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Chairman and Members of the Council

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Date: 13 December 2018

cc. All other recipients of the Council agenda

Dear Councillor

COUNCIL - 19 DECEMBER 2018: SUPPLEMENTARY AGENDA NO 1

Please find attached the following reports which were marked "to follow" on the agenda for the above meeting:

9. Executive Report - 11 December 2018 (Pages 3 - 6)

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

(A) Budget Report and Service Plans 2019/20 - 2022/23_(Pages 7 - 74)

Note – In respect of this matter, the provisions of The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, require that a recorded vote is taken on the matter.

(B) East Herts Health and Wellbeing Strategy 2018-2023 (Pages 75 - 112)

- (C) Harlow and Gilston Garden Town Vision and Design Charter_(Pages 113 - 240)

Note – Essential Reference Paper ‘G’ will follow.

- (D) Draft Affordable Housing Supplementary Planning Document (Pages 241 - 278)

- (E) Old River Lane_(Pages 279 - 304)

Note – Essential Reference Papers ‘C’ and ‘D’ are enclosed for Members only as they contain exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972.

Please bring these papers with you to the meeting next Wednesday

Yours faithfully

Martin Ibrahim
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Democratic Services
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MEETING : COUNCIL
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : WEDNESDAY 19 DECEMBER 2018
TIME : 7.00 PM

EAST HERTS COUNCIL

COUNCIL – 19 DECEMBER 2018

REPORT BY LEADER OF THE COUNCIL

EXECUTIVE REPORT – 11 DECEMBER 2018

WARD(S) AFFECTED: All

Purpose/Summary of Report

- This report details the recommendations made by the Executive at its meeting held on 11 December 2018.

1.0 Background

1.1 The Executive has considered and supported a number of recommendations on the following items:

- Budget Report and Service Plans 2019/20 – 2022/23
- Health and Wellbeing Strategy 2018-23
- Harlow and Gilston Garden Town Vision and Design Charter
- Draft Affordable Housing Supplementary Planning Document
- Old River Lane - Update

2.0 Agenda Item 9(A) - Budget Report and Service Plans 2019/20 - 2022/23

2.1 The Executive considered and supported a number of recommendations on the Council's budget and service plans.

2.2 A fully updated report is attached at **Agenda Item 9(A)**, which Council is asked to consider.

3.0 **Agenda Item 9(B) – Health and Wellbeing Strategy 2018-23**

3.1 The Executive considered and supported a recommendation on the draft Health and Wellbeing Strategy 2019 – 23, which included the Physical Activity Strategy.

3.2 A fully updated report is attached at **Agenda Item 9(B)**, which Council is asked to consider.

4.0 **Agenda Item 9(C) – Harlow and Gilston Garden Town Vision and Design Charter**

4.1 The Executive considered and supported a number of recommendations on the Harlow and Gilston Garden Town Vision together with its supporting Design Guide.

4.2 A fully updated report is attached at **Agenda Item 9(C)**, which Council is asked to consider.

5.0 **Agenda Item 9(D) – Draft Affordable Housing Supplementary Planning Document**

5.1 The Executive considered and supported a number of recommendations on the draft Affordable Housing SPD.

5.2 A fully updated report is attached at **Agenda Item 9(D)**, which Council is asked to consider.

6.0 **Agenda Item 9(E) – Old River Lane Update**

6.1 The Executive considered and supported a number of recommendations on the Old River Lane and Northgate End development sites.

6.2 A fully updated report is attached at **Agenda Item 9(E)**, which Council is asked to consider.

7.0 **Executive Decisions**

7.1 Other matters determined by the Executive are detailed in the Minutes of the meeting included for information at **Essential Reference Paper 'A' (to follow)** to this report.

Background Papers

The full agendas for the Executive meeting can be viewed at:

[Executive Agenda](#)

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EAST HERTS COUNCIL

COUNCIL - 19 DECEMBER 2018

REPORT BY EXECUTIVE MEMBER FOR FINANCE AND SUPPORT SERVICES

BUDGET REPORT AND SERVICE PLANS 2019/20 – 2022/23

WARD(S) AFFECTED: ALL

Purpose/Summary of Report

- The report updates and sets out proposals for Joint Committee (Performance, Audit & Governance Committee and Overview & Scrutiny Committee) recommendations on the following:
 - The Medium Term Financial Plan 2019/20 – 2022/23
 - The 2019/20 to 2022/23 Capital Programme
 - The 2019/20 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 Joint Committee to make to Executive for budget proposals for a balanced four year Medium Term Financial Plan and approval of the Council Tax for 2019/20.

<u>RECOMMENDATIONS FOR COUNCIL: that</u>	
(A)	the draft service plans for 2019/20 be adopted;
(B)	the East Herts share of Council Tax for a band D at £169.09 be approved;
(C)	the updated position on the Medium Term Financial Plan

	and Budget for 2019/20 including the budget pressures and risks be approved;
(D)	the new savings in 2019/20 as shown in table 9 be approved;
(E)	implementation of the Capital Programme as set out in Essential Reference Paper 'C' be approved;
(F)	the schedule of charges set out in Essential Reference Paper 'D' with an overall increase of 2.5% for 2019/20, be approved; and
(G)	authority to approve the final schedule of taxi fees and charges for 2019/20, as in Essential Reference Paper 'D', following the required consultation with the taxi trade, be delegated to the Head of Strategic Finance and Property acting in consultation with the Chairman of the Licensing Committee.

1 Background

- 1.1 This report sets out the Council's approach to setting the budget for 2019/20 and the revenue and capital budget proposals for the four years commencing 2019/20.
- 1.2 Throughout the past few months Finance has met with members and senior officers 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 national financial outlook and the impact this will have on local budgets and the ability to produce 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 part of last year's budget process it was noted that grant funding cuts since 2010 has meant that the Council has delivered net savings of £2.6m.
- 1.8 Additional budget efficiencies required over the next four years could be in excess of £3m dependant on the outcomes of a number of government initiatives including the Business Rate Retention Policy, Fairer Funding Regime and reliance on grants. 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:

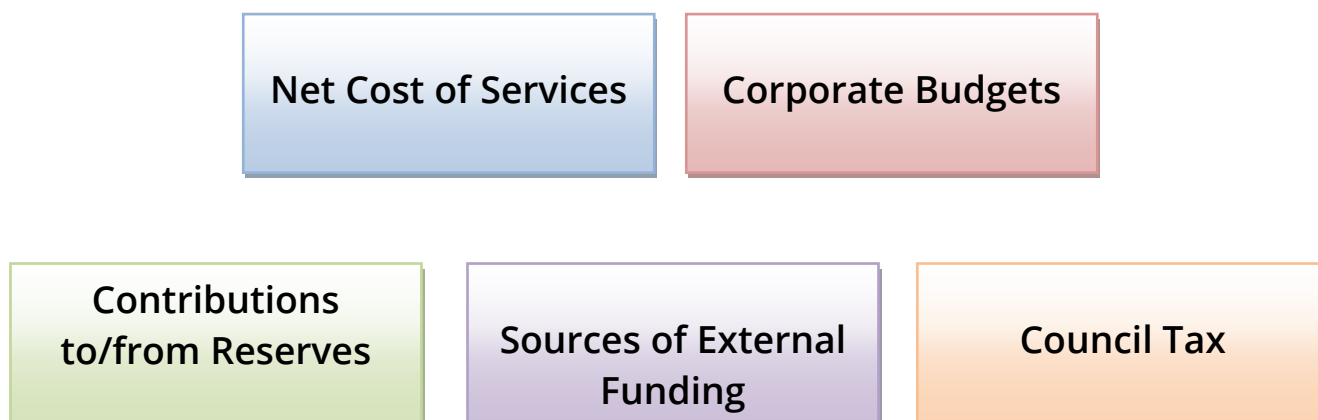
Report Sections	
2	Budget Components
3	Budget Pressures and Risks
4	2018/19 Budget Preparation and Engagement
5	Service Plans
6	Reserves

7	Capital
8	Schedule of fees & charges
9	Advice from the S151 officer
10	Implications/ Consultations

Essential Reference Papers	
A	Implications/Consultation
B	Reserves
C	Capital
D	Schedule of charges
E	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 External 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 2019/20 will be capped at £14.3m as part of the cash limit budget process. This is comparable to last year's budget of £13.8m. This decision allows Heads of Service to work within their own service delivery requirements and service plans to make the best use of the resources available. This revised budget includes pay and contract 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 on the following page:

Table 2 - Net Cost of Services

	2019/20	2020/21	2021/22	2022/23
	£000	£000	£000	£000
Chief Executive Department	389	396	403	410
Communications, Strategy & Policy	1,131	1,151	1,171	1,191
Human Resources	495	503	510	518
Strategic Finance & Property	1,727	1,966	2,005	2,045
Democratic & Legal Services	1,266	1,281	1,297	1,313
Housing & Health	2,271	2,308	2,346	2,383
Planning	725	759	794	829
Operations	3,757	3,956	4,159	4,366
Revenues & Benefits	906	934	963	992
Business & Technology	1,636	1,643	1,652	1,659
Net Cost of Services	14,303	14,897	15,300	15,706

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. Income collected from the Council's wholly owned company is also included in this budget. A breakdown of these proposed income streams/costs for 2019/20 onwards is set out below:

Table 3 - Corporate Budgets

	2019/20	2020/21	2021/22	2022/23
	£000	£000	£000	£000
Fees & Charges	(51)	(191)	(243)	(283)

NHB to Parish and Towns	697	696	775	943
Interest Payments	669	207	133	133
Investment Income	(990)	(640)	(440)	(390)
Pension Fund deficit contribution	696	796	796	796
Total	1,021	868	1,021	1,199

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 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 2019/20 onwards.

Table 4 – Earmarked Reserves Contributions

	2019/20	2020/21	2021/22	2022/23
	£000	£000	£000	£000
Contributions to Reserves	739	1,435	2,366	2,871
Contributions from Reserves	(181)	(182)	(182)	(182)
Net Reserves Movement	558	1,253	2,184	2,689

2.5

Sources of External 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 2019/20. As revealed below, over the 5 years from 2014/15 to 2019/20 the cumulative reduction in annual funding available to East Herts is £2.4m.

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

Table 5 – External Sources of Funding

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
	£m	£m	£m	£m	£m	£m
Revenue Support Grant	2.816	2.057	1.145	0.351	0	0
Non Domestic Rates	2.864	2.385	2.116	2.497	2.680	2.675
New Homes Bonus	2.199	2.798	3.608	3.559	2.645	2.788
Total	7.879	7.240	6.869	6.407	5.325	5.463
Cumulative Reduction		0.639	1.010	1.472	2.554	2.416

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 NHB 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 contributed to reserves to fund investment and one off schemes.

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 2018/19 is set out in the table below:

Table 6 – Council Tax Split

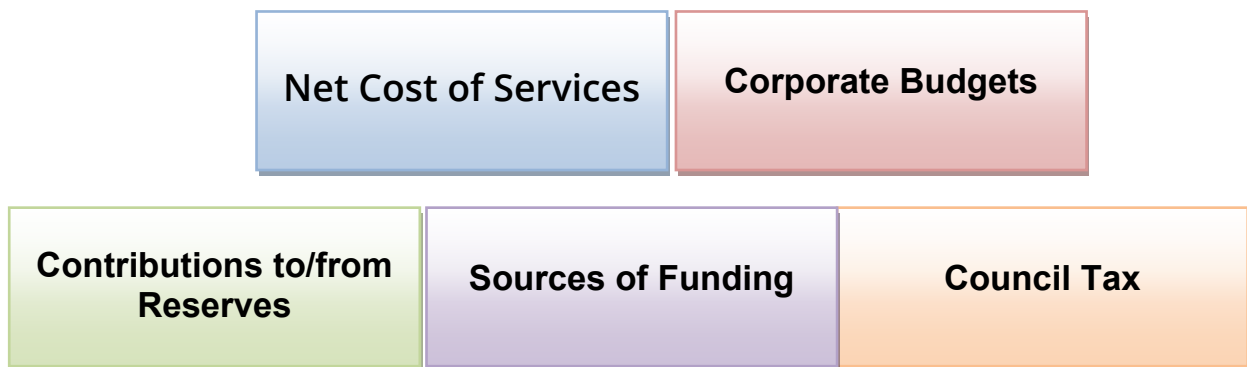
	2018/19 split
HCC	76.98%
EHC	9.57%
Police	9.56%

Town & Parish

3.89%

2.6.2 East Herts increased Council Tax by £5 in 2017/18, only the second increase in 6 years. It is proposed that for 2019/20 onwards 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



2.7.1 These five blocks make up the overall budget summary for 2019/20 as set out below:

Table 7 – Budget Summary

	Revised Budget 2019/20
	£000
Net Cost of Services	14,303
Corporate Budgets	1,021
Contributions to Reserves	558
Total Expenditure	15,882
Sources of Funding	(5,463)
Council Tax	(10,298)

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 but be included as financial risks that if costs materialise in year will be met from the available reserves or balances.

3.4 Pay Awards / NJC Pay review

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 Last year's announcement of a two year 2% + 2% pay offer to local government unions has meant an additional pressure on the previous reported funding gap.

3.4.3 Coupled with this announcement was the necessity for Local Authorities to consider and implement a new spinal point option that would eradicate the outstanding National Living

Wage (NLW) issues. The implications are that nationally this will require a 2.5-4.0% increase in the national pay bill for 2019/20, the impact for East Herts is has thus been considered within the context of the Medium Term Financial Plan.

3.4.4 Although salary increase of 1% is generally included within the Medium Term Financial Plan budget planning process, and previous information had led to additional provision being included in the MTFP the proposed changes will cost EHDC an additional £318k in 2019/20. An independent advisor is currently working with our finance team to verify these figures and ensure the budget requirements are robust. It is possible that these figures may change prior to Council in December 2018.

3.5 Inflation and Growth

3.5.1 Provision for inflation has been made in the MTFP for all contractual uplift costs based on terms and conditions set out in contractual agreements and for inflation on business rates in respect of Council owned properties.

4 2019/20 Budget Preparation and Engagement

4.1 During November and December 2018, Members and Officers will be encouraged to participate in a number of "Have your Say Part 2 " budget workshops to look at the authority's Medium Term Financial Plan and to explore both money saving and money making opportunities to bridge the funding gaps in future years . These workshops will look at prioritising spend in the future and exploring alternative income streams. The results will feed into the 2020/21 Medium Term Financial Plan budget setting process.

4.2 The Budget Gap and Savings Proposals

An initial review of the Medium Term Financial Plan set out a funding gap of £2.8m across the 4 years with £121k

attributable to 2019/20. The work carried out by officers has changed a number of these figures and has found solutions to some of the early year budget gap especially in 2019/20

- 4.3 Following on from this work the officers have reviewed and revised their own budgets and are agreeable to a Cash Limit budget for 2019/20. This gives Heads of Service the opportunity to manage their own budget within the constraints of the Medium Term Financial Planning framework.
- 4.4 A summary of the budget gap and the required budget savings is shown below:

Table 8 – Budget Gap

	2019/20	2020/21	2021/22	2022/23
	£000	£000	£000	£000
Budget gap @30.10.18	544	722	629	500
Additional Salary pressure 0.5%	318	73	80	80
Movement in Net Cost of Services	(631)	0	0	0
Revised Budget gap	<u>231</u>	<u>721</u>	<u>722</u>	<u>629</u>
Council tax increase by £5	(110)	(115)	(120)	(125)
“Project 2018” savings proposals	(121)	(0)	0	0
Revised Budget Gap	<u>(0)</u>	<u>538</u>	<u>607</u>	<u>509</u>

4.5 The budget paper for 2018/19 presented at Council on the 2nd March 2018 detailed a number of potential savings projects (ERP C) that were investigated throughout 2018/19. In addition to this work

an updated business plan for the council’s wholly owned company Millstream has proposed an additional income stream. The report to agree this is also included in the December Council agenda. The result of these pieces of work is that £121k of savings/additional income has been identified and these are detailed in the table below. Agreement of these savings will ensure a balanced budget for 2019/20.

Table 9 – savings proposals

2019/20 Project saving proposal	2019/20 Saving value
	£000
Millstream additional income	50
Efficiency savings	71
Total	121

4.6 A revenue income stream is available to the council from the activities of Millstream Property Investments Ltd arising from (a) interest payable by Millstream on commercial loans offered by the council, (b) charging the company for officer time spent on Millstream-related work and (c) any dividends made available by the company to the council. Of course, the cost to the council of the monies made available to the company needs to be netted off the income received. Over the five years of the MTFP, it has been assumed that the council will use its reserves to lend to the company in 2019/20 and 2020/21 at an opportunity of cost of 0.5% interest foregone, and thereafter utilising 30 year borrowing from the Public Works Loans Board at a cost of 3.02% (the 30 year PWLB maturity loan rate). Thus, the council would see annual revenue income from Millstream activity of £63k in 2019/20 (giving the additional £50k income assumed in the budget), £102k in 2020/21, £139k in 2021/22, £160k in 2022/23 and £167k in 2023/24.

5.0 Service Delivery Priorities

5.1 Alongside the budget setting process, heads of service in conjunction with portfolio holders have identified service delivery priorities for 2019/20. These can be found at **Essential**

Reference Paper 'E'. 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 2019/20 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

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

6 Reserves

6.1 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.

- 6.2 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, including reserve usage to fund items within the net cost of services.
- 6.3 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.

Table 9 – Reserves

	2019/20	2020/21	2021/22	2022/23
	£000	£000	£000	£000
<u>Contributions to Reserves</u>				
NHB Priority Spend	697	1,393	2,324	2,829
District Election	28	28	28	28
House Condition Survey	14	14	14	14
Sub-total	<u>739</u>	<u>1,435</u>	<u>2,366</u>	<u>2,871</u>
<u>Contributions from Reserves</u>				
Revenue Budget	(85)	(86)	(86)	(86)
Pension Deficit	(96)	(96)	(96)	(96)
Sub- total	<u>(181)</u>	<u>(182)</u>	<u>(182)</u>	<u>(182)</u>
Total Reserves movement	558	1,253	2,184	2,689

- 7.1 The Capital Programme for 2019/20 to 2022/23 is included in this report.
- 7.1.1 The forecast outturn for the 2018/19 capital programme is £5.8m.
- 7.1.2 The details on the movement expenditure for the Capital Programme are monitored and reported quarterly to Executive within the Healthcheck report.
- 7.2 Any slippage on significant capital projects during 2018/19 will be considered at the end of the financial year
- 7.2.1 The capital programme for 2019/20 onwards contains a number of newly agreed capital schemes and also the rolling schemes agreed in previous years.
- 7.2.3 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.
- 7.2.4 The council is likely to undertake a number 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.
- 7.2.5 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.

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

7.3 Prudential Code Implications

7.3.1 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.

7.3.2 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.

7.3.3 It is recommended that the capital programme being proposed in this budget report is affordable, prudent and sustainable. The Treasury Management Strategy for 2019/20 will address any funding requirements for future years.

8. 2019/20 Revenue Schedule of Fees & Charges

8.1 The proposed schedule of charges set out within set out in **Essential Reference Paper D** will be made available at the Executive meeting.

8.2 The fees and charges budgets (excluding charges for pay and display car parking) included in the 2018/19 Net Cost of Services totalled £2.028m.

8.3 The table below shows the impact of the changes proposed in the schedule of charges to the 2019/20 budget.

Table 10 – Fees & Charges

	2018/19 budget	Impact of proposed 2.5% charges increase	2019/20 budget
	£	£	£
Hertford Theatre	192,500	4,800	197,300
Clinical Waste	74,000	1,850	75,850
Domestic Waste	80,600	2,000	82,600
Commercial Waste	750,500	18,750	769,250
Env Health Promotions	2,000	50	2,050
Env Health Licences	24,350	600	24,950
Taxi Licensing	148,500	3,700	152,200
Development Management	126,000	3,150	129,150
Legal Fees	31,500	800	32,300
Land Charges	260,000	6,500	266,500
Markets	56,000	1,400	57,400
Hostels	120,000	3,000	123,000
Bed & Breakfast	16,100	400	16,500
Residents' Parking	115,100	2,900	118,000
Parking - Season Tickets	31,200	800	32,000

Total	2,028,350	50,700	2,079,050
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8.4 The fees and charges included in **Essential Reference Paper D** have increased by an average of 2.5%, the estimated impact of this increase is additional income of £50.7k in 2019/20.

8.5 Pay and Display charges have not been increased for 2019/20, this is in line with the budget policy agreed at a previous Council, and will be reviewed in 2020/21.

9. Advice from the Section 151 Officer

9.1 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.

9.2 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

9.3 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.

10. Implications / Consultations

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

Background Papers

None

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IMPLICATIONS/CONSULTATIONS

<p>Contribution to the Council's Corporate Priorities/ Objectives:</p>	<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 and service plans for the Council in 2019/20 and the medium term financial plan which contributes to all the Corporate Priorities.</p>
<p>Consultation:</p>	<p>Member training and briefings have been undertaken</p>
<p>Legal:</p>	<p>There are no legal implications.</p>
<p>Financial:</p>	<p>There are no direct financial implications arising from the report.</p>
<p>Human Resource:</p>	<p>No specific implications arise from this report</p>
<p>Risk Management:</p>	<p>The Budget report considers emerging risks to the funding the Council receives and sets out the mitigation of those risks.</p>
<p>Health and wellbeing – issues and impacts:</p>	<p>No specific implications arise from this report.</p>
<p>Equality impact assessment required?</p>	<p>No</p>

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PROJECTED BALANCES ON RESERVES					
	2018/19 Estimated 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	2022/23 Balance 31 Mar '23 £000
General Fund	3,854	3,854	3,854	3,854	3,854
General Reserve	838	742	646	550	454
Other Earmarked Reserves					
Interest Equalisation Reserve	1,461	1,461	1,461	1,461	1,461
Insurance Fund	965	965	965	965	965
Emergency Planning Reserve	36	36	36	36	36
LDF - Public Exam / Green Belt Review	32	32	32	32	32
Housing Condition Survey	104	68	82	96	110
Provision for future whole Council elections	73	0	28	56	84
Sinking Fund - Leisure utilities / pension	228	228	228	228	228
Performance reward grant	10	10	10	10	10
Waste recycling income volatility reserve	248	248	248	248	248
Footbridge over the River Stort	150	150	150	150	150
Transformation Reserve	118	0	0	0	0
DCLG Preventing Repossessions	18	18	18	18	18
New Homes Bonus Priority Spend	5,015	5,662	6,934	9,137	11,845
Collection Fund Reserve	0	285	677	677	677
DEFRA Flood Support for Local Businesses Grant Reserve	4	4	4	4	4
MTFP Transition Funding Reserve	89	71	71	71	71
Flexible Homelessness Grant	105	105	105	105	105
Preventing Homelessness New Burdens	31	31	31	31	31
Total Earmarked Reserves	8,687	9,374	11,080	13,325	16,075
Total Reserves	13,379	13,970	15,580	17,729	20,383

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ESSENTIAL REFERENCE PAPER C

CAPITAL PROGRAMME 2019/20 TO 2022/23

APPROVED SCHEMES	2019/20 Original Budget £000	2020/21 Original Budget £000	2021/22 Original Budget £000	2022/23 Original Budget £000
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Head of Strategic Finance & Property				
Investment in operational assets	250	250	250	250
Total Strategic Finance & Property	250	250	250	250
Head of Shared Business & Technology Services				
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 Operations				
Leisure Facilities Strategy				
Grange Paddocks Leisure Centre	11,000	10,000	648	0
Hartham Leisure Centre	4,000	2,863	0	0
Ward Freman	0	881	0	0
Hertford Theatre	5,000	8,190	0	0
Open Space Improvements at the Wash, Hertford	50	0	0	0

Folly View Open Space Improvements, Hertford	15	0	0	0
Cannons Mill Lane Open Space improvements, Bishops Stortford	30	0	0	0
Replacement play equipment across the district (in response to the Condition Audit to be reviewed in 2018/19)	50	50	50	50
Play Area and other projects, Hartham Common, Hertford	300	0	0	0
Energy Grants	20	20	20	20

Total Head of Operations	20,465	22,004	718	70
Head of Housing & Health				
Improve, maintain & renew structures along rivers and watercourses	48	48	48	48
Land Management Asset Register & Associated Works	50	50	50	50
Disabled Facilities - Discretionary	60	60	60	60
Decent Home Grants	120	120	120	120
Colebrook Court (Network Housing)	32	0	0	0
Community Capital Grants	80	80	80	80
Total Health & Housing	390	358	358	358
Head of Planning & Building Control				
Historic Building Grants	55	55	55	55
Total Head of Planning & Building Control	55	55	55	55

TOTAL	40,643	23,117	1,831	1,183
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Strategic Finance & Property	250	250	250	250
Shared Business & Technology Services	450	450	450	450
Operations	20,465	22,004	718	70
Housing & Health	390	358	358	358
Planning & Building Control	55	55	55	55

TOTAL	21,610	23,117	1,831	1,183
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NEW SCHEMES (submitted for approval to this committee)

Corporate Funding				
Millstream Property Company				
Capital Loan (6 Water Lane, Hertford)	347	0	0	0
Capital Loan (5 x properties per annum)	1,491	1,522	1,535	0
Capital Loan (replace 1,2,3 Old River Lane)	0	0	921	0
Capital Loan (new development and retention of 11 residential units)	764	2,290	0	0
Capital Loan (Northgate End)	0	0	3,337	0
Capital Loan (Watton-at Stone)	0	0	608	0
Corporate Funding	764	2,290	3,945	0

ORL Development				
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Northgate End, MSCP, Residential and Commercial	19,033	0	0	0
ORL Development	19,033	0	0	0
TOTAL (inc new schemes)	41,407	25,407	5,776	1,183



Housing & Health

Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
		£	£	

Environmental Health Licences

Riding Establishments (excl. vet fees)	Cost Recovery	per annum	447.70	N/A	OS
Animal licences - Grant or renewal cost of one licensable activity	Cost Recovery	Every 1 to 3 years	338.00	346.45	OS
Animal licences - Grant or renewal cost per additional licensable activity	Cost Recovery	Every 1 to 3 years	215.00	220.38	OS
Animal licences - Additional annual inspection fee for the hiring of horses, where a renewal inspection is not due (invoiced annually after each inspection)	Cost Recovery	Every 1 to 3 years	187.00	191.68	OS
Animal licences - Minor variation of a current licence (no site visit)	Cost Recovery	per variation	30.70	31.47	OS
Animal licences - Variation of a current licence (involving site visit)	Cost Recovery	per variation	187.00	191.68	OS
Animal licences - Re-evaluation of a licenced premises star rating	Cost Recovery	per inspection	187.00	191.68	OS
Animal licences - Re-evaluation of a licenced premises star rating per additional licensable activity	Cost Recovery	per inspection	187.00	191.68	OS
Animal licences - Additional charge for businesses found to be operating without a valid licence	Cost Recovery	per premises	46.00	47.15	OS
Zoos - New Licence (excl. vet fees)	Cost Recovery	per 4 year registration	46.00	47.15	OS
Zoos - Year 3 renewal licence inspection (excl. vet fees)	Cost Recovery	per inspection	1,670.00	1,711.80	OS
Zoos - Year 6 renewal licence inspection (excl. vet fees)	Cost Recovery	per 6 years	1,670.00	1,711.80	OS
Zoos - Transfer of Licence	Cost Recovery	per transfer	848.00	869.20	OS
Dangerous Wild Animals (excl. vet fees)	Cost Recovery	per 2 years	265.00	271.60	OS
Dog breeding establishments (excl. vet fees)	Cost Recovery	per annum	265.00	N/A	OS
Animal boarding establishments (exc. vet fees)	Cost Recovery	per annum	265.00	N/A	OS
Home boarding establishments (excl. vet fees)	Cost Recovery	per annum	125.00	N/A	OS
Dog creche / day care (excl vet fees)	Cost Recovery	per annum	265.00	N/A	OS
Pet Shops (excl. vet fees)	Cost Recovery	per annum	216.00	N/A	OS
Registration for Skin Piercing (Static/Home Business)	Cost Recovery	per business	212.00	217.30	OS
Registration for Skin Piercing (Person)	Cost Recovery	per person or premises	133.00	136.30	OS
Registration for Peripatetic Skin Piercing	Cost Recovery	per business	212.00	217.30	OS
Update to an existing Skin Piercing registration	Cost Recovery	per update	133.00	136.30	OS
Street Trading: Occasional Registered Charity (up to one month)	Cost Recovery	per month	62.50		OS



Housing & Health

	Basis of Charge	Unit of Charge	2018/19 Charge £	2019/20 Charge £	VAT
Street Trading: Occasional (up to one month)	Cost Recovery	per month	122.75	125.80	OS
Street Trading: Peripatatic (e.g. ice cream van)	Cost Recovery	per annum	354.00	362.80	OS
Street Trading: Static (e.g. burger van)	Cost Recovery	per annum	359.50	368.50	OS
Additional Licence fee for second reminder letter	Cost Recovery	per letter	25.00	25.60	OS
Additional Licence fee for chasing applications after the expiry of current licence	Cost Recovery	per licence	53.90	55.20	OS
Replacement of any enviromental health licence or	Cost Recovery	per licence	53.90	20.50	OS

Training Courses

Foundation Level Food Safety Training	Cost Recovery	per person	40.00	41.00	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	369.00	OS
Cancellation Fee (less than 10 working days before course)	Cost Recovery	per person, per course	100% of fee paid	100% of fee paid	OS

Food Hygiene and Safety

Food register	Cost Recovery	per single entry	14.00	14.00	OS
Food register	Cost Recovery	per category	29.00	30.00	OS
Food register	Cost Recovery	per full copy	85.00	87.00	OS
Issue of certificate following surrender of food (excl. disposal costs)	Cost Recovery	per hour or part	54.00	55.00	OS
Food export health certificate	Cost Recovery	per hour or part	54.00	55.00	OS
Replacement Food Hygiene Rating certificate	Cost Recovery	per certificate	20.00	20.50	OS
Letter confirming food premises registration	Cost Recovery	per letter	20.00	20.50	OS
Food Hygiene Rating Scheme Rescoring Visit	Cost Recovery	per visit	159.00	163.00	OS
Safer Food, Better Business Coaching Visit	Cost Recovery	per visit	159.00	163.00	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	OS

Miscellaneous Fees & Charges

Contaminated Land/ additional land charge enquiry	Cost Recovery	per hour or part	67.00	68.50	OS
Statement of case for civil cases	Cost Recovery	per hour or part	53.86	55.17	S



Housing & Health

	Basis of Charge	Unit of Charge	2018/19 Charge £	2019/20 Charge £	VAT
Attendance at Exhumations	Cost Recovery	per hour or part	53.86	55.17	S

Private Water Supplies

Risk Assessment (smaller supplies - Regulation 10)	Cost Recovery	per assessment	up to 500	N/A	OS
Risk Assessment (smaller supplies - Regulation 10)		per hour or part	N/A	55.17	OS
Risk Assessment (larger supplies - Regulation 9)	Cost Recovery	per assessment	up to 500	N/A	OS
Risk Assessment (larger supplies - Regulation 9)		per hour or part	N/A	55.17	OS
Risk Assessment (Desktop)	Cost Recovery	per assessment	up to 500	N/A	OS
Risk Assessment (Desktop)		per hour or part	N/A	55.17	OS
Sampling Visit (excl. analysis costs)	Cost Recovery	per visit	100.00	N/A	OS
Sampling Visit (excl. analysis costs)		per hour or part	N/A	55.17	OS
Investigation (excl. analysis costs)	Cost Recovery	per investigation	100.00	N/A	OS
Investigation (excl. analysis costs)		per hour or part	N/A	55.17	OS
Granting of Authorisation	Cost Recovery	per authorisation	100.00	100.00	OS
Granting of Authorisation		per hour or part	N/A	55.17	OS
Analysis Costs (Regulation 10)	Cost Recovery	per set of samples	up to £25	full cost charged by laboratory	OS
Analysis Costs (Check Monitoring)	Cost Recovery	per set of samples	up to £100	full cost charged by laboratory	OS
Analysis Costs (Audit Monitoring)	Cost Recovery	per set of samples	up to £500	full cost charged by laboratory	OS

Private Sector Housing

Standards inspection for immigration	Cost Recovery	per inspection	161.50	165.50	S
Housing Notices	Cost Recovery	fixed charge	371.30	380.60	OS
Fixed penalty for failure to belong to an approved redress scheme		fixed charge	5,000.00	5,000.00	OS
Licence for a HMO with no more than 5 bedrooms (initiated by applicant without LA intervention)	Cost Recovery	per licence	887.90	910.00	OS
Licence for a HMO with no more than 5 bedrooms (initiated by applicant with LA intervention)	Cost Recovery	per licence	1,205.00	1,235.00	OS
Additional bedrooms	Cost Recovery	each	16.20		



Housing & Health

	Basis of Charge	Unit of Charge	2018/19 Charge £	2019/20 Charge £	VAT
Variation of licence	Cost Recovery	per variation	134.50	137.90	OS
Renewal of HMO Licence	Cost Recovery	per licence	737.20	755.60	OS
Confirmation of empty home status for VAT reduction	Cost Recovery	per letter	82.90	85.00	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	29.00	30.00	OS
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OTHER LICENCES

Sex Establishments		per annum	2,814.00	2,884.40	OS
Sex Establishments		per renewal	2,491.50	2,553.80	OS
Sex Establishments		transfer	80.75	82.75	OS
Hypnotism Act 1952 - Occasional licensed premises			150.70	154.50	OS
Hypnotism Act 1952 - Occasional unlicensed premises			581.00	595.50	OS
Scrap Metal Site Licence		per licence granted	264.80	271.42	OS
Scrap Metal Site Licence		per licence renewed	197.00	201.90	OS
Scrap Metal Site Licence - Variation, Name Change, Change of Site		per change	46.80	48.00	OS
Scrap Metal Collectors Licence		per licence granted	239.50	245.50	OS
Scrap Metal Collectors Licence		per licence renewed	171.40	175.70	OS
Scrap Metal Collectors Licence - Variation, Name Change		per change	46.80	48.00	OS

TAXI LICENSING

Private Hire vehicle (new) - 1 year		per new licence	286.00	286.00	OS
Private Hire vehicle (renewal) - 1 year		per renewal	280.00	280.00	OS
Vehicle - either Hackney Carriage or Private Hire (new) only - 1 year	HC	per new licence	371.00	390.00	OS
Vehicle - either Hackney Carriage or Private Hire (renewal) HC only - 1 year		per renewal	291.00	310.00	OS
Dual Driver or Private Hire Driver (new) - 3 year PH			384.00	384.00	OS



Housing & Health

	Basis of Charge	Unit of Charge	2018/19 Charge £	2019/20 Charge £	VAT
Dual Driver or Private Hire Driver (renewal) - 3 year PH			277.00	277.00	OS
Dual Driver or Private Hire Driver (new) - 1 year			N/A	335.00	OS
Dual Driver or Private Hire Driver (renewal) - 1 year			N/A	308.00	OS
Private Hire Operator - 5 year (new)			295.00	295.00	OS
Private Hire Operator - 5 year (renewal)			289.00	289.00	OS
Private Hire Operator - 1 year (new)			N/A	263.00	OS
Private Hire Operator - 1 year (renewal)			N/A	263.00	OS
Each additional vehicle above 6			-	-	OS
Change of vehicle (new vehicle on old plate number)			54.00	54.00	OS
Change of vehicle (courtesy car)			83.00	83.00	OS
Vehicle Inspection (5 year check)			N/A	32.00	OS
Private Hire Driver converted to Dual Driver			50.00	50.00	OS
Private Hire Driver converted to Hackney Carriage			99.00	99.00	OS
Change of vehicle proprietor			37.00	37.00	OS
Change of DVLA details (registration number etc)			56.00	56.00	OS
Change of Drivers address			11.00	11.00	OS
Knowledge test and training day (all new applicants)			98.00	98.00	OS
Resit of both routes and rules & regulations tests			52.00	52.00	OS
Resit of routes test only			34.00	34.00	OS
Update training for existing drivers			59.00	59.00	OS
Enhanced DBS Online			62.00	62.00	OS
Basic Disclosure Online			43.00	43.00	OS
Roof light (complete)		per light	74.00	74.00	S
Roof light (top cover or base plate)(new cost for top cover only)		per light	37.00	37.00	S
Roof Light (base)			28.00		



Housing & Health

	Basis of Charge	Unit of Charge	2018/19 Charge £	2019/20 Charge £	VAT
2nd hand top or base			-	-	S
Replacement badges			24.00	24.00	S
Replacement plate (or additional for a trailer)			40.00	40.00	S
Roof light bulbs			3.00	3.00	S
Magnets (sold as a pair)			6.00	6.00	S
Executive Disc (private hire vehicles only)			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 year of unexpired operators licence (new)			10.40	10.40	OS
Refund per full calendar year of unexpired operators licence (renewal)			10.40	10.40	OS

PREMISES LICENCES

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	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	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	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	OS



Housing & Health

	Basis of Charge	Unit of Charge	2018/19 Charge £	2019/20 Charge £	VAT
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	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	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	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	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	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	OS
PERSONAL LICENCE		per licence	39.83	40.83	OS

OTHER FEES AND CHARGES

Supply of copies of information contained in register		per black & white A4 sheet	0.11	0.11	S
Supply of copies of information contained in register		per black & white A3 sheet	0.22	0.22	S
Supply of copies of information contained in register		per black & white A0 sheet	1.19	1.22	S
Supply of copies of information contained in register		per colour A4 sheet	0.22	0.22	S
Supply of copies of information contained in register		per colour A3 sheet	0.54	0.55	S
Supply of copies of information contained in register		per colour A0 sheet	1.83	1.87	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	OS
Notification of change of name or address (holder of premises licence)	Statutory Fee	per change	10.50	10.50	OS
Application to vary or to specify individual as premises supervisor	Statutory Fee	per application	23.00	23.00	OS
Application to transfer premises licence	Statutory Fee	per application	23.00	23.00	OS
Interim authority notice	Statutory Fee	per notice	23.00	23.00	OS
Application for making of a provisional statement	Statutory Fee	per statement	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	OS
Notification of change of name or alteration of club rules	Statutory Fee	per change	10.50	10.50	OS



Housing & Health

	Basis of Charge	Unit of Charge	2018/19 Charge £	2019/20 Charge £	VAT
Change of relevant registration address of club	Statutory Fee	per change	10.50	10.50	OS
Temporary event notice	Statutory Fee	per notice	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	OS
Application of copy of licence on theft, loss etc of personal licence	Statutory Fee	per copy	10.50	10.50	OS
Notification of change of name or address (personal licence)	Statutory Fee	per change	10.50	10.50	OS
Notice of interest in any premises	Statutory Fee	per notice	21.00	21.00	OS

Gambling Act 2005

Bingo Premises		per licence	2,881.66	2,953.70	OS
Bingo Premises		per variation	1,441.10	1,477.13	OS
Bingo Premises		per transfer	988.00	1,012.70	OS
Bingo Premises		Annual Fee	823.34	843.92	OS
Adult Gaming Centre Premises		per licence	1,665.56	1,707.20	OS
Adult Gaming Centre Premises		per variation	823.34	843.92	OS
Adult Gaming Centre Premises		per transfer	968.00	992.20	OS
Adult Gaming Centre Premises		Annual Fee	823.34	843.92	OS
Betting Premises (Track)		per licence	2,058.87	2,110.34	OS
Betting Premises (Track)		per variation	1,029.98	1,055.73	OS
Betting Premises (Track)		per transfer	782.44	802.00	OS
Betting Premises (Track)		Annual Fee	823.34	843.92	OS
Betting Premises (Other)		per licence	2,475.38	2,537.26	OS
Betting Premises (Other)		per variation	1,235.54	1,266.43	OS
Betting Premises (Other)		per transfer	988.00	1,012.70	OS
Betting Premises (Other)		Annual Fee	322.88	330.95	OS
Family Entertainment Centre Premises		per licence	1,646.66	1,687.83	OS
Family Entertainment Centre Premises		per variation	823.34	843.92	OS



Housing & Health

	Basis of Charge	Unit of Charge	2018/19 Charge £	2019/20 Charge £	VAT
Family Entertainment Centre Premises		per transfer	782.44	802.00	OS
Family Entertainment Centre Premises		Annual Fee	617.77	633.21	OS
Temporary Use Notices		per notice	538.13	551.58	OS
Temporary Use Notices		per copy	26.91	27.58	OS
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per permit	50.00	50.00	OS
Club Gaming Machine Permit 5 years (Up to 3 machines)	Statutory Fee	per permit	100.00	100.00	OS
Club Gaming Machine Permit	Statutory Fee	Annual Fee	50.00	50.00	OS
Small Lotteries		per setup	40.00	40.00	OS
Small Lotteries	Statutory Fee	per renewal	20.00	20.00	OS

CCTV Cameras

Ware Town Council		per annum	11,408.25	11,693.50	OS
Hertford Town Council		per annum	22,956.41	23,530.30	OS
Bishop's Stortford Town Council		per annum	23,462.25	24,048.80	OS

HOSTELS

Hillcrest Hostel Single Room (excl. service charges)		per week	195.00	195.00	Z
Hillcrest Hostel Double Room (excl. service charges)		per week	220.00	220.00	Z
Hillcrest Hostel Family Room (excl. service charges)		per week	230.00	230.00	Z
Bed & Breakfast - Single person		per week	107.75	107.75	Z
Bed & Breakfast - Single person		per day	15.40	15.40	Z
Bed & Breakfast - Single person and one child		per week	142.80	142.80	Z
Bed & Breakfast - Single person and one child		per day	20.40	20.40	Z
Bed & Breakfast - Single person and two children		per week	155.20	155.20	Z
Bed & Breakfast - Single person and two children		per day	22.20	22.20	Z
Bed & Breakfast - Couple		per week	142.80	142.80	Z
Bed & Breakfast - Couple		per day	20.40		Z



Housing & Health

	Basis of Charge	Unit of Charge	2018/19 Charge £	2019/20 Charge £	VAT
Bed & Breakfast - Couple and one child		per week	167.60	167.60	Z
Bed & Breakfast - Couple and one child		per day	23.90	23.90	Z
Bed & Breakfast - Couple and two children		per week	176.70	176.70	Z
Bed & Breakfast - Couple and two children		per day	25.90	25.90	Z
Bed & Breakfast - Additional children up to 16		per week	14.70	14.70	Z
Bed & Breakfast - Additional children up to 16		per day	2.10	2.10	Z



Hertford Theatre

Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
		£	£	

HERTFORD THEATRE

HIRE CHARGES

WEEKDAYS Auditorium am (9am to 1pm)			277.00	277.00	E
WEEKDAYS Auditorium am per hour			69.00	69.00	E
WEEKDAYS Auditorium pm (1pm to 6pm)			425.00	425.00	E
WEEKDAYS Auditorium pm per hour			85.00	85.00	E
WEEKDAYS Auditorium Evening (6pm to midnight)			573.00	573.00	E
WEEKDAYS Auditorium Evening per hour			96.00	96.00	E
WEEKDAYS Auditorium 9am-6pm (discounted rate)			597.00	597.00	E
WEEKDAYS Auditorium 1pm-midnight (discounted rate)			841.00	841.00	E
WEEKDAYS Auditorium 9am-midnight (discounted rate)			1,066.00	1,066.00	E
WEEKDAYS Studio am (9am to 1pm)			105.00	105.00	E
WEEKDAYS Studio am per hour			26.25	26.25	E
WEEKDAYS Studio pm (1pm to 6pm)			131.25	131.25	E
WEEKDAYS Studio pm per hour			26.25	26.25	E
WEEKDAYS Studio Evening (6pm to midnight)			157.50	157.50	E
WEEKDAYS Studio Evening per hour			26.25	26.25	E
WEEKDAYS Studio 9am-6pm (discounted rate)			210.00	210.00	E
WEEKDAYS Studio 1pm-midnight (discounted rate)			262.50	262.50	E
WEEKDAYS Studio 9am-midnight (discounted rate)			367.50	367.50	E
WEEKDAYS River Room am (9am to 1pm)			105.00	105.00	E
WEEKDAYS River Room am per hour			26.25	26.25	E
WEEKDAYS River Room pm (1pm to 6pm)			131.25	131.25	E
WEEKDAYS River Room pm per hour			26.25	26.25	E
WEEKDAYS River Room Evening (6pm to midnight)			157.50	157.50	E
WEEKDAYS River Room Evening per hour			26.25		E



Hertford Theatre

	Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
			£	£	
WEEKDAYS River Room 9am-6pm (discounted rate)			210.00	210.00	E
WEEKDAYS River Room 1pm-midnight (discounted rate)			262.50	262.50	E
WEEKDAYS River Room 9am-midnight (discounted rate)			367.50	367.50	E
WEEKDAYS Foyer am (9am to 1pm)			105.00	105.00	E
WEEKDAYS Foyer am per hour			26.25	26.25	E
WEEKDAYS Foyer pm (1pm to 6pm)			131.25	131.25	E
WEEKDAYS Foyer pm per hour			26.25	26.25	E
WEEKDAYS Foyer Evening (6pm to midnight)			157.50	157.50	E
WEEKDAYS Foyer Evening per hour			26.25	26.25	E
WEEKENDS AND BANK HOLIDAYS Auditorium am (9am to 1pm)			340.00	340.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium am per hour			85.00	85.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium pm (1pm to 6pm)			478.00	478.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium pm per hour			96.00	96.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium Evening (6pm to midnight)			819.00	819.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium Evening per hour			137.00	137.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium 9am-6pm (discounted rate)			713.00	713.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium 1pm-midnight (discounted rate)			1,139.00	1,139.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium 9am-midnight (discounted rate)			1,427.00	1,427.00	E
WEEKENDS AND BANK HOLIDAYS Studio am (9am to 1pm)			105.00	105.00	E
WEEKENDS AND BANK HOLIDAYS Studio am per hour			26.25	26.25	E
WEEKENDS AND BANK HOLIDAYS Studio pm (1pm to 6pm)			131.25	131.25	E
WEEKENDS AND BANK HOLIDAYS Studio pm per hour			26.25	26.25	E
WEEKENDS AND BANK HOLIDAYS Studio Evening (6pm to midnight)			157.50	157.50	E
WEEKENDS AND BANK HOLIDAYS Studio Evening per hour			26.25	26.25	E
WEEKENDS AND BANK HOLIDAYS Studio 9am-6pm (discounted rate)			210.00	210.00	E
WEEKENDS AND BANK HOLIDAYS Studio 1pm-midnight (discounted rate)			262.50	262.50	E



Hertford Theatre

	Basis of Charge	Unit of Charge	2018/19 Charge £	2019/20 Charge £	VAT
WEEKENDS AND BANK HOLIDAYS Studio 9am-midnight (discounted rate)			367.50	367.50	E
WEEKENDS AND BANK HOLIDAYS River Room am (9am to 1pm)			105.00	105.00	E
WEEKENDS AND BANK HOLIDAYS River Room am per hour			26.25	26.25	E
WEEKENDS AND BANK HOLIDAYS River Room pm (1pm to 6pm)			131.25	131.25	E
WEEKENDS AND BANK HOLIDAYS River Room pm per hour			26.25	26.25	E
WEEKENDS AND BANK HOLIDAYS River Room Evening (6pm to midnight)			157.50	157.50	E
WEEKENDS AND BANK HOLIDAYS River Room Evening per hour			26.25	26.25	E
WEEKENDS AND BANK HOLIDAYS River Room 9am-6pm (discounted rate)			210.00	210.00	E
WEEKENDS AND BANK HOLIDAYS River Room 1pm-midnight (discounted rate)			262.50	262.50	E
WEEKENDS AND BANK HOLIDAYS River Room 9am-midnight (discounted rate)			367.50	367.50	E
WEEKENDS AND BANK HOLIDAYS Foyer am (9am to 1pm)			105.00	105.00	E
WEEKENDS AND BANK HOLIDAYS Foyer am per hour			26.25	26.25	E
WEEKENDS AND BANK HOLIDAYS Foyer pm (1pm to 6pm)			131.25	131.25	E
WEEKENDS AND BANK HOLIDAYS Foyer pm per hour			26.25	26.25	E
WEEKENDS AND BANK HOLIDAYS Foyer Evening (6pm to midnight)			157.25	157.25	E
WEEKENDS AND BANK HOLIDAYS Foyer Evening per hour			26.25	26.25	E
WEEKLY Auditorium Mon - Sunday (amateur)			5,644.00	5,644.00	E
WEEKLY Auditorium Mon - Sunday (professional)			7,087.00	7,087.00	E
WEEKLY Studio Mon - Sunday			2,258.00	2,258.00	E
WEEKLY River Room Mon - Sunday			2,258.00	2,258.00	E

CINEMA PRICES

Adults			6.08	6.08	S
Concessions			4.38	4.38	S

PIANOS

Concert Grand Piano		per session	136.67	136.67	S
Piano Tuning		per tune	68.75		



Hertford Theatre

	Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
			£	£	
Electric Piano		per session	40.25	40.25	S

STAGE LIGHTING EQUIPMENT

VL2000s (all floor)		per day	41.87	41.87	S
VL2000s (all floor)		per week	125.83	125.83	S
UV floods		per week	27.50	27.50	S
Rotating disco light (large)		per week	32.42	32.42	S
Smoke machine (includes fluid)		per week	40.83	40.83	S
Point source Hazer		per day	16.67	16.67	S
Point source Hazer		per week	44.58	44.58	S

SOUND EQUIPMENT

Batteries		each	0.39	0.39	S
Radio Microphones (single)		per day	31.67	31.67	S
Radio Microphones (4)		per day	110.00	110.00	S
Radio Microphones (8)		per day	215.00	215.00	S
Radio Microphones (14)		per day	367.50	367.50	S
Radio Microphones (single)		per week	78.75	78.75	S
Radio Microphones (4)		per week	274.75	274.75	S
Radio Microphones (8)		per week	537.25	537.25	S
Radio Microphones (14)		per week	918.33	918.33	S
Sound support tech (4 hour blocks)		per radio mic hire	62.92	62.92	S
AKG 747 condensor microphones		per day	6.50	6.50	S
SM57 microphone		per day	4.67	4.67	S
SM58 microphone		per day	4.67	4.67	S
Condensor microphones		per day	4.67	4.67	S
Seinnheiser vocal mics		per day	5.50	5.50	S
Seinnheiser bass mics		per day	5.50	5.50	S



Hertford Theatre

	Basis of Charge	Unit of Charge	2018/19 Charge £	2019/20 Charge £	VAT
DI boxes		per week	6.50	6.50	S
Portable PA system (mains or battery)		per day	49.17	49.17	S

PROJECTION EQUIPMENT

Epson data projector & small screen		per day	38.50	38.50	S
Kodak slide projector & small screen		per day	11.42	11.42	S
Barco cinema projector & screen with technician		per hour	55.00	55.00	S

STAFFNG

Technician		per hour	16.67	16.67	S
Followspot operator		per hour	16.67	16.67	S
Projectionist		per hour	38.50	38.50	S
Lighting Design fee		per design	137.92	137.92	S

Seating Removal inc. rake			131.25	131.25	S
Rows A&B removal			36.67	36.67	S
Rows A to D removal			63.00	63.00	S
Studio tiered seating		per day	65.83	65.83	S
Aluminium staging sections 2m x 1m		per day	21.87	21.87	S
Starcloth		per day	22.50	22.50	S
Starcloth		per week	91.67	91.67	S
Gauze		per day	22.50	22.50	S
Gauze		per week	91.67	91.67	S
Stage Dance Floor		per lay	32.50	32.50	S

PYROTECHNICS

Effects prices vary - Prices on application



Operations

Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
		£	£	

ANIMAL CONTROL

Stray dog with ID chip (unless first offence and dog is collected the same day)		per dog	25.00	25.00	n/a
Stray dog without ID chip	Statutory		25.00	25.00	n/a
Stray dog collected			21.00	21.00	n/a
Kennel Charges		per night	15.00	15.00	n/a
ID chipping dogs (Ind)		per chip	19.25	19.75	S
ID chipping dogs (Campaign)		per chip	9.17	9.41	S
Assistance to third party organisations		per hour	32.00	32.75	S
Provision of dog waste bag		per box of 5000	32.00	32.75	S
Dog Fouling Sign		per sign	13.50	13.83	S

Allotments

Allotments (25.3m ²)		per annum	3.80	3.90	n/a
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Pest Control

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	12.50	16.67	S
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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			1,323.00	1,356.00	n/a
Personal Trainers - per trainer			499.00	511.00	n/a



Waste Services

Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
		£	£	

REFUSE COLLECTION - Commercial Refuse Collection

Paid Collections (excl. HCC disposal costs)	medium	79.84	81.67	S
Paid Collections (excl. HCC disposal costs)	large	164.83	169.17	S
Mixed Heriditaments - charged according to the proportion of trade waste collected.		Individual charge	Individual charge	
Commercial Events - Cleansing / Refuse Collection	per hour	82.42	84.17	S

REFUSE COLLECTION - Domestic Refuse Collection

Bulky Waste Collection - 1 Item	per collection	27.50	28.00	n/a
Bulky Waste Collection - 2 Items	per collection	38.00	39.00	n/a
Bulky Waste Collection - 3 Items	per collection	48.00	49.00	n/a
Bulky Waste Collection - 4 Items	per collection	59.00	60.00	n/a
Bulky Waste Collection - Load - small	per collection	69.00	71.00	n/a
Bulky Waste Collection - Load - medium	per collection	102.00	104.00	n/a
Bulky Waste Collection - Load - large	per collection	152.00	156.00	n/a
Bulky Collection Cancellation Fee	per cancellation	10.50	11.00	n/a

