it difficult to park near home due to health problems and in light of existing parking congestion; allowing non residents to park would make the parking problems worse. Many neighbourly residents nearby are elderly and to cause them to walk further will cause problems.	restrict parking near home; cause harm to elderly residents	proposals do not affect this part of barrels down road; therefore no impact	Objection withdrawn
36	Barrells Down Road	A number of houses in this road to not have off street parking or only space for one vehicle; I am puzzled why the cost of a business season ticket in Barrells Down Road is cheaper than Chantry Road where a greater percentage of houses have off street parking; I hope I have misunderstood the process and that fewer permits for BDR will be issued than those for roads with a greater proportion of off street parking.	restrict parking near home	proposals do not affect this part of barrels down road; therefore no impact	Objection withdrawn
20	Chantry Close	Only "Private cars" can be permitted. Does not want to look out of window at industrial vans.	Commercial vehicle eyesore	only vehicles permitted will be those as per any resident permit. Commercial vehicles are not included in the proposal, no impact to amenity of area	overrule
2	Chantry Close	The entrance to Chantry Close is narrow and can restrict large vehicles passing. Residents entering Chantry Close are required on occasion to reverse onto Chantry Road when meeting vehicles head on. Safety considerations must be given to residents.	vehicle movement safety	the extra controls of DYL will maintain access at all times	overrule
22	Chantry Close	Strongly object - non residential parking will introduce further discontent and inconvenience to the residents; we do not want our narrow streets to be subjected to further restriction by parked business vehicles for five days a week. Street parking is no longer the solution as the council will issue more season tickets than there are spaces available. The need is for something that will last well into the future of Bishop's Stortford.	restrict parking near home; inconvenience residents;	the extra controls of DYL will maintain access at all times; the parking will be restricted to the entry road and will be no more greater than 50% of this proposed parking bays on this stretch of road; therefore minimal impact to current parking arrangements in the close	overrule
1	Chantry Road	The resident has no off road parking and business season permit parking will restrict in ability to park. The bottom section of Chantry Road is already congested with Chantry Resident Permit Parking residents who travel from other RPZ roads to be closer to the town facilities	restrict parking near home	this is more likely to occur than not particular in light of loss of parking due to DYL implementation and due to increased competition for spaces as business season permit holders seek to park towards bottom section of Chantry Road, closer to the town. A modification will maintain the status quo	accede - modify bay = limit mixed use parking between junctions of Grays Court (opposite 20 Chantry Road) to Cricketfield Lane where there is sufficient road space to accommodate in excess of 28 vehicles (excluding driveways) and maintain status quo in area of concern.
43	Chantry Road	The proposal does little to reduce the anticipated congestion expected with the massive housing development; other candidates should include Grange Paddocks car park, railway station and site at Old River Way; additional business season permit parking will occur at the Hadham Road junction due to the proximity to the town causing drivers to mount the pavement when passing as there will be fewer unoccupied parking spaces available to use; if season ticket spaces are located further up Chantry Road we will be back to the situation before the resident permit parking scheme was introduced.	pedestrian safety; create competition for spaces among residents	There is no evidence to suggest safety will be compromised as DYL protect the junction; one of the conditions of the business permits is that users will not obstruct driveways; the proportion of extra cars will be minimal impact: the current occupancy is under 40%.	overrule

5	Chantry Road	Objects to two aspects of the proposal regarding Chantry Road: the extension of the Double Yellow Lines and allowing business season permits into the road. The resident purchased the property to be close to the town centre and to be able to park outside, to receive visitors and tradesman. I foresee no parking availability for myself or visitors should Business permits be introduced and intend returning resident permit in protest.	restrict parking near home; DYL extend not appropriate	one of the conditions of the business permits is that users will not obstruct driveways; the proportion of extra cars will be minimal impact - current occupancy is under 40%; implementation of DYL at the request of residents and council members in response to safety concerns.	overrule
40	Chantry Road	I recognise there is a serious parking and major traffic problem in Bishop's Stortford. 1. many permit holders from Hadham Road park in Chantry Road often for two weeks continuously. 2. there has been a lot of disinformation about the proposal: the council advise they have discussed with Chantry Community Association however the CCA deny there has been any formal consultation process - the note on lamp columns suggests 5 permits available for Chantry Road compared to the CCA autumn newsletter stating 15 permits maximum; 3. the council will come under pressure to extend to business permit period to weekends, penalising residents further; 4. fed up with the continual squeezing of additional income from the Chantry Road residents. More car parks need to be built in Bishop's Stortford.	EHC communication; floodgates risk extend business permits to weekends.	EHC consulted via Traffic Regulation Order; the terms of use are defined in the Traffic Regulation Order and operate Monday to Friday only thus ensuring spaces are available to residents and visitors during weekend periods.	overrule
34	Chantry Road	The proposal to extend the Double Yellow Lines from Hadham Road junction in Chantry Road an additional 10 metres in inadequate in that the end of the parking bay is too close to Hadham Road and is insufficient to address safety concerns - vehicles can be forced into the centre of Chantry Road to the detriment of drivers and pedestrians. There can also be congestion when drivers park on the other side of the road as sometimes happens in the evenings; I request the council considers extending the DYL to original pre Resident Permit Parking scheme location i.e. just northwest of 6 Chantry Road; should the scheme proceed there is a risk of a similar situation of Hadham Road / Chantry Road at the Cricketfield Lane due to spaces being occupied and reduced options for motorists to pull in; the council may seek to issue additional business permits without further reference to residents for consultation.	Safety DYL bottom Chantry Road; congestion and safety j/w Cricketfield	There is no evidence to suggest safety will be compromised as DYL protect the junction	overrule
30	Chantry Road	The proposal refers to a maximum of 50 business season tickets in issue with an option to vary without the need to advertise another TRO - what is to stop it issuing tickets on Saturdays or Sundays?; who is going to police the hours (8am - 6pm); not all residents in Chantry Road have drives and tradesmen who need access to their vehicles may not be able to park near the homes they are working on; residents are now being asked to share their roads with others who don't necessarily respect the environment EG historical experiences of non residents littering streets; there is a hazard for drivers near the j/w with Hadham Road and the proposal to increase the double yellow lines is not enough and vehicles will still mount the pavement which is dangerous for pedestrians including school children.	floodgates risk more business permits including Saturday and Sunday; restrict parking near home; non resident anti social behaviour; pedestrian safety.	the terms of use are defined in the Traffic Regulation Order and operate Monday to Friday only ensuring spaces are available to residents and visitors during weekends; the 50% minimum buffer in relation to residents / business season permits will ensure residents are able to park near home and sufficient space will be available for vehicles and pedestrians to pass; business season permits will only be issued to employees of registered businesses with agreement to abide by the terms of use or risk withdrawal of permit	overrule
12	Chantry Road	It is often impossible to find parking within 50-60 yards of the resident's home. Transporting children to different schools at various times of the morning will likely mean no place to return to park close to home. Elderly relatives supporting childcare needs will similarly be affected and any excessive distance to walk would impact greatly on their ability to assist and result in a great loss for the family as assistance would no longer be possible. Consideration should be given to provision of decent size multi storey car park. Request: 1. Season tickets only be valid between junctions of Pleasant Road and Cricketfield Lane; 2. season tickets only valid between 09.30 & 17.45 hours.	restrict parking near home; excessive distance to walk for elderly relatives with loss of family assistance	EHC data confirms an average of 40 % occupancy, therefore minimal impact to current parking arrangements anticipated	overrule
39	Chantry Road	The council identifying roads as "under used parking spaces" and selling them to businesses in the town whilst turning down another 200 spaces in another part of town seems strange; the proposal to extend the Double Yellow Lines 10 metres at the junction of Hadham Road is not sufficient and extra cars will park closer to this junction due to the proximity to the town creating further congestion; when residents wish to have workmen they will be unable to park nearby; the council will make another £250,000 in total from parking in a residential area.	Safety DYL bottom Chantry Road; congestion and safety j/w Cricketfield; restrict parking for workmen	there is no evidence to suggest safety will be compromised as DYL protect the junction near Hadham Road and no impacts are foreseen at Cricketfield Lane junction where existing DYL in situ	overrule
6	Chantry Road	Concerned about the detrimental impact to residents in light of proposal: extension of double yellow lines, risk of driveway being obstructed in the context of emergency situation. Due to the proximity of residence to Hadham Road it is likely the availability of parking will be compromised with additional vehicles (business permits) parked. Requests advisory white line be marked on road surface (previously refused) to more effectively delineate parking spaces and reduce residents' frustration and inconvenience.	restrict access to driveway in context emergency vehicles; restrict parking near home	this is more likely to occur than not particular in light of loss of parking due to DYL implementation and due to increased competition for spaces as business season permit holders seek to park towards the bottom section of Chantry Road, closer to the town. A modification will maintain the status quo	accede - modify bay = limit mixed use parking between junctions of Grays Court (opposite 20 Chantry Road) to Cricketfield Lane where there is sufficient road space to accommodate in excess of 28 vehicles (excluding driveways) and maintain status quo in area of concern.

3	Chantry Road	Business season permit users will affect safety of the road as currently the road is safe and pleasant for users. An increased footfall would also potentially increase crime in the road. Business permit holders will no doubt park right up to the entrance of driveway. Concerned that the Chantry Road junction with Cricketfield may become a safety concern should occupancy increase.	road safety; increase in crime; restrict access to driveway; top end Chantry (j/w Cricketfield) safety concern re increased occupancy	there is no evidence to suggest this will be the case as DYL protect the junction; one of the conditions of use for business permits is that users will be required to agree not to obstruct driveways and any failure may result in permit withdrawal; the proportion of extra cars will be minimal impact - EHC occupancy survey data confirms under 40%	overrule
35	Chantry Road	I endorse the proposal to increase the Double Yellow Lines to allow traffic to negotiate this junction more safely; I do not agree with introducing limited parking for non residents in Chantry Road - it would not be acceptable for residents to purchase a permit if potentially they were unable to park outside their houses at certain times of the day or week.	restrict parking near home	the proportion of extra cars will be of minimal impact to residents - occupancy under 40%	overrule
42	Chantry Road	The proposal will not help carers visiting 4 times daily if they have to search for a parking place; the proposal to introduce 10 metres of Double Yellow Lines is totally inadequate from a safety perspective.	Restrict parking for nurses, carers etc; Safety DYL bottom Chantry Road	the proportion of extra cars will be minimal impact - EHC occupancy survey data confirms under 40%	overrule
10	Elm Road	Concerned the pre Resident Permit Zone parking problems will return as Elm Road is one of the nearest roads to North Street with bad parking manners and occasional unpleasant non resident comments when asked not to block driveway. It is likely inconsiderate parking practices will return. The survey data is insufficient and a minimum of fifty would be a more accurate method. As an elderly resident it is important to be able to park close to home in context of carrying shopping, large items or elderly relatives who are unable to make use of sloping driveway. The impact to nurses, carers and health visitors may be compromised. A more obvious solution would be preferred and more appealing.	restrict access to driveway; anti social responses from non residents; MM survey data insufficient; restrict parking for nurses, carers etc.	this is more likely to occur than not due to the density of properties and construction of driveways where clear demarcation points in respect of dropped kerb structures are not present e.g. low level kerbstones and access points to frontages where inconsiderate parking may flow; modify proposal and restrict to specific area on opposite side better suited and with capacity exists	accede in part: after considering comments from residents it is accepted there is a risk to residents in that they may not be able to park easily close to home due to the proximity of the parking bay on south west side in relation to the town in that business permit holders would seek to park as close to the town as possible for convenience and in consideration of the multiple needs of residents in respect of vehicle use throughout the day; modify proposal to limit mixed use parking to north east side of Elm Road only (between properties 14 - 42)
38	Elm Road	The proposal is likely to cause significant distress, be detrimental and return residents to the chaos of the days before the resident scheme was introduced; the notion of spare capacity as described in the council's report does not acknowledge the individual needs of residents to park near their homes in respect of mobility issues, transporting young children and their belongings to homes; residents working from home are required to make business trips and will lose valuable time searching for spaces to park unoccupied by business season ticket holders; residents are already squeezed into a smaller portion of the street for their own parking and that of their visitors and trades people; the risk of residents displaced to other B7 roads thus creating a problem elsewhere; Half Acres and Northgate End residents regularly use Elm Road; neighbour and I have less than 11 metres of on street parking between dropped kerbs so when used by other permit holders it will be difficult to accommodate resident needs.	restrict access to driveway; restrict parking near home; MM survey data outdated	EHC to modify proposal and restrict to specific areas more suitable; MM data considered adequate to support the proposal and supported by EHC data gathered in early 2017	accede in part: after considering comments from residents it is accepted there is a risk to residents in that they may not be able to park easily close to home due to the proximity of the parking bay on south west side in relation to the town in that business permit holders would seek to park as close to the town as possible for convenience and in consideration of the multiple needs of residents in respect of vehicle use throughout the day; modify proposal to limit mixed use parking to north east side of Elm Road only (between properties 14 - 42)
11	Elm Road	It is anticipated in short time any available spaces in Elm Road will disappear. Should the scheme proceed, the council must ensure the total number of spaces for business season permits does not exceed the number of spaces available on an average day.	restrict parking near home	EHC data confirms an average of 30 % occupancy at present time; however following objections from other residents EHDC seeks to modify the design to only allow parking where there is sufficient capacity and minimise perceived impact to residents	accede in part: after considering comments from residents it is accepted there is a risk to residents in that they may not be able to park easily close to home due to the proximity of the parking bay on south west side in relation to the town in that business permit holders would seek to park as close to the town as possible for convenience and in consideration of the multiple needs of residents in respect of vehicle use throughout the day; modify proposal to limit mixed use parking to north east side of Elm Road only (between properties 14 - 42)
33	Elm Road	Elm Road is the closest road to the town and as it is flat it will attract the most number of people with business permits; the report details 36 permit holder parking bays and I would dispute this there are a number of driveways with dropped kerbs where access is required; allowing business season permits will increase the risk of inconsiderate parking as happened recently when unable to get out of driveway until 11pm; it is inconceivable that the council feels they can sell the same space twice; H Bars could be introduced to the dropped kerbs to reduce the risk of inconsiderate parking.	restrict parking near home (nearer Rye Street); data disputed; restrict access to driveway	EHC survey evidence confirms average 30 % occupancy at present time; however considering detailed objections EHC intends to modify the design to only allow parking where there is sufficient capacity and minimise perceived impact to residents	accede in part: after considering comments from residents it is accepted there is a risk to residents in that they may not be able to park easily close to home due to the proximity of the parking bay on south west side in relation to the town in that business permit holders would seek to park as close to the town as possible for convenience and in consideration of the multiple needs of residents in respect of vehicle use throughout the day; modify proposal to limit mixed use parking to north east side of Elm Road only (between properties 14 - 42)

17	Elm Road	Concerned that as Elm Road is flat and closest to the town it will attract the most number of people with business season tickets and there will not be enough space for residents and visitors to park; the study report online details Elm Road having 36 permit holder parking bays (with dropped kerbs accounted for), however this is disputed as there the dropped kerb driveways require access and data collected by resident disagrees; the impact of business season permit users on parking availability will be to the detriment as two vehicle household with only one off street parking place. Consideration should be given to a Park & Ride service to improve access to the town as long term solution.	restrict parking near home (nearer Rye Street); data disputed; restrict access to driveway	EHC survey evidence confirms average 30 % occupancy at present time; however considering detailed objections EHC intends to modify the design to only allow parking where there is sufficient capacity and minimise perceived impact to residents	accede in part: after considering comments from residents it is accepted there is a risk to residents in that they may not be able to park easily close to home due to the proximity of the parking bay on south west side in relation to the town in that business permit holders would seek to park as close to the town as possible for convenience and in consideration of the multiple needs of residents in respect of vehicle use throughout the day; modify proposal to limit mixed use parking to north east side of Elm Road only (between properties 14 - 42)
41	Elm Road	Business season permit users will migrate to Elm Road as it is flat and close to the town not leaving enough space for residents and visitors to park; the council's study details Elm Road as having 36 permit holder parking bays which is in dispute as there are a number of dropped kerbs with access requirements; during the day the risk of inconsiderate parking would only increase affecting ability of residents to park anywhere legally or unable to access driveway; suggests Park & Ride service to improve access to the town.	restrict parking near home (nearer Rye Street); data disputed; restrict access to driveway	EHC survey evidence confirms average 30 % occupancy at present time; however considering detailed objections EHC intends to modify the design to only allow parking where there is sufficient capacity and minimise perceived impact to residents	accede in part: after considering comments from residents it is accepted there is a risk to residents in that they may not be able to park easily close to home due to the proximity of the parking bay on south west side in relation to the town in that business permit holders would seek to park as close to the town as possible for convenience and in consideration of the multiple needs of residents in respect of vehicle use throughout the day; modify proposal to limit mixed use parking to north east side of Elm Road only (between properties 14 - 42)
31	Elm Road	The proposal to sell business season tickets at £600 each is "gold" for the council. How will the council resist adding more that the proposed 50 permits into our streets?; What methodology was used to establish the figure of 50 - over what period and by whom?; on the northern end of Elm Road there are approximately 16 households and only 5 spaces available due to dropped kerbs; the proposal does not provide residents with a reasonable chance to park close to their homes.	restrict parking near home (nearer Rye Street); data disputed	EHC survey evidence confirms average 30 % occupancy at present time; however considering detailed objections EHC intends to modify the design to only allow parking where there is sufficient capacity in order to minimise impact to residents	accede in part: after considering comments from residents it is accepted there is a risk to residents in that they may not be able to park easily close to home due to the proximity of the parking bay on south west side in relation to the town in that business permit holders would seek to park as close to the town as possible for convenience and in consideration of the multiple needs of residents in respect of vehicle use throughout the day; modify proposal to limit mixed use parking to north east side of Elm Road only (between properties 14 - 42)
32	Elm Road	Mott MacDonald survey data from 2016 outdated as one house converted to two houses with two dropped spaces replacing former one. Therefore reduced number of available road spaces from the 31 estimated by MM.	data disputed	EHC survey evidence confirms average 30 % occupancy at present time; however considering detailed objections EHC intends to modify the design to only allow parking where there is sufficient capacity and minimise perceived impact to residents	accede in part: after considering comments from residents it is accepted there is a risk to residents in that they may not be able to park easily close to home due to the proximity of the parking bay on south west side in relation to the town in that business permit holders would seek to park as close to the town as possible for convenience and in consideration of the multiple needs of residents in respect of vehicle use throughout the day; modify proposal to limit mixed use parking to north east side of Elm Road only (between properties 14 - 42)
48	Hadham Road	The two proposals (introduce business permits and extend the double yellow lines in Chantry Road may seriously impact on our ability to park within a reasonable distance of our property; many residents in Hadham Road do not have driveways and we bought our property in 2015 partly on the basis that EHDC would protect our rights to park our vehicle within a reasonable distance of our property; I do not see any need to amend the positioning of the double yellow lines; I suggest a. business permits be restricted to the end of Chantry nearest Cricketfield Lane where any significant number of spaces may be found - to help to maintain spaces for Hadham Rd residents; b. reduce the number of business permits; c. leave the DYL where they are.	restrict parking near home; do not extend DYL in Chantry Road	the proposal to extend the DYL is safety related in response to concerns expressed by residents and council member	accede in part - modify bay = limit mixed use parking between junctions of Grays Court (opposite 20 Chantry Road to Cricketfield Lane) to maintain the status quo in this area

25	Lindsey Road	Strongly object for the following reasons:1. when resident permit parking was introduced is was under the guise of preventing non residents parking; 2. with double yellow lines in many of the B7 roads the parkins spaces are already limited and residents & visitors find it difficult to park near their homes now; 3. the council's claim that the scheme will be managed will not be possible in a meaningful way and there will be nothing that can be done once business season tickets are sold; 4. Whilst Lindsey Road is not included in the proposal, there will be an impact as residents in other roads will inevitably try to find spaces in Lindsey Road if they cannot park in their roads; 5. Even if there are spaces, certain gaps are needed to allow vehicles to pull in; 6. there is a serious safety issue if residential roads are full of cars - lack of visibility for residents pulling out of their drives and vehicles traversing the roads, most importantly for the many children in the neighbourhood and attending local schools when crossing the road; 7. residents should be allowed to live in peace and harmony and should be able to park outside or near to their homes as possible; 8. we don't want our neighbourhood turned into a car park.	restrict parking near home; impact on residents due to displacement of vehicles; safety; restrict access to driveway; turn street into car park	there is adequate parking in all adjoining roads, therefore of little or no impact on Lindsey Road or amenity; minimal extra vehicle movements expected	overrule
19	Lindsey Road	There are currently parking and safety concerns in respect of the design of the resident permit parking scheme in that parking bays are present on both sides of the road. Some parking bays should be removed from outside properties with driveways to prevent parking on the road and make the road safer. The gradient of the road does not assist. The more cars you allow to park on Lindsey Road the more cars that will fight for the places. Requests the council introduces a policy whereby residents with driveways are not permitted to park their car om the road outside houses that do not have driveways to improve parking availability for those residents with no driveways.	restrict access to driveway; create competition for spaces among residents	there is adequate parking in all adjoining roads, therefore of little or no impact on Lindsey Road or amenity; minimal extra vehicle movements expected	overrule
8	Lindsey Road	Whilst not directly impacted concerned increased parking for business season permit users could open the floodgates and change the appearance of the area over time. The Council should instead fund adequate parking within the town proportionate to the needs of businesses there. Lindsey Road is already busy with pedestrian and vehicle movements and any additional parking pressures increases the prospect of accidents.	damage to amenity of area; floodgates risk more business permits; safety	there is adequate parking in all adjoining roads, therefore of little or no impact on Lindsey Road or amenity; minimal extra vehicle movements are expected	overrule
7	Lindsey Road	Concerned about the knock on effect of Business permits in adjoining roads as residents, with insufficient parking now, are pushed further up Lindsey Road. The council's statement that residents are the priority is not supported by the proposal and the introduction of Business parking may jeopardise the current parking position.	restrict parking near home due to displacement	there is adequate parking in all adjoining roads, therefore of little or no impact on Lindsey Road	overrule
9	Pinelands	Currently struggles with parking availability at the top of Pinelands due to the nature of the road and the limited space between properties. When cars are parked they block access to the driveway. Concerned this may be exacerbated with the introduction of business permits. .	restrict access to driveway	EHC data confirms occupancy of road space less than 30% therefore minimal impact on residents is envisaged	overrule
16	Pinelands	Cannot understand why Grange Paddocks car park, which has spare daily capacity, is not used rather than Pinelands; Frere Court attracts a lot of additional traffic with large lorries reversing up the narrow road; Frere Court has continual stream of ambulances, doctors, care workers, small busses, taxis etc and is located on a very dangerous bend; the proposed double yellow lines outside neighbour properties will prevent builders, window cleaners, service engineers etc; only two business season tickets should be allowed.	large vehicles and dangerous bend; DYL prevent tradesman parking	the introduction of DYL will improve safety for residents and facilitate vehicle movements; the number of permits issued in the proposed section will be no greater that 50% of available space - therefore minimal impact to residents	overrule
44	Pinelands	Currently large vehicles are required to reverse up or down the road - the turning area at the top of the road is not big enough for large vehicles; there is already quite a bit of parking along the entrance to Pinelands - two mail vans park there daily and B7 permit holders park whilst visiting the vets in Lindsey Road; the corner outside "Frere Court" entrance is a steepish hill and when snow and ice is present it has prevented residents from getting cars to driveways; 1a and 1b Pinelands have short steep driveways and the proposal to introduce Double Yellow Lines outside their homes would prevent their visitors from parking and leave no room for delivery lorries, window cleaners, scaffolding lorries etc; if Pinelands must be used for business parking it must be for 2 cars only maximum.	large vehicle movement difficulty; restrict parking near home; restrict parking for tradesmen	the introduction of DYL will improve safety for residents and facilitate vehicle movements; the number of permits issued in the proposed section will be no greater that 50% of available space - therefore minimal impact to residents	overrule
27	Pinelands	The proposal would involve a conflict of interests between residents and business users and cause anxiety among residents in that the Order prioritises the interests of private business users; the proposal will transform affected areas and impact on the interests of residents and street facility; full consultation has not taken place but rather minimal contact compared with detailed proposals produced in consultation with businesses; the council's letter refers to "inner" and "outer" zones which are not mentioned in the Order - which confuses the position; the proposal would reintroduce extensive non resident parking and the double yellow lines proposed would severely inhibit street facility for residents 1A and 1B; the risk of obstruction to traffic flows would increase as motorists attempted to park in the proposed parking bay and there could be a risk to road safety in respect of young children walking along narrow pavements; the proposal is prejudicial and impractical and a major departure from the existing resident permit parking scheme.	conflict residents / business permit holders; EHC communication; restrict parking for residents; road safety - pedestrians	the introduction of DYL will improve safety for residents and facilitate vehicle movements; the number of permits issued in the proposed section will be no greater that 50% of available space - therefore minimal impact to residents	overrule

13	Pinelands	1. disappointed the council seeks to develop a commercial parking opportunity and deface a road with yellow lines and create additional traffic that should remain a sanctuary; 2. there will be no room for visitors to park outside the property; 3. the existing traffic the road already contends with (large HGV vehicles (Bidvest etc), refuge and recycling), Frere Court Home workers and ambulances; 4. cannot understand why Grange Paddocks car park is not used as under capacity currently to avoid congestion in residential road.	restrict parking near home; restrict parking for visitors; damage to amenity of area; large vehicle movement difficulty; road safety - pedestrians	the introduction of DYL will improve safety for residents and facilitate vehicle movements; the number of permits issued in the proposed section will be no greater than 50% of available space - therefore minimal impact to residents	override
37	Pinelands	Concerned about the proposal impacting on the character and safety of Pinelands; additional traffic will add noise and risk impacting the setting in this relatively quiet street suitable for the many young children; the occupancy assessment suggests a capacity of 30 permit holder spaces which is overstated due to the many dropped kerbs; the section of proposed parking for business permits is already a difficult stretch for residents and additional parking would only make worse; visibility around the bend section is poor and drivers may be forced to reverse or move to the other side of the road.	restrict parking near home; restrict parking for visitors; damage to amenity of area; large vehicle movement difficulty; road safety - pedestrians	the introduction of DYL will improve safety for residents and facilitate vehicle movements; the number of permits issued in the proposed section will be no greater than 50% of available space - therefore minimal impact to residents	override
47	Robert Wallace	writing on behalf of the CCA Committee: at an informal meeting with Cllr Jones on 20/02/17 we discussed a number of parking / road safety issues which are of concern to residents; we expressed reservations about the scope of the Mott MacDonald study data (gathered on one Monday morning and afternoon in February) and the conclusions which appear to have been drawn from it; we made it clear that further exploration of the "shared use" scheme would need a comprehensive survey of parking bay usage and should also seek and accommodate the views of residents. we conclude the MM study formed the basis of the decision to include proposed roads, however Rye Street, Chantry Close were not included and Barrells Down Road was considered unsuitable; the MM study was conducted one weekday and one weekend (the Monday was in the first full week of the May Day holiday and is popular for without school children age to take holiday: the study provides neither a current nor comprehensive picture of parking bay usage by residents; the working pattern of residents has not been taken into account, neither the MM study or 6 February 2017 council provide statistics for parking bay occupation after 4pm; inconsiderate parking by business permit holders may result in reduced sight lines or could prevent ingress / egress to properties; a number of residents have complained to us about such parking	communication; Mott MacDonald survey data query (Barrells Down Road unsuitable) and unrepresentative due to bank holiday proximity); residents' needs not taken into account; safety; access to driveways; number of residents have complained to CCA regarding EHC proposal	EHC gathered survey evidence in early 2017 (appendix 1) to support the proposal and following consideration of residents' objections and comments elements have been accepted as relevant and worthy of action leading to a reduction in the number of permits to be offered and modification to design in Elm Road and Chantry Road - in those areas close to the town. The revisions are intended to fully address the concerns of affected residents.	override
4	Rye Street	The quality of life has significantly improved since the introduction of permit parking and business permit season permits would return residents to the previous unacceptable position. The results of the survey are not statistically significant as they were carried out in the first week of May 2016 (a bank holiday week). Many residents work from home and require constant access from their homes: the inconvenience of having to drive round the area to seek another parking space because spaces are occupied cannot be contemplated. The proposal is a money making scheme which takes little or no account of the needs of residents. Better utilisation of existing parking (Old Goods Yard), Grange Paddocks car park, development of multi storey car park at the train station is needed.	Mott MacDonald survey not relevant; restrict parking near home	EHC confirms occupancy levels below 25% with average 10 spaces available	override
14	Rye Street	The proposal will potentially deny residents parking spaces and offer lower standard; Grange Paddocks car park should be considered as 50% occupied typically currently to reduce the inconvenience of dual occupancy in Rye Street; a lack of enforcement in the road, as is believe to be the case, will cause issues for local residents; the statements about the maximum number of permits is vague and there is no information regarding where the proposed revenue will go; the proposal will increase traffic flow on an already busy road and must be considered in light of the proposed Herts County Council pedestrian crossing (the scheme fails on improving safety and improving the on street facilities to residents); no consideration of the impact of new residential developments in the area; the view of the Chantry Residents Association are not reflected by all residents; there is no benefit for local residents and a public meeting should be held.	restrict parking near home; increase traffic flow; no benefit to local residents	East Herts data confirms occupancy levels below 25% with an average 10 spaces available; minimal impact in traffic flows; benefits of proposal will be felt town wide as there will be additional spaces in the car parks for visitors and residents	override
29	Rye Street	The proposal is detrimental to local residents as it would reduce the number of spaces available and reduce the chance of parking near your house; the service road section of Rye Street provides parking for those Rye Street residents living 91 - 105 therefore it is particularly inappropriate to seek to introduce business permits; two new large houses are being build opposite and they will require parking for their visitors; Grange Paddocks car park is very empty during the working day and business permits should be issued for this car park instead of along residential streets.	restrict parking near home	East Herts data confirms occupancy levels below 25% with average 10 spaces available; minimal impact in traffic flows; benefits of proposal will be felt town wide as there will be additional spaces in the car parks for visitors and residents	override
24	Rye Street	Object on basis of safety: the proposed Zebra crossing possibly directly opposite my driveway may make reversing out of driveway difficult particularly when cars are parked either side on the road. The drive is sloped and the road narrow which means reversing potentially into on coming cars. Business season ticket parking increases the risk of cars being parked either side of drive. Visibility is very restricted and it's difficult to reverse. There is insufficient space between certain driveways for non residents to park: has this been factored in? Grange Park and Grange Paddocks car park have available parking and should be considered.	safety: reversing out of driveway; restrict access to driveway	East Herts data confirms occupancy levels below 25% with average 10 spaces available; minimal impact in traffic flows; benefits of proposal will be felt town wide as there will be additional spaces in the car parks for visitors and residents	override

26	Rye Street	Strongly object to "on sell our permits to commuters and businesses"; businesses should park in a car park. It is not the responsibility of residents to make way for business season ticket holder parking on their residential streets. There are 12 homes in Rye Street (Service Road area) and four properties (107,109, 127, 129) with unsuitable for parking leaving 8 available spaces. The council proposes 5 business season ticket holders with only 8 suitable parking spaces available - insufficient number for our visitors. In addition other Rye Street residents park in the road. Grange Paddocks car park should be considered. The idea is morally wrong. Consideration to the provision of a Park & Ride service at A120/Tesco to assist and alleviate pollution levels in the town.	restrict parking for visitors	East Herts data shows occupancy levels below 25% with average 10 spaces available; minimal impact in traffic flows; benefits of proposal will be felt town wide as there will be additional spaces in the car parks for visitors and residents	overrule
18	Rye Street	Grange Paddocks should be considered for business season permits as never anywhere near full with at least twenty spaces available all day; allowing strangers to park outside a resident's property will encourage friction between two parties; residents pulling out of their drive have great difficulty in seeing other vehicles and the proposal will increase the chance of accidents especially if children are travelling with bicycles. Consideration should be given to use of Northgate End car park, the multi storey and the area currently restricted opposite the Bishop's Stortford Social Club as the road is wide.	restrict access to driveway; risk of harm to children	East Herts data confirms occupancy levels below 25% with average 10 spaces available; minimal impact in traffic flows; benefits of proposal will be felt town wide as there will be additional spaces in the car parks for visitors and residents	overrule
28	Rye Street	Residents have already paid for their resident permits and are now being told they can only park outside their homes freely for two days a week and business parking will be allowed 5 days a week; the proposal is illogical in that residents pay for permits and council tax; the Grange Paddocks car park is underused and residential areas are not appropriate for businesses; there is no benefit to me as a resident.	restrict parking near home; no benefit	East Herts data confirms occupancy levels below 25% with average 10 spaces available; minimal impact in traffic flows; benefits of proposal will be felt town wide as there will be additional spaces in the car parks for visitors and residents	overrule
23	Willow Close	Concerned the proposal may return the roads to pre Residents Permit Parking status with safety compromised and vehicles forced to mount pavement in some places in Chantry Road and Elm Road. The proposal is a money making scheme with risk of scheme being rolled out to other roads ("the number of permits may be varied") that exonerates the council from providing car parking facilities for visitors and workers in the town. Does not want the local streets to become a car park again. Parking problems are going to get worse and with thousands of new homes planned new infrastructure is required.	safety: force vehicles to mount pavement; turn streets into car park	There are controls in the administration of the scheme; benefits of proposal will be felt town wide as there will be additional spaces in the car parks for visitors and residents	overrule

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Summary of Objections - Second Traffic Regulation Order Promoted in November 2017

ERP 'D'