REFUSE COLLECTION - Other

Cleansing private land (Performance area - regular schedule)	per linear metre per annum	25.21	25.83	S
Cleansing private land - ad hoc litter picking	per hour	79.25	81.25	S
Abandoned Vehicles (end of life vehicles) surrendered and removed by LA	per vehicle	44.17	45.00	S
Abandoned Vehicles (end of life vehicles) surrendered and removed by LA	per caravan	68.33	70.00	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	58.00	59.00	n/a
Cleaning graffiti - small items	per item	35.00	36.00	n/a

REFUSE COLLECTION - Clinical



Waste Services

	Basis of Charge	Unit of Charge	2018/19 Charge £	2019/20 Charge £	VAT
Charge per site		per visit (max 26)	15.83	15.83	S
Sharps containers		per container	9.46	10.00	S
Sacks - trade (infectious waste)		per sack	6.04	6.25	S
Sacks - domestic (infectious waste)		per sack	1.30	1.29	n/a
Sacks - trade (Offensive waste)		per sack	3.70	3.75	S
Sacks - domestic (Offensive waste)		per sack	1.30	1.29	n/a
Extra Sacks delivery charge		per occasion	27.30	27.92	n/a

COMMERCIAL WASTE

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	95.00	97.00	n/a
Commercial Waste Collection Services - 240 litres		per bin per annum	430.00	441.00	n/a
Commercial Waste Collection Services - 340 litres		per bin per annum	490.00	502.00	n/a
Commercial Waste Collection Services - 660 litres		per bin per annum	841.00	862.00	n/a
Commercial Waste Collection Services - 1,100 litres		per bin per annum	1,054.00	1,080.00	n/a
Prescribed Waste Collection Service - Sacks		per 50	55.00	56.00	n/a
Prescribed Waste Collection Service - 240 litres		per bin per annum	319.00	327.00	n/a
Prescribed Waste Collection Service - 340 litres		per bin per annum	341.00	349.00	n/a
Prescribed Waste Collection Service - 660 litres		per bin per annum	571.00	585.00	n/a
Prescribed Waste Collection Service - 1,100 litres		per bin per annum	618.00	633.00	n/a
Prescribed Waste for Educational Establishments - Sacks		per 50	55.00	56.00	n/a
Prescribed Waste for Educational Establishments - 240 litres		per bin per annum	290.00	297.00	n/a
Prescribed Waste for Educational Establishments - 340 litres		per bin per annum	323.00	331.00	n/a
Prescribed Waste for Educational Establishments - 660 litres		per bin per annum	528.00	542.00	n/a
Prescribed Waste for Educational Establishments - 1,100 litres		per bin per annum	571.00	585.00	n/a
Bin removal & re-delivery charge following non-payment		per occasion	27.30	28.00	n/a



Waste Services

	Basis of Charge	Unit of Charge	2018/19 Charge £	2019/20 Charge £	VAT
Extra sacks delivery charge		per occasion	27.30	28.00	n/a



Parking

Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
		£	£	

Parking

Off Street Resident Season Ticket - Port Vale			234.17	240.00	S
Off Street Resident Season Ticket - Crown Terrace			1,051.65	1,077.50	S
Off Street Resident Season Ticket - Baldock Street - Ware			820.84	841.25	S
Off Street Business Permit - Charrington's House BS Long Stay			1,060.00	1,086.66	S
On Street Resident Season Ticket - 1st Permit			40.00	41.00	n/a
On Street Resident Season Ticket - 2nd Permit			80.00	82.00	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))			80.00	82.00	n/a
On Street Resident Season Ticket - Motorcycle permit			19.00	19.00	n/a
On Street Resident Season Ticket - Contractor permit		per week	15.00	15.00	n/a
On Street Resident Season Ticket - Business permit		per annum	315.00	320.00	n/a
On Street Resident Season Ticket - Carers/ Special permits (discretionary)			36.00	36.00	n/a
On Street Resident Season Ticket - Visitors Vouchers		per hour	0.10	0.10	n/a
On Street Resident Season Ticket - Visitors Vouchers		per hour pensioners	0.05	0.05	n/a
On Street Resident Season Ticket - Charge for Temporary Dispensation from Parking Restrictions			15.00	15.00	n/a
On Street Residents Parking Permits - Folly Island - 2nd Permit			55.00	56.00	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	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	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	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	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	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	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	OS



Parking

	Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
			£	£	
Penalty Charges issued under Regulation 10 of the General Regulations. - Higher Level Penalty Charge - Paid after 21 days		per PCN	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	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	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	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	OS
Bishop's Stortford market traders' tariff - Link Road		per Thursday or Saturday	3.00	3.00	S
Bishop's Stortford market traders' tariff - Northgate End		per Thursday or Saturday	3.00	3.00	S
Bishop's Stortford market traders' tariff - Apton Road		per Thursday or Saturday	3.00	3.00	S
Old London Road - Hertford - Market Traders		per day	3.00	3.00	S
Old London Road - Hertford - Coach / Lorry tariff		per visit	12.50	12.50	S



Markets

Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
		£	£	

Markets

Hertford - Standard pitch 3m x 2.1m (10' x 7')		per pitch	22.90	22.90	E
Hertford - Casual Trader pitch 3m x 2.1m (10' x 7')		per pitch	27.30	27.30	E
Hertford - Additional space		per 0.3m (per sq ft)	1.50	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	14.70	14.70	E
Ware - Casual Trader pitch 3m x 2.1m (10' x 7')		per pitch	16.40	16.40	E
Ware - Additional space		per 0.3m (per sq ft)	1.30	1.30	E
Charity Stall - Any Market			11.40	11.40	E
Electricity Fee Charges		per stall per day	3.40	3.40	n/a
Market Licence - Commercial - up to 10 stalls			35.30	35.30	n/a
Market Licence - Commercial - up to 11 - 30 stalls			59.10	59.10	n/a
Market Licence - Commercial - up to 31plus stalls			123.00	123.00	n/a
Market Licence - Charity			24.40	24.40	n/a
Farmers Markets - Villages			126.00	126.00	E
Farmers Markets - Hertford (own stall)			-	-	E
Farmers Markets - Hertford (East Herts stall)			29.40	29.40	E
Farmers Markets - Jackson Square		per quarter	1,627.50	1,627.50	E

Legal & Democratic

Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
		£	£	

LAND CHARGES

Registration of a charge in Part II of the register	Statutory	per charge	£67.00	67.00	OS
Filing a definite certificate of the Lands Tribunal under rule 10 (3)	Statutory	per certificate	£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	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	OS
Office copy of any plan or other document filed pursuant to the rules	Statutory	per copy	Individual Charge	Individual Charge	OS
Standard search fee (LLC1 + CON29)		Fixed	£116.35	£116.35	S
Extra parcel fee with standard search		Fixed	£21.00	£21.00	S
Standard search including all CON29O questions		Fixed	£364.15	£364.15	S
LLC1		Fixed	£22.05	£22.05	Z
CON29		Fixed	£94.30	£94.30	S
Con29O Qu.4 -21		Fixed	£12.60	£12.60	S
Con29o Qu.22		Fixed	£21.00	£21.00	S
Extra parcel fee (LLC1)		Fixed	£5.25	£5.25	Z
Extra parcel fee (Con29)		Fixed	£15.75	£15.75	S

LEGAL CHARGES

Authorised Guarantee Agreement	Discretionary	Fixed	£504.17	516.75	S
Commercial lease assignment	Discretionary	Fixed	£682.50	699.58	S
Leases	Discretionary	Fixed	£787.42	807.08	S
Licences	Discretionary	Fixed	£367.50	376.66	S
Deed of covenants	Discretionary	Fixed	£475 PLUS 3%	£486.87 PLUS 3%	S
Landlord licence	Discretionary	Fixed	£575.40	589.80	S
Deed of variation (complex)	Discretionary	Fixed	£1,050.00	1,076.24	S
Easements	Discretionary	Fixed	£1,050.00	1,076.24	S
Drafting Rent Reviews	Discretionary	Fixed	£262.50	269.07	S
s.106 TCPA 1990 – simple	Discretionary	Fixed	£1,050.00	1,076.24	S
s.106 TCPA – complex	Discretionary	Fixed	£2,625.00	2,690.63	S
Deed of Surrender	Discretionary	Fixed	£630.00	645.75	S
Transfer of Open Space	Discretionary	Fixed	£840.00	861.00	S

Legal & Democratic

	Basis of Charge	Unit of Charge	2018/19 Charge £	2019/20 Charge £	VAT
Licence of alternations	Discretionary	Fixed	£735.00	753.33	S
Licence to assign leasehold premises	Discretionary	Fixed	£735.00	753.33	S
Notice of Assignment	Discretionary	Fixed	£86.00	88.16	S
Notice of charge	Discretionary	Fixed	£86.00	88.16	S
Postponement of Charge	Discretionary	Fixed	£86.00	88.16	S
Sale of land	Discretionary	Fixed	£787.50	807.17	S
Footpath/Bridleway Creation or Diversion Agreement	Discretionary	Fixed	£1,575.00	1,614.37	S

Electoral Registration Fees

Fee for sale of the full register and notices of alteration	Statutory	per sale provided electronically	£20.00	£20.00	Z
and an additional	Statutory	per thousand or part thousand entries	£1.50	£1.50	Z
Fee for sale of the full register and notices of alteration	Statutory	per sale printed	£10.00	£10.00	Z
and an additional	Statutory	per thousand or part thousand entries	£5.00	£5.00	Z
Fee for sale of the open Register	Statutory	per sale provided electronically	£20.00	£20.00	Z
and an additional	Statutory	per thousand or part thousand entries	£1.50	£1.50	Z
Fee for sale of the open Register	Statutory	per sale printed	£10.00	£10.00	Z
and an additional	Statutory	per thousand or part thousand entries	£5.00	£5.00	Z
Fee for sale of the list of overseas electors	Statutory	per sale provided electronically	£20.00	£20.00	Z
and an additional	Statutory	per hundred or part hundred entries	£1.50	£1.50	Z
Fee for sale of the list of overseas electors	Statutory	per sale printed	£10.00	£10.00	Z
and an additional	Statutory	per hundred or part hundred entries	£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	Z
and an additional	Statutory	per thousand or part thousand entries	£1.00	£1.00	Z

Legal & Democratic

	Basis of Charge	Unit of Charge	2018/19 Charge £	2019/20 Charge £	VAT
Fee for sale of the marked document (register or absent voters list)	Statutory	per sale printed	£10.00	£10.00	Z
and an additional	Statutory	per thousand or part thousand entries	£2.00	£2.00	Z
Photocopies of Election expense returns	Statutory	Per side copied	£0.20	£0.20	Z
Certificate of Registration	Discretionary	per elector per year	£20.00	£20.00	Z

Street Name & Numbering

Change/addition of house name	Discretionary	Per property	£78.75	80.70	Z
Registering 1 plot	Discretionary	Single properties	£78.75	80.70	Z
Registering 2-24 plots	Discretionary	Per plot	£52.50	53.80	Z
Registering 25-49 plots	Discretionary	Per plot	£42.00	43.00	Z
Registering 50-74 plots	Discretionary	Per Plot	£31.50	32.30	Z
Registering 75-99 plots	Discretionary	Per Plot	£26.25	26.90	Z
Registering 100+ Plots	Discretionary	Per Plot	£15.75	16.15	Z
Naming a new street/block where the Council Chooses a Name	Discretionary	Per road name	£210.00	215.25	Z
Naming a new street/block where the developer chooses a name (Subject to consultation**)	Discretionary	Per road name	£262.50	269.05	Z
Renaming of street where requested by residents and/or the Town/Parish Council	Discretionary	Per address	£78.75	80.70	Z
Change to new addresses due to development changing after the schedule has been issued (applies to all amended plots)	Discretionary	Per plot	£52.50	53.80	Z



Freedom of Information

Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	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	
FOI Request	Statutory	In excess 18 hours of staff time	£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	
EIR Request	Statutory	Under 18 hours of staff time	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	



Strategic Finance & Property

Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
		£	£	

Letting of Council Offices

Council Chamber - Hertford		per hour	31.00	32.00	n/a
Other Rooms - Hertford		per hour	20.00	20.50	n/a



Council Tax

Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
		£	£	

Revenues

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



Planning

Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
		£	£	

Misc Development Management Charges

Copies of any documents	per black & white A4 sheet	0.10	0.10	n/a
Copies of any documents	per colour A4 sheet	0.20	0.20	n/a
Copies of any documents	per black & white A3 sheet	0.20	0.20	n/a
Copies of any documents	per colour A3 sheet	0.40	0.40	n/a
Copies of any documents	per black & white A2 sheet	1.00	1.00	n/a
Copies of any documents	per colour A2 sheet	2.00	2.00	n/a
Copies of any documents	per black & white A1 sheet	1.50	1.50	n/a
Copies of any documents	per colour A1 sheet	3.00	3.00	n/a
Copies of any documents	per black & white A0 sheet	2.00	2.00	n/a
Copies of any documents	per colour A0 sheet	4.20	4.30	n/a
Copies of documents provided on an electronic disc	per disc provided	16.30	16.70	n/a
Historical Research (where records available)	per hour (or part)	83.00	85.00	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	81.00	83.00	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	34.00	n/a
Fee for discharge of or compliance with a condition	per request (any number of conditions) all other developments	97.00	116.00	n/a
Retrieval of externally stored microfilmed records	per microfilmed record	4.90	5.00	n/a

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ERP E
DRAFT SERVICE PLANS 2019/ 2020

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 2019/20 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 below 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:
Implement East Herts Community Lottery	<ul style="list-style-type: none"> • £19,000 raised for good causes operating in East Herts 	31 March 2020	Head of Strategic Finance and Property
Implement crowd funding initiatives	<ul style="list-style-type: none"> • £30,000 raised in supplementary budget for expanded works at Hartham common • £50,000 raised in supplementary budget for expanded works at Hartham common (stretch goal if first target achieved) 	31 March 2020	Head of Strategic Finance and Property
Continue to grow social media channels and increase digital footprint	<ul style="list-style-type: none"> • No. of Twitter followers • No. of Facebook likes • No. of Instagram followers • No. of LinkedIn connections • No. of subscribers to email marketing 	31 March 2020	Communications and Digital Media Manager

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

Action:	Performance measures or project milestones:	Deadline:	Lead 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 2020 31 December 2020	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 2020	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 2020	Head of Revenues and Benefits
Work with partners to assist customers through the transition into universal	<ul style="list-style-type: none"> • Customers assisted and signposted appropriately when 	31 March 2020	Head of Revenues and Benefits

credit	transitioned into universal credit.		
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Corporate Priority: People

Outcome: residents living active and healthy lives

Action:	Performance measures or project milestones:	Deadline:	Lead Officer:
To review the promotion of E-taxis within the district following the pilot	<ul style="list-style-type: none"> Measure to be developed 	31 March 2020	Service Manager – Licensing and Enforcement
O2.1 Invest in our parks and open spaces to encourage health and fitness including improvements to parks.	<ul style="list-style-type: none"> Subject to funding deliver agreed actions identified in management plan for Hertford Castle Grounds in partnership with the Town Council. (draft plan completed, public consultation in 2018/19). Deliver a new destination play area at Hartham Common. Play area improvements to Trinity Close, Bishops Stortford funded through Redrow Homes Section 106 contributions Further access improvements at Buryfields, Ware (following on from County cycle path funded from Asda development) funded through McCarthy and Stone Baldock Street section 106) Introduce revised programme to continue investment in the Council's play areas ensuring they are fit for use, providing good levels of play value with equipment in an acceptable condition. 	March 2020 March 2020 March 2020 March 2020	Leisure and Parks Development Manager
£30m investment into leisure services in the district (Hartham and Grange Paddocks' Leisure Centres)	<ul style="list-style-type: none"> Procure a leisure operator contract for East Herts leisure facilities by October 2019. 	Oct 2019	Leisure and Parks Development Manager

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 and % of Master Plans successfully completed and endorsed by the Council Achievement of policy objectives identified in District Plan 	31 March 2020	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 2020	Service Manager (DM) Quality Places
Effective planning enforcement	<ul style="list-style-type: none"> % visits undertaken in relation to urgent cases within 2 workings days of 'start date' Quantitative and qualitative customer feedback 	31 March 2020	Planning Enforcement Manager
Proactive Conservation and Urban Design service	<ul style="list-style-type: none"> Completion of remaining Conservation Area Assessment work 	31 March 2020	Head of Planning and Building

			Control
Reduce fly tipping	<ul style="list-style-type: none"> Fly tipping action plan in place Removal fly tips within 2 days 	31 March 2020 and ongoing	Enforcement and Inspection Team Manager
Explore the implementation of tackling littering from vehicles	<ul style="list-style-type: none"> NI 195 local environment quality inspections of litter by roads undertaken by joint waste client team. Consideration of adoption of new enforcement activities in line with the new legislation. Council officers trained in new legalisation 	March 2020	Enforcement and Inspection Team Manager
Review of Public Space Protection Orders	<ul style="list-style-type: none"> Council agreement on orders which are to : <ul style="list-style-type: none"> Continue Amend Cease 	May 2019	Enforcement and Inspection Team Manager
Co-ordination and promotion of the arts and cultural offer in East Herts.	<ul style="list-style-type: none"> Engage with developments for the Year of Culture 2020 	Sept 2019 – Dec 2020	Theatre Director with Marketing Manager
Hertford Theatre – Develop business models for expansion	<ul style="list-style-type: none"> Commission works for pre-construction stage of the expansion of Hertford Theatre 	31 March 2020	Theatre Director with Project Team
Deliver successful Heritage Lottery Fund (HLF) Stage 2 bid for Castle Park, Bishop's Stortford.	<ul style="list-style-type: none"> Deliver works of £1.2m+ (subject to successful application), as agreed with HLF to develop the site to a 'destination' status. Provide improved facilities for the community of Bishop's Stortford in partnership with the Town Council. Improve the attractiveness of the town as a place to visit. Install new tennis courts in Castle Park in partnership with the Town Council to offset loss of old courts and improve the quality of provision (subject to HLF stage 2 approval and planning approval) 	Apr 2019 – Sept 2020 March 2020	Leisure and Parks Development Manager
Re-tendering of Grounds Maintenance Contract	<ul style="list-style-type: none"> Contract Start 	1 Jan 2020	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 2020	Joint Waste service Manager
Maintain recycling rates above 50%	<ul style="list-style-type: none"> Residual household waste per household Recycling rates at end of year above 50% 	31 March 2020	Joint Waste service Manager
Promote trade waste recycling	<ul style="list-style-type: none"> Trade waste recycling introduction reviewed and expanded into other towns/Business areas 	31 March 2020	Joint Waste service Manager
Review of waste collection and cleansing services at events	<ul style="list-style-type: none"> Potential saving to Council as a result of not subsidising private events. 	October 2019	Joint Waste service Manager
Review requests for new bins at developments and replacement bins	<ul style="list-style-type: none"> Potential saving to Council 	October 2019	Joint Waste service Manager
Review of management of excess waste and contamination at flats	<ul style="list-style-type: none"> Potential saving to Council, through greater engagement from residents and managing agents 	October 2019	Joint Waste service Manager
Review of provision of public conveniences	<ul style="list-style-type: none"> Potential saving to the Council by the introduction of the community toilet scheme or transfer of service in Buntingford and 	October 2019	Joint Waste service Manager

	Sawbridgeworth		
Parks and Open Parks Strategy	<ul style="list-style-type: none"> Updated Parks and Open Spaces Strategy 	March 2020	Leisure and Environment 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 2020	Head of Planning and Building Control
Programme of Planning Policy work	<ul style="list-style-type: none"> Formulation of work programme Delivery of agreed work programme 	31 March 2020	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 2020	Service Manager (DM) Quality and performance
Adopt and deliver the Millstream business plan	<ul style="list-style-type: none"> Properties purchased/developed Income received 	31 March 2020	Head of Housing and Health
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 Villages 	31 March 2020	Housing Development and Strategy Manager
Neighbourhood Planning	<ul style="list-style-type: none"> Continuing support and advice to Neighbourhood Plan Groups Successful examination and referendum of Neighbourhood Plans Neighbourhood Plans 'made' and policy objectives achieved 	Throughout year to April 2020	Service Manager, Planning Policy

Corporate Priority: Businesses
Outcome: Support for our businesses and the local economy

Action:	Performance measures or project milestones:	Deadline	Lead Officer
Continue to run the Launchpad facility in Bishop's Stortford and expand into Hertford/ Ware	<ul style="list-style-type: none"> Number of businesses using the facility for more than 3 months (target: 30) Total income generated from Launchpad users (target: £15,000) 	31 March 2020	Business Engagement Manager
Manage SLA with Visit Herts to promote East Herts as a visitor destination	<ul style="list-style-type: none"> Total value of visitor economy to East Herts (annual) 	31 March 2020	Business Engagement

	<ul style="list-style-type: none"> Total number of day trips and overnight trips to district (annual) Total number of jobs in district attributed to visitor economy (annual) Vacancy rates in town centres 		Manager
<p>Deliver grants:</p> <ul style="list-style-type: none"> Ensure residual EU Rural Development Programme monies are allocated Undertake evaluation of the business rates discretionary grants programme Investigate opportunities in the UK Prosperity Fund 	<ul style="list-style-type: none"> No. of East Herts businesses successful in applying to RDP (annual) Amount of £ invested in East Herts through the RDP (annual) No. of new jobs in East Herts created through the RDP (annual) 	31 March 2020	Business Engagement Manager
Sponsor the CVS "dragons apprentice" event for entrepreneurs in schools	<ul style="list-style-type: none"> Amount (£) raised for local charities 	31 March 2020	Head of Communications, Strategy and Policy
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 	31 March 2020	Service Manager – Licensing and Enforcement
Review of Residential Parking Zones policy	<ul style="list-style-type: none"> review completed, funding opportunities investigated, outcomes reported 	31 March 2020	Acting Parking Services Manager
Maintenance and consolidation of on-street Traffic Regulation Order	<ul style="list-style-type: none"> Biennial consolidation of Traffic Regulation Orders undertaken by the County Council 	April 2019	Acting Parking Services Manager
Assist and support with the procurement of car park management system for new Northgate End MSCP	<ul style="list-style-type: none"> Installation of an appropriate car park management system to meet all requirements of ORL delivery board 	June 2019	Acting Parking Services Manager
Review of parking enforcement policy	<ul style="list-style-type: none"> Embed new enforcement contract Launch ANPR vehicle in East Herts for school zig zag enforcement Advertise and offer out of hours telephone parking enforcement request service 	April 2019 September 2019 April 2019	Acting Parking Services Manager
Play an active role in emerging Hertfordshire Growth Board	<ul style="list-style-type: none"> Growth projects supported in the district 	31 March 2020	Head of Communications, Strategy and Policy

Corporate Priority: Businesses**Outcome: Vibrant town centres**

Action:	Performance measures or project milestones:	Deadline:	Lead Officer:
Develop Old River Lane site: 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	<ul style="list-style-type: none"> Development Agreement signed with preferred with developer for ORL site Contractor appointed for Northgate End and on site delivering scheme 	31 March 2020	Chief Executive
Undertake feasibility study for a Hertford and Ware Business Improvement District	<ul style="list-style-type: none"> Completion of feasibility study and proposed next steps (if any) 	30 September 2019	Business Engagement Manager
Support the proposed Markets service change to ensure the seamless continuation of the offer in Hertford & Ware	<ul style="list-style-type: none"> Existing traders supported in applying for street trading consents at Hertford and Ware. Service change achieved smoothly and on target. 	30 September 2019	Enforcement and Inspection Team Manager
Implement business rates' relief scheme for retailers (as outlined in Chancellor's Autumn Budget Statement)	<ul style="list-style-type: none"> Number of businesses supported 	31 March 2020	Head of Revenues and Benefits
Shaping Stortford to promote and facilitate the delivery of projects and developments in the Town Centre Planning Framework.	<ul style="list-style-type: none"> Bishop's Stortford Parking Strategy adopted Bishop's Stortford Transport Strategy adopted 	31 March 2020	Deputy Chief Executive

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 Green Travel Plan	<ul style="list-style-type: none"> Modal shift of East Herts staff commuting patterns (% of journeys by car, bike, train, foot) 	31 March 2020	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
Support economic planning objectives of the Innovation Corridor, Digital Innovation Zone, Strategic Alliance, Better Business for All, Harlow and Gilston Garden Town	<ul style="list-style-type: none"> N/A 	31 March 2020	Business Engagement Manager

Corporate Priority: All

Action	Performance measures or project milestones:	Deadline	Lead Officer
Deliver Single Customer Services Team Project: <ul style="list-style-type: none"> Planning Housing and Health Revenues and Benefits 	<ul style="list-style-type: none"> Reduction in cost 	31 March 2020	Head of Communications, Strategy and Policy

Action	Performance measures or project milestones:	Deadline	Lead Officer
Ensure consistent quality of response at first points of contact across all channels	<ul style="list-style-type: none"> Satisfaction with council services (web target: 50%, telephony target: 80%, face to face target: 80%) measured via govmetric (monthly) % complaints responded to within 10 working days (target: 70%) % complaints upheld at stage 1 (target: 25%) 	31 March 2020	Customer Services Manager
Implement Digital East Herts Programme	Volume and proportion of customer contacts by: <ul style="list-style-type: none"> Email (monthly) Face to face (monthly) Calls (monthly) Web based/ web forms (monthly) 	31 March 2020	Head of Communications, Strategy and Policy
Implement new council website	<ul style="list-style-type: none"> SOCITM rating 	30 September 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 2020	Head of Communications Strategy and Policy
Ensure all impact of all council decisions on protected characteristics are fully understood	<ul style="list-style-type: none"> No. of EIAs undertaken 	31 March 2020	Head of Communications Strategy and Policy
Sustaining a skilled, flexible and motivated workforce -to deliver quality services which meet current and anticipated service needs	<ul style="list-style-type: none"> Implement reward and benefit packages that give choice to our workforce and support work life balance. Delivery of additional HR modules within new system 	31 March 2020	Head of Human Resources and Organisational Development
Review current terms and conditions.	<ul style="list-style-type: none"> Implementation of new terms 	31 March 2020	Head of Human Resources and Organisational Development
Planning for the workforce – develop and implement workforce planning; addressing 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 innovative recruitment and retention initiatives 	31 March 2020	Head of Human Resources and Organisational Development
Deliver the OurWorkspace programme (formerly 'Accommodation Review')	<ul style="list-style-type: none"> complete phase 2: re-provision of ground floor and reception area 	31 March 2020	Deputy Chief Executive
Maximisation of in-year council tax collection.	<ul style="list-style-type: none"> Council tax collection, % of current year liability collected achieved. 	31 March 2020	Head of Revenues and Benefits
Maximisation of in-year Business rates collection.	<ul style="list-style-type: none"> Business rates collection% of current year liability collected achieved. 	31 March 2020	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 2020	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 2020	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 2020	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 2020	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 2020	Head of Revenues and Benefits
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 	31 September 2019	Deputy Chief Executive

Action	Performance measures or project milestones:	Deadline	Lead Officer
	<ul style="list-style-type: none"> • Cost reduction 		
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 2020	Head of Legal and Democratic Services
Publication of Register of Electors	<ul style="list-style-type: none"> • Successful publication 	01 December 2019	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"> • Number of forms properly web enabled 	31 May 2019	Head of Democratic and Legal Services
Respond to FOIs in a timely manner	<ul style="list-style-type: none"> • % FOIs dealt with within 20 days (target 90%) 	31 March 2020	Head of Democratic and Legal Services

EAST HERTS COUNCIL

COUNCIL – 19 DECEMBER 2018

REPORT BY EXECUTIVE MEMBER FOR HEALTH AND WELLBEING

EAST HERTS HEALTH AND WELLBEING STRATEGY 2019-2023

WARD(S) AFFECTED: ALL

Purpose/Summary of Report

- This report presents for approval the proposed updated Health and Wellbeing Strategy covering the period 2019-2023, including the proposed new Physical Activity Strategy.

<u>RECOMMENDATIONS : That Council:</u>	
(A)	approves the revised Health and Wellbeing Strategy 2019 - 2023, incorporating the new Physical Activity Strategy.

1.0 Background

1.1 The current East Herts Health and Wellbeing Strategy covers the period 2013 to 2018. The strategic approach has enabled a series of health and wellbeing projects to be delivered over the last five years, including Fusion Cooking, Male Mental Health Campaign and Social Prescribing projects.

1.2 It is timely to update the existing Strategy so the council can respond to emerging challenges and future health and wellbeing opportunities covering the next five years from 2019-2023. A fully updated Strategy is now proposed, building on the principles of the current strategy while also allowing for

the inclusion of new content and concepts.

1.3 Given the obvious linkages, it is proposed to incorporate, as an addendum, the council's new Physical Activity Strategy. An earlier draft of the Physical Activity Strategy was considered by the Executive in June 2017. The Executive's views have been taken into consideration as have those of other stakeholders.

2.0 Report

2.1 The revised Health and Wellbeing Strategy has been drawn up following consultation with and input from the Community Wellbeing Forum, the Council Leader and the Executive Member for Health and Wellbeing, officers across the council and other stakeholders. The proposed new Strategy is included at **Essential Reference Paper 'B'**. An Equalities Impact Assessment has also been prepared for the Strategy. Please refer to **Essential Reference Paper 'C'**.

2.2 Although slightly reworded, the seven health and wellbeing priorities remain unchanged, these being to:

- help all children to start off well
- empower children, young people and adults to achieve their life potential
- promote healthy working environments
- promote positive health and wellbeing for all
- create healthy places and sustainable communities
- strengthen health improvement and ill-health prevention
- use the council's power of influence.

2.3 More explicit links are now made between the council's Strategic Framework and the Health and Wellbeing Priorities. The revised Health and Wellbeing Strategy makes it clear that the council is in a position to positively influence the health and wellbeing of local residents given its role as:

- a provider of public health assets and services

- a deliverer of public health activities and programmes and
- an enabler of health improvement.

2.4 The section laying out the health challenges facing the district has been expanded.

2.5 It is proposed to include the council's Physical Activity Strategy as an addendum to the Health and Wellbeing Strategy given the strong linkages between the two strategies. Physical activity is well evidenced as a contributor to overall health and wellbeing and therefore requires a strategic focus to help support individual, community and population increases in physical activity levels. The ways in which council-led leisure facilities and community partner healthy lifestyle projects can help to increase physical activity participation and encourage a range of resulting health benefits are reflected in the Physical Activity Strategy document.

2.6 It is worth noting that the council's Community Grant priorities have already been refreshed and approved by Council. This revised approach enables the council to distribute grants to a range of disadvantaged communities and areas within East Herts in a more focused way. It is officers' opinion that the revised Health and Wellbeing Strategy will enable further refinement of the way in which the council's grants are targeted.

3.0 Implications/Consultations

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

Background Papers

None

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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:	The revised Health and Wellbeing Strategy has been drawn up following consultation with and input from the Community Wellbeing Forum, the Leader and Executive Member for Health and Wellbeing and officers across the Council. The Physical Activity Strategy supports the priorities of the East Herts Health and Wellbeing Strategy and the vision for leisure facilities and a draft was considered by Executive on 27 June 2017. The Physical Activity Strategy is now being incorporated into the Health and Wellbeing Strategy.
Legal:	None
Financial:	There are no existing revenue and capital implications related to the current budget support for health and wellbeing programme activities and projects. These will be supported through internal and external funding sources. Funding sources include the Members Matched Funding and the Public Health Partnership Fund (District Offer) Phase Three monies.
Human Resource:	None
Risk Management:	Risk management processes and procedures will be applied in relation to health and wellbeing programme activities and projects including Equality

	Impact Assessment standards.
Health and wellbeing – issues and impacts:	The Updated East Herts Health and Wellbeing Strategy 2019-2023 is designed to help the Council and its health partners bring about improved healthy lifestyle and wellbeing outcomes for those who live, work and play in East Herts. The Physical Activity Strategy recognises the important contribution physical activity has to improving overall health and wellbeing for every member of the community. The strategy sets out the vision for how the Council and its partners can achieve this.
Equality Impact Assessment required?	Yes – see Essential Reference Paper C

East Herts HWB Strategy 2019-2023

East Herts Health and Wellbeing Strategy 2019-2023

Foreword

The health of our citizens is something which should be at the centre of what we do. And seen through this lens district councils are, essentially, public health organisations. Parks, Housing, Environmental Health, Leisure, Planning, Community Safety and so many more functions have a clear and strong impact on the health of our population. Access to health care and the quality of that health care are just one aspect of what we need for our health.

Without what local authorities do directly, through their partners and with their allies, the health of the population would be worse. And the NHS cannot deliver a healthy population by itself. It needs what district councils and their allies do. And medical solutions alone are not enough. East Herts Council and its partners get this.

Once again East Herts have produced a strategy which combines a careful prioritisation of the work they will do with a sound reading of the population need and a focus on what the whole council and its partners can achieve by working together.

Imagination, passion and commitment are all present in this strategy. Personally speaking, it's great to see and exciting to be a part of.

Jim McManus

Director of Public Health for Hertfordshire

Preface

I am very pleased to introduce East Herts Council's updated Health and Wellbeing Strategy covering the five years from 2019 – 2023.

While voluntary organisations, the private sector, community groups and individuals themselves will all have a part to play in delivering the outcomes discussed in this strategy, I fully appreciate that there is much the council can do.

We recognise that the council's planning policies, and in particular the District Plan, can have a significant impact on the health and wellbeing of both existing and new communities. The council's District Plan will help housing developers, housing associations, community groups, health providers and many others to create to new garden towns and well-planned extensions to our market towns. These new areas will be characterised by modern, high quality homes that promote good health, provide recreational open space and facilities designed to encourage journeys by foot, cycle and public transport with all the obvious associated health and wellbeing benefits.

At the same time, we shall work with the Health Service, Clinical Commissioning Groups and other agencies to make a reality of the Sustainability Transformation Plan for Hertfordshire and west Essex. The emphasis on prevention in the Plan underlines the key input the council can make to the wider promotion of health.

The challenges to maintain and improve the health and wellbeing of our communities are great but the benefits within our grasp are greater still. I look forward to working with residents, stakeholders and all our partners in making East Herts an even healthier place to live, work and play.

Councillor Eric Buckmaster

Executive Member for Health And Wellbeing, East Herts Council

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1. Vision

Deciding on what public health means or what a good level of health and wellbeing represents involves many definitions. Perhaps pivotal is helping people stay healthy, promoting their wellbeing and protecting them from harm. These core elements are something that everyone should be able to enjoy.

Good health is about supporting the individual to live well in their environment and enabling access to services and opportunities which support a healthy lifestyle. Living a healthier lifestyle will build up health resilience and promote a life that is less affected by ill health.

Wellbeing is closely connected to our health and is associated with a sense of purpose and contentment; it often relates to our values and beliefs. A sense of wellbeing can be experienced through a mix of physical, mental, emotional or spiritual wellbeing.

East Herts Council is committed to helping individuals, families and communities to look after their health and wellbeing by ensuring East Herts is a district in which they can flourish.

This strategy focuses on the efforts and actions of East Herts Council but, of course, our work is closely interlinked with that of many other partners. Of particular importance, during the lifetime of this strategy, the council's District Plan will help housing developers, housing associations, community groups, health providers and many others to create to new garden towns and well-planned extensions to our market towns, the aim being to ensure the design of these new neighbourhoods has a significant, positive impact on the health and wellbeing of East Herts' population.

Over the lifetime of this strategy, we and our partners will be working towards the delivery of the Hertfordshire and west Essex Sustainability Transformation Plan, the goal of which is that *'by 2021, we want residents of Hertfordshire and west Essex of all ages to live as healthily and independently as possible'*.

Put simply, enjoying good health for as long as possible must be the default position for the people of East Herts. The strategy lays out how we will work with others to encourage and enable people to make healthy lifestyles choices.

2. East Herts Council Corporate Vision and Priorities

Our Corporate Strategic Plan sets out our vision and corporate priorities. Our vision is to preserve the unique character of East Herts and ensure it remains one of the best places to live and work.

The table below clearly demonstrates the central importance of promoting health and wellbeing in the council's overall vision.

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

3. East Herts' Health Challenges

East Herts cover the eastern third of Hertfordshire. Around three-quarters of our population live in of the five main towns, separated by areas of rural landscapes and small villages.

The East Herts District Plan envisages around 18,900 new homes being built in East Herts between 2011 and 2033. This will take the number of homes in East Herts to over 75,000.

While by many measures a relatively affluent district, East Herts does have its health challenges, including:

- **deprivation** – the health of people in East Herts is generally better than the England average, however this tends to mask pockets of deprivation. Five of the most deprived wards account for 16% of the population, representing around 23,000 individuals¹
- **weight** – in East Herts, around two thirds of adults are classed as overweight and/or obese. For children around one fifth of reception children and one quarter of year 6 children are classed as overweight and/or obese. Being overweight or obese is connected with a range of lifestyle conditions which can impact health significantly. Additionally certain medical interventions, if required, can be more difficult to carry out safely if someone is overweight or obese thus multiplying the negative impact on health. Balanced, healthy eating and regular physical activity can help maintain a good body composition²
- **physical inactivity** – while there have been clear improvements in adult activity and exercise levels, 20.5% of the East Herts adult population are still classified as inactive. Physical activity is one of the most important protective factors in supporting a healthy lifestyle and preventing those who already have long term conditions from worsening health.³ Physical activity is well evidenced in

¹ Source Public Health England Local Authority Health Profiles. 2017. <https://fingertips.phe.org.uk/profile/health-profiles/data#page/0/gid/1938132701/pat/6/par/E12000006/ati/101/are/E07000242/iid/92443/age/168/sex/4>

² NCMP and Child Obesity Profile. <https://fingertips.phe.org.uk/profile/national-child-measurement-programme/data#page/0/gid/8000011/pat/6/par/E12000006/ati/101/are/E07000242>

³ Department of Health Physical Activity Guidelines Factsheets 3 (Children and Young People 5-18 years) and Factsheet 4 (Adults 19- 64 years), 2011. <https://www.gov.uk/government/publications/uk-physical-activity-guidelines>

contributing to overall health and wellbeing and therefore requires a strategic focus to help support individual, community and population increases in physical activity levels. Leisure facilities, open spaces and community partner projects can help to increase physical activity participation and encourage a range of health benefits. These are reflected in the council's Physical Activity Strategy

- **isolation and loneliness** – isolation and loneliness are becoming increasingly influential in the health outcomes of our residents. National Quality of Life data published in 2018 indicates that the main challenges for older people when seeking to maintain or enhance their quality of life are lower satisfaction with their health and lower engagement with an art or cultural activity. Health challenges or bereavement can lead to or exacerbate social isolation. Equally for many younger people, challenges include unemployment, loneliness, not having someone to rely on and a lack of sense of belonging to their neighbourhood. Recent research notes that: *“Feelings of loneliness are most strongly associated with poor mental health, but are also associated with long-term problems of stress, anxiety and depression. The risk associated with social isolation and loneliness is comparable with well-established risk factors for mortality (e.g. physical activity, obesity, substance abuse)”*⁴
- **dementia** – in Hertfordshire figures show that 4.4% of those people registered with a GP practice over 65 years old have dementia. In Hertfordshire Social Care's East and North Herts area, which includes the East Herts district, there are over 580, 000 people and 60 GP practices
- **smoking** – East Herts adult smoking prevalence has fluctuated within a small range between 14.6% and 17.5% from 2012 to 2016, however in 2017 there was a noticeable reduction to 9.5%. This mirrored national and regional trends although the reduction in East Herts was more sizeable⁵
- **sustainable transport** – Department of Transport 2016 figures relating to East Herts show that among adults aged 16 and over, 15% cycle for work or leisure once a week and 76% walk. The Cole Green Way along with a number of circular routes around Hertford, Ware and Bishop's Stortford represent great opportunities for

⁴ Measuring National Well-being: Quality of Life in the UK, 2018. <https://www.ons.gov.uk/releases/measuringnationalwellbeinglifeintheukapril2018>

⁵ Source Public Health England Local Authority Health Profiles. 2017. <https://fingertips.phe.org.uk/profile/health-profiles/data#page/0/gid/1938132701/pat/6/par/E12000006/ati/101/are/E07000242/iid/92443/age/168/sex/4>

cycling. Public footpaths and bridleways provide plenty of opportunity for walking across the largely rural district⁶

- **public transport** – while every ward is served with a bus service, there is great variation in frequency. Added to this the timetable frequencies do not necessarily suit working age commuting times with some return services finishing by 4pm.

⁶ Transport Statistics Great Britain: 2016. 8th December 2016.
<https://www.gov.uk/government/statistics/transport-statistics-great-britain-2016>

4. Working in Partnership

Sustainability and Transformation Plan (STP)

Nationally, NHS England has required Health services and Clinical Commissioning Groups (CCGs) to draw up a wide-ranging plans to improve health and care over a broader area than that covering by an individual CCG or health care trust. East Herts falls within the area covered by the Hertfordshire and west Essex Sustainable Transformation Plan (STP).

Hertfordshire and west Essex's STP, 'A Healthier Future', brings together the challenges and opportunities that face NHS and care services in Hertfordshire and west Essex as they work together to improve health and wellbeing within the funds available. This is an opportunity for a range of partners working together in East Herts to contribute to the plan. It also recognises that we need to work as part of this whole system to improve health and wellbeing in Hertfordshire and west Essex.

The key challenges within the STP that are most significant for this health and wellbeing strategy are:

- living well and preventing ill-health
- transforming primary and community services
- providing health and care more efficiently and effectively health.

<http://www.healthierfuture.org.uk/sites/default/files/publications/2016/December/A-Healthier-Future-Final.pdf>

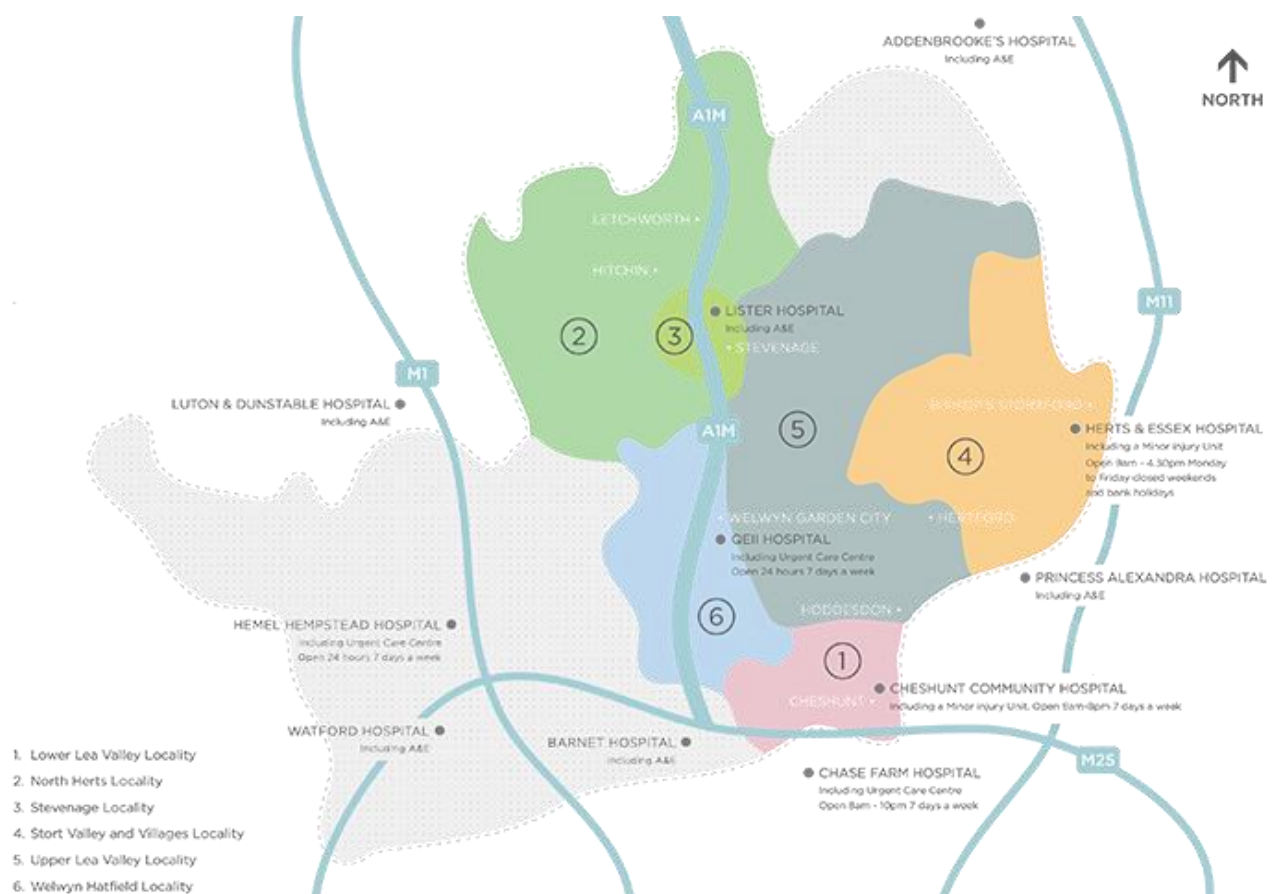
The links below provide information on the priorities of our partners or supporting strategies and the connection with the priorities contained in this strategy. Alignment of these joint priorities can enable better use of resources and delivery of targeted interventions.

Clinical Commissioning Groups

The East and North Herts Clinical Commissioning Group (CCG) operates within the East Herts Council area and these are important partners in terms of working together to address the health needs of our population and addressing similar priorities.

A locality is a group of GP practices working together in a particular area. The localities do not share borders with East Herts Council's district; the Upper Lea Valley locality covers the east of the district and the Stort Valley and Villages locality group covers the west of the district although both take in part of the North Herts Council area.

Map of the localities comprising the East and North Clinical Commissioning Group area



Upper Lea Valley locality group

The current priorities are listed below, with more information on the role and function of the Clinical Commissioning Groups can be accessed using the link below:

- improving early diagnoses and management of cancer
- improving the health and wellbeing of the frail and elderly
- reducing obesity levels.

<http://www.enhertsccg.nhs.uk/upper-lea-valley-locality-group>

Stort Valley and Villages locality group

The current priorities are listed below, with more information on the role and function of the Clinical Commissioning Groups can be accessed using the link below:

- improving patient experience of their access to primary care
- supporting our patients with long term conditions and end of life care
- reviewing cancer management to support early diagnosis.

<http://www.enhertsccg.nhs.uk/stort-valley-and-villages-locality-group>

NHS Trusts

Three NHS Trusts deliver services in or close to the East Herts District towns and villages.

East and North Herts NHS Trust

Please see link below for details of Trust strategy and priorities.

<http://www.enherts-tr.nhs.uk/about-the-trust/our-strategy/>

Princess Alexandra Hospital NHS Trust

Please see link below for details of Trust strategy and priorities.

<https://www.pah.nhs.uk/article/948/Our-objectives>

Herts Partnership University NHS Foundation Trust (HPFT)

HPFT is the provider for mental health and wellbeing services in Hertfordshire.

<http://www.hpft.nhs.uk/services/>

Hertfordshire County Council Public Health

Hertfordshire County Council's (HCC) Public Health Service is the accountable body for the delivery of public health services in Hertfordshire. East Herts Council works closely with the HCC Public Health team

The HCC Public Health Service has identified the following strategic priorities:

- **starting and developing Well** - support and services we provide for children and young people
- **keeping Well** - encouraging and supporting people to live healthy lives, getting them to take responsibility for their own health and helping them make positive choices about their weight, diet and mental health
- **influencing and advising** - focusing on how our public health experts can share their expertise and give professional advice to other organisations to help them design and deliver services
- **working collaboratively** - the need for us to work with each other in order to get things done.

<https://www.hertfordshire.gov.uk/services/health-in-herts/news-events-and-campaigns/new-public-health-strategy.aspx>

Hertfordshire Health and Wellbeing Board

The Health & Wellbeing Board brings together the NHS, public health, adult social care and children's services, including elected representatives and Hertfordshire Healthwatch, to plan how best to meet the needs of Hertfordshire's population and tackle local inequalities in health. The Board's priorities are divided into four main sections and relate to each major stage of life; they are:

- children – starting well
- young people – developing well
- working age adults – living well
- older people – living actively and independently.

<https://www.hertfordshire.gov.uk/about-the-council/how-the-council-works/partnerships/health-and-wellbeing-board.aspx>

Voluntary and charitable sector partners

Partnership working is more important than ever before, particularly given the pressures on funding across the public sector and the consequent need to stretch existing resources as far as possible. Alignment of priorities, increased discussion and greater understanding of organisational approaches to address health and wellbeing can all help reduce the call on primary care services and acute hospital admissions.

5. East Herts Health and Wellbeing Priorities

The council has considered the circumstances and drivers discussed in the earlier sections of this strategy to draw up the priorities for the East Herts Health and Wellbeing Strategy.

The Strategic Review of Health Inequalities in England⁷, known as the Marmot Review, along with more recent policy approaches, such as the 2016 Health in All Policies (HiAP) framework, have also informed our thinking. The Marmot Review concluded that reducing inequalities, and in doing so bettering health and wellbeing across communities, *“will require action by central and local government, the NHS, the third and private sectors and community groups. National policies will not work without effective local delivery systems focused on health equity in all policies”*. We believe our revised Health and Wellbeing Strategy is a key way in which joined-up working can be fostered locally.

Our health and wellbeing priorities are to:

- 1 help all children to start off well**
- 2 empower children, young people and adults to achieve their life potential**
- 3 promote healthy working environments**
- 4 promote positive health and wellbeing for all**
- 5 create healthy places and sustainable communities**
- 6 strengthen health improvement and ill-health prevention**
- 7 use the council’s power of influence.**

⁷ “Fair Society, Healthy Lives” - Strategic Review of Health Inequalities in England post-2010; The Marmot Review, February 2010. www.ucl.ac.uk/marmotreview

We recognise that the council can contribute to delivering our priorities in a number of principle ways, these being as:

- a **provider** of public health assets and services

As a council we have physical resources such as buildings and open spaces which can be used to help meet our health and wellbeing priorities. Furthermore, our partners have access to many resources such as community assets and buildings

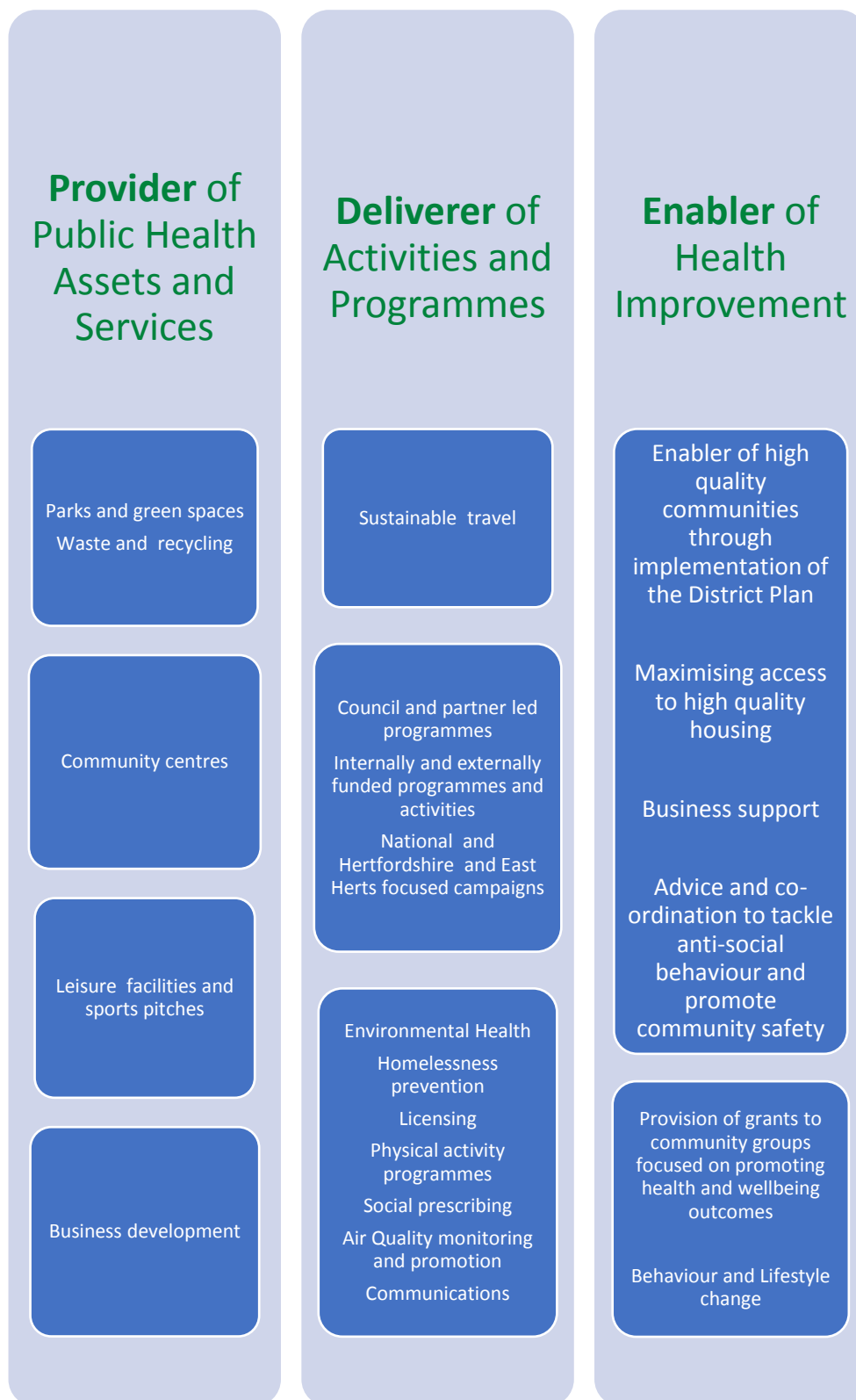
- a **deliverer** of public health activities and programmes

The council has the opportunity to deliver activities and programmes, often in partnership, which can further achievement of our health and wellbeing priorities.