URN	Objector Address	Objections Summary	EHC Response	Officer decision: accede / part accede / overrule / refer
		East Herts Council (Chantry Business Season Tickets) 2017 - OBJECTIONS		
2	Chantry Close	Strongly object to plans to open up parking to non residents; this will mean a return to the unacceptable state of affairs which existed before. It's time for the council to have a re-think. I suggest you use the opportunity to review the whole subject - for example think seriously about creating extra space at Northgate End.	proposal is limited to the entry part of the road and does extend into main residents' area; benefits of proposal will be felt town wide as there will be additional spaces in the car parks for visitors and residents; EHC is considering other options for Northgate End.	overrule
25	Chantry Close	The proposed alteration to the length of residents' parking is about the length of one car, not nearly enough. The alteration should be enough to allow at least three cars to pull in.	there is no evidence to suggest safety will be compromised as the extended Double Yellow Line will exceed minimum standards and is therefore regarded as entirely adequate to protect the junction and facilitate vehicle movements; furthermore, Herts County Council and Herts Police offered no adverse comments to the proposal	overrule
39	Chantry Close	The proposed additional 10 metres of Double Yellow Lines at the Hadham Road end is inadequate and potential risks have not been removed. The boundary should be taken 20 metres up the hill to allow drivers to avoid problems.	there is no evidence to suggest safety will be compromised as the extended Double Yellow Line will exceed minimum standards and is therefore regarded as entirely adequate to protect the junction and facilitate vehicle movements; furthermore, Herts County Council and Herts Police offered no adverse comments to the proposal	overrule
28	Chantry Close	The proposed 23 metres in total length of the Double Yellow Line from the junction of Hadham Road is not sufficient to prevent the dangerous conditions caused by inconsiderate parking. The short distance for the proposal will not provide sufficient manoeuvring space when several cars arrive at the junction simultaneously.	there is no evidence to suggest safety will be compromised as the extended Double Yellow Line will exceed minimum standards and is therefore regarded as entirely adequate to protect the junction and facilitate vehicle movements; furthermore, Herts County Council and Herts Police offered no adverse comments to the proposal	overrule
26	Chantry Road	1. There is no logic to the council's increase in proposed business season tickets from 14 to 18 and one can only assume it's the businesses that have pushed for this increase. 2. Your residents only parking up until Grays Road benefits Hadham Road residents - why? 3. Markwell's Glass hold a business permit now - are they part of the 18 permits or separate? 4. How will the restriction be enforced? 5. The Garden House at number 9 Chantry Road provides off road parking for up to 7 NatWest employees so I will be surprised if they as for business permits - so there will be in effect at least 25 Business parking spaces in Chantry Road. I recognise there is a serious parking and major traffic problem in Bishop's Stortford. 1a. many permit holders from Hadham Road park in Chantry Road often for two weeks continuously. 2a. there has been a lot of disinformation about the proposal: the council advise they have discussed with Chantry Community Association however the CCA deny there has been any formal consultation process - the note on lamp columns suggests 5 permits available for Chantry Road compared to the CCA autumn newsletter stating 15 permits maximum; 3a. the council will come under pressure to extend to business permit period to weekends, penalising residents; 4a. fed up with the continual squeezing of additional income from the Chantry Road residents. More car parks need to be built in Bishop's Stortford.	1. EHC identified a total of 36 available parking spaces in Chantry Road (from the junction with Grays Court to Cricketfield Lane) providing the opportunity to offer 18 Business Season Tickets and maintain a 50% buffer for the benefit of residents or their visitors.2. the lower end of Chantry Road benefits Chantry Road residents and Hadham Road residents similarly. 3. Markwell's Glass are not included in the Season Ticket proposal. 4. Daily Civil Enforcement Officer patrols will be undertaken to manage parking. 5. we have no power over residents' decisions to offer private land to town centre workers. 1a. Hadham Permit Holders are entitled to park in any road in the RPZ. 2a CCA were consulted and EHC communicated informally and formally with affected residents. 3a. the council's proposal for businesses relates to Monday to Friday only, ensuring weekend parking for residents and their visitors. 4a. Chantry residents are not expected to contribute financially to the proposal. EHC is bringing forward proposals, as part of its wider proposals for Stortford including the Old River Lane site. the council seeks to build a multi storey on Northgate End car park site. Every additional space found for parking (on and off street) within the town is valuable for the town and its residents.	overrule
35	Chantry Road	Object to 1. the increase in proposed business permits to 18 in a smaller area than first envisaged. 2. not allowing sufficient space for those in need of carers in separate cars three times daily between 8am - 6pm. 3. Not all residents have sufficient space for tradespeople and utility companies (particularly when ageing infrastructure requires attention). 4. How long before the council increases the number of permits from 18 and allows parking on Saturday?. 5. I would like to be assured that the use of these permits will be properly monitored. 6. the proposed extension of the Double Yellow Lines is not enough and there is potential for this problem may be created at Cricketfield Lane end.	EHC identified a total of 36 available parking spaces in Chantry Road (from the junction with Grays Court to Cricketfield Lane) providing the opportunity to offer 18 Business Season Tickets and maintain a 50% buffer for the benefit of residents or their visitors; EHC will not impair the amenity of the area to the residents and to assist this objective commits to conducting a formal review of the scheme approximately 6 months after implementation; there is no evidence to suggest safety will be compromised as the extended Double Yellow Line exceeds minimal standards and is therefore regarded as entirely adequate to protect the junction and facilitate vehicle movements	overrule
34	Chantry Road	1. The proposed Double Yellow Line is still too close to Hadham Road and the original residents' parking bay should be reinstated to ensure the safety of road users and pedestrians (between approx. 6 & 10 Chantry Road). 2. the council may increase the number of permits to businesses without further consultation, thereby eroding the "buffer". 3. The Parking bay at the junction of Cricketfield Lane may become problematic regarding parking in the same manner as at Hadham Road. 4. the DYL at the junction of Cricketfield Lane should be extended by not less than 20 metres. In summary, two variations are sought at either end of Chantry Road.	there is no evidence to suggest safety will be compromised as the extended Double Yellow Line exceeds minimal standards and is therefore regarded as entirely adequate to protect the junction and facilitate vehicle movements; furthermore, Herts County Council and Herts Police offered no adverse comments to the proposal; EHC will not impair the amenity of the area to the residents and to assist this objective commits to conducting a formal review of the scheme approximately 6 months after implementation. .	overrule
42	Chantry Road	The proposed extension of Double Yellow Line at the junction with Hadham Road needs to be increased by at least double to increase safety to drivers and pedestrians and when heavy lorries are involved, even that extension could still be problematical.	there is no evidence to suggest safety will be compromised as the extended Double Yellow Line will exceed minimum standards and is therefore regarded as entirely adequate to protect the junction and facilitate vehicle movements; furthermore, Herts County Council and Herts Police offered no adverse comments to the proposal	overrule
46	Chantry Road	1. The road is becoming a paid for car park and not residential street; we are being punished for parking on our drives; the council will earn a quarter of million revenue. 2. there will still be problems at the town end of Chantry Road as the extra Double Yellow Lines will not be long enough to address access and vehicles driving on the footway	1. the council seeks to improve parking capacity in the town and this proposal is intended to assist as part of a wider strategy to create much needed parking capacity to benefit workers, businesses, residents and the economic vitality and wellbeing of the town; 2. there is no evidence to suggest safety will be compromised as the extended Double Yellow Line exceeds minimal standards and is therefore regarded as entirely adequate to protect the junction and facilitate vehicle movements; furthermore, Herts County Council and Herts Police offered no adverse comments to the proposal	overrule
36	Chantry Road	1. The road is too narrow to have extra cars parked. 2. where will visitors and tradespeople be able to park?. 3. Why has the proposed number of spaces increased to 18 from the original 14? 4. Any revenue from the scheme could be used to repair the pavements in the road. 5. the road is a residential area and not a business parking lot.	1. there is sufficient road space to accommodate vehicles. EHC consulted with statutory consultees including Herts County Council and Herts Police with no adverse comments received. 2. the buffer for residents of 18 parking spaces for their sole use on street will be sufficient to meet residents' needs - in addition the majority of residents have driveways to further assist parking for visitors. EHC commits to reviewing the proposal no less that 6 months post implementation to ensure it fully meets the needs of all parties and benefits the town. 3. EHC identified a total of 36 available parking spaces in Chantry Road (from the junction with Grays Court to Cricketfield Lane) providing the opportunity to offer 18 Business Season Tickets and maintain a 50% buffer for the benefit of residents or their visitors. 4. EHC does not make a surplus from such schemes; if we did the use to which that surplus might be applied complies with RTRA 1984. Annual EHC accounts confirm revenue from such schemes complies with the statutory framework.	overrule
24	Chantry Road	formally object to the introduction of business parking permits between the junction of Cricketfield Lane and Carrigans as residents' cars already fill most of the available spaces and the bend of Chantry Road at the junction of Chantry Close is already hard to negotiate. The houses at the Cricketfield end have smaller drives than those in the middle section of road so have to make use of the on street parking. There are also a number of smaller houses at this end and therefore more cars to accommodate. The much older demographic at this end of the road with some residents requiring help from two carers several times daily. I believe there is capacity for 10 business permits between Carrigans & Grays Ct. - the maximum no. that could be safely offered without causing major inconvenience to residents.	EHC has not identified any safety issues at the junction with Chantry Close; Herts County Council and Herts Police have offered no adverse comments; EHC identified a total of 36 available parking spaces in Chantry Road (from the junction with Grays Court to Cricketfield Lane) providing the opportunity to offer 18 Business Season Tickets and maintain a 50% buffer for the benefit of residents or their visitors; EHC commits to a review, as we do when we implement RPZ, no less than six months post implementation to ensure the scheme meets the needs of residents and business users. EHC will monitor parking demands	overrule
32	Chantry Road	Presently the junction with Hadham Road is very hazardous and could be improved by moving the proposed Double Yellow Line further up Chantry Road, preferably to where the hill levels out.	there is no evidence to suggest safety will be compromised as the extended Double Yellow Line will exceed minimum standards and is therefore regarded as entirely adequate to protect the junction and facilitate vehicle movements; furthermore, Herts County Council and Herts Police offered no adverse comments to the proposal	overrule
3	Chantry Road	Nowhere in the council's documents is there any information on the estimated / actual total number of parking places available on the eastern side of Chantry Road at present making it impossible to assess the effect on residents and visitors. It is likely there will only be room for 10 residents' cars in this "permitted area" in future - significantly lower than council through there would be! This is both far too little and too far away from Grays Court end meaning that residents and visitors there would have to walk several hundred yards to their house.	EHC confirmed a total number of business permits proposed and reassured residents it would maintain a healthy buffer for residents and their visitors; EHC provided residents with numerous opportunities to engage and learn more, following letters delivered to affected residents; EHC identified a total of 36 available parking spaces in Chantry Road (from the junction with Grays Court to Cricketfield Lane) providing the opportunity to offer 18 Business Season Tickets and maintain a 50% buffer for the benefit of residents or their visitors. The revised proposal provides exclusive use to residents and the remainder provides "mixed use" for residents and business permit holders - we do not anticipate any parking issues. EHC commits to a review, as we do when we implement RPZ, no less than six months post implementation to ensure the scheme meets the needs of residents and business users. EHC will monitor parking demands	overrule
37	Chantry Road	Permitted parking should be restricted to at least 50 yards from the junction of Hadham Road to improve safety.	there is no evidence to suggest safety will be compromised as the extended Double Yellow Line will exceed minimum standards and is therefore regarded as entirely adequate to protect the junction and facilitate vehicle movements; furthermore, Herts County Council and Herts Police offered no adverse comments to the proposal	overrule
45	Chantry Road	The 10 metre extension to Double Yellow Line proposed would be better suited to an additional 20 metres to improve visibility.	there is no evidence to suggest safety will be compromised as the extended Double Yellow Line will exceed minimum standards and is therefore regarded as entirely adequate to protect the junction and facilitate vehicle movements; furthermore, Herts County Council and Herts Police offered no adverse comments to the proposal	overrule
48	Chantry Road	The 10 metre extension to Double Yellow Line proposed would be better suited to 80 yards up the road for safety reasons..	there is no evidence to suggest safety will be compromised as the extended Double Yellow Line will exceed minimum standards and is therefore regarded as entirely adequate to protect the junction and facilitate vehicle movements; furthermore, Herts County Council and Herts Police offered no adverse comments to the proposal	overrule
38	Elm Road	"The inadequacies of the council's town centre parking should not be dumped literally on the doorstep of residents." Offer businesses parking within the commercial area of town. Regularly park three to four vehicles in the proposed area in Elm Road and it may be that the currently sparsely parked area may alter should demand from local residents grow in the future. The council has proposed 7 business permits for Elm Road with "discretion" to be applied meaning perhaps if you need more spaces you can sell more business permits that would not be fair to residents.	EHC is bringing forward proposals, as part of its wider proposals for Stortford including the Old River Lane site. the council seeks to build a multi storey on Northgate End car park site. Every additional space found for parking (on and off street) within the town is valuable for the town and its residents; EHC commits to maintain a 50% buffer for the benefit of residents or their visitors; EHC commits to a review, as we do when we implement RPZ, no less than six months post implementation to ensure the scheme meets the needs of residents and business users. EHC will monitor parking demands.	overrule

[illegible]

14	Lindsey Road	1. original scheme imposed under the guise of preventing anyone other than residents and visitors parking within zone 2. with double yellow lines already in many roads, the parking spaces are very limited such that residents and their visitors find it difficult to park near their homes 3. we don't believe the council will be able to manage or limit the number of season tickets in any meaningful way 4. Lindsey Road will be impacted as residents from other roads will try to find space in Lindsey Road if they cannot park nearer their homes 5. Even if there are some empty spaces in Lindsey Road, certain gaps are needed to allow vehicles to pull in to give way to oncoming traffic 6. There is a serious safety issue if residential roads are full of cars - lack of visibility for people pulling out of drives and vehicles traversing roads and for the many children in the neighbourhood, those attending local infant and primary school when crossing the road 7. residential roads are where people live and should be allowed to do so in peace and harmony; should be able to park outside or as near to homes as possible 8. we don't want neighbourhood turned into a car park. We disagree with the scheme in its entirety and see this trial as nothing more than council's intention to introduce season ticket parking anyway and gradually increase number of season tickets before selling off parking spaces in our residential streets to other users. "NB please remember there are residents who don't have a private driveway; we compete against neighbours who have multiple cars leaving us with nowhere to park as it is, any additional parking added to this would be very difficulty on our street,"	Permits Council (Chantry Business Season Tickets) 2017 - OBJECTIONS there is adequate parking in all adjoining roads, therefore of little or no impact on Lindsey Road or the amenity of the area; minimal extra vehicle movements are expected; EHC will not impair the amenity of the area to the residents and to assist this objective commits to conducting a formal review of the scheme approximately 6 months after implementation	override
9	Lindsey Road	1. original scheme imposed under the guise of preventing anyone other than residents and visitors parking within zone 2. with double yellow lines already in many roads, the parking spaces are very limited such that residents and their visitors find it difficult to park near their homes 3. we don't believe the council will be able to manage or limit the number of season tickets in any meaningful way 4. Lindsey Road will be impacted as residents from other roads will try to find space in Lindsey Road if they cannot park nearer their homes 5. Even if there are some empty spaces in Lindsey Road, certain gaps are needed to allow vehicles to pull in to give way to oncoming traffic 6. There is a serious safety issue if residential roads are full of cars - lack of visibility for people pulling out of drives and vehicles traversing roads and for the many children in the neighbourhood, those attending local infant and primary school when crossing the road 7. residential roads are where people live and should be allowed to do so in peace and harmony; should be able to park outside or as near to homes as possible 8. we don't want neighbourhood turned into a car park. We disagree with the scheme in its entirety and see this trial as nothing more than council's intention to introduce season ticket parking anyway and gradually increase number of season tickets before selling off parking spaces in our residential streets to other users. "NB please remember there are residents who don't have a private driveway; we compete against neighbours who have multiple cars leaving us with nowhere to park as it is, any additional parking added to this would be very difficulty on our street,"	there is adequate parking in all adjoining roads, therefore of little or no impact on Lindsey Road or the amenity of the area; minimal extra vehicle movements are expected; EHC is confident that the proposal will not impact on the Lindsey Road and the amenity of the area to the residents; EHC commits to conduct a formal review of the scheme approximately 6 months after implementation to ensure it fully meets the needs of residents.	override
10	Lindsey Road	1. original scheme imposed under the guise of preventing anyone other than residents and visitors parking within zone 2. with double yellow lines already in many roads, the parking spaces are very limited such that residents and their visitors find it difficult to park near their homes 3. we don't believe the council will be able to manage or limit the number of season tickets in any meaningful way 4. Lindsey Road will be impacted as residents from other roads will try to find space in Lindsey Road if they cannot park nearer their homes 5. Even if there are some empty spaces in Lindsey Road, certain gaps are needed to allow vehicles to pull in to give way to oncoming traffic 6. There is a serious safety issue if residential roads are full of cars - lack of visibility for people pulling out of drives and vehicles traversing roads and for the many children in the neighbourhood, those attending local infant and primary school when crossing the road 7. residential roads are where people live and should be allowed to do so in peace and harmony; should be able to park outside or as near to homes as possible 8. we don't want neighbourhood turned into a car park. We disagree with the scheme in its entirety and see this trial as nothing more than council's intention to introduce season ticket parking anyway and gradually increase number of season tickets before selling off parking spaces in our residential streets to other users. "NB please remember there are residents who don't have a private driveway; we compete against neighbours who have multiple cars leaving us with nowhere to park as it is, any additional parking added to this would be very difficulty on our street,"	there is adequate parking in all adjoining roads, therefore of little or no impact on Lindsey Road or the amenity of the area; minimal extra vehicle movements are expected; EHC will not impair the amenity of the area to the residents and to assist this objective commits to conducting a formal review of the scheme approximately 6 months after implementation	override
11	Lindsey Road	EMAIL: The proposal should not proceed as residents suffer now on a daily basis in the zone. It will make my problems worse and become unbearable if things get worse. The current parking has caused practical issues because the council allows too many cars in the zone. You can help residents by only allowing each of us to park one car outside our house or in an area near to our house (this happens in Warwick Road). The proposal will only encourage more cars to park on Lindsey Road and make life harder. Furthermore, I may need to park in those areas you are proposing for businesses. You are going to make B7 a car park and I've concerns about increased pollution. Morally the proposal is wrong. Please give designated parking areas for those without driveways. LETTER: 1. When the original scheme was imposed it was under the guise of preventing anyone other than residents and their visitors parking within the zone 2. with double yellow lines already in many roads, the parking spaces are very limited such that residents and their visitors find it difficult to park near their homes 3. we don't believe the council will be able to manage or limit the number of season tickets in any meaningful way 4. Lindsey Road will be impacted as residents from other roads will try to find space in Lindsey Road if they cannot park nearer their homes 5. Even if there are some empty spaces in Lindsey Road, certain gaps are needed to allow vehicles to pull in to give way to oncoming traffic 6. There is a serious safety issue if residential roads are full of cars - lack of visibility for people pulling out of their drives and vehicles traversing the roads and most importantly for the many children in the neighbourhood and those attending local infant and primary school when crossing the road 7. residential roads are where people live and should be allowed to do so in peace and harmony and they should be able to park outside or as near to their homes as possible 8. we don't want our neighbourhood turned into a car park. We disagree with the scheme in its entirety and see this trial as nothing more than the	there is adequate parking in all adjoining roads, therefore of little or no impact on Lindsey Road or the amenity of the area; minimal extra vehicle movements are expected; EHC is confident that the proposal will not impact on the Lindsey Road and the amenity of the area to the residents; EHC commits to conduct a formal review of the scheme approximately 6 months after implementation to ensure it fully meets the needs of residents.	override
47	Lindsey Road	1. original scheme imposed under the guise of preventing anyone other than residents and visitors parking within zone 2. with double yellow lines already in many roads, the parking spaces are very limited such that residents and their visitors find it difficult to park near their homes 3. we don't believe the council will be able to manage or limit the number of season tickets in any meaningful way 4. Lindsey Road will be impacted as residents from other roads will try to find space in Lindsey Road if they cannot park nearer their homes 5. Even if there are some empty spaces in Lindsey Road, certain gaps are needed to allow vehicles to pull in to give way to oncoming traffic 6. There is a serious safety issue if residential roads are full of cars - lack of visibility for people pulling out of drives and vehicles traversing roads and for the many children in the neighbourhood, those attending local infant and primary school when crossing the road 7. residential roads are where people live and should be allowed to do so in peace and harmony; should be able to park outside or as near to homes as possible 8. we don't want neighbourhood turned into a car park. We disagree with the scheme in its entirety and see this trial as nothing more than council's intention to introduce season ticket parking anyway and gradually increase number of season tickets before selling off parking spaces in our residential streets to other users. "NB please remember there are residents who don't have a private driveway; we compete against neighbours who have multiple cars leaving us with nowhere to park as it is, any additional parking added to this would be very difficulty on our street,"	there is adequate parking in all adjoining roads, therefore of little or no impact on Lindsey Road or the amenity of the area; minimal extra vehicle movements are expected; EHC is confident that the proposal will not impact on the Lindsey Road and the amenity of the area to the residents; EHC commits to conduct a formal review of the scheme approximately 6 months after implementation to ensure it fully meets the needs of residents.	override
30	Pinelands	Cannot understand why Grange Paddocks car park, which has spare daily capacity, is not used rather than Pinelands; Frere Court attracts a lot of additional traffic with large lorries reversing up the narrow road; Frere Court has continual stream of ambulances, doctors, care workers, small busses, taxis etc and is located on a very dangerous bend; the proposed double yellow lines outside neighbour properties will prevent builders, window cleaners, service engineers etc; only two business season tickets should be allowed. I propose a maximum of two business permits for Pinelands.	EHC is exploring options to manage growing demand for parking; accommodating business season ticket holders at Grange Paddocks would not generate increased capacity needed and EHC seeks to make more efficient use of empty spaces within some RPZ. The adjacent leisure centre is shortly to undergo a significant expansion - likely to result in an increase in the number of visitors. Parking in the town is likely to be affected during forthcoming development of the Old River Lane site & increased use of Grange Paddocks car parks is anticipated during this period and possibly after. The introduction of DYL will improve safety for residents and facilitate vehicle movements; the number of permits issued in the proposed section will be no greater that 50% of the available space on the proposed section of road ending at "Frere Court"; therefore minimal impact to residents is anticipated. EHC commits to conduct a formal review of the scheme approximately 6 months after implementation to ensure it fully meets the needs of residents.	override
29	Pinelands	1. Pinelands is a narrow cul de sac with blind corner opposite the residential care home - large vehicles are required to reverse 2. Frere Court engenders a good deal of traffic and carers park along the proposed area for permit parking 3. There is already quite a bit of regular parking along the entrance to Pinelands - the proposed area including royal mail vans 4. When snow and ice prevent access to driveways, we had to park along the proposed area 5. my house has a short steep driveway and if there are double yellow lines outside the house there will be no room for large vehicles delivering or carrying out work such as window cleaners, builders, decorators etc 6. demand for parking in Lindsey Road has increased over 38 years and additional pressure may mean nowhere for our visitors to park. I propose a maximum of two business permits for Pinelands.	The introduction of DYL will improve safety for residents and facilitate vehicle movements; the number of permits issued in the proposed section will be no greater that 50% of the available space on the proposed section of road ending at "Frere Court"; therefore minimal impact to residents is anticipated. EHC commits to conduct a formal review of the scheme approximately 6 months after implementation to ensure it fully meets the needs of residents.	override
43	Pinelands	1. the detailed provisions in the Revised Order are the same as in the first Order without revision in relation to the changes "shared use" objectives of the revised Order and changed functioning of parking areas. 2. that the proposed use of those areas by business permit holders of large vehicles for undefined operational purposes is concerning in residential streets. 3. that the shared use basis of the Revised Order, proposed allocation of business parking permits as set out in the council's letter of 15 November 2017, has not been stated in the order. 4. that in relation to the provision in the shared use area in Pinelands, where residents parking will continue unchanged and business parking will be partial, the proposed "No waiting at any time" restriction will not be needed.	the Traffic Regulation Order advertised in September 2017 outlined the councils proposals and in respect of the subsequent November TRO, there were no changes in respect of Pinelands and therefore both proposals were valid. The Traffic Regulation Order limits the size of business season permit vehicles entitled to park to those affecting residents currently - no heavy goods vehicles would be permitted to park on the basis of a business season ticket. There is no requirement to quantify the quantity of permits within the body of the TRO; the introduction of double yellow lines is required in order to comply with regulations concerning the use of "Permit Holders Past This Point" controls and no divergence is permitted.	override
40	Pleasant Road	Request the council increase the proposed Double Yellow Line an additional 10 metres to decrease the possibility of an accident and ensure the safety of drivers and pedestrians alike.	there is no evidence to suggest safety will be compromised as the extended Double Yellow Line will exceed minimum standards and is therefore regarded as entirely adequate to protect the junction and facilitate vehicle movements; furthermore, Herts County Council and Herts Police offered no adverse comments to the proposal	override

1	Robert Wallace Close	<p>Writing on behalf of the CCA Committee: at an informal meeting with cllr Jones on 20/02/17 we discussed a number of parking / road safety issues which are of concern to residents; we expressed reservations about the scope of the Mott MacDonald study data (gathered on one Monday morning and afternoon in February) and the conclusions which appear to have been drawn from it; we made it clear that further exploration of the "shared use" scheme would need a comprehensive survey of parking bay usage and should also seek and accommodate the views of residents. we conclude the MM study formed the basis of the decision to include proposed roads, however Rye Street, Chantry Close were not included and Barrells Down Road was considered unsuitable; the MM study was conducted one weekday and one weekend (the Monday was in the first full week of the May Day holiday and is popular for without school children age to take holiday: the study provides neither a current nor comprehensive picture of parking bay usage by residents; the working pattern of residents has not been taken into account, neither the MM study or 6 February 2017 council provide statistics for parking bay occupation after 4pm; inconsiderate parking by business permit holders may result in reduced sight lines or could prevent ingress / egress to properties; a number of residents have complained to us about such parking.</p>	<p>EHC gathered business data via consultation and independently to support the proposal and following consultation carefully considered residents' objections flowing from the original consultation (Sept 2017) and comments and accepted in part elements leading to a reduction in the number of permits in Barrells Down Road (top end only), and redesign of parking in relation to Elm Road and Chantry Road - in areas closer to the town. The revisions were intended to alleviate and address residents' concerns. The original proposal resulted in a total of 116 objections (including the petition signed by 68 residents from Lindsey Road); the revised December proposal resulted in 42 objections (including 18 standard format letters submitted by Lindsey Road residents. In summary, the revised proposal may be interpreted as having addressed a significant number of residents' concerns. EHC commits to conduct a formal review of the scheme approximately 6 months after implementation to ensure it fully meets the needs of residents.</p>	override
22	Rye Street	<p>The proposal will potentially deny residents parking spaces and offer lower standard; Grange Paddocks car park should be considered as 50% occupied typically currently to reduce the inconvenience of dual occupancy in Rye Street; a lack of enforcement in the road, as is believe to be the case, will cause issues for local residents; the statements about the maximum number of permits is vague and there is no information regarding where the proposed revenue will go; the scheme is being proposed in this road with no factual data in relation to the Parking Zone Review 2016; the proposal will increase traffic flow on an already busy road and must be considered in light of the proposed Herts County Council pedestrian crossing (the scheme fails on improving safety and improving the on street facilities to residents); no consideration of the impact of new residential developments in the area; the view of the Chantry Residents Association are no reflected by all residents; there is no benefit for local residents and a public meeting should be held.</p>	<p>A maximum of 5 business season permits will be issued at any point in time for this location; East Herts data shows occupancy levels below 25% with average 10 spaces available indicating residents are unlikely to experience difficulties; the proposal is for a "mixed use" permitted parking for residents and business season permits with residents entitled to park Monday to Sunday compared to Monday to Friday businesses; minimal impact in traffic flows; benefits of proposal will be felt town wide as there will be additional spaces in the car parks for visitors and residents. EHC commits to conduct a formal review of the scheme approximately 6 months after implementation to ensure it fully meets the needs of residents.</p>	override
33	Rye Street	<p>1. Rye Street service road was not included in the survey analysis. 2. I object on the basis of safety: the proposed Zebra crossing possibly directly opposite my driveway may make reversing out of driveway difficult particularly when cars are parked either side on the road. The drive is sloped and the road narrow which means reversing potentially into on coming cars. Business season ticket parking increases the risk of cars being parked either side of drive. Visibility is very restricted and it's difficult to reverse. There is insufficient space between certain driveways for non residents to park: has this been factored in? 3. Grange Park and Grange Paddocks car park have available parking and should be considered. 4. The regulation does not explain how business season parking will work: how did the council arrive at 5 permits for Rye Street Service Road. 5. What is to stop 9 individuals taking up all available space in our road?</p>	<p>A maximum of 5 business season permits will be issued at any point in time for this location; East Herts data shows occupancy levels below 25% with average 10 spaces available; the proposal is for a "mixed use" permitted parking for residents and business season permits with residents entitled to park Monday to Sunday compared to Monday to Friday businesses; EHC is exploring options to manage growing demand for parking; accommodating business season ticket holders at Grange Paddocks would not generate increased capacity needed and EHC seeks to make more efficient use of empty spaces within some RPZ. The adjacent leisure centre is shortly to undergo a significant expansion - likely to result in an increase in the number of visitors. Parking in the town is likely to be affected during forthcoming development of the Old River Lane site & increased use of Grange Paddocks car parks is anticipated during this period and possibly after. minimal impact in traffic flows; benefits of proposal will be felt town wide as there will be additional spaces in the car parks for visitors and residents. EHC commits to conduct a formal review of the scheme approximately 6 months after implementation to ensure it fully meets the needs of residents.</p>	override
23	Rye Street	<p>1. you are suggesting that businesses have more rights than residents in respect of 5 permits per business versus 2 permits; 2. you want 5 business permits in Rye Street and there are only 8 homes with suitable parking outside, leaving us with 3 homes to park outside - we normally park on the road when tradespeople or friends attend or deliveries are made and we have parking pressures from other Rye Street residents and B7 permit holders visiting the vets; 3. a business permit holder could effectively park for 5 days (Mon - Fri) and in fact could go on holiday. As for being monitored I have not seen a parking attendant in this road for about a year and there have been many misdemeanours which has resulting in lost revenue to EHDC; 4. we are only allowed to park for one and a half days a week and business permit holders would have increased parking rights. Our neighbourhood is mixed with retirees, people working from home and mothers at home; 5. Rye Street service road wasn't included in the 2016 survey - we have been added without evidence of diagnostic survey!; 6. There is free parking in Grange Park - not 5 yards from where you wish to place business parking; suggest an obvious solution of Park & Ride.</p>	<p>A maximum of 5 business season permits will be issued at any point in time for this location; East Herts data shows occupancy levels below 25% with average 10 spaces available; the proposal is for a "mixed use" permitted parking for residents and business season permits with residents entitled to park Monday to Sunday compared to Monday to Friday businesses; minimal impact in traffic flows; benefits of proposal will be felt town wide as there will be additional spaces in the car parks for visitors and residents. EHC commits to conduct a formal review of the scheme approximately 6 months after implementation to ensure it fully meets the needs of residents.</p>	override
31	Rye Street	<p>1. Before any consideration is given to issuing business permits in residential areas, the currently available parking in the town (Goods Yard) must be opened and used to maximum capacity, 2. The quality of life has significantly improved since the introduction of permit parking and business permit season permits would return residents to the previous unacceptable position. 3. Rye Street service road is particularly narrow and getting a sufficient swing to manoeuvre into driveways is exceptionally hard when cars are parked right up to the edge of a driveway. 4. The results of the survey are not statistically significant as they were carried out in the first week of May 2016 (a bank holiday week). 5. Many residents work from home and require constant access from their homes: the inconvenience of having to drive round the area to seek another parking space because spaces are occupied cannot be contemplated. 6. The proposal is a money making scheme which takes little or no account of the needs of residents. Better utilisation of existing parking (Old Goods Yard), Grange Paddocks car park, development of multi storey car park at the train station is needed.</p>	<p>East Herts identified this area within the Chantry Residents Scheme as being a suitable candidate for inclusion in the proposal. Data confirms occupancy levels below 25% with an average 10 spaces available; minimal impact in traffic flows is anticipated; benefits of proposal will be felt town wide as there will be additional spaces in the car parks for visitors and residents. EHC commits to conduct a formal review of the scheme approximately 6 months after implementation to ensure it fully meets the needs of residents; EHC is exploring options to manage growing demand for parking; accommodating business season ticket holders at Grange Paddocks would not generate increased capacity needed and EHC seeks to make more efficient use of empty spaces within some RPZ. The adjacent leisure centre is shortly to undergo a significant expansion - likely to result in an increase in the number of visitors. Parking in the town is likely to be affected during forthcoming development of the Old River Lane site & increased use of Grange Paddocks car parks is anticipated during this period and possibly after.</p>	override
44	Rye Street	<p>1. this is a residential car park; Grange Paddocks should be considered for business season permits as never anywhere near full with at least twenty spaces available all day; allowing strangers to park outside a resident's property will encourage friction between two parties; 2. residents pulling out of their drive have great difficulty in seeing other vehicles; 3. our frontage has only space for only one car so if someone else parks we could have to go quite a distance to find a space; 4. it seems unreasonable that we now have to park in front of our house and we feel we are subsidising people who do not wish to pay to park in the car parks.</p>	<p>EHC is exploring options to manage growing demand for parking; accommodating business season ticket holders at Grange Paddocks would not generate increased capacity needed and EHC seeks to make more efficient use of empty spaces within some RPZ. The adjacent leisure centre is shortly to undergo a significant expansion - likely to result in an increase in the number of visitors. Parking in the town is likely to be affected during forthcoming development of the Old River Lane site & increased use of Grange Paddocks car parks is anticipated during this period and possibly after; East Herts identified this area within the Chantry Residents Scheme as being a suitable candidate for inclusion in the proposal. Data confirms occupancy levels below 25% with an average 10 spaces available; minimal impact in traffic flows is anticipated; benefits of proposal will be felt town wide as there will be additional spaces in the car parks for visitors and residents. EHC commits to conduct a formal review of the scheme approximately 6 months after implementation to ensure it fully meets the needs of residents.</p>	override
41	Rye Street	<p>This road was not mentioned in the survey of 2016. People have already paid for their permits and will only be able to park freely outside their homes for one and half days a week should the scheme proceed. It is not up to residential areas to provide parking for businesses. I cannot see how selling business holder season tickets will be of benefit to me.</p>	<p>East Herts identified this area within the Chantry Residents Scheme as being a suitable candidate for inclusion in the proposal. Data confirms occupancy levels below 25% with an average 10 spaces available; minimal impact in traffic flows is anticipated; benefits of proposal will be felt town wide as there will be additional spaces in the car parks for visitors and residents. EHC commits to conduct a formal review of the scheme approximately 6 months after implementation to ensure it fully meets the needs of residents.</p>	override

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Season Tickets by Zone & Road

ERP E

Barrells Down Road (Top End)
4 Business Permits
£400 each p/a

Rye Street
5 Business
Permits
£400 each

Pinelands
5 Business
Permits
£400 each p/a

Elm Road
7 Business Permits
£600 each p/a

Chantry Close
5 Business Permits
£600 each p/a

Chantry Road
18 Business Permits
£600 each p/a

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EAST HERTS COUNCIL

EXECUTIVE - 6 FEBRUARY 2018

REPORT BY EXECUTIVE MEMBER FOR DEVELOPMENT MANAGEMENT AND COUNCIL SUPPORT

OUTCOMES OF THE PILOT ARTICLE 4 DIRECTION IN BISHOP'S STORTFORD CONSERVATION AREA AND PROPOSED FURTHER ARTICLE 4 DIRECTIONS

WARD(S) AFFECTED: Potentially all wards with conservation
areas

Purpose/Summary of Report

- To enable the Executive to consider the outcomes of the pilot Article 4 Direction in Bishop's Stortford Conservation Area
- To enable the Executive to consider proposals for further Article 4 Directions covering other conservation areas.

<u>RECOMMENDATIONS FOR EXECUTIVE:</u> That:	
(A)	the outcome of the monitoring period for the pilot Article 4 Direction for Bishop's Stortford Conservation Area be noted, and
(B)	the Head of Planning and Building Control, in consultation with the Executive Member for Development Management and Council Support and local ward Members as appropriate, be authorised to make further Article 4 Directions, as have been successfully piloted in Bishop's Stortford, for all of the District's conservation areas in line with the 4-phase programme detailed within this report.

1.0 Background

- 1.1 A report to Executive on the 6 September 2016 recommended that:

(A) the Head of Planning and Building Control, in consultation with the Executive Member for Development Management and Council Support and local Ward Members as appropriate, be authorised to introduce an immediate trial Article 4 Direction; and

(B) a report on the trial, as authorised, be brought back to the Executive to enable decisions to be made with regard to any future Article 4 Directions.

Both recommendations were approved.

- 1.2 Following consultation with Members, the Bishop's Stortford Conservation Area was chosen as the pilot.
- 1.3 A detailed analysis of the General Permitted Development Order 2015 revealed that two Article 4 Directions were required; one for households that could take immediate effect and a second for commercial premises, flats and some categories of household works that could only initially be proposed. Both were required to be subject to public consultation and could be confirmed thereafter. The householder Article 4 direction was required under the GPDO to be confirmed within 6 months of its making.
- 1.4 Both Article 4 Directions were made on the 14 June 2017 and publicised in accordance with Schedule 3 of the above Order. The required 21 days consultation was extended to 28 days and closed on the 14 July 2017.
- 1.5 All households affected received individual mailings with copies of the Directions and further explanatory information.

- 1.6 Both Directions and details of the consultation were published in the local press and site notices were erected in 5 prominent locations within Bishop's Stortford for the required period. A press release was also made available.
- 1.7 The Directions and consultation details were also made available on the Council's website and hard copies made available at Council offices.
- 1.8 Of the 1400 households affected only 7 objected; the majority of responses received were neutral or in favour of the Article 4 Direction. There were no objections to the non-householder Article 4 Direction. Nevertheless, many householders contacted the Council needing advice and assistance with proposed minor works. Of these the majority were resolved without recourse to a planning application. Only 6 applications were required at that time.
- 1.9 Having carefully considered the consultation responses officers concluded that the vast majority of affected households, flats and businesses were content with the Directions. However, it was felt prudent to pause until completion of the monitoring period before confirming the Directions.
- 1.10 The 20 week monitoring period was carried out between 14 June – 1 November 2017, at the end of which officers reviewed the impact of the Directions in terms of the types and number of planning applications they generated and the nature of the final decisions. The Directions generated 9 applications during the monitoring period of which 5 had been determined, all of them approved (some following amendments to the proposals).
- 1.11 The Direction generated no Enforcement enquiries or investigations during the monitoring period.

- 1.12 The evidence suggested that the Direction and the way it was being interpreted by officers was working well in that owners/occupiers were now exercising discretion and restraint and not carrying out works that might harm the character or appearance of the Conservation Area.
- 1.13 Consequently, utilising the above authority granted by the Executive, the Head of Planning and Building Control, in consultation with the Executive Member for Development Management and Council Support confirmed both Article 4 Directions for Bishop's Stortford Conservation Area on the 15 November 2017. The required statutory notifications were duly sent out and all households were notified, press notices published and site notices erected all in accordance with Schedule 3 of the GDPO. One householder, who had previously objected, continued his objection via the local press; however, this was a tiny minority view and there were no further repercussions.

2.0 **Part 1 - Report on Monitoring the effect of the Bishop's Stortford Conservation Area Article 4 Direction**

- 2.1 There are two major effects to be considered:-
- the effectiveness of the Directions in preserving or enhancing the character or appearance of the special architectural or historic interest of the Bishop's Stortford Conservation Area, and
 - the resource impact on the Local Planning Authority of the generated applications.
- 2.2 The Conservation and Urban Design Team prepared and circulated within the LPA guidance on the interpretation of the Directions to assist colleagues, particularly Development Management staff, in advising the public. The guiding principles are that discretion and the 'test of reasonableness' would prevail such that like-for-like traditional works that accord with the desirable character or appearance of the

Conservation Area would not require an application. Typical examples would be that:-

- external redecorations of windows, doors, joinery and render etc. in the existing or traditional colours would not need an application but painting previously unpainted masonry and the choice of non-traditional colours would,
- replacement windows in modern materials and/or to a new pattern would need an application while painted timber windows to the existing or historic pattern would not.

1/Effect on the Conservation Area

- 2.3 An assessment of the effectiveness of the Directions on the Conservation Area can only be made after a reasonable lapse of time – this to allow for a reasonable accumulation of applications, determinations and build-out periods such that the effect can be seen ‘on the ground’. This is generally considered to be a minimum of a year from implementation.
- 2.4 The Bishop’s Stortford Conservation Area Character Appraisal and Management Proposals were adopted in December 2014. Using the previous government guidance that such documents should be reviewed and adopted every 5 years then, subject to resources, it is likely that the documents will be reviewed in the second half of 2019 – 18 months hence. It would be appropriate and efficient, therefore, if this review included a detailed assessment of the impact and effectiveness of the Directions.

2/ Effect on Planning Service workload

- 2.5 Monitoring of planning applications generated under the Article 4 Directions has continued following the initial 20 week period in order to give the Executive up-to-date information. Information is included up to the end of 2017.

2.6 In that time a number of telephone, email and duty officer enquiries were made relating to potential requirements to obtain planning permission under the Article 4 Direction. A significant majority of these were able to be resolved utilising the above guidelines and no application was required. This was broadly in line with the outcomes of the consultation responses details above whereby of 24 responses, 18 were simply resolved and only 6 were advised to follow up with an application

2.7 An analysis of the period from 14 June 2017 (when the Article 4 Directions were introduced) to the end of December 2017 (29 weeks) shows that the following applications generated by the Directions were received. The table also shows the current position with regards determinations.

	Case	Validated	Description	Decision	Date of decision
1/	3/17/1400/HH	15 June 2017	Fencing and gates at 47 Castle Street	Granted with conditions	21 Aug 2017
2/	3/17/1402/HH	16 June 2017	Windows and doors at 20 Trinity Close	Granted with conditions	22 Aug 2017
3/	3/17/1578/HH	5 July 2017	Replace patio and driveway at 73 Newtown Rd	Granted with conditions	25 Aug 2017
4/	3/17/1812/HH	1 Aug 2017	Replace bay window at 12 Regency Close	Granted with conditions	5 October 2017
5/	3/17/1815/HH	31 July 2017	Replace PVCu windows with trad. timber at 29 Apton Road	Granted with conditions	5 October 2017
6/	3/17/2224/HH	25 Sept 2017	Fencing and gate at 6 Trinity	Withdrawn and	20 November

			Way	reapplied (not counted) See below	2017
7/	3/17/2270/HH	28 Sept 2017	New door and garden work at 5 Warwick Road	Granted	23 November 2017
8/	3/17/2387/HH	10 Oct 2017	New windows at 50 Portland Road	Granted with conditions	23 November 2017
9/	3/17/2427/HH	16 Oct 2017	New windows at 11 Grange Road	Granted with conditions	30 November 2017
10/	3/17/2554/HH	31 Oct 2017	New wall and fencing at 11 Crown Terrace	Granted with conditions	9 January 2018
11/	3/17/2746/HH	27 Nov 2017	Fencing and gate at 6 Trinity Way	Granted with conditions	2 January 2018
12/	3/17/2783/HH	01/12/2017	New PVCu windows at 5 Warwick Road	Awaiting decision	-
13/	3/17/2879/HH	14/12/2017	New door and PVCu windows at 13 Church Street	Awaiting decision	-

2.8 The LPA received 1496 applications during the above period. The additional 12 applications deriving from the Directions representing just 0.8% of this total. This has proved absorbable within the new structure and available capacity.

2.9 The above percentage uplift in applications generated following introduction of an Article 4 Direction is broadly in line with the national experience and that of neighbouring Uttlesford DC and the London Borough of Enfield (both of whom have introduced a number of Article 4 Directions). It is, therefore, a reasonably reliable statistic.

- 2.10 The LPA receives approximately 2700 applications p.a. The 12 applications received during the period would extrapolate to approximately 22 applications p.a. ($12 \times 52/29 = 21.5$). Again, at less than 1% of the total (0.8%), this is considered absorbable within existing capacity.

3.0 **Part 2 - Report On Making Further Article 4 Directions For Other Conservation Areas**

- 3.1 To date all the other Character Appraisals for the District's conservation areas have reported the same issue as that for Bishop's Stortford:- of harm being done to the relevant area's special interest by the uncontrolled exercise of permitted development rights. The associated Management Proposals state that consideration should be given to the making of Article 4 directions to control this.
- 3.2 The making of Article 4 Directions is the most immediate and effective way of preventing this harm to the District's conservation areas in that it requires the public to engage with the Council in order to take forward any affected development proposals. This allows the Council, either through its Development Management or, where required, its conservation specialists, to input their expertise. The Bishop's Stortford pilot has clearly demonstrated that a combination of good design guidance, leafleting and negotiation can resolve the majority of instances, while for those that do require the making of a planning application, negotiation during the process produces acceptable outcomes in (to date) every case. This evidence and the derived benefit for the preservation and enhancement of the Bishop's Stortford Conservation Area makes a strong *in principle* case for the rolling out of Article 4 Directions for all of the District's other conservation areas.
- 3.3 However, a consideration in weighing this proposal has been the potential impact on the capacity of the Planning Service were such Article 4 directions made. The above experience in Bishop's Stortford has now provided a statistical basis for weighing that impact. Thus:-

- 3.4 Bishop's Stortford Conservation Area contains circa 2,565 properties – approximately 20% of the total of properties contained within the District's 42 conservation areas (circa 13,000 properties). Based on the above statistics, were the Bishop's Stortford pilot extended across all 42 conservation areas it would generate approximately 107 further applications for planning permission per annum.
- 3.5 The LPA receives approximately 2,700 applications p.a. The additional applications generated by each of the 42 conservation areas being subject to Article 4 directions (circa 107) would, therefore, represent a *circa* 4% uplift in applications. This is considered absorbable within existing capacity. A recent legislative change in the fee position (see 4.3 below) will further ease this matter.
- 3.6 While the processing of applications generated by Article 4 Directions has been proven to be manageable within existing resources, the process for making Article 4 Directions is complex and quite time-consuming. Officers have considered how this might be resourced and managed. The simplest option would be to let a contract to a consultant to deliver the project. This would take approximately 9 months and is estimated to cost approximately £50-£80K. Alternatively, the work could be done in-house but, given existing work pressures, is likely to take at least 2 years. If done in-house, it is proposed to deliver the project in four phases, thus:

1/ Ware plus south west	(2192 properties)
2/ Hertford (very large)	(3827 properties)
3/ Buntingford plus north	(2164 properties)
4/ Sawbridgeworth plus south east	(2299 properties)

- 3.7 Once in place the Article 4 Directions would be periodically monitored to ensure their effectiveness in preserving and enhancing the District's conservation areas.

4.0 Implications/Consultations

- 4.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.
- 4.2 Article 4 Directions would become a local Land Charge.
- 4.3 Article 4 Directions have some resource implications in relation to staff time and income. If a property owner wants to undertake works for which PD rights have been removed, they are required to apply for planning permission. Previously, government regulations required that Councils could not charge a planning fee for such an application. Consequently, there was no income for the LPA to off-set the cost of administering the application. However, as of the 17 January 2018, the government lifted this exemption and fees are now payable. This will remove a burden from the LPA and allow costs to be recovered from the fee income. (The projected 107 uplift in applications would equate to an increased income of £22K p.a.).
- 4.4 Some unauthorised works should be anticipated. This may result in the creation of workload for the enforcement function. However, the monitoring period did not discover any such work.
- 4.5 Members are advised that there is a risk of potential compensation claims from the immediate introduction of Directions. The potential for this arises when planning permission is refused, following the Direction, for a development that would otherwise be PD. Any claim has to be based on the difference between the capital value of the property with permission compared with the value resulting from the refusal. Aggrieved owners must be able to demonstrate actual loss which, given the enhanced property values generated by well-preserved conservation areas, is considered to be highly unlikely. It is worth noting that all

Article 4 Direction generated applications to date in Bishop's Stortford have been successfully negotiated and approved; hence the compensation question could not arise.

- 4.6 Neither Uttlesford nor Enfield has had any claims for compensation from any of their Directions. Indeed, nationally, while there are very many Article 4 directions in place, only one instance of compensation has ever succeeded, related to the value of a parking space in St John's Wood, London. Any claims would be time limited to a 12 month period from the effective date of the Direction.
- 4.7 If authorised, and as undertaken for Bishop's Stortford, the new Article 4 Directions will be put to public consultation in accordance with the requirements of Schedule 3 of the GPDO 2015 and any representations received carefully considered before a decision is taken as to whether to confirm it. The making and confirmation of the Article 4 Directions will, as before with the pilot Bishop's Stortford Article 4 Directions, be carried out by the Head of Planning and Building Control under the Scheme of Delegation.

Background Papers

Character Appraisals and Management Proposals for each Conservation Area – See website at:

<https://www.eastherts.gov.uk/conservationareas>

The Article 4 Directions for Bishop's Stortford Conservation Area –

See website at: <https://www.eastherts.gov.uk/conservationareas>

Contact Member: Councillor S Rutland-Barsby, Executive Member for Development Management and Council Support

suzanne.rutland-barsby@eastherts.gov.uk

Contact Officer: Kevin Steptoe – Head of Planning and Building Control, Tel 1407
kevin.steptoe@eastherts.gov.uk

Report Author: Mike Brown – Senior Conservation and Urban Design Officer
mike.brown@eastherts.gov.uk

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>
Consultation:	<p>The relevant approved Conservation Area Character Appraisals and Management Proposals have previously been consulted on and revealed support for Article 4 Directions.</p> <p>Community consultation was undertaken for the pilot Article 4 Direction in Bishop's Stortford and is summarized in the report.</p> <p>Residents and other stakeholders within each area will be invited to make representations on the relevant new Article 4 Directions as they are introduced in line with the requirements of Schedule 3 of the General Permitted Development Order 2015.</p>
Legal:	<p>The introduction of Article 4 Directions as proposed is available under legislation and is a course of action undertaken by a number of other Councils to protect their important built environments.</p>
Financial:	<p>Costs associated with the preparation of the Article 4 Directions will be met from within existing staffing and operational budgets.</p> <p>Operational costs will be met from the fee required</p>

	with the planning application.
Human Resource:	No significant impact.
Risk Management:	There are potential issues of compensation but these are anticipated to be rare, as identified in the report. The pilot study did not reveal any claims as all generated applications to date have been approved.
Health and Wellbeing – issues and impacts:	This action seeks to ensure that the character and appearance of these areas of the District are preserved and enhanced.

EAST HERTS COUNCIL

EXECUTIVE - 6 FEBRUARY 2018

REPORT BY EXECUTIVE MEMBER FOR DEVELOPMENT
MANAGEMENT AND COUNCIL SUPPORT

ASPENDEN CONSERVATION AREA APPRAISAL AND
MANAGEMENT PLAN

WARD(S) AFFECTED: MUNDENS AND COTTERED

Purpose/Summary of Report

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

<u>RECOMMENDATIONS FOR COUNCIL: That</u>	
(A)	the responses to the public consultation be noted and the Officer responses and proposed changes to the Aspenden Conservation Area Appraisal and Management Plan be supported;
(B)	authority be delegated to the Head of Planning and Building Control, in consultation with the Executive Member for Development Management and Council Support, to make any further minor and consequential changes to the document which may be necessary; and
(C)	the Aspenden Conservation Area Appraisal and Management Plan be adopted.

1.0 Background

- 1.1 East Herts has a rich environmental heritage which includes 42 Conservation Areas. The East Herts Local Plan commits the Council to review its Conservation Areas, a requirement which is also set out in national legislation.
- 1.2 The review of the Aspenden Conservation Area is one of a series of reviews being undertaken and this is a recently completed one for consideration.
- 1.3 Each document identifies the special character of the respective Conservation Area together with the elements that should be retained or enhanced and those which detract from the identified character. Existing boundaries are reviewed and, where appropriate, practical enhancement proposals are suggested.
- 1.4 Once Members have considered each document and it has been adopted by the Council, it becomes a 'material consideration in the process of determining planning applications.

2.0 The Aspenden Conservation Area Appraisal and Management Plan.

- 2.1 The Aspenden Conservation Area was designated in 1981. This Appraisal document was completed in 2017 and went through a period of public consultation from 12th September 2017 to 24th October 2017. There was a public meeting held on 12th September 2017 at the Fox PH at which about 35 persons attended. A number of representations have been received principally relating to the removal of areas of open and agricultural land and buildings from the conservation area. The headline issues

are set out in the following paragraphs:

- 2.2 The consultation document considers the conservation area boundaries and proposes a number of alterations. These are: (a) Extend boundary east of Aspenden Hall and east of large pond to better reflect existing boundary and geography; (b) Exclude land and buildings complex to north and west of Aspenden Hall; (c) Exclude modern property, Tudor House and its curtilage, to west of church; (d) Exclude open countryside land to west of church including part of The Bourne stream south of the track; (e) Exclude the elevated section of the A10 and land to its north including the modern building of Jack Poulton and Sons Ltd, (f) Exclude an expansive area of open land, for the most part countryside and farmland between the A10 and the edge of the settlement; (g) Exclude extensive areas of open and underused land south of The Street. Agricultural land which is interpreted as forming part of the wider landscape is not normally appropriate to include within a conservation area.
- 2.3. In relation to (f) above - land between the A10 and edge of Aspenden, the local concern relating to a perceived threat of coalescence with Buntingford is appreciated. References to guard against this have now been included in the Appraisal document (see **Essential Reference Papers B and C**) and similar reference is proposed to be included in the emerging District Plan (see Essential Paper B).
- 2.4 Nos. 1-8, 9-14 and Nos. 15-20 Jubilee Cottages and adjacent modern property The Barn were also originally excluded. However following representations this is no longer proposed.
- 2.5 The document identifies the key environmental features

and the manner in which they can be controlled. In relation to Aspenden the most relevant ones are: Listed Buildings including structures in their curtilages; non listed buildings of quality worthy of protection; other unlisted distinctive features worthy of protection and important open land and spaces.

- 2.6 *Listed buildings and structures in their curtilages:* These are protected by legislation and have been identified. There are 14 in the conservation area. They include the grade I church and grade II Aspenden Hall, the present building having had several predecessor structures.
- 2.7 *Non listed buildings of quality worthy of protection:* A small number have been so identified. Some non-listed residential buildings have good quality architectural features whose formal protection could be achieved through the introduction of an Article 4 Direction should Members decide to proceed with this option.
- 2.8 *Other distinctive features worthy of protection.* Included in this category is a prominent brick and flint wall. A War Memorial and gravestones in the churchyard are important to the character and history of the village.
- 2.9 *Important open land and spaces.* The following particularly important open spaces have been identified: The Recreation Ground, the historic churchyard and extension and the eastern setting to Aspenden Hall.
- 2.10 Trees play a particularly important role in many locations, including village approaches.
- 2.11 *Enhancement proposals to deal with detracting elements.* Several have been identified. Resolution of the discordant parking to the front of Nos. 1-8 Jubilee

Cottages would be most beneficial.

3.0 Implications/Consultations

- 3.1 Information on any corporate issues associated with this report can be found within **Essential Reference Paper 'A'**
- 3.2 A summary of comments received through the consultation process and officer responses are set out in the table is included as **Essential Reference Paper B**
- 3.3 **Essential Reference Paper C** is a copy of the Aspenden Conservation Appraisal and Management Plan as it appeared at the consultation draft stage with any subsequent track changes to text and alterations to accompanying plans that incorporate any necessary changes. Further minor changes will be incorporated reflecting the status of the final document once Members have considered it for adoption.

Background Papers

Written representations received through the consultation process.

<http://democracy.eastherts.gov.uk/documents/s42851/Aspenden%20CAA%20-%20background%20papers.pdf?j=16>

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

Contact Officer: Kevin Steptoe – Head of Planning and Building Control, Ext 1407
kevin.steptoe@eastherts.gov.uk

Report Author:

John Bosworth Conservation Assistant
john.bosworth@eastherts.gov.uk

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.
Consultation:	Undertaken with residents and local stakeholders and summarised in Essential Reference Paper B.
Legal:	Preparation of the Appraisal fulfils statutory requirements.
Financial:	<p>Costs associated with the preparation of the Appraisal are met from within existing staffing and operational budgets.</p> <p>The Appraisal suggests works and actions which could be undertaken to enhance the character and appearance of the conservation area which would generally be the responsibility of individual owners. Other actions such as the possible introduction of an Article 4 Direction might result in additional cost but notwithstanding approving a pilot study elsewhere the Council is not yet committed to undertaking such further action in Aspenden. Such costs can be further assessed should such a decision be reached. Any grant assistance for historic buildings may be sought from existing resources.</p>
Human Resource:	No additional staffing implications.

Risk Management:	No significant risk issues.
Health and Wellbeing – issues and impacts:	The Appraisal seeks to protect and secure the character of the area.

Essential Reference Paper B

Issue	Representations made	Officer comment
General policy background for information.	<p><i>The Parish Council suspects that the inclusion of the land surrounding the village in the 1981 Conservation Plan was essentially to protect the village from any further development</i></p>	<p>The relevant legislation requires Councils to review their conservation areas (CA). There is a popular misconception that a CA designation prevents development. In this respect National Planning Policy Framework (NPPF) states councils should look for <i>opportunities for new development... to enhance or better reveal their significance</i>. The emerging District Plan (DP) Policy HA4 similarly advises new development can be appropriate in conservation areas and in adjacent areas affecting their setting subject to a number of environmental considerations.</p> <p>Aspenden is a Group 3 Village where future development is limited. Even small scale development is not acceptable if it detracts from the openness of the countryside or represents the loss of a gap (Policy Vill 3).</p> <p>The author searched records at Hertfordshire Archives and Local Studies</p>

	<p><i>after the construction of the bypass, a crucial point which also appears to have been overlooked and conveniently forgotten in the current proposals submitted by East Herts. A similar view was expressed by others.</i></p> <p>Another respondent sought information concerning the bypass and its relationship with nearby land in Aspenden as discussed at the bypass inquiry.</p>	<p>(HALS) and other sources such as HCC but was unable to establish this assertion. Officers undertook a quick search of PC minutes held by HALS. A minute of PC meeting 18 Oct 1982 shows the PC were strongly opposed to the Buntingford Bypass and objected to it under 5 headings namely <i>Conservation Area (High Landscape Value); Visual appearance; Noise; Footpaths; Road junctions.</i></p> <p>Unable to source any useful information – author so advised respondent.</p>
Proposed boundary changes - General.	<p>The PC state that the <i>proposals to redraw the CA boundary do not follow guidelines issued by Historic England (CA Designation, Appraisal and Management: Historic England Advice Note 1, February 2016).... which clearly state:</i></p> <p><i>Identifying the boundary</i> <i>Para 66: An important aspect of the appraisal (and review) process will be considering where the boundaries should be drawn (and whether the boundaries of an existing CA area should be redrawn). An explanation of why the boundary is drawn where it is (or extensions are suggested, in the case of existing CA's), and what is included and what is excluded, is helpful. The position</i></p>	<p>Para 12 of the same Historic England Advice importantly advises that <i>CA designation is not generally an appropriate means of protecting the wider landscape (agricultural use of land falls outside the planning framework and is not affected by designation as a conservation area) but it can protect open areas particularly where the character and appearance concerns historic fabric, to which the principal protection offered by CA designation relates.</i></p> <p>Similar advice is reflected at para 4.12 of the Aspenden CA Appraisal which says <i>In</i></p>

	<p>of the CA boundary will to a large degree be informed by the considerations identified in paragraphs 17-18 (Finalising and reviewing the boundary). As spaces contribute to enclosure, as well as framing views of assets and defining settings, a unified approach is desirable to their management as well as suggesting that in almost all situations the CA boundary runs around rather than through a space or plot. It will generally be defined by physical features and avoid for example running along the middle of a street, though including the boundary wall of a property which is otherwise not included can in itself cause problems when applying CA policies in development management decisions.</p> <p><i>Finalising and Reviewing the CA Boundary. Para 17: Before finalising the boundary it is worth considering whether the immediate setting also requires the additional controls that result from designation, or whether the setting is itself sufficiently protected by national policy or the policies in the Local Plan.</i></p> <p><i>Para 18: The special interest of areas designated many years ago may now be so eroded by piecemeal change or by single examples of poorly designed development that parts of the area may no longer have special interest. In such cases, boundary revisions will be needed to</i></p>	<p><i>suggesting any revisions to the CA boundaries, principal consideration is given as to whether or not the land or buildings in question form part of an area of special architectural or historic interest whose character or appearance should be conserved. The CA can include open land that has historical associations with the built form. This may particularly be the case if such open land is environmentally important and visually forms part of the CA's setting and is distinct from open farmland.</i></p> <p>The setting will be protected by the emerging DP (see above) and proposed text addition to it (see below). Also by additional references in the text of the Appraisal document (see below and new text in Essential Paper C).</p>
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	<p><i>exclude them or, in exceptional circumstances, reconsideration of the CA designation as a whole. Conversely, the existing boundary may have been drawn too tightly, omitting areas now considered of special interest such as historic rear plots with archaeological potential, later phases of development (such as more recent housing), or parks, cemeteries and historic green spaces. In such cases the existing boundary may need to be extended.</i></p> <p><i>The proposals seemingly ignore the importance of spaces protecting the assets and defined settings and quite clearly in some instances divide plots, all of which are contrary to Historic England guidance.</i></p> <p>Another similar representation advises that the agricultural land around the village is a necessary buffer to protect the village from an expanding Buntingford. Another refers to the 'farmland' as being an important transitional zone.</p> <p>The PC's general comments and concerns are supported by many other residents variously expressed.</p> <p>One representation refers to</p>	<p>The guidelines (same Advice Note 1 February 2016 referred to by the PC) example at para 11 the types of appropriate green spaces to include. For example such a green space being a component of a wider historic area: for example the eastern setting to Aspenden Hall which has been so identified.</p> <p>See above.</p>
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	possible future development and associated increases in traffic.	
Land between the A10 and the edge of the village.	<p>The PC advises <i>We have all seen the recent massive expansion of Buntingford without the provision of supporting infrastructure, especially with regard to education and healthcare. In addition, the recently consented development off Aspenden Road on the edge of the village poses a serious road safety issue, which again appears not to have been considered by East Herts. The proposed realignment of Aspenden's CA will only add to the pressures on the village, make it more likely to be consumed by the larger nearby town of Buntingford and leave the village open to unwanted development. The proposals potentially could also result in developments such as solar farms, as seen nearby at Great Munden and Nasty.</i></p> <p>Land to the north and south of the village are important to the makeup of the village in its valley setting forming <i>an important buffer zone around the entirety of the village.</i></p>	<p>Officers appreciate the fear that Aspenden may be 'consumed' by Buntingford.</p> <p>Aspenden is a small Group 3 village (see policy Vill3) where development opportunities are limited. The same policy advises that any development should not represent the loss of a significant gap or detract from the openness of the countryside.</p> <p>Officers accept that coalescence brought about by unwanted development in the countryside gap between the two communities would be inappropriate.</p> <p>It is therefore proposed subject to consultation (Anticipated to commence mid February 2018 for a six week period) to add a new sentence to para 6.1.17 of the DP thus: 6.1.17 Character: Buntingford ...town. To the south-west the open character of the countryside between Aspenden and Buntingford will be preserved, thereby avoiding coalescence</p>

		<p>between the two communities.</p> <p>Similar references to this effect are proposed in the Appraisal document at new paragraphs 5.36 and 5.37 to which the reader is referred. (See Essential paper B).</p> <p>Appraisal documents are 'material considerations' when determining planning applications.</p>
Tudor House and land to the west of the church.	<p>The PC consider Tudor House and land to the west of the church mark the edge of the village and form an important buffer to the farmland beyond, frame the Hall and Church that were once part of a larger estate.</p> <p>Another respondent registers objections 'to any changes in the fields around the church'.</p>	<p>The proposed alteration is considered a more appropriate edge to the CA enclosing as it does the historic buildings in this location. Much of the land now excluded is farmland. Some buildings are either of poor or very limited historic or architectural merit. Much of the area appears part of open countryside and part of the wider landscape and is not interpreted as being visually integral with the historic core of the village.</p>
Land to the south of the Street.	Concerns relating to its removal have been expressed.	<p>Land to the south of The Street lies generally to the rear of property boundaries fronting the Street. For the most part it is rough grass land and considered to form part of the wider landscape. Its character is different to land rear of Aspenden House and The Old Rectory</p>

		and Bridleway 006 and its steep banks which remains within.
Removing selected dwellings and not others – specifically Jubilee Cottages.	<p>The PC and others consider Jubilee Cottages to be centrally located and should be considered an integral part of the village suggesting one possible reason for their exclusion being that they <i>potentially provide access points from The Street to the land north of the village.</i></p> <p>Another representation advises <i>It would appear East Herts are actively trying to promote the relaxation of planning controls on land surrounding this village</i></p> <p>One resident of this area very positively advises that they would be prepared to improve their property frontage to Nos. 1-8 Jubilee Cottages.</p> <p>Another representation is interpreted as understanding the proposal.</p>	<p>The original reason for their proposed exclusion was their limited historic and architectural qualities and because of a visually unattractive frontage parking area. The suggestion that a reason for their exclusion might facilitate an access to land to the north is incorrect.</p> <p>It is also incorrect to suggest the council is promoting relaxation of planning controls.</p> <p>However the PC view that they are centrally located and an integral part of the village is accepted and it is no longer proposed they be excluded.</p> <p>The nearby house The Barn also will remain in the CA.</p>
Wildlife sites and potential loss of trees and hedgerows.	<p>The PC questions why only two wildlife sites within the village were identified in the Wildlife Sites Inventory for East Herts 2013. The PC refers to various local wildlife and considers <i>Removal of large tracts of land and potential future development will inevitably result in a diminished environment for these species. The appraisal also</i></p>	<p>The Council is reliant on the Herts and Middlesex Wildlife Trust for its information. It is suggested the PC with their enhanced local knowledge advise the Trust who may consider updates.</p> <p>Should important healthy trees be threatened in excluded areas, a Tree</p>

	<p><i>identifies important trees and hedgerows, which we believe could also be threatened. This is of particular concern because there are several mature ash trees... already under threat from Chalara dieback...</i></p> <p>General wildlife concerns associated with perceived growth are raised.</p>	<p>Preservation Order can be made. Hedgerows will be subject to Regulations which apply equally within or beyond the CA.</p>
Boundary alignments in detail/ division of plots.	<p>There are several references to national advice to the effect that CA's should follow existing boundaries.</p>	<p>Officers generally follow this advice but there are exceptions. Sometimes a new alignment not following an existing boundary is drawn so as to protect a heritage feature such as a boundary wall or line of trees. This approach avoids ambiguity as to whether or not the heritage asset is within or beyond the CA. One example of this is the manner in which the boundary has been drawn in relation to the roadside trees east of Home Farm.</p>
Summary	<p>Over 20 representations have been received and are included as Background Papers to which the reader is referred.</p> <p>Overwhelmingly the principal concerns mainly relate to the removal of large areas of the wider landscape, principally agricultural land. Much of this concern is fuelled by a fear of being 'consumed' by Buntingford.</p>	<p>Officers conclude that the countryside areas proposed for exclusion form part of the wider landscape and as such their inclusion is inappropriate and contrary to local practice and Historic England's advice. The emerging District Plan contains policies that should protect them.</p> <p>However the fear of being 'consumed' by Buntingford</p>

	<p>The secondary principal concern relates to the removal of properties in the central part of the village.</p>	<p>is understood and additional references have been made in the revised Appraisal document at paras 5.36-5-38 and at 7.14 (see above and accompanying Essential Paper C).</p> <p>A similar reference is proposed for inclusion in the emerging District Plan (see paragraph 6.1.17).</p> <p>The expressed view that they are centrally located and an integral part of the village is accepted and therefore it is no longer proposed they be excluded. Jubilee Cottages including The Barn are now proposed to remain in the CA.</p>
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ASPENDEN CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

DRAFT FOR CONSULTATION 2017

Consultation period 12 September – 24 October 2017



Lest we forget. The tragic consequence of the heroism of 21 young men (WW1) and subsequent impact on their community and families at the time must have been immense. Four sharing the Edwards name are commemorated here. There is also a restored wooden plaque in the church porch identifying a further 46 men from the parish who enlisted at this time. Thus of the parish total, over 30% died never to return. There are many such memorials in the District and it is important they are well maintained, as indeed this one is.

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

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**ASPENDEN CONSERVATION AREA APPRAISAL AND MANAGEMENT
PLAN**

DRAFT FOR CONSULTATION

2017

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

The content of Appraisals written from 2016 which include this paragraph may differ from predecessor documents. Selected revisions have been incorporated to reflect changes to legislation, the emerging District Plan, nomenclature, consolidation and other improvements resulting from experience gained to date. This process is ongoing.

The document will be subject to public consultation a process that will be advertised separately. Any comments received (omitting personal details) will be available for public inspection.

It has not been possible to access some rear boundaries and in such cases interpretation of information provided has been taken as best from satellite information.

1. INTRODUCTION.

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

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

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

1.4. The East Hertfordshire Local Plan Second Review, adopted in April 2007, recognises these facts and commits the Council to review its conservation areas and their boundaries. The production of this document is part of this process.

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

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

1.7. The recommendations concerning non-listed buildings and structures are normally formed by the field workers observations made from the public realm and seldom involve internal inspection or discussions with owners. Thus such recommendations contained in this Appraisal might be subject to reconsideration through the planning application process, where that is necessary, and which would involve the submission of additional information. Similar considerations apply to estimating dates of buildings and also to their legal status in relation to householder permitted development rights (i.e. either being

considered as single dwellings or alternatively as flats). Similarly with respect to assessing whether or not a building is curtilage listed.

1.8. This Conservation Area Appraisal will:

- Identify the special character of the conservation area.
- Identify elements that should be retained or enhanced;
- Identify detracting elements;
- Review the existing boundaries;
- Put forward practical enhancement proposals;

1.9. The document will be prepared in partnership with the Parish Councils (a small section of the conservation area extends into Buntingford Town Council's administration) and the local community through the consultation process.

1.10. Aspenden forms part of the Buntingford Community Area Neighbourhood Plan. This latter document notes that Aspenden is an archetypal peaceful village ...and the birthplace of Seth Ward (1617-89) a mathematician, astronomer, bishop and one of the founding members of the Royal Society. The document also notes Development proposals should accord with updated Conservation Area Appraisals as and when they are completed by EHDC.

1.11. Acknowledgement and thanks are recorded to Hertfordshire County Council whose Natural Historic and Built Environment Team has been particularly helpful.

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

PART A - LEGAL AND POLICY FRAMEWORK

2. LEGAL AND POLICY FRAMEWORK.

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

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

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

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

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

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

2.6. The Town and Country Planning (General Permitted Development) (England), Order 2015 (amended) defines the range of minor developments for which planning permission is not required and this range is more restricted in conservation areas. For example, the Order currently requires that the addition of dormer windows to roof slopes, various types of cladding, satellite dishes fronting a highway and a reduced size of extensions, all require planning permission in a conservation area.

2.7. However, even within conservation areas there are other minor developments associated with many non-listed buildings that do not require planning permission. So as to provide further protection the law allows Councils to introduce additional controls if appropriate. Examples of such controls can commonly include some developments fronting a highway or open space, such as an external porch or the demolition of some gates, fences or walls or their alteration. The removal of existing important architectural features that are important to

the character or appearance of a conservation area such as chimneys, traditional detailing or materials, distinctive porches, windows and doors or walls or railings can be subject to a more detailed assessment and if appropriate made subject to protection by a legal process known as an 'Article 4 Direction' which withdraws 'Permitted Development Rights'. The use of such Directions needs to be made in justified circumstances where a clear assessment of each conservation area has been made. In conducting this Appraisal, consideration will be given as to whether or not such additional controls are appropriate.

2.8. Works to Trees. Another additional planning control relates to trees located within conservation areas. Setting aside various exceptions principally relating to size, any proposal to fell or carry out works to trees has to be 'notified' to the Council. The Council may then decide whether to make the tree/s subject to a Tree Preservation Order. This Appraisal diagrammatically identifies only the most significant trees or groups of trees that make an important contribution to the character of the conservation area, particularly when viewed from the public realm. Other trees not specifically identified may still be suitable for statutory protection. Several trees in the conservation area are protected by Tree Preservation Orders.

2.9. Some hedges may be protected by the Hedgerow Regulations 1997. This legislation is extremely complicated and only applies in certain situations that are determined by the location and extent of the hedge, its age and or its historical importance, the wildlife it supports and its number of woody species. The Regulations do not apply to domestic garden hedges.

2.10. National Planning Policy Framework. The principle emphasis of the framework is to promote sustainable development. Economic, social and environmental roles should not be considered in isolation because they are mutually dependent and positive improvements in the quality of the built, natural and historic environment should be sought, including replacing poor design with better design. Whilst architectural styles should not be imposed it is considered proper to reinforce local distinctiveness.

2.11. Of particular relevance to this document, the National Planning Policy Framework advises as follows:

- There should be a positive strategy in the Local Plan for the conservation of the historic environment and up-to-date evidence used to assess the significance of heritage assets and the contribution they make.

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

2.12. East Hertfordshire's environmental initiatives and Local Plan Policies. East Hertfordshire is committed to protecting conservation areas and implementing policies which preserve and enhance them; to support their preservation through the publication of design and technical advice and to be pro-active by offering grants and administering an Historic Buildings Grant Service. With regard to the latter grants are awarded on a first come first served basis in relation to works which result in the maintenance of listed buildings and other unlisted buildings of architectural or historic interest. The maximum grant will not normally exceed £2,000.

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

2.14. The Council also has a 'Heritage at Risk Register', originally produced in 2006, updated in 2012/13 and again updated in 2016/17. This

document is available on the Council's website. Grant assistance not exceeding £10,000 may be available for necessary works that lead to such buildings' long term security. There are no such buildings in the conservation area or within Aspenden Parish.

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

2.16. In accordance with the requirements of the Planning and Compulsory Purchase Act 2004, the Council is in the process of preparing a planning policy document which will replace the 2007 Local Plan. This will be known as the East Herts District Plan (DP). Once adopted the DP will contain the relevant council planning policies. As currently drafted this emerging District Plan advises that development in conservation areas should, inter alia, conform with the content of the Appraisals.

2.17. Aspenden conservation area was designated in 1981.

3. ORIGINS AND HISTORICAL DEVELOPMENT

3.1. There are about ten Historic Environmental records held by Hertfordshire County Council within the conservation area.

3.2. Prehistoric - unknown.

3.3. Roman settlement. A Roman coin dating from the period of Constantine I (AD 337) was found at Aspenden Park in 1901. Other Roman finds (pyre deposits indicating cremation, building materials and field system) indicating occupation have been found nearby in the Buntingford area where the High Street in that town is the route of Ermine Street, a major Roman road between London and York.

3.4. Anglo Saxon - unknown.

3.5. The Domesday Book was a census commissioned by William I in 1086. In relation to Aspenden it notes that *Richard Sackville holds Aspenden of Eudo. It is assessed at 1½ hide. There is land for 3 ploughs. In demesne there are 2 ploughs. A priest with six bordars has 1 plough. There*

are 3 slaves, meadow for 1 plough (and) woodland for 20 pigs. Altogether it is worth £4. When received 30s. TRE 60s. Ealraed, a Thegn of King Edward held the manor.

3.6. Interpretation: A 'Hide' was a standard unit of land measurement interpreted to be about 120 acres. A 'villan' was a peasant legally tied to land he worked on and of higher economic status than a 'bordar'. 'Demesne' essentially means land belonging to the lord of the manor. TRE is an abbreviation essentially meaning 'In King Edward's time'. A Thegn was an aristocratic retainer.

3.7. Medieval settlement. An abbreviated description from the County Historic Environment Records for Aspenden advises that *The village lies at the gate of Aspenden Hall (which is certainly of medieval origin) and still consists of just one quite short street which is not densely built up. Unusually for Hertfordshire villages, this one had at least one farmstead in the village itself and that Earthworks within the park at Aspenden Hall may (or may not) include medieval house platforms. The church dates from the eleventh century.*

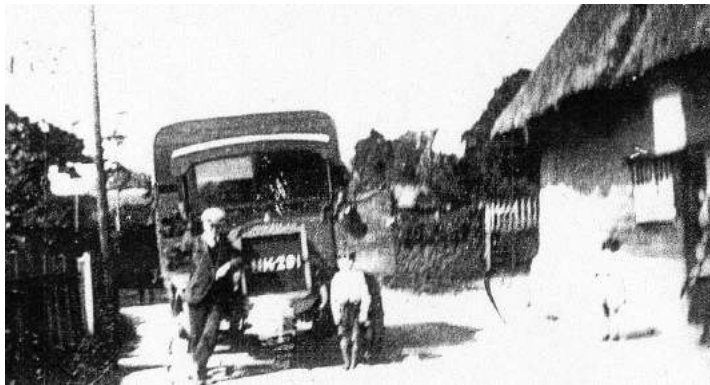


Picture 1. Aspenden Hall - illustration by Sir Henry Chauncy, *The Historical Antiquities of Hertfordshire*, 1700. Home of Sir Ralph Freman Hall in the 17th century. Note different configuration to current building, its formality and gardens and its relationship with the church. The ponds can be seen to the right of the above illustration and are broadly accurate with their present day locations. The hall is believed to date perhaps from the 13th century. Reproduced courtesy of Albion Prints.