- an **enabler** of public health improvement

The council can use its influence and resources to enable communities and individuals to achieve better health and wellbeing outcomes and have more choice in improving their own health.

The ways in which East Herts Council can deliver its health and wellbeing priorities



Working together with a purpose

The council recognises the need to challenge and motivate all those involved in bettering the health and wellbeing of local people. We need to continually ask ourselves:

- how can we **harness new technology** to support health and wellbeing improvement?
- how can we be **creative** about increasing the effectiveness and personalisation of services?
- how can we **stretch resources** while maintaining and improving the quality of services?
- do we have services that the council or its partners can develop into a marketable products to benefit the health and wellbeing of people? The **income** received from selling these services could then be re-invested to help sustain services
- how can we **help individuals and communities direct their available resources** towards maintaining and improving their health and wellbeing?
- how can the council foster a **'whole systems'** way of thinking in which cause-and-effect relationships impacting on health and wellbeing are better understood thus encouraging different stakeholders join up their efforts to make an impact on the whole system?⁸
- how can the council best exert its **place-making** potential to deliver real uplifts in health and wellbeing? Exerting influence through the council's District Plan is a great example of this.⁹

⁸ Whole Systems Leeds Beckett. <http://www.leedsbeckett.ac.uk/wholesystemsobesity/a-whole-systems-approach/>

⁹ Health in all policies – a manual for local government. <https://www.local.gov.uk/sites/default/files/documents/health-all-policies-manua-ff0.pdf>


6. Health and Wellbeing Resources


A wide range of public health information is readily available from:


<https://www.gov.uk/government/publications/phe-data-and-analysis-tools-a-to-z/phe-data-and-analysis-tool-a-to-z>

Draft East Herts Physical Activity Strategy 2019-2023



 @Eastherts

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Introduction

East Herts Council is committed to improving the health and wellbeing of its community and enhancing the quality of people's lives. We recognise that sport and physical activity is key to achieving this. We want every member of our community to have the opportunity to participate in physical activity in the way they choose. This might include walking in open spaces, cycling to work, playing sport with friends or going to a gym.

Our Vision

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

We introduce this Physical Activity Strategy to demonstrate our aspirations and commitment to this vision. This strategy supports the principles of the East Herts Health and Wellbeing Strategy 2019-2023.

Background: Our District

The population of East Herts is approximately 145,000. Around 20% of people or 29,000 individuals are estimated to be physically inactive. People who are inactive have a much higher risk of developing long term conditions including cardiovascular disease, diabetes, osteoporosis and some cancers. In addition they are more likely to experience depression, loneliness and dementia.

East Herts has a 95% 'White British' population which is higher than both the East of England and England as a whole. The ageing population in East Herts is in proportion to other areas of England. The rural nature of the District, coupled with the ageing population may present specific issues compared to other more urban Districts. Some of these may include the impact of social isolation and the difficulty in travelling from one side of the District to another resulting in higher car usage.

The key health statistics for East Herts are as follows:

- Excess weight in reception children - 18.4%
- Excess weight in Year 6 children - 23.9%
- Excess weight in adults 63.6%
- Physically active adults 64.5%
- Physically inactive adults 20.5%
- 4.9% of recorded cases of diabetes in those aged 17 years and older
- 3,433 injuries due to falls per 100, 000 people for males aged 80 years and older
- 5, 981 injuries due to falls per 100, 000 people for females aged 80 years and older

Physical activity is essential for overall health and wellbeing. It has many direct and related health benefits. These include a reduction in mortality, coping better with long term conditions and can help reduce the impact of disease such as diabetes, heart disease and bone disease. It also positively impacts mental health, stress, depression, excess weight, community cohesion and promotes a positive outlook on life.

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

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

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

Our Objectives

To work with partners to ensure appropriate and accessible physical activity opportunities and information are available:

- To increase children and young people's physical activity levels
- To achieve a year-on-year increase in adults and older peoples participation in physical activity from 2019 - 2023*
- To achieve a year-on-year reduction in the number of adults and older people who are inactive from 2019 - 2023*

*measured via Sport England Active Lives Survey

Our Journey

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

In order to support our residents in becoming more active and receiving the vast benefits of becoming physically active we need to take a whole system approach. This requires working in partnership with key stakeholders. The development of leisure centres is one part of the solution in creating an environment where our community wishes to participate. A whole system approach recognises that it is everybody's responsibility to encourage physical activity and enable a range of partners to work alongside leisure and sport providers.

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

- **Active Living** - encourage our residents to build physical activity into their everyday lives
- **Active Travel** - influence infrastructure plans to make active travel an easy and convenient option for our residents
- **Active Recreation** - invest in leisure facilities, parks and open spaces to provide our residents with a range of affordable leisure opportunities across the district
- **Active Sport** - enable local sports clubs and voluntary organisations to promote their health and wellbeing offer to the community.

The Council recognises that there are a number of organisations, facilities and committed volunteers delivering a vast range of sport and physical activity schemes and interventions. It intends to build upon the partnership successes already delivered and continue to ensure the health and wellbeing of the community is improved.

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

- Public Health England – Everybody Active Every Day
- NHS England - The Sustainability Transformation Partnership (STP) is a wide-ranging plan to improve health and care in Hertfordshire and west Essex
- Department for Digital, Culture, Media and Sport – Sporting Future: A New Strategy for an Active Nation
- Sport England – Towards an Active Nation
- Hertfordshire County Council – Physical Activity and Sports Framework

A detailed action plan will be produced following consultation and contributions from partners, and this will be reviewed annually. Health intelligence data will be used to inform the principles and actions of this strategy. A summary of the key actions to drive the strategy are highlighted below:

Theme	Key actions
Active Living	<ul style="list-style-type: none"> - Support local, national and regional campaigns promoting physical activity - Deliver social prescribing using it to promote physical activity - Member champions for physical activity and health and well being - Promote local opportunities to be active - Ensure sport and physical activity opportunities meet the needs of the community - Adopt a targeted approach to support those who are inactive - Ensure people who have long term conditions have access to sport and physical activity e.g. cardiac and stroke rehabilitation - Promote the role of workplaces to encourage and support physical activity - Encourage schools to promote physical activity e.g. pupil premium funding
Active Travel	<ul style="list-style-type: none"> - Actively influence partners and developers to think creatively about opportunities to encourage physical activity in terms of travel i.e. footpaths, cycle lanes - Deliver and sustain the Hertford Cycle Hub - Increase the number of adults, children and young people undertaking active travel - Promote ‘park and stride’ and ‘walking bus’ schemes - Support the development of cycling and walking paths
Active Recreation	<ul style="list-style-type: none"> - Actively influence partners and developers to think creatively about opportunities to encourage physical activity in terms of travel i.e. footpaths, cycle lanes - Deliver and sustain the Hertford Cycle Hub - Promote cycling and walking e.g. health walks - Build on the success of the Forever Active scheme - Enhance our parks offer to include the development and promotion of Parkrun
Active Sport	<ul style="list-style-type: none"> - Commit investment where funds are available such as Section 106 funding to develop the infrastructure of sports facilities and open spaces to meet the needs of a growing population as identified in the indoor and outdoor sports spaces assessment. - Work with partners across the County to seek external funding via Sport England and Herts Sports Partnership - Support the development of the skills and capacity of the sport and physical activity sector, including volunteers

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

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Essential Reference Paper C

1 Identify the aims of the policy/service/function and how it is implemented.			
	Key questions	Answers / Notes	Actions required
1.1	What is the aim, objective or purpose of the policy/service/function?	The East Herts Health and Wellbeing Strategy 2019-2023 is the focus for making this happen in East Herts. The Council will work with its health partners to achieve this.	Implemented in application of Strategy Priorities and delivery of programmes by Council and wider health partners.
1.2	What outcomes do you want to achieve with this policy/service/function and for whom?	<p>East Herts Health and Wellbeing Strategy 2019-2023 Vision:</p> <p>Good health is about supporting the individual to live well in their environment and enabling access to services and opportunities which support a healthy lifestyle. The health and wellbeing priorities are:</p> <ol style="list-style-type: none"> 1 help all children to start off well 2 empower children, young people and adults to achieve their life potential 3 promote healthy working environments 4 promote positive health and wellbeing for all 	As above

		<p>5 create healthy places and sustainable communities</p> <p>6 strengthen health improvement and ill-health prevention</p> <p>7 use the council's power of influence</p>	
1.3	Who defines or defined the policy/service/function?	Council	As above
1.4	Who implements the policy/service/function?	Council officers and partner organisations	As above
1.5	What factors or forces are at play that could contribute or detract from the outcomes identified earlier?	<p>Factors which could affect the ability to meet the priorities outlined in are:</p> <ul style="list-style-type: none"> • pressures on council resources • member support for the Strategy • changes in national policy • capacity of Health partners and volunteer organisations • ability of NHS health system to adapt and move strategically towards prevention 	As above
1.6	Taking protected characteristics (age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion	In all Health and Wellbeing work of the council the priority is to enable inclusivity. Within this overall approach there may well be a targeted or specific approach to address the particular health	As above

	or belief, sex and sexual orientation), is there anything in the policy/service/function that could discriminate or disadvantage any of these groups?	requirements of any of the single or combined equality and diversity areas above. Work to reduce health inequalities involves building up an understanding of the residents and communities with whom the council works. This is paramount in ensuring there is no discrimination or disadvantage experienced by any individuals or communities the council works with in addressing health and wellbeing. Please also see the East Herts Council corporate Equality and Diversity policy link here. https://www.eastherts.gov.uk/article/35651/Equalities	
2	Consideration of available data, research and information		
	Key questions	Answers / Notes	Actions required
2.1	What do you already know about who uses this policy/service/function?	<ol style="list-style-type: none"> 1. There are a number of health related databases and health/community profiles ranging from a national to regional to local level which contain anonymised information which defines health characteristics and indicators. These are regularly used as a means of informing and directing public health delivery. 2. On a project by project basis then more personalised information including healthy 	As above

		lifestyle behaviour and outcomes including barriers to health are collected. This data information is informed and consistent with GDPR (May 2018) guidelines and seeks consent from the individual for the information to be used in relation to the purposes it was intended for.	
2.2	What additional information is needed to ensure that all protected characteristic group's needs are taken into account?	In relation to 2.1 above only information pertinent and relevant to the delivery of the public health project would be required. The way in which an individual is supported and helped with a healthy lifestyle matter would be inclusive, irrespective of the categories designated above.	As above
3	Formal consultation		
	Key questions	Answers / Notes	Actions required
3.1	Who do we need to consult with?	In the production of the Strategy a number of respected health sources were studied and models of public health approach considered. Members and officers of East Herts Council, key health partners, voluntary and charity organisations have all been consulted.	As above
3.2	What method/form of consultation can be used?	Email/phone/web survey/personal contact and other information and media promotion forms.	As above

4	Assessment of impact		
	Key questions	Answers / Notes	Actions required
4.1	Have you identified any differential impact and does this adversely affect any protected characteristic groups in the community?	Please see 1.6 and 2.2 above.	As above
4.2	If there is an adverse impact can it be avoided, can we make changes, can we lessen it etc?	Please see 4.1	As above
4.3	If there is nothing you can do, can the reasons be fairly justified?	In the event that a public health message or approach is not consistently delivered then every effort would be made to resolve any misunderstanding and support the individual or community in a professional and constructive manner to address their health issue(s).	As above
5	Consideration of the effect of proposed changes on other groups.		
	Key questions	Answers / Notes	Actions required
5.1	Do any of the changes in relation to the adverse impact have a further adverse affect on any other protected characteristic group?	No.	As above

INTERNAL PROCESSES FOR THE ORGANISATION			
6	Making a decision in the light of data, alternatives and consultations		
	Key questions	Answers / Notes	Actions required
6.1	The organisations decision making process	The Strategy has been considered by the member Community Wellbeing Form, the Overview and Scrutiny Committee and the Executive before ultimate consideration for approval by Council.	As above
7	Monitor in the future and publication of results of such monitoring		
	Key questions	Answers / Notes	Actions required
7.1	What have we found out in completing this EqIA? What can we learn for the future?	Health in all its forms from health and social care to public health is diverse and requires careful application, support and general or tailored delivery at the community/population level to improve the health outcomes of the individual. Whilst the emphasis of the East Herts Health and Wellbeing Strategy 2019-2023 is to improve and develop health and wellbeing quality for the residents of East Herts, only in partnership with other organisations across the health spectrum can a real shift to long term prevention occur from the acute and reactive	As above

		<p>treatments which many health services are seeking daily to address. This current situation is unsustainable and new approaches and increased co-operation between a range of partners will be needed to make a lasting difference to the lifelong health of communities.</p>	
<p>8</p>	<p>Publication of results of the impact assessment Date: tbc when Strategy Implemented Lead Officer: Simon Barfoot, Healthy Lifestyles Programme Officer</p>		

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EAST HERTS COUNCIL

COUNCIL – 19 DECEMBER 2018

REPORT BY LEADER OF THE COUNCIL

HARLOW AND GILSTON GARDEN TOWN – VISION AND DESIGN GUIDE

WARD(S) AFFECTED: ALL

Purpose/Summary of Report

- This report presents the Harlow and Gilston Garden Town Vision, together with its supporting Design Guide and requests that they are agreed as material planning considerations.

<u>RECOMMENDATIONS:</u> that	
(A)	the Harlow and Gilston Garden Town Vision, as set out in Essential Reference Paper 'B' to this report, and its supporting Design Guide, as set out in Essential Reference Paper 'C', to this report, be agreed as material planning considerations for the preparation of masterplans, the preparation of the Gilston Area Charter, pre-application advice, assessing planning applications and any other development management purposes;
(B)	the Head of Planning and Building Control, in consultation with the Leader of the Council, be authorised to agree any minor amendments following consideration of the Vision and Design Guide documents by the Garden Town local planning authorities; and
(C)	the final Vision and Design Guide documents be taken to the Garden Town Member Board on the 4 February 2019 for endorsement.

1.0 Background

- 1.1 Members will recall that an update on the Harlow and Gilston Garden Town was provided in September 2017 (see Background Papers). Since this time work has commenced on a number of different workstreams. This report is focussed specifically on the visioning and design work which Allies and Morrison were commissioned to undertake, working with the Councils¹ across the Garden Town.
- 1.2 This work is now complete and two documents have been produced – the Harlow and Gilston Town Vision, attached at **Essential Reference Paper 'B'**, and its supporting Design Guide, attached at **Essential Reference Paper 'C'**.
- 1.3 This reports details the purpose of the two documents; sets out the consultation that has been undertaken on the emerging vision and design principles; and details how the documents will inform planning decisions in the future.
- 1.4 Both documents are being considered by the three Garden Town local planning authorities (East Herts, Epping Forest and Harlow Councils) at their respective Executive/Council meetings in December 2018. Should any suggested changes to either document arise out of these meeting then delegated authority is sought for the Head of Planning and Building Control, in consultation with the Leader of the Council, to agree these amendments.
- 1.5 The final version of the Vision and Design Guide documents will be taken to the Garden Town Member Board on the 4 February 2019 for endorsement.

2.0 Report

¹ East Herts Council, Epping Forest District Council, Harlow Council, Essex County Council and Hertfordshire County Council

2.1 Allies and Morrison were commissioned to support the Councils in developing a Vision and design principles for the Harlow and Gilston Garden Town in June 2017. The brief required the development of a compelling vision and set of high-level principles for the Garden Town showing how new growth will complement and enhance its location and contribute to the regeneration of Harlow Town Centre as a key regional centre in order to seize this once in a generation opportunity.

2.2 The aim of the Vision was to develop a strategic narrative to:

- Identify the potential of the Harlow and Gilston Garden Town;
- Illustrate the economic, environmental, social and cultural connections of the Garden Town;
- Consider the Garden Town's unique growth potential and what barriers may exist to that potential which the Garden Town must seek to address;
- Consider opportunities for enhancing green infrastructure and creating integrated, inclusive, healthy communities;
- Consider the economic and employment role of potential new growth; and
- Consider delivering a step-change in sustainable transport.

2.3 The design element of the work required the development of a set of principles that establish clear parameters for future masterplanning and consideration of planning applications across the Garden Town that will ensure a consistent high quality approach to growth.

2.4 From the outset of the project it was expected that the vision and design principles would be informed by ongoing stakeholder engagement. As such a number of workshops were held between September and December 2017, and a

workshop with the Garden Town Member Board² was held in February 2018. These workshops helped inform the emerging vision and design principles and in May 2018 a draft version of the Vision was considered by the Harlow and Gilston Garden Town Quality Review Panel.

- 2.5 The Quality Review Panel provides impartial and objective advice from a range of experienced practitioners. The Panel commended the draft Vision as setting a positive tone, with high aspirations underpinned by a depth of thinking, but emphasised the importance of giving it formal weight in the planning process, stating that this will be fundamental to its successful implementation.
- 2.6 The Panel also emphasised the importance of celebrating what is already special about Harlow and the local area, stating that the document would further benefit from greater emphasis around the core message of the Garden Town as a landscape-led network of integrated neighbourhoods and villages. The Panel suggested other aspects of the Spatial Vision that could be further refined including around: the character and quality of the centres, including Harlow Town Centre; village centre hierarchy, self-sufficiency and identity; employment clusters and innovation; fostering change through early small-scale interventions; and sustainable transport, including connections between the Gilston Area and Harlow Town Centre.
- 2.7 The Panel supported the proposed approach of developing key principles and indicators around the four key themes of: Placemaking and Homes; Landscape and Green infrastructure; Sustainable Movement; and Economy and Regeneration.

² The Garden Town Member Board comprises representatives from East Herts Council, Epping Forest District Council, Harlow Council, Essex County Council and Hertfordshire County Council.

- 2.8 A copy of the Design Review Panel's full report is attached for information at **Essential Reference Paper 'D'** and the comments are addressed in more detail later in this report.
- 2.9 Following the Design Review Panel, the Garden Town Member Board agreed that consultation should be undertaken on the Vision including the design principles.
- 2.10 Consultation was undertaken during the first two weeks of July 2018 and included:
- A two-week static exhibition (2 July – 13 July) in the Harlow Civic Centre reception and one staffed evening drop-in event in the Water Gardens (9 July)
 - A two-week static exhibition (2 July – 13 July) at Epping Forest District Council Civic Offices and one staffed evening drop-in event (5 July)
 - One staffed evening drop in event at Gilston and Eastwick Village Hall (12 July)
 - Consultation materials and feedback forms were available online for 4 weeks on all three Council's websites

The draft Vision and design principles were also shared with the site promoters of the strategic sites in the Garden Town at one-to-one meetings held in June/July 2018.

- 2.11 A joint press release was issued and used to advertise the events, through each of the Councils websites, social media and print. All exhibition material was also published on the Councils respective websites and a short questionnaire was produced and made available both in hard-copy and on-line.
- 2.12 A total of 97 visitors were recorded as attending the staffed public exhibitions; no count was made in relation to the static exhibitions. In total 58 respondents provided comments which were received either at the exhibitions, through the on-line questionnaire or by email and post.

- 2.13 To support the Vision, a Design Guide has also been prepared. The draft version of the Design Guide was considered by the Harlow and Gilston Garden Town Quality Review Panel in July 2018. The Panel considered that the Design Guide, when read in conjunction with the Vision, showed promise as a clear prospectus, the key audience for which is intended to be developers and landowners aiming to bring forward development within the Garden Town. The Panel raised some questions around the status and purpose of the document, again setting out the importance of giving it formal weight in the planning process. A copy of the Quality Review Panel's full report is attached for information at **Essential Reference Paper 'E'**.
- 2.14 A final draft version of the Design Guide was taken to the Quality Review Panel for a Chair's Review in October 2018. The review focused on the set of design quality questions included in the Design Guide, which applicants will be asked to demonstrate answers to, through their proposals. These questions will be used by officers and the Quality Review Panel when reviewing proposals, to ensure that proposals meet the expectations of quality within the Garden Town. The Panel emphasised the need for clarity on the purpose and use of the Design Guide and design quality questions, and focused on the wording of the questions to ensure that the onus for demonstration of quality and breadth was with the applicant. A copy of the Chair's Review report is attached for information at **Essential Reference Paper 'F'**.
- 2.15 Following the consultation events, site promoter engagement, and taking into account the recommendations of the Quality Review Panel, Allies and Morrison were tasked with summarising the main points raised. A table setting out the comments is attached for information at **Essential Reference Paper 'G' (to follow)**. A number of amendments have been made to both the Vision and the Design Guide, as detailed in the table.

- 2.16 The final Vision and its supporting Design Guide were considered by the Garden Town Member Board on the 12 November 2018 and it was agreed that, in light of the specific advice provided by the Quality Review Panel, each local planning authority (East Herts Council, Epping Forest District Council and Harlow Council) should give formal weight to the documents in the planning process.
- 2.17 As such, the final Spatial Vision and Design Guide documents are attached at **Essential Reference Papers 'B' and 'C'** and it is recommended that these are agreed as a material planning considerations³ when assessing site specific master plans, the emerging Gilston Area Charter, pre-application proposals, planning applications and for any other Development Management purposes. This will ensure that development proposals will achieve garden town ambitions, and that clear parameters are established for future masterplanning and consideration of planning applications across the Garden Town.
- 2.18 The Executive on 11 December 2018 supported the recommendations now detailed.

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

District Planning Executive Panel – 21 September 2017:

<http://democracy.eastherts.gov.uk/ieListDocuments.aspx?CId=151&MIId=3236&Ver=4&J=3>

³ A material planning consideration is a matter that should be taken into account in deciding a planning application or on an appeal against a planning decision.

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IMPLICATIONS/CONSULTATIONS

<p>Contribution to the Council's Corporate Priorities/ Objectives:</p>	<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>Consultation:</p>	<p>Consultation was undertaken during the first two weeks of July 2018 and included:</p> <ul style="list-style-type: none">• A two-week static exhibition (2 July – 13 July) in the Harlow Civic Centre reception and one staffed evening drop-in event in the Water Gardens (9 July)• A two-week static exhibition (2 July – 13 July) at Epping Forest District Council Civic Offices and one staffed evening drop-in event (5 July)• One staffed evening drop in event at Gilston and Eastwick Village Hall (12 July)• Consultation materials and feedback forms were available online for 4 weeks on all three Council's websites <p>The draft Vision and design principles were also shared with the site promoters of the strategic sites in the Garden Town at one-to-one meetings held in June/July 2018.</p> <p>A joint press release was issued and used to advertise the events, through each of the Councils websites, social media and print. All exhibition material was also published on the Councils respective websites and a short questionnaire was produced and made available both in hard-copy and on-line.</p>

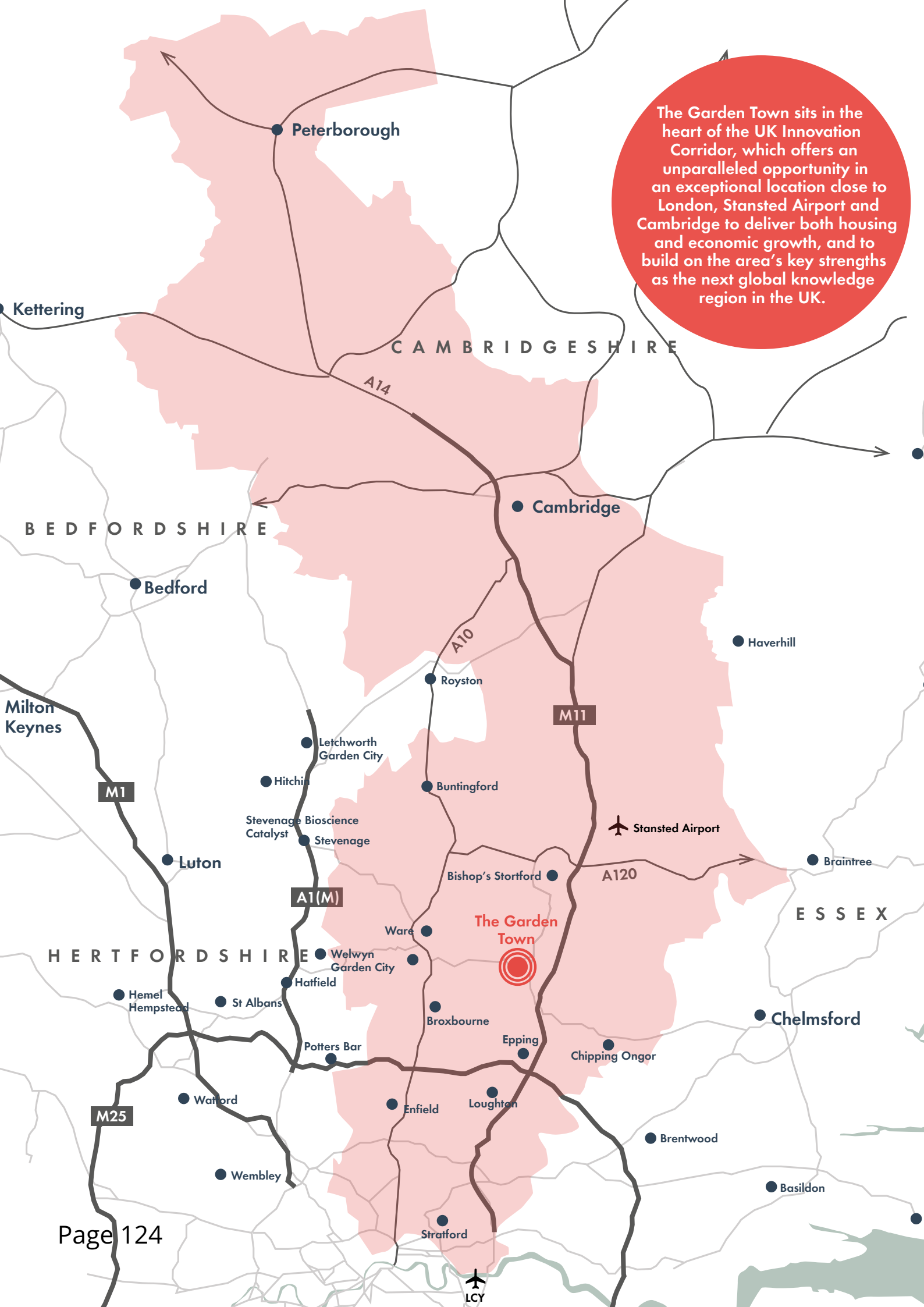
Legal:	There are no legal implications arising from this report.
Financial:	There are no financial implications arising for this report. Production of the Vision and Design Guide has been funded by the Garden Town.
Human Resource:	None.
Risk Management:	The Vision and Design Guide will ensure that plans for the Garden Town support sustainable living and a healthy economy; provide a good quality of life for existing and future residents; and respond to local landscape and character. Without the Vision and Design Guide the Garden Town expectations and aspirations for high quality and sustainable developments could be impacted upon.
Health and wellbeing – issues and impacts:	The link between planning and health has long been established. The built and natural environments are major determinants of health and wellbeing. The Vision and Design Guide are seeking to ensure the most sustainable outcomes for the Garden Town, thus improving health and wellbeing opportunities.
Equality Impact Assessment required:	Yes – attached at ERP ‘H’.



HARLOW AND GILSTON GARDEN TOWN

VISION
NOVEMBER 2018

The Garden Town sits in the heart of the UK Innovation Corridor, which offers an unparalleled opportunity in an exceptional location close to London, Stansted Airport and Cambridge to deliver both housing and economic growth, and to build on the area's key strengths as the next global knowledge region in the UK.



INTRODUCTION

Harlow and Gilston was designated as a Garden Town by the Ministry for Homes, Communities and Local Government in January 2017 and will comprise new and existing communities in and around Harlow. Set in attractive countryside, with transformative investment in transport and community infrastructure, new neighbourhoods to the east, west and south and new villages to the north will be established.

East Herts, Epping Forest and Harlow District Councils are working together with Hertfordshire and Essex County Councils to ensure plans for the Garden Town support sustainable living and a healthy economy; provide a good quality of life for existing and future residents; and respond to local landscape and character.

Purpose of the Vision

This document sets out the vision for the Garden Town and the principles which will inform its growth and management. It will help support the delivery of the locally-led Garden Town, furthering the joint-work that is supported by Government. The vision and principles for the Garden Town are informed by the Town and Country Planning Association's (TCPA) Garden City Principles and from input from our stakeholders and the local community.

Over the following pages, the Garden City Principles logos are shown alongside the headings of the Harlow and Gilston Garden Town four key principles of healthy growth (e.g. Placemaking and Homes), to indicate where they correspond to each other.

The Vision has been prepared to help residents, business, investors and developers to understand the Garden Town and its quality aspirations. The Vision will be used as a consideration when proposals for growth and regeneration are presented to the Garden Town QRP.

Reviewing and monitoring this document

This document will be reviewed regularly (maximum every two years) to ensure that it remains fit for purpose, and updated as necessary.



A **mix of house sizes and types**, to cater for all, including those most in need



A wide range of **jobs in easy access**



Beautifully designed homes and neighbourhoods - the best of town and countryside



Enhancing the natural environment through biodiversity and zero carbon approaches, and ensuring climate resilience



Good shopping, cultural and recreational **facilities in walking distance**, that support sociable neighbourhoods



Integrated sustainable transport, in which walking, cycling and public transport are the most attractive options



Capturing land value for the benefit of the community



A **strong vision**, with leadership and community engagement



Long term **stewardship** of land and facilities

VISION FOR THE GARDEN TOWN

The pioneering New Town of Gibberd and Kao will grow into a Garden Town of enterprise, health and sculpture at the heart of the UK Innovation Corridor. Harlow and Gilston will be a joyful place to live with sociable streets and green spaces; high quality homes connected to fibre optic broadband; local centres accessible by walking and cycling; and innovative, affordable public transport. It will set the agenda for sustainable living. It will be....

...ADAPTABLE

- Buildings which are designed to be flexible in their use over time rather than being replaced
- Transport infrastructure that can adapt to new technologies and changing habits
- Green infrastructure that supports a variety of uses such as play, walking, cycling and community events
- Local industry that can respond to economic shifts and the emergence of new sectors.
- A place that can adapt to climate change

...SUSTAINABLE

- A fully integrated public transport network that connects within and beyond the Garden Town
- A place where people are inspired to work locally and encouraged to travel actively
- Self-sufficient neighbourhoods with their own centres
- Efficient use of energy and wider resources over the life of the Garden Town
- A biodiverse place with continuity of habitats

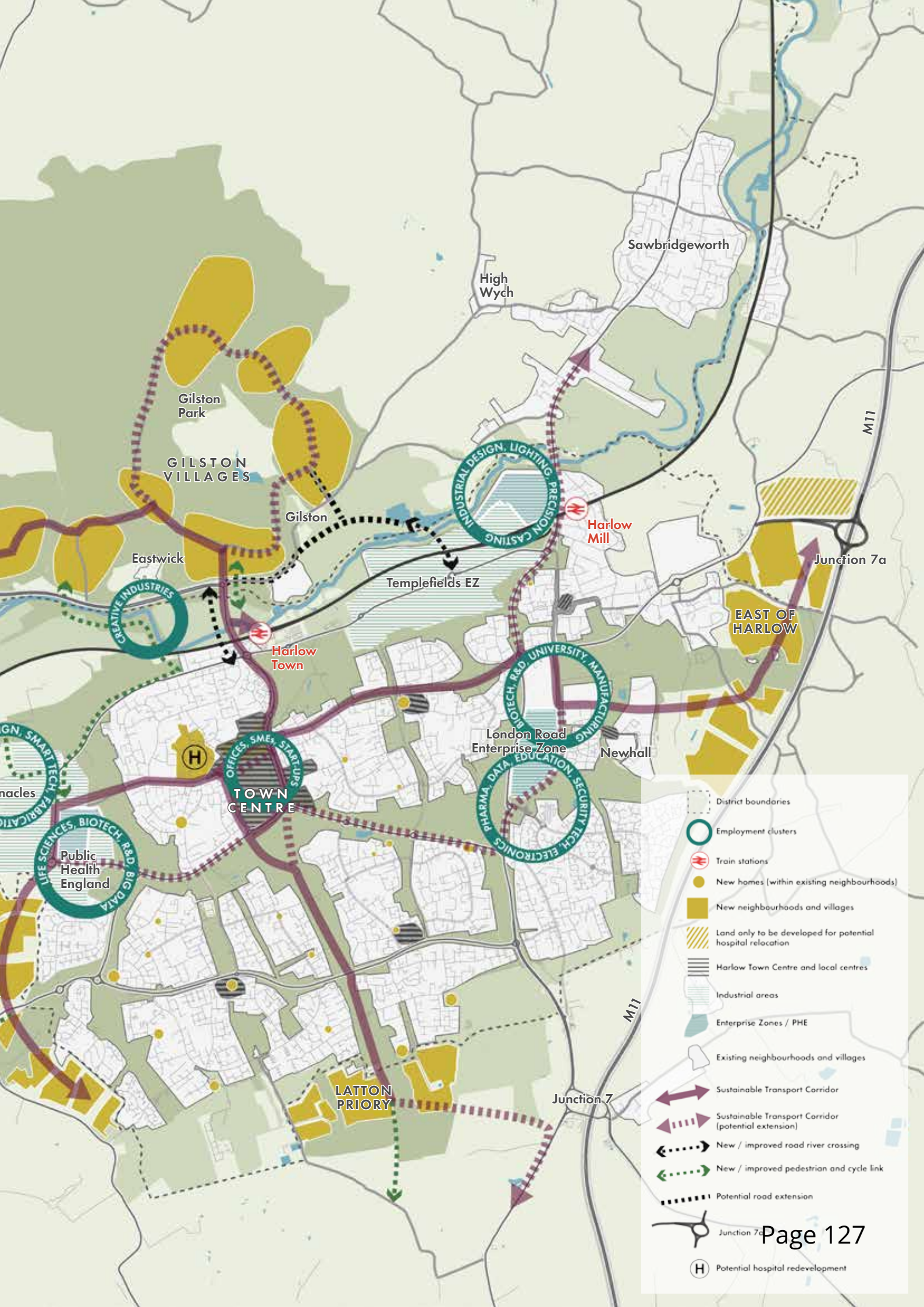
...HEALTHY

- Accessible routes that encourage people to move actively - to walk, cycle and skate - and are inclusive to all abilities
- Sociable streets and local centres that encourage daily interaction
- Space for food production - improving mental health and access to good nutrition
- An active and vibrant town centre with a strong cultural and commercial offer
- A good range of active leisure facilities

...INNOVATIVE

- At the forefront of public rapid transit technology
- Innovative building design, construction and performance
- New models for housing types and housing delivery
- Pioneering temporary interventions and quick wins
- Spearheading the nation's response to the UK Industrial Strategy through science, technology and education





GILSTON VILLAGES

Gilston Park

Gilston

Eastwick

Harlow Town

TOWN CENTRE

Public Health England

LATTON PRIORY

High Wych

Sawbridgeworth

Templefields EZ

Harlow Mill

London Road Enterprise Zone

Newhall

EAST OF HARLOW

Junction 7a

Junction 7

- District boundaries
- Employment clusters
- Train stations
- New homes (within existing neighbourhoods)
- New neighbourhoods and villages
- Land only to be developed for potential hospital relocation
- Harlow Town Centre and local centres
- Industrial areas
- Enterprise Zones / PHE
- Existing neighbourhoods and villages
- Sustainable Transport Corridor
- Sustainable Transport Corridor (potential extension)
- New / improved road river crossing
- New / improved pedestrian and cycle link
- Potential road extension
- Junction 7a
- Potential hospital redevelopment

DRIVERS FOR THE GARDEN TOWN

Sir Frederick Gibberd drew up the masterplan for Harlow New Town in 1947. As a place to celebrate the arts, particularly sculpture, he envisaged the town as an organism which would go on changing and being rebuilt as the needs of people altered.

The ethos of both Gibberd and Kao is embraced through these new drivers for the Garden Town.



A central position in the **UK Innovation Corridor (LSCC)** - one of the fastest growing regions in the country - and a key part of the UK Industrial Strategy transforming the national economy.

£400m

Arrival of **Public Health England** - £400 million will be invested in New Frontiers Science Park, with 3,500 new jobs introduced to the town.



An extensive **cycle network** - making use of Harlow's existing network and transforming this so it is comfortable for all users.

Sir Charles Kao pioneered the development, and use of, fibre optics in telecommunications in Harlow. Building on this great achievement, creating the right environment for the innovators of the future is a key driver for the Garden Town.



Green environment and New Town optimism - the existing town has a wonderful Green Wedge network and Stort Valley setting, access to which can be expanded and improved to connect to country parks and rural paths.



Harlow Enterprise Zone - delivering 5,000 jobs over 25 years and home to Harlow Science Park, Kao Park and Data Centre Campus, and Anglia Ruskin University MedTech Innovation Centre.



A **sustainable transport** network - with plans for sustainable transport corridors with convenient and affordable rapid transit.

KEY PRINCIPLES FOR HEALTHY GROWTH

Four themes have been identified and each of these have a set of principles to help guide development and growth across every aspect of the Garden Town.

A series of indicators sit beneath these principles to shape and inform strategic decisions and support the transformation of the Garden Town.



A diagram setting out the inter-relationship between the four themes, their set of relating principles and the page numbers to find them in this document. Long term stewardship ties these themes together. New facilities will not be sustainable without well organised management structures supported by consistent revenue streams.

PLACEMAKING AND HOMES

A Responsive and distinctive – sitting comfortably in its context

1. The Garden Town will have a clear **overall identity**, marked by good design and a sustainable approach, but will comprise a series of **distinctive neighbourhoods and villages**, each with their own character and identity.
2. New development will **respond to its landscape** and built context, and particularly to local topography, so that it sits comfortably in terms of its **scale, massing, density and orientation**.
3. In neighbourhoods, **cues will be taken** from the best of existing buildings, as Newhall has taken cues from early Harlow neighbourhoods. **Materials, colour palette, form and structure** will respond to these, without simply copying them. **Characteristics of typical or nearby villages** will be taken as design cues, with materials, colour palette, form and structure showing how they might respond to these.
4. **Densities will typically increase** towards local centres and transport hubs, around a local high street or small green space and villages should fragment at their edges. New neighbourhoods should reflect densities of adjacent existing neighbourhoods.
5. Villages centres will be located at the **meeting point of local routes**. Both villages and neighbourhoods will be **integrated with the wider network** of surrounding settlements.
6. Housing **densities will be broadly between 25 homes and 55 homes a hectare**.
7. **Roofscapes will be varied** with terraced rooflines avoided on higher ground, so that the horizon remains green and natural.
8. Green infrastructure including planting and drainage will happen **early in the development process**, so it matures as places are established.
9. **Best practice and design guidance** will help to inform masterplans and **design codes** for development areas will be developed with the local community, to establish parameters for achieving excellent design. Where appropriate, these will include the Essex Design Guide and Harlow Design Guide.



Existing buildings with New Town and village vernacular



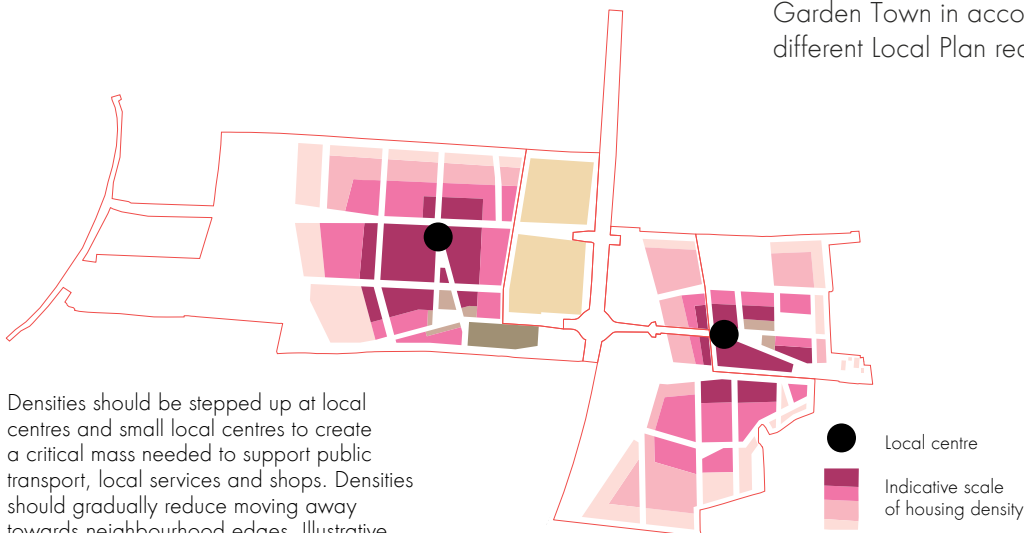
Historic and contemporary Dutch town houses - design cues are taken without pastiche architecture

Garden City Principles



B Balanced, diverse and functional communities – the right kind of homes and densities

1. The Garden Town will comprise a series of **self-sufficient** neighbourhoods and villages with **local centres and small local centres** at highly accessible locations.
2. Neighbourhoods and villages will be home to a diverse and **rich mix of uses and activities** with homes, shops and jobs in the same place.
3. **Densities will increase around local centres** and transport nodes. Mixed use centres will have active **ground floor commercial uses** with homes above.
4. The Garden Town will provide a **range of homes** and typologies to cater for the needs of **residents at all stages of life and all abilities**. These homes will be **integrated to support balanced communities**.
5. The Garden Town should have a **tenure-blind mix of homes**, including owner occupied, private rented, affordable and social rented, and shared ownership. Local Plans will set policies for **affordable housing provision** and the Garden Town Housing Plan will further develop these policies.
6. As large new areas come forward for development, a **phased approach** will be encouraged to see homes delivered **close to existing local centres** or for **infrastructure** and new local centres to be **delivered early**, to establish communities and be sustainable.
7. A **variety of housing delivery models** will be encouraged, including identifying land for, and taking steps to support, custom, self-build and community-led housing.
8. New buildings shall be designed to **adapt to changing needs and lifestyles**, for example capacity to accommodate growing households or the needs of an ageing society.
9. **Building materials and detailing**, landscape and design will be of a consistently **high quality** throughout the new settlement and will be informed by design review at the **Quality Review Panel**.
10. Innovative designs will be encouraged that are flexible, adaptable and incorporate **cutting edge technology** in the fields of low carbon, low energy consumption, low water demand and water conservation. New homes will be at the **forefront of modern living**.
11. **Traveller sites** will be considered across the Garden Town in accordance with authorities' different Local Plan requirements.



Densities should be stepped up at local centres and small local centres to create a critical mass needed to support public transport, local services and shops. Densities should gradually reduce moving away towards neighbourhood edges. Illustrative example from Lincolnshire Lakes.

C Healthy, safe and connected neighbourhoods and villages

1. All villages and neighbourhoods will be designed with an **open street network that integrates** with surrounding areas. Cul-de-sac developments with little connectivity across them will be discouraged.
2. Neighbourhoods and villages should provide **walkable everyday activities**, including a vibrant mix of community uses and social infrastructure, such as place and recreation areas, **concentrated at local centres**.
3. Village and neighbourhood centres will have a **primary school including early years facilities, places for food and/or drink, convenience shopping, community spaces including small scale workspace**, as well as good access to public transport.
4. District and county authorities will work together to identify where **secondary schools** are most needed and in **accessible locations, close to primary schools**, community services and green space.
5. New development will be designed to **overlook streets, open spaces and the Green Wedge network** where appropriate to create active, attractive and safe environments for all.
6. Street design shall encourage community activities including **interactive public art, doorstep play and meeting places**. Public spaces will have a generous provision of **seating** and **level access** for mobility scooters and pushchairs.
7. A **new health centre** will be provided as part of the Garden Town, where the practice workforce will work together **bringing specialisms and continuity of care**. Primary care professionals will work more closely together to support patients in their area.
8. Redevelopment of, or a new site for, **Princess Alexandra Hospital** will be identified at an accessible location and should respond sensitively to local built and landscape character. Opportunities to establish an innovative health care campus will be encouraged.
9. New developments will be designed to **promote physical activity and active lifestyles** through the built and natural environment.



Low density cul-de-sacs, west of Bush Fair



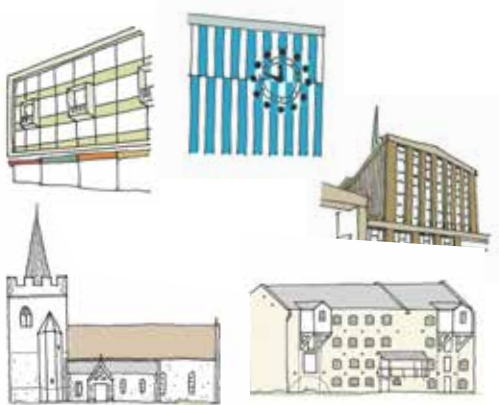
High density, connected street network, Newhall



Connected streets with safe doorstep play space provision

D Maximising visibility and appreciation of our heritage

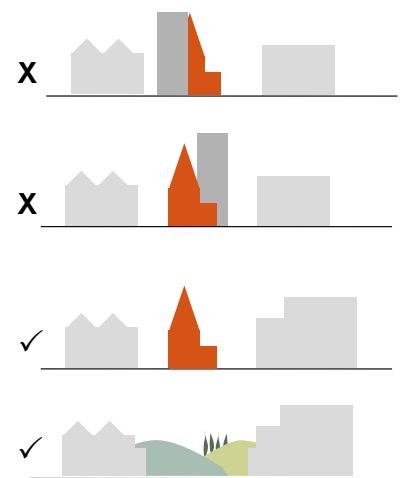
1. The Garden Town will expand the influence of the **'Harlow Sculpture Town'** brand through commissioning of new public artworks, bringing art and **design into everyday life**.
2. Early **engagement with communities** in a **participative design** programme will help bring residents together in open dialogue to inform masterplans.
3. The Garden Town will create high quality, energy efficient buildings and places, using **best practice** and working with **leading and innovative architects** and designers; echoing the approach of the original New Town.
4. Taking advantage of increasing interest in the post-war period, the Garden Town shall explore opportunities to boost Harlow's reputation as a **centre for mid-Century design innovation** and experimentation.
5. **Views of the natural and built landscape** will be retained, with views towards heritage assets **framed and enhanced**.
6. New development should **integrate sensitively** with existing heritage assets through careful consideration of scale, massing, materials and aspect. **Space will be given to significant assets where appropriate**, with their setting protected through buffer zones and landscape design.
7. Improved **access to, interpretation of and education on heritage assets** in the Garden Town will be encouraged.
8. The Garden Town's varied built legacy should be promoted through **contemporary reinterpretation** where appropriate; valuing the **New Town** and more traditional **rural vernacular**.
9. **New Town assets should be identified and celebrated**, particularly works of Sir Frederick Gibberd, to share the rich story of the Garden Town with residents and visitors.



Faith, industry and New Town heritage within the Garden Town area



Re-use of a mid-century building as a brewery and bar in Hammarby Sjostadt, Sweden



New development should not mask views towards key landmarks or landscape, either by blocking the view or sitting prominently in the background

LANDSCAPE & GREEN INFRASTRUCTURE

A Enhancing the Green Belt and expanding the Green Wedge network

1. Masterplans will identify and design open space that **expands the existing Green Wedge network** across the Garden Town and **connects out to the wider countryside and Stort Valley**.
2. Areas of **Green Belt** on the edge of the Garden Town will be improved with **investment in public access, landscape and biodiversity enhancements**, and the creation of **country parks** where appropriate.
3. New development adjoining the network will improve access to and **enhance the quality and recreational value of Green Wedges** and Green Fingers. Clusters of uses such as **cafes, play areas and seating** will be established close to local centres.
4. New Green Wedges will be an appropriate size and character to **maintain the individual identity of new and existing neighbourhoods and villages**.
5. Green Fingers running through residential areas will be **multi-functional spaces**, accommodating play areas, a local park or village green.
6. New neighbourhood **development will have a positive relationship** with the enhanced Green Wedge network with front doors and windows facing onto green spaces where appropriate.
7. **Green Wedges between villages will be rural in character** using farmland and woodland to reinforce the separation of development and maintain existing village ways of life.
8. The open space network will support **active lifestyles** and good health through **excellent walking and cycling routes**, connecting all parts of the Garden Town and the wider countryside.
9. New development should identify appropriate locations for **playing fields, adventure spaces, play areas, running trails and bridleways** to support new and existing residents.
10. Local authorities will seek to secure the long-term **maintenance and stewardship** of open spaces; committed to achieving high quality such as the **Green Flag** standard for local parks and green spaces.



The Green Wedge and open space network should be multi-functional and with varying character.



Green Wedges should continue to support active and sustainable travel



Sociable spaces and play should be integrated into the green space network.



Diagram of Garden Town green and open space network

Garden City Principles

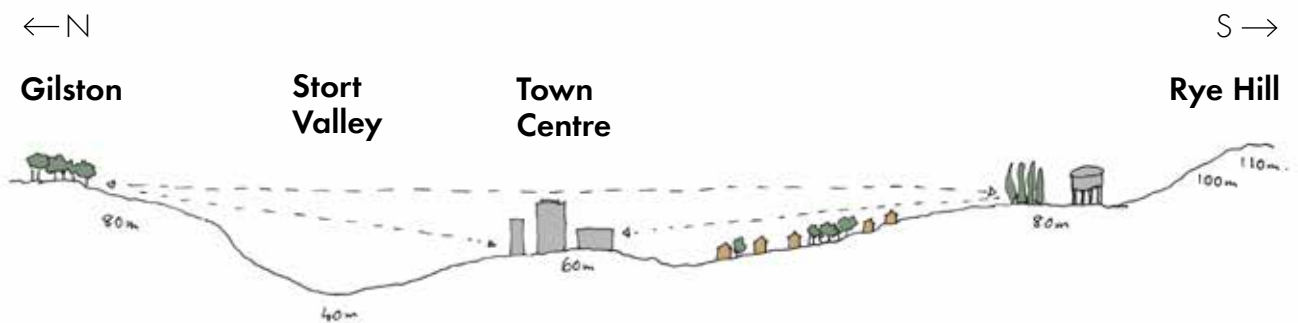


B Landscape-led masterplanning: responding to natural character and function

1. An outstanding green and blue infrastructure **network of open spaces and waterways** will characterise the Garden Town, providing multiple benefits for residents' physical and mental health; rich habitats for wildlife, flora and fauna; and important noise and air pollution buffers from roads and industry.
2. Development will **sensitively respond to the topography**, with views of key landmarks and vistas into, out of and across the Garden Town, framing and enhancing these.
3. Street trees and planting in strategic locations will **screen and filter views between development**, enhance key vistas and provide buffers to busy roads.
4. The existing landscape should shape the pattern of new development and the character of open spaces, using existing **woodlands, hedges, trees, meadows and waterways as natural cues**.
5. **Local species** to be chosen for tree lined streets and garden hedges will reinforce local landscape character.
6. The **Stort Valley Park** will form an important **leisure, recreational and ecological asset** at the heart of the Garden Town, uniting the new villages with the existing town and its new neighbourhoods.
7. The Stort Valley will be part of the **walking and cycling network**. This will be carefully balanced with its role as a **natural habitat and navigation system**.
8. **New and improved crossings** are planned across the River Stort. These will carefully consider landscape, ecological and right of way impacts.

Right: Working with a mature landscape of existing woodland and hedgerows can help ground new development and foster a sense of place. Example illustrative approach from south of Reading.

Below: This diagram shows the principle of the 'cradle' of the Rye Hill that comfortably contains Harlow, which will need to be carefully considered in new development.



The Stort Valley is a major asset to Harlow and Gilston Garden Town. The river corridor flows from east to west to join the Lee Valley and includes a number of sites designated for their nature conservation value. The River Stort forms the boundary between Essex and Hertfordshire yet should become a unifying strand in the green infrastructure network of the expanded community with opportunities to provide a narrative of its role and use through time.



The River Stort is a rich wildlife corridor and home to Parndon Mill, a creative workspace steeped in local history.



Harlow Town station backs onto the river and is currently inaccessible from that side.

The River Stort and its associated flood meadows provide a necklace of habitats, an environment for accessing and discovering nature and a route for recreational enjoyment. Future enhancements could include wet woodland creation and positive management for wildlife. There will be a need to limit the landscape, ecological and right of way impacts of the additional Stort crossing by road.