3.8. The 19th century. A picture of the settlement as it can be recognised in part today is set out in Kelly's Directory of 1874 which refers as

follows: *Aspenden (or Aspeden) is a parish and village. ..The church which is pleasantly situated within the grounds of Aspenden Park, has a square tower, with a peal of 8 bells, a good organ and a fine altar tomb...to Sir Robert Clifford and his wife...The church was restored in 1873...The parish has been enclosed, and two acres set apart for recreation ground. Aspenden Hall...is a modern mansion. The soil is mixed; subsoil chiefly clay. The chief crops are wheat, barley and beans...and the population in 1871 was 667.*

3.9. Commercial activities in addition to farmers listed in Kelly's at this time were shopkeeper, thatcher, beer retailer, blacksmith, fan maker, Red Lion PH (on site frontage now of Foxglade).



Picture 2. Near The Fox PH probably first quarter of 20th century. Reproduced courtesy Hertfordshire Archives and Local Studies (HALS).

3.10. Mapping from 1874 -1894 (Plan 1) identifies the community was heavily wooded in many locations. It identifies the location of the Recreation Ground, the Red Lion PH, the School (Boys and Girls), gravel pits, Aspenden Hall and Rectory. This map also shows a grouping of cottages on the site of Nos. 1-8 Jubilee Cottages that the publication *Aspenden at the Millennium* advises were thatched cottages. Once Nos. 1-8 had been completed the thatched cottages were demolished and their occupants rehoused. What a tragedy.



Picture 3. Cottages that were demolished to accommodate Nos. 1-8 Jubilee Cottages. What a tragedy. Source of information and reproduced courtesy of Aspenden Parish Council and their publication *Aspenden at the Millennium*.

3.11. Mapping from the 1920's shows an extensive nursery on open land south of what is now the A10 road and also allotment gardens to the north of Bourne Cottage.

3.12. The publication, Place Names of Hertfordshire, Cambridge University Press 1970 advises several names, a selection of which is included thus: Absesdene 1086, Aspynden 1506, Apsten 1572. Possible derivation of the name may be from aespe denu, 'aspen tree valley'.

3.13. Plan 1 shows the existing conservation area plotted on historic map dating from 1874-1894.

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

4.1. Scheduled Ancient Monuments. A National designation.

4.2. Areas of Archaeological Significance. Designated locally by EHDC on advice from HCC. The areas identified by this Appraisal are areas as shown on the Council's most up to date mapping system and may sometimes differ from that shown on the adopted Local Plan. The identification and refinement of such areas is an ongoing process.

4.3. Listed buildings. A National designation. Individually listed buildings have been identified, plotted and a selection is briefly described, such abbreviated descriptions being based on the national list, occasionally with additional comments *in italics* by the fieldworker. Full descriptions can be obtained on line at Historic England's website List.HistoricEngland.org.uk Listed buildings are protected from unauthorised demolition, alteration or extension. Structures, including railings and walls, within the curtilage of listed buildings, if they are pre-1948, are subject to the same controls as listed buildings.

4.4. The issue of deciding whether or not a building is 'curtilage listed' can sometimes be problematic and there is no exact legal definition of a building's curtilage. The main tests relate to the physical layout of the land surrounding the main building/s at the date of listing, the physical layout and functional relationship of structures to each other; ownership, past and present and use or function, past and present. Structures need to be ancillary or subordinate to the main Listed Building and form part of the land and not be historically independent. Protection is granted to such objects or structures within the curtilage

of a Listed Building if they were built prior to July 1, 1948. In determining the extent of a Listed Building and its curtilage, a key assessment will be to examine the situation at the time of listing.

4.5. Non listed buildings of quality and worthy of protection. Non-listed buildings and structures that make an important architectural or historic contribution are identified by this Appraisal. The basic questions asked in assessing such buildings/structures are:

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

4.6. Important trees and hedgerows are identified by this Appraisal. Their positions are shown very diagrammatically. Access to some rear areas has not been possible. The basic criteria for identifying important trees and hedgerows are:-

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

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

4.8. Other distinctive features that make an important visual or historic contribution are identified by this Appraisal. In relation to walls and railings those at and above prescribed heights in a conservation area 1m abutting a highway (including a public footpath or bridleway, waterway or open space) or 2m elsewhere, are protected and require permission for their demolition.

4.9. Reference has previously been made to the potential of introducing Article 4 Directions in justified circumstances. The Appraisals undertaken to date have identified elsewhere in the District that many historic architectural features of quality remain unaltered on some non listed buildings but, on the other hand, the exercise of Permitted Development rights has eroded other parts of some conservation areas. Should Members decide to proceed with such an initiative in Aspenden, such important historic detailing including features as identified below could justifiably be retained and inappropriate alterations to them controlled. (Update: Members agreed the general principle of introducing and testing the impact of an Article 4 Direction in 2016 elsewhere in the District).

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

4.10. Features that are out of character with the conservation area and detract or are in poor repair are identified.

4.11. Important views are identified.

4.12. Conservation area boundaries. In suggesting any revisions to the conservation area boundaries, principal consideration is given as to whether or not the land or buildings in question form part of an area of

special architectural or historic interest whose character or appearance should be conserved. The conservation area can include open land that has historical associations with the built form. This may particularly be the case if such open land is environmentally important and visually forms part of the conservation area's setting and is distinct from open farmland.

4.13. Wildlife sites. Those shown are identified on the emerging District Plan (which may differ from those on the Adopted Plan due to updates).

4.14. Historic Park and Gardens. These are identified as Registered Historic Parks and Gardens at a national level by Historic England. Others that are Locally Important have been identified by East Herts District Council.

CHARACTER ANALYSIS

5.1. General Landscape setting. The Council's Landscape Character Assessment produced in 2007 (which is Supplementary Planning Guidance) identifies the distinct landscapes of the District in terms of their wider settings. The conservation area is located within Area 142 being part of the High Rib Valley. *Aspenden is described as nestling in a tributary valley to the Rib and is largely contained by mature trees and hedges. Aspenden Brook runs through the village and a number of properties are accessed by bridges across the stream.*

5.2. General overview. **Positive attributes.** A number of good quality historic buildings spread intermittently on both sides of The Street whose architectural variety and qualities are enhanced by extensive tree cover and two small streams (named on the mapping as The Bourne and Thistley Vale Brook) the latter flowing from the north joins the former near the Bell House. The church is a prominent focal point.

5.3. Negative attributes. The quality of modern infill is mixed. The A10 intrudes into the conservation area in the east and farm buildings complex and activities to the north of Aspenden Hall in the west both detract. In addition another consideration is the fact that the conservation area boundaries have been drawn very widely in some locations to include areas which are visually more appropriately related with the open countryside.

5.4. Individually Listed Buildings. There are 14 listed buildings/groups within the existing conservation area. Of this total, three date from the 15th century, three from the 16th century, two from the 17th century and three from the 18th century. The church dates from the 11th century and

the 19th and 20th centuries are also represented, the latter by the K6 telephone box.

5.5. The above buildings are grade 2 except the church which is grade I.

5.6. Individually Listed Buildings. A selection of Listed Buildings with abbreviated descriptions based on the National list is provided below. Any comments by the fieldworker are in *italics*.

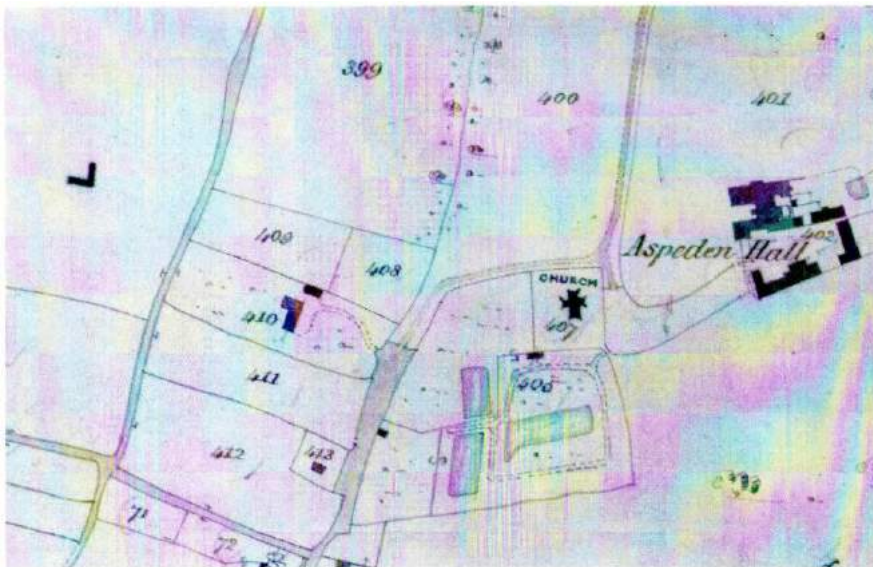
5.7. **Aspenden Hall - Grade II.** Country house, now housing grain dryers (*assumed to be the case at the date of listing in 1967?*). 1856 replacing Jacobean house, for the 2nd Sir Henry Lushington. Gutted circa 1963 for farm use. Stuccoed brick, low pitched roof concealed by parapets. A large rectangular 2 storeys, 7 windows classical house facing east in Doric style with channelled pilasters and pedimented central feature to east front, where there is a pedimented porch supported by twinned Doric columns. Plate glass sash windows generally.

5.8. **HCC abbreviated records also advise thus:** *The Aspenden manor was held by the Tany family by the beginning of the 13th century... Many 'carved stones' were found when Aspenden Hall was demolished in the 19th century. Little more is known about the building, though it is mentioned in a survey of 1556, as is the park adjoining the house, and it survived, incorporated within the later Aspenden Hall. In 1607 the manor was sold to the brothers William and Ralph Freeman (or Freman). Ralph Freeman, son of William, improved the house and gardens, and his son Ralph 'cased and adorned this Mannor House with Brick' and further improved the gardens. This is the complex building illustrated by Drapentier, not long before 1700, which had several ranges around two courtyards, and a classical west facing loggia. In the earlier 18th century another Ralph Freeman carried out further works, and probably gave the house the appearance it had when it was drawn by Buckler in 1832. The house, which had had several tenants and at the beginning of the 19th century was a school for 11 years, was demolished and replaced by a much smaller building in 1856. The 1856 house was built for the 2nd Sir Henry Lushington, and when Listed in 1951 was a large two-storey house in stuccoed brick, seven bays long. It was in classical style with Doric detail, a pedimented centre to the east front with pedimented porch on Doric columns. The house was gutted c.1963 and used to house grain dryers, but remains an 'important landscape feature and part of setting of parish church'. In the later 20th century it was restored and reoccupied. The pre-1856 house is shown on the 1845 tithe map, a large H-plan building with attached stable block and other outbuildings around a rectangular yard to the east and north east.*

The 1856 house was built on the footprint of the main west wing of the older house, but it has been assumed that none of the older building survived.



Picture 4. Print of Aspenden Hall 1700.



Picture 5. Tithe map of 1845 showing large H plan building - see below. Reproduced courtesy Hertfordshire Archives and Local Studies (HALS).



Picture 6. An illustration of Aspenden Hall - provided and reproduced courtesy of St Mary's church. Believed to be a Buckler illustration of 1832. Compare this drawing with 1845 tithe map above -clearly same/similar footprint. How this building related to the earlier one as shown on the 1700 map is unknown - perhaps it a modification of the earlier building.



Picture 7. Aspenden Hall as it currently exists.

5.9. Clearly the history of this site is very complex and it is not the purpose of this appraisal to seek to further unravel its mysteries. Nevertheless a fascinating prospect for dedicated future research.

5.10. Park and garden associated with Aspenden Hall- see below.

5.11. Parish Church of St Mary - Grade I. Eleventh century chancel on different alignment from late eleventh century nave; chancel part- rebuilt and lengthened to east in 13th century. Tower circa 1390; in late 15th century chapel added, south aisle altered, nave heightened, new roofs to nave and aisle, and east wall of nave removed for a rood-screen; South porch built circa 1525 for widow of Sir Robert Clifford; South east chapel altered 1622 for Ralph Freman of Aspenden Hall. Restored 1873 by Sir Arthur Blomfield who added a steep red tiled pitched roof. A small picturesque

medieval church. Stained glass in porch circa 1913 by Morris and Co of 4 evangelists (*company formed following William Morris, 1834-1896, prominent in the Arts and Crafts movement*). A small medieval church, little altered, of outstanding interest for the south east chapel, roofs, Easter Sepulchre, and fine monuments.



Picture 8. Stained glass detailing in porch dating from the early 20th century by Morris and Co (after William Morris, 1834-1896).

5.12. The Bell House - Grade II. Former School house. Circa 1714 for Ralf Freman the 4th, the squire, with money left by Mary Cater, died.1704, for teaching young children in this parish of the most indigent (*needy; poor; impoverished*) parents to read and write. Red brick in Flemish-bond with thick joints and fine red brick front with moulded brick corbels. Small wooden bell-cote at middle of ridge.



Picture 9. The Bell House, former school for Boys and Girls, a distinctive and finely proportioned building of quality.

5.13. Bourne Cottage, The Street - Grade II. 16th century, divided in 19th century. Timber frame with steep thatched roof.

5.14. Telephone Kiosk , 7 metres west of Dove Cottage, The Street - Grade II. Telephone kiosk. Type K6. Designed 1935 by Sir Giles Gilbert Scott. Made by various contractors. Cast iron. Square kiosk with domed roof. Unperforated replacement Elizabeth II crowns to top panels and margin glazing to windows and door.



Picture 10. Mid 20th century telephone kiosk, an iconic representative of British culture and identity.

5.15. Dove Cottage, The Street - Grade II. Early 18th century, extended at ends and divided as 2 houses in early 19th century. Timber frame on stucco plinth, roughcast with basketwork and fan pargetting and black weatherboarded apron. Steep thatched roof.



Picture 11. Dove Cottage, A most attractive 18th century property with steeply sloping thatched roof.

5.16. The Fox P. H. The Street, south side - Grade II. Later 17th century date, renovated in early 19th century (auctioned as The Fox Beershop, of long standing, in 1871- poster in bar). Timber frame roughcast with weatherboarded apron at front and steep pitched roof now slated. Accommodation described in 1871 as 'Parlour, taproom, kitchen, storeroom, cellar, and 4 bedrooms'.

5.17. Aspenden Cottage, The Street, south side - Grade II. Late 15th century open hall house with east crosswing. 17th century west wing, floor inserted in hall, and lower service range at east. Renovated circa 1800 and 1968. Timber frame on flint and brick sill, roughcast with steep old red tile roofs. Central chimney inserted in hall reduced in size circa 1800 and stair built beside it. Chimney removed in 1968. Interior has exposed timbers with soot-blackened, A 15th century hall house of exceptional interest with many original features.

5.18. The Old Rectory, The Street, south side. Now a private house. Late 15th or early 16th century Wealden house, late 16th century inserted floor with jetty linking wings, West end chimney and former central chimney in hall. Steep old red tile roofs. Red brick chimneys. A fine 2-storeys 3-cells former open-hall house.

Subsequent alterations in 16th century involved the addition of a heavily moulded beamed floor in the hall extending to support a jettied front on the north side linking the older jetties of the wings into a continuous front jetty on curved knee-braces. Of exceptional interest as a purpose built rectory in the form of a late medieval Wealden house with additions.

5.19. Scheduled Ancient Monuments. There are none in the conservation area nor indeed elsewhere in the parish.

5.20. Areas of Archaeological Significance. Most of the conservation area is so designated.

5.21. Important buildings within the curtilages of Listed Building. The issue of deciding whether or not a building is 'curtilage listed' can sometimes be problematic and there is no exact legal definition of a building's curtilage (see previous).

5.22. Building to north east of Aspenden Hall. Appears on late 19th century mapping. Of brick construction with tiled roof and chimney stack. Some alterations.

5.23. Other non listed buildings that make an important architectural or historic contribution. This Appraisal identifies other buildings of high quality that are not listed but that should be retained. These generally date from the late 19th/early 20th century and are an important element in the high environmental quality of the conservation area and make a very positive contribution to its built form and historical evolution. Any Important architectural features they possess and worthy of retention are identified.

5.24. Home Farm. Located to the north of the recreation ground this late 19th century house is prominent in the street scene. Of yellow brick construction with red brick banding; slate roof with decorative ridge tiles; central chimney stack and decorative porch and bay window to east elevation. Early/sympathetic windows. Plaque reads CP 1899. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 12. Home Farm - a late 19th century property worthy of retention and additional protection.

5.25. York House. Probably dates from late 19th century. Two storey red brick, 3 range early/sympathetic windows; red brick lintels, central entrance. Pyramid slate roof with 2 No. chimneys with pots. Decorative brackets detailing to eaves. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 13. York House - a simply but effectively designed front elevation to this 19th century property.

5.26. Aspenden Lodge. Appears on mapping dating from 1874. Local information advises (Aspenden at the Millennium) the property was built in the 1700's and added to later and was originally of red brick with cladding added at a later date. Two storey residential property with slate roof and 2 No. chimneys. Early/sympathetic window ranges and good quality window surround and barge board detailing to east elevation. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 14. Good quality window surround, quoin and barge board detailing worthy of retention and protection.

5.27. Aspenden House, main building interpreted as now being subdivided into 4 units being Nos 1- 5. Dates from early 20th century. Large two storey building of brick to ground floor, pebble dash above. Tiled roof with dormers, decorative ridge tiles and prominent chimneys. Central entrance feature with tiled spire feature. Rubbed brick lintels and other rubbed brick detailing. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.28. The Lodge. Interesting early 20th century two storey house of brick construction to the ground floor and render with decorative wooden detailing to first floor. Tiled roof, pyramidal in part with dormers and large central chimney. Balcony. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 15. The Lodge an early 20th century building worthy of retention.

5.29. Malting Cottages, Nos. 1-6. Appear for first time on mapping from the 1920's although older in appearance. *Aspenden at the Millenium* advises they were built of material from the old Malting yard nearby. Two storey render with tiled roof, dormers and 3 No. large chimneys. Sympathetic windows and doors. Plaque reads MALTING COTTAGES. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 16. Malting Cottages. Of earlier 20th century date advisedly built from older material. Unspoilt and most worthy of additional protection.

5.30. Other distinctive features that make an important architectural or historic contribution. Walls and railings so identified are protected to varying degrees virtue of exceeding specified height relevant to the conservation area legislation or by being within the curtilage of a Listed Building unless otherwise noted.

5.31. Wall to front of York House and extending to frontage of neighbouring property to the west. -Flint wall with rounded brick capping. Height varies. Recent sympathetic rebuilding undertaken. Some additional repair works required.



Pictures 17 and 18. Sympathetic wall rebuild and lower picture repair works required.

5.32. Important Open Spaces. The spaces identified below are most important and should be preserved.

5.33. The Recreation Ground. This is identified on early mapping from 1874 and is an open space of historic, visual and communal importance used for sports activities, walking and community events. It is open in character and enclosed by peripheral mature hedge and tree boundaries. There is a pavilion, a cricket pitch and miscellaneous play equipment and seating.



Picture 19. The Recreation Ground is of historic, visual and communal importance. Properly located in the conservation area it has served the community for this use for about 150 years.

5.34. The historic churchyard and its extension to the south. The historic churchyard contains the War Memorial (see front cover) and a variety of tombstones many of which are of 19th century date. Some chest tombs exist which are damaged and or covered in ivy. Several tombstones need re-erecting (laid on ground it has been advised for Health and Safety reasons). Ideally a comprehensive repair programme needs developing and implementing on an incremental basis. However the difficulty of achieving this is recognised when resources are probably limited.



Pictures 20-22. Upper - General view of historic churchyard; lower two historic chest tombs in urgent need of renovation/repair/ removal of ivy. The potential of seeking grant assistance is worthy of consideration.

5.35. Eastern setting to Aspenden Hall. The long sweep across an open grassed area down to and including the large pond provides an important setting to the principal elevation of present day Aspenden Hall. This view is prominent and visible from the nearby public footpath crossing the south east corner of the site.



Picture 23. The sweeping grassed area including large pond in the valley bottom is an important open landscape feature that should be retained as such.

5.36 Strategic Countryside Gap. During the consultation of this appraisal the Parish Council and others expressed particular concern regarding the possibility of Aspenden being 'consumed' by Buntingford. Although there are policies in the emerging DP that guard against large scale development in small category 3 villages, this fear is appreciated bearing in mind the level of development recently experienced by nearby Buntingford.

5.37. An area of particular local concern in this respect is a gap of countryside between the edge of Buntingford and the bypass and Aspenden in the general vicinity of Home Farm where it is at its narrowest. It is an area of open agricultural countryside and part of the wider landscape. Coalescence of the two communities would not be appropriate in planning terms and the gap and its open nature should be preserved.

5.38. To further reinforce the above and following a process of consultation it is intended to include reference in the emerging District Plan at para 6.1.17 thus: 6.1.17 Character: Buntingford ...town. To the south-west the open character of the countryside between Aspenden and Buntingford will be preserved, thereby avoiding coalescence between the two communities.

5.369. Historic Park and Garden. The garden to Aspenden House on the south side of The Street is so identified as being *Locally Important* in the Council's Supplementary Planning Document of 2007 entitled Historic Parks and Gardens. However this entry is believed to be incorrect and should in fact refer to Aspenden Hall. The fieldworker has discussed the matter with Hertfordshire Gardens Trust who advised they had no

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knowledge of an historic garden associated with Aspenden House. An amendment to the Council's document of 2007 needs to be considered.

5.3740. Extract from HCC records relating to Parkland and Ornamental Gardens at Aspenden Hall. *The date and extent of the park are uncertain, but it probably came into being while the Tany family held the manor (by the beginning of the 13th century), and it is mentioned in a survey of the manor of 1556 ... 'The park doth adjoin the house ... it is very park-like ground to be kept as a park for the stateliness of the house ...'. The Freeman family improved the gardens; Ralph, d. 1665, made 'his Gardens pleasant' and his eldest son Ralph carried out further work upon them. The ornate gardens illustrated by Drapentier, not long before 1700, were partly walled and partly fenced, with formal gardens and walks, summer houses, and woodland. An avenue of trees led to the entrance to the Hall, just beyond the church. The engraving hints at the informal parkland beyond, but provides little information other than the clear depiction of the three ponds on the east side of the church which still survive. Inspection in 1983 found much damage, with neglected trees and derelict buildings. The woods contained the remains of ornamental ponds, including the very large Westminster Pond which is visible in the Drapentier view. Probable remains of walled gardens in the paddock west of the farm are visible as marks in air photographs.*

5.3841. The Parish Council's publication *Aspenden at the Millennium* advises that during the 1930's Aspenden Hall had at least six gardeners and that the hall's gardens were open to the public yearly, the gravel paths of the bottom wood around Westminster Pond, were thoroughly swept and weeded and the wide lawns through the top wood were expertly trimmed. There is also reference to huge lawns around the house and flower beds planted with Kaiser Kroon bulbs being tulips in the colours of the then owner's regiment.



Picture 24. Drifts of snowdrops in woodland near Westminster Pond. Are these the descendant remains of landscaping associated with Aspenden Hall? Snowdrops are native to damp European woodlands. Generally believed not to be native to the British Isles they may have been introduced here during the 16th century. Is there any local knowledge concerning this planting?

5.3942. Wildlife sites. There are two identified by the Wildlife Sites Inventory for East Herts 2013 and shown on the emerging District Plan.

5.403. Firstly one is called the Foxglade and Perryden (reference 24/024). This is described as *Buildings and Environs important to protected species*. It is shown diagrammatically on the District Plan as a large circle in the centre of the village approximately extending from Bourne Cottage to Aspenden Lodge.

5.414. Secondly there is Wakeley Spring Green Lane which is described as *Ancient hedge and tree lined green lanes supporting a good range of native woody species... Wooded green lane with features and structures indicative of ancient origins...*



Pictures 25-26. The high environment quality of Wakeley Spring Green Lane, a Wildlife Site with features indicative of ancient origins warrants its retention in the conservation area.

5.425. Particularly important trees and hedgerows. Those trees that are most important are shown very diagrammatically on the accompanying mapping. Some trees on inaccessible boundaries and in land around Aspenden Hall have been plotted from satellite images. Trees are important at many locations in the conservation area.



Picture 27. Trees are visually important in a number of locations. This view taken from public footpath, north of Foxglade.

5.4³⁶. Reference has previously been made to Aspenden Hall and its landscaping as shown on the print by Sir Henry Chauncy. Looking at this illustration prompted the Councils Arboricultural officer to support the high quality planting of Lime trees in the approximate location of ones appearing in the print of 1700.



Picture 28. Good quality landscaping consisting of metal fencing and Lime trees. The trees have been interpreted to replicate earlier historic planting associated with Aspenden Hall.

5.4⁴⁷. Hedgerows too play an important role in a number of locations.

5.4⁵⁸. Water features. To the east of the church are three ponds called 'Westminster Pond'. Over the years leaves from surrounding trees have built up. They can clearly be seen in the previous picture of Aspenden Hall dating from the 17th century and are likely to have been a design feature of its landscape setting at that time.



Picture 29. One of the three ponds which constitute Westminster Pond east of the church.

5.4⁶⁹. Stream adjacent to south side of the road. Running parallel to the main road for much of its length the stream which together with its tree lined banks is an important visual feature adding to the quality of the conservation area.



Picture 30. The stream running the length of the village together with its tree lined banks is an important landscape feature.

5.4750. Pond in valley bottom to the east of Aspenden Hall is a prominent and important landscape feature. It is understood from the family that this is a creation by the owner in the relatively recent past.



Picture 31. Expansive pond in the valley bottom provides an important landscape feature for the setting of Aspenden Hall.

54851. Important views. A selection as shown on accompanying mapping.

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5.4952. The visual inter relationship between the church and Aspenden Hall is important, notwithstanding the current building is differently oriented to earlier mansions on the site. Whilst the hall can be seen from some public vantage points it is obscured by the prominent gates as shown in the picture below. Should the present gates need replacement perhaps the owner would consider an alternative and a visually more appropriate solution that allowed for a view towards the building whilst retaining the necessary security.



Picture 32. Replacement of the existing gates to Aspenden Hall could provide a more sympathetic visual solution.

5.503. Opportunities to secure improvements. The potential of providing an enhanced view of Aspenden Hall from its approach road and the approach road to the grade I church is worthy of discussion.

5.541. ~~Although removed from the conservation area the~~The frontage treatment to Nos. 1-8 Jubilee Cottages detracts from the linear quality of the road. It is understood most properties are privately owned and the difficulty of achieving a co-ordinated improvement is not underestimated. However if such an improvement could be achieved it would be most beneficial to ~~residents and~~ the wider communityconservation area.

5.525. Repairs to flint wall to York House would be beneficial.

5.536. In an ideal world there are a number of utility poles that could be the subject of discussion with the utility companies but in the main these are not prominent in the street scene, generally being disguised by trees.

5.547. Suggested boundary changes. The conservation area boundary at Aspenden is currently drawn in an inappropriate manner when

considered against the criteria set out earlier in this document. The reader is referred to accompanying mapping. It is proposed to amend the conservation area boundary as follows:

(a) Extend boundary east of Aspenden Hall and east of large pond as a minor adjustment to better reflect existing boundary and geography of the pond (existing boundary bisects the pond along alignment of original brook).



Picture 33. Pond of relatively modern construction nevertheless forms an important landscape setting in this valley bottom to Aspenden Hall.

(b) Exclude land and buildings complex to north and west of Aspenden Hall. Whilst this area, in part at least, would originally have formed part of the formal gardens to Aspenden Hall, no obvious original elements of the latter remain (there is a small walled garden but this is modern). The buildings in this location are interpreted as having been stabling. These do not appear on mapping dating from 1938-1951 and are believed to be mid 20th century. Others of a later date are believed to be associated with farming operations and for storage.



Pictures 34-35. Mid and later 20th century utilitarian buildings associated with Aspenden Hall proposed to be removed from the conservation area.

(c) Exclude modern property, Tudor House and its curtilage, to west of church.



Picture 36. Tudor House a large relatively modern property.

(d) Exclude open countryside land to west of church including part of The Bourne stream south of the track. Boundary adjacent to track leading to church drawn to include replacement planting, see picture below.



Picture 37. Land to the west of the church excluded from the conservation area which visually appears as part of the open countryside. As previously noted modern replacement planting as shown in the picture replicates an interpretation of the Aspenden Hall's original approach planting.

(e) Exclude the elevated section of the A10 and land to its north including the modern building of Jack Poulton and Sons Ltd.



Picture 38. The site of Jack Poulton and Sons Ltd. Self evidently a site of this nature, located as it is on the edge of the existing conservation area should be excluded.

(f) Exclude an expansive area of open land, for the most part countryside and farmland between the A10 and the edge of the settlement. The reason for including this land originally in 1981 is unknown. However its exclusion is consistent with similar situations in other communities in the current review process. (The revised boundary has been redrawn to retain historic Home Farm and the tree lined approach road within the conservation area). As set out previously the concerns relating to coalescence between Aspenden and Buntingford are understood and protection against this is provided at paras 5.36-5.38.



Picture 39. This expansive area of farmland clearly forms part of the open countryside to which it is more relevantly associated. Its importance as a Strategic Gap is recognised as explained in paragraphs 5.36-5.38.

~~(g) Exclude Nos. 1-8 Jubilee Cottages. These mid 20th century properties were built as council houses in the 1930's and tragically replaced thatched properties on the frontage to this site (source: Aspinell at the Millennium). They have limited historical and architectural qualities and the parking area to the front of these properties have a confusion of different construction materials and fencing detail. The latter particularly detract from both the quality of the conservation area in this location.~~



~~Picture 40. Visually disruptive parking to the front of Nos. 1-8 Jubilee Cottages detract. Remedial action could only be achieved by a comprehensive solution involving the co-operation of all residents. Implementation obviously very difficult but not impossible.~~

~~(h) Exclude Nos. 9-14 and Nos. 15-20 Jubilee Cottages and adjacent modern property The Barn nearby. Jubilee Cottages were built as mid 20th century council houses and have limited historical and architectural~~

~~qualities. The Barn nearby is excluded as a consequence of other nearby alterations to the boundary.~~

(ig) Exclude extensive areas of land, much of it being open and underused, located south of The Street.



Picture 440. Typical underused and open characteristics of extensive area of paddock land south of The Street.

5.558. General explanation of boundary amendments. The conservation area as designated in 1981 is characterised by the inclusion of several large areas of open land and countryside. Some, such as land to the between the A10 and Aspenden north ~~east~~west of the recreation ground and other land to the west of the church are principally open countryside. Other areas south of the Fox PH and principally extending in a western direction are mainly open and little used and have more in common with the characteristics of open countryside. It is accepted some trees will lose the limited protection afforded by conservation area legislation but, in common with other countryside areas, Tree Preservation Orders can be served if such trees come under threat and such a course of action is deemed appropriate. The ~~ir~~ exclusion of these areas is consistent with reviews carried out in other communities and with advice relating to the wider landscape as set out at paragraph 12 of Historic England's publication Conservation Area Designation, Appraisal and Management Advice note No. 1 2016.

5.59. Following representation made during the consultation it is considered appropriate to reinstate Jubilee Cottages within the

conservation area. Whilst they are of limited architectural and historic value they are centrally located and part of the general conservation area's linear street scene and not peripheral to it.

~~5.56. Making boundary exclusions where modern property of insufficient architectural merit or historic interest exists on the edges of conservation areas is much easier than in a community such as Aspenden when some such development lies within the main body of the conservation area.~~

~~5.57. In this respect and within the conservation area boundary as redrawn there still remain several groups of modern buildings of limited historic or architectural qualities. Examples include modern houses both sides of the road to the west of the recreation ground and properties on the northern side of the road and to the south of the church and Westminster Pond. In both cases these groupings are in proximity to other features worthy of retention in the conservation area (respectively the Recreation Ground, Home Farm and approach trees and secondly the Westminster pond complex)~~

~~5.58. Also remaining in the conservation area is land to the east of Aspenden Hall as this provides an important sloping open parkland setting for the existing listed mansion.~~

5.5960. Other Actions. Note inaccuracy of reference to an Historic Park and Garden in the Council's Supplementary Planning Document *Historic Parks & Gardens*: the reference should be to Aspenden Hall not Aspenden House.

6. OVERALL SUMMARY.

6.1. Aspenden is a linear community defined by a recreation ground in the east and an important complex of a grade I listed church and Aspenden Hall in the west. There are a number of high quality listed buildings and other non listed buildings of merit which warrant additional protection. The visual importance of the conservation area is enhanced by the principal stream to the south of the road and by a large number of trees throughout. Despite some modern development which by necessity remains within the conservation area, the latter is of sufficient high quality to be worthy of its designated status subject to modifying the boundary as explained previously.

PART C - MANAGEMENT PROPOSALS.

7. MANAGEMENT PROPOSALS.

7.1. Revised Conservation Area Boundary. The revised boundary is shown on accompanying Management Plan to which the reader is referred and includes the following amendment/s.

(a) Extend boundary east of Aspenden Hall and east of large pond as a minor adjustment to better reflect existing boundary and geography.

(b) Exclude land and buildings complex to north and west of Aspenden Hall.

(c) Exclude modern property, Tudor House and its curtilage, to west of church.

(d) Exclude open countryside land to west of church including part of The Bourne stream south of the track.

(e) Exclude the elevated section of the A10 and land to its north including the modern building of Jack Poulton and Sons Ltd.

(f) Exclude an expansive area of open land, for the most part countryside and farmland between the A10 and the edge of the settlement.

~~(g) Exclude Nos. 1-8 Jubilee Cottages.~~

~~(h) Exclude Nos. 9-14 and Nos. 15-20 Jubilee Cottages and adjacent modern property The Barn.~~

(ig) Exclude extensive areas of open and underused land south of The Street.

7.2. General Planning Control and Good Practice within the Conservation Area. All 'saved' planning policies are contained in the East Herts. Local Plan Second Review adopted in April 2007. It is currently against this document and the National Planning Policy Framework (NPP) that the District Council will process applications. The NPP is supplemented by Planning Practice Guidance. One such guidance note of particular relevance is 'Conserving and Enhancing the Historic Environment'. In due course the 2007 Local Plan will be replaced by the District Plan whose policies will then be relevant.

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

Telephone 01279 655261 (For development proposals ask for Development Management. For general conservation advice ask for a Conservation Officer).

E-mail: planning@eastherts.gov.uk

Website: www.eastherts.gov.uk

Or write to Development Management, East Herts. District Council, Wallfields, Pegs Lane, Hertford SG13 8EQ

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

7.5. Planning Control - Potential need to undertake an Archaeological Evaluation. Within Areas of Archaeological Significance (as shown on either the adopted Local Plan or emerging District Plan), the contents of policies BH1, BH2 and BH3 are particularly relevant.

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

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

7.8. Planning Control – Other Unlisted Buildings that make an Important Architectural or Historic Contribution. This Appraisal has identified six unlisted buildings/ groups of buildings that are considered to have sufficient qualities to be described thus. Any proposal involving the demolition of these buildings is unlikely to be approved.

7.9. These buildings are: Home Farm, York House, Aspenden Lodge, Aspenden House, The Lodge and Maltings Cottages.

7.10. There are other distinctive features that are integral to the important unlisted buildings identified above that make an important architectural or historic contribution, including selected chimneys, windows and other architectural detailing where protection could be provided by removing Permitted Development Rights via an Article 4 Direction. The associated legislation is complex. Should the Council consider such a course of action appropriate there would be a process of notification separately at a later date. This would be associated with further detailed consideration and possible refinement.

7.11. Planning Control – Other distinctive features that make an Important Architectural or Historic Contribution. This Appraisal has identified a wall and other features, the War Memorial and tombstones in the churchyard, that make a particular contribution to the character of the Conservation Area. These will be protected from demolition within the parameters of legislation.

7.142. Planning control - Wildlife Sites. There are two such sites so identified namely Foxglade/Perryden and secondly Wakeley Spring Green Lane. Proposals will be considered against Policies ENV 14 and ENV 16.

7.123. Planning Control – Remains of an Important Historic Park and garden. One such area identified in the Council's Supplementary Planning document Historic Parks & Gardens wrongly (it is believed) identified Aspenden House as such. It is believed should have been to Aspenden Hall as described earlier. Proposals that significantly harm such the garden's special character will not be permitted and will be considered against Policy BH16.

7.134. Planning Control – Important open land, open spaces and gaps. This Appraisal has identified the following particularly important open spaces: The Recreation Ground, the historic churchyard and its extension to the south and the eastern setting to Aspenden Hall. These open spaces will be protected.