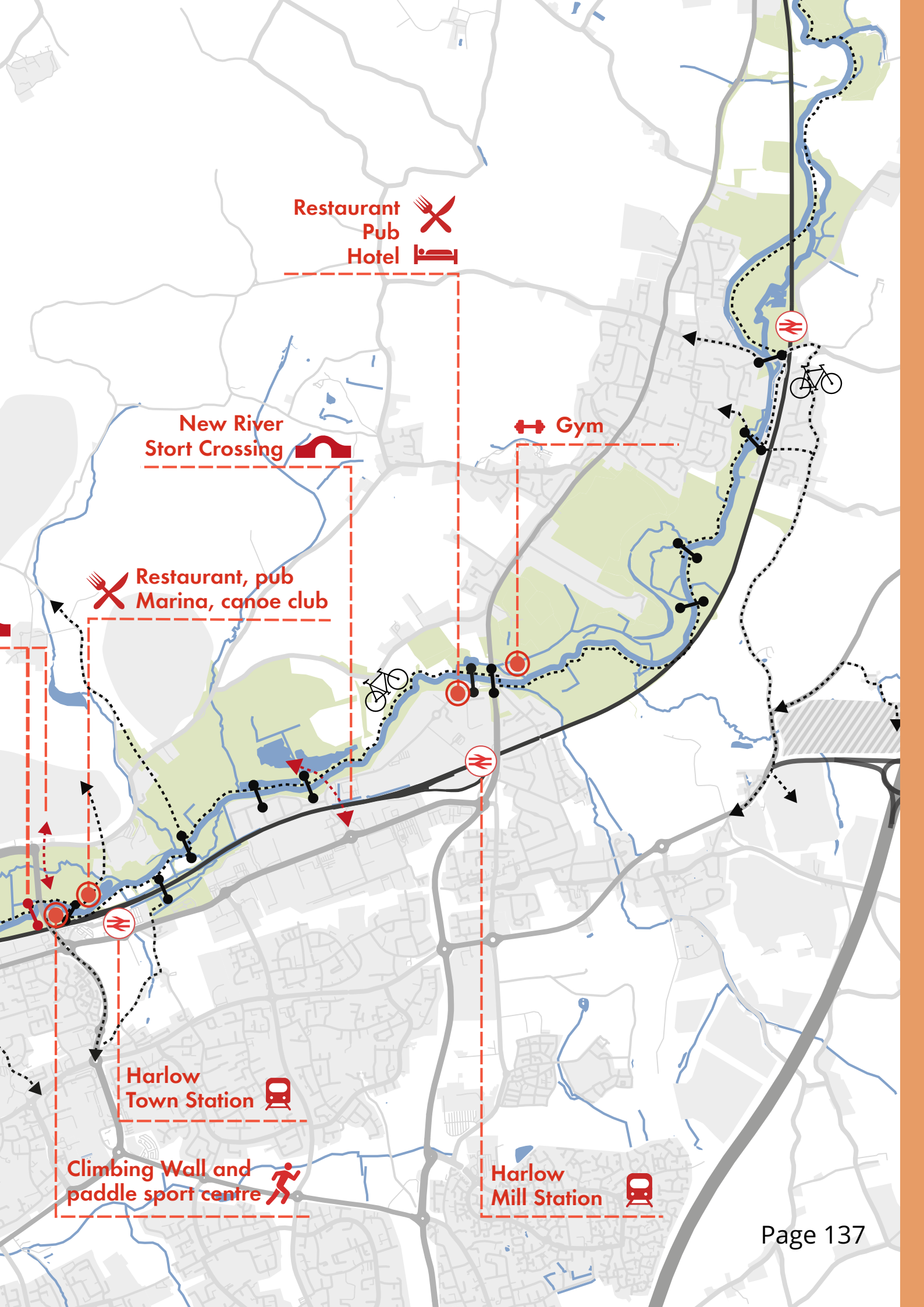
New bridges and routes connecting the Gilston villages to Harlow

Cafe/restaurant 

 Roydon Station

Cafe / bar 

 Parndon Mill Creative uses



Restaurant
Pub
Hotel

New River
Stort Crossing

Gym

Restaurant, pub
Marina, canoe club

Harlow
Town Station

Climbing Wall and
paddle sport centre

Harlow
Mill Station

C Designing in biodiversity, climate resilience and food security

1. Developers will be encouraged to use materials and construction methods that **protect and support a network of wildlife** havens across the Garden Town.
2. Local authorities will support approaches that demonstrate **early and continued working with key stakeholders** including the Environment Agency, RSPB and Canal and River Trust, creating places that contribute to a clear net biodiversity gain.
3. Tree and plant selection will reinforce **indigenous species, promote diversity and be responsive** to local climate and geological conditions. **Disease resistant and climate adaptable** and species supportive of native ecological systems will be chosen.
4. **Sustainable urban Drainage Systems (SuDS)** will be a characteristic feature of the Garden Town, with developments meeting the challenges of climate change, and controlling flooding with multifunctional habitats. These will be balanced with archaeological considerations.
5. The Garden Town will have mechanisms for **robust governance** (e.g. Community Trusts), continued funding and maintenance of green spaces. **Maintenance strategies** shall form an integral part of new development permissions, conditions and legal agreements.
6. **All homes will be within 800m of an allotment** (10 minutes walking time). These play a key role in encouraging community activity and tackling social isolation; improving access to low-cost food and nutrition education; and supporting healthy living.
7. **A community-led approach** shall be taken to establishing local leadership of allotments, with appropriate sites identified within new developments.
8. Opportunities for **informal growing spaces and orchards** will be maximised at schools and health centres, pocket parks, Super Greenways, the town centre, and on temporary sites at phased schemes.
9. New development will bring forward proposals for **innovative approaches to water supply, conservation and management**; recognising areas of severe water stress.



Example view of integrating natural water courses and SuDS into new developments; bringing ecological and amenity benefits (Lincolnshire Lakes).



Allotments will play an important role in creating social and healthy places.



Attenuation ponds retain run-off and remove contaminants before draining into a water course.

D Making best use of technology in energy generation and conservation

1. Masterplans and designs will explore and provide opportunities for **best practice in low carbon design**, manufacture, construction and performance of homes and commercial buildings.
2. The Garden Town will spearhead the **Clean Growth** agenda set by the **UK Industrial Strategy**, championing the use of design that incorporates **energy generation and conservation technologies**. This should consider but not be limited to solar heat and power; rain water harvesting; passive gains; vertical and horizontal axis wind turbines; ground and air source heat pumps; and combined heat and power networks.
3. New developments will be expected to demonstrate how **household efficiency and waste management will create demonstrably lower domestic energy use**, reduced utility bills and increased rates of recycling.
4. All new homes and commercial buildings shall be designed to demonstrate their **adaptability for future innovations in energy generation and conservation technology**.
5. New development will provide homes with appropriate **internal and external storage for recycling and landfill waste**.
6. **Smart apps** relating to **energy use and waste management** and making use of fibre optic broadband will be encouraged.



Sustainable energy generation should be incorporated into proposals, as found in Trumpington Meadows, Cambridge.



Recycling and waste management will be an important consideration, as seen in Stockholm, Sweden.

SUSTAINABLE MOVEMENT

A Revitalising the walking and cycling network

1. Town-wide **Sustainable Transport Corridors** will support active travel through a high quality network of **cycle and walking 'Super Greenways'** that run along these.
2. Key routes and junctions will be identified for **investment and upgrading** across the Garden Town, prioritising improved **paving, signage, lighting, landscape maintenance and pedestrian and cycle priority** to create a safer and more comfortable travel experience.
3. A series of **'micro-hubs'** will be established at key points on the Sustainable Transport Corridors, to provide **interchange between Bus Rapid Transit and cycle facilities**. These can be identified in masterplans.
4. The local authorities will explore opportunities to introduce a **town-wide cycle hire scheme** based at micro-hubs, local centres and public transport hubs or through dock-less technology.
5. The role of the **Green Wedge network as movement corridors** will be enhanced, whilst on-street protected cycle lanes on major roads will create safe and direct routes.
6. New **development will provide footpaths, cycle ways and bridleways**, linked into existing public rights of way and routes including the National Cycle Route Network and River Stort towpaths.
7. A **new walking/cycle link across the Stort Valley**, to the south of Eastwick, will help to better connect the Gilston Villages with the town centre and key employment areas to the west of Harlow - such as the new Public Health England campus.
8. **Onward cycle connections** to nearby settlements and transport hubs including Roydon, Broxbourne, Sawbridgeworth and Epping should be improved.
9. Cultural, recreational, leisure and commercial **uses should be clustered next to the Sustainable Transport Corridors at local centres**, to create a social and active atmosphere along key routes.
10. New development will be encouraged to **contribute towards the improvement** of nearby cycle routes and underpasses and provide new at grade crossings where needed.
11. **Schools and places of work will provide cycle and scooter facilities**, including showers, changing rooms, facilities for electric charging and secure cycle storage for students and employees.
12. All new homes will be designed to include **secure and accessible cycle storage and facilities for electric charging**. Authorities will support proposed schemes providing redeemable **vouchers** against the cost of a bicycle or e-bike.



The cycle network is used today in more creative ways than just cycling. Encouraging use by different forms of mobility can help revitalise ideas about how people move around the Garden Town.

Opportunity exists for a Garden Town-wide cycle hire scheme

Colourful, playful light installations can help change the character of underpasses into destinations that encourage use by pedestrians and cyclists at night.

Garden City Principles



B The value of place: changing the character of roads to streets

1. New development on strategic sites will establish a **clear street hierarchy**, prioritising the creation of **healthy and sociable places** whilst considering the need to accommodate vehicle movements within neighbourhoods and villages.
2. Neighbourhoods and villages will be largely based on **tree-lined, local street layouts creating sociable places** with a human scale.
3. Street design will have **limited vehicle markings, wide pavements, planting and street furniture** on residential roads; maximising opportunities for **shared surfaces**.
4. New development will have **front doors and windows to streets**, to create safe, friendly streets and open spaces with informal overlooking.
5. New development should **connect into the existing street network** to create permeable places with a choice of routes.
6. Opportunities to change the character of existing roads through **tree surgery and maintenance, fronted development and at-grade pedestrian crossings** will be identified.
7. New neighbourhoods should have a formal, rational layout with **consistent building plot widths and scales fronting the street**. New villages can take a more irregular approach, with buildings more informal and varied in their scale and orientation; **creating a more organic and landscape-led feel**.
8. The strategic road network will be improved, with the planned **M11 Junction 7a**; a new **road link across the River Stort**; **improvements to the central Stort Crossing**; and **improvements to the A414 corridor** within the Garden Town and beyond.



An illustrative street hierarchy for a connected network of streets



Tree lined street with front doors and windows onto the street. Example from Bromley-by-Bow

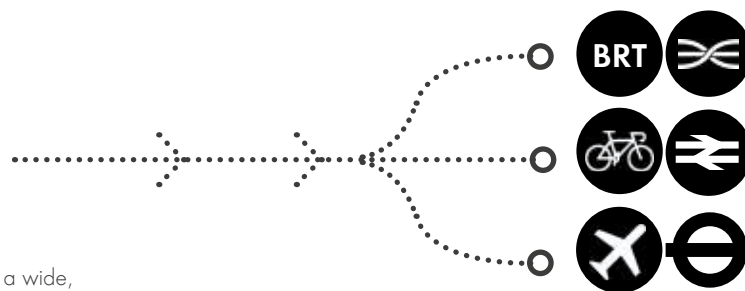
- Primary street
- Secondary street
- Tertiary street
- Side street
- Shared space

C Integrated transport: a viable and preferred alternative to cars to achieve a modal shift

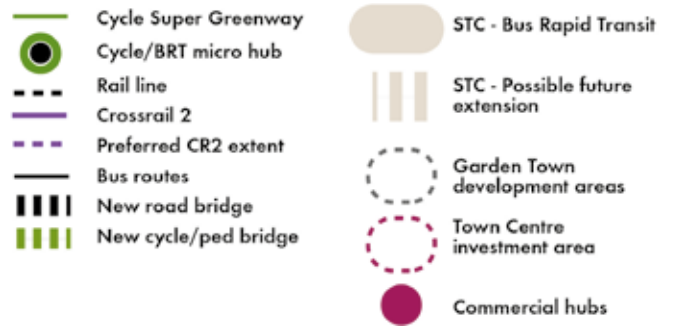
1. A new approach to travel will transform the Garden Town and the way people move around it. Town-wide **Sustainable Transport Corridors** will support active travel as well as a mix of affordable, high quality public transport options.
2. **50% of all trips** originating within the Garden Town **should be by sustainable active travel modes**, with a target to achieve 60% within new villages and neighbourhoods.
3. **Bus Rapid Transit** will run on routes that connect key destinations including local centres, schools, transport hubs, employment areas and the Town Centre with **dedicated lanes or priority at key junctions**.
4. Bus Rapid Transit stations should be **high quality with live updates, free Wi-Fi and pay before boarding**. An app-based journey planner will communicate frequency and reliability of the service, creating a **comfortable and convenient passenger experience**.
5. **Existing villages and neighbourhoods** should all **benefit from the enhanced public transport services** being delivered as a part of the Garden Town's integrated travel network.
6. Development on strategic sites will be shaped by easy access to public transport, walking and cycling routes. All **homes should be within 800m (a 10 minute walk) of a Bus Rapid Transit stop**.
7. Development on strategic sites could enable the **future extension of the Bus Rapid Transit** network to wider settlements and transport hubs including Broxbourne, Epping and Stansted Airport, as well as rural communities.
8. Cycling and walking routes will run beside Bus Rapid Transit Routes where possible with **'micro-hubs' interchanges** to encourage the transition between different modes of sustainable travel in one journey.
9. **Sustainable Travel Plans** will be required for all new development, particularly businesses, which could include pre-payment of an annual or monthly Bus Rapid Transit travel pass.
10. Local authorities will work with the bus operator to **upgrade the existing bus network**, including options for Park and Ride and extending bus routes into new neighbourhoods and villages. All **homes should be no more than 400m (a 5 minute walk) from a bus stop**.



Cycle routes should form part of a wide, fully integrated transport network that goes beyond the Garden Town.

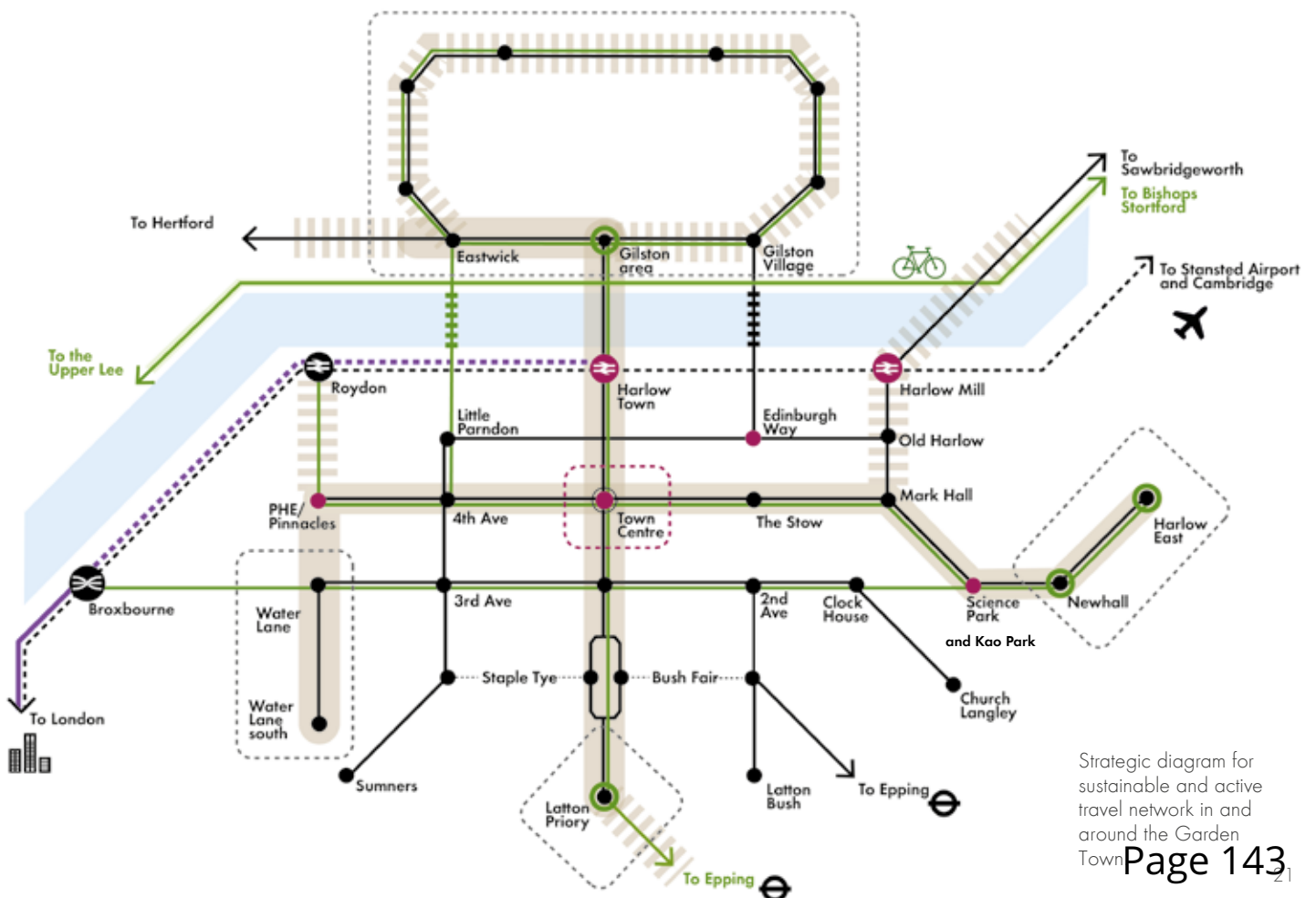


Harlow, Roydon, Broxbourne and Epping are all served by excellent rail infrastructure. Creating links to these stations supported by appropriate infrastructure will increase the appeal of travelling by bicycle.



D Anticipating change and future proofing infrastructure

1. The Garden Town will be designed to support the implementation of **new travel technology** by taking a series of future proofing steps.
2. New workplaces, schools, health centres and transport hubs shall have **adaptable infrastructure and car parking** that can change to accommodate future autonomous vehicles but lower overall demand.
3. Masterplans will support **shared vehicle systems including car hire and on-demand services** through temporary parking zones and pick up/drop off points.
4. Local authorities will explore opportunities to **invest in smart technology** to better manage traffic **congestion and parking availability**, with public access to this data via an app-based system.
5. Similarly, local authorities will explore how a public transport network **app-based system** could work, including universal payment across all modes.
6. Public access **electric vehicle charging points** should be established at local centres, micro-hubs and transport hubs.
7. Masterplans should demonstrate how driveway and/or street **parking spaces can be adapted to open/green space, should demand for them fall over time**.



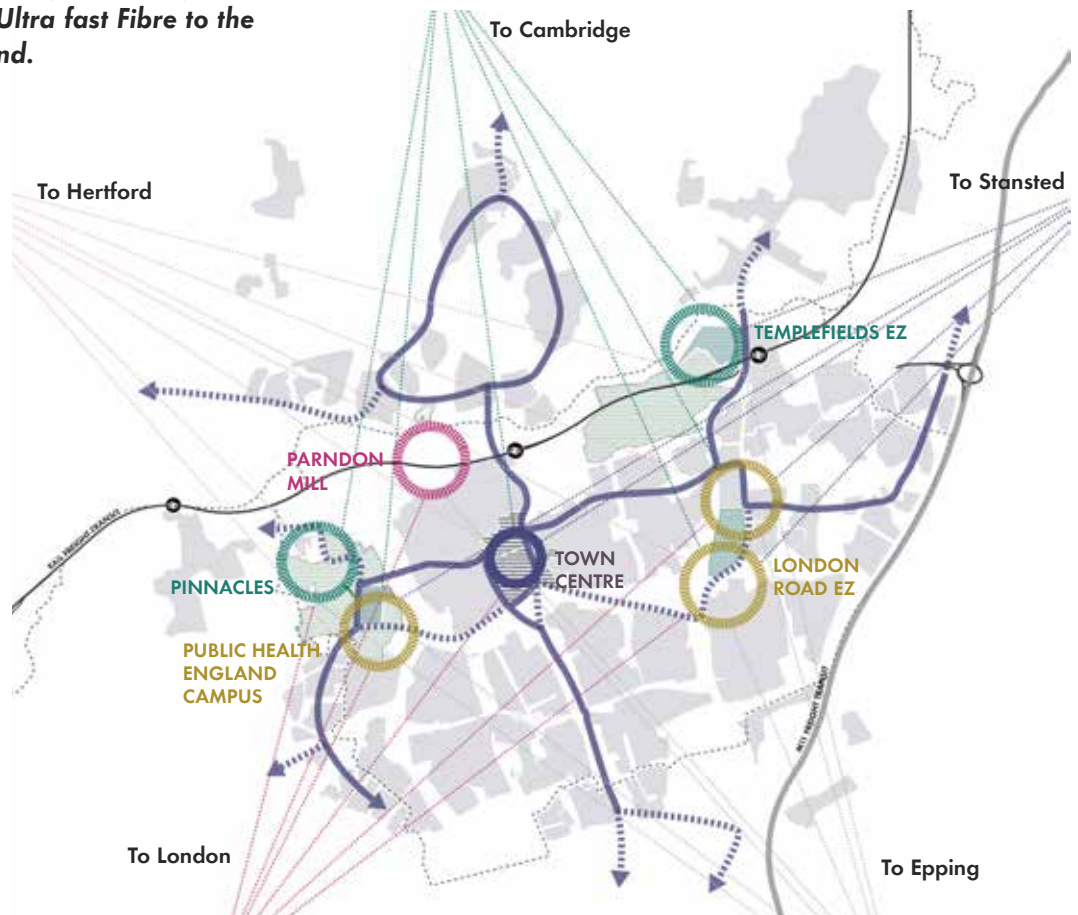
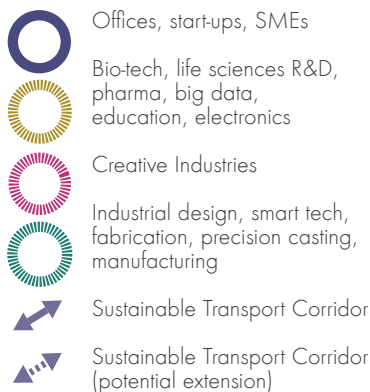
Strategic diagram for sustainable and active travel network in and around the Garden Town. **Page 143**

ECONOMY AND REGENERATION

A The heart of the UK Innovation Corridor

1. Lying at the heart of the London Stansted Cambridge **UK Innovation Corridor**, and spearheading a response to the UK Industrial Strategy, the Garden Town has the ambition and capability to support significant **economic growth in the region**.
2. Based on existing and planned industry, the Garden Town will deliver growth across a number of sectors such as **Life Sciences; Advanced Manufacturing and Engineering; and ICT, Digital and Tech**.
3. Growth and investment is being spearheaded by the **Harlow Enterprise Zone** (at London Road and Templefields), the relocation of **Public Health England** to Harlow and the growth of **Stansted Airport**.
4. Harlow is the home of **fibre-optic technology** and will champion the latest information and communication systems including connecting all new development through **Ultra fast Fibre to the Premises (FTTP) broadband**.
5. The established **Local Development Orders** covering the Harlow Enterprise Zone will smooth the process of business development and investment.
6. As part of the **Digital Innovation Zone**, the Garden Town will lead the way in responding to the data challenge of the UK Industrial Strategy, creating the right environment for digital and tech **businesses to incubate, grow, relocate, expand and innovate**.
7. The Garden Town is well-connected by air, road and rail infrastructure and will maximise opportunities afforded by proposed improvements including **four tracking** between London and Broxbourne and the **Crossrail 2** line.
8. A package of **enhancements to Harlow Town Station and Harlow Mill stations** are being considered, including **integrated public transport facilities**; alongside renovated and/or new station buildings to create a sense of arrival. Harlow Town station will also benefit from proposed dual access.

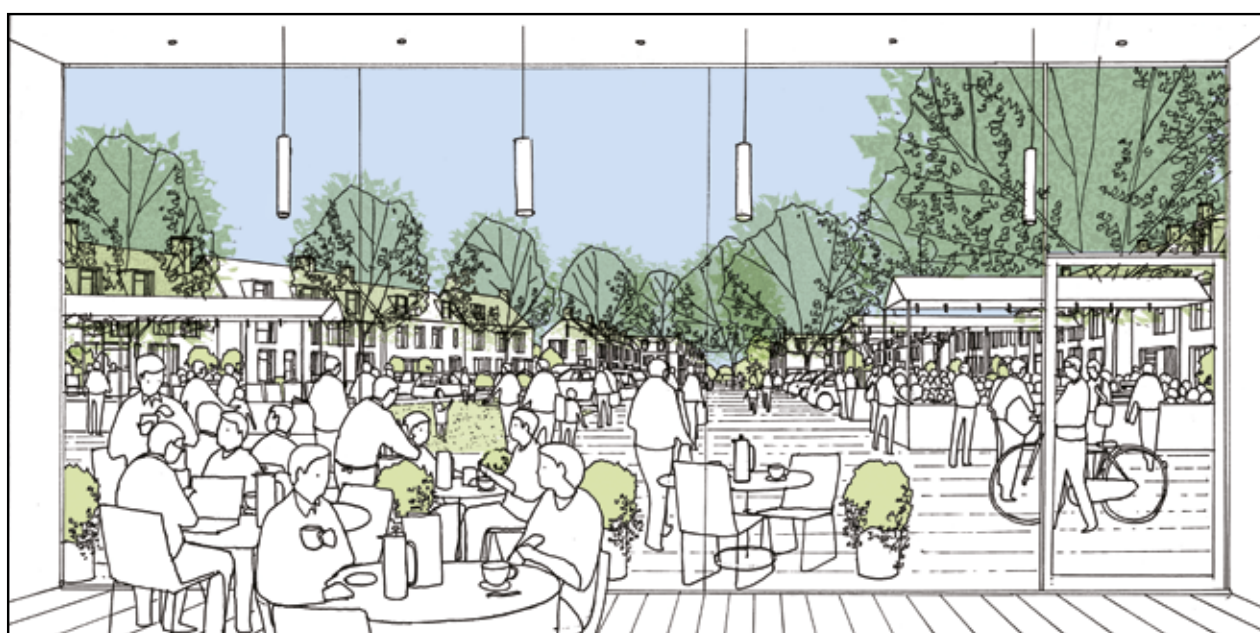
Strategic diagram for the Garden Town's employment and industry, and the broader economic relationships





B The right work spaces, homes and community facilities

1. The Garden Town will offer a **rich variety of high quality homes, offices, studios and places** where people want to live, work, visit and do business. The **relationship between these will be critical** to the Garden Town's success.
2. New development will transform the town's housing offer, creating an **genuine mix of home types** and tenures, set in attractive neighbourhoods and villages. **Businesses will choose to locate** in the Garden Town, confident they can **attract key staff** to live and possibly raise a family.
3. Work spaces will be **well-designed and accessible, with good access to leisure and recreation** at local centres, the Town Centre and green spaces to help businesses to attract employees.
4. The Enterprise Zone will continue to provide **state-of-the-art business facilities and support collaboration** and cross-fertilisation across sectors through communal areas and events programmes.
5. Strategic **development areas could include small enterprise spaces**, to create a mix of businesses, shops and community facilities at local centres.
6. **Existing buildings**, particularly in Harlow Town Centre, should be **adapted to provide affordable SME business space**, supporting start-ups and smaller businesses.
7. **Industrial estate regeneration** could improve the quality of work spaces and accommodate a greater variety of uses, providing **attractive, mixed environments with better amenity for employees**.
8. Harlow **Town Centre will establish itself as the cultural and commercial core** of the Garden Town, with a diverse offer that meets the needs of all current and future residents.



Example illustrative view of a local centre framed by active fronts and tree planting (from Lincolnshire Lakes)

C A diverse employment base and skilled labour supply

1. A **range of modern, high quality employment spaces** will continue to be delivered in appropriate and accessible locations including sites at Harlow Enterprise Zone, Templefields, Pinnacles and Harlow Town Centre as well as within the strategic development areas.
2. Employment space will be planned, phased and **delivered together with related infrastructure and new homes**, so that job opportunities are available as houses are occupied.
3. Building on the Digital Innovation Zone, an innovation centre will be set up to provide a **range of workspace and business support for start-ups** looking to integrate with health tech, life sciences, advanced manufacturing and ICT sectors.
4. The Harlow Science Park site of Harlow Enterprise Zone will be home to the Anglia Ruskin University **MedTech Innovation Centre**. This will enable innovation through **collaboration between academia, industry and start ups** to drive improvements in the health and social care sectors.
5. **Businesses will be encouraged to play an active role in the community**, breaking down perceived barriers to academic achievement and high-skilled employment, as well as supporting an older workforce.
6. Investment in new educational and skills development facilities such as **Harlow College's Advanced Manufacturing Centre**, offering **apprenticeships**, professional qualifications and lifelong learning, will help grow the pool of **mid- and higher-level skills** vital for local industry success.
7. **Community-based learning schemes** could provide pathways into training and skills development to rebalance the local skills profile and ensure **local residents can take advantage of higher-skilled job opportunities**.
8. Local Plans will set **land requirements for employment uses**, with the aspiration for a good proportion of these to be **focused on employment of existing residents** through a genuine mix of employment opportunities.

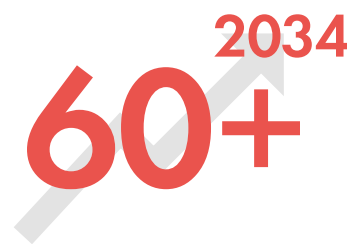


During consultation, the majority of Harlow Youth Council Members expressed a desire to stay living in the town if more career opportunities were available to them



Improving the digital skills of the UK workforce could generate £63 billion for the economy each year

Source: House of Commons Science and Technology report, 2016



By 2034, the number of people in the UK aged 60 and over will increase by 42%. This age group are least likely to engage with adult education classes and work-related training.

Source: UK Government for Science, 2016

D A vibrant and resilient Town Centre for all the Garden Town

1. **Harlow Town Centre** will become a vibrant, diverse and attractive **destination at the heart of the Garden Town**. High quality shopping, community, office, cultural and leisure facilities will meet the needs of residents, workers and visitors to the Garden Town.
2. A wide range of **high-quality homes, shops, workspace and leisure facilities** will be provided to encourage and support residents living in Harlow Town Centre.
3. Harlow Town Centre will become the prime comparison shopping destination for the Garden Town without impacting on the **vitality and viability of its local centres and small local centres**.
4. Harlow Town Centre will be a highly accessible hub for activities including the **evening and night-time economy** to draw visitors at different times of day.

5. The town centre's gravity could be adjusted by new **development at the north of the town centre** and by **enlivening Market Square** with cultural and creative activities. Taking advantage of the design heritage, it is an ideal location to host food markets, seasonal pop-up activities, installations, festivals, open air cinema events etc.
6. The physical environment of Harlow Town Centre will be enhanced through **planting and public realm improvements**. Development will be of high quality that **sensitively integrates into the New Town** fabric, reinforcing local distinctiveness and sense of place.
7. Harlow Town Centre will be **readily accessible by foot, bicycle and public transport** with high standards of accessibility for all members of the community.
8. A **programme of temporary uses and pop-up activities** will be promoted **in vacant shops and public spaces** to kick-start regeneration and help change public perceptions of Harlow Town Centre.
9. **Sustainable Transport Corridors will run into the heart of the town centre**, providing an attractive and more convenient option over car travel to access its facilities and amenities.



- Town Centre boundary
- Public realm
- Secondary public realm
- Boulevard streets
- Green space

High level public realm plan identifying possible improvements and opportunity sites in Harlow Town Centre, from the AAP Issues and Options report

PARTNERSHIP WORKING

PARTNERSHIP AND CROSS-BOUNDARY WORKING

The three District Councils (East Herts, Epping Forest and Harlow) and two County Councils (Essex and Hertfordshire) have collaborated on the development of the Design Guide for the Garden Town, and will continue to do so in the preparation of more detailed guidance and delivery of the Garden Town vision.

Partnership working will deliver the many different elements of infrastructure required to make the Garden Town a successful place. The delivery of this vision will be through public, private and third party actions and funding.

In addition to cross-boundary working as part of the Councils' Duty to Cooperate, the Councils are committed to working with relevant organisations, service providers and community groups to ensure proposals are developed collaboratively and with thorough consideration of local priorities.

Identified partners include, but are not limited to:

- Active Essex
- Arriva bus company
- Canal and Rivers Trust
- Community and resident groups
- Developers and site promoters
- Herts LEP
- London Stansted Cambridge Consortium
- Harlow Civic Society
- Harlow College
- Harlow Enterprise Zone
- Historic England
- Natural England
- Neighbourhood Plan groups
- Network Rail
- NHS Trust: Princess Alexandra Hospital
- Public Health England
- South East LEP
- Sport England

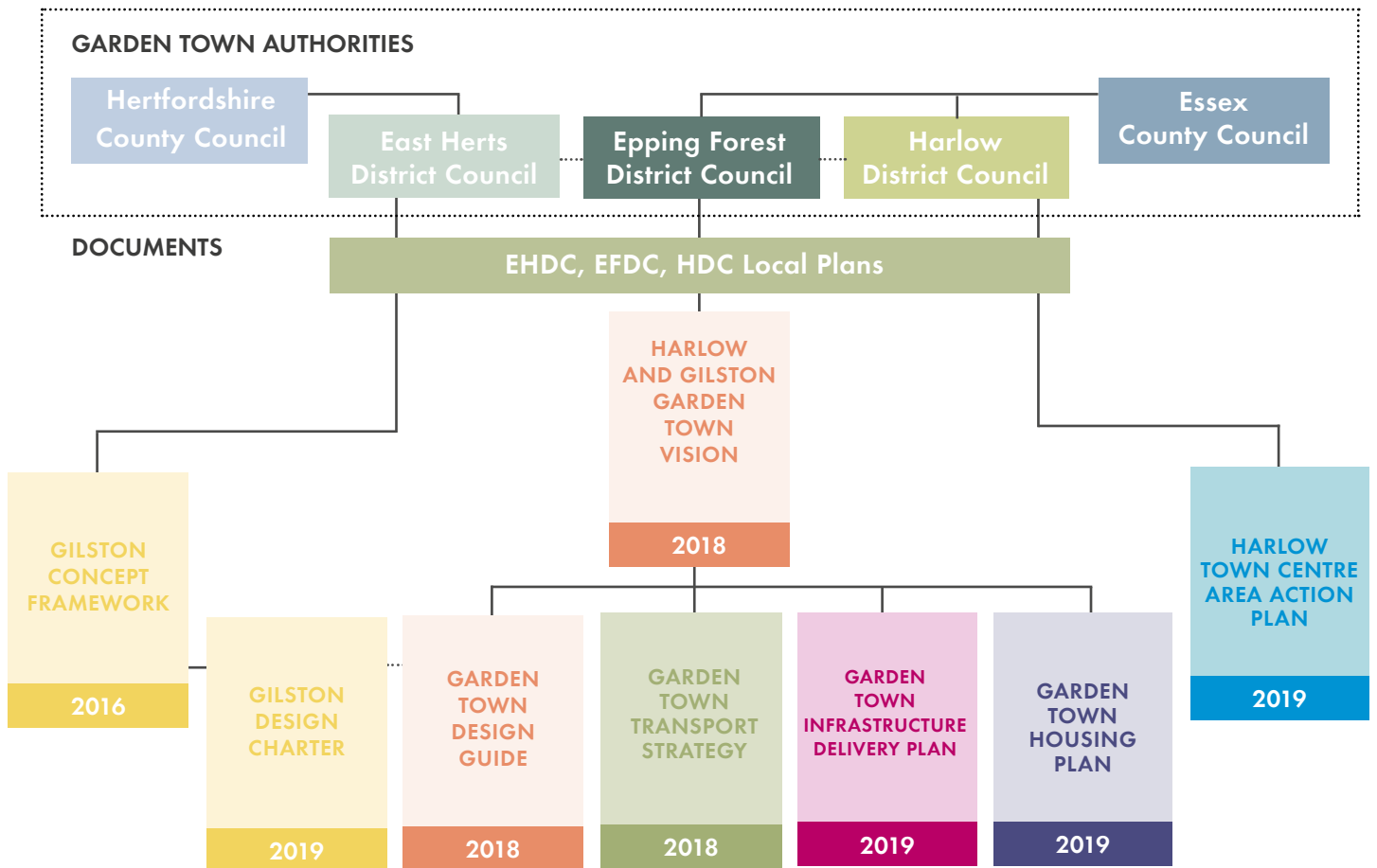


Diagram showing the relationship of the relevant authorities to the family of documents guiding and informing growth across the Garden Town.

GLOSSARY

Area Action Plan

A statutory development plan document prepared by local planning authorities which is aimed at establishing a set of proposals and policies for the development of a specific area (such as a town centre or area of new development).

Bus Rapid Transit

A fast and efficient priority bus service, located along the Sustainable Transport Corridors, making use of the latest transport technology. The Bus Rapid Transit will have its own lanes or priority at junctions and provide a comfortable and affordable alternative to private vehicles.

Doorstep play

Doorstep play is a commonly used phrase in housing and public space design to mean that young children can safely play on their doorstep/close to their homes.

Duty to Co-operate

The duty to cooperate is a legal test that requires cooperation between local planning authorities and other public bodies to maximise the effectiveness of policies for strategic matters in Local Plans.

Enterprise Zone

A designated geographical area in which state incentives such as tax concessions and simplified local authority planning procedures are offered in order to encourage business investment.

Four Tracking

A railway line consisting of four parallel tracks, with two tracks used in each direction. Four-track railways enable fast trains to pass stopping trains heading in the same direction. They can handle large amounts of traffic, and so are used on very busy routes.

Green Finger

A smaller, narrower green space to the Green Wedges, which provide local parks and play spaces within residential neighbourhoods and villages.

Green Wedge

Green space between neighbourhoods and villages that reinforces spatial separation and enables access links from the town to the wider countryside, embracing natural features such as valleys, woods and brooks.

Land Value Capture

Mechanisms that enable the recovery and reinvestment of a percentage of the uplift in the value of land associated with granting planning permission. Current methods focus on linking the delivery of infrastructure to the contribution of funds from landowners/developers. The best model will be explored through the Garden Town Infrastructure and Delivery workstreams.

Local Centre

Centres with shops, cafes and community facilities located at the juncture between a few neighbourhoods. The original New Town local centres have a range of 20-30 local shops.

Local Development Orders

Local Development Orders (LDOs) provide planning permission for specific classes of development within a defined area, subject to certain conditions and limitations. The purpose of a LDO is to simplify the planning process and provide certainty for potential investors, developers and businesses.

Long-term Stewardship

The Councils know that new facilities will not be sustainable without well organised management structures supported by consistent revenue streams. Community assets must be actively managed and properly looked after in perpetuity. Putting local people at the heart of the process can help to generate increased local support e.g. Community Land Trusts. The best models will be explored through the Garden Town Infrastructure and Delivery workstreams.

Micro-hub

An interchange point within new neighbourhoods between the Bus Rapid Transit and the cycling and walking routes of the Super Greenways. Often found at local centres, small local centres and other intersections, it will provide facilities such as cycle hire, repair and parking and live updates for the Bus Rapid Transit service.

Neighbourhood

A residential community with homes, local shops, community facilities and work spaces, which is physically, socially and visually integrated with surrounding neighbourhoods that together, in this context, form part of the Garden Town.

Small local centre

A small cluster of commercial uses in the New Town's original neighbourhoods, usually consisting of a nursery, local shop and church or pub.

SME Business

Small and medium-sized enterprises (SMEs) are non-subsidiary, independent firms which employ fewer than 250 employees.

Super Greenways

High quality cycling and walking routes located along the Sustainable Transport Corridors, and often within the Green Wedge network, which provide attractive and enjoyable transport choices which are accessible to all ages and abilities.

Sustainable Transport Corridor

A series of strategic corridors in the Garden Town providing high quality public and active travel options, connecting neighbourhoods quickly with key destinations such as the town centre and rail station.

Sustainable Drainage Systems (SuDS)

Sustainable drainage systems (SuDS) are a natural approach to managing drainage and mitigating flood risk in and around properties and other developments.

UK Innovation Corridor (LSCC)

A pioneering region connecting London to Cambridge which has a cluster of world renowned bioscience and advanced technology companies and is highly connected both digitally and physically. The London Stansted Cambridge Consortium is a strategic partnership of public and private organisations formed to organise and promote the UK Innovation Corridor.

Ultrafast fibre

Ultrafast broadband is defined as internet speeds of over 100Mbps. This is usually delivered using Fibre to the Premise (FTTP) technology, and is not currently available in all areas of the UK.

Village

A residential community with local community facilities, shops and work spaces, which is set in rural countryside and is physically and visually distinct but in this context, will maintain strong links with surrounding villages and the Garden Town.



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Essex County Council



Hertfordshire

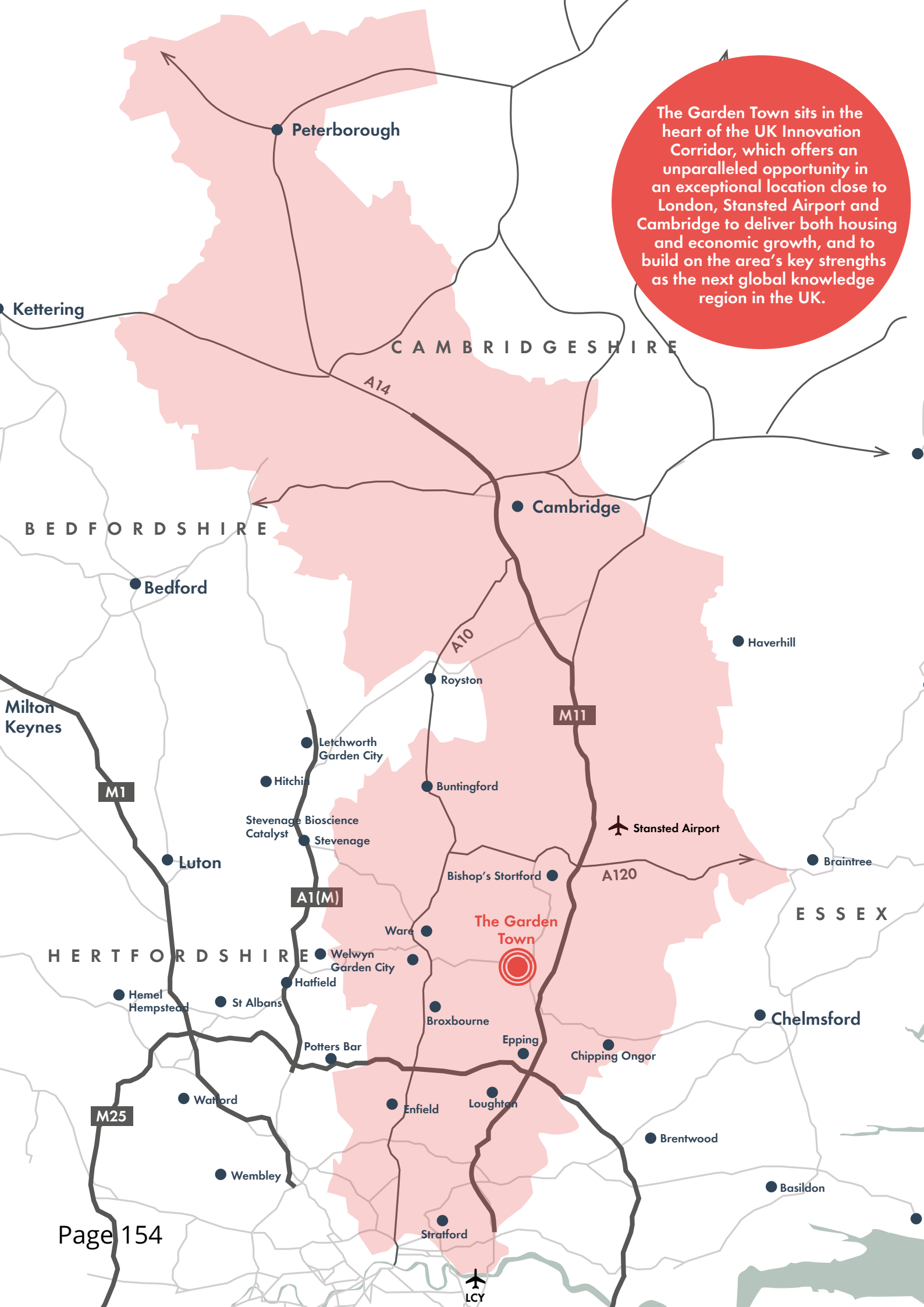




HARLOW AND GILSTON GARDEN TOWN

DESIGN GUIDE
NOVEMBER 2018

The Garden Town sits in the heart of the UK Innovation Corridor, which offers an unparalleled opportunity in an exceptional location close to London, Stansted Airport and Cambridge to deliver both housing and economic growth, and to build on the area's key strengths as the next global knowledge region in the UK.



INTRODUCTION



Harlow and Gilston was designated as a Garden Town by the Ministry for Homes, Communities and Local Government in January 2017 and will comprise new and existing communities in and around Harlow. Set in attractive countryside, new neighbourhoods to the east, west and south and new villages to the north will be established, with transformative investment in transport and community infrastructure.

East Herts, Epping Forest and Harlow District Councils are working together with Hertfordshire and Essex County Councils to ensure plans for the Garden Town support sustainable living and a healthy economy; provide a good quality of life for existing and future residents; and respond to local landscape and character. The Garden Town Vision has been prepared to help shape the future of the Harlow and Gilston Garden Town.

Purpose of the Design Guide

The guidance in this document has been produced to support the Garden Town Vision, through setting out the Garden Town expectations and aspirations for the delivery of high quality and sustainable developments.

The Design Guide is aimed at those involved in the delivery of developments within the Garden Town, including in the context of the growth and regeneration of the new Garden Town Communities and Town Centre. Specific users will include: Land Owners, Developers, Designers, Architects, Landscape Architects, Engineers, Garden Town and Local Authority Officers and the Garden Town Quality Review Panel (QRP). The Vision and Design Guide will be used as a consideration when proposals for growth and regeneration are presented to the Garden Town QRP.

Relationship with the Garden Town Vision

Although this document is presented in a stand alone format, it should be read in conjunction with the Harlow and Gilston Garden Town Vision. The Design Guide takes the principles and objectives of the Vision as its starting point and provides a framework and considerations to help deliver these principles, based on suggested characteristics and opportunities of the new Garden Town growth areas. These will help inform a collaborative masterplanning and application process.

Relationship to Local Plans and other documents

The NPPF, Local Plans and Local Transport Plans should therefore be viewed as the starting point for planning policy and guidance covering the Garden Town. The three District Council's emerging or recently adopted Local Plans support the Garden Town development and the associated social and physical infrastructure required for this. The Vision and Design Guide have been developed in accordance with these Local Plans, and reflect the principles for the Garden Cities originally developed by Ebenezer Howard, and more recently by the Town and Country Planning Association (TCPA).

The Vision and the Design Guide have been endorsed as material planning considerations by each District Council, and are intended to remain a consideration alongside and beyond the life of the respective Local Plans and their allocations. They will not be superseded by emerging policies or guidance, unless indicated.

Reviewing and monitoring this document

This document will be reviewed regularly (maximum every two years) to ensure that it remains fit for purpose, and updated as necessary.

Land value capture and stewardship

New facilities will not be sustainable without well organised management structures supported by consistent revenue streams. As such, the capture of land value from the uplift in granting planning permission and the stewardship of community and natural assets is central to the original Garden City principles, and to the TCPA's contemporary vision for Garden Towns.

The District Councils will, therefore, review the most appropriate framework required to establish an effective system of land value capture and long-term stewardship for Harlow and Gilston Garden Town.

Application of design policies and design review

The Vision and Design Guide forms part of the evidence base of each of the District Councils' Local Plans, though is not formal planning policy. The Local Plans for each of the District Councils, and existing design policy such as the Essex Design Guide and Harlow Design Guide, should all inform the development for masterplans and proposals.

A Quality Review Panel (QRP) has been established for the Garden Town, to ensure the highest quality at each stage of the process in the design and delivery of the town. The Panel, which comprises a team of multi-disciplinary design and development experts, will review Garden Town guidance as it is developed, and emerging masterplans and proposals for sites within the Garden Town.

Planning performance agreements and resource recovery

To promote efficient and effective joint working and to front load the planning process, the use of Planning Performance Agreements will be strongly encouraged for sites located within Strategic Masterplan areas. This will promote joint working between all parties, including statutory consultees, and will assist in focusing the issues that will need to be addressed prior to the submission of planning applications.

KEY PRINCIPLES FOR HEALTHY GROWTH

Four themes have been identified and each of these have a set of principles to help guide development and growth across every aspect of the Garden Town. A series of indicators sit beneath these principles to shape and inform strategic decisions and support the transformation of the Garden Town.

The key principles and indicators can be viewed in the companion Garden Town Vision document. Settlement-wide plans setting out the broad spatial approach for each theme are set out on the following pages.



A diagram setting out the inter-relationship between the four themes, their set of relating principles and the page numbers to find them in this document. Long term stewardship ties these themes together. New facilities will not be sustainable without well organised management structures supported by consistent revenue streams.

VISION FOR THE GARDEN TOWN

The pioneering New Town of Gibberd and Kao will grow into a Garden Town of enterprise, health and sculpture at the heart of the UK Innovation Corridor. Harlow and Gilston will be a joyful place to live with sociable streets and green spaces; high quality homes connected to fibre optic broadband; local centres accessible by walking and cycling; and innovative, affordable public transport. It will set the agenda for sustainable living. It will be....

...ADAPTABLE

- Buildings which are designed to be flexible in their use over time rather than being replaced
- Transport infrastructure that can adapt to new technologies and changing habits
- Green infrastructure that supports a variety of uses such as play, walking, cycling and community events
- Local industry that can respond to economic shifts and the emergence of new sectors.
- A place that can adapt to climate change

...SUSTAINABLE

- A fully integrated public transport network that connects within and beyond the Garden Town
- A place where people are inspired to work locally and encouraged to travel actively
- Self-sufficient neighbourhoods with their own centres
- Efficient use of energy and wider resources over the life of the Garden Town
- A biodiverse place with continuity of habitats

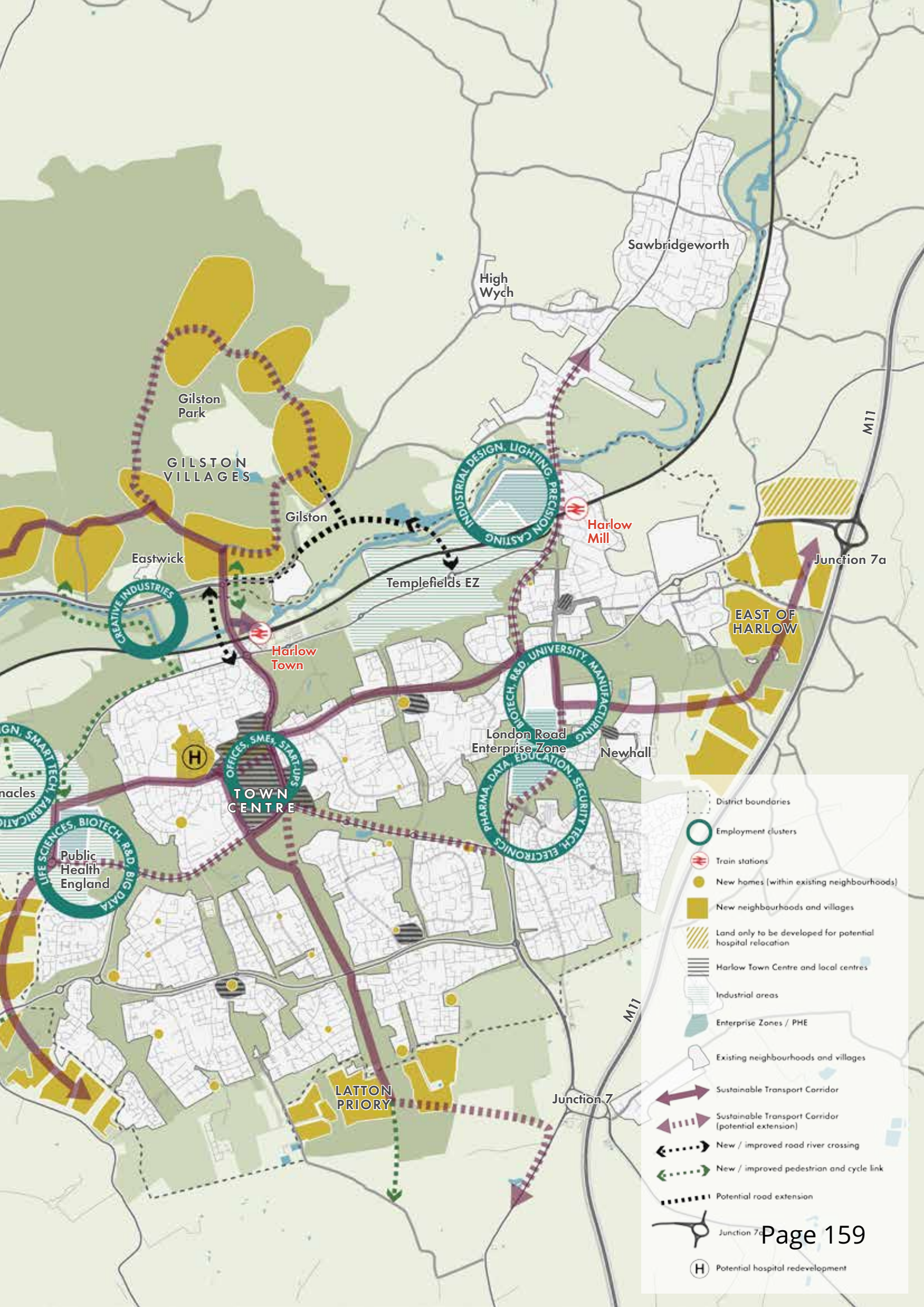
...HEALTHY

- Accessible routes that encourage people to move actively - to walk, cycle and skate - and are inclusive to all abilities
- Sociable streets and local centres that encourage daily interaction
- Space for food production - improving mental health and access to good nutrition
- An active and vibrant town centre with a strong cultural and commercial offer
- A good range of active leisure facilities

...INNOVATIVE

- At the forefront of public rapid transit technology
- Innovative building design, construction and performance
- New models for housing types and housing delivery
- Pioneering temporary interventions and quick wins
- Spearheading the nation's response to the UK Industrial Strategy through science, technology and education





GILSTON VILLAGES

Gilston Park

Gilston

Eastwick

CREATIVE INDUSTRIES

Harlow Town

TOWN CENTRE

OFFICES, SMEs, STARTUPS

Public Health England

LIFE SCIENCES, BIOTECH, R&D, BIG DATA

GN, SMART TECH, FABRICATI

macles

London Road Enterprise Zone

BIOTECH, R&D, UNIVERSITY, MANUFACTURING

PHARMA, DATA, EDUCATION, SECURITY, TECH, ELECTRONICS

Newhall

Templefields EZ

Harlow Mill

EAST OF HARLOW

Junction 7a

LATTON PRIORY

Junction 7

- District boundaries
- Employment clusters
- Train stations
- New homes (within existing neighbourhoods)
- New neighbourhoods and villages
- Land only to be developed for potential hospital relocation
- Harlow Town Centre and local centres
- Industrial areas
- Enterprise Zones / PHE
- Existing neighbourhoods and villages
- Sustainable Transport Corridor
- Sustainable Transport Corridor (potential extension)
- New / improved road river crossing
- New / improved pedestrian and cycle link
- Potential road extension
- Junction 7a
- Potential hospital redevelopment

PLACEMAKING AND HOMES

Four principles have been identified to ensure healthy neighbourhoods that are attractive and can support community life. These are:

- **Responsive and distinctive – neighbourhoods that sit comfortably in their context**
- **Balanced, diverse and functional communities – the right kind of homes and densities**
- **Healthy, safe and connected neighbourhoods and villages**
- **Maximising visibility and appreciation of our heritage**

The diagrammatic plan to the right sets out the broad spatial implications across the Garden Town for these principles.