7.15. Planning Control – Strategic Countryside Gap. Open countryside part of the wider landscape between Aspenden and Buntingford represents an important open gap of countryside between the two communities where coalescence would be inappropriate. This area will be protected.

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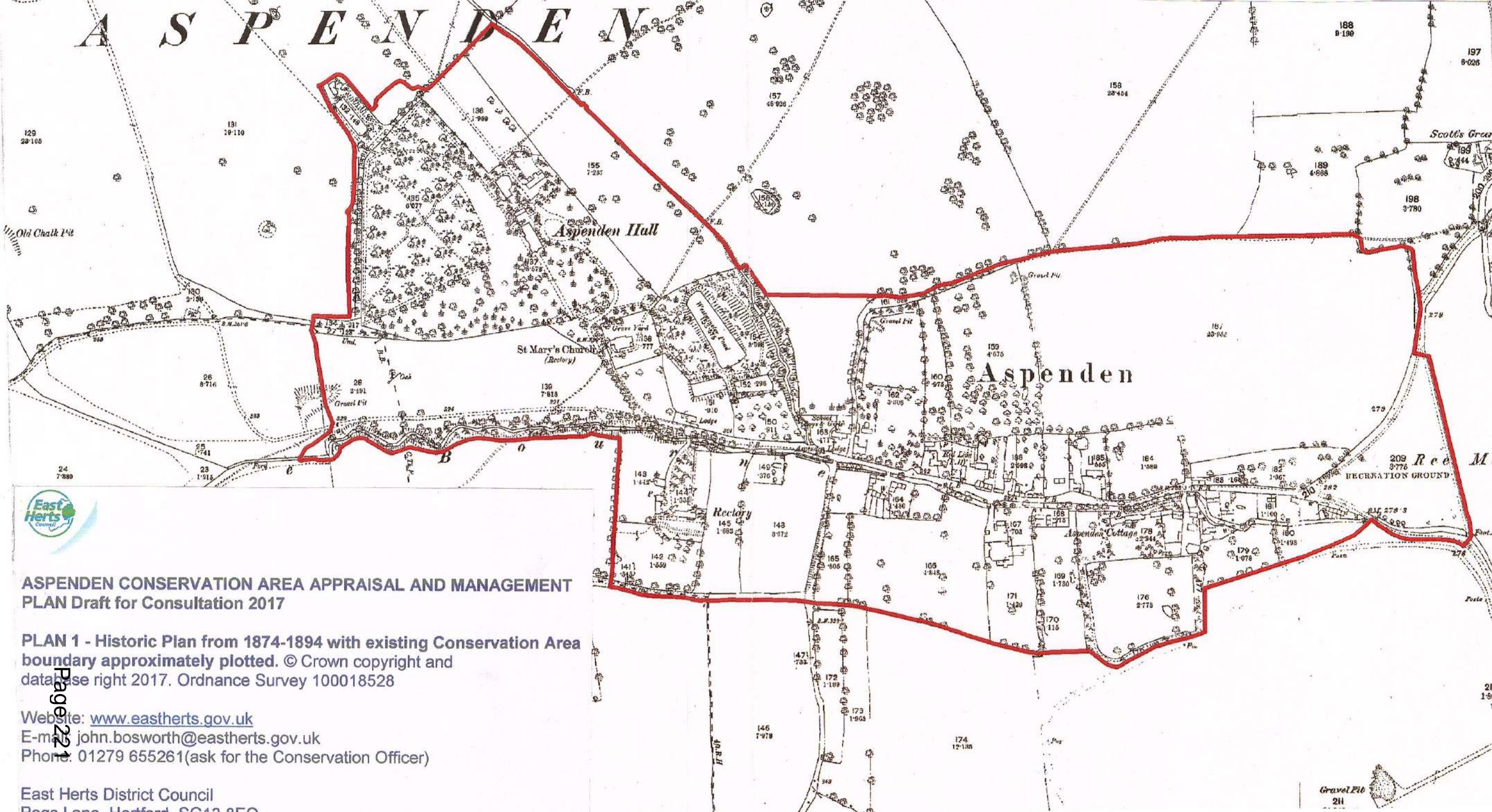
7.146. Planning Control – Particularly important trees and hedgerows. Only the most significant trees are shown very diagrammatically. It has not been possible to plot trees on inaccessible land. Subject to certain exceptions all trees in a conservation area are afforded protection and a person wanting to carry out works has to notify the Council. Trees that have not been identified may still be considered suitable for protection by Tree Preservation Orders. Owners are advised to make regular inspections to check the health of trees in the interests of amenity and Health and Safety.

7.157. Planning Control - Important views. A selection of general views is diagrammatically shown. Policy BH6 is particularly relevant.

7.168. Enhancement Proposals. The Appraisal has identified several elements that detract which are summarised in the Table below together with a proposed course of action; other actions are also identified.

Within the staff and financial resources available, Council Officers will be pro-active and provide assistance. It must be recognized that such improvements will generally be achieved only by the owner's co-operation. Readers are reminded of potential sources of financial assistance in respect of repairs to historic buildings.

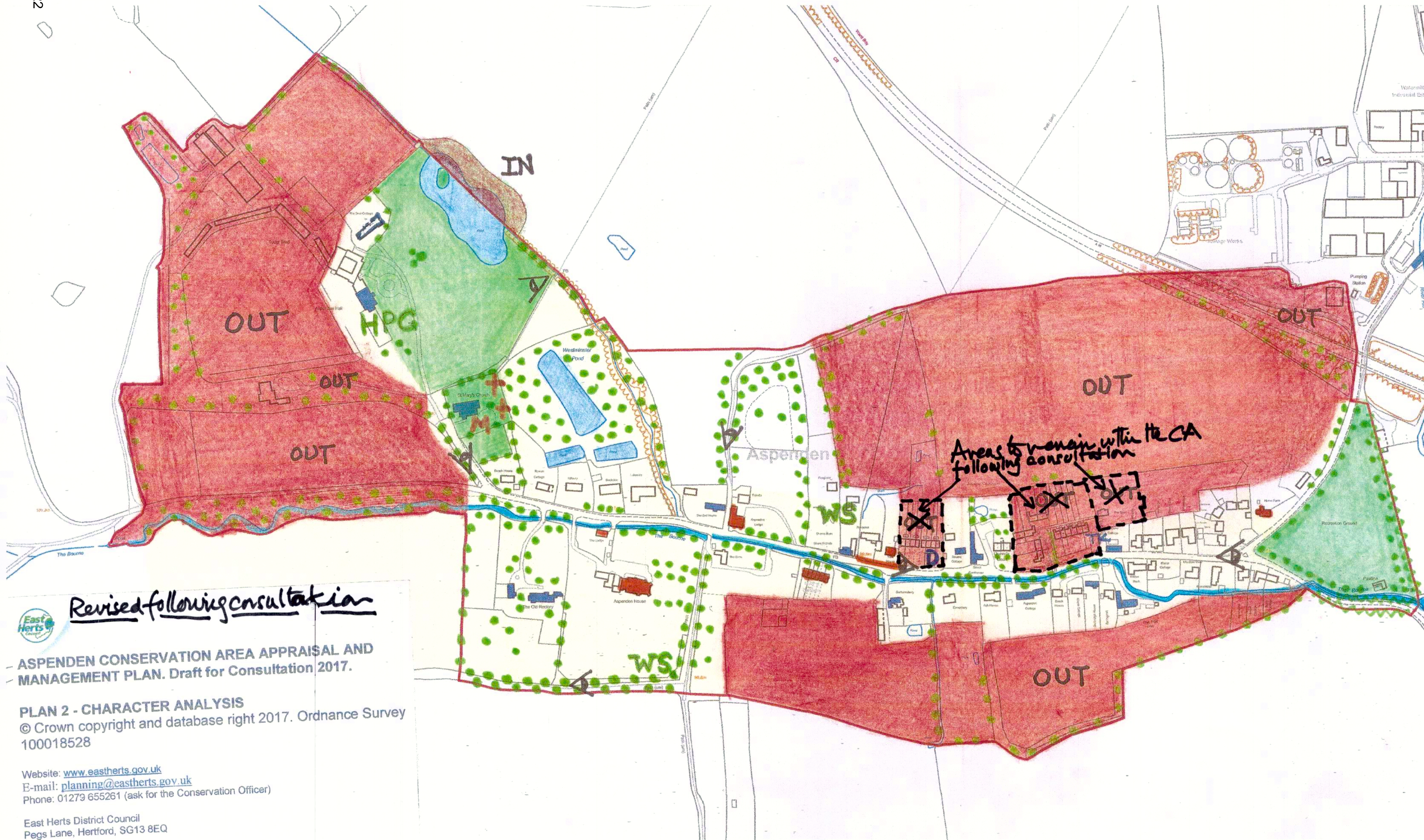
Detracting element.	Location.	Proposed Action.
Discordant parking spaces.	To front of Nos.1-8 Jubilee Cottages.	The difficulty of achieving co ordinated improvements is not underestimated but owners may be attracted to the idea of achieving a better visual solution. Discuss with owners the prospect of undertaking comprehensive improvements.
Historic flint wall.	To front of York House.	Discuss with owner the prospect of undertaking repairs.
Historic Tombstones.	Churchyard.	Discuss with church <u>authorities</u> the prospect of undertaking repairs.
Wooden entrance gates.	Entrance to Aspenden Hall.	Discuss potential with owner of securing visual improvements in eventuality of gates replacement.
Other actions.		
Consider amending EHDC document Historic Parks and Gardens to refer to Aspenden Hall not Aspenden House.		



ASPENDEN CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN Draft for Consultation 2017

PLAN 1 - Historic Plan from 1874-1894 with existing Conservation Area boundary approximately plotted. © Crown copyright and database right 2017. Ordnance Survey 100018528

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



Revised following consultation



ASPENDEN CONSERVATION AREA APPRAISAL AND
MANAGEMENT PLAN. Draft for Consultation 2017.

PLAN 2 - CHARACTER ANALYSIS
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100018528

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

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

CHARACTER ANALYSIS KEY

EXISTING CONSERVATION AREA BOUNDARY



PROPOSED EXTENSION TO THE CONSERVATION AREA

IN



PROPOSED REDUCTIONS OF THE CONSERVATION AREA



AREAS OF ARCHAEOLOGICAL SIGNIFICANCE



INDIVIDUALLY LISTED BUILDINGS/STRUCTURES



OTHER INDIVIDUALLY LISTED FEATURES

Telephone Kiosk

TK

IMPORTANT BUILDING IN THE CURTILAGES OF LISTED BUILDINGS



UNLISTED BUILDINGS THAT MAKE AN IMPORTANT ARCHITECTURAL OR HISTORIC CONTRIBUTION



OTHER DISTINCTIVE FEATURES THAT MAKE AN IMPORTANT ARCHITECTURAL OR HISTORIC CONTRIBUTION

Walls/railings

Tombstones

War Memorial

+
M

IMPORTANT OPEN SPACES



IMPORTANT WATER FEATURES



GENERAL LOCATION OF IMPORTANT TREES/HEDGEROWS
(very diagrammatic)



WILDLIFE SITES

WS

REMAINS OF IMPORTANT HISTORIC PARK AND GARDEN

HPG

IMPORTANT VIEWS



ELEMENTS OUT OF CHARACTER WITH THE
CONSERVATION AREA

D



MANAGEMENT PLAN KEY

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

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

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

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

INDIVIDUALLY LISTED BUILDINGS/STRUCTURES: NPP policies apply

OTHER INDIVIDUALLY LISTED FEATURES: NPP policies apply

Telephone Kiosk

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

UNLISTED BUILDINGS TO BE PROTECTED FROM DEMOLITION

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

Walls/railings

Tombstones

War Memorial

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

IMPORTANT OPEN SPACES TO BE PROTECTED

IMPORTANT WATER FEATURES TO BE PROTECTED

GENERAL LOCATION OF IMPORTANT TREES/HEDGEROWS TO BE PROTECTED WITHIN PARAMETERS OF LEGISLATION (very diagrammatic)

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

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

SELECTED IMPORTANT VIEWS TO BE PROTECTED

PROPOSED ENHANCEMENTS



TK



A4



WS

HPG



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EAST HERTS COUNCIL

EXECUTIVE - 6 FEBRUARY 2018

REPORT BY EXECUTIVE MEMBER FOR DEVELOPMENT MANAGEMENT AND COUNCIL SUPPORT

ASTON CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

WARD(S) AFFECTED: Datchworth and Aston

Purpose/Summary of Report

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

<u>RECOMMENDATIONS FOR COUNCIL:</u> That	
(A)	the responses to the public consultation be noted and the Officer responses and proposed changes to the Aston Conservation Area Appraisal and Management Plan be supported;
(B)	authority be delegated to the Head of Planning and Building Control, in consultation with the Executive Member for Development Management and Council Support, to make any further minor and consequential changes to the document which may be necessary; and
(C)	the Aston Conservation Area Appraisal and

	Management Plan be adopted.
--	------------------------------------

1.0 Background.

1.1 East Herts has a rich environmental heritage which includes 42 Conservation Areas. The East Herts Local Plan commits the Council to review its Conservation Areas, a requirement which is also set out in national legislation.

1.2 The review of Aston Conservation Area is one of a series of reviews being undertaken and this is a recently completed one for consideration.

1.3 Each document identifies the special character of the respective Conservation Area together with the elements that should be retained or enhanced and those which detract from the identified character. Existing boundaries are reviewed and, where appropriate, practical enhancement proposals are suggested.

1.4 Once Members have considered each document and it has been adopted by the Council, it becomes a 'material consideration' in the process of determining planning applications.

2.0 The Aston Conservation Area Appraisal and Management Plan.

2.1 The Aston Conservation Area was designated in 1979. This Appraisal document was completed in 2017 and went through a period of public consultation from 7 September 2017 to 19th October 2017. There was a public meeting held on 7th September 2017 at the Aston

Village Hall at which about 25 persons attended. A modest number of representations have been received. They can be divided into several categories: firstly issues associated with conservation area boundaries, secondly an issue with contemporary design in the conservation area: thirdly environmental enhancements and elements out of keeping with the conservation area. A summary of these comments and officer responses are included as **Essential Reference Paper B**. The headline issues are set out in the following paragraphs:

- 2.2 Conservation area boundaries. The document considers the conservation area boundaries and proposes a number of alterations. These are:
- (a) Include properties at Aston End Road and north side of School Lane.
 - (b) Exclude Nos. 3 - 5 Astonbury Farm Cottages which date from the mid-20th century.
 - (c) Exclude treed area south of Gregor House and south of Broadwater Lane because the land lies within Stevenage Borough Council.
 - (d) Exclude Nos. 6- 8 Aston End Road.
 - (e) Make minor adjustment to revise boundary opposite The Lodge at Dene Lane to better reflect existing features on the ground.
- 2.3 The document identifies the key environmental features and the manner in which they can be controlled. In relation to Aston most relevant ones are: listed buildings; non listed buildings of quality worthy of protection; other unlisted distinctive features worthy of protection and important open land and spaces.
- 2.4 *Listed buildings and structures in their curtilages*: These are protected by legislation and have been identified.

- 2.5 *Non listed buildings of quality worthy of protection:* A number have been so identified. Some non-listed residential buildings have architectural features of high quality whose formal protection could be achieved through the introduction of an Article 4 Direction should Members decide to proceed with this option.
- 2.6 *Other unlisted distinctive features worthy of protection.* A number have been identified and include walls and tombstones in the churchyard which are important to the character of the village.
- 2.7 *Important open land and spaces.* The following particularly important open spaces have been identified: open land in the village centre used as a cricket pitch; open land between the churchyard and Aston Dene; the churchyard.
- 2.8 Trees play a particularly important role in many locations.
- 2.9 *Enhancement proposals to deal with detracting elements.* Several have been identified.
- 3.0 Implications/Consultations
- 3.1 Information on any corporate issues associated with this report can be found within **Essential Reference Paper 'A'**.
- 3.2 A summary of comments received through the consultation process and officer responses are set out in the table is included as **Essential Reference Paper B**.
- 3.3 **Essential Reference Paper C** is a copy of the Aston

Conservation Appraisal and Management Plan as it appeared at the consultation draft stage with any subsequent track changes to text and alterations to accompanying plans that incorporate any necessary changes. Further minor changes will be incorporated reflecting the status of the final document once Members have considered it for adoption.

Background Papers

Written representations received through the consultation process.

<http://democracy.eastherts.gov.uk/documents/s42853/Aston%20CAA%20-%20background%20papers%20reps.pdf?j=22>

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

Contact Officer: Kevin Steptoe – Head of Planning and Building Control, Tel 1407
kevin.steptoe@eastherts.gov.uk

Report Author: John Bosworth Conservation Assistant
john.bosworth@eastherts.gov.uk

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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.
Consultation:	Undertaken with residents and local stakeholders and summarised in Essential Reference Paper B.
Legal:	Preparation of the Appraisal fulfils statutory requirements.
Financial:	<p>Costs associated with the preparation of the Appraisal are met from within existing staffing and operational budgets.</p> <p>The Appraisal suggests works and actions which could be undertaken to enhance the character and appearance of the conservation area and remove detracting elements which would generally be the responsibility of individual owners. Other actions such as the possible introduction of an Article 4 Direction might result in additional cost but notwithstanding approving a pilot study elsewhere the Council is not yet committed to undertaking such further similar action in Aston. Such costs can be further assessed should such a decision be reached.</p>
Human Resource:	No additional staffing implications.

Risk Management:	No significant risk issues.
Health and Wellbeing – issues and impacts:	The Appraisal seeks to protect and secure the character of the area.

Essential Reference Paper B

Issue	Representations made	Officer comment
General comment.	<p>The Parish Council (PC) appreciates the manner in which the PC was involved in the process.</p> <p>Others made complimentary comments on the general quality of the document.</p> <p>The PC also advise their comments on planning applications are ignored.</p>	<p>Noted. The Council strives to be as inclusive as possible.</p> <p>Noted.</p> <p>All comments are taken into account when planning applications are considered.</p>
Conservation area (CA) boundaries - general.	The PC and others support those identified in the draft document.	Noted.
CA boundaries - specific. The PC request inclusion of <i>'The 9 acre field to the west of Gregor House, The Braids and the Tennis courts.'</i>	The PC considers this field is essential to the Green Belt between Aston and Stevenage where development is opposed.	The land is in the Green Belt. Officers consider it forms part of the wider landscape between Aston and Stevenage and as such it is not appropriate to be included in the CA (advice from Historic England is that <i>conservation area designation is not generally an appropriate means of protecting the wider landscape</i>).The land is grassland and horse paddocks and it is considered the boundary as drawn represents an appropriate demarcation between the wider landscape and the historic elements of the CA. It is accepted this area plays an important role in preventing

		Stevenage and Aston coalescing and merging together and that it is important to maintain the separate historic and visual integrity of Aston village. As such several references have been added to the CA appraisal document including those at paras 5.39 and 5.40 to which the reader is referred.
CA boundaries - specific. The PC request inclusion of a small unused and overgrown field called 'Little Orchard', being to the west of Farm Cottage and opposite St. Marys Close.	The PC seeks inclusion of this field with its ponds and wildlife including Great Crested Newts.	This field is relatively small overgrown and unused. There are several trees. The ponds to which the PC refers were observed by the fieldworker courtesy of adjacent owner. The adjacent properties within the CA are separated from the field by well-defined boundaries. Previous planning applications have been refused for Green Belt reasons and reducing the gap between Aston and Stevenage. Extending the CA will not provide any additional protection for the wildlife such as Great Crested newts to which the PC refers which in any event are protected by other legislation. Protection of trees could be secured by the making of a Tree Preservation Order should they be considered under threat. On balance it is not considered appropriate to include this field within the CA.
A further representation posted to the PC but copied to EHDC is also considered.	This representation notes the 'Little Orchard' site is a haven for wildlife. This includes Great Crested Newts Tawny Owls and visitations by Pipistrelle Bats. The pond also acts as a breeding space for water birds and a regular	<p>Little Orchard pond/ponds are largely hidden from public view as opposed to Whitney pond (now forms part of an extension to the conservation area) which is visible to the passing public.</p> <p>However the comments relating to Little Orchard have been forwarded to the Wildlife sites officer at the Herts and Middlesex Wildlife Trust suggesting the issue is worthy of further exploration to determine its wildlife site potential.</p>

	watering hole for animals. It exceeds the value of Whitney pond, now included in the conservation area. The importance of several trees is noted.	See above.
Opportunities to secure improvements.	<p>The PC and others commented on the condition of the Pig and Whistle car park.</p> <p>The PC noted but rejected the idea of some additional planting on cricket pitch boundary.</p> <p>The PC noted and agreed with comments relating to garaging block – Stringers Lane and advise they are meeting with owners.</p>	<p>The appraisal notes that this site detracts. Enforcement officers have examined and have requested the owner initiates improvements. The same officers conclude the situation did not warrant serving a Section 215 Notice under the 1990 Town and Country Planning Act requiring proper maintenance of land.</p> <p>Noted – this is a local decision.</p> <p>Noted, it is hoped there is a satisfactory outcome.</p>
Contemporary development that detracts.	The PC and others consider a contemporary designed building at 2	Applications are considered against existing conservation area policy which stipulate a number of environmental considerations, including scale of development which was one particular matter of concern. Modern design

	Stringers Lane to be inappropriate and out of keeping with the CA. One representation suggested detailed height restrictions in the appraisal might be appropriate.	does have a place and is recognised as being appropriate by some in historic locations. Govt. advice is that when making decisions councils should not <i>impose architectural styles...and they should not stifle innovation, originality or initiative...to conform to certain development forms or styles. It is, however, proper to seek to promote or reinforce local distinctiveness.</i> (Para 60 National Planning Policy Framework). When this application was determined officers considered the application to be appropriate so it is clear there are opposing views on its qualities. Perhaps the perceived impact of this building may reduce with the passage of time.
Other development currently under consideration- Rose and Crown PH site.	Proposal considered inappropriate.	A planning application is currently under consideration at the time of writing this report.



ASTON CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

DRAFT FOR CONSULTATION

Consultation period 7 September - 19 October 2017.



St. Mary's church a fine building dating from the 12th century. Amusing date error in repairs to Victorian stained glass detailing. Clearly Mr Oddie was not 136 years old when he died and one of the date references (probably 1992) is wrong.

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

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Schedule of Enhancement proposals 7.14		3940 - 401
Plan 1 - Existing conservation area on historic map dating from 1874-1894.		
Plan 2 – Character Analysis Plan.		
Plan 3 – Management Plan.		

ASTON CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

DRAFT FOR CONSULTATION

2017

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

The content of Appraisals written from 2016 which include this paragraph may differ from predecessor documents. Selected revisions have been incorporated to reflect changes to legislation, the emerging District Plan, nomenclature, consolidation and other improvements resulting from experience gained to date. This process is ongoing.

The document will be subject to public consultation a process that will be advertised separately. Any comments received (omitting personal details) will be available for public inspection.

It has not been possible to access some rear boundaries and in such cases interpretation of selected information provided has been taken as best from satellite information.

1. INTRODUCTION.

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

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

1.3. The District is situated in an economically buoyant region where an attractive environment, employment opportunities and excellent

transport links, road rail and air, make it a popular destination to live and work. In addition to London a short commuting distance away, the District is influenced by other factors beyond its administrative area, such as Stansted Airport and the towns of Harlow, Stevenage, Royston and Cambridge. With such dynamics it is inevitable that the historic environment will be subject to pressures which emphasize the need to protect it.

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

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

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

1.7. The recommendations concerning non-listed buildings and structures are normally formed by the field worker's observations made from the public realm and seldom involve internal inspection or discussions with owners. Thus such recommendations contained in this Appraisal might be subject to reconsideration through the planning application process, where that is necessary, and which would involve the submission of additional information. Similar considerations apply to estimating dates of buildings and also to their legal status in relation to householder permitted development rights (i.e. either being considered as single dwellings or alternatively as flats). Similarly with respect to assessing whether or not a building is curtilage listed.

1.8. This Conservation Appraisal will:

- Identify the special character of the conservation area.
- Identify elements that should be retained or enhanced;
- Identify detracting elements;
- Review the existing boundaries;
- Put forward practical enhancement proposals;

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

1.10. The Parish Council have produced a Village Plan in 2005, a very polished and professionally produced document covering a wide range of subjects including environmental issues. In this respect the Village Plan attaches importance to the protection of open spaces, an issue with which this appraisal agrees and explores in greater detail. Additionally the Village Plan attaches importance to the protection of trees and suggests selected Tree Preservation Orders be made. In discussion concerning the conservation area the Village Plan proposes various extensions which are considered elsewhere in this appraisal.

1.11. Acknowledgement and thanks are recorded to Hertfordshire County Council who's Natural Historic and Built Environment Team has been particularly helpful.

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

PART A - LEGAL AND POLICY FRAMEWORK

2. LEGAL AND POLICY FRAMEWORK.

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

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

2.3. Within Conservation Areas there are additional planning controls and if these are to be supported it is important that the designated areas

accord with the statutory definition and are not devalued by including land or buildings that lack special interest.

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

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

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

2.6. The Town and Country Planning (General Permitted Development) (England), Order 2015 (amended) defines the range of minor developments for which planning permission is not required and this range is more restricted in conservation areas. For example, the Order currently requires that the addition of dormer windows to roof slopes, various types of cladding, satellite dishes fronting a highway and a reduced size of extensions, all require planning permission in a conservation area.

2.7. However, even within conservation areas there are other minor developments associated with many non-listed buildings that do not require planning permission. So as to provide further protection the law allows Councils to introduce additional controls if appropriate. Examples of such controls can commonly include some developments fronting a highway or open space, such as an external porch or the demolition of some gates, fences or walls or their alteration. The removal of existing important architectural features that are important to the character or appearance of a conservation area such as chimneys, traditional detailing or materials, distinctive porches, windows and doors or walls or railings can be subject to a more detailed assessment and if appropriate made subject to protection by a legal process known as an 'Article 4 Direction' which withdraws 'Permitted Development Rights'. The use of such Directions needs to be made in justified

circumstances where a clear assessment of each conservation area has been made. In conducting this Appraisal, consideration will be given as to whether or not such additional controls are appropriate.

2.8. Works to Trees. Another additional planning control relates to trees located within conservation areas. Setting aside various exceptions principally relating to size, any proposal to fell or carry out works to trees has to be 'notified' to the Council. The Council may then decide whether to make the tree/s subject to a Tree Preservation Order. This Appraisal diagrammatically identifies only the most significant trees or groups of trees that make an important contribution to the character of the conservation area, particularly when viewed from the public realm. Other trees not specifically identified may still be suitable for statutory protection. Several trees in the conservation area are protected by Tree Preservation Orders.

2.9. Some hedges may be protected by the Hedgerow Regulations 1997. This legislation is extremely complicated and only applies in certain situations that are determined by the location and extent of the hedge, its age and or its historical importance, the wildlife it supports and its number of woody species. The Regulations do not apply to domestic garden hedges.

2.10. National Planning Policy Framework. The principle emphasis of the framework is to promote sustainable development. Economic, social and environmental roles should not be considered in isolation because they are mutually dependent and positive improvements in the quality of the built, natural and historic environment should be sought, including replacing poor design with better design. Whilst architectural styles should not be imposed it is considered proper to reinforce local distinctiveness.

2.11. Of particular relevance to this document, the National Planning Policy Framework advises as follows:

- **There should be a positive strategy in the Local Plan for the conservation of the historic environment and up-to-date evidence used to assess the significance of heritage assets and the contribution they make.**
- **Conservation Areas.** Such areas must justify such a status virtue of being of '*special architectural or historic interest*'.
- **Heritage assets.** A Heritage asset is defined as '*a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset (sic) includes designated heritage assets and assets identified by the local planning authority (including local listings)*'.

- Considerable weight should be given to conserving such heritage assets and the more important they are the greater the weight. For example the effect of an application affecting a non- designated heritage asset should be taken into account and a balanced judgment reached. Substantial harm to or loss of a grade II Listed Building should be exceptional whilst harm to heritage assets of higher status, e.g. a grade I or II* Listed Building should be wholly exceptional.
- Local Planning Authorities should look for opportunities for new development within conservation areas to enhance or better reveal their significance and proposals that preserve such elements should be approved.
- The use of Article 4 Directions to remove national permitted development rights should be limited to situations *‘where this is necessary to protect local amenity or the well being of the area...’*
- Green Areas. Such areas of particular importance can properly be identified for special protection as Local Green Spaces in selected situations.

2.12. East Hertfordshire’s environmental initiatives and Local Plan Policies. East Hertfordshire is committed to protecting conservation areas and implementing policies which preserve and enhance them; to support their preservation through the publication of design and technical advice and to be pro-active by offering grants and administering an Historic Buildings Grant Service. With regard to the latter grants are awarded on a first come first served basis in relation to works which result in the maintenance of listed buildings and other unlisted buildings of architectural or historic interest. The maximum grant will not normally exceed £2,000.

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

2.14. The Council also has a ‘Heritage at Risk Register’ originally produced in 2006, updated in 2012/13 and again updated in 2016/17. This document is available on the Council’s website. Grant assistance not exceeding £10,000 may be available for necessary works that lead to such buildings’ long term security. There are no such buildings in the conservation area or within Aston Parish.

2.15. The East Herts. Local Plan was adopted by the Council in 2007. The ‘saved’ policies set out in the plan remain in force and are relevant

in relation to conservation area and historic building considerations. The Local Plan and its policies can be viewed on the Councils website or a copy can be obtained from the Council (contact details are set out in section 7).

2.16. In accordance with the requirements of the Planning and Compulsory Purchase Act 2004, the Council is in the process of preparing a planning policy document which will replace the 2007 Local Plan. This will be known as the East Herts District Plan (DP). Once adopted the DP will contain the relevant Council planning policies. As currently drafted this emerging District Plan advises that development in Conservation Areas should, inter alia, conform with the content of the Appraisals.

2.17. Aston conservation area was designated in 1979.

3. ORIGINS AND HISTORICAL DEVELOPMENT

3.1 There are 8 Historic Environmental records held by Hertfordshire County Council within the conservation area, mainly referencing listed buildings (see below) and about another 10 in close proximity.

3.2 Prehistoric - beyond the conservation area to the north and elsewhere at a find spot unknown, Neolithic and/or Palaeolithic hand axe/s and flints have been found.

3.3. Roman settlement. Possible occupation may have occurred as evidenced by the finds of a Roman coin of Diocletian (beyond the conservation area to the north) and also a Roman Dodecahedron (12 sided object) that may have been some form of measuring gauge. Diocletian was Emperor 284-305.

3.4. Anglo Saxon - unknown.

3.5. The Domesday Book was a census commissioned by William I in 1086. In relation to Aston it notes that *The Bishop (of Bayeux) himself holds Aston. It is assessed at 10 hides, and there are 4 ploughs, and there can be a fifth. There is a priest and 11 villans with 5 bordars have 5 ploughs, and there can be another 5. There are 6 cottars and 4 slaves, meadow for 2 ploughs, pasture for the livestock (and) woodland for 200 pigs. In all it is worth £18, when received £14. TRE £20. 3 of Archbishop Stigand's men held this manor and could sell.*

3.6. Interpretation: A 'Hide' was a standard unit of land measurement interpreted to be about 120 acres. A 'villan' was a peasant legally tied to land he worked on and of higher economic status than a 'bordar'. A

cottar generally occupied a cottage with land in return for services/labour. TRE is an abbreviation meaning 'In King Edward's time'.

3.7. Medieval settlement. The manorial estate of 'Estone' appears in the Domesday Book but whether there was already a village at this time is unknown. The presence of a priest as set out in the Domesday Book indicates some status. In the medieval period (say 12th- 15th century) the only representative building that remains is the church whose origin is 12th century, added to in the 14th and 15th centuries.

3.8. The 19th century. A picture of the settlement as it can be recognised in part today is set out in Kelly's Directory of 1874 which refers as follows: Aston is a parish and village...The church of St Mary the Virgin has undergone considerable repairs...Aston Bury, formerly a Monastery, but now a farmhouse is in this parish. The soil is gravel and flint; subsoil various. The chief crops are wheat barley and turnips...and the population in 1871 was 662.

3.9. Commercial activities in addition to farmers listed in Kelly's at this time were a blacksmith, shoemakers (2), beer retailers (3), wheelwright, miller and baker and shopkeepers (2). Two public Houses listed, namely the Rose and Crown and Boot.



Picture 1. The Beehive. Reproduced courtesy Hertfordshire Archives and Local Studies (HALS). Not featured in the 1874 Kelly's but believed to have been a Beer Retailer and Grocer in the 1880's.

3.10. Mapping from 1874 -1894 (Plan 1) identifies the community was heavily wooded in parts. It identifies the location of St Mary's Church, The Rectory and Aston Park. Allotments were in existence at this time being the present day location of housing called Garden Field. Beyond this was a school for Boys and Girls (now housing). The Rose and Crown and Boot PH's and a Post Office are also identified. A gravel pit is shown to the east of the church. A large house, Aston House existed in a site opposite the church.

3.11. Mapping from the 1920's shows small additional areas of development and notes the presence of a Parish Room attached to the Victorian school building. Later developments have occurred from the mid 20th century onwards. The Boot PH had changed its name to the Pig and Whistle. Aston House still existed at this time but was demolished later in the 20th century and is now the site of modern housing at Yeoman's Drive. During World War II Aston House was occupied by the Special Operations Executive. The sole survivor of Aston House is the listed Coach House which is illustrated elsewhere in this document.

3.12. The publication, Place Names of Hertfordshire, Cambridge University Press 1970 advises several names, a selection of which is included thus: Eastune 11th century, Eston(e) 1086, Aston(e) 1296. Possible derivation of name East Farm, Tun.

3.13. Plan 1 shows the existing Conservation Area plotted on historic map dating from 1874-1894.

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

4.1. Scheduled Ancient Monuments. A National designation.

4.2. Areas of Archaeological Significance. Designated locally by EHDC on advice from HCC. The areas identified by this Appraisal are areas as shown on the Council's most up to date mapping system and may sometimes differ from that shown on the adopted Local Plan. The identification and refinement of such areas is an ongoing process.

4.3. Listed buildings. A National designation. Individually listed buildings have been identified, plotted and a selection is briefly described, such abbreviated descriptions being based on the national list, occasionally with additional comments *in italics* by the fieldworker. Full descriptions can be obtained on line at Historic England's website List.HistoricEngland.org.uk Listed buildings are protected from unauthorised demolition, alteration or extension. Structures, including railings and walls, within the curtilage of listed buildings, if they are pre-1948, are subject to the same controls as listed buildings.

4.4. The issue of deciding whether or not a building is 'curtilage listed' can sometimes be problematic and there is no exact legal definition of a building's curtilage. The main tests relate to the physical layout of the land surrounding the main building/s at the date of listing, the physical layout and functional relationship of structures to each other; ownership, past and present and use or function, past and present. Structures need to be ancillary or subordinate to the main Listed

Building and form part of the land and not be historically independent. Protection is granted to such objects or structures within the curtilage of a Listed Building if they were built prior to July 1, 1948. In determining the extent of a Listed Building and its curtilage, a key assessment will be to examine the situation at the time of listing.

4.5. Non listed buildings of quality and worthy of protection. Non-listed buildings and structures that make an important architectural or historic contribution are identified by this Appraisal. The basic questions asked in assessing such buildings/structures are:

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

4.6. Important trees and hedgerows are identified by this Appraisal. Their positions are shown very diagrammatically. Access to some rear areas has not been possible. The basic criteria for identifying important trees and hedgerows are:-

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

4.7. Open spaces or gaps of quality that contribute to the visual importance of the conservation area where development would be inappropriate are identified by this Appraisal. The basic question asked in identifying such areas is does the open space or gap form an important landscape feature contributing to the general spatial quality and visual importance of the conservation area? Private open spaces forming an important setting for an historic asset and unkempt spaces

that have the potential to be enhanced are candidates for selection subject to complying with the principle question.

4.8. Other distinctive features that make an important visual or historic contribution are identified by this Appraisal. In relation to walls and railings those at and above prescribed heights in a conservation area 1m abutting a highway (including a public footpath or bridleway, waterway or open space) or 2m elsewhere, are protected and require permission for their demolition.

4.9. Reference has previously been made to the potential of introducing Article 4 Directions in justified circumstances. The Appraisals undertaken to date have identified elsewhere in the District that many historic architectural features of quality remain unaltered on some non listed buildings but, on the other hand, the exercise of Permitted Development rights has eroded other parts of some conservation areas. Should Members decide to proceed with such an initiative in Aston, such important historic detailing including features as identified below could justifiably be retained and inappropriate alterations to them controlled. (Update: Members agreed the general principle of introducing and testing the impact of an Article 4 Direction in 2016 elsewhere in the District).

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

4.10. Features that are out of character with the conservation area and detract or are in poor repair are identified.

4.11. Important views are identified.

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

4.13. Wildlife sites. Those shown are identified on the emerging District Plan (which may differ from those on the Adopted Plan due to updates).

4.14. Historic Park and Gardens. These are identified as Registered Historic Parks and Gardens at a national level by Historic England. Others that are Locally Important have been identified by East Herts District Council.

CHARACTER ANALYSIS

5.1. General Landscape setting. The Council's Landscape Character Assessment produced in 2007 (which is Supplementary Planning Guidance) identifies the distinct landscapes of the District in terms of their wider settings. The conservation area is located within Area 39 being part of the Middle Beane Valley. The character of Aston is not detailed but the area generally is noted as having remote characteristics despite its proximity to Stevenage.

5.2. General overview. Positive attributes. The church is a prominent focal point at Broadwater Lane. Open spaces and trees throughout make a most important environmental contribution to the conservation area which contains a number of listed buildings of quality and other non listed buildings worthy of retention including some in an extension to the conservation area.

5.3. Negative attributes. Parts of the conservation area contain mid 29th century housing of limited architectural or historic interest. Other areas adjoining the conservation area can be similarly described. Although a separate issue and one that is not the focus of this appraisal, one is aware of the detrimental effect of traffic on the narrow roads and lanes both within and approaching the community. Where appropriate the conservation area boundary has been redrawn in some locations to both include an additional area and exclude other areas.

5.4. Individually Listed Buildings. There are 16 listed buildings/groups within the existing conservation area. Of this total, seven date from the 17th century, three from the 18th century and two from the 16th century. The church dates from the 12th century. The 19th and 20th centuries are also represented, the latter period by a War Memorial and a memorial lych gate to the church.

5.5. The above buildings are grade 2 except the church and Nos. 43/45 Benington Road, both of which are grade II*.

5.6. Individually Listed Buildings. A selection of Listed Buildings with abbreviated descriptions based on the National list is provided below. Any comments by the fieldworker are in *italics*.

5.7. No 34 Benington Road. (Post Office) - Grade II. House. Later 18th century. Timber frame on plastered brick sill, roughcast with slate roof and red brick central chimney. An asymmetrical house with shop door and window.

5.8. Rose and Crown PH Benington Road - Grade II. *Formerly a public house, local information advises it may reopen as such.* 16th century east end, 17th century the remainder, renovated by brewers circa 1950. Timber frame on low stucco plinth. A 2-storeys, 3-cell, central chimney plan house. Exposed timbers inside with heavy roughly dressed joists in east part with deeply chamfered beam and expanded ends to side timbers.

5.9. No 20 (Beehive Cottage) - Benington Road - Grade II. House. Later 17th century. Timber frame on black stucco plinth, plastered with scratched decoration, steep old red tile roof to main house, thatched roof to lower west extension. '1609' painted over 2-light casement window.



Picture 2. Beehive Cottage picturesque thatched roof dating from the 17th century.

5.10 Nos. 43-45 Benington Road- Grade II*. Mid to late 16 century. Timber frame on painted brick sill, plastered with a steep old red tile roof. A 2-storeys and attics, 2-cell, central chimney, originally lobby entrance plan house facing west. First floor north chamber has a painted scheme of the early 17th century, agreeable with dated examples elsewhere in Hertfordshire of 1605, 4 painted walls with elaborate Jacobean strapwork panelling, with stiles, rails, arabesques and diamonds, colours of yellow, dark red, pale red and black outline. An upper frieze with partly decipherable sententious or pious texts, perhaps from a common source book with those at Pirton Grange, Hertfordshire. Included at Grade II* as a perhaps complete decorative scheme in an otherwise modern house.

5.11. War Memorial in St Mary's churchyard - Grade II. Memorial cross. Circa 1919. Limestone. A tall standing cross on a square plinth and an hexagonal base of 3 high steps. Tapered cross shaft with moulded panelled faces and necking and 4-lobed capital with chamfered cross above. Wheel-head with expanded ends to arms. Moulded base has raised lettering. Names inscribed around 2 upper steps.



Picture 3. An unusually designed Memorial Cross.

5.12. Lych Gate at St Mary's Church - Grade II. 1921 in memory of Rev G V Oddie (1850-1919). Oak timber frame on high plinth of knapped flint with stone dressings. Red tiled roof. A small gateway at roadside, gabled to front. Roof carried on central framed truss with 4- centred arched braces, spandrels carved with rose and portcullis. Cusped openings flank central tablet with raised lettering and embattled cresting. A pair of low gates with trefoil piercing.



Picture 4. Lych gate commemorating Rev G V Oddie (1850-1919).

5.13. Parish Church of St Mary the Virgin - Grade II*. Nave and chancel circa 1230, West tower late 14th or early 15th century, low pitched timber roofs and new windows late 15th century, restoration and north aisle 1850. Flint rubble with rough plastered finish and corbelled brick crenellated parapet to tower with stone dressings and tiled buttress offsets. Knapped flint uncoursed facing to rest of church with stone dressings and flushwork chequer of stone and flint on porch. A picturesque irregular church with 2-bay low chancel, taller 3-bay nave with 3-bay arcade and north aisle, square 2-stage tower with large diagonal buttresses. Chancel has 2-bay arched- braced oak roof. Carved and panelled oak choirstalls circa 1886 from St Mary's Lambeth installed 1973. 19th century east window. Oak screen circa 1520 with side panels and central opening. Good figure brass in central aisle before chancel arch, 1592 to John Kent and wife.



Picture5. 16th century brass to John Kent and wife.



Picture 6. Fine west tower to parish church dating from 14th/15th century. A key feature in the conservation area.

5.14. The Coach House, Yeomans Drive Grade II. Late 17th or early 18th century. Flemish band brickwork with red stretchers, grey headers, red cutter brick band quoins, window arches. Large moulded brick cornice. Hipped tiled roof behind parapet. Central wooden clock turret astride roof ridge carrying octagonal arcaded cupola and wrought iron weather vane. *This fine property is the sole survivor of Aston House, the latter complex believed to have been demolished in the 1960's. Are there any local sources of photographs of Aston House and knowledge of the reasons for its demolition?*

5.15. Scheduled Ancient Monuments. There are none in the Conservation Area or indeed elsewhere in the parish.

5.16. Areas of Archaeological Significance. Much of the conservation area is so designated and is shown on accompanying mapping.

5.17. Important buildings within the curtilages of Listed Building. The issue of deciding whether or not a building is 'curtilage listed' can sometimes be problematic and there is no exact legal definition of a building's curtilage (see previous).

5.18. Although not legally 'curtilage listed' as this building post-dates 1948, this represents an interesting contemporary solution for a garage to south of the Coach House. It is appreciated this inclusion may be controversial because of views expressed to the fieldworker regarding a recently approved contemporary solution elsewhere in the village. However there is a place for contemporary solutions even in an historic environment. With the passage of time they may well be considered as being representative of the time in which they were built much as we appreciate the various design solutions of the past.



Picture7. Interesting contemporary solution that may have both support and criticism.

5.19. Other non listed buildings that make an important architectural or historic contribution. This Appraisal identifies other buildings of high quality that are not listed but that should be retained. These generally date from the late 19th/early/mid 20th century and are an important element in the environmental quality of the conservation area and make a very positive contribution to its built form and historical evolution. Any Important architectural features they possess and worthy of retention are identified.

5.20. Aston Dene. Large house now in multi ownership; probably of 19th century date and altered and extended. Identified as The Rectory on mapping from 1874 although changed to Aston Dene on mapping from 1897-1898. Now two residential units. Main body of house of yellow brick

construction with slate roofs and tall chimney stacks with pots. Good quality detailing including front door detailing, rubbed brick lintels and many good quality windows. In expansive grounds rising up to the church. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 8. Croquet at Aston Rectory during the 19th century. Image reproduced courtesy of Mr Michael Whyte-Venables RIBA.



Picture 9. Aston Dene a large 19th century property, in multi ownership, set in extensive grounds and formerly a Rectory.

5.21. The Lodge, formerly associated with Aston Dene. Dates from early 20th century. Single storey of red brick with steeply sloping tiled roof and prominent chimney. Simple bargeboard detailing. Modern windows but of common design which lessens impact. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture10. The Lodge a pleasantly detailed lodge building which dates from the early 20th century.

5.22. Farm Cottage. Of late 19th century date. Two storey of red brick construction with vertically hung decorative tiles; canopy to front. Tiled roof with central chimney. Window detailing later. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 11. Farm Cottage - a late 19th century house typical of its period and appropriately located in the conservation area.

5.23. Aston Cottage corner of Aston End Road/ Benington Road. Of 19th century date and shows as such on mapping from 1874. A tall prominent red brick building with tiled roof, some being decoratively scalloped. Chimneys, one prominent to Aston End elevation. Entrance porch to Aston End Road and bay windows to both floors at Benington Road elevation. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 12. Aston Cottage, dating from the 19th century is located corner of Aston End Road and Benington Road, prominent and distinctive in the street scene.

5.24. Outbuilding to Aston Cottage accessed from Aston End Road. Date contemporary with that of main house. Now garaging. Weather boarded with decorative tiled roof detailing. Whilst the design of the garage doors detract to a degree the buildings are worthy of retention. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.25. Gregor House and Braids. Large semi detached house of red brick construction with steeply pitched pyramidal roof with tall prominent chimneys. Circular recessed entrance detailing. Window detailing various. Identified as a Rectory on mapping from 1897. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

In extended conservation area.

5.26. Garden Cottage. Probably dates from first half of 20th century. Simple two storey rendered cottage with steeply sloping tiled roof and 2 no. chimneys. Altered but together with adjacent Farm Cottage it makes a worthwhile visual contribution to the street scene. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 13. Garden Cottage- a simple elevation which together with adjacent Farm Cottage, makes a worthwhile visual contribution to the street scene.

5.27. Nos. 47-57 Aston End Road. Dating from the mid 20th century these rendered properties with steeply sloping tiled hipped roofs and chimneys are prominent in the street scene. Despite some alterations and satellite dishes their general mass and co ordination of colour and use of traditional materials adds to the quality of the street scene. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 14. The coordinated mass of Nos. 47- 57 Aston End Road, particularly their roofscape is visually pleasing and as time passes will make an increasing historic contribution to the village.

5.28. Nos. 34 -36 Aston End Road. Dating from the early 20th century this large building dominates the street scene in this location with its steeply sloping tiled roof and prominent central chimney with pots. Some decorative wooden detailing to first floor. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 15. Nos. 34-36 Aston End Road a prominent pair of early 20th century houses which add to the variety of the street scene.

5.29. St Crispins and No. 1 School Lane (The White Cottage). Of late 19th/early 20th century date; a small corner group of two of red brick construction with blue brick pattern. Slate roof with central chimney. St Crispins has central entrance with decorative porch; window to right distinctive and may have been shop window. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 16. St. Crispins corner of Aston End Road and School Lane. The window to the right is interpreted by the fieldworker as once having been that of a shop. Is there any local knowledge?

5.30. Other distinctive features that make an important architectural or historic contribution. Walls and railings so identified are protected to varying degrees virtue of exceeding specified height relevant to the conservation area legislation or by being within the curtilage of a Listed Building unless otherwise noted.

5.31. Wall south side of Broadwater Lane, opposite and west of the church. Prominent red brick walls with decorative capping detailing and entrance piers approx 2m in height. Adds to and defines village approach in this location. Historically part of Aston House.



Picture 17. Prominent brick wall that once was the boundary to Aston House. An important architectural and historic feature on this approach.

5.32. Walls to north of Yeomans Drive enclosing properties Nos. 14 and 16 Yeomans Drive. Up to 3m in height and of red brick construction. Of good quality and makes a significant contribution from selected publically accessed locations. Gates with original/early wooden detailing. Area shows on mapping from 1874 to be enclosed and formally planted with typical footpaths associated with a Victorian Kitchen Garden. Some removal of vegetation and repairs would be beneficial.





Pictures 18-19. Walls and original/early access. Most likely to have enclosed a Victorian Kitchen Garden from the mid/late 19th century.

5.33. Wall to frontage of churchyard. A low brick and flint wall with rounded brick capping detailing and pier supports.



Picture 20. Prominent brick wall to churchyard frontage.

5.34. Wide range of interesting gravestones in churchyard. Local information advises the earliest dates from the 16th century.



Picture 21. There are many good quality gravestones of architectural, historical and some of ecological interest. These grey lichens in the field workers opinion are most interesting. The British Lichen Society offers advice on the subject.

5.35. Important Open Spaces. The spaces identified below are most important and should be preserved.

5.36. Open land used as a cricket pitch and in active communal use is bounded by Stringers Lane, Aston Lane and Benington Road. This open space has retained its essential configuration and layout since the early 20th century. Prior to that it was larger and included land which is now built as Park Farm House. The open space is bounded by trees hedging and fencing and there is a small cricket pavilion at Aston Lane. Looking across to Stringers Lane the area is enclosed by unremarkable properties of a mid 20th century date which nevertheless frame and enclose the view. The site is a quintessentially English village open space which must be retained as such. It is also suggested simple improvements could be made including tidying the area around the cricket pavilion and providing additional hedging of native species to replace existing fencing in due course.



Picture 22. Cricket Pitch in centre of village a quintessentially English village open space that must be protected. It is framed on its south east by housing on Stringers Lane, which although unremarkable, nevertheless retains much of its original form and use of materials.



Picture 23. Boundary fencing of the Cricket Ground at Stringers Lane and elsewhere would benefit by being replaced by hedging of native species (of similar height to that of fencing so as to preserve views across).

5.37. Open land between the churchyard and Aston Dene. There is a strong visual and historical link between the church and Aston Dene. The latter gently sloping land can be viewed from the churchyard and there is an historic association in that Aston Dene was one the rectory. On the east is an avenue of trees that may at one time to have provided

a walkway to the church. Maintaining the open nature of the site is important. Several ancient trees provide additional interest.





Pictures 24-26. The importance of the open space between Aston Dene and the church. Maintaining its open nature is essential. Top picture shows a very fine Holm Oak tree to right of Aston Dene. Lower picture shows walkway leading to church from Aston Dene. Is there any local knowledge regarding this?

5.38. The Churchyard. The churchyard is a space of high environmental quality with a range of interesting tombstones (one advisedly dating from the 1600's) and native trees of species associated with churchyard planting.



Picture 27. St. Mary's churchyard is most attractive with interesting tombstones trees and flora.

5.39 Strategic Countryside Gap in the Green Belt. During the consultation of this appraisal the Parish Council expressed particular concern regarding an area of open land within EHDC administration to the west of Gregor House The Braids and the tennis courts. This is part of the countryside which separates Aston from Stevenage. The land forms part of the Green Belt where development is very restricted unless exceptional circumstances dictate otherwise.

5.40. The openness of this wider landscape to the west of of Aston plays an important role in preventing Stevenage and Aston coalescing and merging together. It is essential to maintain the separate integrity of Aston village and preventing the narrowing of this gap is important in achieving this objective.

5.3941. *Particularly important trees and hedgerows.* Those trees that are most important are shown very diagrammatically on the accompanying mapping. Trees are important at many locations in the conservation area. This is particularly the case in relation to the open space between Aston Dene and the church and within properties off Yeomans Drive (formerly the site of Aston House). In both these locations there are selected magnificent specimens.

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Picture 28. Fine mature Yew tree Yeomans Drive on site of the landscaped gardens of former Aston House. Mapping from 1874-1894 shows such mixed coniferous and deciduous planting in this location.

5.402. Water features. Whitney Pond in the extended conservation area is surrounded by trees with an island that is a nesting area, the fieldworker was informed.

5.413. Important views. A selection as shown on accompanying mapping.

5.424. Wildlife sites. There are none in the conservation area. However during consultation the presence of Great Crested Newts in ponds at a field known as 'Little Orchard' behind and to the west of Farm Cottage and Gardeners Cottage in Aston End Road was referred to. This has been reported to the Herts and Middlesex Wildlife Trust for further investigation.

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5.4~~35~~³⁵. Historic Parks and Gardens. There are none in the conservation area although elsewhere in the parish at Aston Bury there is one such site identified on the Council's Historic parks & Gardens document as being locally important.

5.4~~46~~⁴⁶. Elements out of character with the Conservation Area. Open and enclosed area to rear of cricket pitch. Items associated with maintenance of the cricket pitch could with advantage and little effort be improved.



Picture 29. Area adjacent to and rear of cricket pavilion would benefit from minor improvements. Outdoor storage of items little used or used on a season basis could perhaps be stored out of sight.

5.4~~57~~⁵⁷. Storage area to front of Pig and Whistle PH. This consists of an accumulation of metal and wooden fencing which detracts.



Picture 30. Area to front of Pig and Whistle PH would benefit from general improvement.

5.468. Area of single storey garaging north end of Stringers Lane. What is the future of this site? Currently used as lock up garaging/ storage area. In need of repainting.



Picture 31. Garaging area north end of Stringers Lane would benefit from general improvements including co-ordinated paint of garage doors.

5.479. Storage area to south side of Frank Cooper and Son, Landscapers, Stringers Lane. This storage area detracts. Additional native hedging and management of existing frontage hedge would assist.



Picture 32. Management and gapping up of frontage hedge to encourage more adequate screening would be beneficial.

5.4850. Boundary fencing adjacent to footpath north east end of Stringers Lane. Broken fencing detracts. Replacement would result in significant improvement.



Picture 33. Broken fencing adjacent to footpath detracts. For information the metal guards prevent access by quad bikes.

5.4951. Opportunities to secure improvements. Remove vegetation and initiate selected repairs in relation to wall enclosing Nos. 14-16 Yeomans Drive. Consider providing additional hedging of native species at selected locations around central open space and cricket ground (to similar height of fencing so as to preserve views over). Selected improvements in vicinity of and rear of cricket pavilion. Improve area to front of Pig and Whistle PH. Improve garage court area north end of Stringers Lane. Improve frontage hedge screening to Frank Cooper and Son site, Stringers Lane. Improve/replace broken wooden fencing adjacent to footpath north east end of Stringers Lane.

5.502. Suggested boundary changes. The conservation area boundary at Aston has been modified to make a number of alterations including an extension and several exclusions. The reader is referred to accompanying mapping.

5.543. It is proposed to amend the conservation area boundary to:

(a) Include properties at Aston End Road and north side of School Lane being Garden Cottage through to No. 57 and Nos. 32 - 36 Aston End Road. Also north side of School Lane No. 1 through to Pond House and extending east to include Whitney Pond. The latter is a small attractive water feature managed in part by the Parish Council. Within this area are several properties of various ages with sufficient architectural qualities and of historic interest, previously detailed elsewhere in this appraisal. Additionally on School Lane there are two listed properties dating from the 16th and 17th centuries respectively. Thus this area has a wide range of historic buildings and features worthy of retention. Whilst it is true there are some more recent 20th century properties with lesser qualities, the boundary could not have been sensibly drawn to exclude the latter whose impact in any event is generally limited by frontage tree and hedge cover.

(b) Exclude Nos. 3 - 5 Astonbury Farm Cottages. These properties in a peripheral location dating from the mid 20th century are a terrace of three dwellings considered to be of limited historic or architectural interest. Various alterations affecting their original simple and uncomplicated front elevation have been made including an extensive area of solar panels.



Picture 34. Nos. 3-5 Astonbury Farm Cottages. The original simple lines of these 20th century properties in a peripheral location have been visually compromised by extensions and a large area of solar panels.

(c) Exclude treed area south of Gregor House and south of Broadwater Lane. The reason for this exclusion is because the land lies within Stevenage Borough Council.

(d) Exclude Nos. 6-8 Aston End Road. These properties are of insufficient historic or architectural quality to be included in the conservation area and being located on a peripheral location their exclusion is easily achieved.



Picture 35. Nos 6-8 Aston End Road. Mid 20th century dwellings with shallow roofs and flat garaging whose peripheral location and lack of architectural/ historic interest warrant their exclusion from the conservation area.

(e) Make minor adjustment to revise boundary opposite The Lodge at Dene Lane to better reflect existing features on the ground.

5.524. General explanation of boundary amendments and retention of selected areas within the conservation area.

5.535. Retention of modern properties Yeomans Drive Area. More recent residential development from the last half of the 20th century is of limited quality although a few buildings display some aspects of architectural interest and modernity. The area is historically important being the site of former Aston House. In parts it is visually important, containing The Coach House, a listed building, some fine mature trees and walls that are interpreted as once having enclosed a kitchen garden of 19th century date. The latter trees and walls are afforded some protection virtue of being in the conservation area. On balance retention of conservation area status is considered appropriate.

5.546. Area at Aston End Lane and School Lane. Parts have been included in the conservation area. The eastern extension to Millhouse is removed and distant from the main body of the conservation area.

5.557. St Mary's Close. Whilst this area dates from the late 20th century it is cohesive in terms of design and layout. In any event it could not be sensibly excluded particularly bearing in mind its physical relationship with the area at Aston End Road proposed for inclusion.

5.568. Land proposed for inclusion in 2005 Parish Plan. Land to south west of conservation area being Long Ridge housing area and open pasture land extending to Gresley Way. These areas are distant from the main body of the conservation area. The housing area is relatively modern. Within the pasture land there are some good quality trees which the District Council might consider making subject to Tree Preservation Orders should they become under threat.

5.59 This appraisal considers the openness of the gap of countryside to the west of Aston to be an essential element to retain as open countryside so as to preserve the separate integrity of Aston (see 5.39 and 5.40 above). However the inclusion of this land within the conservation area as requested by the PC is not considered appropriate as it forms part of the wider landscape. (This latter consideration follows advice from Historic England at para 12 of their Advice Note 1, Conservation Area Designation, Appraisal and Management 2016).

6. OVERALL SUMMARY.

6.1. Aston Conservation area as amended essentially consists of a principal grouping of listed buildings around Benington Road and New Park Lane in the east, the church and nearby open spaces in the west, another grouping around Aston End Road and School Lane in the north and a large open cricket ground in the centre of the village, quintessentially English in character. The retention of these open spaces and their open nature is considered to be most important. The retention of Aston's separate integrity and preventing its merging with Stevenage, particularly by development narrowing the countryside gap between the two communities, is essential.

6.2. Within the conservation area there are groupings of mid/late 20th century developments whose locations dictate they cannot be sensibly excluded.

6.3. Throughout the conservation area mature trees are visually most important and in some locations compensate for built form that could have been more sensitively designed.

6.4. A number of non listed buildings of quality that should be retained have been identified but others it is noted have been damaged by the exercise of Permitted Development Rights by, for example, the insertion of inappropriate modern windows and by the erection of porches.

6.5. Many of the above non listed buildings to be retained have early and original architectural detailing and features worthy of protection and preservation and additional controls can be introduced to protect such features.

6.6. Such controls are known as Article 4 Directions which could be applied selectively and sparingly and could, inter alia, protect windows, chimneys and other selected architectural detailing and materials following notification of owners and further consideration. The Council has recently agreed to implement an Article 4 Direction elsewhere in the District on a test basis.

6.7. There are also other features of importance that should be retained, including walls that add to the quality and diversity of the conservation area.

6.8. In relation to the requirement to enhance some improvements have been identified which are set out in summary tabular form in the Management section below. The suggested improvements will principally be implemented by the goodwill and with the co-operation of individual owners. However the Council may be able to offer advice and guidance and, subject to staff resources, will be prepared to do so, as and when appropriate.

6.9. The positive elements outweigh the negative and subject to the boundary amendments, it is considered Aston is worthy of its status as a conservation area.

PART C - MANAGEMENT PROPOSALS.

7. MANAGEMENT PROPOSALS.

7.1. *Revised Conservation Area Boundary.* The revised boundary is shown on accompanying Management Plan to which the reader is referred and includes the following amendment/s.

(a) Include properties at Aston End Road and north side of School Lane being Garden Cottage through to No. 57 and Nos. 32 - 36 Aston End Road. Also north side of School Lane No. 1 through to Pond House and extending east to include Whitney Pond.

(b) Exclude Nos. 3 - 5 Astonbury Farm Cottages.

(c) Exclude treed area south of Gregor House and south of Broadwater Lane (land lies within Stevenage Borough Council administrative area).

(d) Exclude Nos. 6-8 Aston End Road.

(e) Minor adjustment opposite The Lodge at Dene Lane to better reflect existing features on the ground.

7.2. General Planning Control and Good Practice within the Conservation Area. All 'saved' planning policies are contained in the East Herts. Local Plan Second Review adopted in April 2007. It is currently against this document and the National Planning Policy Framework (NPP) that the District Council will process applications. The NPP is supplemented by Planning Practice Guidance. One such guidance note of particular relevance is 'Conserving and Enhancing the Historic Environment'. In due course the 2007 Local Plan will be replaced by the District Plan whose policies will then be relevant.

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

Telephone 01279 655261 (For development proposals ask for Development Management. For general conservation advice ask for a Conservation Officer).

E-mail: planning@eastherts.gov.uk

Website: www.eastherts.gov.uk

Or write to Development Management, East Herts. District Council, Wallfields, Pegs Lane, Hertford SG13 8EQ

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

7.5. Planning Control - Potential need to undertake an Archaeological Evaluation. Within Areas of Archaeological Significance (as shown on either the adopted Local Plan or emerging District Plan), the contents of policies BH1, BH2 and BH3 are particularly relevant.

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

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

7.8. *Planning Control – Other Unlisted Buildings that make an Important Architectural or Historic Contribution.* This Appraisal has identified a number of unlisted buildings/ groups of buildings that are considered to have sufficient qualities to be described thus. Any proposal involving the demolition of these buildings is unlikely to be approved. Other buildings are similarly identified in the extended conservation area.

7.9. These buildings are: Aston Dene (multi ownership), The Lodge, Farm Cottage, Aston Cottage, outbuilding Aston Cottage, Gregor House and Braids.

Within extended conservation area.

Garden Cottage, Nos. 47-57 Aston End Road, Nos. 34-36 Aston End Road, St. Crispins/ No. 1 School Lane.

7.10. There are other distinctive features that are integral to some of the important unlisted buildings identified above that make an important architectural or historic contribution, including selected chimneys, windows and other architectural detailing where protection could be provided by removing Permitted Development Rights via an Article 4 Direction. The associated legislation is complex. Should the Council consider such a course of action appropriate there would be a process of notification separately at a later date. This would be associated with further detailed consideration and possible refinement.

7.11. *Planning Control – Other distinctive features that make an Important Architectural or Historic Contribution.* This Appraisal has identified some walls and other features that make a particular contribution to the character of the Conservation Area. These will be protected from demolition within the parameters of legislation.

7.11.12. *Planning Control – Important open land, open spaces and gaps.* This Appraisal has identified the following particularly important open spaces: Cricket field, open land between churchyard and Aston Dene and the churchyard. These spaces will be protected. The open countryside within the Green Belt including the open gap between Aston and Stevenage will be protected.

7.11.23. *Planning Control – Particularly important trees and hedgerows.* Only the most significant trees are shown very diagrammatically. It has not been possible to plot trees on inaccessible land. Subject to certain exceptions all trees in a conservation area are afforded protection and a

person wanting to carry out works has to notify the Council. Trees that have not been identified may still be considered suitable for protection by Tree Preservation Orders. Owners are advised to make regular inspections to check the health of trees in the interests of amenity and Health and Safety.

7.134. Planning Control - Important views. A selection of general views is diagrammatically shown. Policy BH6 is particularly relevant.

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

Detracting element	Location	Proposed Action.
Storage areas, enclosed and open.	Around and to rear of cricket pavilion.	Consider opportunities for improvement.
Open storage area.	To front of Pig and Whistle PH.	Discuss potential for improvement with owner.
Garage court area.	North end of Stringers Lane.	Discuss potential for improvement, including implementation of a co-ordinated colour paint of garage doors, with owner.
Industrial storage area.	Frank Cooper and Son site, Stringers Lane.	Seek owner's cooperation in securing improvements and density of existing frontage hedge.
Fencing to footpath	North east side Stringers Lane.	Seek to replace broken and damaged panels.
Other actions.		
Liaise with owners seeking co-operation in undertaking any repairs and removal of selected vegetation.		
Consider additional boundary hedging of native species in selected locations on boundary to Cricket Ground (suggested retain similar		

height to that of fencing to preserve views over).



ASTON CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN
Draft for Consultation 2017

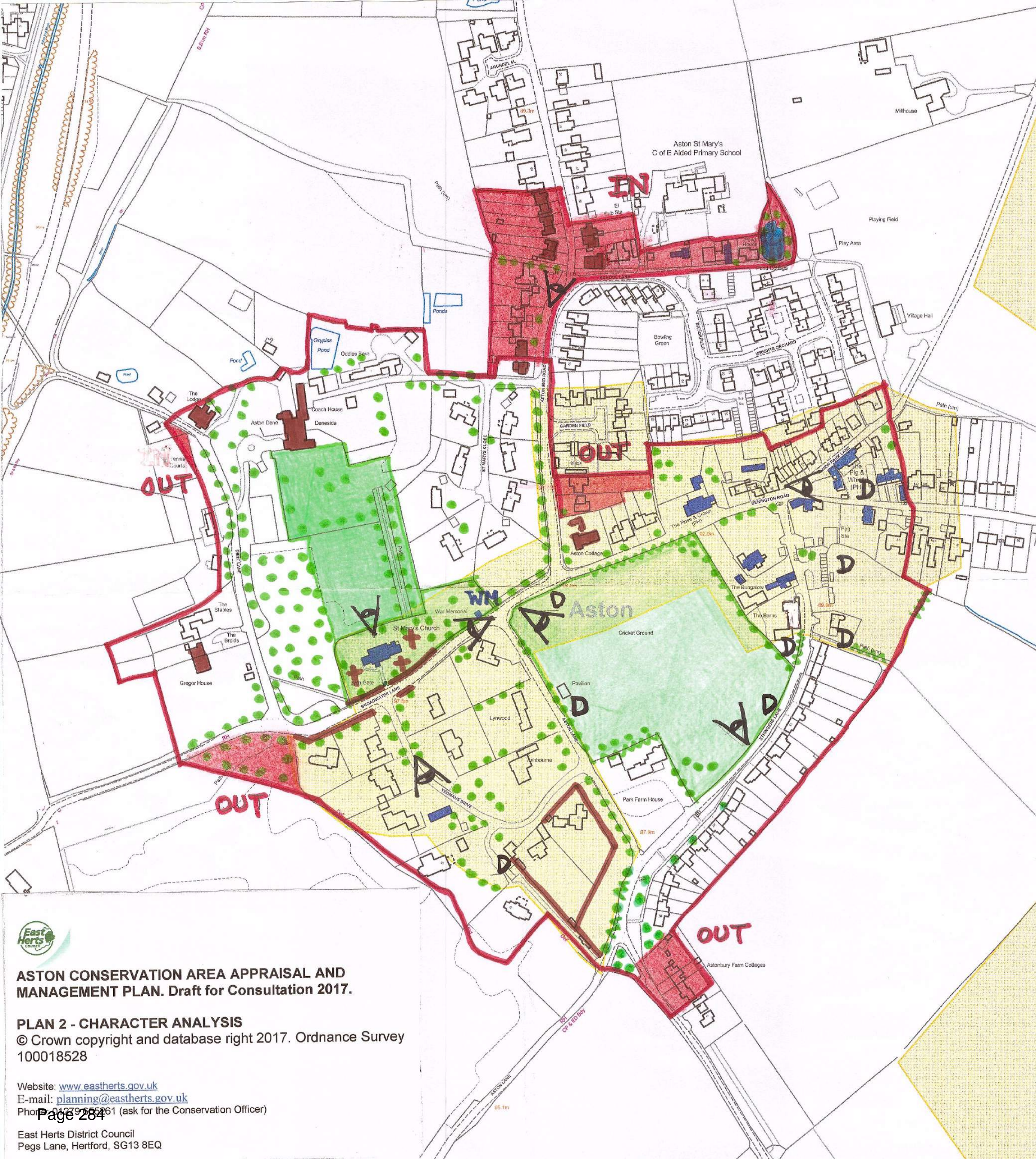
PLAN 1 - Historic Plan from 1874-1894 with existing Conservation Area boundary approximately plotted. © Crown copyright and database right 2017. Ordnance Survey 100018528

Website: www.eastherts.gov.uk

E-mail: john.bosworth@eastherts.gov.uk

Phone: 01279 655261(ask for the Conservation Officer)

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



**ASTON CONSERVATION AREA APPRAISAL AND
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PLAN 2 - CHARACTER ANALYSIS
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Website: www.eastherts.gov.uk
E-mail: planning@eastherts.gov.uk
Phone: 01279 565261 (ask for the Conservation Officer)

CHARACTER ANALYSIS KEY

EXISTING CONSERVATION AREA BOUNDARY



PROPOSED EXTENSION TO THE CONSERVATION AREA



PROPOSED REDUCTIONS OF THE CONSERVATION AREA



AREAS OF ARCHAEOLOGICAL SIGNIFICANCE



INDIVIDUALLY LISTED BUILDINGS/STRUCTURES

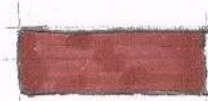


OTHER INDIVIDUALLY LISTED FEATURES

War Memorial



UNLISTED BUILDINGS THAT MAKE AN IMPORTANT ARCHITECTURAL OR HISTORIC CONTRIBUTION



OTHER DISTINCTIVE FEATURES THAT MAKE AN IMPORTANT ARCHITECTURAL OR HISTORIC CONTRIBUTION

Walls/railings



Tombstones



IMPORTANT OPEN SPACES



IMPORTANT WATER FEATURE



GENERAL LOCATION OF IMPORTANT TREES/HEDGEROWS



IMPORTANT VIEWS



ELEMENTS OUT OF CHARACTER WITH THE CONSERVATION AREA





**ASTON CONSERVATION AREA APPRAISAL AND
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PLAN 3 - MANAGEMENT PLAN

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100018528

Website: www.eastherts.gov.uk
E-mail: planning@eastherts.gov.uk
Phone: 01438 261261 (ask for the Conservation Officer)

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

MANAGEMENT PLAN KEY

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

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

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



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



INDIVIDUALLY LISTED BUILDINGS/STRUCTURES: NPP policies apply



OTHER INDIVIDUALLY LISTED FEATURES: NPP policies apply

War Memorial



UNLISTED BUILDINGS TO BE PROTECTED FROM DEMOLITION



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

Walls/railings



Tombstones



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



IMPORTANT OPEN SPACES TO BE PROTECTED



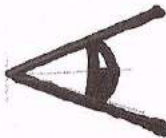
IMPORTANT WATER FEATURE TO BE PROTECTED



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



SELECTED IMPORTANT VIEWS TO BE PROTECTED



PROPOSED ENHANCEMENTS

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EAST HERTS COUNCIL

EXECUTIVE - 6 FEBRUARY 2018

REPORT BY EXECUTIVE MEMBER FOR DEVELOPMENT MANAGEMENT AND COUNCIL SUPPORT

COTTERED CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

WARD(S) AFFECTED: Mundens and Cottered

Purpose/Summary of Report

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

<u>RECOMMENDATIONS FOR COUNCIL: That</u>	
(A)	the responses to the public consultation be noted and the Officer responses and proposed changes to the Cottered Conservation Area Appraisal and Management Plan be supported;
(B)	authority be delegated to the Head of Planning and Building Control, in consultation with the Executive Member for Development Management and Council Support, to make any further minor and consequential changes to the document which may be necessary; and
(C)	the Cottered Conservation Area Appraisal and Management Plan be adopted.

1.0 Background.

- 1.1 East Herts has a rich environmental heritage which includes 42 Conservation Areas. The East Herts Local Plan commits the Council to review its Conservation Areas, a requirement which is also set out in national legislation.
- 1.2 The review of Cottered Conservation Area is one of a series of reviews being undertaken and this is a recently completed one for consideration.
- 1.3 Each document identifies the special character of the respective Conservation Area together with the elements that should be retained or enhanced and those which detract from the identified character. Existing boundaries are reviewed and, where appropriate, practical enhancement proposals are suggested.
- 1.4 Once Members have considered each document and it has been adopted by the Council, it becomes a 'material consideration in the process of determining planning applications.

2.0 The Cottered Conservation Area Appraisal and Management Plan.

- 2.1 The Cottered Conservation Area was first designated in 1968 and revised/redesignated in 1981. This Appraisal document was completed in 2017 and went through a period of public consultation from 20th July 2017 to 21st September 2017. There was a public meeting held on 20th July 2017 at the Cottered Village Hall at which about 30 persons attended. Some representations have been received including the Parish Council's request for the

inclusion of a group of mid-20th century 'Swedish houses' and other representations opposed to the removal of land to the north and west of Childs Farm (see 3.2 below). The headline issues are set out in the following paragraphs:

- 2.2 The document considers the conservation area boundaries and proposes a number of alterations. These are: (a) Extend the conservation area to include Nos. 25-40 The Crescent (b) Extend the conservation area to include the remainder of the historic park and garden to the west of Cheynes House (c) Exclude open countryside to the north and west of Childs Farm. Agricultural land which is interpreted as forming part of the wider landscape is not normally appropriate to include within a conservation area.
- 2.3 The document identifies the key environmental features and the manner in which they can be controlled. In relation to Cottered the most relevant ones are: Listed Buildings including structures in their curtilages; non listed buildings of quality worthy of protection; other unlisted distinctive features worthy of protection, important open land and spaces and a most important Historic Park and Garden, including inter alia, a Japanese Tea Garden of national significance.
- 2.4 *Listed buildings and structures in their curtilages:* These are protected by legislation and have been identified. There are a large number in the conservation area – about 35; some are thatched. Listed buildings include the grade I Lordship and grade II* church; also a number from the 20th century being located in the Japanese Garden. One curtilage listed building is identified as being at risk on the Council's Heritage at Risk Register.