The plan reflects the existing assets of the Garden Town area, including the listed buildings, the strategic views and landmarks, local centres and small local centres.

The plan also provides indicative guidance for the strategic growth areas in the Garden Town and for intensification within the existing town. These are not intended to represent specific locations for new facilities, but to communicate the need and desire for facilities to be provided somewhere within the new neighbourhoods.

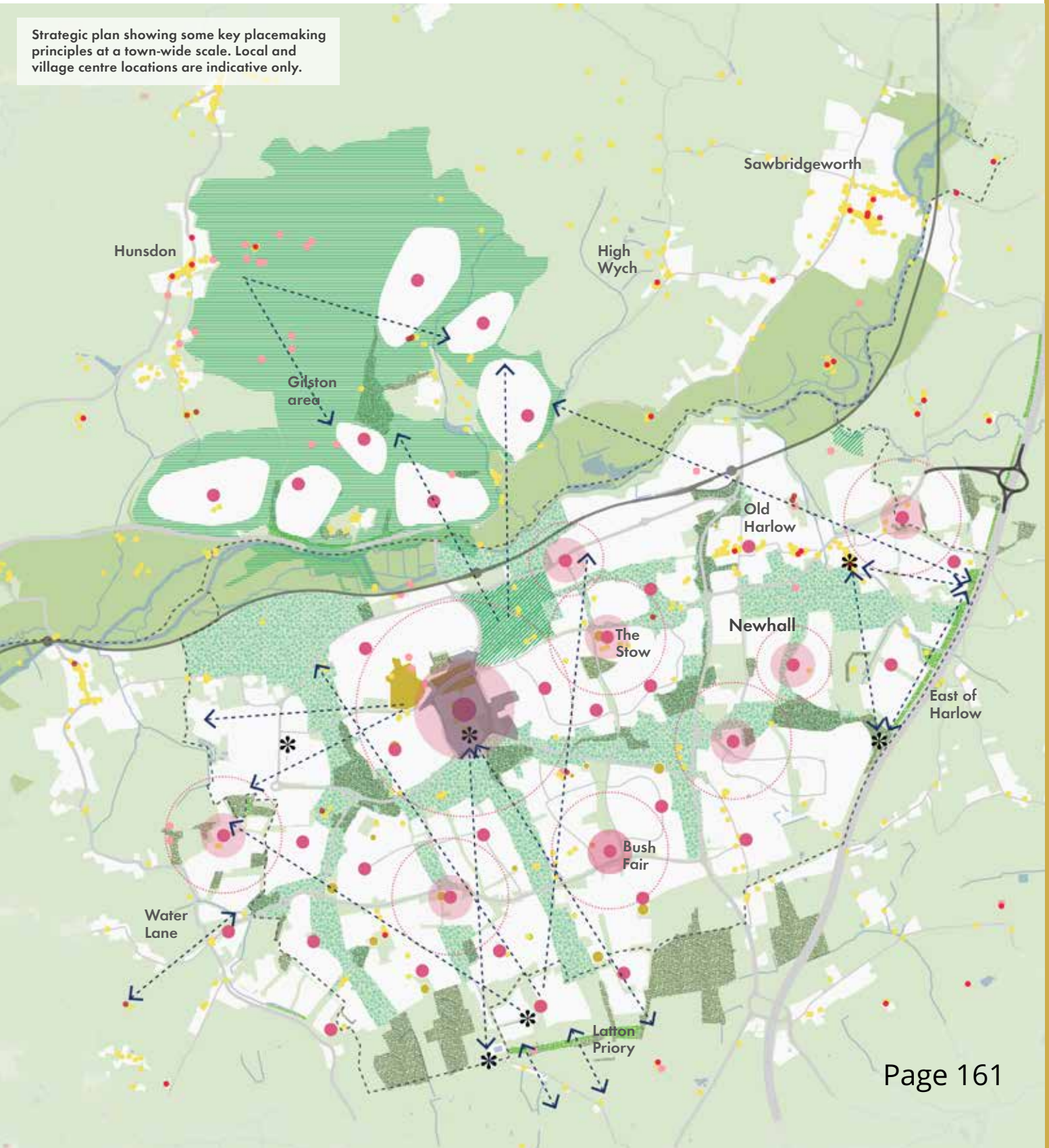
The preferred location and form of new facilities will be determined through the masterplanning processes for new developments. However, masterplans should reflect the principles and indicators set out in the Garden Town Vision, and should demonstrate sound reasoning for the spatial approach through the Quality Review Panel process that has been established by the three District Councils and two County Councils.



Heritage and the town's sculpture tradition should inform new neighbourhoods

- Town Centre
- Green Wedges (active)
- Green Fingers
- ▨ Civic Parkland
- Woodland
- Proposed new woodland
- ▨ Proposed Green Wedge extension
- ▨ Proposed Green Fingers extension
- Existing/new neighbourhoods
- Local / village centres
- Higher density area
- ▨ Catchment area
- ▨ River
- ▨ Roads
- ▨ Authority boundaries
- ▨ M11 motorway
- ▨ Junction 7a
- ▨ Strategic views
- ✳ Landmarks
- Listed building grade I
- Listed building grade II*
- Listed building grade II
- Scheduled monument

Strategic plan showing some key placemaking principles at a town-wide scale. Local and village centre locations are indicative only.



DENSITIES AND TYPOLOGIES

The Garden Town will need a range of housing densities and typologies to provide the right mix of homes for people at all stages of life and for all budgets, including affordable homes. This could include apartments at new local centres or small local centres, maisonettes, terraces, mews housing and large family homes. Typologies can also respond to existing buildings, with small local centres being established around farm shops;

employment space which makes use of these forms and homes that reflect New Town typologies. Land is a precious commodity therefore densities must be considered carefully and in context.

Examples are provided here, along with the broad density levels that they can deliver. Further information on density considerations is provided on the following pages.

Mews



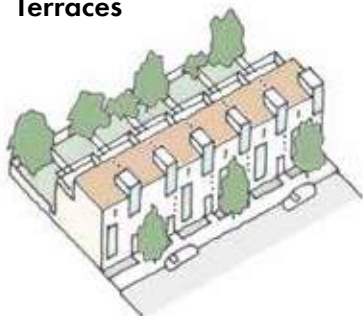
Intimate, low-rise style, with private front doors alternating with garage doors. Flexible options to cater to a variety of changing household sizes, needs and lifestyles. Smaller average plot sizes can therefore achieve intermediary to high densities.

Semi-detached



Paired dwellings of typically two to three storeys, set back from the street and suburban in character. Off-street parking with strong visual links to front, side and rear gardens. Adaptable to changing needs and lifestyles, particularly that of a family.

Terraces



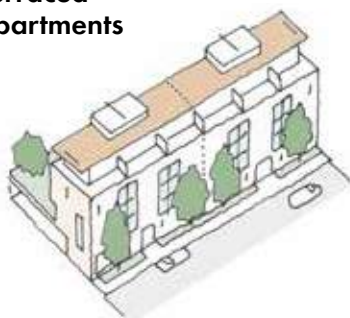
Typically one to four storeys terraces can be converted into flats or remain as individual houses, allowing for variation in unit types along any given street. All the while maintaining the desired street condition with well defined fronts and backs.

Large family homes



Typically two to three storeys on large plots with generous and safe outdoor private amenity space. Good connections to communal or doorstep play space. Private garage spaces can be appropriate but should be adaptable for conversion, as should loft spaces.

Terraced apartments



Terraced apartments can cater to many needs. Lower-levels can form maisonettes with private entrances or shops; whilst upper level apartments can have private terraces and balconies. Can achieve high densities and can vary in scale to suit local context.

Local centres



Local centres provide opportunities for apartment perimeter blocks. High densities and a critical mass can be achieved with shops at ground levels to create active fronts. Suitable in urban contexts.



Short terrace rows
35-55 dph



Terraced townhouses/maisonettes
50-80 dph



Apartments
50-120 dph

Good examples of building typologies and their typical densities

OVERALL DENSITY CONSIDERATIONS

- The development areas are on the edge of the existing Harlow settlement and should, therefore, step down in density to an 'edge condition'. However, much of Harlow is relatively low density, taking into account the extensive Green Wedge and open space network, and like many New Towns, has struggled to support transport infrastructure and services.
- This suggests that density levels should, therefore, respond to adjacent neighbourhoods/settlements rather than be of lower density than existing development, as per a typical edge condition. Good quality design and townscape merit should not preclude higher densities.
- Density should be ideally sufficient to support social infrastructure, local facilities and public transport including Sustainable Transport Corridor routes.
- Density need not be uniform across the site areas. It can help to define a local centre, or build up close to transport infrastructure.
- Density can be expressed very differently according to different scale and massing – this will be an important consideration.
- Building aspect can be as important as density and scale in affecting character. Street orientation can impact on this.
- Overall, density levels across Harlow (existing) are currently considered low. Intensification of the town will be needed to support the modal shift towards sustainable travel and local community and commercial amenities. This will be more appropriate in some locations than in others.
- Development in strategic growth areas should demonstrate how higher densities can be achieved through good design, whilst carefully considering their relationship with adjacent neighbourhoods and settlements.

WATER LANE CONSIDERATIONS

- This area looks to the villages and market garden uses around Nazeing, a conservation area is close by, along with a number of veteran trees.
- The area is not on high ground itself and, therefore, not overly visible. However, it will be visible from the higher ground to the south west, including strategic views from All Saints Church at Perry Hill.
- The area is close to the employment zone to the north, and to the planned Public Health England site
- This area is closest to Broxbourne. If the STC links to Broxbourne in the future, it would likely pass the new neighbourhoods, increasing PTAL and therefore possible densities
- Adjacent densities in Sumners are c. 30dph. Adjacent densities in Katherines are c.34 dph. Residential streets are linear cul-de-sacs, with varying levels of frontage.

These examples and considerations provide contextual information relevant to each strategic growth area. Prevalent densities, settlement structures and edge conditions can be used as a starting point to provide cues for new development, helping to make existing and new relate to one another. The masterplanning process will decide appropriate densities and other detailed elements.

KATHERINES

PLOT AREA

12.6 HA

DENSITY

34 dwellings/ha

STREET WIDTH

9-3m

AVERAGE BUILDING HEIGHT

2.5 storeys

MIN - MAX BUILDING HEIGHTS

2-3 storeys



Character overview:
No tree planting on street, cars parked on top of pavement, dwelling-garden-pavement-road.

KINGSMOOR

PLOT AREA

10.8 HA

DENSITY

30 dwellings/ha

STREET WIDTH

10-5m

AVERAGE BUILDING HEIGHT

2.5 storeys

MIN - MAX BUILDING HEIGHTS

2-4 storeys



Character overview:
Some planting, car parking bays, no pavement, dwelling-front garden-brick wall-parking-road

DENSITIES IN
ADJACENT
AREAS TO
WATER LANE

LATTON BUSH

PLOT AREA

14.3 HA

DENSITY

32 dwellings/ha

STREET WIDTH

11-5m

AVERAGE BUILDING HEIGHT

2.5 storeys

MIN - MAX BUILDING HEIGHTS

1-4 storeys

LATTON PRIORY CONSIDERATIONS

- This area is on high ground and very visible from central Harlow – it sits atop Rye Hill, the area Gibberd identified as cradling the original New Town settlement. A row of Poplar trees and the water tower are both visible on the ridgeline.
- The ridgeline is also visible from Epping to the south.
- The Listed Latton Priory is nearby, and the general area also includes ancient woodland and SSSIs.
- The area is reasonably close to the Bush Fair and Staple Tye local centres, but is not close to any significant employment. The Sustainable Transport Corridor Bus Rapid Transit is planned extend to the new development area, and could possibly link to extend to Epping.
- Adjacent densities at Latton Bush are c. 32 dph
- Scale, massing and orientation will be a very important consideration.
- Street orientation should avoid east-west connections that would create a 'wall' of rooflines on the horizon. Terraces in any direction should also be avoided. Any linear streets should be considered carefully and tested thoroughly for their visual impact.



Character overview:

No tree planting on street, parking on pavement and bays, dwelling-shared garden-pavement-road



The development area sits close to two key landmarks south of the town. The water tower on Rye Hill sits at its western edge, and a row of Poplar trees at Dorrington Farm sit within the western area.

The line of trees and wooded areas to the east also provide a natural horizon. These wooded areas are identified on the photo view of Rye Hill, top right.



View from the first floor of the Water Gardens in Harlow Town Centre. Red highlights the development area and orange the indicative height of development.

CHURCHGATE STREET

PLOT AREA

13.7 HA

DENSITY

18 dwellings/ha

STREET WIDTH

8-4m

AVERAGE BUILDING HEIGHT

2 storeys

MIN - MAX BUILDING HEIGHTS

1-3 storeys

EAST OF HARLOW CONSIDERATIONS

- This area is on land which is slightly higher than the town centre, and visual links exist between the two, but not to the same extent as the Latton Priory area to the south
- The East of Harlow land is fairly close to Harlow Mill station, and close to the proposed M11 7a junction. The Sustainable Transport Corridor Bus Rapid Transit is proposed to extend to the new neighbourhoods.
- Churchgate Street is a historic settlement, covered by a conservation area and with a number of listed buildings. Strong visual links exist between St Mary's Church in Churchgate Street, the water tower adjacent to the M11 and land at Moor Hall Road/Matching Road.
- Overall, however, the area has a lower level of landscape sensitivity than the other strategic growth sites.
- Adjacent densities at Churchgate Street are c. 18 dph, though the measured area includes an open green space and allotments. Newhall has an average density of 50 dph.



Character overview: Some tree planting, benches with wide pavement, dwelling-front gardens with private driveway-pavement-road

HUNSDON

PLOT AREA

2.6 HA

DENSITY

20 dwellings/ha

STREET WIDTH

9-5m

AVERAGE BUILDING HEIGHT

2 storeys

GILSTON AREA CONSIDERATIONS

- The land in the Gilston area rises to the north as it extends away from the Stort Valley. Strong visual links exist from Hunsdon Airfield south over the valley and to the town centre.
- The area includes a number of mature and veteran trees which otherwise mask strategic views to and from the area.
- The existing villages within the Gilston area vary in character but are generally low in density and low in scale.
- The Gilston area contains a number of listed and locally listed buildings, including Gilston Park, which must be given appropriate setting.
- Densities at Hunsdon, to the north west are c. 20 dph, though the measured area includes a school and its playing field. Central parts of Sawbridgeworth, to the north east, have densities up to c.80 dph.
- The southern central village will be located close to Harlow Town rail station and to the town centre, and could, therefore, accommodate higher densities. Village centres will have a mix of uses, and so could accommodate a broader range of typologies.



LANDSCAPE & GREEN INFRASTRUCTURE

Four principles have been identified to ensure that the Garden Town responds to its distinctive landscape setting; expands and enhances the town's much-loved Green Wedge network; improves access to, and the quality of, the surrounding Green Belt; and support a sustainable and biodiverse environment. These are:

- **Enhancing the Green Belt and expanding the Green Wedge network**
- **Landscape-led masterplanning: responding to natural character and function**
- **Designing in biodiversity, climate resilience and food security**
- **Making best use of technology in energy generation and conservation**

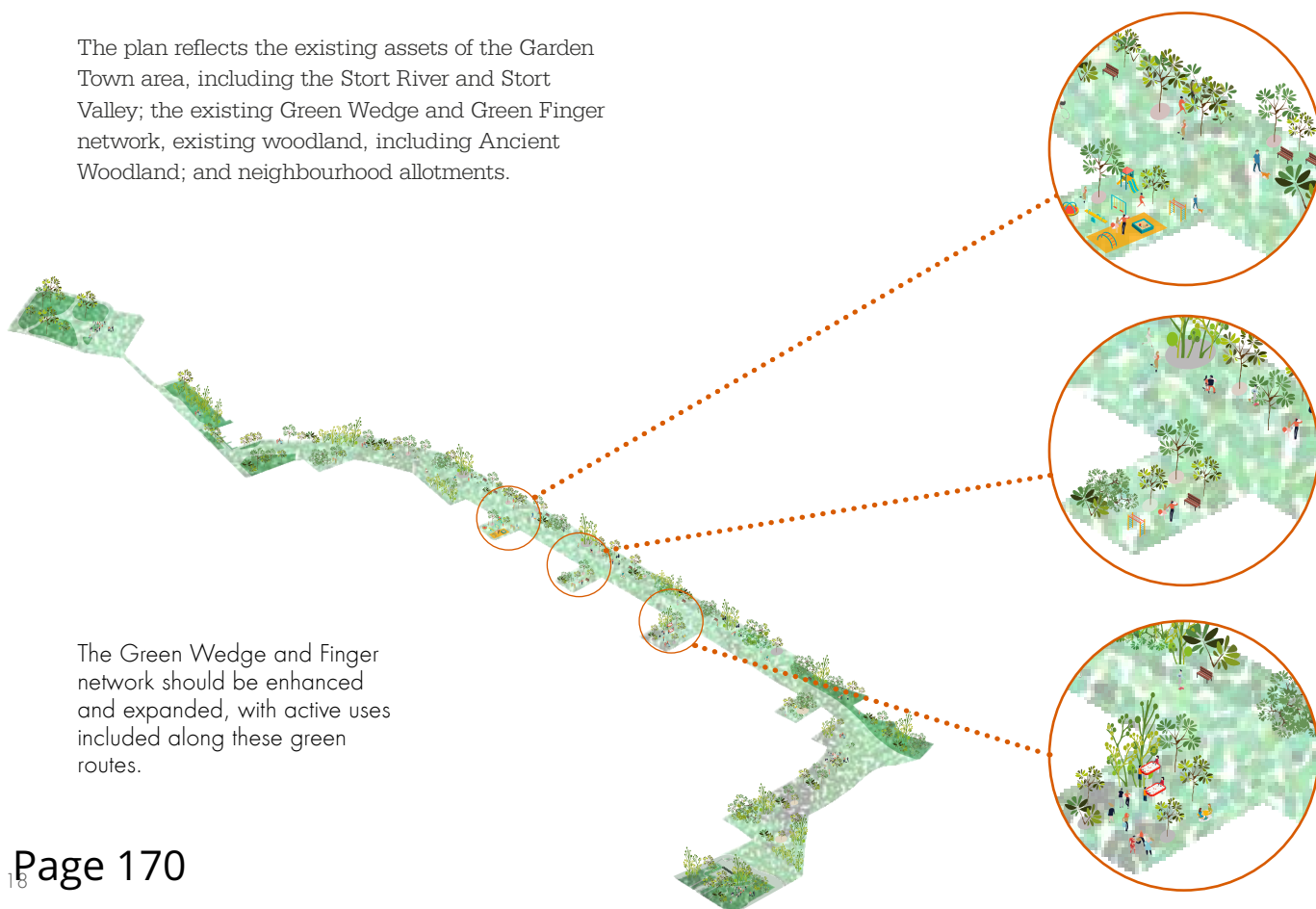
The diagrammatic plan to the right sets out the broad spatial implications across the Garden Town for these principles.

The plan reflects the existing assets of the Garden Town area, including the Stort River and Stort Valley; the existing Green Wedge and Green Finger network, existing woodland, including Ancient Woodland; and neighbourhood allotments.

The Green Wedge and Finger network should be enhanced and expanded, with active uses included along these green routes.

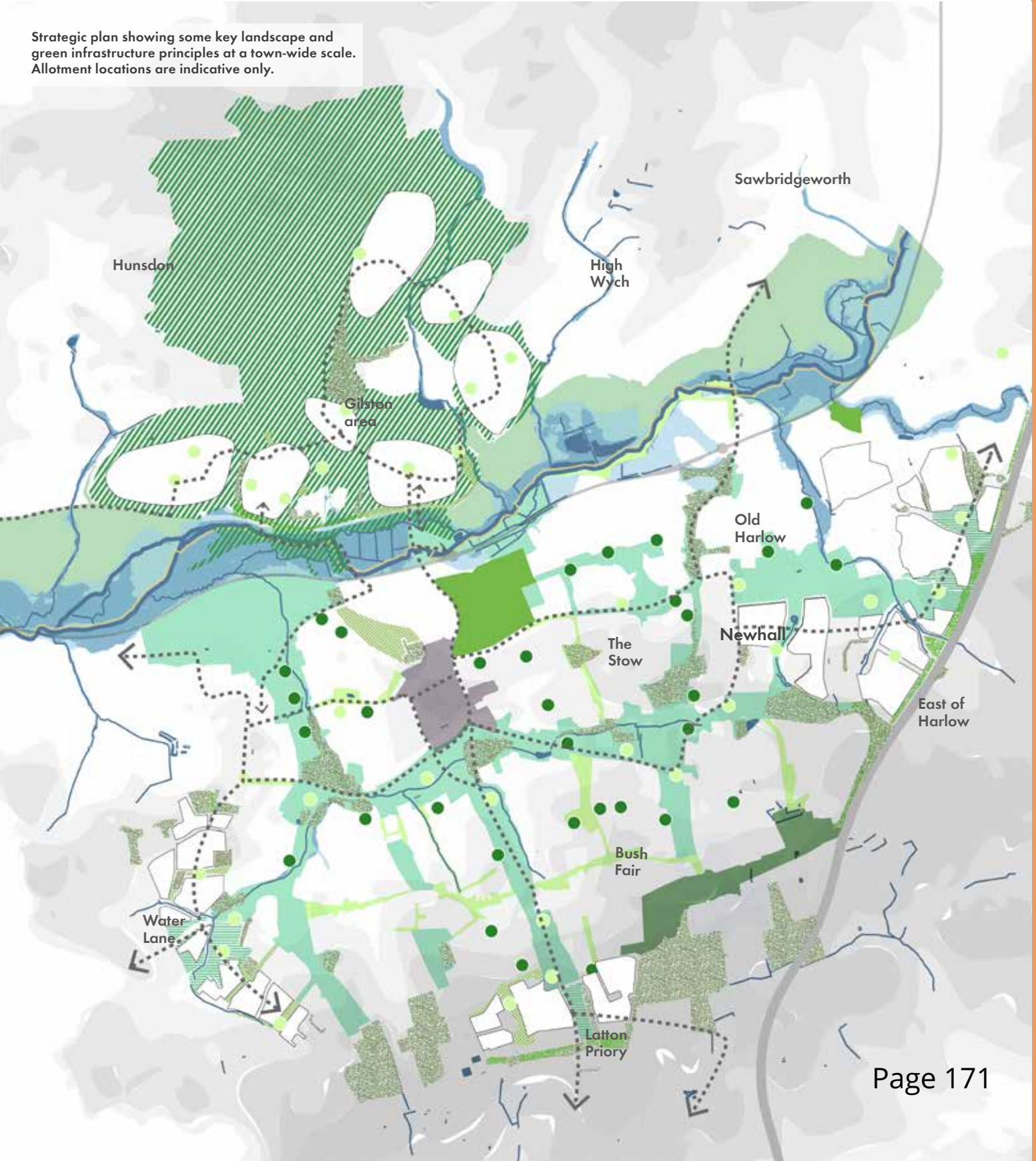
The plan also provides indicative guidance for the strategic growth areas in the Garden Town and for intensification within the existing town. These are not intended to represent specific locations for new green infrastructure, but to communicate the need and desire for this to be provided somewhere within the new neighbourhoods, and for investment to be made in existing assets. This enhancing of the Green Belt, expanding the Green Wedge network, providing new allotments and 'Super Greenways' which encourage people to walk and cycle.

The preferred approach will be determined through the masterplanning processes for new developments. However, masterplans should reflect the principles and indicators set out in the Garden Town Vision, and should demonstrate sound reasoning for the spatial approach and present this for review through the Quality Review Panel process that has been established by the three District Councils and two County Councils.



- | | |
|--------------------------------------|-----------------------|
| ■ Town centre | ■ River |
| ■ Green Wedges | ■ Flood zone 2 |
| ■ Green Fingers | ■ Flood zone 3 |
| ■ Town Park | ■ Common land |
| □ Proposed neighbourhoods / villages | — Canal towpath |
| ■ Woodland | — M11 motorway |
| ■ Proposed new woodland | — Super Greenways |
| ■ Green Wedge extension | ■ Topography |
| ■ Landscape enhancement | ● Existing allotments |
| ■ Proposed Green Fingers extension | ● Proposed allotments |

Strategic plan showing some key landscape and green infrastructure principles at a town-wide scale. Allotment locations are indicative only.



VIEWS AND LANDMARKS

Harlow lies to the south of the valley of the River Stort set below the higher ground to the south and north. It was part of Frederick Gibberd's original vision to contain the town within the natural landform pattern. Land to the east and west is more undulating. The future development areas will extend the built footprint of the town and its siting should respect the local topography and reduce adverse effects on the wider landscape. Areas of new development should minimise visual effects of built form both on views towards Harlow and on outward views on skylines.

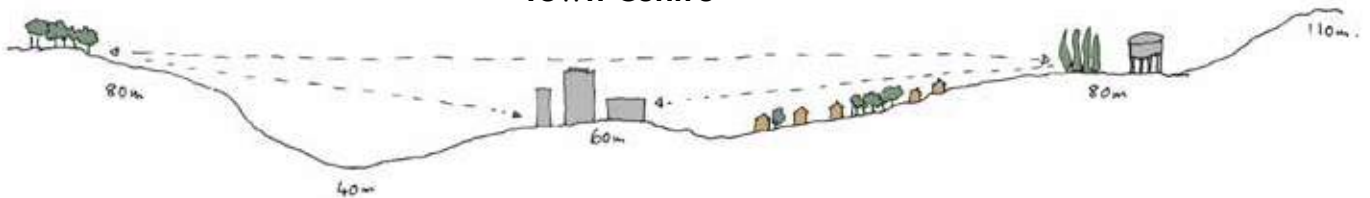
There are a number of key landmarks and views across the Garden Town that will be important to retain and enhance. Churches, water towers, residential tower blocks and tree lines form an important part of the town and nearby settlements' fabric.

The following pages identify some of these important views and landmarks that will be important to take into consideration through the masterplan process.

Gilston

Harlow Town Centre

Rye Hill



Strategic views across the Garden Town should be carefully considered when planning new development; protecting and framing views of landmarks and assets.



View from East of Harlow looking towards St. Mary's Church, the industrial chimneys at Templefields and the Gilston slopes beyond.



View looking west from Fourth Avenue towards Pinnacles and the Public Health England site



View from Rye Hill looking north towards the town centre and the Gilston slopes beyond

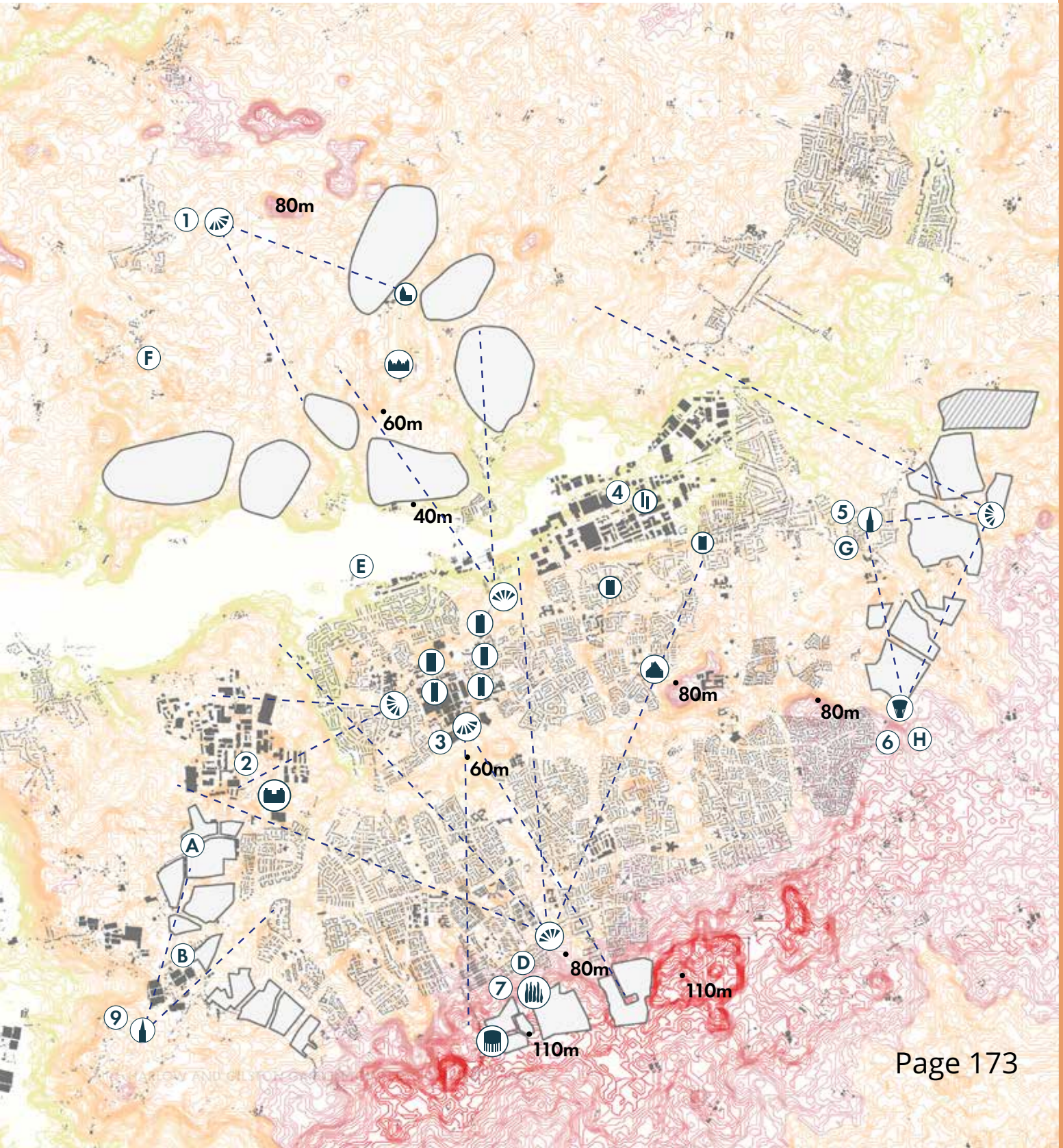
Some key strategic views across the Garden Town

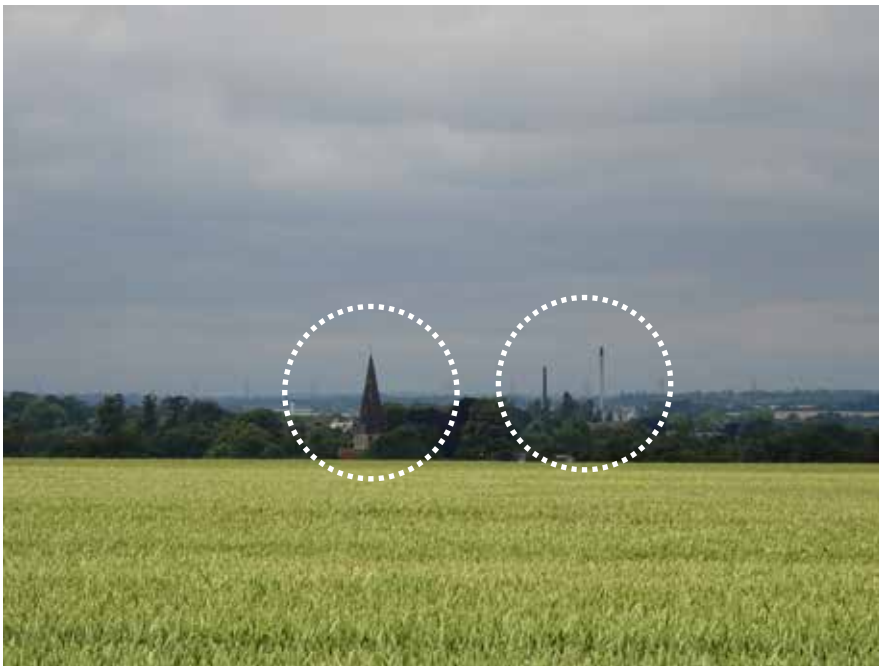
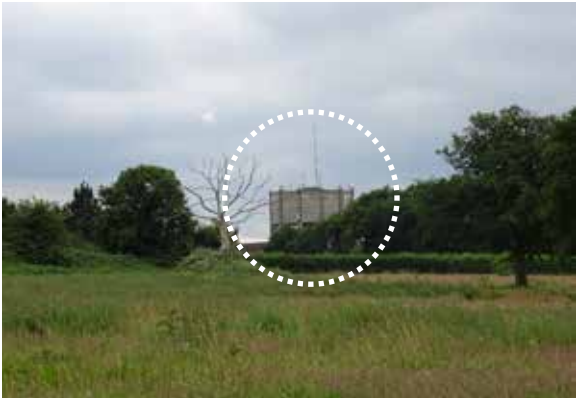
1. Hunsdon Airfield
2. Public Health England
3. Water Gardens
4. Templefields Chimneys
5. St. Mary's Church
6. M11 Water Tower
7. Rye Hill Poplars
8. Rye Hill Water Tower
9. All Saints Church

Some distinctive local assets

- A. Water Lane Water Tower
- B. Tylers Cross Farm Shop
- C. Latton Priory
- D. Rye Hill Poplar Trees
- E. Parndon Mill
- F. St. Dunstan Church
- G. St. Mary's Church
- H. M11 Water Tower

Land level





Clockwise from top left:

The distinctive water tower on the ridgeline of Rye Hill.

The v-shaped water tower located at the southern tip of the East of Harlow growth area.

St Mary's Church at Churchgate Street and the industrial chimneys from Templefields are visible on the horizon from a number of locations in the eastern growth area. Views to these landmarks should be retained and framed.

St Mary's Church looking west from the eastern growth area.

The distinctive water tower on the horizon, at the southern tip of the eastern growth area.



Clockwise from top left:

The row of poplar trees near Dorrington Farm. Extending planting along this elevation will reinforce views from the town centre.

Views from the Rye Hill ridge, looking north east. Only the residential towers at Marks Hall are visible above the greenery of the town.

The view of GSK, soon to be Public Health England offices from Fourth Avenue. A strong visual connection exists with the town centre.

Looking south from the Watergardens in the town centre, the fields, ridgeline and a row of poplar trees are clearly visible. Residential neighbourhoods are masked behind the first row of development. Residential towers stand out, but in isolation, do not have a negative impact.



SUSTAINABLE MOVEMENT

Four principles have been identified to ensure that the Garden Town can be established with sustainable transport infrastructure and active travel as a central tenet to underpin growth, and to establish this early in the process so that positive travel habits are formed as growth occurs. These are:

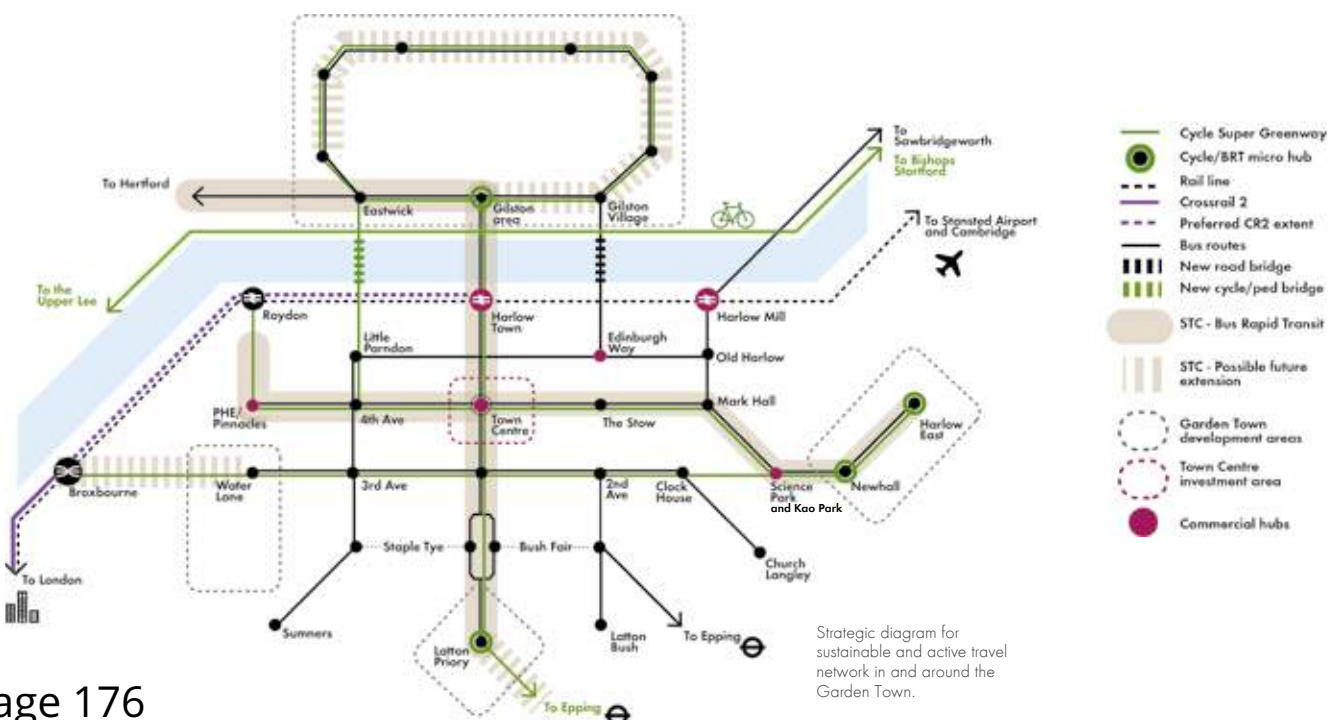
- **Revitalising the walking and cycling network**
- **The value of place: changing the character of roads to streets**
- **Integrated transport: a viable and preferred alternative to cars to achieve a modal shift of 50% of all journeys in the Garden Town to be by sustainable transport, and 60% in new neighbourhoods and villages**
- **Anticipating change and future proofing infrastructure**

The diagrammatic plan to the right sets out the broad spatial implications across the Garden Town for these principles.

The plan reflects the existing assets of the Garden Town area, including the existing bus routes and the extensive cycle network established when Harlow was originally built as a New Town.

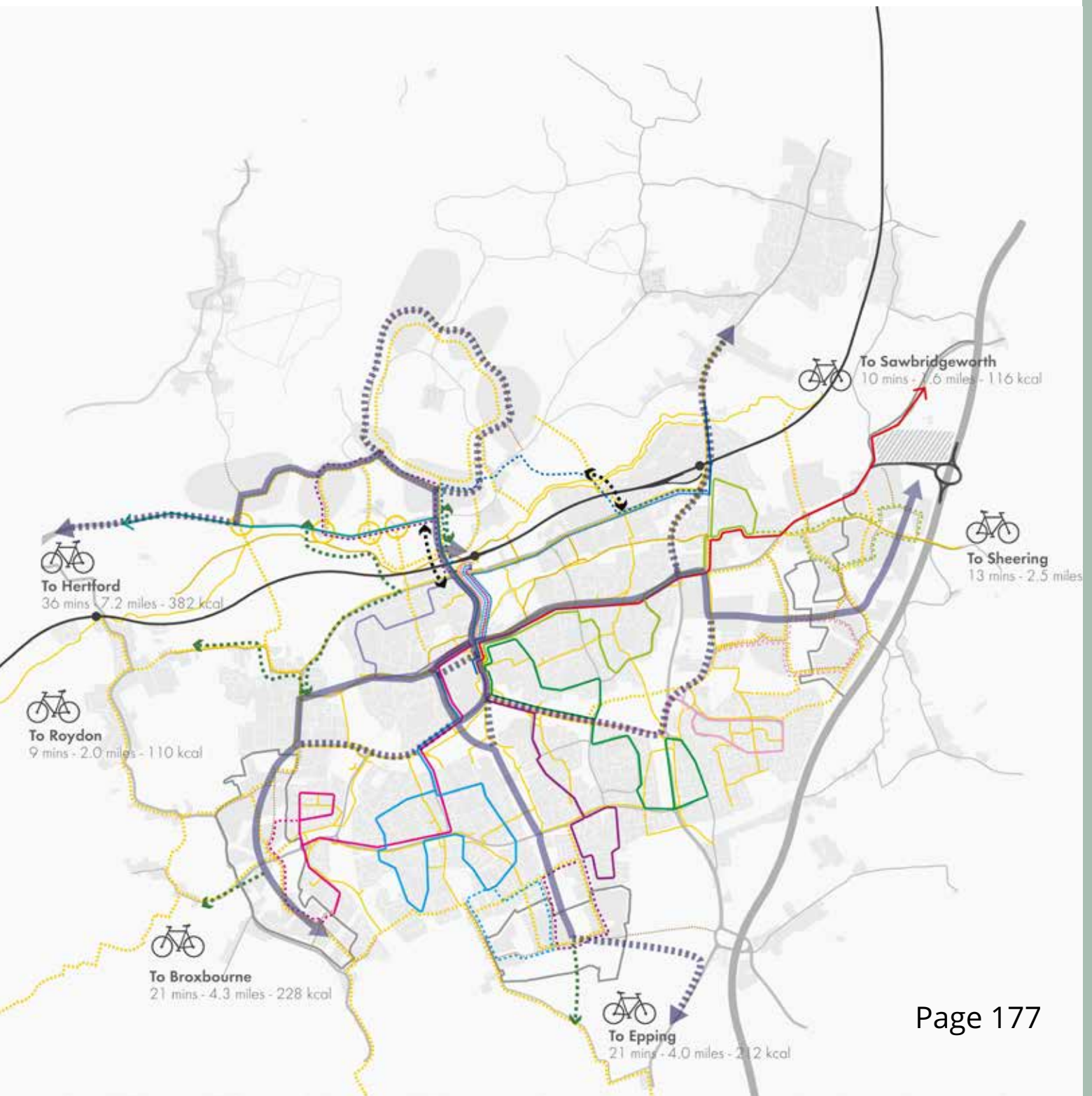
The plan also provides indicative guidance for the strategic approach to public and active travel infrastructure at the Garden Town grows. This reflects the proposed route for the Bus Rapid Transit between the station and town centre and the new neighbourhoods, and possibly on to other nearby towns and rail connections. It also sets out a requirement for a high quality network of cycling and walking routes through the new neighbourhoods, on to nearby towns and rail connections, and out into the countryside.

The preferred location and form of new cycling and public transport facilities will be developed as masterplans come forward. However, masterplans should reflect the principles and indicators set out in the Garden Town Vision, and should demonstrate sound reasoning for the spatial approach and present this for review through the Quality Review Panel process that has been established by the three District Councils and two County Councils.



Strategic diagram for sustainable and active travel network in and around the Garden Town.

- Existing cycle route
- Proposed cycle route
- Proposed cycle crossing (possible)
- Bus route 724
- Bus route 6
- Bus route 10
- Bus routes 2,3
- Bus route 1
- Bus routes 508, 509, 510
- Bus route 59
- Bus route 8
- Bus routes 9, 9A
- Bus route 4
- Proposed extensions to bus route (multiple colours)
- Sustainable Transport Corridor
- Sustainable Transport Corridor (possible extension)
- Junction 7a
- New / improved road river crossing (possible)
- New / improved pedestrian and cycle link



ECONOMY AND REGENERATION

Four principles have been identified to ensure the Garden Town is underpinned by a healthy economy and can provide a good quality of life, decent home and employment opportunities for residents, whatever their age or stage in life. These are:

- **At the heart of the LSCC UK Innovation Corridor**
- **The right work spaces, homes and community facilities**
- **A diverse employment base and skilled labour supply**
- **A vibrant and resilient Town Centre for all the Garden Town**

The diagrammatic plan to the right sets out the broad spatial implications across the Garden Town for these principles.







The plan reflects the existing ingredients that will help to support a healthy economy, such as the town centre, local neighbourhood centres and small local centres. These are identified as locations of

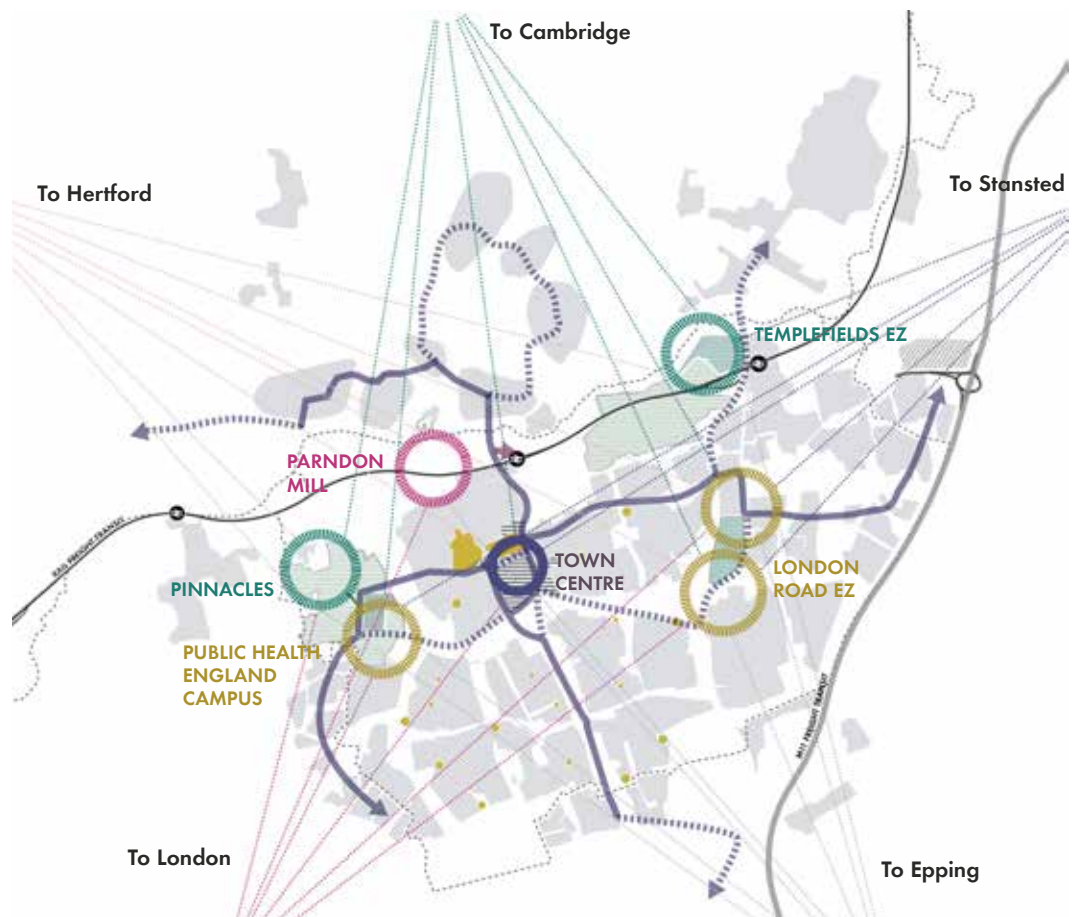
investment and innovation, and possibilities for new typology mixes, as well as simply representing the commercial uses that already exist.

The plan also provides indicative guidance for the strategic growth areas in the Garden Town, including new local centres and small local centres. These are not intended to represent specific locations for new services, but to communicate the need and desire for services to be provided somewhere within the new neighbourhoods.

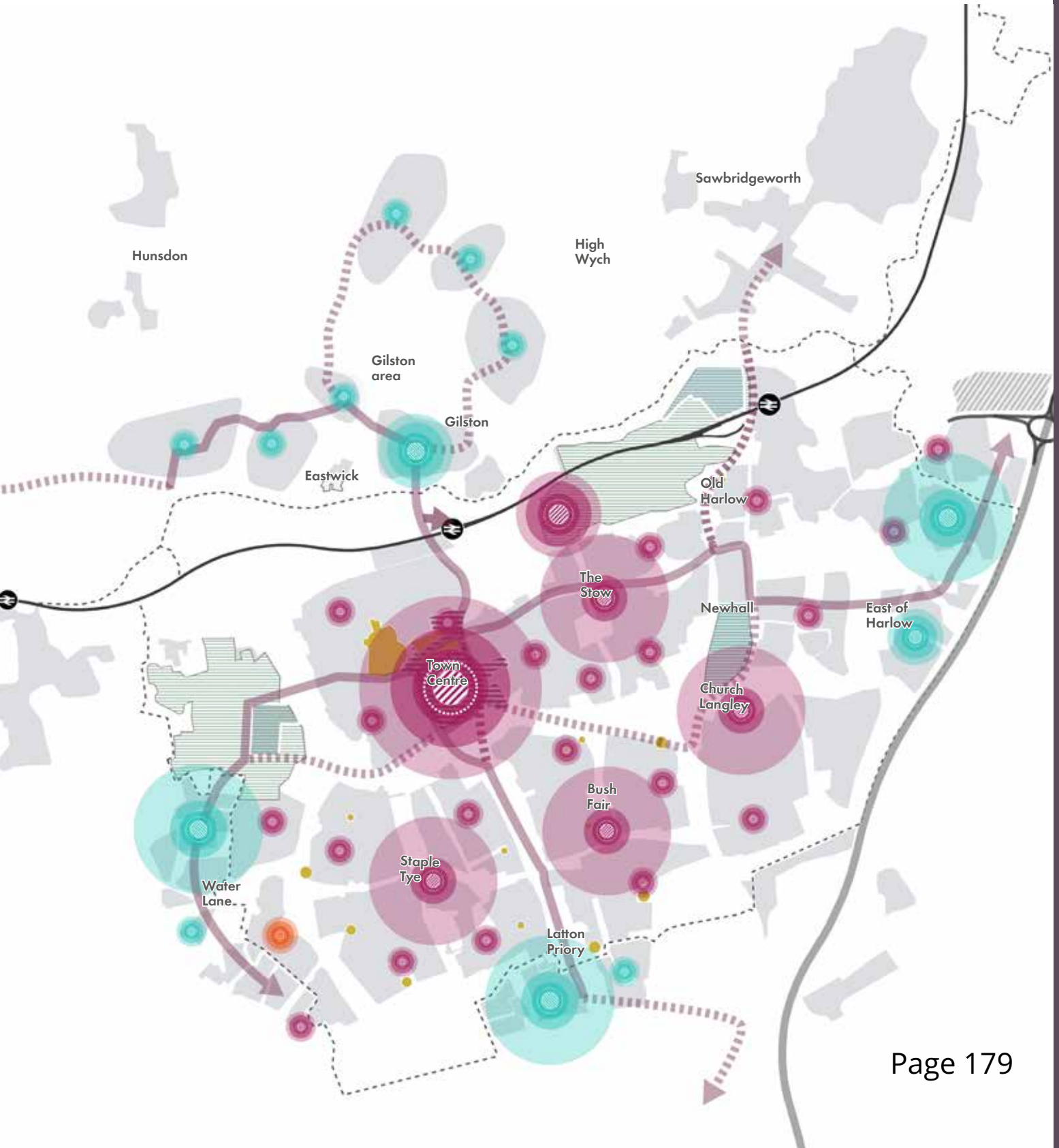
The preferred location and form of local centres and small local centres, and their relationship with existing buildings, will be determined through the masterplanning processes for new developments. However, masterplans should reflect the principles and indicators set out in the Garden Town Vision, and should demonstrate sound reasoning for the spatial approach through the Quality Review Panel process that has been established by the three District Councils and two County Councils.