- 2.5 *Non listed buildings of quality worthy of protection:* A number have been so identified including one visited frequently by SUN YAT SEN credited as being 'father of modern China'. Others dating from the mid-20th century at The Crescent in a proposed extension to the conservation area are also identified. Some non-listed residential buildings have good quality architectural features whose formal protection could be achieved through the introduction of an Article 4 Direction should Members decide to proceed with this option.
- 2.6 *Other unlisted distinctive features worthy of protection.* A number have been identified and include walls and other features which are important to the character of the village.
- 2.7 *Important open land and spaces.* The following particularly important open spaces have been identified: the Recreation Ground, Meadow land to r/o Home Close Cottages and adjacent paddocks providing setting for listed buildings, Friends Burial Ground, central greens and parish churchyard.
- 2.8 *Important Historic Park and Garden.* The Garden House is a most important early 20th century Garden in Japanese style created by Herbert Goode with further ornamental parkland. Its inclusion is consistent with Historic England advice.
- 2.8 Trees play a particularly important role in many locations, including village approaches.
- 2.9 *Enhancement proposals to deal with detracting elements.* Several have been identified and some have already been improved which is most encouraging.

3.0 Implications/Consultations

- 3.1 Information on any corporate issues associated with this report can be found within **Essential Reference Paper 'A'**
- 3.2 A summary of comments received through the consultation process and officer responses are set out in the table is included as **Essential Reference Paper B**
- 3.3 **Essential Reference Paper C** is a copy of the **Cottered** Conservation Appraisal and Management Plan as it appeared at the consultation draft stage with any subsequent track changes to text and alterations to accompanying plans that incorporate any necessary changes. Further minor changes will be incorporated reflecting the status of the final document once Members have considered it for adoption.

Background Papers

Written representations received through the consultation process.

<http://democracy.eastherts.gov.uk/documents/s42855/Cottered%20CAA%20-%20background%20papers.pdf?j=24>

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

Contact Officer: Kevin Steptoe – Head of Planning and Building Control, Tel 1407
kevin.steptoe@eastherts.gov.uk

Report Author: John Bosworth Conservation Assistance
john.bosworth@eastherts.gov.uk

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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>
Consultation:	Undertaken with residents and local stakeholders and summarised in Essential Reference Paper B.
Legal:	Preparation of the Appraisal fulfils statutory requirements.
Financial:	<p>Costs associated with the preparation of the Appraisal are met from within existing staffing and operational budgets.</p> <p>The Appraisal suggests works and actions which could be undertaken to enhance the character and appearance of the conservation area and remove detracting elements which would generally be the responsibility of individual owners. Other actions such as the possible introduction of an Article 4 Direction might result in additional cost but notwithstanding approving a pilot study elsewhere the Council is not yet committed to undertaking such further action in Cottered. Such costs can be further assessed should such a decision be reached. Any grant assistance for historic buildings and/or any identified building on the Council's Heritage at Risk Register may be sought from existing resources.</p>

Human Resource:	No additional staffing implications.
Risk Management:	No significant risk issues.
Health and Wellbeing – issues and impacts:	The Appraisal seeks to protect and secure the character of the area.

Essential Reference Paper B

Issue	Representations made	Officer comment
General comment.	The appraisal showed 'real concern for our village and the environment'.	Comment noted and appreciated.
<p>Conservation area (CA) boundaries – a proposal by the PC to include Nos. 1-4 Peasecroft.</p>  	<p>The Parish Council (PC) seeks the inclusion of Nos. 1-4 Peasecroft in the CA. These are prefabricated 'Swedish' houses dating from the mid 20th century. The PC advise, inter alia, they are good representatives of their type and are part of post war architectural history; they are claimed to be sufficiently unaltered and on their original footprints; they are capable of being maintained and repaired. The PC also advise they are part of the story of architectural evolution in the village being the next 'chapter' following on from the 1920's houses at The Crescent proposed for inclusion. The proposed CA boundary can be easily adjusted to include them.</p>	<p>The two pairs are on the north side of Peasecroft, are vacant, boarded up and owned by a Housing Association. An application to demolish and replace with higher density was refused in August 2017 principally because of density and layout. Originally they would have had open porches and vertical wooden boarding. Peasecroft is a typical mid/late modern 20th century street of overall limited visual quality.</p> <p>The properties Nos 1-4 have been altered by much replacement modern detailing and enclosure of their porches, the latter having a particularly disruptive appearance. A later modern application simulated to appear as vertical boarding has been applied which further reduces their visual quality and historical integrity. Local information advises some chimneys have been removed.</p> <p>Because the author became aware that similar buildings elsewhere in the country were listed officers sought advice from Historic England (HE) and the 20th Century Society (20S). In their responses (included as Background Papers) HE drew attention to others listed in the UK and considered on the information available a case could be made for their inclusion in the CA based on their historical value. 20S went further and thought it would be</p>

		<p>appropriate for them to form part of the CA.</p> <p>The HE response (based on limited information provided; principally photos - see 1st column) refer to the buildings as being <i>timber clad</i> (as they would have been originally) whereas in fact and noted above they have later been re-clad with modern simulated 'look alike' material. HE and 20S were later informed of this and of the consequent officer held view of their further diminished qualities.</p> <p>Nearby and on the other side of the road there are three similar pairs now in private ownership, one of which has the original wooden cladding detailing. Another pair in this location has open porch canopy detailing. However others are variously inappropriately altered and also have various boundary treatments and parking areas which detract.</p> <p>Having taken these considerations into account the conservation team has collectively concluded the CA should not be extended. Nos. 1-4 have been visually adversely affected by various inappropriate alterations including use of modern materials and enclosure of porches. The modern cladding further compromises and diminishes their importance. Whilst it is accepted they are part of the evolution of the village's post war history, a similar sense of local historical continuity will be exemplified by similar buildings on the south side of the road in private ownership and which appear in good condition.</p>
Conservation boundaries – two	One representation considered this field 'or	The field is considered to form part of the wider landscape and advice from Historic

<p>objections to the proposal to remove open countryside to the north and west of Childs Farm.</p>	<p>at least half of it' should remain in the CA.</p> <p>Another in similar vein considers the field proposed for exclusion is an essential part of the village approach and that its removal might be a 'Trojan Horse' for the field to be built on and that it should continue to benefit from the protection of CA status.</p>	<p>England (Conservation Area Designation, Appraisal and Management advice note No. 1, 2016) advises that CA designation is not generally an appropriate means of protecting the wider landscape.</p> <p>The frontage hedge to the field and area of trees opposite Peartree Cottage remains in the CA in recognition of their contribution to the village approach. CA designation does not in itself prevent the principle of development. The principal tool for this is the Development Plan. The field lies beyond the village boundary in the emerging District Plan so in this respect there is a presumption against large scale development.</p>
<p>Improvements to land north of FP 007/east of Warren Lane.</p>	<p>The owner advises he will improve.</p>	<p>Thanks to the owner who has made improvements.</p>

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COTTERED CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

DRAFT FOR CONSULTATION 2017

Consultation period 20 July- 21 September



Ancient and modern. The presence of the aircraft approaching Stansted airport (left of spire) reminds us of significant influences and economic pressures on the District and the consequent imperative to protect our unique heritage for future generations.

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

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COTTERED CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

DRAFT FOR CONSULTATION

2017

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

The content of Appraisals written from 2016 which include this paragraph may differ from predecessor documents. Selected revisions have been incorporated to reflect changes to legislation, the emerging District Plan, nomenclature, consolidation and other improvements resulting from experience gained to date. This process is ongoing.

The document will be subject to public consultation a process that will be advertised separately. Any comments received (omitting personal details) will be available for public inspection.

It has not been possible to access some rear boundaries. In such cases interpretation of information provided has been taken as best from satellite information.

1. INTRODUCTION.

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

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

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

the towns of Harlow, Stevenage, Royston and Cambridge. With such dynamics it is inevitable that the historic environment will be subject to pressures which emphasize the need to protect it.

1.4. The East Hertfordshire Local Plan Second Review, adopted in April 2007, recognises these facts and commits the Council to review its conservation areas and their boundaries. The production of this document is part of this process.

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

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

1.7. The recommendations concerning non-listed buildings and structures are normally formed by the field workers observations made from the public realm and seldom involve internal inspection or discussions with owners. Thus such recommendations contained in this Appraisal might be subject to reconsideration through the planning application process, where that is necessary, and which would involve the submission of additional information. Similar considerations apply to estimating dates of buildings and also to their legal status in relation to householder permitted development rights (i.e. either being considered as single dwellings or alternatively as flats). Similarly with respect to assessing whether or not a building is curtilage listed.

1.8. This Conservation Area Appraisal will:

- Identify the special character of the conservation area.
- Identify elements that should be retained or enhanced;
- Identify detracting elements;
- Review the existing boundaries;
- Put forward practical enhancement proposals;

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

1.10. Cottored forms part of the Buntingford Community Area Neighbourhood Plan. This latter document notes *Cottored as having village greens and many listed buildings...including the nationally renowned Japanese Gardens...The village is traversed by the A507 a busy and dangerous road...* **The document also notes** *Development proposals should accord with updated Conservation Area Appraisals as and when they are completed by EHDC.*

1.11. Acknowledgement and thanks are recorded to Hertfordshire County Council who's Natural Historic and Built Environment Team has been particularly helpful.

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

PART A - LEGAL AND POLICY FRAMEWORK

2. LEGAL AND POLICY FRAMEWORK.

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

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

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

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

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

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

2.6. The Town and Country Planning (General Permitted Development) (England), Order 2015 (amended) defines the range of minor developments for which planning permission is not required and this range is more restricted in Conservation Areas. For example, the Order currently requires that the addition of dormer windows to roof slopes, various types of cladding, satellite dishes fronting a highway and a reduced size of extensions, all require planning permission in a **Conservation **A**rea.**

2.7. However, even within **Conservation **A**reas there are other minor developments associated with many non-listed buildings that do not require planning permission. So as to provide further protection the law allows Councils to introduce additional controls if appropriate. Examples of such controls can commonly include some developments fronting a highway or open space, such as an external porch or the demolition of some gates, fences or walls or their alteration. The removal of existing important architectural features that are important to the character or appearance of a conservation area such as chimneys, traditional detailing or materials, distinctive porches, windows and doors or walls or railings can be subject to a more detailed assessment and if appropriate made subject to protection by a legal process known as an 'Article 4 Direction' which withdraws 'Permitted Development Rights'. The use of such Directions needs to be made in justified circumstances where a clear assessment of each conservation area has been made. In conducting this Appraisal, consideration will be given as to whether or not such additional controls are appropriate.**

2.8. Works to Trees. Another additional planning control relates to trees located within **Conservation **A**reas. Setting aside various exceptions principally relating to size, any proposal to fell or carry out works to trees has to be 'notified' to the Council. The Council may then decide whether to make the tree/s subject to a Tree Preservation Order. This Appraisal diagrammatically identifies only the most significant trees or groups of trees that make an important contribution to the character of the **C**onservation **A**rea, particularly when viewed from the public realm. Other trees not**

specifically identified may still be suitable for statutory protection. Several trees in the **C**onservation **A**rea are protected by Tree Preservation Orders.

2.9. Some hedges may be protected by the Hedgerow Regulations 1997. This legislation is extremely complicated and only applies in certain situations that are determined by the location and extent of the hedge, its age and or its historical importance, the wildlife it supports and its number of woody species. The Regulations do not apply to domestic garden hedges.

2.10. National Planning Policy Framework. The principle emphasis of the framework is to promote sustainable development. Economic, social and environmental roles should not be considered in isolation because they are mutually dependent and positive improvements in the quality of the built, natural and historic environment should be sought, including replacing poor design with better design. Whilst architectural styles should not be imposed it is considered proper to reinforce local distinctiveness.

2.11. Of particular relevance to this document, the National Planning Policy Framework advises as follows:

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

- **Green Areas.** Such areas of particular importance can properly be identified for special protection as Local Green Spaces in selected situations.

2.12. East Hertfordshire's environmental initiatives and Local Plan Policies.

East Hertfordshire is committed to protecting conservation areas and implementing policies which preserve and enhance them; to support their preservation through the publication of design and technical advice and to be pro-active by offering grants and administering an Historic Buildings Grant Service. With regard to the latter grants are awarded on a first come first served basis in relation to works which result in the maintenance of listed buildings and other unlisted buildings of architectural or historic interest. The maximum grant will not normally exceed £2,000.

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

2.14. The Council also has a 'Heritage at Risk Register', originally produced in 2006, updated in 2012/13 and again updated in 2016/17. This document is available on the Council's website. Within the conservation area curtilage farm building to Cheynes Farmhouse on Warren Lane has been so identified. Grant assistance not exceeding £10,000 may be available for necessary works that lead to such buildings' long term security. Elsewhere in the parish a milestone marker has been similarly identified.

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

2.16. In accordance with the requirements of the Planning and Compulsory Purchase Act 2004, the Council is in the process of preparing a planning policy document which will replace the 2007 Local Plan. This will be known as the East Herts District Plan (DP). Once adopted the DP will contain the relevant Council planning policies. As currently drafted this emerging District Plan advises that development in conservation areas should, inter alia, conform with the content of the Appraisals.

2.17. Cottered conservation area was first designated in 1968 and boundaries revised/redesignated in 1981.

3. ORIGINS AND HISTORICAL DEVELOPMENT

3.1. There are about 30 records within or close to the existing **Conservation Area** held by the County Historic Environment Records. Many of these relate to Listed Buildings, some descriptions being included later in this document. Some other interesting entries relate to a small fishpond to the north east of the Lordship Moat; well head gear on a triangular green east of the church, presumed demolished in association with road works, the Japanese Gardens and a Roman pottery sherd find south of Baldock Road.

3.2. Prehistoric. Unknown.

3.3. Roman settlement. Possible - reference Roman sherd find (see above).

3.4. Anglo Saxon. Unknown.

3.5. The Domesday Book was a census commissioned by William I in 1086. In relation to Cottered it notes that *Bishop Walkelin of Winchester holds Cottered. It is assessed at 5 hides. There is land for 6 ploughs. In demense 1 1/2 hides and there is one plough, and 13 villans with 6 bordars have 5 ploughs. There is one slave, pasture for the livestock, woodland for 100 pigs...All together it is worth 60s when received 40s. TRE The manor belonged and belongs to the demense of the church of St Peter of Winchester.*

3.6. Interpretation: A 'Hide' was a standard unit of land measurement interpreted to be about 120 acres. A 'villan' was a peasant legally tied to land he worked on and of higher economic status than a 'bordar'. 'Demesne' essentially means land belonging to the lord of the manor. TRE is an abbreviation essentially meaning 'In King Edward's time'.

3.7. Medieval settlement. An abbreviated description from the County Historic Environment Records for Cottered reads as follows. *...The name is documented as Codruth in 1185, with many later variations. The meaning is uncertain, although the second element refers to a stream. The medieval and later village lies on the road between Buntingford and Baldock, at the junction of several local roads. The main street is wide with the buildings set back. The parish church stands south of the main street within the road junction, fairly close to the manor house. Many of the properties are, or were, farmsteads, an unusual feature in Hertfordshire villages.*

3.8. The 19th century. A picture of the settlement as it can be recognised in part today is set out in Kelly's Directory of 1874 which refers as follows: *Cottered is a village and parish...The River Beane rises in this parish. The church of St Mary is in the Perpendicular style, has a good peal of 5 bells, with a lofty spire. Here is a National School which is endowed with £40 yearly. There are several charitable bequests for the benefit of the poor...The soil is generally heavy, subsoil clay and chalk ...and the population in 1871 was 456.*

3.9. Commercial activities in addition to farmers listed in Kelly's at this time were Bull PH and shopkeeper, carpenter, wheelwright and blacksmith, higgler, (a pedlar or hawker) Bell PH and shopkeeper.



Picture 1. Cottered from the mid to later 20th century. Reproduced courtesy of Neville Chuck from picture held by Hertfordshire Archives and Local Studies (HALS).

3.10. Mapping from 1874 -1894 (Plan 1) identifies the location of some of the activities listed above. It shows a School for Boys Girls and Infants to the south west of Norton Cottage, a Smithy (now The Old Forge) and a Congregational Chapel (now The Old Chapel), all north of Baldock Road.

3.11. Mapping from the 1920's importantly shows the landscaping and mounding that had taken place by this time in relation to the Japanese Garden and shows the Maze and clumps of planting associated with Herbert Goode's woodland garden of English character (see below).

3.12. The publication, Place Names of Hertfordshire, Cambridge University Press 1970 advises several names, a selection of which are included thus: Chodrei 1086, Cotreth 1236, Coddrithe 1294, Cothered 1556, Cotterhead 1663. The origin of the name is unknown.

3.13. Neville Chuck's book ' Glimpses of Cottered' is well worth a read and a very useful local reference. It is in excess of 100 pages with illustrations and descriptions of local history, buildings, people and events.

3.14. Plan 1 shows the existing Conservation Area plotted on historic map dating from 1874-1894.

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

4.1. Scheduled Ancient Monuments. A National designation.

4.2. Areas of Archaeological Significance. Designated locally by EHDC on advice from HCC. The areas identified by this Appraisal are areas as shown on the Council's most up to date mapping system and may sometimes differ from that shown on the adopted Local Plan. The identification and refinement of such areas is an ongoing process. Much of the conservation area is so designated.

4.3. Listed buildings. A National designation. Individually listed buildings have been identified, plotted and a selection is briefly described, such abbreviated descriptions being based on the national list, occasionally with additional comments *in italics* by the fieldworker. Full descriptions can be obtained on line at Historic England's website List.HistoricEngland.org.uk Listed buildings are protected from unauthorised demolition, alteration or extension. Structures, including railings and walls, within the curtilage of listed buildings, if they are pre-1948, are subject to the same controls as listed buildings.

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

4.5. Non listed buildings of quality and worthy of protection. Non-listed buildings and structures that make an important architectural or historic contribution are identified by this Appraisal. The basic questions asked in assessing such buildings/structures are:

- (a) Is the non listed building/structure of sufficient architectural or historic interest whose general external form and appearance remains largely unaltered?

- (b) Does the building contain a sufficient level of external original features and materials?**
- (c) Has the building retained its original scale without large inappropriate modern extensions that destroy the visual appearance particularly in respect of the front elevation?**
- (d) Is the building visually important in the street scene?**
- (e) Determining which properties to include or which to exclude is occasionally a matter of difficult judgement.**

4.6. Important trees and hedgerows are identified by this Appraisal. Their positions are shown very diagrammatically. Access to some rear areas has not been possible. The basic criteria for identifying important trees and hedgerows are:-

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

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

4.8. Small scale open spaces, often pasture land, are visually most important to the high environmental quality of Cottered's conservation area and are similar in configuration to many of those showing up on late 19th century historic mapping.

4.9. Other distinctive features that make an important visual or historic contribution are identified by this Appraisal. In relation to walls and railings those at and above prescribed heights in a conservation area 1m abutting a highway (including a public footpath or bridleway, waterway or open space) or 2m elsewhere, are protected and require permission for their demolition.

4.10. Reference has previously been made to the potential of introducing Article 4 Directions in justified circumstances. The Appraisals undertaken to

date have identified elsewhere in the District that many historic architectural features of quality remain unaltered on some non listed buildings but, on the other hand, the exercise of Permitted Development rights has eroded other parts of some **Cc**onservation **a**Areas. Should Members decide to proceed with such an initiative, such important historic detailing including features as identified below could justifiably be retained and inappropriate alterations to them controlled. (Update: Members have agreed the general principle of introducing and testing the impact of an Article 4 Direction elsewhere in the District).

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

4.11. Features that are out of character with the conservation area and detract or are in poor repair are identified.

4.12. Important views are identified.

4.13. Conservation area boundaries. In suggesting any revisions to the **Cc**onservation **Aa**rea boundaries, principal consideration is given as to whether or not the land or buildings in question form part of an area of special architectural or historic interest whose character or appearance should be conserved. The conservation area can include open land that has historical associations with the built form. This may particularly be the case if such open land is environmentally important and visually forms part of the conservation area's setting and is distinct from open farmland. The latter consideration is relevant in the case of Cottered in relation to pasture land south of Baldock Road and north of footpath 007.

4.14. Wildlife sites. Those shown are identified on the emerging District Plan (which may differ from those on the Adopted Plan due to updates). There are two at Cottered referred to elsewhere below.

4.15. Historic Park and Garden. This one designated nationally which is referred to in detail elsewhere below.

CHARACTER ANALYSIS

5.1. **General Landscape setting.** The Council's Landscape Character Assessment produced in 2007 (which is Supplementary Planning Guidance) identifies the distinct landscapes of the District in terms of their wider settings. The conservation area is located within Area 140 being part of Ardeley and Cottered Settled Plateau. Cottered is described as having *wide tree lined verges with some of the buildings set well below road level of the A507 that passes through. There is a range of vernacular materials and historic periods represented...The Lordship claims to be one of the oldest inhabited houses in Hertfordshire.*

5.2. **General overview.** Positive attributes. Cottered is a linear village of considerable historic and visual importance. Many buildings are listed where the 16/17/18th centuries are particularly well represented. Probably the most famous grouping is associated with the Japanese Garden established by Herbert Goode (1865-1937), a wealthy glass and china merchant, who after visiting Japan, created it, together with an Italian Garden and a meadow and woodland garden of an English character, on the remainder of the land.

5.3. Trees and well kept greens dominate many street scenes both sides of the Baldock Road and these greens are most important to the character of the village. Additionally the quality of the conservation area is defined by small scale open spaces between the main road and footpath 007 which are separate in character from the open countryside beyond.

5.4. This appraisal has identified other buildings and features of historic and architectural merit worthy of retention. Two areas of quality are proposed to be included in the conservation area namely some typical early 20th century housing built by the local council in the early 20th century and a westward extension to include an early 20th century landscape and maze. Trees dominate with some particularly fine and unusual specimens in some locations.

5.5. Negative attributes. Several areas where modest improvement would be beneficial have been identified but these are details which do not affect the general high quality of the conservation area. The A507 which bisects the village is heavily trafficked and detracts but that is an issue beyond the consideration of this document.

5.6. **Individually Listed Buildings.** There are 36 listed buildings/groups within the existing conservation area. Of this total, two date from the 14th and 15th centuries (the church and The Lordship), six from the 16th century (16%), ten

(27%) from the 17th century, 5 from the 18th century (14%), 7 from the 19th century (19%) and 6 from the 20th century (16%). Those from the 20th century are within the Japanese Garden.

5.7. The above buildings are grade II except The Lordship which is grade I and the church which is listed grade II*.

5.8. Individually Listed Buildings. A selection of Listed Buildings with abbreviated descriptions based on the National list is provided below. Any comments by the fieldworker are in *italics*.

5.9. Tea House in Japanese Garden at Garden House - Grade II. 1905 brought from Japan and erected for Herbert Goode (1865-1937) a wealthy glass and china merchant who began the Japanese Garden in 1905. Timber frame raised over stone slabs with outstretching hipped roof carried on outer posts. A single-storey small pavilion with sliding doors along front and narrow external veranda. A building intended for the Tea Ceremony (CHA-NO-YU). Interior finely finished with traditional floor mats and built-in buffet.

5.10. Resting House in Japanese Garden at Garden House - Grade II. 1923-6. Personally constructed by garden designer S. Kusumoto for Herbert Goode (1865-1937) a wealthy glass and china merchant who began the Japanese Garden in 1905. Timber frame with hipped thatched roof. A single-storey open-sided shelter facing north, with low screens to front and side and traditional roof-structure of interwoven beams built up in stages, called AZIRO-GUMI. Floor made to represent the back of a tortoise signifying good luck.



Picture 2. A listed structure in the Japanese Garden with deteriorating thatched roof; a candidate for the Council's Heritage at Risk Register subject to further investigation. This building was observed and photographed from adjoining Cheynes House.

5.11. Stone lanterns in Japanese Gardens. 19th century or earlier, brought from Japan and erected for Herbert Goode. Placed to light the 2 main paths, the shrine, and the bridges. Of several traditional designs, the lantern itself is a pierced stone drum, generally hexagonal, with a stone capping in the form of

an oversailing roof. Smaller lanterns often have a simple 4-legged groin-vaulted base of stone. Larger lanterns, such as the KASUGA type (to be seen each side of the shrine, in front of Garden House, and by the Red Arch) are raised on a tall circular shaft with annulet and capital. The pair at the shrine are carved with sun, moon, pine trees, plum trees, and clouds. The lantern next to the door of the Japanese House has crows carved on its top and was copied in Japan for Mr Goode from the famous lantern at Nikko in the DAI-NO-CHIBA Garden. The small square-capped lantern near the waterfall is said to be some 400 years old. Against the western fence is a tall 5-storeyed' pagoda roofed lantern on a 4 legged base.

5.12. Architectural fragments in Italian Garden - fragments now in the grounds of Cheynes House. Mid 19th century said to be from Barry's Palace of Westminster, brought here after being displaced in a Fenian outrage of 1932. Carved freestone. A large octagonal drum with each face panelled with Gothic arches. Reversed on top of this stone is a large pointed octagonal capstone with chevron grooving on each face.



Picture 3. Octagonal Drum architectural fragment - Garden fragments now in the grounds of Cheynes House and said to be from Barry's Palace of Westminster- listed grade II.

5.13. Parish church of St John the Baptist Grade II*. Mid 14th century, possibly incorporating earlier fabric, with 15th, 16th and 18th century alterations and additions, restored and re-seated in 1886. The Lady Chapel was restored in 1954. Rubble walling with flint facings and clunch dressings. West tower with

spire, nave with south porch, chancel with Lady Chapel and vestry along the north side of the chancel. The tower is of three stages without buttresses, with an embattled parapet and a slender octagonal spire. The nave has a six-bay, 15th century arch-braced king-post roof of low pitch. On the north wall of the nave is a large 15th century polychrome mural of St. Christopher in a landscape of roads and villages. On the north wall is a rococo marble cartouche to Martha Forester of 1755, and a Neo-Classical monument to the Reverend Anthony Trollope, grandfather of the novelist. The church is almost wholly of medieval fabric of high quality, illustrative of the best medieval constructional techniques, masonry and carpentry skills. Many medieval features survive.



Picture 4. The church is almost wholly of medieval fabric of high quality, illustrative of the best medieval constructional techniques, masonry and carpentry skills.

5.14. The Lordship - Grade I. Early-mid 15th century (probably for John Fray who held the manor 1428-1461, altered in early 17th century (possibly by Edward Pulton between 1600 and 1608). Timber frame on low red brick sill, roughcast with steep old red tile roofs. Hall finally floored over and large external south chimney built in late 18th century. Other special features include pilastered 17th century fire surround and fine octagonal crown posts. A fine mid 15th century manor house with original structure and early 17th century wall paintings.



Picture 5. The Lordship is listed grade I and is a fine 15th century manor house.

5.15. Home Close Cottages Baldock Road - Grade II. A range of houses, 17th century or earlier, altered in 18th and 19th centuries. Timber frames on brick sills, roughcast with dark weatherboarded aprons. Steep thatched roofs. Eyebrow dormers. A most picturesque thatched group.



Picture 6. Home Close Cottages, picturesque with steeply sloping thatched roof and eyebrow dormers.

5.16. The Bull P.H. Baldock Road - Grade II. Early 18th century or earlier. Timber frame roughcast with steep old red tile roof and bellcast eaves. A long, 2- storeys and cellar house. Said to have been a butcher's shop for 100 years. Manor court held here in 19th century.

5.17. The Bell *former* P.H- Grade II. Early 18th century or earlier, low 19th century east extension. Timber frame weatherboarded with a steep thatched roof. Once a wheelwright's house and The Chequers Public House.



Picture 7. The former Bell PH. One of a number of important listed thatched properties in Cottered.

5.18. The Town House - Grade II. Block of 3 almshouses, now one house. '1767' cut in brick beside central cartouche. For Rev. Angel Chauncy who left £200 to build a house for the poor to replace properties in the churchyard. Red brick 'with black headers, fine red brick dressings and dentilled eaves cornice, rusticated stone quoins and central cartouche, and steep old red tile roof. 3 hipped dormers, similar at rear. 2 central red brick chimneys.



Picture 8. The Town House- picturesque group of former almshouses.

5.19. Paddocks Wells, Baldock road - Grade II. Rebuilt on new site 1691 as part of Page's Charity. Timber frame roughcast with basketwork pargetting at ends, under a steep thatched roof. A long one and a half storeys house facing north with a rear outshut under a catslide roof.



Picture 9. Paddocks Wells - another thatched property of quality which adds to the high visual environmental quality of Baldock Road.

5.20. Barn at Childs Farm - Grade II. Early 17th century. Timber frame on low tarred brick sill, black weatherboarded with a steep pitched roof now covered in black corrugated iron. A tall 5 bay barn facing north alongside road with double doors on each side in middle bay. Prominent feature at entrance to village conservation area.



Picture 10. Prominent listed barn north side of Baldock Road. In all probability the roof would at one time have been thatched. A prominent feature at the entrance to the village and conservation area.

5. 21. Lower Farm Grade II. 16th century, restored, extended to east and porch added in 1930s. Timber frame on red brick sill, roughcast with steep thatched hipped roof. Large red brick panelled front-wall chimney. *The owner advised that the associated gardens were designed by Gavin Jones (associated with garden design works at Chartwell House in the mid 20th century).*



Picture 11. Lower farm viewed from herbaceous garden area.

5.22. Scheduled Ancient Monuments. There are none in the **Conservation Area**. For interest there is one elsewhere in the parish being The Island, a small moated homestead site south east of Flanders Green.

5.23. Areas of Archaeological Significance. Much of the conservation area is so designated. Notable exceptions relate to the field north of Childs Farm and small pastures north of footpath 007, south of Baldock Road.

5.24. Important buildings within the curtilages of Listed Building. The issue of deciding whether or not a building is 'curtilage listed' can sometimes be problematic and there is no exact legal definition of a building's curtilage (see previous).

5.25. Ancillary building at Cheynes Farm, Warren Lane. The larger building at the southern end of the site is included on the Council's Heritage at Risk Register. As mentioned previously in the document grant assistance may be available for appropriate repair works. Further investigation needed including discussions with the owner.



Picture 12. Barn at Cheynes Farm that is included on the Council's Heritage at Risk Register. Further investigation needed including discussions with the owner.

5. 26. Ancillary building to the Old Forge, north side Baldock Road. This building does not appear as part of the listed description and is important in the street scene. Its thatch roof needs attention.



Picture 13. Ancillary building to the Old Forge whose thatched roof needs attention.

5.27. Ancillary building to the Bull PH. Of brick construction with corrugated iron roof.



Picture 14. Ancillary building to Bull PH. Its corrugated roof may once have been thatched.

5.28. Other non listed buildings that make an important architectural or historic contribution. This Appraisal identifies other buildings of high quality that are not listed but that should be retained. These generally date from the late 19th/ early 20th century and are an important element in the high environmental quality of the conservation area and make a very positive contribution to its built form and historical evolution. Any Important architectural features they possess and worthy of retention are identified.

5.29. Cheynes House. Large detached property in an 'Arts and Crafts style' probably dating from the early/mid 1900's. Of red brick construction with tiled

roof and chimneys. Deep eaves and bay windows to both floors with vertically hung tile detailing. Fine small pane window detailing. The entry associated with Historic England's description of the grade II* Registered Park within which the building is situated reads thus *The two-storey brick house was built by Herbert Goode during his second major period of development of the Japanese Garden.* An excellent example of its period most worthy of retention. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 15. Cheynes House - a fine early/mid 20th century residence of quality with many features worthy of retention and additional protection.

5.30. Cheynes Lodge. Two storey with tiled roof and chimneys probably dating from the late 19th century. Extensive vertically hung tile detailing. Bay window to ground floor. Small pane window detailing. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 16. Cheynes Lodge an interesting building the location of which appears on mapping dating from the late 19th century ~~mapping~~.

5.31. Victoria Cottages (Nos. 1-4) - Baldock Road. Of red brick construction with contrasting yellow brick quoin and door and window surround detailing. Slate roof; 2 No. chimneys and central plaque interpreted as reading 1887. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 17. Nos. 1-4 Victoria Cottages - a prominent and pleasing terrace dating from the late 19th century in the centre of the conservation area and largely unspoilt.

5.32. The Kennels. Tall distinctive red brick red brick building with tiled roof and prominent chimneys. Probably of 19th century date. Central doorway and early/sympathetically designed vertical sliding sash windows. A striking and important building in the street scene. A plaque advises this property was

frequently visited by SUN YAT SEN (between 1896-1911) who is credited with being 'father of modern China'. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 18. The Kennels a tall prominent building in the street scene that makes a significant architectural and historical contribution and one most worthy of retention and additional protection.

5.33. Single storey building to rear of The Kennels. Probably of 19th century date. Of brick construction with tiled roof. Prominent chimney: wooden door detailing. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.34. The Old Off License, Baldock Road. Much altered building of white render. Of some historic interest. According to Herford archaeological records it is recorded as being a beer shop in the late 19th century and continued as an off license until mid/late 20th century.

5.35. The Old Rectory, Baldock Road. A fine building dating from the 19th century or earlier. Prominent and of red brick construction with rubbed brick detailing and fine early/ original vertical sliding sash windows; central doorway with arched detailing above. Horizontal banding; quoin detailing. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.36. Other properties within the extended conservation area (Nos. 25-40 The Crescent are described below).

5.37. Other distinctive features that make an important architectural or historic contribution. Walls and railings so identified are protected to varying degrees virtue of exceeding specified height relevant to the conservation area legislation or by being within the curtilage of a Listed Building unless otherwise noted.

5.38. Classical designed stone seat, probably dating from the 19th century or earlier, in the grounds of Cheynes House.



Picture 19. Classical designed stone seat, probably dating from the 19th century or earlier, in the grounds of Cheynes House.

5.39. Small summer house in grounds of Cheynes House. Prominent feature of quality. Not examined but possibly dating from early 20th century and contemporary with planting carried out at that time.



Picture 20. Interesting summer house unlisted in grounds of Cheynes House possibly dating from the early 20th century.

5.40. Wall to front of Cheynes Lodge. Approx 2m in height constructed of brick with rounded pebble detailing and stone capping. An unusual and prominent feature in the street scene. Selected removal of vegetation would be beneficial.



Picture 21. Prominent and unusual wall to front of Cheynes Lodge.

5.41. Boundary wall to church. A wall of varying characteristics, condition and heights. It is in need of selective repairs and would benefit from removal of extensive ivy growth in some locations.





Pictures 22-23. The varied characteristics of the boundary wall to the church. Some repair work needed associated with selective removal of ivy.

5.42. Important Open Spaces. The spaces identified below are most important and should be preserved. Together with a significant number of trees they are an integral part of the conservation area and its overall high quality. The greens both sides of Baldock Road are significant environmental features of considerable visual importance. Of different character but important and worthy of preservation are the small enclosed pastures to the south and east of The Lordship and separated from the open countryside by a well used footpath. These areas with their different characteristics add to the spatial quality of the conservation area. Their present general configuration is very similar to that shown on late 19th century historic mapping.

5.43. Recreation Ground with football and cricket pitches, play area and pavilions. Bounded on the south and west boundaries by strong trees alignments of native species including Lime, Cherry and Ash. Trees on the south boundary are clearly within the conservation area and thus afforded some protection. There is a very strong boundary on the north side of Baldock Road within the grounds of the Old Rectory which visually has the effect of enclosing the recreation ground. The condition of the Cricket Club pavilion and scoreboard is referred to below.



Pictures 24-25. Strong boundaries to the recreation ground enclose this well used open space and illustrate the high visual importance of trees in this part of the conservation area.

5.44. Meadow land to rear of Home Close Cottages. Small scale meadow land bounded by hedges and trees. Considered to be very much part of the spatial quality of the conservation area and very distinct and separate from the open countryside beyond. Importantly it is seen as such from the well used footpath adjacent.



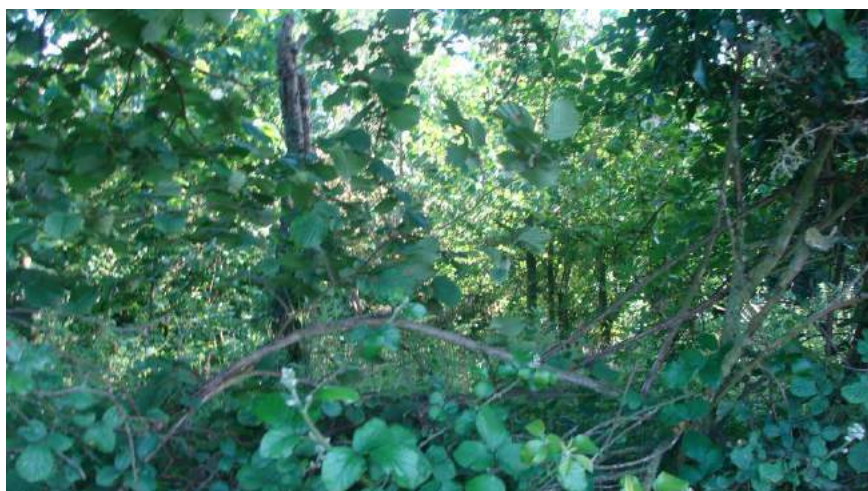
Picture 26. Small scale open space that is considered to be very much part of the spatial quality of the conservation area.

5.45. Similarly other small scale areas of paddock nearby provide a setting for important listed buildings as illustrated below.



Picture 27. Paddock land which provides a setting for the grade I listed building The Lordship as viewed from the adjacent public footpath.

5.46. In the same area and nearby is an earlier burial ground believed to be that of the Friends. It is now totally overgrown and overwhelmed with trees and vegetation. Is there an opportunity to make it accessible and initiate improvements? Historic England's listed building description for Meeting House Cottage on Warren Lane advises that the Quaker burial ground (not far away) was given by John Exton of Ardeley in 1710. A local historian advises this same gentleman is buried in this location along with other later burials.



Picture 28. The now totally overgrown Friends burial ground. Is there any opportunity to make improvements and undertake research? Is there any local knowledge as to burials and grave markers that may be present?

5.47. Central Greens Baldock Road. Greens, some with significant and visually important tree planting, both side of Baldock Road, are open spaces of the highest quality that add significantly to the appearance and diversity of the conservation area. Their disposition is little changed over the last 100 or so years. They are well maintained and a credit to the community. They act as settings to important listed buildings or as larger open greens with mature trees. They are generally uncluttered by street furniture, a principle that is important and which should remain a guiding principle. There is a simple and well designed shelter at Bowling Green with seat providing rest and a view over the open space.





Pictures 29-31. The various visual functions of some of the central greens on Baldock Road. Top picture - here the linear green provides a setting for an important group of listed buildings. Lower pictures - a wider open space at Bowling Green and another near the Bull PH; both planted with mature perimeter trees and open in character. Maintaining their open and uncluttered nature should be a guiding principle for the future.

5.48. Parish churchyard. The churchyard is an important open space in the centre of the village with a variety of tombstones principally dating from 19th century to modern times. The main approach to the church from the south consists of an undistinguished open path. The latter could be significantly improved with an avenue of traditional churchyard trees such as clipped Irish Yews (the approach to Westmill church provides a local example worthy of consideration).



Picture 32. Traditional tombstones in the churchyard.

5.49. Important Historic Parks and Gardens. The Japanese Garden and parkland around and to the west of Cheynes House is listed Grade II* by Historic England. It is identified in the Council's Supplementary Planning Document Historic Parks and Gardens. Hertfordshire Archaeological records advise that the Japanese Garden Society considers it one of the three major tea gardens in the UK; it has a Japanese name, Koraku-en, which means the Garden of Good Luck and Good Life. A very much abbreviated description from Historic England is provided in *italics* below. Regrettably access was not obtained at time of original survey so it was not possible to illustrate with up to date photographs ~~(it is understood new owners have taken possession so a future opportunity may present itself).~~ However the fieldworker has recently visited the garden at the invitation of the new owners who are undertaking improvements and have commissioned a 40 page detailed management plan.

5.50. *The Garden House, Cottered. An early 20th century garden in Japanese style created by Herbert Goode, with further ornamental gardens and parkland, surrounding a country house.*

Herbert Goode (1865-1937), a wealthy glass and china merchant, began in 1905, after visiting Japan, to create a miniature Japanese landscape on three flat fields at the edge of Cottered. During a second visit to Japan a few years later, Goode acquired a practical knowledge of Japanese gardening, and on his return called on Seyomon Kusumoto to advise on further developments (1923-6) to his garden. While some artefacts were brought from Japan soon after 1905, others were installed during the second period of development in the 1920s, when Goode also built his house on the site, Cheynes House. The garden featured amongst other things hills, a mountain, waterfalls and lakes, together with numerous items sent from Japan, including stone lanterns, further garden ornaments and a tea house. Goode also laid

out an Italian Garden (now gone) within the rest of the gardens, and a meadow and woodland garden of an English character on the remainder of the land.

Cheyne's House (1924) stands close to the centre of the south-east boundary of the site south-west of the Japanese Garden. The wooden-clad, two-storey Garden House was built as a separate dwelling in 1966.

GARDENS AND PLEASURE GROUNDS. The gardens are presently (1999) divided into two main sections by a wooden fence and contain many garden ornaments, structures and small buildings. Goode described the way he wished the Japanese Garden to be viewed in his 1933 guidebook, which detailed the meaning of the features in the garden, which he described along with elements of the Japanese-style planting. Some of Goode's features in the Japanese Garden have disappeared, but the ground structure and buildings survive largely intact, linked together by generous plantings of Japanese species.

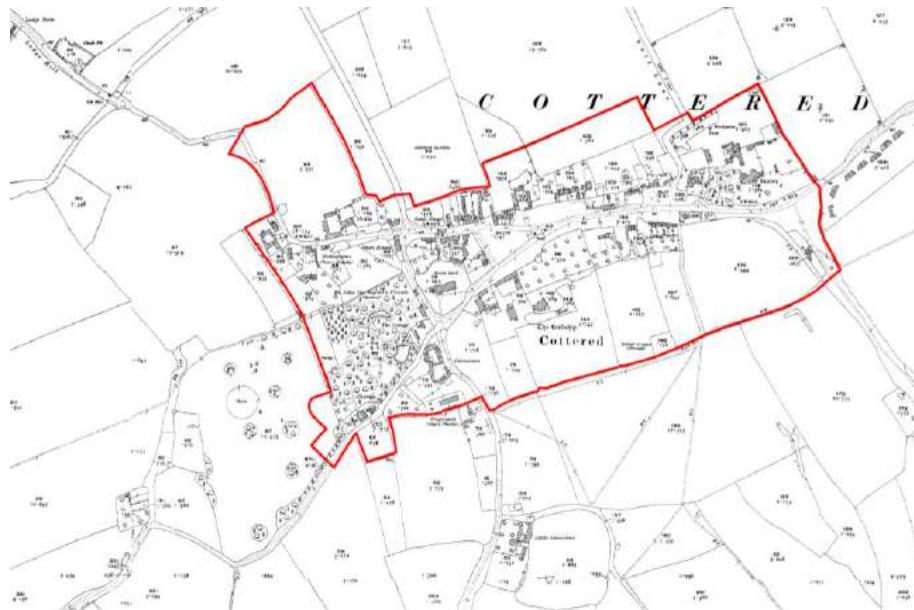
The Japanese Garden is dominated by a central, sinuous group of connected ponds sunk between artificial 'hills' and 'mountains'. The northernmost, Fox Lake, leads south into the Iris Pond, this in turn leading south to Turtle Pond into which a cascade also leads, set in a 'gorge' to the east. A network of paths, some of which are sunken, surrounds the ponds, and cross them carried on small, Japanese-style wooden bridges, some of which have been rebuilt (1999). The 'hills' and 'mountains' are ornamented by various features, including buildings and planting. Temple Hill towards the south of the garden is divided from Kasuga Hill to the north by a gorge. To the east of this, Embroidery Mountain is embellished with a Bear Pit. The whole Japanese Garden is largely surrounded by mature trees, including many pines. A set of stone lanterns scattered throughout the garden in several designs, is placed to light the two main paths, the shrine and the bridges.

South and south-west of the present confines of the Japanese Garden lie informal lawns, connecting the Japanese Garden with Cheynes House, which incorporate the former sites of the Italian Garden and English Garden (both now gone).

The small park lies to the south-west of the gardens, with Cheynes House separating the southern half of the gardens from the parkland. The park is laid to pasture with several clumps of mature trees, and divided into paddocks by wooden fencing. Towards the north-west corner lies a maze, with hawthorn hedges dividing grass paths, and birch trees planted at intervals in the hedges. Goode is believed to have planted this in the early 20th century.

5.51. The parkland setting of the Registered Park to the west and south west of Cheynes House presently lies beyond the conservation area. It contains many landscape features such as a hawthorn hedge maze with birch trees planted and other circles/clumps of trees nearby which are identified on mapping dating from 1920 and which are not only of visual importance but also of historic landscape interest. The fact it is a designated Registered Park however does not provide protection for the many trees and groups of trees of visual and historic landscape value. It is considered appropriate to extend the conservation area to be co existent with the boundaries of the Registered

Parkland. The inclusion of such historic parkland is consistent with advice from Historic England.



Picture 33. Mapping from 1920-1924. It illustrates the position of the maze and clumps of trees to the west of the existing conservation area boundary and demonstrates these have been in existence for a period approaching 100 years.



Picture 34. The Maze of early 20th century date currently being restored by the present owner. It consists of thorn hedging with mature birch trees.



Pictures 35-37. A selection of different species of circular conifer groupings in the historic Registered Park to the west of Cheynes House.

5.52. Wildlife sites. There are two identified by the Wildlife Sites Inventory for East Herts 2013. Firstly there is a roadside verge north west of Childs Farm which is described as being grassland consisting of a large variety of grasses and herb plants (ref 23/0810). Secondly there is Cottered churchyard described as supporting species rich neutral grassland (ref. 23/063).

5.53. Particularly important trees and hedgerows. Those trees that are most important are shown very diagrammatically on the accompanying mapping. As can be seen trees are important and extensive throughout the conservation area. Also and as previously advised some rear boundaries and other areas were not accessible so in such locations information regarding trees may be limited.



Picture 38. A magnificent tree within the grounds of Cheynes House, species uncertain but may be Japanese Black Pine. Can any reader assist?



Picture 39. Fine Pine trees within The Garden House seen from the public domain, assumed to be Japanese species.

5.54. Throughout the conservation area trees play a very important role in adding quality to the environment generally and enhancing the historic built form as several previous pictures illustrate.

5.55. Village approaches with overhanging trees are important to the character of Cottered in several locations.



Picture 40. The village approach looking along Warren Lane. It is important to retain such landscape features.



Picture 41. Similarly the enclosed nature north of Cheynes Lodge.

5.56. Hedgerows too play an important role in a number of locations, one of which is illustrated below.



Picture 42. The importance of hedgerows. This one to the south of The Lordship is a strong boundary which separates the conservation area from adjoining open countryside.

5.57. Water features. There are several such features including a large expanse to the rear of the Lordship. This is important to the setting of this grade I listed building but is not visible from the public domain.

5.58. Another water feature adjacent to the public highway and visible from it is to the east of Childs Farm and is illustrated below. Subject to Health and Safety considerations it may be appropriate to consider removal of some vegetation to make it a more attractive feature in the street scene.



Picture 43. Overgrown water feature to the east of Childs Farm. Is there potential for making it visually more attractive?

5.59. Important views. A selection as shown on accompanying mapping.

5.60. Elements out of character with the Conservation Area. The Cricket Club pavilion and scoreboard. The pavilion would benefit from being repainted and the scoreboard could be improved to make it visually more attractive.



Picture 44. The cricket pavilion and associated facilities would benefit from improvements.

5.61. Parish Notice Board. This appears a little dishevelled. Significant improvements could be made with modest effort and expenditure.



Picture 45. Improvements to the notice board would be beneficial.

5.62. Disused Telephone kiosk. This telephone kiosk is known as a K6 type, originally designed by Sir Giles Gilbert Scott and made of cast iron by various contractors. Over 2000 of them in the country are listed although this one is not. ~~Until recently it is it was~~ in very poor condition, ~~and should be repaired. It is suggested the Parish Council discuss options with the owners (BT?). It is worthy of repair and with a little effort could take its place as a quintessentially English architectural icon in the street scene.~~ Elsewhere the fieldworker has seen such kiosks perform other community functions such as book exchange, seasonal floral tributes and on one occasion to house a defibrillator. UPDATE: ~~since this paragraph written~~ the telephone box has now been restored (see picture below). Congratulations for this initiative.



Picture 46. Telephone kiosk left no longer in operational use. An iconic British architectural feature most worthy of repair and retention. Right repaired and looking so much better. Even small improvements like this can make a considerable visual improvement.

5.63. No entry sign Warren Lane. Needs re-erecting to assume correct vertical alignment.



Picture 47. No entry sign Warren Lane needs re erecting.

5.64. Dumped spoil/ hardcore in small field north of footpath 007 and east of Warren Lane. This small field is visible from the public domain where removal

of abandoned material would secure improvements. Update: Improvements have now been made.



Picture 48. Dumped spoil/hardcore-modest effort could secure worthwhile visual improvements.

5.65. Accumulation of signage etc on small triangular green immediately to the east of The Old Off License. This compact area contains a tree, a seat, byway sign on pole, 30mph sign on separate pole, bus stop sign on separate pole, speed advisory electronic display separately mounted and separate public utility pole. The whole is somewhat discordant where discussion between the parties could possibly result in some rationalisation.



Picture 498. Could some rationalisation be achieved by combining some of the separately mounted signs on common poles?

5.66. Utility Poles. Whilst there are a number along the main road they are disguised to varying degrees by trees. No action is proposed.

5.67. Opportunities to secure improvements. Seek further information relating to listed thatched building in Japanese Garden (illustrated previously) and discuss potential of improvements with owner. Secure improvements to cricket pavilion and associated facilities. Secure improvements to parish notice board. Re-erect No entry sign at north end of Warren Lane. **Seek removal of dumped material in field north of footpath 007.** Undertake selective repair works and removal of vegetation to church boundary wall. Consider improvements within the churchyard including a new avenue of trees of traditional churchyard species on the main approach path. Consider improving appearance of pond area to east of Childs Farm. Discuss with owner potential for improving thatched roof to ancillary building to Old Forge, Baldock Road. Consider improvements and rationalisation of signage on triangular green to east of The Old Off License.



Picture 50-49 Recutting edging and formalising the approach to the church would secure significant visual improvements. Planting the realigned path with traditional churchyard trees such as a short avenue of clipped Irish Yew would be highly beneficial.

5.68. Suggested boundary changes. It is proposed to extend the conservation in an easterly direction to include Nos. 25-40 The Crescent. These are properties built as council houses in the early 20th century. They are of block construction with tiled roofs and chimneys principally of blockwork. In the main they retain many of the original features including canopy features and plaques dated 1920 to fronts. Modern window solutions detract from original character. Despite such changes the whole group is unified by visually attractive common design features that justify their inclusion in an extended conservation area. They are of local historic interest. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 540. Housing at The Crescent dating from the early 20th century, unusual and retaining many of the original features including canopies, date plaques, chimneys and roofing materials. The retention of these features is most important.



Picture 521. A property at The Crescent where regrettably the original canopy feature has been replaced. An Article 4 Direction as proposed would provide control in relation to the exercise of householder Permitted Development Rights. Some properties (right) have blockwork subsequently rendered.

5.69. For reasons previously expressed (particularly reference to its visual and historical landscape associations and also the legislation regarding trees in conservation areas) it is proposed to include the remainder of the Registered Park and Garden to the west of Cheynes House.



Picture 532. The Maze of early 20th century origin is currently being restored by the present owner. It consists of thorn hedging with mature birch trees. Some of the birch trees are past their prime.

5.70. It is proposed to amend the conservation area boundary to exclude the open countryside to the north and west of Childs Farm at the western

extremity of the conservation area as this area is considered to be more closely associated with the open countryside. However it is suggested the boundary be redrawn to retain a small copse of trees adjacent to the road.



Picture 543. Open countryside to the north and west of Childs Farm which is proposed to be excluded from the conservation area.

5.71. Other Actions. Contact owner of Cheynes Farm and investigate further the condition of the ancillary barn currently included on the Council's Heritage at Risk Register.

6. OVERALL SUMMARY.

6.1. COTTERED'S conservation area is of high quality and considered worthy of its status as a **C**conservation **A**area subject to boundary adjustments. It is assuredly considered to be '*special architectural or historic interest, the character or appearance of which it is desirable to conserve or enhance*'.

6.2. The special relationships between built form and greens both sides of the Baldock Road and the small scale open spaces and pasture land contribute significantly to the conservation area and its general spatial quality and visual importance. These spaces must not be eroded nor compromised by development pressures.

6.3. In relation to the requirement relating to conserving its character there are many listed buildings of the highest quality principally concentrated in the historic core where great care needs to be exercised in relation to new development proposals.

6.4. This Appraisal has also identified a number of late 19th/early 20th century non listed buildings that add considerably to Cottered's heritage and which are most worthy protection from demolition. Their retention through the planning process is essential.

6.5. Many of the above non listed buildings still have early and original architectural detailing and features worthy of protection and preservation. However the exercise of Householder Permitted Development Rights can erode such qualities by, for example, the insertion of inappropriate modern windows, doors, the erection of porches and changes of roofing materials. Additional controls can be introduced to counter this potential.

6.6. Such controls are known as Article 4 Directions, commonly used elsewhere in the country, which could be applied selectively and sparingly and could, inter alia, protect windows, chimneys and other selected architectural detailing and materials following notification and further consideration.

6.7. There are also other features of importance that should be retained. These include several walls and selected architectural features.

6.8. Throughout the conservation area trees play a most important role in visually enhancing the village street scenes in many locations particularly in relation to the village greens, village approaches and many locations elsewhere.

6.9. In relation to the requirement to enhance, some improvements have been identified which are set out in summary tabular form in the Management section below. The suggested improvements, both large and small, will principally be implemented by the goodwill and with the co-operation of individual owners. However the Council may be able to offer advice and guidance and, subject to staff resources, will be prepared to do so, as and when appropriate. Some improvements may be potentially eligible for grant assistance.

6.10. Several significant alterations to the Conservation Area boundary have been proposed and these are identified below.

PART C - MANAGEMENT PROPOSALS.

7. MANAGEMENT PROPOSALS.

7.1. *Revised Conservation Area Boundary.* The revised boundary is shown on accompanying Management Plan to which the reader is referred and includes the following amendment/s.

- Extend the conservation to include Nos. 25-40 The Crescent..

- Extend the conservation area to include the remainder of the historic park and garden to the west of Cheynes House.
- Exclude open countryside to the north and west of Childs Farm.

7.2. General Planning Control and Good Practice within the Conservation Area.

All 'saved' planning policies are contained in the East Herts Local Plan Second Review adopted in April 2007. It is currently against this document and the National Planning Policy Framework (NPP) that the District Council will process applications. The NPP is supplemented by Planning Practice Guidance. One such guidance note of particular relevance is 'Conserving and Enhancing the Historic Environment'. In due course the 2007 Local Plan will be replaced by the District Plan whose policies will then be relevant.

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

Telephone 01279 655261 (For development proposals ask for Development Management. For general conservation advice ask for a Conservation Officer).

E-mail: planning@eastherts.gov.uk

Website: www.eastherts.gov.uk

Or write to Development Management, East Herts. District Council, Wallfields, Pegs Lane, Hertford SG13 8EQ

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

7.5. Planning Control - Potential need to undertake an Archaeological Evaluation. Within Areas of Archaeological Significance (as shown on either the adopted Local Plan or emerging District Plan), the contents of policies BH1, BH2 and BH3 are particularly relevant.

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

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

7.8. Planning Control – Other Unlisted Buildings that make an Important Architectural or Historic Contribution. Within the existing and extended Conservation Area this Appraisal has identified eight unlisted buildings/ groups of buildings that are considered to have sufficient qualities to be

described thus. Any proposal involving the demolition of these buildings is unlikely to be approved.

7.9. These buildings are: Cheynes House, Cheynes Lodge, Nos. 1-4 Victoria Cottages, The Kennels, building to the rear of The Kennels, The Old Off License and The Old Rectory. In the extended conservation area Nos. 25-40 The Crescent are so identified.

7.10. There are other distinctive features that are integral to many of the important unlisted buildings identified above that make an important architectural or historic contribution, including selected chimneys, windows and other architectural detailing where protection could be provided by removing Permitted Development Rights via an Article 4 Direction. The associated legislation is complex. Should the Council consider such a course of action appropriate there would be a process of notification separately at a later date. This would be associated with further detailed consideration and possible refinement.

7.11. Planning Control – Other distinctive features that make an Important Architectural or Historic Contribution. This Appraisal has identified some walls and other features that make a particular contribution to the character of the Conservation Area. These will be protected from demolition within the parameters of legislation.

7.142. Planning control - Wildlife Sites. There are two such sites namely the roadside verge north west of Childs Farm and secondly Cottored churchyard. Proposals will be considered against Policies ENV 14 and ENV 16.

7.123. Planning Control – Important Historic Park and garden. There is one such garden being that associated with The Garden House which is on Historic England's national Register and listed grade II*. Proposals that significantly harm such the garden's special character will not be permitted and will be considered against Policy BH16.

7.134. Planning Control – Important open land, open spaces and gaps. This Appraisal has identified the following particularly important open spaces: the Recreation Ground, small scale meadowlands rear of Home Close Cottages through to The Lordship including the disused Friends burial ground, central greens both sides of Baldock Road and the churchyard. These open spaces will be protected.

7.145. Planning Control – Particularly important trees and hedgerows. Only the most significant trees are shown very diagrammatically. It has not been possible to plot trees on inaccessible land. Subject to certain exceptions all trees in a conservation area are afforded protection and a person wanting to carry out works has to notify the Council. Trees that have not been identified

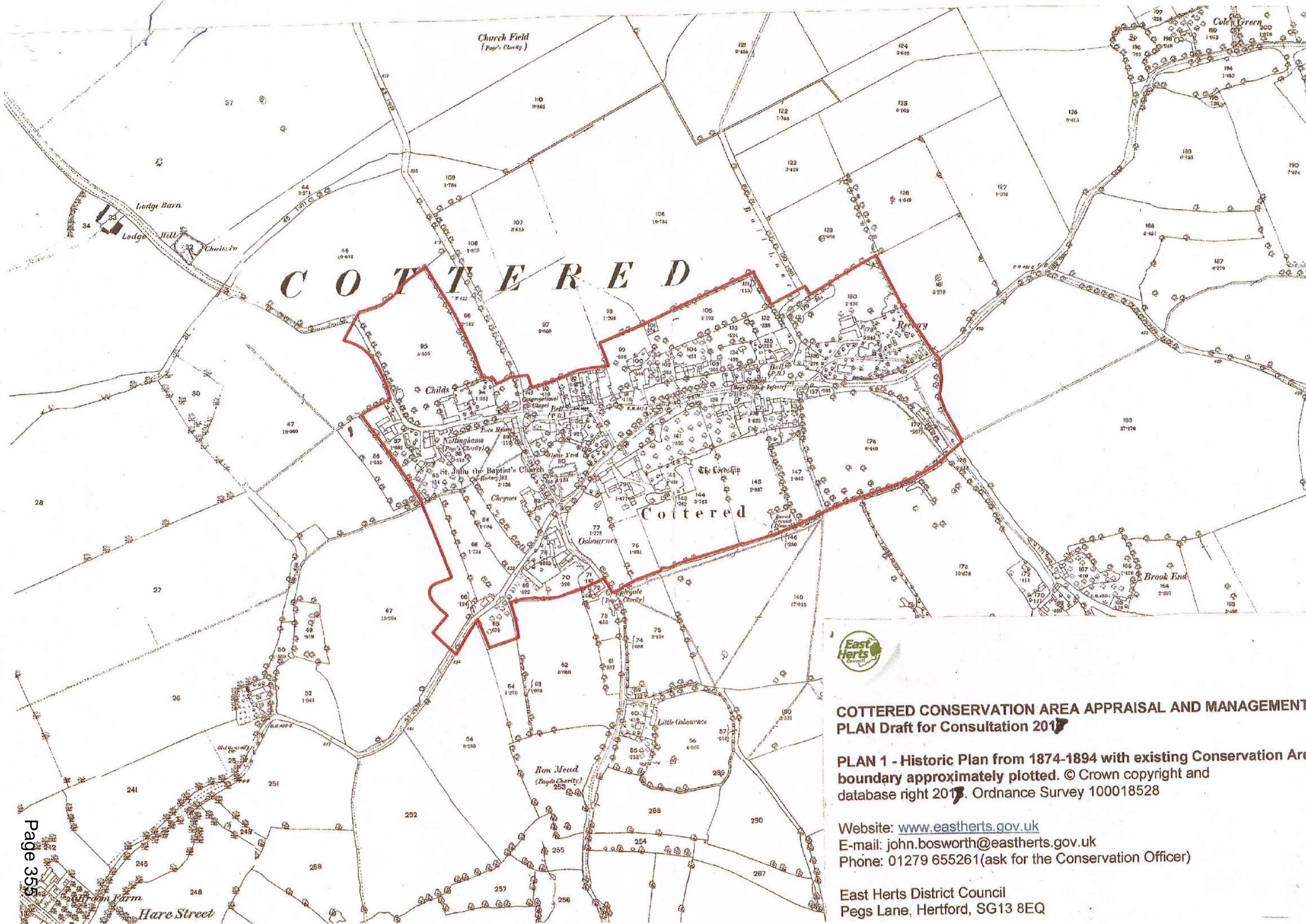
may still be considered suitable for protection by Tree Preservation Orders. Owners are advised to make regular inspections to check the health of trees in the interests of amenity and Health and Safety.

7.156. Planning Control - Important views. A selection of general views is diagrammatically shown. Policy BH6 is particularly relevant.

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

Detracting element.	Location.	Proposed Action.
Cricket Pavilion and associated buildings.	Recreation Ground.	Discuss potential for achieving improvements with owner/organisation.
Parish notice board.	Baldock Road.	Suggest Parish Council consider options for improvements.
Highway No Entry sign.	Warren Lane.	Discuss issue with Herts County Council with view of re- erecting sign to attain its correct vertical profile.
Dumped spoil/hardcore.	North of footpath 007 and east of Warren Lane.	Discuss potential for achieving improvements with owner.
Overgrown pond.	East of Childs Farm.	Subject to Health and Safety considerations, consider removing selected vegetation to visually 'opening this area up'.
Accumulation of	East of The Old Off	Discuss potential with various bodies of

signage.	License.	achieving some rationalisation.
Other actions		
Friends burial ground, research history, explore opportunities for making site accessible and initiating improvements dependant on what is discovered there.		
Seek further information regarding condition of listed thatched building in Japanese Garden and if necessary include on Council's Heritage at Risk Register. Without prejudice grant assistance may be available.		
Contact owner of Cheynes Farm and investigate further the condition of the ancillary barn currently included on the Council's Heritage at Risk Register. Without prejudice grant assistance may be available.		
Discuss potential of undertaking repair works to church boundary wall and selective removal of vegetation. Without prejudice grant assistance may be available.		
Discuss potential of visually improving access to church, possibly by the provision of an avenue of traditional churchyard trees (such as Irish Yew).		
Discuss potential of roof repairs to ancillary building, The Old Forge. Without prejudice grant assistance may be available.		

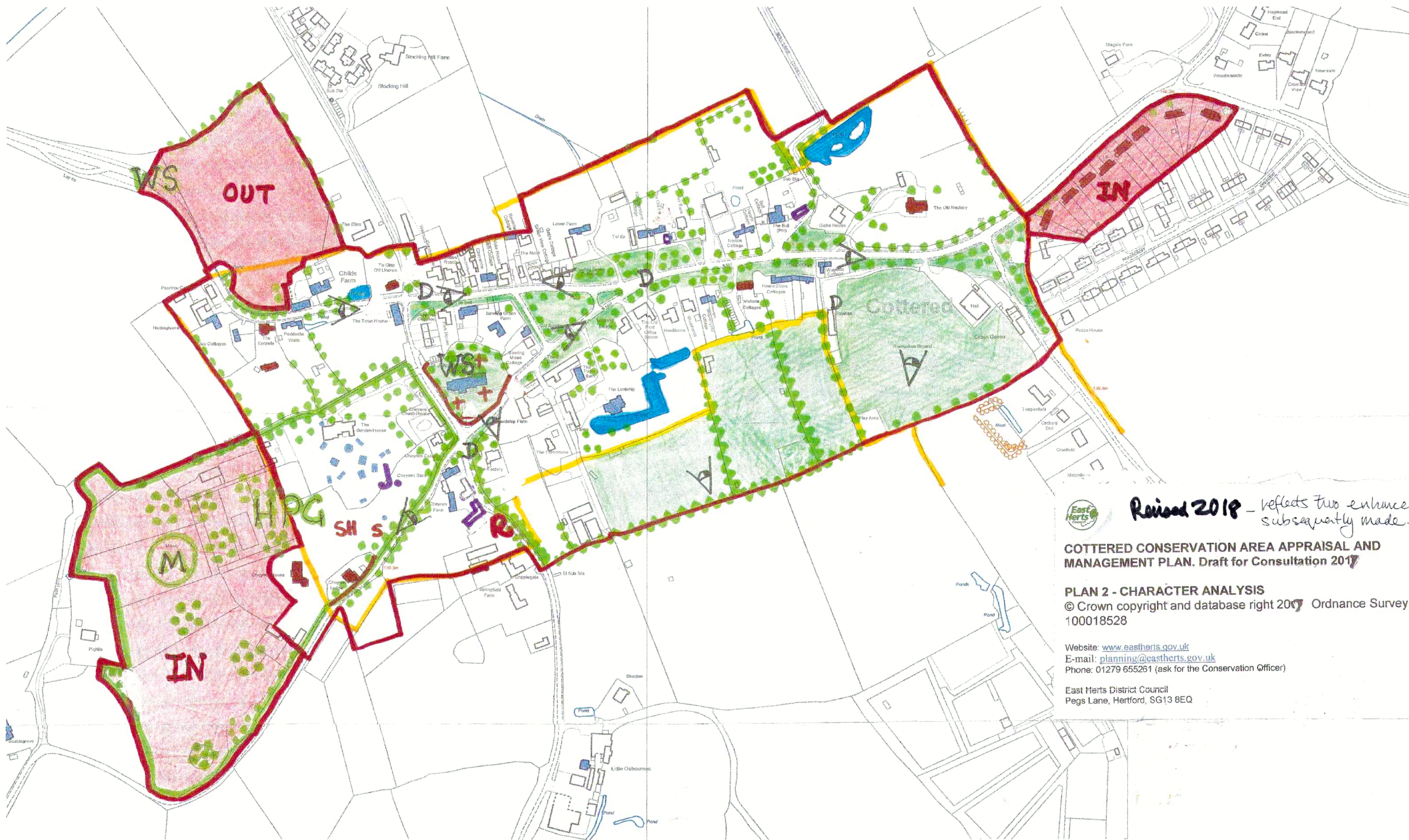


COTTERED CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN Draft for Consultation 2017

PLAN 1 - Historic Plan from 1874-1894 with existing Conservation Area boundary approximately plotted. © Crown copyright and database right 2017. Ordnance Survey 100018528

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

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



CHARACTER ANALYSIS KEY

EXISTING CONSERVATION AREA BOUNDARY



PROPOSED EXTENSIONS TO THE CONSERVATION AREA



PROPOSED REDUCTION OF THE CONSERVATION AREA



AREAS OF ARCHAEOLOGICAL SIGNIFICANCE



INDIVIDUALLY LISTED BUILDINGS/STRUCTURES



OTHER INDIVIDUALLY LISTED FEATURES

Garden Features in Japanese Garden
and adjoining site



LISTED BUILDINGS OR OTHER CURTILAGE LISTED BUILDINGS 'AT RISK'.



IMPORTANT BUILDINGS IN THE CURTILAGES OF LISTED BUILDINGS



UNLISTED BUILDINGS THAT MAKE AN IMPORTANT ARCHITECTURAL OR HISTORIC CONTRIBUTION



OTHER DISTINCTIVE FEATURES THAT MAKE AN IMPORTANT ARCHITECTURAL OR HISTORIC CONTRIBUTION

Walls/railings



Tombstones



Stone seat



Summer house



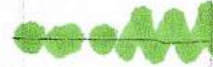
IMPORTANT OPEN SPACES



IMPORTANT WATER FEATURES



GENERAL LOCATION OF IMPORTANT TREES/HEDGEROWS



MAZE



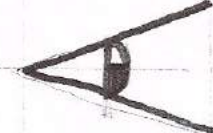
WILDLIFE SITES



IMPORTANT HISTORIC PARK AND GARDEN

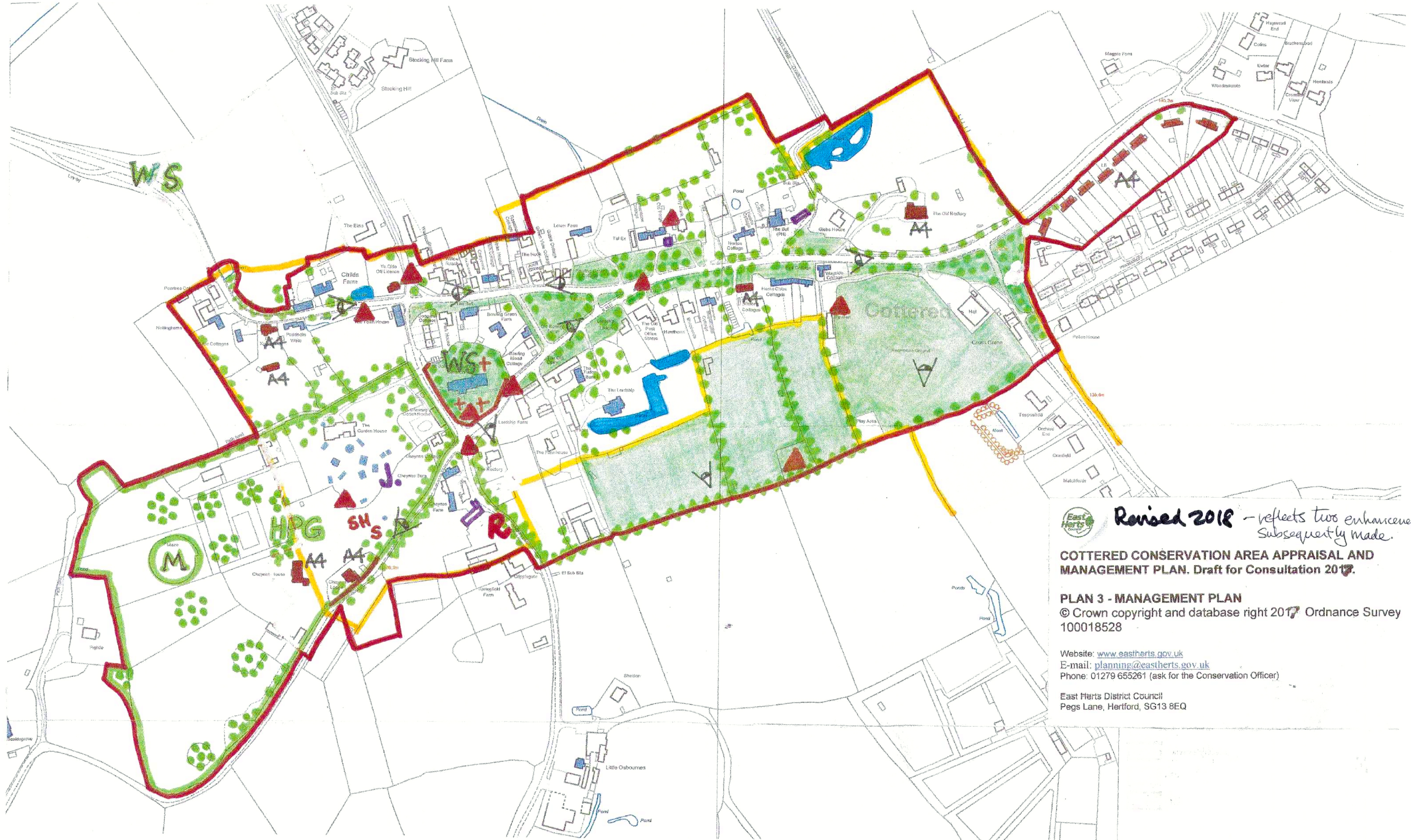


IMPORTANT VIEWS



ELEMENTS OUT OF CHARACTER WITH THE CONSERVATION AREA





MANAGEMENT PLAN KEY

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

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

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

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

INDIVIDUALLY LISTED BUILDINGS/STRUCTURES: NPP policies apply

OTHER INDIVIDUALLY LISTED FEATURES: NPP policies apply

Garden features in Japanese Garden and adjoining site

LISTED BUILDINGS OR OTHER CURTILAGE LISTED BUILDINGS 'AT RISK'

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

UNLISTED BUILDINGS TO BE PROTECTED FROM DEMOLITION

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

Walls/railings

Tombstones

Stone seat

Summer house

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

IMPORTANT OPEN SPACES TO BE PROTECTED

IMPORTANT WATER FEATURES TO BE PROTECTED

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

MAZE FEATURE TO BE PROTECTED WITHIN PARAMETERS OF LEGISLATION

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

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

SELECTED IMPORTANT VIEWS TO BE PROTECTED

PROPOSED ENHANCEMENTS



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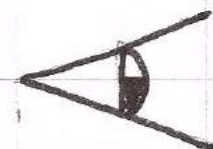
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