Strategic diagram for the Garden Town's employment and industry, and the broader economic relationships

-  Offices, start-ups, SMEs
-  Bio-tech, life sciences R&D, pharma, big data, education, electronics
-  Creative Industries
-  Industrial design, smart tech, fabrication, precision casting, manufacturing
-  Sustainable Transport Corridor
-  Sustainable Transport Corridor (potential extension)



-  District boundaries
-  Existing and new neighbourhoods
-  Harlow intensification sites
-  Harlow Town Centre AAP area
-  Land only to be developed for potential hospital relocation
-  Industrial areas
-  Enterprise Zones / PHE
-  Proposed Sustainable Transport Corridor
-  Train stations
-  Existing local centres
-  Proposed local centres
-  Proposed intensified hatch
-  Existing hatches
-  Proposed hatches / village centres





STRATEGIC SITE GUIDANCE





- District boundaries
- Train stations
- New homes (within existing neighbourhoods)
- New neighbourhoods and villages
- Land only to be developed for potential hospital relocation
- Harlow Town Centre and local centres
- Industrial areas
- Enterprise Zones / PHE
- Existing neighbourhoods and villages
- Sustainable Transport Corridor
- Sustainable Transport Corridor (potential extension)
- New / improved road river crossing
- New / improved pedestrian and cycle link
- Potential road extension
- Junction 7a
- Potential hospital redevelopment



WATER LANE

Overview

The Water Lane area is located to the west of the existing Harlow New Town within Epping Forest District Council's administrative area and has been identified for at least 2100 new homes in the next plan period up to 2033, a new primary school, traveller pitches, local shops and services.

The new neighbourhoods will have direct relationships with the existing Katherines, Sumners and Kingsmoor communities, and will have good access to the Public Health England campus and broader employment area at Pinnacles industrial estate.

Adjacent to the Green Belt, the neighbourhoods will need to respond sensitively to the landscape. Historic field patterns and settlements, within the Nazeing and South Roydon Conservation Area, extend to the west of the masterplan area. This closed field pattern is distinctive and highly valued from key views to and from All Saints Church and Perry Hill. This has an impact on the role of hedgerows in informing development, integration of old and new, and density levels.

The surrounding road network is largely rural, with access being provided from Water Lane to the north, Epping Road to the west and Parsloe Road to the south. This makes the neighbourhoods' connection to a sustainable Bus Rapid Transit (BRT) or similar particularly important.

Good opportunities exist for a cycle network, with the neighbourhoods being the Garden Town's closest to both Roydon station (1.7 miles to the north) and Broxbourne station (3.1 miles to the west), which is planned to be on the Crossrail 2 line.

-  2,100 (minimum)
-  c60 ha
-  Densities to support place-making, modal shift and viability by quality design
-  2-4 storeys
-  1 primary school
-  Early Years Facilities
-  Health / community facilities
-  Bus Rapid Transit connection
-  New local centre
-  Micro-hub
-  0.5 ha for up to 5 traveller pitches

Two neighbourhoods that sit in a historic farming landscape and integrate sensitively with existing settlements. Great access to the Public Health England campus, direct Green Wedge and Sustainable Transport Corridor links to the town centre, and a cycling route to Broxbourne ready for the arrival of Crossrail 2.

Contextual images



Framework for development: place specific guidance

Placemaking and homes

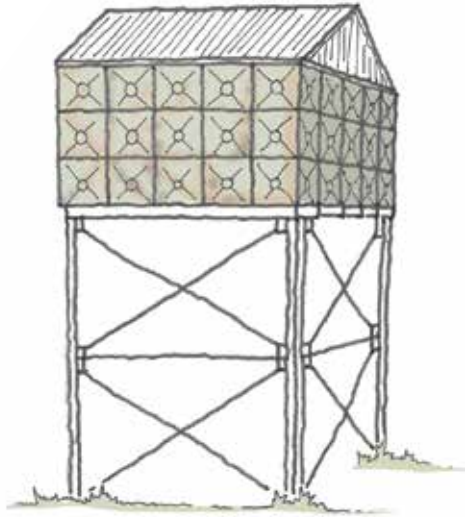
- Historic buildings at Broadley Common should be retained and given breathing space or integrated sensitively.
- New homes should take cues from both the New Town legacy and nearby rural settlements in terms of scale and materials. The east of the area should build on the village character of Broadley Common, Roydon and Nazeing; the west of the area should look towards the Harlow neighbourhoods of Katherines and Sunners.
- Views to/from All Saints Church at Nazeing and Perry Hill should be considered and retained. Other views should also be explored and considered.
- Homes should front streets and some green spaces to provide sociable and safe neighbourhoods.
- A buffer should be provided, or garden space to new homes that back onto existing back gardens,

such as at Old House Lane.

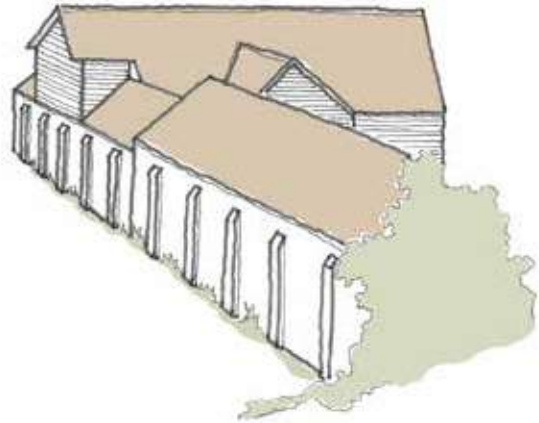
- The density of homes can increase close to local centres and community facilities (40 dph), and should decrease at the western edge (25 dph) to provide a suitable relationship with the landscape Conservation Area.
- Land should be identified for traveller pitches in appropriate locations that are accessible from highways and, where practical, sheltered from views into the site through planting.

Landscape and green infrastructure

- Existing trees and hedgerows should inform the structure of development in masterplans, given the importance of the closed-field network to local character.
- A green wedge and green fingers should be connected through the neighbourhoods, linking to the footpaths in the Nazeing and Roydon countryside.
- SUDs should be provided, particularly given the flood risk at Water Lane, but archaeological tests should also identify where there will be sensitivity, given the medieval heritage.



Water Lane Water Tower
(See views map page 19)



Tylers Cross Farm Shop
(See views map page 19)

- A landscape feature could be made of Pardon Brook, to help establish a broad range of open space and support biodiversity.

Sustainable movement

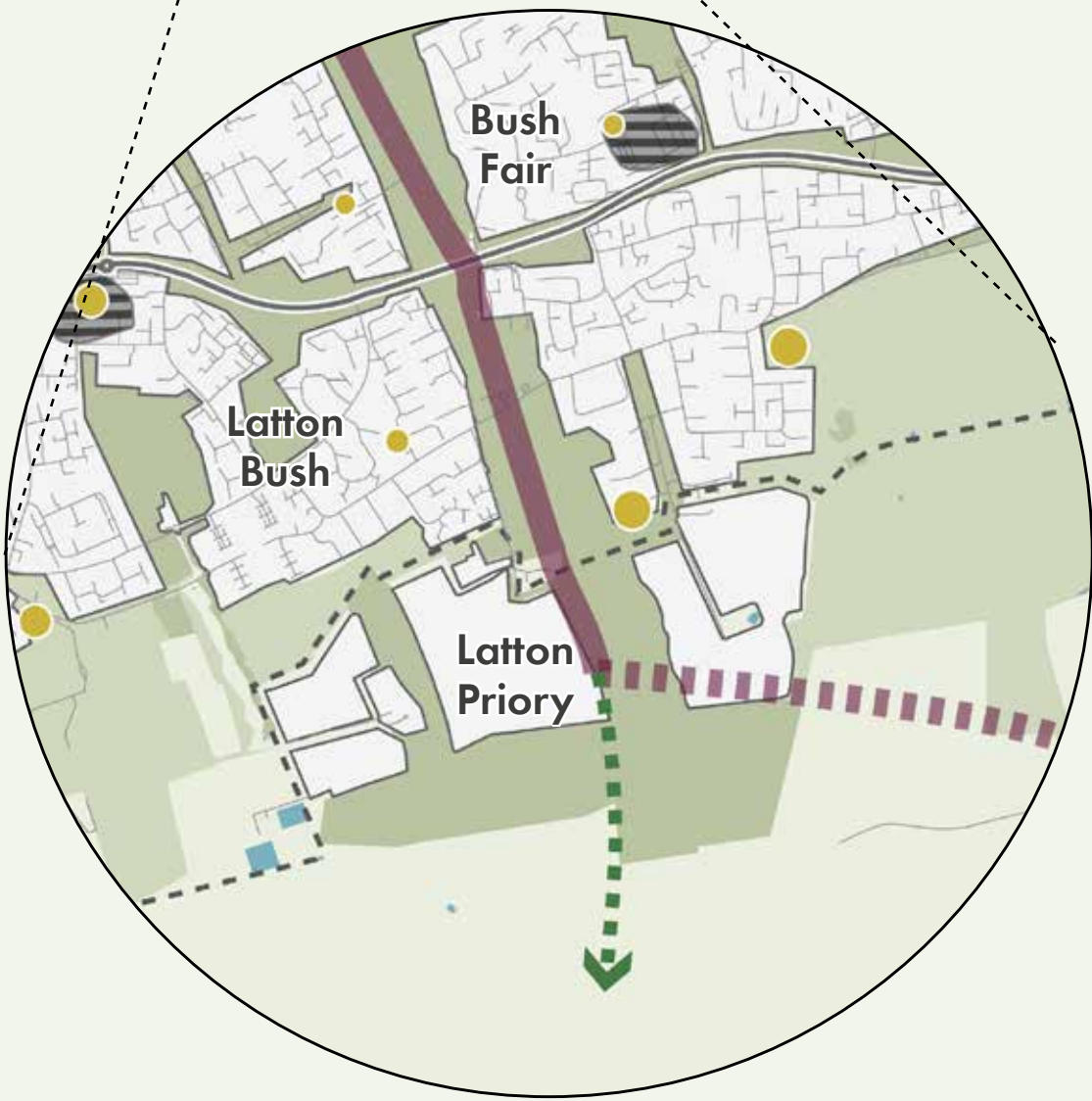
- The neighbourhoods should be well connected for cycles, pedestrians and cars with PHE and Pinnacles to the north.
- The communities should integrate with existing neighbourhoods at Katherines, Sumners and Kingsmoor. Broadley Road and Phelips Road could provide a good local links.
- The Rapid Transit should be accommodated along Water Lane and/or connected south from Pinnacles roundabout.
- Attractive and safe cycle links should be made into the town centre, north to Roydon station and west to Broxbourne station and the Upper Lee Valley.

Economy and regeneration

- The existing small local centre at Broadley Road should be invested in and expanded.
- The shops on Water Lane (Bonnie's Oak and Tylers Cross Farm Shop) should be complemented by new local commercial uses.
- A new small local centre should be provided in the northern neighbourhood.
- A new primary school should be provided serving both neighbourhoods.
- New community facilities and schools should be co-located with new or expanded local centres, to better support shops and services.



-  District boundaries
-  Train stations
-  New homes (within existing neighbourhoods)
-  New neighbourhoods and villages
-  Land only to be developed for potential hospital relocation
-  Harlow Town Centre and local centres
-  Industrial areas
-  Enterprise Zones / PHE
-  Existing neighbourhoods and villages
-  Sustainable Transport Corridor
-  Sustainable Transport Corridor (potential extension)
-  New / improved road river crossing
-  New / improved pedestrian and cycle link
-  Potential road extension
-  Junction 7a
-  Potential hospital redevelopment



LATTON PRIORY

Overview

Latton Priory is located to the south of Harlow Town, beyond the existing most southerly neighbourhoods of Staple Tye and Latton Bush. The area is identified for at least 1050 new homes in the next plan period up to 2033, a new primary school, a secondary school and a new local centre or small local centre.

The rapid transit system will extend to the Latton Priory neighbourhood, with potential for onward connections to Epping, to the south. Access may be provided from Rye Hill Road, to the west, and from the neighbourhoods to the north. Vehicle access from Latton Priory to Epping could be via a new road connection to London Road, preserving the narrow and rural character of Rye Hill Road that would make a positive cycle link.

The proposed neighbourhood is at an elevated position close to the ridge of Rye Hill, and has a strong visual connection with Harlow town centre to the north, and with Epping to the south. This will give wonderful views to new homes but the sensitive location limits the density and scale of development. Carefully considered building aspects should all step away from the ridge line or plateau, avoiding creating a 'wall of development' visible on the horizon. Irregular street tree planting will also help fragment views of new development.

The nearby listed buildings and scheduled monument at Latton Priory itself are key heritage sensitivities. New development must maintain sufficient distance from these assets to preserve their setting.

-  1,050 (minimum)
-  c30 ha
-  Densities to support place-making, modal shift and viability by quality design
-  Up to 2 storeys
-  1 primary school
1 secondary school
(minimum 10 ha)
-  Early Years Facilities
-  Health / community facilities
-  Bus Rapid Transit connection
-  New local centre
-  Micro-hub
-  0.5 ha for up to 5 traveller pitches
-  1ha of employment land

Neighbourhoods, with views from an elevated position; a direct connection to the town centre through the green wedge and STC and good walking and cycling connections out to the Essex countryside and to Epping.

Contextual images



Framework for development: place specific guidance

Placemaking and design

- In collaboration with Historic England, a substantial distance should be established between any new development and the Latton Priory site. Views to the farm should be retained/framed where possible.
- Development should be set back from the Rye Hill ridgeline. A survey of the ground levels is required to assess the extent to which buildings should be set back. The roofline of homes should not extend above the level of the horizon.
- Buildings should be two-storeys to limit the height of the roofline and maintain a natural horizon.
- Masterplans should carefully consider the aspect/orientation of buildings and streets, and avoid creating a 'wall of development' in an east-west direction which could be visually prominent from Harlow and/or Epping.
- Sufficient space should be given to the existing farmstead and residence within the masterplan area, particularly in regard to the creation of employment space identified. New development

should respond sensitively to these existing features.

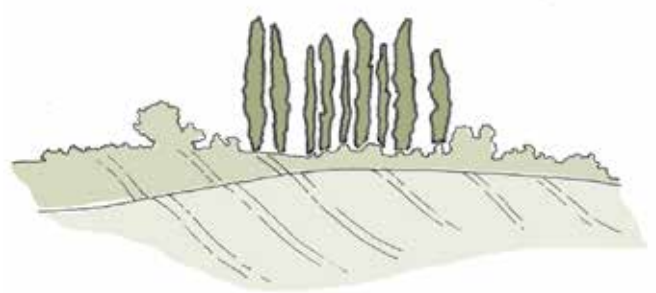
- A Traveller Site is located on Fern Hill Lane which is to be retained and considered in future masterplans. The masterplan must also accommodate up to 5 additional pitches.
- The density of homes can increase close to local centres and community facilities (40 dph), and should decrease at northern edge (25 dph) to create a sensitive relationship with views to and from Rye Hill horizon.

Landscape and green infrastructure

- Existing trees should be retained and new tree planting established, to provide a natural horizon.
- Views to the existing Poplar trees from the Water Gardens in the town centre should be retained. This line should be taken as a lead for further tree planting along the same elevation line.
- More irregular tree planting will also be an important feature, for breaking up the roofline of new development.



Latton Priory
(See views map page 19)



Row of poplar trees near Dorrington Farm
(See views map page 19)

- Existing Public Rights of Way should be upgraded and considered in masterplan designs. New footpaths should be provided, such as between the development and the ridgeline. A maintenance programme should be established for these.

Sustainable movement

- The neighbourhood should be well connected for cyclists, pedestrians and cars with Rye Hill Road and London Road.
- The community should integrate with existing neighbourhoods at Staple Tye and Latton Bush. Extending Fern Hill Lane and Riddings Lane would provide good links.
- The Rapid Transit should be accommodated, with an STC Microhub (potential for cycle parking and facilities, confluence of walking links, cafe) in the neighbourhood centre.
- Attractive and safe cycle links should be provided onto Epping and connecting into surrounding bridleways.

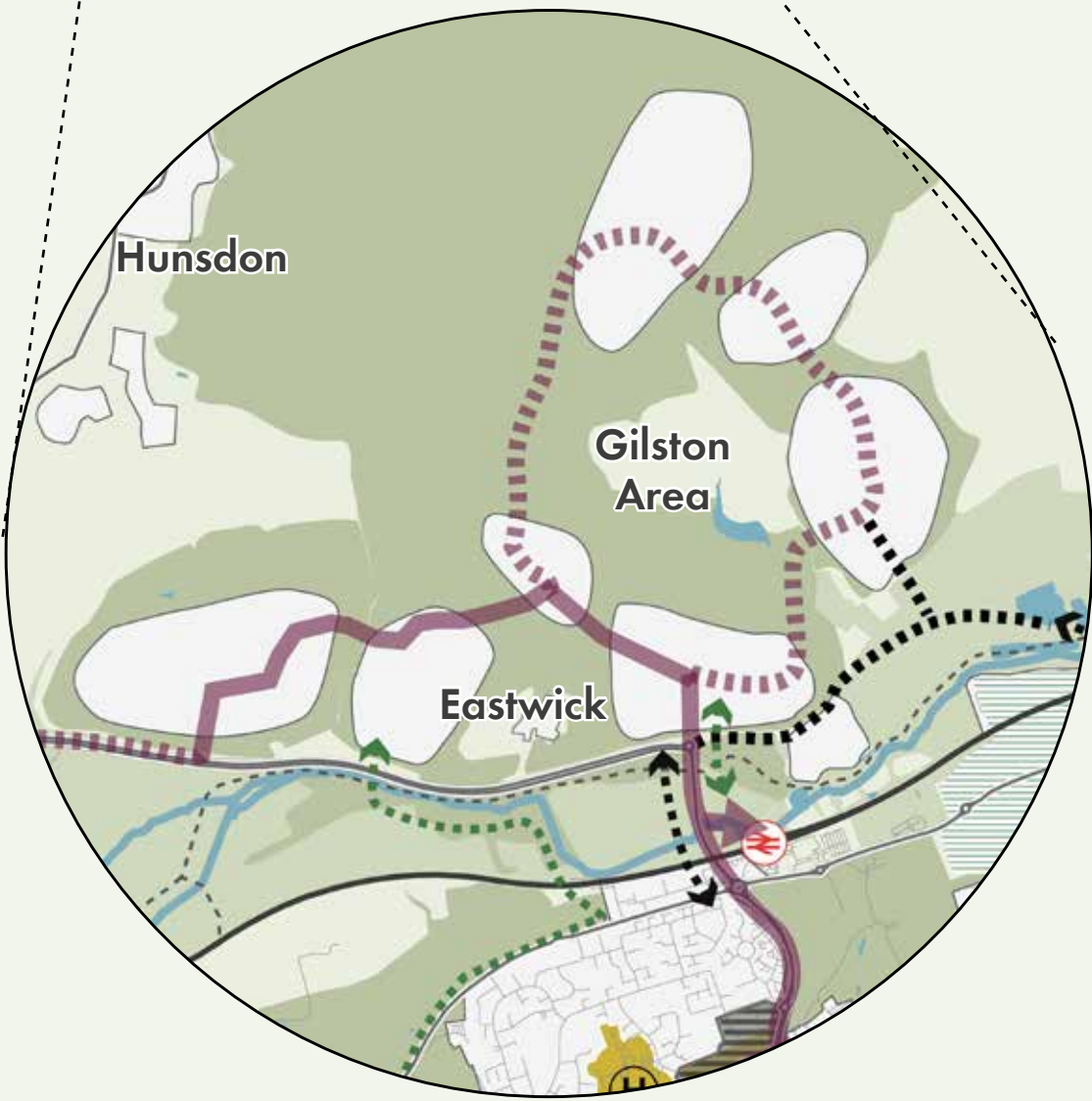
- Consideration should be given to a potential future extension of the Rapid Transit onto Epping - designs should not preclude this from happening.

Economy and regeneration

- A local centre or small local centre should be provided at the nexus of local routes
- A primary school should be provided.
- Potential location for new secondary school.
- The school should be co-located with the local centre, to help support shops and services.
- 1 hectare of employment land is to be provided at Dorrington Farm, with opportunities to create flexible workspace that meets the needs of different spin-off and supply chain businesses including administration, finance and marketing.



-  District boundaries
-  Train stations
-  New homes (within existing neighbourhoods)
-  New neighbourhoods and villages
-  Land only to be developed for potential hospital relocation
-  Harlow Town Centre and local centres
-  Industrial areas
-  Enterprise Zones / PHE
-  Existing neighbourhoods and villages
-  Sustainable Transport Corridor
-  Sustainable Transport Corridor (potential extension)
-  New / improved road river crossing
-  New / improved pedestrian and cycle link
-  Potential road extension
-  Junction 7a
-  Potential hospital redevelopment



GILSTON AREA

Overview

The Gilston Area Villages will be located to the north of the existing Harlow Town within East Herts District Council's boundary. The villages will sit between the existing villages of Eastwick and Gilston, Hunsdon, Widford and High Wych in the Hertfordshire countryside. This concept is set out within the Gilston Area Concept Framework produced jointly between the Council, the landowners and the Community.

The Gilston Area villages will have connectivity to the wider Garden Town through the Sustainable Transport Corridors and good walking and cycling links into and across the Stort Valley to the railway station and the employment centres, neighbourhoods and Town Centre. Improvements to the A414, the existing river and railway crossings and a new eastern river crossing will help deliver this connectivity.

At least 3,000 new homes are expected to be delivered within the District Plan period up until 2033 with the remaining 7,000 homes expected beyond this period. The Villages will have vibrant centres providing for the needs of the communities and integrating with the neighbouring existing villages and the wider Garden Town including schools, jobs, shops and health facilities as well as significant sports and open space provision. Significant public access will be provided through substantial parkland, woodland and farmland to the north and north east secured through a community land trust or other governance process.

East Herts Council will work with landowners, stakeholders and the community to prepare a Charter for the Gilston Area to demonstrate how it will be delivered in accordance with the village concept and the Garden Town Vision.

-  At least 3,000 (2033) up to 7,000 (2033+)
-  Primary and secondary schools
-  Early Years Facilities
-  Health / community facilities
-  Bus Rapid Transit connection
-  New village centres
-  Micro-hubs
-  Travelling showpeople plots and gypsy and traveller pitches
-  Employment space

A series of villages of a distinctive character set within the context of historic settlements and landscape character. Direct connections into the Stort Valley and nearby train station, and sustainable transport links with each other and the wider Garden Town.

Contextual images



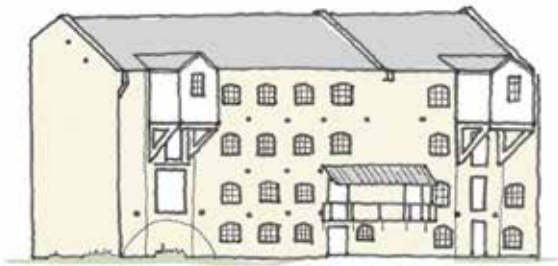
Framework for development: place specific guidance

Placemaking and homes

- Each village should be designed to have an individual identity and character. The palette and materials from existing villages could be used as a design cue.
- The organic historic pattern of lanes could be retained, and used as a cue for the structure of new villages.
- Density levels could vary more than for the urban neighbourhoods, typically with intensity in the centre and greater fragmentation at the edge, to respond to the landscape setting.
- Rooflines should be varied in terms of building heights and may have predominantly pitched roofs, to reflect the character of surrounding villages.
- Development should respond positively to the landscape and topography to avoid being too visually prominent from the existing villages, Stort Valley, Rye Hill, the town centre and Churchgate Street area.
- Development should be set back from distinct existing villages to protect their character.
- New development should respond sensitively to existing buildings and settlements, with careful consideration given to sensitive integration where appropriate.

Landscape and green infrastructure

- Gaps with rural character should be retained between villages to protect the existing landscape character and establish a setting for villages.
- 'Green Wedges' running between villages could be agrarian in character with or without being fronted. 'Green Fingers' running through villages, such as village greens, should have active frontages to define these as social spaces.
- Existing trees, hedges and rights of way should be retained where appropriate as part of an open space network.
- The setting of the historic park and garden at Gilston Park and other heritage assets should be carefully taken into account in masterplans.
- A comprehensive understanding of the landscape should be referenced to inform proposals.



Parndon Mill
(See views map page 19)



St. Dunstan Church
(See views map page 19)

Sustainable movement

- New villages should be integrated into the wider, network of roads and lanes, to avoid these becoming isolated and to ensure a village character informed by a classic village structure.
- Attractive, safe and convenient cycling and walking links should be provided between the villages, to the Stort Valley, to the town centre, Harlow Town railway station and employment locations.
- New, safe cycling and walking crossings across the A414 should be explored, connecting into Harlow Town Centre and the train station where appropriate.
- The Rapid Transit should be accommodated, with a STC Microhub (cycle parking and facilities, confluence of walking links, cafe).
- Sustainable travel is integral to serve and support all new villages. Masterplans for new development should support the possible future extension of Sustainable Transport Corridors to wider settlements.

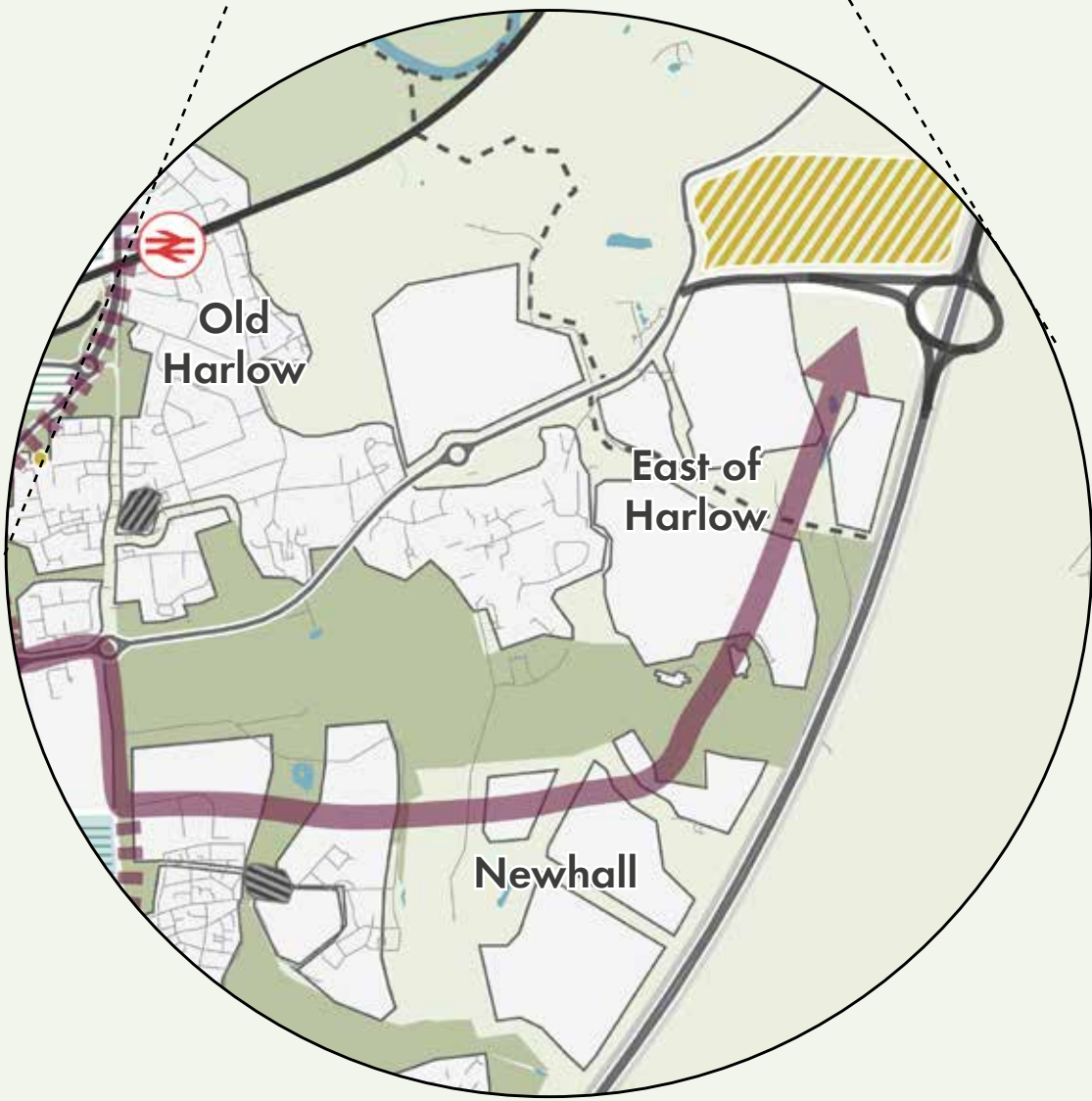
Economy and regeneration

- A village centre (food shop, pub/restaurant/cafe, community use) should be provided in each of the villages, at the nexus of local routes.
- Schools should be co-located with the local centre, to help support shops and services.

For more detailed guidance on the Gilston villages, please see East Herts' policy documents and evidence base.



-  District boundaries
-  Train stations
-  New homes (within existing neighbourhoods)
-  New neighbourhoods and villages
-  Land only to be developed for potential hospital relocation
-  Harlow Town Centre and local centres
-  Industrial areas
-  Enterprise Zones / PHE
-  Existing neighbourhoods and villages
-  Sustainable Transport Corridor
-  Sustainable Transport Corridor (potential extension)
-  New / improved road river crossing
-  New / improved pedestrian and cycle link
-  Potential road extension
-  Junction 7a
-  Potential hospital redevelopment



EAST OF HARLOW

Overview

The East of Harlow neighbourhoods are located between the historic settlement at Churchgate Street, the successful recent neighbourhood of Newhall to the west, and the M11 to the east. Church Langley is to the south and the northern neighbourhood will extend towards the village of Sheering.

The neighbourhoods are divided between Harlow District Council (the southern neighbourhood) and Epping Forest District Council (the northern neighbourhood) with 3,350 homes proposed in total; 750 in the north, and 2,600 in the south, up to 2033. The area will have a new primary school and a secondary school, serving both the new areas and the expanded Newhall neighbourhood. Located within the Green Belt, landscaping must be sensitive and respond to existing features; including Flood Zone 2 and 3 where no development shall be permitted. This area might also have a future, relocated Princess Alexandra Hospital (as one of two short listed locations), which could take the form of an expanded Health and Well-being Campus.

Road access will come from Moor Hall Road, which runs between the two neighbourhoods. The planned Junction 7a will connect through the northern neighbourhood, giving good access to the M11, and Harlow Road also provides a good access point for the north. For the southern neighbourhood, Hobbs Cross Road can provide access from the west.

-  3,350 (minimum)
-  c90 ha
-  Densities to support place-making, modal shift and viability by quality design
-  2-4 storeys
-  1 primary school
1 secondary school
-  Early Years Facilities
-  Health / community facilities
-  Bus Rapid Transit connection
-  New local centre
-  Micro-hub
-  0.5 hectares for up to 5 traveller pitches

A series of sustainable neighbourhoods which extend the success of Newhall. Easy cycle and walking access to Kao Park and Harlow Science Park, new strategic links through M11 Junction 7a, and a possible new Health and Well-being Campus.

Contextual images



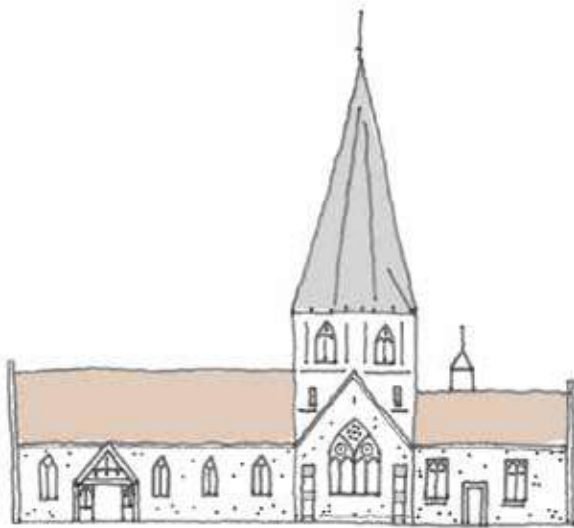
Framework for development: place specific guidance

Placemaking and homes

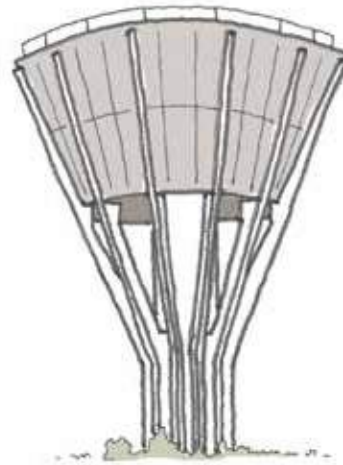
- Views to St Mary's Church, the water tower and to the Gilston slopes should be retained and, framed where possible.
- An exclusion buffer should be provided around Hubbards Hall.
- Density should build up in local centres (50 dph) and along key routes, and should step down towards settlement edges.
- A density cue can be taken from Newhall in the less sensitive location in the south (40 - 50dph). This can gradually step down towards the north (30 - 40 dph).
- Development should step back from the northern point of Sheering Road to avoid coalescence with Sheering.
- Streets should take their cue from the organic form of existing country lanes.
- Existing buildings within the neighbourhood areas should be sensitively integrated, as has happened on Sheering Road and Mill Lane.

Landscape and green infrastructure

- Bunding with mound and tree planting should be established between the M11 and new homes, with this operating as a Green Finger.
- A Green Wedge should extend from Mark Hall in the west through to the M11 in the east, with varied character, including allotments.
- Other Green Fingers should also be provided, taking cues from existing waterways, hedgerows and rights of way.
- Rights of Way should be enhanced and expanded, with connections to the links over the M11 and to the River Stort improved.
- Mature trees and hedgerows should be retained and should inform the structure of new neighbourhoods.



St. Mary's Church
(See views map page 19)



Water tower
(See views map page 19)

Sustainable movement

- The M11 Junction 7a to be delivered alongside development.
- Masterplans should accommodate the Sustainable Transport Corridor route, extending from Newhall through the southern then northern neighbourhoods. This could also connect to the access road to J7a.
- Sustainable Transport Corridor micro-hubs to be provided in neighbourhood centres and at Newhall. At the access road to J7a, this could include parking facilities.
- Safe and attractive cycle links should be provided through the neighbourhoods to the Kao Park Enterprise Zone and London Science Park, and to Princess Alexandra Hospital (should it relocated here).

Economy and regeneration

- New small local centres should be provided in each of the main neighbourhoods.
- Newhall's local centre can be enhanced
- Two new primary schools to be provided, one in the southern neighbourhoods (Harlow District Council land), one in the northern neighbourhoods (Epping Forest District Council land). A new secondary school will need to be located in a highly accessible location to support a wide catchment.
- Possible new Princess Alexandra Hospital, perhaps taking the form of a Health and Well-being Campus.
- Should this happen, then space for support services and SME space related to this and the Enterprise Zone should be encouraged.

PARTNERSHIP WORKING

PARTNERSHIP AND CROSS-BOUNDARY WORKING

The three District Councils (East Herts, Epping Forest and Harlow) and two County Councils (Essex and Hertfordshire) have collaborated on the development of the Design Guide for the Garden Town, and will continue to do so in the preparation of more detailed guidance and delivery of the Garden Town vision.

Partnership working will deliver the many different elements of infrastructure required to make the Garden Town a successful place. The delivery of this vision will be through public, private and third party actions and funding.

In addition to cross-boundary working as part of the Councils' Duty to Cooperate, the Councils are committed to working with relevant organisations, service providers and community groups to ensure proposals are developed collaboratively and with thorough consideration of local priorities.

Identified partners include, but are not limited to:

- Active Essex
- Arriva bus company
- Canal and Rivers Trust
- Community and resident groups
- Developers and site promoters
- Herts LEP
- London Stansted Cambridge Consortium
- Harlow Civic Society
- Harlow College
- Harlow Enterprise Zone
- Historic England
- Natural England
- Neighbourhood Plan groups
- Network Rail
- NHS Trust: Princess Alexandra Hospital
- Public Health England
- South East LEP
- Sport England

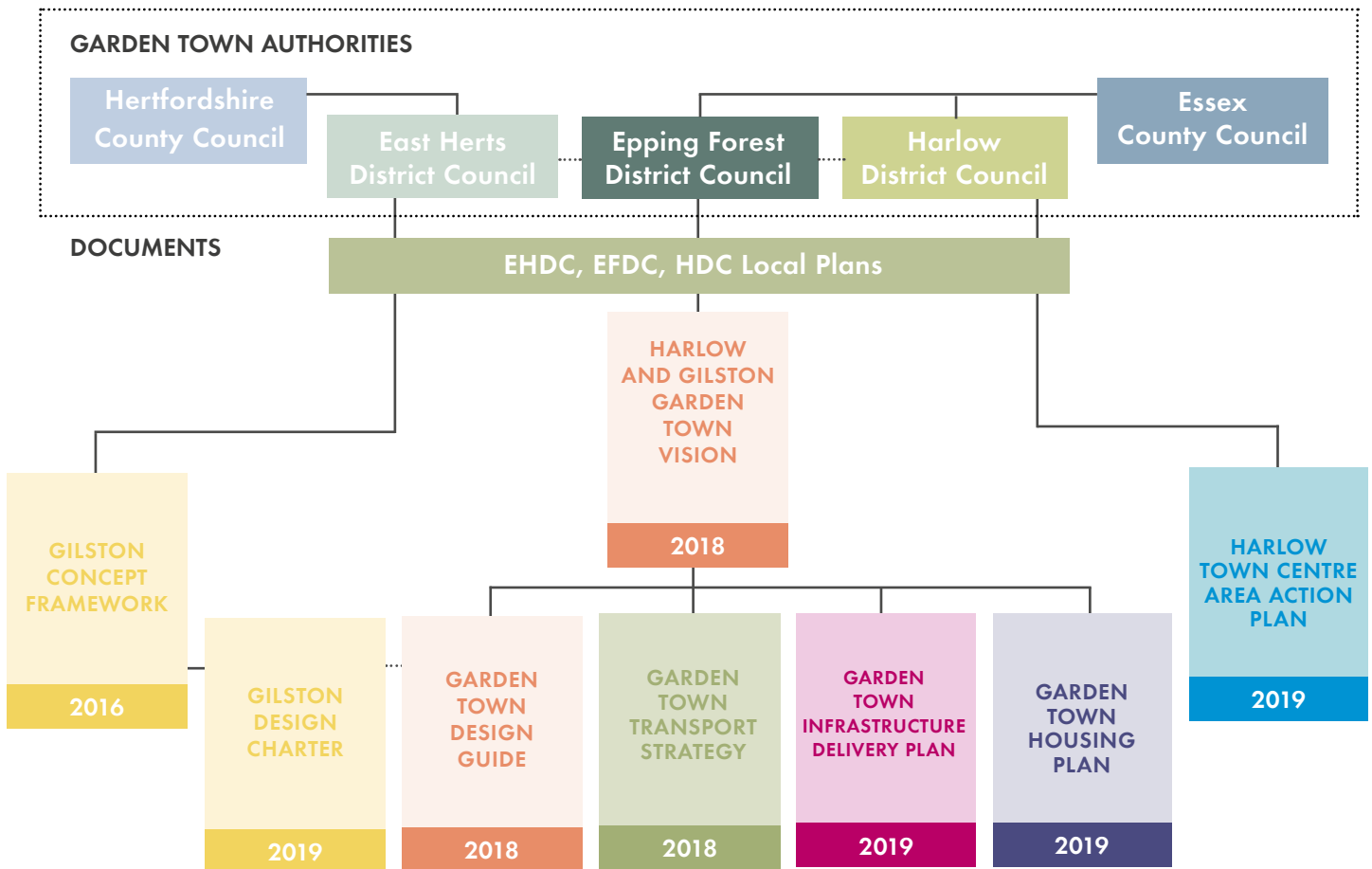


Diagram showing the relationship of the relevant authorities to the family of documents guiding and informing growth across the Garden Town.

GLOSSARY

Area Action Plan

A statutory development plan document prepared by local planning authorities which is aimed at establishing a set of proposals and policies for the development of a specific area (such as a town centre or area of new development).

Bus Rapid Transit

A fast and efficient priority bus service, located along the Sustainable Transport Corridors, making use of the latest transport technology. The Bus Rapid Transit will have its own lanes or priority at junctions and provide a comfortable and affordable alternative to private vehicles.

Doorstep play

Doorstep play is a commonly used phrase in housing and public space design to mean that young children can safely play on their doorstep/close to their homes.

Duty to Co-operate

The duty to cooperate is a legal test that requires cooperation between local planning authorities and other public bodies to maximise the effectiveness of policies for strategic matters in Local Plans.

Enterprise Zone

A designated geographical area in which state incentives such as tax concessions and simplified local authority planning procedures are offered in order to encourage business investment.

Four Tracking

A railway line consisting of four parallel tracks, with two tracks used in each direction. Four-track railways enable fast trains to pass stopping trains heading in the same direction. They can handle large amounts of traffic, and so are used on very busy routes.

Green Finger

A smaller, narrower green space to the Green Wedges, which provide local parks and play spaces within residential neighbourhoods and villages.

Green Wedge

Green space between neighbourhoods and villages that reinforces spatial separation and enables access links from the town to the wider countryside, embracing natural features such as valleys, woods and brooks.

Land Value Capture

Mechanisms that enable the recovery and reinvestment of a percentage of the uplift in the value of land associated with granting planning permission. Current methods focus on linking the delivery of infrastructure to the contribution of funds from landowners/developers. The best model will be explored through the Garden Town Infrastructure and Delivery workstreams.

Local Centre

Centres with shops, cafes and community facilities located at the juncture between a few neighbourhoods. The original New Town local centres have a range of 20-30 local shops.

Local Development Orders

Local Development Orders (LDOs) provide planning permission for specific classes of development within a defined area, subject to certain conditions and limitations. The purpose of a LDO is to simplify the planning process and provide certainty for potential investors, developers and businesses.

Long-term Stewardship

The Councils know that new facilities will not be sustainable without well organised management structures supported by consistent revenue streams. Community assets must be actively managed and properly looked after in perpetuity. Putting local people at the heart of the process can help to generate increased local support e.g. Community Land Trusts. The best models will be explored through the Garden Town Infrastructure and Delivery workstreams.

Micro-hub

An interchange point within new neighbourhoods between the Bus Rapid Transit and the cycling and walking routes of the Super Greenways. Often found at local centres, small local centres and other intersections, it will provide facilities such as cycle hire, repair and parking and live updates for the Bus Rapid Transit service.

Neighbourhood

A residential community with homes, local shops, community facilities and work spaces, which is physically, socially and visually integrated with surrounding neighbourhoods that together, in this context, form part of the Garden Town.

Small local centre

A small cluster of commercial uses in the New Town's original neighbourhoods, usually consisting of a nursery, local shop and church or pub.

SME Business

Small and medium-sized enterprises (SMEs) are non-subsidiary, independent firms which employ fewer than 250 employees.

Super Greenways

High quality cycling and walking routes located along the Sustainable Transport Corridors, and often within the Green Wedge network, which provide attractive and enjoyable transport choices which are accessible to all ages and abilities.

Sustainable Transport Corridor

A series of strategic corridors in the Garden Town providing high quality public and active travel options, connecting neighbourhoods quickly with key destinations such as the town centre and rail station.

Sustainable Drainage Systems (SuDS)

Sustainable drainage systems (SuDS) are a natural approach to managing drainage and mitigating flood risk in and around properties and other developments.

UK Innovation Corridor (LSCC)

A pioneering region connecting London to Cambridge which has a cluster of world renowned bioscience and advanced technology companies and is highly connected both digitally and physically. The London Stansted Cambridge Consortium is a strategic partnership of public and private organisations formed to organise and promote the UK Innovation Corridor.

Ultrafast fibre

Ultrafast broadband is defined as internet speeds of over 100Mbps. This is usually delivered using Fibre to the Premise (FTTP) technology, and is not currently available in all areas of the UK.

Village

A residential community with local community facilities, shops and work spaces, which is set in rural countryside and is physically and visually distinct but in this context, will maintain strong links with surrounding villages and the Garden Town.

DESIGN QUALITY QUESTIONS

Applicants and designers should demonstrate how their proposals answer these design quality questions, addressing the key principles for healthy growth as set out in this document. This should be through creating a clear vision for the proposal, understanding and analysis of the site, proposed engagement with stakeholders and the community, and showing how the proposal will contribute to the wider Garden Town Vision, throughout the life of the development.

- 1** How will the proposals respond positively to the existing context, including heritage assets, and make a positive contribution to the character and quality of place?
- 2** What steps have you taken to ensure high quality architecture and construction that achieves distinctive neighbourhoods and villages that contribute to a harmonious whole?
- 3** How have the proposals incorporated different architectural typologies to support balanced, sustainable and diverse communities, in terms of the range of uses, spaces, housing types and tenures?
- 4** Demonstrate how the proposals will facilitate social interaction and help improve the physical and mental health of residents and visitors.
- 5** Explain how the proposed buildings and places could adapt to changes in lifestyles, climate change and future requirements?
- 6** How will the proposals demonstrate a landscape-led approach that preserves hedge rows, mature trees, water ways and other existing natural landscape features?
- 7** How will the proposals extend and enhance the network of Green Wedges, Green Fingers and open spaces? How do these vary in character and in what ways are they usable?
- 8** Demonstrate how proposals have been informed by stakeholders to contribute to a clear net biodiversity gain and climate resilience?
- 9** How have the proposals incorporated approaches to sustainable energy, water, waste, design and construction and other practices that will improve household sustainability?



10 How will the proposals establish and contribute to an attractive walking and cycling network that people will want to use, including access to the Super Greenways?

11 How will the proposals encourage a behavioural change to facilitate the overall modal shift towards sustainable travel required across the Garden Town?

12 How will the proposals integrate with and support the Bus Rapid Transit network across the Garden Town and beyond? This should appropriately balance both movement and placemaking?

13 Explain the measures taken to ensure the proposals support changing working patterns and future working needs?

14 Explain in what ways your approach supports the success of Harlow Town Centre, and the network of existing or new local centres.

15 How have proposals considered and taken account of feedback from local consultation? What changes have been made to demonstrate this? Have any community 'quick-wins' been identified and how will they be delivered?

16 What is the approach to phasing and how will proposals support early delivery of key infrastructure in conjunction with homes e.g. landscape, transport, digital, community?

17 Demonstrate how collaboration with the community has positively informed arrangements for the long-term stewardship of community assets within the proposals?

CASE STUDIES



Copyright: [Sebastian Ballard / Wikimedia Commons](#)

Accordia, Cambridge, UK

Accordia is an award winning housing development in Cambridge. Built on a former military site, it is home to a mix of different sized apartments and houses. Terraces, mews and flats have generous shared amenity spaces including rooftop spaces, internal courtyards and large semi-public gardens.

Flexible floorplans have allowed mews garages to be converted to studios, offices and annexes. This development has succeeded in providing Cambridge with an attractive and robust housing option.

www.academyofurbanism.org.uk/accordia/

Bracknell, Berkshire, UK

Bracknell town centre has faced similar problems to those of Harlow in terms of under-performing retail offer, lack of mixed uses and poor quality public realm.

New shops, restaurants and a cinema have transformed the ability of the town centre to act as a leisure destination. Redevelopment has also been sensitively undertaken and responds to the New Town traits and nuances.

www.bracknelltowncouncil.gov.uk/bracknell/bracknell-town-centre-regeneration/



Photograph: Allies and Morrison



Copyright: [Dunsfold Park / Pollard Thomas Edwards](#)

Dunsfold Park, Surrey, UK

Dunsfold Park intends to be a sustainable community from a transport perspective. Designing a walkable village entirely within 10 minutes' walk of the Market Square, a site-wide Travel Plan aims to make internal car use unnecessary.

Where residents do need to travel outside of the village, a range of sustainable travel options will exist including a high-quality bus service, cycle and walking routes, car-clubs and car share schemes.

www.dunsfoldparkmasterplan.com/



Copyright: [Barratt and David Wilson Homes](#)

Kingsbrook, Broughton, UK

2,450 homes have been built on greenfield land, designed so wildlife can move freely through the residential areas. The development is connected by green wildlife corridors of hedges, strips of wildflower grassland, as well as gaps in fences and walls.

The RSPB worked closely with developers to develop 'swift-bricks' (see image opposite) for swifts to live without causing damage to properties.

www.rspb.org.uk/our-work/conservation/projects/kingsbrook-housing/

Mobile Garden City, Stratford, UK

The Mobile Garden City in Stratford provides a community-facing space for local residents and community groups. Since 2015 it has been connecting local people to nature and teaching them new skills in food growing through workshops and training.

A meanwhile use, the garden is mobile and relocates across different sites around Queen Elizabeth Olympic Park and sites are developed.

www.groundwork.org.uk/Sites/london/pages/mobile-garden-city



Copyright: [Groundwork London / The Landscape Institute](#)



Photograph: Allies and Morrison

Mini-Holland, Waltham Forest, UK

£30 million investment from Transport for London transformed cycling infrastructure and streetscapes across Waltham Forest. With over 40% of households with no access to a car, the rates of walking and cycling have increased since implementation in 2016.

A thorough review of quantifiable benefits revealed on average, local people were walking and cycling for 41 minutes a week, more than comparable areas, coupled with wide-ranging health and well-being benefits.

www.enjoywalthamforest.co.uk/about-mini-holland/



Photograph: Allies and Morrison

Newhall Be, Harlow, UK

Consisting of 84 units across four typologies, the scheme demonstrates how high densities can be achieved through good design. Halving the size of gardens was balanced through creating roof terraces in total equalling the land 'lost', as well as generous communal green spaces; around 40% of the area.

Adaptable design means lofts can be used as bedrooms, gamesrooms or workspaces; an asset increasingly important for changing work lifestyles.

www.alisonbrooksarchitects.com/project/newhall/

Older Women's Co-Housing, Barnet, UK

Older Women's Co-Housing (OWCH) created a community in a purpose built block in High Barnet, North London, as an alternative to living alone.

The development includes 17 leasehold flats, and 8 for social rent, with a programme of common meals and some shared activities. The group are confident that senior shared co-housing can enrich the last years of many, and reduce pressures on health and care services.

www.owch.org.uk/



Copyright: [Caroline Teo / The Telegraph](#)



Copyright: [Harlow College and London Stansted Airport \(MAG\)](#)

Stansted Airport College, Stansted, UK

A joint venture between Harlow College and Stansted Airport, the college is the first of its kind in the country. Based on strong partnerships with a range of employers at the airport, students will be equipped with the skills needed to enter the workplace.

Courses focus on a range of technical and professional courses, in the disciplines of Aviation, Engineering, Business, Hospitality, Retail and Events.

www.stanstedairportcollege.ac.uk

NOTES



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Bogota, Colombia

Bogota is home to the world's largest bus transport system. Its Bus Rapid Transit system was launched in 2002, now operating 12 lines and carrying 1.5 million passengers each day.

This pioneering initiative has achieved a nine percent modal shift from private car to public transport. Its network reaches more than 80% of the city's population. Elevated stations stand beside segregated lanes and allow passengers to purchase tickets before they board.

www.centreforpublicimpact.org/case-study/transmilenio/

Bologna, Italy

Bologna has been incentivising sustainable travel by rewarding people walking, cycling and taking public transport with free ice cream and cinema tickets. The Bella Mossa scheme was set up by in 2017 and works via an app, letting users log their sustainable trips. Once they've racked up enough they can redeem their points at over 100 businesses across the city.

Running for six months of the year, 3.7 million km of sustainable journeys undertaken in 2017.

www.bellamossa.it/



Copyright: [Bella Mossa / Twitter](#)



Copyright: [Fred Bigio / Flickr](#)

Borneo Sporenburg, The Netherlands

This low-rise, high-density residential neighbourhood demonstrates the success in re-interpreting a traditional vernacular. Drawing on Dutch architectural heritage, it was inspired by villages where small houses descend towards the waterfront.

A framework set key principles and requirements including access, parking, streetscape, private open space, storey height, plot width and building materials.

www.west8.com/projects/borneo_sporenburg/



Copyright: [MVRDV / Dezeen](#)

Eindhoven, The Netherlands

Eindhoven is a town in the Netherlands that hosts Dutch Design Week. Market Square is the city's natural civic centre and is framed by shops, restaurants, bars and cafes with outside seating populating the square. The square accommodates regularly changing events and activities, including the colourful, futuristic hotel opposite on show during the design week.

www.mvrdv.nl/projects/mvrdv-at-dutch-design-week-the-future-city-is-wonderful

Nantes, France

The French city of Nantes has been transformed from a de-industrialised, faceless city into a pioneer of free public art installations. Public art festivals take over every part of the town each year which has reintroduced Nantes to the rest of the world as a trendy, creative city.

As one of the fastest growing cities in France, between 6,000 to 9,000 people move there every year, with unemployment levels also consistently below the national average.

www.levoyageanantes.fr/en/



Copyright: [Jordiferrer / Wikimedia Commons](#)



Copyright: [Payton Chung / Flickr](#)

Vauban, Freiburg, Germany

Vauban in Germany is a pioneer of sustainable, community-led housing schemes. Co-Housing schemes are common and have used mid-rise, high density apartments to great effect.

Densities increase up at local centres and at parts of the town lining tram stops. Largely a car-free town, this greets a critical mass of residents with convenient public transport on their doorstep, supporting the tram and cluster of complementary uses around it.

www.freiburg.de/pb/,Len/618445.html

NOTES



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Essex County Council



Hertfordshire





Harlow and Gilston Garden Town Quality Review Panel Meeting

Report of Formal Review: Harlow and Gilston Garden Town Spatial Vision

Thursday 24 May 2018

Epping Forest District Council, Civic Offices, 323 High Street, Epping CM16 4BZ

Panel

Peter Maxwell (chair)
 Frazer Osment
 Jan Kattein
 Richard Smith
 Chris Snow

Attendees

Claire Hamilton	Garden Town Project Director
Ione Braddick	Epping Forest District Council
David Coleman	Epping Forest District Council
Sarah Pullin	Harlow and Gilston Garden Town
Claire Sime	East Hertfordshire District Council
Adam Halford	East Hertfordshire District Council
Graeme Bloomer	Harlow District Council
Deborah Denner	Frame Projects
Allison De Marco	Frame Projects
Farzana Yasmin	Frame Projects

Apologies / report copied to

Alison Blom-Cooper	Epping Forest District Council
Dianne Cooper	Harlow District Council

Confidentiality

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1. Project name

Harlow and Gilston Garden Town Spatial Vision

2. Presenting team

Louise Mansfield	Allies and Morrison Urban Practitioners
Mark Leitner-Murphy	Allies and Morrison Urban Practitioners

3. Aims of the Quality Review Panel meeting

The Quality Review Panel provides impartial and objective advice from a diverse range of highly experienced practitioners. This report draws together the panel's advice, and is not intended to be a minute of the proceedings. It is intended that the panel's advice may assist project and development management teams in making design improvements where appropriate and in addition may support decision-making, in order to secure the highest possible quality of development.

4. Background

Claire Hamilton, Garden Town Project Director, introduced the Spatial Vision explaining that the related Design Charter and Sustainable Transport Corridors Study will be presented at a later meeting. The Spatial Vision is intended to succinctly set out the context for the Garden Town, the drivers for change, the vision and aims, and key principles to guide future development. The vision is a shared one, with the Councils working in partnership with other stakeholders and site promoters to bring forward transformational growth at Harlow.

5. Design Review Panel's views

Summary

The panel finds the draft Spatial Vision a good basis for further development and commends the depth of thinking underpinning the document. Aspirations have been set high and the panel supports the positive tone established – but giving it formal weight in the planning process will be fundamental to ensure successful implementation. The document begins to effectively communicate 'what' the Garden Town is intended to be, but further work is needed relating it back to Harlow and defining the 'how' and 'when' as part of a convincing delivery plan. As part of this process, clear priorities should be set across each theme, to manage expectations as funding will not stretch to do everything. Therefore, the spatial vision should be clear about public vs private sector commitments and responsibilities. Further work is recommended to celebrate what is already special about this place. The document would also benefit from greater emphasis around the core message of the Garden Town as a landscape-led network of integrated villages. Other aspects of the Spatial Vision that could be further refined include: the character and quality of the centres, including Harlow Town Centre; village centre hierarchy, self-sufficiency and identity; employment clusters and innovation; fostering change through early small-scale



interventions; and sustainable transport, including connections between Gilston and Harlow Town Centre. These comments are expanded below.

Status and interrelationship

- The panel understands the Spatial Vision has been coordinated with Local Plan work undertaken by Harlow District Council, East Hertfordshire District Council and Epping Forrester District Council ('the Councils') as well as the policies of the two County Councils.
- The panel recommends giving the Spatial Vision formal weight in the planning process – to ensure implementation of the document's positive aspirations.
- It would also be helpful to clarify the relationship between the Spatial Vision and the Design Charter, Sustainable Transport Corridors Study, Harlow Town Centre Area Action Plan (AAP) and delivery plan – coordination across workstreams, studies and plans will be important.

Structure and priorities

- The panel supports the proposed approach of taking four key themes, then developing key principles and indicators to sit beneath these.
- As a next step, the panel recommends defining the hierarchy of priorities within each strand – to give the vision greater clarity. Particularly as in most areas these will be subject to negotiation and agreement with third party developers.
- The panel cautions that it will be important to manage expectations, particularly if the Spatial Vision is a public facing document intended for use with local communities – funding will not stretch to do everything, and it should be clear about what is promoted is deliverable.
- Clearly articulating public-sector commitments and, responsibilities that are expected to rest with the private sector and third sector, would be valuable.

Existing character and identity

- The panel thinks the document could go further in celebrating existing unique features of Harlow and Gilston – to articulate what is special about this place.
- A compelling narrative describing the Garden Town's unique existing features would assist here – for example its heritage assets, sculptures and Stort Valley setting could inform future development of the Garden Town.

Vision and messaging

- The panel recommends looking back to the original Gibberd vision and reinterpreting this for the new Garden Town – re-writing Gibberd's description,

which speaks with clarity about the structure of the place. This could be an inspiring message that acts as a powerful tool, focusing and sustaining interest in the Garden Town project from a broad range of stakeholders.

- Focusing the document around the core message of the Garden Town as a landscape-led network of integrated villages will help the document's legibility and efficacy – aiding communication with delivery partners and central government.

Phasing and delivery

- While the panel understands that a delivery plan will sit alongside this document, the Spatial Vision itself lacks detail about 'when' and 'how' development, including social infrastructure, will occur – it should be clear how both documents relate.
- A delivery plan should include details of: land value capture; delivery responsibilities; maintenance and stewardship and land disposal options – to maintain quality from concept through to delivery.

Harlow Town centre and new village centres

- The panel wants to hear more about the character and quality of the centres and encourages more work articulating the vision for each, including Harlow Town Centre.
- In working to ensure the vibrancy and vitality of the centres the panel recommends looking at examples, research and precedents of how high streets are evolving and their potential future functions. Lessons can already be learnt from the current shift away from retail towards entertainment uses which have potential to generate similar spend levels.
- There is scope to produce guidance to encourage developers to embrace a broader range of non-residential possibilities, particularly in existing centres, than they may have be inclined to traditionally deliver. The panel perceives that there is an opportunity to provide additional activity and use into these centres.

Self-sufficiency

- The panel admires the aspiration to provide a range of centres: hatches; local centres; and Harlow Town Centre – but questions if it will be possible to make these centres self-sufficient in the current economic climate?
- There is a risk that the number of centres envisaged may undermine each other.
- To avoid this risk further scrutiny and evidence will be required to consider whether each centre is desirable, economically sustainable and viable – each



would also benefit from being instilled with a uniqueness that considers the function of each, within a hierarchy of local centres.

Employment clusters and innovation

- Innovation will happen in locations that encourage a flexible and diverse ecosystem of commercial and other non-residential uses. Relying on conventional industrial districts to create innovation, is unlikely to achieve this – innovation tends to start in informal, or low-cost workspaces.
- The panel recommends avoiding single-use zones and supports the concept of co-locating uses as a means of fostering vibrancy but thinks that further work should be done to encourage the economic aspirations described.
- In developing an employment strategy, greater breadth and granularity are encouraged. This should go beyond spatial thinking and develop an approach to issues such as: rent levels; governance; and the type of businesses who will occupy these spaces.
- The panel wonders whether there is scope to encourage a flexible approach to how planning rules are applied at these specific locations – this could encourage adaptability and maximise opportunities for enterprise and innovation.

Fostering change

- Community engagement activities initiated in mid-2017 raised awareness of the Garden Town concept and were a positive start. The panel encourages building on this momentum to help foster change and avoid the risk of community frustration while they wait on delivery.
- The panel thinks early small-scale incremental intervention will give the community an opportunity to experience the real benefits of the Spatial Vision – this will feed community motivation to support delivery of the Garden Town.
- Early interim uses could be low cost but play a significant role in demonstrating the benefits of change. For example, pop-up shops could be promoted in vacant premises in Harlow Town Centre and other existing centres.

Sustainable transport

- The panel commends the team for embedding sustainable transport within the Spatial Vision – within a challenging context of relatively dispersed development, the vision for encouraging a significant model shift is ambitious.
- The panel cautions that delivery of the spatial vision will hinge heavily on the sustainable transport concepts promoted, including new bridge connections.

Significant energy should be focused early on to clearly establish how they will deliver this strand of the vision.

- To this aim, early delivery of the Bus Rapid Transport (BRT) will be essential to support sustainable travel – avoiding reliance on car use becoming habitual.
- The panel is not yet convinced by proposals to connect Gilston back into Harlow Town Centre, with – more detailed exploration of bridge crossings and the BRT route will be needed.
- The panel is concerned with the proposed BRT route around the proposed Gilston Villages as currently shown as a complete circuit – whereas a C shaped route may be more efficient and deliverable. The panel look forward to seeing further development and analysis here.

Language

- The panel recommends the Garden Town team and Councils refine the language used in the document to enable this to be used as a planning document. The panel suggest a careful review of how ‘will’, ‘shall’ and ‘should’ are used in relation to the spatial vision themes and priorities.

Next steps

The panel offers its continuing advice and support to help with the development of the Spatial Vision and would like to have an update on this once work has evolved in response to its recommendations.





Harlow and Gilston Quality Review Panel

Report of Formal Review: Harlow and Gilston Garden Town Design Charter

Thursday 19 July 2018

Council Chamber, Harlow Civic Centre, The Water Gardens, Essex, CM20 1WG

Panel

Peter Maxwell (chair)
 Andrew Beharrell
 Derek Griffiths
 Frazer Osment
 Peter Studdert

Attendees

Alison Blom-Cooper	Epping Forest District Council
Ione Braddick	Epping Forest District Council
Sarah Pullin	Harlow and Gilston Garden Town
Adam Halford	East Hertfordshire District Council
Sam Kwun	Harlow District Council
Deborah Denner	Frame Projects
Allison De Marco	Frame Projects

Apologies / copied into

Claire Hamilton	Harlow and Gilston Garden Town
Claire Sime	East Hertfordshire District Council

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1. Project name

Harlow and Gilston Garden Town Design Charter

2. Presenting team

Louise Mansfield	Allies and Morrison Urban Practitioners
Mark Leitner-Murphy	Allies and Morrison Urban Practitioners

3. Aims of the Quality Review Panel meeting

The Quality Review Panel provides impartial and objective advice from a diverse range of highly experienced practitioners. This report draws together the panel's advice and is not intended to be a minute of the proceedings. It is intended that the panel's advice may assist project and development management teams in making design improvements where appropriate and in addition may support decision-making, in order to secure the highest possible quality of development.

4. Background

The Design Charter is intended to provide a spatial framework structured around a set of key metrics that advance on the principles and objectives of the Spatial Vision – it should be read in the context of the Spatial Vision. The key audience are intended to be developers and landowners aiming to bring forward development within the Garden Town. The Garden Town team will be undertaking consultation on the Spatial Vision and design principles before it is presented to the Garden Town Project Board in September 2018. Consultation and engagement undertaken so far has provided feedback covering: general support for the principles contained within the document; tension in accommodating the Sustainable Transport Corridors while creating sociable street; feedback has indicated a degree of scepticism about modal shift aspirations; questions on deliverability and requests for clarity on 'land value capture' aspirations; recognition of the need for regeneration within Harlow Town Centre.



5. Design Review Panel's views

Summary

The panel thinks the draft Design Charter has started to positively respond to the opportunity of the brief – establishing a cohesive and emblematic vision, for the entirety of the Garden Town, not just the new neighbourhoods. The draft document shows promise as a clear and elegant prospectus that is commendably navigating a complicated set of objectives. The panel cautions however that several important questions and challenges, including a continuing lack of clarity around the status and purpose of the document and the notable absence of explicit references to Harlow Town Centre, need to be urgently addressed. This will be critical in securing the efficacy of the Design Charter (and interrelated documents). The panel reiterates earlier comments that giving this suite of documents formal weight in the planning process will be fundamental in ensuring their successful implementation. Further work is recommended to expand on the aspirations for design quality by defining more clearly what this means locally and uniquely to Harlow and Gilson Garden Town. The panel thinks there is still work to be done to ensure a better balance between over-generalisation and over-prescription, in order to ensure the Design Charter's longevity and efficacy. There is potential for the panel to be a key audience and steward of this suite of documents – it would welcome guidance on how it should use the Spatial Vision and Design Charter to best support Officers, Committee and Board members. The panel recommends revisiting and revising metrics throughout the document – specifically ensuring that these support implementation of the 'Key Principles for Healthy Growth'. Further details on the panel's views are provided below.

Purpose and status

- The panel strongly supports the aim of the Spatial Vision and Design Charter in setting out a cohesive vision and spatial framework for Harlow and Gilston Garden Town – collating and expanding on foundations laid within each Local / District Plan.
- The panel applauds development of the Design Charter (and interrelated documents) – it however cautions that the value of these documents risks being eroded if their purpose, application and status is not clarified.
- While understanding the Garden Town team intend that the Design Charter (and other documents) should be endorsed as material considerations by planning committees in each District Council, the panel thinks a lack of clarity remains in respect of their purpose and application.
- Value will be maximised by giving the Design Charter formal weight – the panel highlights and stresses its earlier recommendation that these documents should be given formal weight in the planning process, for example as Supplementary Planning Guidance.

Ambition

- The panel questions whether the Design Charter sets its aspirations high enough – for example, terms such as ‘high-quality design’ are already imbedded in existing guidance and policies such as the recently revised NPPF, evolving Local / District Plans and TCPA’s Guidance for delivering new Garden Cities.
- Defining ‘high-quality’ in the context of the Harlow and Gilston Garden Town will provide a powerful signal of intent that clearly articulates the quality expected of new development.
- Where terms such as ‘exemplary’ are used, these should be defined in the document.

Efficacy and longevity

- It will be important to ensure the durability of the Design Charter – some references risk being overly general, such as the allusion to sustainability movement – potentially diminishing the importance of the Design Charter as Local / District Plans and supplementary policy documents evolve.
- Other references risk being overly prescriptive – verging into Design Coding and site-specific density guidance.
- The panel suggests re-framing guidance by placing the onus on applicants rather than presenting them with specific design solutions - asking them to demonstrate how their design has evolved, as a contextually driven response to the site.
- The panel points to the precedent set by the ‘Cambridgeshire Quality Charter for Growth’, which remains a touchstone for the local review panel and planning officers a decade after its initial publication. Lessons can be learnt from how the document distilled aspirations, using simple jargon-free language, about qualities sought in new neighbourhoods.

Stewardship and application

- The panel would welcome guidance on how the Garden Town team envisages the panel using the Spatial Vision and Design Charter to best support Officers and Committee members in their consideration of Garden Town schemes – the panel could be an important guardian for the aspirations in the documents.
- The four themes, and underlying principles, illustrated in the ‘Key Principles for Healthy Growth’ diagram are a powerful representation of the detailed indicators intended to guide growth across the Garden Town – the panel suggests using this matrix as the basis for framing assessments and comments on Garden Town schemes.



Harlow Town centre

- The panel understands an Area Action Plan is being brought forward for Harlow Town Centre.
- It reiterates earlier comments highlighting the important of Harlow Town Centre as a central fulcrum underpinning the Garden Town and questions the absence of Harlow Town Centre AAP work from panel discussion, as well as limited explicit references to the Town Centre within the Spatial Vision and Design Charter.
- The panel recommends incorporating more Harlow Town Centre references into both the Spatial Vision and Design Charter – the panel would also welcome being presented with more details on this important piece of work.

Metrics and gaps

- Incorporating tangible targets / metrics in the Design Charter could provide a baseline against which the success of the Garden Town project can be cumulatively assessed and recalibrated. This is particularly important given that the success of the overall is dependent on multiple authorities and stakeholders.
- The panel highlights gaps in the document in respect of targets on modal shift, open space and delivery timing for community facilities – embedding ambitious and explicit objectives around early delivery of community facilities will support officers in future negotiations.
- While acknowledging references to energy, water and waste within the draft Spatial Vision and draft Design Charter the panel thinks these do not go far enough – the Design Charter should include explicit and ambitious targets on sustainability metrics such as energy, waste and water use.
- The range of densities proposed for new development is currently the same. This is at odds with earlier commentary to look at higher densities beyond 50 dph.
- However, the panel feels it may be best to avoid prescriptive metrics on the density of development in the villages – at a stage when there has not been sufficient design exploration to test what will be appropriate.

Parking

- The panel thinks further creative thinking and work is required in considering critical questions around parking and modal shift – these will be key challenges to successfully delivering on the sustainable transport ambitions for the Garden Town.
- A nuanced approach will be required that applies a number of differing levers, with targets potentially phased over time – lessons can be learnt from current thinking on masterplans that incorporate car-free zones such as Dunsfold Park, Surrey.

Strategic Site Guidance

- More work is recommended on the 'Strategic Site Guidance' section of the Design Charter if the document is to be taken forward as a material consideration. The panel thinks this guidance could be valuable but that further work will be required to ensure it is sufficiently expansive to provide value – alternatively the panel suggests the first section of the document could stand alone as a strategic document.

Format

- Generally, the panel recommends reviewing illustration legibility. For example, diagrams within the 'Strategic Site Guidance' section focusing on each Strategic Site are the smallest image on the page. Movement diagrams could also make it clearer what is existing, and what is proposed.

Next steps

The panel offers its continuing advice and support in developing the Design Charter and would like to have an update on this, together with the Spatial Vision and Sustainable Transport Corridors Study, once work has evolved in response to its recommendations.





Harlow and Gilston Quality Review Panel

Report of Chair's Review: Harlow and Gilston Garden Town Design Guide

Wednesday 24 October 2018

Frame Projects, 44-48 Wharf Road, London, N1 7UX

Panel

Peter Maxwell (chair)
Roland Karthaus

Attendees

Ione Braddick	Epping Forest District Council
Sarah Pullin	Harlow and Gilston Garden Town
Louise Mansfield	Allies and Morrison Urban Practitioners
Mark Leitner-Murphy	Allies and Morrison Urban Practitioners
Allison De Marco	Frame Projects

Apologies / copied into

Claire Hamilton	Harlow and Gilston Garden Town
Alison Blom-Cooper	Epping Forest District Council
Claire Sime	East Hertfordshire District Council
Adam Halford	East Hertfordshire District Council
Deborah Denner	Frame Projects

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1. Project name

Harlow and Gilston Garden Town Design Guide

2. Aims of the Quality Review Panel meeting

The Quality Review Panel provides impartial and objective advice from a diverse range of highly experienced practitioners. This report draws together the panel's advice and is not intended to be a minute of the proceedings. It is intended that the panel's advice may assist project and development management teams in making design improvements where appropriate and in addition may support decision-making, in order to secure the highest possible quality of development.

3. Background

Allies and Morrison Urban Practitioners were appointed to work up Vision and Design Guide documents in June 2017. Stakeholder and developer engagement took place from June 2017 to February 2018, followed by one-to-one developer workshops and public consultation on the Vision document and design principles within the Design Guide (not site-specific information) in mid-2018 – it is anticipated that site-specific consultation will take place at masterplanning stage. Responses from the QRP reviews in May and July 2018 and public consultation, stakeholder and developer feedback have been gathered – and revisions made. The Vision and Design Guide will be reported to the Garden Town Member board with a recommendation for endorsement and agreement to take back to three district councils on 12 November – it is then proposed that the Vision and Design Guide will be endorsed as a material planning consideration by the three District Councils in December 2018.

The panel is asked to comment on the newly inserted 'Design Quality Questions' included within the Design Guide – these questions can be used by developers, Officers and the QRP to assist in reviewing masterplans and schemes.



4. Quality Review Panel's views

Summary

The Quality Review Panel supports work undertaken in developing the Design Guide since its last review – it thinks this document responds positively to the opportunity of the brief. Whilst supporting the overarching approach, it recommends the following refinements. There is scope to more explicitly describe how the Design Guide should be used, including its design quality questions. It would be helpful to expand on how the document can be kept 'live', as development of the Garden Town progresses. As work develops across the suite of strategic Garden Town documents the panel highlights several critical areas where further work is strongly recommended to ensure delivery of the Garden Town vision – it will be particularly critical to crystallise challenging metrics early, such as on parking. It also wants to hear more on the Harlow Town Centre Area Action Plan (AAP) as soon as possible. Further details on the panel's views are provided below.

Approach and status

- The panel offers warm support to the Vision and Design Guide for Harlow and Gilston Garden Town – including how the four themes, and underlying principles, have been drawn out through the 'Key Principles for Healthy Growth'.
- The panel thinks the Guide should make an explicit statement that strategic site masterplans and future applications are required to respond to its design quality questions. It supports the idea of providing guidance and metrics within the guide, which each promoter responds through their masterplan.
- The panel understands that the document will play a crucial role as a 'check and challenge for developers' – if the focus of the guide has shifted towards a developer / applicant audience, there is scope to refine wording to make it more technical.
- It will be important that the guide does not remain static – the panel wants to know how the document will be kept 'live'- encouraging a process of revision over time.
- The panel would welcome clarity on how the guide interacts with the Gilston Charter.

Document structure

- Generally, the panel recommends reviewing the document to reduce overlap with the Vision document, avoiding duplication.
- The panel wonders why the guide contains analysis subsets such as 'typologies' and 'views' under the 'placemaking and homes' and 'landscape and green infrastructure' sections – while these are absent under 'sustainable movement' and 'economy and regeneration' themes. While it appreciates that analytical plans and maps have been included within these sections it thinks there is scope to explore relevant subsets.

- When using photos, the panel suggests including captions explaining why images have been included – there is a risk of misinterpreting images without a narrative.
- It repeats its earlier point recommending revisiting the scale of the diagrams within the ‘Strategic Site Guidance’ section.

Overall density considerations

- It will be critical that the guide gives unambiguous guidance on principles that are fundamental for delivering the vision. For example, the panel points to the critical relationship between density and public transport.
- It thinks wording on density is contradictory and recommends ensuring it is robust and clear.
- It highlights the risk of setting density caps informed by ‘nearby existing development’ – these may not be enough to support the social infrastructure, public transport and local facilities required to achieve sustainable development.
- It thinks there are risks in pursuing an approach that sets approximate densities or ranges – such as those within the strategic site guidance section – without further detailed density analysis, as these are likely to be too low. It may be preferable to focus on desired outcomes and design quality questions demonstrating how these will be achieved.

Design quality questions

Overall approach

- While the panel supports using a thematic approach for sections covering analysis – in refining the series of design quality questions, the panel suggests moving beyond a thematic approach.
- It recommends developing questions that challenge developers to demonstrate how proposals reflect a considered level of analysis about its location and how this contributes towards a holistic vision for the place– applying a cross-cutting approach to interrogate proposals.
- The panel thinks this approach will help robustly test the logic and approach underpinning schemes – and reduce the risk that design quality questions are used as a ‘tick-box’ exercise.
- Generally, it thinks questions could be more specific – and suggests reviewing language to ensure it is sufficiently robust.



Placemaking and homes

- The panel recommends posing questions that challenge developers / applicants to describe their vision – it will be critical that the vision of each place is unique.
- It wonders if wording could be sharpened to pose questions on high quality architecture, typologies or streetscape qualities.
- In pursuing a cross-cutting approach – it will be critical to ensure strategic site densities are sufficient to support Public Transport, including Bus Rapid Transport (BRT). For example, questions could be posed asking that applicants ‘demonstrate the density necessary to deliver the services and sustainable transport needed’ – this will then generate a feedback loop that challenges developers/applicants to test their schemes against desired outcomes.

Landscape and green infrastructure

- It reiterates earlier questions on the scope of sustainability measures considered and states these do not go far enough – there is scope to pose questions on water, waste and other critical outcomes.

Sustainable movement

- Whilst avoiding over-specificity, the panel suggests refinements that test both ‘carrot’ and ‘stick’ measures for achieving sustainable transport goals. For example, asking questions about what measures will be put in place to make walking and cycling easier; and questioning what measures are proposed to discourage private car use.
- At question four, it suggests asking how people will use public transport.

Economy and regeneration

- It will be important to interrogate developers / applicants on their understanding about the role of their local centre within the hierarchy of the wider garden town and beyond.
- There is scope to expand on questions asking how proposals support the health and vibrancy of the town centre – to ask how the function of the new centres compliment, augment or contrast with existing offers in the surroundings.

Stewardship and management

- The panel supports questions that explore future management parameters – including stewardship and management regimes, and how and who will manage the public realm.

Next steps

- The panel strongly supports ongoing work across the suite of strategic Garden Town documents, including: Infrastructure Delivery Plan; and Town Centre AAP.
- It recommends further exploration on several fundamentals that require further scrutiny – critical to ensuring delivery of the Garden Town vision. It will be critical to crystallise challenging metrics early, such as parking and sustainability. These will influence behaviours and outcomes – their impact on built form means it will be important to understand them early.
- The panel continues to strongly urge further work on parking and modal shift – these are fundamental challenges to successfully delivering on the sustainable transport ambitions for the Garden Town. It will be important to understand how levers and metrics will be set, with targets potentially phased over time.
- The panel strongly recommends further exploration of the approach to intensification – encouraging discussion on an approach to incremental densification across the Garden Town. It wants to hear more about a holistic approach across the Garden Town, that considers: the four strategic sites; existing Harlow communities; and Harlow Town Centre.
- It cautions about the risk if a coordinated approach is not pursued – with outer strategic sites developing higher densities than those of Harlow Town Centre.
- The panel would welcome being presented with the critical Harlow Town Centre Area Action Plan (AAP) work, including preferred option work, as soon as possible – during winter 2018/19.



Equality Impact Analysis Form

1. Equality Impact Analysis (EIA) Form

Title of EIA (policy/change it relates to)	Harlow and Gilston Garden Town Vision and Design Guide	Date	15 November 2018
Team/Department	Policy & Implementation Team		
<p>Focus of EIA</p> <p>What are the aims of the new initiative?</p> <p>Who implements it?</p> <p>Define the user group impacted?</p> <p>How will they be impacted?</p>	<p>The report seeks to agree and endorse the Vision and Design Guide documents for the Garden Town as material planning considerations for the preparation of masterplans, pre-application advice, assessing planning applications and any other DM purposes for sites within the Harlow and Gilston Garden Town. (See Executive Report 11 December 2018).</p> <p>The decision supports the implementation of policies within the Council's District Plan, which was adopted on 23 October 2018 and was subject to an EqIA. This assessment demonstrated that the District Plan will generally benefit all people who live, work and visit East Herts to some degree. While the Plan will have no impact on certain groups, there will be positive impacts for particular sections of the community as defined in the Equality Act 2010, specifically for race, disability, age, religion or belief, being pregnant or having a child. In addition, the Plan will have positive impacts on those disadvantaged by socioeconomic factors, and some residents who live in the rural area of East Herts. No specific impacts were identified in relation to the equality groups defined by gender, sexual orientation, transgender or those who are married or in a civil partnership.</p>		

2. Review of information, equality analysis and potential actions

Please fill in when appropriate to the change. If it does not, please put N/A

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff		What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts (actual and potential, positive and negative. Clearly state each)	What can you do? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
Age	Under 20 20-24 25-29 30-44 45-59 60-64 65-74 75-84 85-89 90	24.2% 4.5% 5.5% 19.8% 22.9% 5.4% 9.6% 5.6% 1.6% 0.9%	See summary of consultation responses at ERP 'G'.	The Vision and Design Guide seek to create communities that are inclusive for all ages. The Vision seeks to ensure balanced, diverse and functional communities. The Garden Town will provide a range of homes to cater for the needs of residents at all stages of life and abilities. New buildings will be designed to adapt to changing needs	To foster good relations and reduce social isolation all villages and neighbourhoods will be designed with an open street network that integrates with surrounding areas. Neighbourhoods and villages will also provide walkable everyday activities, including a vibrant mix of community uses and social infrastructure.

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff		What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts (actual and potential, positive and negative. Clearly state each)	What can you do? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
				and lifestyles, with capacity to accommodate the needs of an ageing society.	
Disability	11,663 households in East Herts have one person in household with a long-term health problem or disability.		See summary of consultation responses at ERP 'G'.	All new developments will be designed to be compliant with the Building Regulations on disabled access. Networks of open spaces will provide benefits for residents' physical and mental health. New buildings will be designed to adapt to changing needs and lifestyles.	To foster good relations and reduce social isolation all villages and neighbourhoods will be designed with an open street network that integrates with surrounding areas. Neighbourhoods and villages will also provide walkable everyday activities, including a vibrant mix of community uses and social infrastructure.

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff	What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts (actual and potential, positive and negative. Clearly state each)	What can you do? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
Gender reassignment	Not known	See summary of consultation responses at ERP 'G'.	No Impact	To foster good relations and reduce social isolation all villages and neighbourhoods will be designed with an open street network that integrates with surrounding areas. Neighbourhoods and villages will also provide walkable everyday activities, including a vibrant mix of community uses and social infrastructure.
Pregnancy and maternity	Not known	See summary of consultation responses at ERP 'G'.	The Vision and Design Guide seek to create communities that are inclusive for all individuals. New buildings will	To foster good relations and reduce social isolation all villages and neighbourhoods will be designed with an open street network that integrates with

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff		What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts (actual and potential, positive and negative. Clearly state each)	What can you do? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
				be designed to adapt to changing needs and lifestyles, for example capacity to accommodate growing households.	surrounding areas. Neighbourhoods and villages will also provide walkable everyday activities, including a vibrant mix of community uses and social infrastructure.
Race	<p>White</p> <p>English/Welsh/Scottish/Northern Irish/British</p> <p>Irish</p> <p>Gypsy or Irish Traveller</p> <p>Other White</p> <p>Mixed/multiple ethnic groups</p> <p>White and Black Caribbean</p> <p>White and Black African</p> <p>White and Asian</p> <p>Other Mixed</p> <p>Asian/Asian British</p> <p>Indian</p> <p>Pakistani</p>	<p>95.47%</p> <p>90.25%</p> <p>1.14%</p> <p>0.04%</p> <p>4.04%</p> <p>1.61%</p> <p>0.45%</p> <p>0.15%</p> <p>0.62%</p> <p>0.38%</p> <p>1.95%</p> <p>0.73%</p> <p>0.15%</p>	See summary of consultation responses at ERP 'G'.	The Vision and Design Guide seek to create communities that are inclusive for all individuals.	To foster good relations and reduce social isolation all villages and neighbourhoods will be designed with an open street network that integrates with surrounding areas. Neighbourhoods and villages will also provide walkable everyday activities, including a vibrant mix of community uses and social

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff		What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts (actual and potential, positive and negative. Clearly state each)	What can you do? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
	<p>Bangladeshi 0.20%</p> <p>Chinese 0.37%</p> <p>Other Asian 0.49%</p> <p>Black/African/Caribbean/Black British 0.71%</p> <p>African 0.43%</p> <p>Caribbean 0.22%</p> <p>Other Black 0.07%</p> <p>Other ethnic group 0.26%</p> <p>Arab 0.10%</p> <p>Any other ethnic group 0.16%</p>				infrastructure.
Religion or belief	<p>Christian 62.75%</p> <p>Buddhist 0.32%</p> <p>Hindu 0.45%</p> <p>Jewish 0.33%</p> <p>Muslim 0.72%</p> <p>Sikh 0.12%</p> <p>Other religion 0.32%</p> <p>No religion 27.75%</p> <p>Religion not stated 7.26%</p>		See summary of consultation responses at ERP 'G'.	The Vision and Design Guide seek to create communities that are inclusive for all individuals. High quality cultural facilities will meet the needs of residents, workers and visitors to be	To foster good relations and reduce social isolation all villages and neighbourhoods will be designed with an open street network that integrates with surrounding areas. Neighbourhoods and villages will also provide walkable everyday

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff	What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts (actual and potential, positive and negative. Clearly state each)	What can you do? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
			Garden Town.	activities, including a vibrant mix of community uses and social infrastructure.
Sex/Gender	The district is 51% female and 49% male	See summary of consultation responses at ERP 'G'.	No Impact	To foster good relations and reduce social isolation all villages and neighbourhoods will be designed with an open street network that integrates with surrounding areas. Neighbourhoods and villages will also provide walkable everyday activities, including a vibrant mix of community uses and social infrastructure.
Sexual Orientation	Not known	See summary of consultation responses at ERP	No impact	To foster good relations and reduce social isolation all villages and

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff		What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts (actual and potential, positive and negative. Clearly state each)	What can you do? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
			'G'.		neighbourhoods will be designed with an open street network that integrates with surrounding areas. Neighbourhoods and villages will also provide walkable everyday activities, including a vibrant mix of community uses and social infrastructure.
Marriage and civil partnership	Single Married Civil partnership Separated Divorced Widowed	30.5% 52.3% 0.2% 2.3% 8.6% 6.2%	See summary of consultation responses at ERP 'G'.	No impact	To foster good relations and reduce social isolation all villages and neighbourhoods will be designed with an open street network that integrates with surrounding areas. Neighbourhoods and villages will also provide

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff	What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts (actual and potential, positive and negative. Clearly state each)	What can you do? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
				walkable everyday activities, including a vibrant mix of community uses and social infrastructure.
Assessment of overall impacts and any further recommendations It is not considered that the documents will give rise to actual or likely adverse impacts to the groups identified as potentially being affected.				

3. List detailed data and/or community feedback which informed your EqIA (If applicable)

Title (of data, research or engagement)	Date	Gaps in data	Actions to fill these gaps: who else do you need to engage with? (add these to the Action Plan below, with a timeframe)
NOT APPLICABLE			

4. Prioritised Action Plan (If applicable)

Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Timeframe
NB: These actions must now be transferred to service or business plans and monitored to ensure they achieve the outcomes identified.				
NOT APPLICABLE				

EqIA sign-off: (for the EQIA to be final an email must sent from the relevant people agreeing it or this section must be signed)

Lead Equality Impact Assessment officer:	Nathan Bookbinder	Date:	15/11/2018
Directorate Management Team rep or Head of Service:	Kevin Steptoe	Date:	15/11/2018
Author of Equality Impact Analysis:	Claire Sime	Date:	15/11/2018

EAST HERTS COUNCIL

COUNCIL - 19 DECEMBER 2018

REPORT BY LEADER OF THE COUNCIL

EAST HERTS DISTRICT PLAN: AFFORDABLE HOUSING
SUPPLEMENTARY PLANNING DOCUMENT (SPD) - DRAFT FOR PUBLIC
CONSULTATION

WARD(S) AFFECTED: ALL

Purpose/Summary of Report

- To agree that a Strategic Environmental Assessment (SEA) of the emerging Affordable Housing Supplementary Planning Document (SPD) is not required.
- To seek Members' agreement to publish the draft Affordable Housing Supplementary Planning Document (SPD) for public consultation.

RECOMMENDATIONS FOR COUNCIL: that

(A)	in accordance with the Environmental Assessment of Plans and Programmes Regulations 2004, to determine that a Strategic Environmental Assessment of the emerging Affordable Housing Supplementary Planning Document (SPD) is not required as it is unlikely to have significant environmental effects; and
(B)	the draft Affordable Housing Supplementary Planning Document (SPD), as set out in Essential Reference Paper 'B', be agreed and published for a six-week period of public consultation.

1.0 Background

- 1.1 Members will recall that on the 21 September 2017 it was agreed that a draft Affordable Housing Supplementary Planning Document (SPD) would be produced, with the content to be agreed prior to public consultation (see Background Papers).
- 1.2 There is an ongoing need for affordable housing in East Herts. A significant proportion of this need will be met through the delivery of affordable housing through the planning system.
- 1.3 The East Herts District Plan 2018 contains the latest information on affordability and the housing market in East Herts. The District Plan sets out the council's approach to the delivery of affordable housing.
- 1.4 Once adopted the Affordable Housing SPD will replace the current Affordable Housing and Lifetime Homes SPD January 2008. The new SPD will be a material planning consideration which will be taken into account in deciding a planning application or on an appeal against a planning decision.
- 1.5 The draft SPD has been prepared by Housing Services in collaboration with Planning and Legal Services. The SPD supports Policy HOU3: Affordable Housing, as set out in the District Plan, and seeks to ensure the effective and consistent implementation of the Plan's policies relating to the provision of Affordable Housing in East Herts.
- 1.6 A copy of the draft SPD is attached at **Essential Reference Paper 'B'**.

2.0 Report

- 2.1 Policy HOU3 of the East Herts District Plan, adopted October 2018, sets out the affordable housing requirements for the district.

- 2.2 Supplementary Planning Documents are documents which add further detail to the policies in the development plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as affordable housing.
- 2.3 The draft Affordable Housing SPD has been prepared to provide further guidance to applicants in relation to the following District Plan Policies:
- Policy HOU1 - Type and Mix of Housing
 - Policy HOU3 - Affordable Housing
 - Policy HOU4 - Rural Exception Affordable Housing Sites
 - Policy HOU7- Accessible and Adaptable homes
 - Policy HOU8 - Self-Build and Custom Build Housing
- 2.4 In setting out the council's expectations for the delivery of affordable housing, the draft SPD seeks to increase the efficiency of the negotiations between the council and the applicant, and ensure the delivery of affordable dwellings of a tenure, type, size and affordability, concurrent with identified need and ensure that it is effectively integrated within development sites in terms of location and design to create mixed and balanced communities.
- 2.5 The draft SPD covers all aspects of affordable housing and has chapters covering:
- Pre-application discussions
 - Design and Layout
 - Affordable Housing Delivery
 - Specialist Housing
 - Rural Exception Housing
 - Self-Build and Community Led Housing
 - Registered Providers
 - Funding
 - Viability
 - Monitoring

- 2.6 It is intended that the draft SPD will be published for a six-week period of consultation between 2nd January 2019 and 13th February 2019. The consultation will meet all the statutory requirements, including:
- Placing the consultation documents on the Council's website for the duration of the consultation;
 - Notifying relevant consultees by email or letter;
 - Making hard copies of the consultation documents available at the Council's offices in Hertford and Bishop's Stortford, and at libraries across the district.
- 2.7 Following consultation, a final version of the SPD will be produced. At the same time a statement will be prepared setting out who was consulted during the preparation of the SPD; a summary of the main issues raised; and how those issues have been addressed in the SPD. It is currently anticipated that the final SPD will be presented to Members in spring 2019.

Strategic Environmental Assessment

- 2.8 Under the requirements of the European Union Directive 2001/42/EC and Environmental Assessment of Plans and Programmes Regulations (2004), certain types of plans that set the framework for the consent of future development projects, must be subject to an environmental assessment. It is therefore a requirement that the Council undertakes a Screening Assessment to determine whether the Draft Affordable Housing SPD should be subject to a Strategic Environmental Assessment.
- 2.9 The Council's Draft Screening Statement concludes that the Draft SPD is unlikely to have significant environmental, social or economic effects beyond those of the District Plan policies it supplements; does not create new policies and only serves to provide useful guidance on how to effectively and consistently

implement the District Plan policies and therefore does not require a Strategic Environmental Assessment.

2.10 The Regulations require that the Council consults three statutory bodies in reaching this determination. Consultation has therefore been carried out with the Environment Agency, Natural England and Historic England. At the time of this report, no responses have been received, though no contrary view is anticipated. The Screening Statement attached at **Essential Reference Paper 'C'** is therefore provided in draft, pending the receipt of consultation responses.

2.11 The Executive, on 11 December 2018, supported the recommendations now detailed.

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

District Planning Executive Panel Meeting - 21 September 2017:

<http://democracy.eastherts.gov.uk/ieListDocuments.aspx?CId=151&MId=3236&Ver=4&J=3>

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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:	Consultation on the draft SPD will be undertaken between 2 January 2019 and 13 February 2019.
Legal:	Consultation on the draft SPD will meet all the statutory requirements.
Financial:	There are no financial implications arising from this report.
Human Resource:	There are no human resource implications arising from this report.
Risk Management:	The draft SPD will increase the efficiency of negotiations between the council and the applicant, and will ensure that the delivery of affordable dwellings meets identified needs and is effectively integrated within development sites thereby creating mixed and balanced communities.
Health and wellbeing – issues and impacts:	The link between planning and health has long been established. The built and natural environments are major determinants of health and wellbeing.
Equality Impact Assessment required:	No – an EqIA was undertaken on the District Plan.

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East Herts Affordable Housing SPD

Consultation Draft:

2 January 2019 - 13 February 2019





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1 Introduction

- 1.1 The purpose of this Affordable Housing Supplementary Planning Document (SPD) is to aid the effective implementation of the Council's strategic housing objectives and the affordable housing policies in the East Herts District Plan 2018, adopted October 2018.
- 1.2 The approach to affordable housing outlined in this document seeks to ensure the effective and consistent implementation of the District Plan policies relating to the provision of Affordable Housing in East Herts District.
- 1.3 This SPD provides further information and guidance on District Plan policies relating to affordable housing (full policies can be found in Appendix A). The relevant policies are:
 - Policy HOU1 – Type and Mix of Housing
 - Policy HOU3 - Affordable Housing
 - Policy HOU4 – Rural Exception Affordable Housing Sites
 - Policy HOU7 - Accessible and Adaptable home
 - Policy HOU8 – Self Build and Custom Build Housing
- 1.4 The guidance in the SPD will assist applicants, developers and providers of affordable housing, to understand how the District Plan Policies will be implemented.
- 1.5 This SPD is a material consideration in the determination of planning applications and will also inform pre-application discussions on residential development.
- 1.6 This document has been prepared in accordance with Regulations 8 & 11 to 16 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 1.7 This Supplementary Planning Document replaces the Affordable Housing and Lifetime Homes SPD 2008.

2 Before making a planning application

- 2.1 Applicants are advised to seek pre-application planning advice to discuss all aspects of the planning proposal including the affordable housing requirements of the proposed scheme (<http://www.eastherts.gov.uk/preapplicationservice>).
- 2.2 The purpose of pre-application planning advice in relation to affordable housing is to establish how affordable homes will be delivered, and to help provide all parties with greater certainty as the proposals move forward.



- 2.3** An Affordable Housing Statement (i.e. the proposed approach to meeting the affordable housing requirement of the District Plan policies and the housing mix identified in the most recent Strategic Housing Market Assessment (or subsequent documents)) should be submitted with any pre-application materials to enable pre-application consideration and discussion.
- 2.4** The Affordable Housing Statement should be submitted as part of the pre-application process. It should include:
- the intended number, type, tenure, size (sq metres) and number of persons per unit; and
 - the proportion of affordable housing to meet M4(3): Category 3 Wheelchair User Dwelling standards and the units identified.
- 2.5** Pre-application discussions in relation to affordable housing will seek to:
- consider the number, type, size and tenure of affordable housing to be provided;
 - consider the location;
 - identify/involve the (potential) Registered Provider/s and consider the arrangements for the provision of affordable housing prior to the submission of a planning application; and
 - consider the Heads of Terms of the S106 Agreement that will be required to ensure the delivery of the affordable housing. A S106 agreement is necessary to secure the required affordable housing requirements set out in the District Plan; the agreement must be completed before planning permission is issued.
- 2.6** Any viability submission should be discussed at pre-application stage and a viability assessment should be included as part of the planning application where relevant.

3 The Affordable Housing Requirement

- 3.1** The specific requirement for affordable housing will be calculated in accordance with District Plan policies and other material considerations, including the most-up-to-date Strategic Housing Market Assessment (SHMA), the National Planning Policy Framework (NPPF) and relevant Planning Practice Guidance (PPG).
- 3.2** The majority of affordable housing in East Herts District is achieved by requiring developers to provide affordable housing as part of open market development, through District Plan Policy HOU3, and secured by legal agreement (S106). In addition, affordable housing can be provided on rural exceptions sites where there is a proven need (Policy HOU4).



- 3.3** Affordable housing will be sought on all sites that propose residential development that falls within the use class C3 (dwelling houses), including sheltered and extra care housing for older people, unless the development is for 10 units or less and the dwellings would have a combined internal floor space of no more than 1,000 square metres.
- 3.4** The proportion of affordable housing that will be sought is:
- up to 35% on sites proposing 10 or fewer gross additional dwellings and where the dwellings would have a combined gross floor space greater than 1,000 sq metres;
 - up to 35% on sites proposing 11 to 14 gross additional dwellings;
 - up to 40% on sites proposing 15 or more gross additional dwellings.
- 3.5** Any calculation that results in a requirement of 0.5+ of a unit will be rounded up to the next whole unit. Any calculation that results in a requirement including a proportion of a unit below 0.5 will be rounded down to the nearest whole unit.
- 3.6** On a site with significantly more affordable housing than required by Policy HOU3, the Council will ensure that the policy compliant level of affordable housing of 35% or 40% will be secured as affordable for first and subsequent occupiers of those homes and there are provisions for recycling subsidy should the property no longer be an affordable unit.
- 3.7** The phasing of a development or division of the site into separate parts will not result in reducing the proportion of affordable housing to be delivered. Where a site can clearly be identified, irrespective of ownership, the entire site will be used to determine whether the site meets the size criteria for affordable housing provision.
- 3.8** Inclusion of affordable housing on a development should include provisions for (a) that housing to either remain at an affordable price for future eligible households and/ or (b) the subsidy, from whatever source, is used to ensure that first lets or sales are affordable to be recycled for alternative affordable housing provision preferably within the district of East Herts.

4 Housing Mix

- 4.1** Affordable Housing will be expected to be provided in line with Policy HOU1 of the District Plan which requires any planning application for residential development of ten units or more to take account of the Council's most up-to-date evidence of housing needs in accordance with Policy HOU3. The tenure mix will be negotiated by the Council on a site by site basis and the type and size of affordable units sought will accord with the most up to date evidence on housing need.



- 4.2** The SHMA is an objective analysis of the housing circumstances in the District. It provides an evidence base to support the Council's affordable housing requirement, however, the Council shall at all times seek to use the most up-to-date information available.
- 4.3** The most recent SHMA (2017) identifies a requirement that 84% of new affordable provision should be for rent with the remaining 16% being for intermediate tenures (see Appendix B).
- 4.4** The Council's current preferred intermediate tenure is shared ownership as supported by the evidence in the SHMA. Where applicants wish to propose an alternative intermediate housing product the Council will consider this against the definition set out in the NPPF and a consideration of how the product proposed meets identified need now and in the future.
- 4.5** Where affordable rented housing is proposed, the Council will seek rents, including service charges, which are below or capped at the Local Housing Allowance rate (LHA) (or its equivalent).
- 4.6** Currently, the East Herts area has three Local Housing Allowance rate areas, these being:
- Harlow and Stortford;
 - South East Herts: and
 - Stevenage and North Herts.
- Each of these areas attracts a different LHA rate. Providers will need to ensure that affordable rents do not exceed the LHA for the area in which the property is situated.
- 4.7** For Shared Ownership housing the initial share sold must be between 25% and 75 % of the total value.
- 4.8** Shared Ownership should provide buyers with the option to staircase up to 100% ownership unless the property is within a Designated Protected Area.
- 4.9** In the main, rural areas within East Herts are largely designated as Designated Protected Areas. Where development is in a Designated Protected Area, staircasing on shared ownership properties is restricted to 80% to retain the home as affordable in perpetuity.
- 4.10** A full list of Designated Protected Areas can be found here: http://www.legislation.gov.uk/ukxi/2009/2098/pdfs/ukxi_20092098_en.pdf

5 Design and Layout

- 5.1** Affordable housing should be integrated with market housing. The design and appearance should be indistinguishable from market units and built using the same materials, form and quality of design.

East Herts Affordable Housing SPD (2019)



5.2 As a minimum, the design and layout of affordable housing units must meet current Nationally Described Space Standards as set out below:

Table 1: Minimum gross internal floor areas and storage (m2)

Number of bedrooms (b)	Number of bed spaces (p = persons)	1 storey dwellings	2 storey dwellings	3 storey dwellings	Built-in storage
1b	1p	39 (37)			1.0
	2p	50	58		1.5
2b	3p	61	70		2.0
	4p	70	79		
3b	4p	74	84	90	2.5
	5p	86	93	99	
	6p	95	102	108	
4b	5p	90	97	103	3.0
	6p	99	106	112	
	7p	108	115	121	
	8p	117	124	130	
5b	6p	103	110	116	3.5
	7p	112	119	125	
	8p	121	128	143	
6b	7p	116	123	129	4.0
	8p	125	132	138	

5.3 Plans submitted to the Council for planning consideration should clearly show the position of all affordable units within the development, except in those outline applications where only illustrative plans are submitted.

5.4 To achieve mixed, inclusive and sustainable communities affordable housing should:



- on all sites be distributed across the site rather than provided in one single parcel;
- on sites incorporating 30 or more residential units be provided in groups of no more than 15% of the total number of units being provided or 25 affordable units, whichever is the lesser.

5.5 To meet the needs of the current and future households the requirement is for all new dwellings to meet Building Regulation M4(2): Category 2- Accessible and Adaptable Dwellings.

5.6 On sites proposing 11 or more gross additional dwellings, a proportion of affordable dwellings will be expected to meet Building Regulations Requirement M4(3): Category 3 – Wheelchair User Dwellings. Such dwellings may be wheelchair adaptable or wheelchair accessible. The Council will therefore negotiate the proportion of wheelchair adaptable/accessible dwellings.

5.7 The most recent assessment of need for wheelchair user dwellings will inform negotiations. The SHMA identifies a need for 15% of affordable housing to meet wheelchair user requirements.

5.8 The Council's preference is for wheelchair user dwellings to be equipped with a wet room.

5.9 Where there is a specific and clearly evidenced need, which is outside of that provided for by the wheelchair standard, the Council may have different requirements to meet that need. Such a requirement will be subject to viability considerations.

5.10 All development, including affordable housing, should make efficient use of land and meet density requirements - see policy HOU2 (Appendix A).

6 Provision of Affordable Housing On-Site

6.1 The Council will secure affordable housing requirements through entering into a legal agreement with the developer/landowner or receive a Unilateral Undertaking under Section 106 of the Town and Country Planning Act (1990) (as amended) or in some cases dependent on the scale or nature of development, via conditions.

6.2 The affordable housing clauses in the S106 Agreement will include obligations relating to:

- the size, type, tenure, location, design and layout of the affordable housing;
- the number of affordable dwellings to be delivered;
- limitations on the occupation of the affordable housing;
- nomination rights;



- the phasing of [the delivery of] affordable housing in relation to market housing;
- triggers relating to any review mechanism or commencement schedule;
- indexation;
- the retention of the housing as affordable:
 - obligations relating to the affordable dwellings for first and subsequent residents;
 - requirements to replace the affordable dwellings and for subsidy recycling;
 - continued use of affordable dwellings in perpetuity;
 - review (clawback) provisions, where relevant.

6.3 The S106 Agreement will contain a clause(s) that triggers the delivery/payment of the contribution. This will usually be the commencement of development and will be set out in the obligations.

6.4 The Council expects that the S106 guideline(s) and guideline clauses which can be provided by the Council will be utilised.

Points to note:

Affordable Rent	The rent charged for Affordable Rent housing should not exceed 80% of market rent inclusive of service charges and shall not exceed Local Housing Allowance levels (or future equivalent) without prior approval from the Council.
Prescribed Persons	These are persons deemed by the Council in its capacity as Housing Authority for the District of East Hertfordshire and/or by a Registered Provider which purchases the Affordable Housing Land in its capacity as the housing manager of the Affordable Dwelling to be in need of Affordable Housing in line with identified housing needs.
Shared Ownership and Staircasing	The initial share acquired by the purchaser should be between 25% and 75% of the value and staircasing can occur to 100% except in Designated Protected Areas or Rural Exception Sites where the equity which can be acquired is capped at 80%.



<p>Nominations Agreement</p>	<p>This is to be agreed for the rental units prior to occupation by Prescribed Persons and must set out the allocation process between the Council and the Registered Provider/provider of the affordable homes for rent.</p>
<p>Triggers</p>	<p>For all development the delivery of affordable housing will be staggered and ‘triggers’ will be built into the S106 agreement. These triggers will be designed to ensure the affordable housing is secured and delivered in a timely manner and will be agreed with the Council.</p> <p>A development should not commence until there is a Registered Provider on board or an alternative mechanism for delivery the affordable homes agreed with the Council.</p>
<p>Securing and Retaining Affordable Housing (Mortgagee clauses)</p>	<p>Policy HOU3 (vi) states that the affordable housing unit shall be retained as affordable or the subsidy will be recycled for alternative affordable housing provision. Therefore, in the circumstances where the dwelling(s) is no longer used for affordable housing, the subsidy must be recycled to replace the dwelling(s) that have been lost.</p> <p>The Council will therefore require provisions in the S106 agreement that:</p> <ul style="list-style-type: none"> • keep the units within the definition of affordable housing, and • require any purchaser (other than an occupier) to preserve the accommodation as affordable housing, or replace it within the District like for like, and <p>There are a number of reasons why affordable housing dwellings may legitimately cease to be counted as affordable housing, for example:</p> <ul style="list-style-type: none"> • a tenant’s statutory acquisition of a rented dwelling is exercised, • shared ownership staircasing to 100% ownership takes place, • there is a discharge of the charge on a shared-equity dwelling. <p>In all cases the Council expects the dwelling to be replaced within the District, or any receipts arising from the disposal of the dwelling to be recycled to provide further affordable housing in the District.</p>



7 Provision of Affordable Housing on an Alternative Site

- 7.1** The Council expects that, in accordance with the District Plan Policy HOU3, the required affordable housing will be provided on-site.
- 7.2** In exceptional circumstances, the Council may permit a proportion of, or the entire affordable housing requirement to be delivered on an alternative site within the District.
- 7.3** Applicants proposing off-site provision should provide justification, setting out why off site provision is necessary, as part of a planning application.
- 7.4** Where off-site provision is agreed by the Council, the amount of affordable housing to be delivered will be calculated using the following formula:
- 40% affordable housing requirement: $40/60 \times M$
 - 35% affordable housing requirement: $35/65 \times M$
Where M = the number of open market units
- 7.5** It is strongly recommended that pre-application advice is sought if an applicant considers that an off-site contribution is appropriate.

8 Commuted sums in lieu of Affordable Housing

- 8.1** Commuted sums will only be considered where the Council is satisfied that there is justification for not providing affordable housing on-site or on an alternative site.
- 8.2** The Council will use the formula in paragraph 7.4 to calculate the amount of affordable housing subject to a commuted sum.
- 8.3** The Council will seek to secure financial contributions broadly equivalent to the cost of providing the affordable housing on-site via a methodology agreed between the applicant and the Council.
- 8.4** It is strongly recommended that pre-application advice is sought if an applicant considers that a commuted sum is appropriate.
- 8.5** Commuted sums will be subject to indexation for the residential development. Indexing using BCIS mean averages for Hertfordshire will apply.
- 8.6** The applicant should notify the Council when the development commences or the trigger for payment/delivery has been reached. On receipt of the notification the Council will issue an invoice for the amount payable including any indexation.



- 8.7** The Council will monitor Building Control and other sources and will issue an invoice if the Applicant fails to advise the Council that the payment has been triggered.
- 8.8** Indexation applies until the date of the invoice, so in these circumstances the amount may be higher than if the applicant had advised the Council when the payment was triggered. Penalty interest is payable to all unpaid contributions and accrues from the date payment is triggered to the date of actual payment.

9 Provision of land in lieu of Affordable Housing

- 9.1** The Council may accept or seek the provision of land in lieu of part or all of the affordable housing contribution.
- 9.2** If the proposal for alternative land is accepted by the Council, land should be serviced to its boundaries and be of a size that is of equivalent value to on-site provision and in an agreed location close to the original site.

10 Vacant Building Credit

- 10.1** The NPPF provides an incentive for brownfield development on sites containing vacant buildings. Where a vacant building is brought back into any lawful use, or is demolished to be replaced by a new building, the developer should be offered a financial credit equivalent to the existing gross floor space of relevant vacant buildings when the local planning authority calculates any affordable housing contribution which will be sought. Affordable housing contributions may be required for any increase in floor space.
- 10.2** Where a site is considered to be a brownfield development and contains an existing building at the time the application is made and it is proposed to:
- demolish the building for redevelopment; or
 - bring the building back into use.

Vacant Building Credit will apply where the building is wholly vacant and to be redeveloped completely and may result in a proportionate reduction in the Affordable Housing Contribution.

Vacant Building Credit does not apply where the building:

- has been abandoned in planning terms; or
- has been vacated for the sole purpose of redevelopment; or
- is covered by an extant or recently expired planning permission.



- 10.3** The proportion of the vacant building floor space as part of the total new floor space should be used to calculate the proportion of the affordable housing required by the policy.

Illustrative example:

- a proposed new development for 100 homes (with a floor space of 100 sq metres each) results in total proposed floor space of 10,000 sq metres.
- Policy HOU3 requires 40% affordable housing - which equates to 40 affordable homes and 60 market homes.
- however, there are existing vacant buildings on the site with a floor space of 8,000 sq metres, therefore, this is credited to the proposed development in the following way:
- floor space of the vacant building(s) divided by the total proposed gross floor space, then multiplied by the affordable housing requirement (e.g. $(8,000 \div 10,000) \times 40 = 8$).
- the final figure is the revised affordable percentage and is applied to total proposed number of homes.
- that is 8% of 100 = 8 affordable homes and 92 market homes.

- 10.4** To undertake this calculation the internal area of the building will need to be measured. This should be done in accordance with the RICS Code of Measuring Practice -

http://www.rics.org/Global/prop%20measurement_2ndedition_2018.pdf

11 Specialist Housing

- 11.1** The District Plan requirement as set out in Policy HOU3 is that the affordable housing applies to all types of residential development including sheltered and extra care housing, care homes and nursing homes.
- 11.2** In exceptional cases for Care Homes and Nursing Homes (Dwellings C2 Category) where the provision of separate accommodation is not possible, but the site is considered suitable, the Council will consider off-site provision or a commuted sum in lieu of on-site provision.
- 11.3** Adaptable and Accessible Homes requirements for dwellings are covered in 5.5 - 5.9 of this Supplementary Planning Document.

12 Rural Exception Sites

- 12.1** The Council may permit schemes for affordable housing on rural sites, which would not usually secure planning permission, to meet an evidenced local housing need. Proposed developments must accord with Policy HOU4.



- 12.2** Evidence must be submitted as part of the planning application to support the requirement for localised housing need and should reflect the evidenced need in terms of unit sizes and affordable housing tenures within the village or /parish. Local Parish Council support would be beneficial to demonstrate a local housing need.
- 12.3** In East Herts there are rural areas which fall within a Designated Protected Area (DPA). In these areas the maximum proportion of a shared ownership dwelling that can be sold at initial sale or subsequently through staircasing is restricted to 80%.
- 12.4** If a viability assessment is required it should be undertaken as set out in Chapter 18. Where a viability assessment demonstrates that a cross subsidy is necessary to make the scheme viable, a small number of market homes may be permitted. In these circumstances, the market housing will be expected to meet identified local needs.
- 12.5** A Rural Exception Scheme will be subject to a Local Lettings Cascade as part of the planning requirement which will prioritise the rental allocation of affordable homes provided to residents with a local connection to the village and will be agreed with the Council.

13 Self-Build and Custom Build - Community Housing

- 13.1** The District Plan sets out in Policy HOU8 how Self-Build and Custom Build Housing will be implemented.
- 13.2** Self-Build or Custom Build Housing is housing built or commissioned by individuals (or groups of individuals) to be occupied by themselves as their sole or main residence. For the purposes of planning policy, self-build and custom build dwellings share the same definition and the terms are used interchangeably. Self-build is where a person is directly involved in organising and constructing their home, where as custom build is where a person commissions a specialist developer to help to deliver their own home. Both routes require significant input from the homeowner in the design process of the dwelling.
- 13.3** Self-Build and Custom Build/Community Led Housing can be developed as an affordable housing tenure. The Council supports Custom Build and Community Led Housing principles and will expect schemes to come forward through Neighbourhood Planning and through masterplanning processes on large sites.
- 13.4** The Self-Build Register held by the Council can include individuals and groups of individuals or Registered Providers who may wish to deliver self-build affordable housing in the District. This will be supported through the policy of self-build plot provision on sites providing over 200 dwellings.



13.5 Community Led Housing can be delivered in various ways which should be agreed with the Council. Options to delivery Community Led Housing can include:

- Community Land Trusts (CLTs).
- Charities including Almshouse Charities.
- Community Benefit Societies or Mutuals.
- Community Interest Companies.
- Co-operative Societies.
- Parish and Town Council-led development.

14 Registered Providers

14.1 Any affordable housing provided should remain at an affordable price for future eligible households, or mechanisms should be provided to enable the subsidy to be recycled for alternative affordable housing provision.

14.2 The Council believes that most effective way of doing this is through a Registered Provider (RP), such as a housing association (or through direct provision by the Council's housing company). Therefore, developers are encouraged to identify a suitable provider to deliver the required affordable housing at the earliest opportunity.

14.3 Where it is proposed that the completed units are not to be transferred to a Registered Provider, the Council will need to be satisfied that, in accordance with the definition of affordable housing in the NPPF, provisions are in place to ensure that the affordable housing will remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision. This will usually take the form of restrictive covenants within any S106.

14.4 If, in any type of scheme, it is proposed that a Registered Provider is not to be involved in the management of affordable housing, the Council will usually secure the provision of affordable housing for successive occupants through the use of planning obligations, restricting occupancy to households who cannot compete in the housing market.

15 Funding

15.1 Affordable housing provided as part of planning agreements arising from market-led-developments are unlikely to receive grant funding. It should therefore be assumed in all viability assessments that the affordable units required by the Council's District Plan can be delivered without grant funding.



- 15.2** If grant funding for affordable housing is available at the time of application and/or delivery from Homes England, the Council or another funding body, the criteria should be requested from the funding body by the applicant and the applicant must be able to demonstrate to the Council that the viability assessment is based on reasonable and realistic assumptions about subsidy.

16 Affordability

- 16.1** Affordable housing is provided for eligible households whose needs are not met by the market and includes social rented, affordable rented and intermediate housing.
- 16.2** Affordable rents, including service charges, should be set no higher than current Local Housing Allowance (LHA) rates in the District and shall be secured as part of a S106 Agreement.
- 16.3** The Broad Market Rental Areas (BMRA) for East Herts are:
- Harlow and Stortford;
 - South East Herts; and
 - Stevenage and North Herts.

17 Nomination Rights

- 17.1** The Council will normally seek 100% nomination rights for the initial lets of affordable rented housing for rent and a minimum of 75% of relets.
- 17.2** A Nomination Agreement should be entered into prior to occupation of the affordable rented dwellings and will be a requirement of the S106.
- 17.3** Shared ownership properties are available to applicants eligible if they are a person who meets the Local Authority Shared Ownership Cascade (<http://www.eastherts.gov.uk/article/35169/Housing-Development>) and are financially eligible through the Government's criteria and regulations.

18 Viability

- 18.1** The percentage of affordable housing that the Council will expect to secure from development schemes has been informed by development viability assessments which demonstrate that the policy requirements are viable for most locations across the District.
- 18.2** The Council recognises that in some cases there may be abnormal development costs which need to be considered.



18.3 Negotiations to reduce obligations based on site specific viability considerations should only be necessary where the site circumstances suggest exceptional or abnormal costs that will make policy compliance unviable.

18.4 Where an application is submitted that does not meet the affordable housing requirement or an applicant considers that an agreed affordable housing contribution should be amended because of viability, the Council will require the applicant to provide a viability assessment for the development alongside the application. In doing so an 'open book' approach should be undertaken in accordance with planning practice guidance.

18.5 The viability assessment should be discussed at pre-application stage.

It should include:

- a summary clearly setting out why the applicant is seeking a variation to the policy requirements for affordable housing;
- detailed appraisal(s) of how the applicant has reached their view of the development's viability. This should be supported by robust evidence from reliable sources and include:
 - a statement on whether the site has been acquired, or on an option basis
 - benchmark site value supported by a valuation report, clear valuation methodology or adjusted (for policy compliance) transactional information.
 - estimated selling prices for the market housing supported by an independent chartered surveyor report of expected selling prices and setting out the comparables used
 - estimated affordable housing sale/capital values supported by offers from Registered Providers where possible or commuted sum calculation (in exceptional circumstances), with details on assumptions on affordable house types and tenures, where appropriate
 - any other potential financial support or income to improve the viability of the scheme, for example grants
 - detailed build costs supported by appropriate industry sources for example BCIS
 - detailed site costs broken down into rates and quantities
 - a detailed breakdown of preliminary costs (if excluded from build costs) and duration of build
 - development contingencies
 - detailed breakdown of professional fees
 - costs of planning contributions including those to be secured in Section 106



- detailed breakdown of sales, marketing and disposal fees
- finance costs, including interest rate and supporting evidence/funders' letters where available
- detailed development programme
- developer's profit allowance for both market and affordable housing and an assessment of development risk
- resultant Residual Land Value (RLV) derived from the above information and compared with the benchmark land value
- landowners return clearly identified and related to the Existing Use Value.

18.6 The Council will not normally take into account what the applicant has paid, or agreed to pay, for the land above standard benchmark values. The Council expects that the cost of the development is reflected in the purchase price of the land.

18.7 The Council may instruct an independent viability consultant to carry out an assessment of the viability appraisal to determine whether the information and data submitted supports the applicant's request to vary the affordable housing requirements on the basis of financial viability.

18.8 The applicant will be required to meet the costs of the independent assessment of the appraisal.

18.9 Where the Council is satisfied that planning obligation liabilities, including the affordable housing requirement, render the scheme unviable, it will decide on the necessary revision to the affordable housing requirement to restore viability, such as:

- a lower percentage of affordable housing to be provided, but retaining the tenure split and mix; or
- adjusting the tenure split or tenure type; or
- a combination of the above;
- other options such as rephrasing;
- a Review Mechanism (Clawback).

19 Monitoring

19.1 The provision of affordable housing will be monitored by the Council and publicised on the Council's Website through the Authority Monitoring Report (www.eastherts.gov.uk/amr).



20 Appendix A

Policy HOU1 Type and Mix of Housing

- I. On new housing developments of 5 or more gross additional dwellings, an appropriate mix of housing tenures, types and sizes will be expected in order to create mixed and balanced communities appropriate to local character and taking account of the latest Strategic Housing Market Assessment and any additional up-to-date evidence, including the latest East Herts Housing and Health Strategy; local demographic context and trends; local housing need and demand; and site issues and design considerations
- II. Affordable Housing should be provided in accordance with Policy HOU3 (Affordable Housing).
- III. Where appropriate, provision of specialist housing will be encouraged for older people and vulnerable groups in accordance with Policy HOU6 (Specialist Housing for Older and Vulnerable People).
- IV. Provision of accessible and adaptable dwellings to meet the changing needs of occupants over their lifetime should be provided in accordance with Policy HOU7 (Accessible and Adaptable Homes).
- V. Self-Build Housing in accordance with Policy HOU8 (Self-Build and Custom Build Housing)
- VI. Where appropriate, provision of specialist accommodation will be expected for Gypsies and Travellers and Travelling Showpeople and Non-Nomadic Gypsies and Travellers and Travelling Showpeople, in accordance with Policies HOU9 (Gypsies and Travellers and Travelling Showpeople) and HOU10 (New Park Home Sites for Non-Nomadic Gypsies and Travellers and Travelling Showpeople).

Policy HOU3 Affordable Housing

- I. Affordable housing provision will be expected on all development sites that propose development that falls within Class C3 (Dwelling Houses) as follows:
 - a. up to 35% on sites proposing 10 or fewer gross additional dwellings, where the dwellings would have a combined gross floor space greater than 1,000 square metres;
 - b. up to 35% on sites proposing 11 to 14 gross additional dwellings;
 - c. up to 40% on sites proposing 15 or more gross additional dwellings
- II. Affordable Housing provision will be expected to incorporate a mix of tenures taking account of the Council's most up to date evidence on housing need. The Council will negotiate the tenure mix to be provided on a site, having regard to the affordable housing products defined



within the National Planning Policy Framework, through the planning application process.

- III. Lower provision may be permitted if it is demonstrated that the 35% and 40%, as appropriate referred to in I (a), (b) and (c) above, cannot be achieved due to viability reasons or where it would prejudice the need to secure other infrastructure priorities.
- IV. Affordable Housing should normally be provided on site, apart from in exceptional circumstances when agreed with the Council. Applicants will be required to provide justification as part of the planning application setting out the need for off-site provision or financial contributions in lieu to be made.
- V. The affordable housing units should be integrated into the open market housing development using appropriate design methods, i.e. tenure blind, and 'pepper-potted' across the site in clusters appropriate to the size and scale of the development.
- VI. To secure the benefits of affordable housing for first and subsequent occupiers affordable rented and intermediate housing will be retained as affordable by means of an appropriate legal agreement or condition with the Council, or the subsidy will be recycled for alternative affordable housing provision.

Policy HOU4 Rural Exception Affordable Housing Sites

- I. Proposals for rural exception affordable housing schemes, on sites that would not normally be acceptable for general housing development, may be permitted, subject to the following criteria:
 - a. The exception site is adjacent to an existing built-up area boundary, or is well related to existing residential development and amenities located in, or adjacent to, a clearly identifiable village or settlement;
 - b. The proposed development will contribute towards meeting an identified need for affordable housing within the parish; and
 - c. The proposed development would be appropriate to the settlement and area in which it is proposed to be located in terms of scale, form and character.
- II. The Council will base its assessment of identified housing need on the Housing Register and other available up-to-date housing needs assessments.
- III. A small number of market homes may be permitted, at the Council's discretion, where a viability assessment demonstrates that a cross subsidy is necessary to make the scheme viable. Any market housing provided will be expected to meet identified local needs.
- IV. Where permission is granted this will be subject to planning obligations and will include safeguards that the scheme provides for the identified local affordable housing need and will continue to do so in perpetuity.



Policy HOU7 Accessible and Adaptable Homes

- I. In order to ensure delivery of new homes that are readily accessible and adaptable to meet the changing needs of occupants, and to support independent living, the Council will require that:
 - a. all new residential development should meet the Building Regulations Requirement M4(2): Category 2 – Accessible and Adaptable Dwellings; and
 - b. on sites proposing 11 or more gross additional dwellings, a proportion of dwellings will be expected to meet the Building Regulations Requirement M4(3): Category 3 – Wheelchair User Dwellings, where appropriate.
- II. Only where circumstances exist where it can be demonstrated by the applicant that it is not practically achievable or financially viable to deliver this policy, will new development be exempt from the requirement.

Policy HOU8 Self-Build and Custom Build Housing

- I. To support prospective self-builders, on sites of more than 200 dwellings, developers will be expected to supply at least 1% of dwelling plots for sale to self-builders, having regard to the need identified on the Council’s Self-Build and Custom Build Register.
- II. The Council will support locally proposed self-build projects identified within a neighbourhood Plan wherever possible.
- III. Planning permissions should include conditions requiring self-build developments to be completed within 3 years of a self-builder purchasing a plot.
- IV. Where plots have been made available and marketed appropriately for at least 12 months and have not sold out, the plot(s) may either remain on the open market as self-build or be built out by the developer.

21 Appendix B

Affordable housing mix

Affordable Rent	Size	Number	Per cent
Flat	1 bedroom	660	21%
	2+ bedrooms	360	11%
House	2 bedrooms	930	29%
	3 bedrooms	970	31%



	4+ bedrooms	250	8%
<i>Subtotal</i>		<i>3170</i>	<i>100%</i>
% of affordable housing		84%	
Intermediate Affordable Housing	Size	Number	Per cent
	1 bedroom	80	13%
	2+ bedrooms	70	11%
	2 bedrooms	180	30%
	3 bedrooms	240	39%
	4+ bedrooms	40	7%
<i>Subtotal</i>		<i>610</i>	<i>100%</i>
% of affordable housing		16%	

Affordable Housing Supplementary Planning Document

Strategic Environmental Assessment Screening Statement

1. The Purpose of this Report

- 1.1 This screening statement has been prepared to determine whether the proposed Affordable Housing Supplementary Planning Document (SPD) should be subject to a Strategic Environmental Assessment (SEA) in accordance with the European Union Directive 2001/42/EC (SEA Directive) and the Environmental Assessment of Plans and Programmes Regulations 2004 (SEA Regulations).
- 1.2 Purpose of the Affordable Housing SPD is to aid the effective implementation of the Council's strategic housing objectives and the affordable housing policies in the East Herts District Plan 2018, adopted October 2018. It also seeks to provide further information and guidance on district plan policies relating to affordable housing. The relevant policies are:
- Policy HOU1 – Type and Mix of Housing
 - Policy HOU3 – Affordable Housing
 - Policy HOU4 – Rural Exception Affordable Housing Sites
 - Policy HOU7 – Accessible and Adaptable Homes
- 1.3 The SPD will be a material consideration in the determination of planning applications and will inform Development Management decisions. The SPD will provide practical advice to all parties seeking to comply with the District Plan policies and will therefore be of particular use to developers, architects and agents looking to bring forward development.

2. Strategic Environmental Assessment – Regulatory Requirements

- 2.1 The basis for Strategic Environmental Assessment legislation is European Directive 2001/42/EC. This was transposed into English law by the Environmental Assessment of Plans and Programmes Regulations 2004 (SEA Regulations). Detailed guidance of these regulations can be found in the Government publication 'A Practical Guide to the Strategic Environmental Assessment Directive' (ODPM, 2005) and Paragraph 11-008 of the Planning Practice Guidance (PPG), which states that "supplementary planning documents do not require sustainability appraisal but may in exceptional circumstances require a strategic environmental assessment if they are likely to have significant environmental

effects that have not already been assessed during the preparation of the local plan.

- 2.2 Under the requirements of the European Union Directive 2001/42/EC and Environmental Assessment of Plans and Programmes Regulations (2004), certain types of plans that set the framework for the consent of future development projects, must be subject to an environmental assessment.
- 2.3 The objective of Strategic Environmental Assessment is to provide for a high level of protection of the environment and to contribute to the integration of environmental considerations into the preparation and adoption of plans and programmes with a view to promoting sustainable development.

3. The Strategic Environmental Appraisal Process

- 3.1 The first stage of the process is for the Council to determine whether or not the SPD is likely to have significant effects on the environment. This screening process includes assessing the SPD against a set of criteria (as set out in Schedule 1 of the SEA Regulations). The results of this are set out in Appendix 1 of this statement. The aim of this statement is therefore to provide sufficient information to demonstrate whether the SPD is likely to have significant environmental effects.
- 3.2 The Council also has to consult the Environment Agency, English Heritage and Natural England on this screening statement. A final determination cannot be made until the three statutory consultation bodies have been consulted.
- 3.3 Where the Council determines that a SEA is not required, Regulation 9(3) of the SEA Regulations states that the Council must prepare a statement setting out the reasons for this determination. This statement is East Herts Council's Draft Regulation 9(3) statement.

4. Other Regulatory Considerations

Sustainability Appraisal

- 4.1 Whilst there is no statutory requirement to undertake a Sustainability Appraisal (SA) of the Affordable Housing SPD, the Council has considered whether an SA of this SPD is required. The Council has determined that the SPD is unlikely to have significant environmental, social or economic effects beyond those of the District Plan policies it supplements. This SPD does not create new policies and only serves to provide useful guidance on how to effectively and consistently implement the policies in the East Herts District Plan, which has been subject to a fully comprehensive SA process, incorporating SEA.
- 4.2 More information on the Sustainability Appraisal of the East Herts District Plan can be viewed on the Council's website: www.eastherts.gov.uk/districtplan.

Habitats Regulations Assessment

- 4.3 In addition to SEA and SA, the Council is required to consider Habitats Regulations Assessment (HRA). HRA is the process used to determine whether a plan or project would have significant adverse effects on the integrity of internationally designated sites of nature conservation importance, known as European sites. The need for a HRA is set out within the Conservation of Habitats and Species Regulations 2010, which transposed EC Habitats Directive 92/43/EEC into UK law.
- 4.4 As with the SA, the District Plan was also subject to a comprehensive HRA. The HRA screened out the housing policies at an early stage, concluding that they were unlikely to have a significant effect on the integrity of European Sites. As the purpose of this SPD is to expand upon these policies, the Council has determined that a HRA is not required.
- 4.5 More information on the Habitats Regulations Assessment of the East Herts District Plan can be viewed on the Council's website:
www.eastherts.gov.uk/submission.

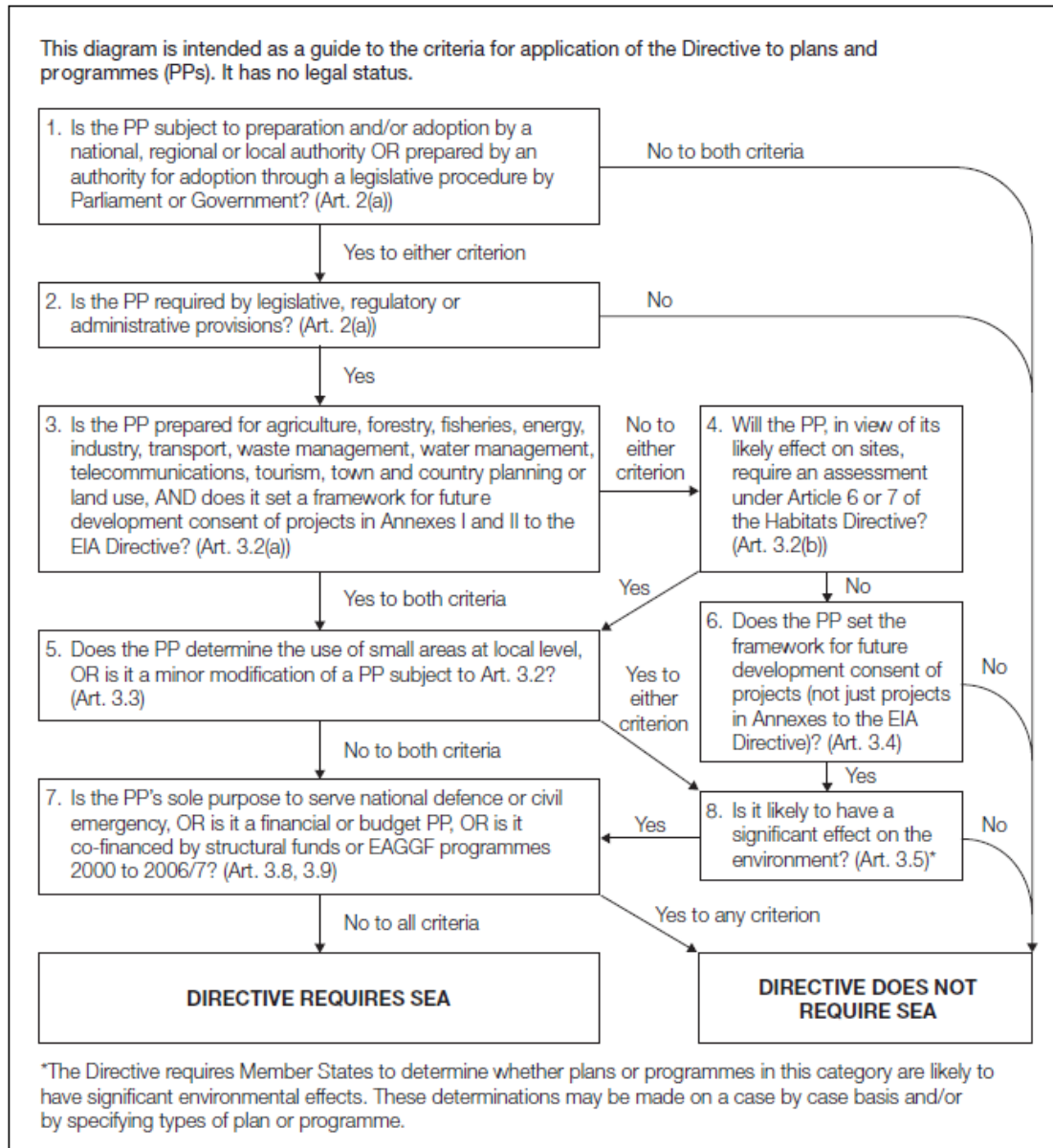
5. Conclusion

- 5.1 On the basis of the screening process, it is the Council's opinion that the Affordable Housing SPD does not require a Strategic Environmental Assessment or Sustainability Appraisal. This is because there will be no significant environmental, social or economic effects arising from its implementation, as it seeks only to expand upon and provide guidance for the effective and consistent implementation of District Plan policies.

Appendix 1

SEA Screening of the Affordable Housing SPD:

Figure 1: Application of the SEA Directive to plans and programmes guide



A Practical Guide to the Strategic Environmental Assessment Directive, ODPM 2005

Table 1: Establishing whether there is a need for SEA

Stage	Yes/No	Assessment
1. Is the PP (plan or programme) subject to preparation and/or adoption by a national, regional or local authority OR prepared by an authority for adoption through a legislative procedure by Parliament or Government? (Art. 2(a))	Yes to either criterion: proceed to question 2	The SPD has been prepared by East Herts Council to provide more detail relating to affordable housing policies contained in the East Herts District Plan.
2. Is the PP required by legislative, regulatory or administrative provisions? (Art. 2(a))	Yes: proceed to question 3	Once the SPD is adopted it will become a material consideration as part of the development plan for East Herts.
3. Is the PP prepared for agriculture, forestry, fisheries, energy, industry, transport, waste management, water management, telecommunications, tourism, town and country planning or land use, AND does it set a framework for future development consent of projects in Annexes I and II to the EIA Directive? (Art 3.2(a))	Yes to both criterion: proceed to question 5	The SPD is prepared for town and country planning and land use AND it sets the framework for future development which may require an Environmental Impact Assessment.
5. Does the PP determine the use of small areas at local level, OR is it a minor modification of a PP subject to Art. 3.2? (Art. 3.3)	Yes to first criterion: proceed to question 8	The SPD supplements the District Plan policies on affordable housing which define the type and mix of dwellings on development sites, which may in turn determine the other types of land uses provided.
8. Is it likely to have a significant effect on the environment? (Art. 3.5)	No	Directive does not require SEA.

Table 2: Assessment of the SPD against Schedule 1 of the SEA Directive

SEA Directive Criteria (Schedule 1 of the Environmental Assessment of Plans and Programmes Regulations 2004)	Potential effects of the SPD
1. Characteristic of the SPD having particular regard to:	
(a) the degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources;	The SPD provides more detail on the policies and principles established in the East Herts District Plan 2018, which has been subject to comprehensive SA incorporating SEA. The purpose of the SPD is to provide guidance on the effective and consistent implementation of the relevant housing policies.
(b) the degree to which the plan or programme influences other plans and programmes including those in a hierarchy;	The purpose of the SPD is to supplement the District Plan policies and sits below the District Plan in terms of the Development Plan hierarchy. It will influence the preparation of masterplans relating to strategic scale or significant developments.
(c) the relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development;	The SPD is highly relevant in terms of promoting sustainable development as it seeks to ensure the effective and consistent implementation of housing policies, the aim of which is to provide a range of housing options to meet the needs of the different communities in East Herts.
(d) environmental problems relevant to the plan or programme; and	There are no environmental problems relevant to the SPD. The SA of the East Herts District Plan identified a number of issues relating to housing affordability, which the housing policies seek to address. This SPD will therefore result in social and economic benefits through the effective and consistent implementation of affordable housing policies.
(e) the relevance of the plan or programme for the implementation of Community legislation on the environment (for example, plans and programmes linked to waste management or water protection).	The purpose of the SPD is to provide guidance on the effective and consistent implementation of affordable housing policies. The East Herts District Plan contains other policies relating to these objectives.

2. Characteristics of the effects and area likely to be affected having particular regard to:	
(a) the probability, duration, frequency and reversibility of the effects;	The SPD is not expected to give rise to any significant environmental effects. The SPD seeks to ensure the effective and consistent implementation of affordable housing policies, which in themselves should ensure positive effects relating to affordability within the housing market and access to home ownership for current and future generations.
(b) the cumulative nature of the effects;	The SPD is not considered to have any significant cumulative effects.
(c) the trans-boundary nature of the effects;	The SPD is not expected to give rise to any significant transboundary environmental effects. However, where strategic sites are in close proximity to neighbouring settlements, the provision of affordable housing will assist in providing housing choices for residents from a wider area as well as from within East Herts communities.
(d) the risks to human health or the environment (for example, due to accidents);	There are no anticipated effects of the SPD on human health.
(e) the magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected)	The effective and consistent implementation of affordable housing policies will have positive benefits for all East Herts residents and those who wish to move to East Herts.
(f) the value and vulnerability of the area likely to be affected due to— (i) special natural characteristics or cultural heritage; (ii) exceeded environmental quality standards or limit values; or (iii) intensive land-use;	The SPD is not anticipated to adversely affect any special natural characteristic or cultural heritage. Nor would the SPD be expected to lead to the exceedance of environmental standards or promote intensive land use. Matters relating to environmental standards and land use are contained in the East Herts District Plan 2018.
(g) the effects on areas or landscapes which have a recognised national, Community or international protection status.	The SPD is not expected to have any adverse effect on areas with national, community or international protection.

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EAST HERTS COUNCIL

COUNCIL - 19 DECEMBER 2018

REPORT BY EXECUTIVE MEMBER FOR FINANCE AND SUPPORT
SERVICES AND LEADER OF THE COUNCIL

OLD RIVER LANE

WARD(S) AFFECTED: ALL

Purpose/Summary of Report

To update Council on progress made with respect to Old River Lane (ORL) and Northgate End development sites in Bishop's Stortford, including the key milestones reached or required with respect to:

- An emerging Heads of Terms which will form the basis of the Development Agreement (the latter is legally binding) with our preferred development partner for ORL and an update on the process of selection (through the competitive dialogue route);
- A final brief and estimated budget for the Arts and Entertainment Centre;
- The estimated budget and final business case for the Multi Storey Car Park and attached residential and commercial units at Northgate End and an update on the procurement of the design team, surveys and investigations; and
- The land required that is currently in the ownership of Hertfordshire County Council and Bishop's Stortford Town Council.

RECOMMENDATIONS FOR COUNCIL: That Council:

(A)	Notes the update on: <ul style="list-style-type: none">i. the competitive dialogue procurement process for Old River Laneii. the latest brief (ERP B), estimated budget and likely funding partners for the Arts and Entertainment Centreiii. the draft Heads of Terms for the Development Agreement at Exempt ERP C
(B)	Approves the capital allocation of £19.03m for the Multi Storey Car Park and adjoining residential/commercial units at Northgate End (Exempt ERP D), known as the 'Northgate End Developments' and authorises construction of the development, subject to planning conditions and the conditions listed under recommendation (C) below being discharged;
(C)	Notes that the commencement of construction of the Northgate End Developments is conditional upon the following: <ul style="list-style-type: none">i. planning permissionii. A preferred developer for the main ORL site is approved by Council on 5 March 2019.
(D)	Approves the purchase of land owned by Hertfordshire County Council and Bishop's Stortford Town Council (as set out in 6.2 of this report), using LEP funding granted for this purpose.

1.0 Background

1.1 Old River Lane (ORL) is an ambitious town centre scheme which replaces a dated office building and sizeable surface car park in the middle of Bishop's Stortford with a vibrant new

quarter for the town, featuring a modern multi-purpose arts and entertainment venue, commercial/retail space, enhanced public realm including a new town square, and residential units.

1.2 Members will recall that decisions were taken by Council to:

- a. Approve the land use for ORL (on **13th December 2017**); and
- b. Approve the delivery models for the developments at Northgate End and the main ORL site, and to proceed with procurement (on **25th July 2018**).

1.3 This report presents the next phase of the project, and will be followed in **March 2019** by a report recommending that Council confirm the selection of a development partner and proceed to sign a legal agreement committing both parties to the ORL scheme – in other words, the final approval stage for Council. By this stage, the funding partners for the arts centre should be clearer in terms of which partner will contribute and how much.

1.4 Members of the joint Overview & Scrutiny and Performance, Audit and Governance committee met on 20 November, and scrutinised the following parts of the project:

- the latest brief for the Arts and Entertainment Centre (**Essential Reference Paper B**), the estimated budget for the centre and the likely funding partners
- the draft Heads of Terms for the Development Agreement on the ORL main site (**Exempt Essential Reference Paper C**)
- the final business case for the Multi Storey Car Park and adjoining residential/commercial units at Northgate End (**Exempt Essential Reference Paper D**), known as the

'Northgate End Developments', the estimated capital allocation for the build costs of these developments and the proposal to procure a contractor

1.5 Views from the joint scrutiny committee are set out after each section of this report. It was agreed that a member briefing in advance of the March 2019 Council meeting would be useful.

2.0 Procurement process on the main site (ORL)

2.1 Following approval to proceed by Council on 25th July 2018, an EU (European Union) procurement process was launched. The process is undertaken in two stages, the first stage (complete) was a written exercise to demonstrate suitability in a number of areas and the second stage (currently underway) is a 'competitive dialogue' which takes place over a series of meetings with those bidders who were shortlisted from stage one.

2.2 Competitive Dialogue enables the developers and the council to work collaboratively on three key areas:

- i. A draft masterplan for ORL;
- ii. a viability assessment; and
- iii. a Heads of Terms setting out key legal issues that both parties will eventually sign up to by way of a Development Agreement.

2.3 The competitive dialogue phase will be completed in December 2018, after which bidders have until 28th January 2019 to submit their final bids, which will include draft masterplans and financial submissions. A single developer will be selected on the basis of these submissions in February, and a report will be presented to Council on March 5th 2019 recommending the council enters into a legal agreement (the 'Development Agreement') with this developer to proceed.

3.0 Arts and Entertainment Centre Brief, Budget and Funding

- 3.1 Members will recall the extensive consultation process undertaken with local interested arts groups and the public to develop a design brief for the arts and entertainment centre. The Arts Centre Steering Group (consisting of two members/trustees each from East Herts, Bishop's Stortford TC, and Rhodes Trust, and three recently appointed independent members) has led the process of the brief's development. The latest draft of the brief is attached at **Essential Reference Paper B**.
- 3.2 The new venue has the potential to be a game-changer for the centre of Bishop's Stortford, creating a public space which will bring new life and vibrancy to the town centre. Open 14 hours a day, seven days a week, high footfall is expected throughout the day by visitors of the library, cinemas and café, while the theatre, studio and cinemas will also create a night time destination that will bring added value and diversity to the town's night time economy. The professional artistic programme will be mixed, appealing to a wide and varied audience, and the new centre will also offer the opportunity for young people and amateur groups to perform in state of the art facilities, whether in the main or studio theatres. Incorporating the library into the Arts and Entertainment Centre is an exciting opportunity to create potential new audiences for both the arts centre and the library, and the concept is fully supported by Hertfordshire County Council (represented on the Arts Centre Steering Group by a senior library service officer).
- 3.3 At this stage the council's cost consultants estimate that the cost of the Arts and Entertainment Centre will be £28m (excluding professional fees but including everything as set out in the brief at **Essential Reference Paper B**).
- 3.4 Members will recall that Heads of Terms have been signed with Bishop's Stortford Town Council and the Rhodes Birthplace Trust which commits East Herts Council and BSTC to

elements of capital and revenue funding of the Arts and Entertainment Centre (subject to various conditions). The Heads of Terms can be found on the council's website here:

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

- 3.5 This report only deals with the capital budget for the Arts and Entertainment Centre. A detailed revenue business case will be brought to members in early 2019, although at this stage members are reminded that East Herts has committed to provide £250k annually to fund the revenue costs of the arts centre, and that Bishop's Stortford Town Council has committed similarly, subject to a number of conditions (set out the in the Heads of Terms referenced at 3.4 above).
- 3.6 An initial approach has been made to the town council to request a capital contribution of £5m. This request was noted at a meeting of the town council's Finance and General Purposes Committee on 5th November 2018, and a number of questions were raised to which officers are now in the process of responding. Any capital contribution by the town council would entitle it to a proportionate share of the ownership of the Arts and Entertainment Centre (as per the Heads of Terms agreement referred to previously). Funding from Hertfordshire County Council could either come as a one off capital contribution (with a peppercorn rent for the library for a defined period of time) or a revenue stream by way of an annual rental charge for the library's use of space in the Centre. Since this has yet to be agreed with HCC, for the purposes of this report the latter has been assumed (revenue rather than capital contribution). This does not preclude the capital option for HCC but simply does not rely on it currently.

Table 1: Current indicative funding sources for the Arts and Entertainment Centre

Funding source	£m
East Herts DC S106	1.4
East Herts DC	21.3

Herts CC S106	0.2
Bishop's Stortford Town Council	5.0
National Lottery	0.1
TOTAL	28

3.7 A funding bid for £3m was submitted to the Arts Council in September 2018, but unfortunately was unsuccessful. This bid was submitted because the Arts Council announced a short window of opportunity for a 'Cultural Development Fund' in towns. Further funding bids will be submitted to other bodies (including the town centre funding pots recently announced as part of the Chancellor's budget) once a more defined scheme is in place, but these should be viewed as reducing the overall cost to the Council, rather than as a precursor to the scheme going ahead (given the uncertainty of success).

3.8 Views from Joint Scrutiny

3.9 Scrutiny raised the fact that running costs, capital investment etc., are currently all estimated and are dependent on the final investment by EHC, HCC, BSTC, and the winning developer's design and bid. The Chief Executive confirmed that these details will become clearer over the next few months, and will all be in place for the final Council decision in March 2019. It is at this stage that East Herts Councillors will be asked to commit capital and revenue allocations to the Arts Centre.

4 ORL Main Site Draft Heads of Terms with Developer

4.1 As referred to in 2.2 above, the process of competitive dialogue with the developers entails, amongst other things, agreeing a Heads of Terms document which will eventually form the basis of the Development Agreement between the selected developer and the council. The draft Heads of Terms document is attached at **Exempt Essential Reference Paper C**. The document will continue to develop over the next few weeks, until a final version is agreed with each developer

which will form the basis of their final submissions. Once a preferred bidder is selected and recommended to Council in March 2019, the Heads of Terms will form the basis of a 'Development Agreement' a legally binding contract to be signed between the Council and the developer.

4.2 Views from Joint Scrutiny

4.3 There was extensive discussion about the status of the Heads of Terms, and clarification was given that while not legally binding, the Heads of Terms sets out the broad terms of the agreement between the Council and the final developer which will form the basis of a legally binding document known as the 'Development Agreement'.

4.4 It was also noted that default and termination terms will need to be clarified, and officers confirmed that there will be a significant amount of detail to add to the final Development Agreement, such as these terms.

5 Multi Storey Car Park (MSCP) & Residential/Commercial Building, Northgate End – the 'Northgate End Developments'

5.1 Members will recall that the delivery model for the Northgate End Development (MSCP & Residential/Commercial units) is for the council to contract directly and separately from the main ORL site. This will allow the council to be delivering the MSCP & Residential/Commercial Units whilst the Development Agreement for the main ORL site is being worked up (April – June 2019) and the final masterplan and other associated issues are being developed by the selected developer in collaboration with the council (July – December 2019).

5.2 The funding strategy for the car park is entirely different from that for the ORL site, since it is a stand-alone asset which will effectively fund itself over the period of its lifetime (40 years), with a small residual surplus.

- 5.3 The funding strategy for the residential and commercial units is similar – this part of the scheme will fund itself, with a small return to the council and the *potential* for the council to own and manage some or all of the units (residential and commercial) through Millstream, the council's wholly owned housing company.
- 5.4 The indicative net cost of the Northgate End Developments (MSCP & Residential/Commercial Building) is £19.03m and the business cases which demonstrate how this cost will be funded is set out at **Exempt Essential Reference Paper D**.
- 5.5 The proposed procurement strategy for the main contractor of the MSCP & the Residential/Commercial Building is to use Multi-Disciplinary frameworks on a design and build contract, ensuring an OJEU compliant solution which offers good value by reducing the time and ultimately resources needed. The plan is to commence in mid- January 2019 when the Design team would have completed RIBA stage 3 with a main contractor appointed latest by March/April 2019. It has yet to be decided whether the Northgate End Developments will be procured as a single contract, or whether two separate contracts would be preferable. Either of these options is feasible and that decision can be made by officers once a capital allocation is made by Council.
- 5.6 It should be stressed that no major construction works will start on the Northgate End Developments until the following conditions have been achieved:
- i. Planning permission is granted and the pre-development & pre-commencement planning conditions have been discharged;
 - ii. A preferred developer for the main ORL site is approved by Council on 5 March 2019.

5.7 **Views from Joint Scrutiny**

5.8 A concern was raised about the potential delay that could be caused by the Judicial review and the mitigation measures being undertaken to remove the risks posed by this process and the Chief Executive noted that in order to save time the proposed strategy is to request that the High Court quashes the original planning permission and that a variation to the planning application is submitted which should be considered by Development Management Committee early in 2019.

6.0 Final Land Assembly

6.1 Members will recall the reports that referenced the land assembly required for the delivery of the wider Old River Lane scheme:

- i. Land use, Essential Reference Paper B - approved by Council on 13th December 2017;
- ii. Delivery method, Essential Reference Paper D – approved by Council on 25th July 2018; and
- iii. Exempt Report on Old River Lane Land assembly – approved by Council on 23rd October 2018.

6.2 The remaining land assembly required for the delivery of the wider scheme consists of:

- i. Hertfordshire County Council's land behind the Northgate Centre; and
- ii. Bishop's Stortford Town Council's land to the east of the existing Northgate End car park.

6.3 The green triangle adjacent and to the north of the Causeway Car Park; whilst ownership of this land is not necessarily required, there is potential to enhance this landscape as part of the development.

6.4 Valuations will be undertaken for each area of land prior to any offers to the respective councils.

6.5 The LEP grant covers the costs associated with the final land assembly, as per legal agreement signed between the council and the LEP.

6.6 Views from Joint Scrutiny

6.7 A concern was raised about whether these pieces of land have effectively become ransom strips, but the council's property advisor, Malcolm Hewitt, noted that given the nature of the development being one that is in the public benefit of the whole of Bishop's Stortford, and the fact that the two pieces of land are both in public ownership, it is anticipated that all parties will work together to deliver fair value for any land in order to enable the delivery of the project.

7.0 Implications/Consultations

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

Background Papers

Council December 2017

<http://democracy.eastherts.gov.uk/documents/s42341/Old%20River%20Lane%20Land%20Use.pdf?j=5>

Council July 2018

<http://democracy.eastherts.gov.uk/documents/s45373/ORL.pdf?j=3>

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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:	Consultation on the Bishop's Stortford Town Centre Planning Framework was completed in March 2017; Further consultation was undertaken specifically with respect to the Arts and Entertainment Centre brief. Further consultation will be carried out on the detailed masterplan for ORL during 2019, following the appointment of a developer.
Legal:	Legal advice has been provided by our in house team to date. Draft Heads of Terms set out at Exempt ERP C.
Financial:	Set out in the report and Exempt ERP D.
Human Resource:	n/a
Risk Management:	A full risk log is kept by the Old River Lane Delivery Board and monitored on a regular basis
Health and wellbeing – issues and impacts:	Bringing a new arts and entertainment centre to Bishop's Stortford will increase the opportunity to improve people's health and wellbeing through a range of cultural and community activities.

Equality Impact Assessment required:	Not required at this stage.
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SOUND
SPACE
VISION

Arts & Entertainment Building
Old River Lane, Bishops Stortford
East Herts District Council

01 November 2018

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ARCHITECTURAL/DESIGN BRIEF FOR A NEW ARTS CENTRE ON OLD RIVER LANE

1. Background information

This document has been written for inclusion in the Old River Lane site prospectus which will be launched to the market later in 2018. It is intended to provide a high level indication of the partners' requirements for the arts and entertainment centre. At this stage it is still a working document.

The building must house a new theatre and studio space, 5 screen niche cinema, meeting/rehearsal/class rooms, the town's library, a café/bar, backstage performers' and office spaces.

2. Design rationale (objectives)

Old River Lane is a key town centre site, and the partners want to see a mixed use development that creates a lively destination throughout the day and evening. The arts centre complex must be an attractive and well detailed building, which draws and welcomes people in. The inside of the building will be a quality architectural space which considers carefully the function of the space and provides significant 'wow factor' (considering how any wow factor would date) to inspire and create public space (social capital). The scale and massing of the building must be in keeping with guidance set out in the Bishop's Stortford Town Centre Planning Framework (adopted by EH Council in 2017).

It should be clear from the outside what goes on inside.

- Needs to be suitable and fit for purpose, able to adapt to changing public and service needs.

3. Acoustics

All parts of the arts and entertainment centre must be well planned and acoustically treated to ensure no sound spill, so that simultaneous events can be held in each space. Using other accommodation as buffers between spaces with loud activities is one technique. Sound and light locks and well specified door seals is another to be used in combination.

4. Access

The building will be open 7 days a week, from approximately 9am until 11pm (or later if there is an event). It will attract significant throughput of people and must be designed to withstand this type of usage.

All parts of the building must be fully accessible, DDA compliant, and the needs of disabled users must be thought through carefully to ensure that their visitor experience is positive.

As the design evolves it should be tested for people flow, lift and toilet provision and location against a programme of events. Within the flexibility of use will be the need for storage of tables, chairs and platforms.

5. Public Square

The outside of the arts centre should lead onto a public square of at least 20m x 30m which can be used for live outdoor performances/events.

There should be cycle parking close to the entrance and taxi drop off/pick up points for those with limited mobility.

6. Entrance, Café/Bar and public spaces

General

The open space within the complex will interconnect the closed spaces (such as the main theatre, studio theatre, cinemas, rehearsal/meeting rooms, toilets and office/backstage facilities, and act as the central hub for the building.

It will be a vibrant, inviting and practical space in its own right as well as performing this interconnection function. It is envisaged that it is a lively daytime hub to which people gravitate from the outside. The public space may not be solely on the ground floor, but it should feel connected. The entrance should be protected from the elements.

A roof top bar/outdoor space at first floor or above that can be used in a variety of different ways.

General requirements

The open space should perform the following functions:

- act as an inviting and impressive introduction to visitors which draw visitors into the building from outside
- draw visitors through the building to the various facilities by stimulating their curiosity as to what lies beyond
- create an ambience encouraging dwell and investigation (comfy seats are a must)
- contain a cafe/bar/restaurant (with a fully functioning kitchen) of 100 covers, possibly the main or only café/bar/restaurant, which should be inviting both to those who visit the site for one of its other offerings and casual visitors; there should be space and functionality for a proportionate further number covers to extend outside during good weather. The space should be functional for 'hot deskers' who wish to work from a public café.
- have sufficient space to accommodate the audience during a full show, taking into account suitable space (including other bar area(s) elsewhere in the building and without creating a cavernous environment
- be flexible ie., be usable (and attractive) for the following (and more):
- Informal meetings
- Informal stage/music/comedy performances attracting audiences of up to 100
- More formal consultation/conference events involving presentations/posters, working groups etc
- Events such as beer/food/wine festivals
- Receptions for events in the auditorium
- Enough public toilets (and an appropriate mix) to accommodate 500 people in a 15 minute interval without excessive queueing (taking into account potential demand from users of the other spaces such as the cinema as well).

Consideration should be given to designing out all 'counters' which might otherwise be expected for reception/box office or other functions, and instead having a single multi-function bar/cafe counter from which multi-skilled staff serve customers whatever their needs. Electronic self-service terminals should be considered to supplement counter service, but should not create an 'airport' feel.

The layout should be clearly legible however that does not mean that it must of necessity be immediately obvious, if some degree of investigation is merited. Areas to where public access is restricted should be fully secured from the public space, without feeling as though 'restrictions' are in place.

In addition to the above, the space may be required to accommodate part or all of the Library (TBC) – see below..

Technical and other requirements

PA for announcements and broadcast/relayed speech and music

Small semi-permanent stage area with appropriate lighting and sound system

Baby grand acoustic or electric piano

Acoustics which allows multiple activities to coexist

Lighting appropriately adjustable for the variety of activities set out

Easy to maintain and clean.

Buggy storage

7. Exhibition space

It is envisaged there may be both permanent and changing art and that the walls of the arts centre will function as a gallery.

- 15 – 30m of wall space (not necessarily continuous) with 2.5m height
- a secure track and hanging system will be required or the walls will need to be lined with ply so that fittings can easily be repositioned as exhibitions change
- Wall mounted screen for showing video work
- Either natural light from above or movable spot lights on a tracking system to light all walls displaying art
- wall mounted display cabinets for small craft items

8. Library

The vision for the library is that it should be fully integrated into the building – not a separate entity within a building. This vision will be reflected in the management structure for the centre; there will not be separate organisations operating in the building as far as the day-to-day management arrangements are concerned.

There should be 800 sq m of space within the building for use by the library, but some of this space will be shared with other uses (eg the café). The space should:

- be welcoming, inspiring, light, vibrant, open, accessible and visible with good sight lines.
- have clear distinct areas that enable different uses and flexibility.
- be customer focused – easy to navigate, considers the customer journey and customer preferences and accommodates the needs of different groups (families, students, teens).
- reduce barriers between staff and customers. Maximise staff visibility.
- create opportunities to show case Library Service's prime objectives; such as literacy, information, digital inclusion and being at the heart of the

community. Could be through design, art and exhibition.

- have some connection with the outside world – for example glazed frontage
- Public space would ideally be situated in totality on the ground floor. Lift access to any provision on other floors.
- be adjacent to the main public entrance.
- provide some access to stock and services through supported self-service, “Library Express” (quick pick and bestsellers) and/or out of hours “Open+”
- Layout of the library to reflect the customer journey. Customers who only have a short period of time (approx. 15 minutes) and wish to quickly access services such as quick pick stock and bestsellers or quick use of PCs - should find these services easy to access at the front of the library. Those customers who are intending to spend more time within the library, browsing, accessing services and activities would be encouraged to move through into the heart of the library.
- Space for CreatorSpace, (an area/room with additional public ICT) within the library and ideally adjacent to the meeting space to maximise flexibility of use.
- Noise level to decrease as you move further into the library.
- Acoustic consideration between areas that are noisier (Children’s & Teen) and quiet (IT or study).
- Children’s area to be away from key public entrances.
- Unobtrusive CCTV needed (may be provided as part of Open+ installation)
- Secure external ‘post box’ to enable the return of items out of hours.
- Approx. 1,140 linear metres of shelving to house approx. 40,000 items. This excludes specialist shelving e.g. kinder boxes for picture books, shelving for local studies material (to accommodate periodicals, maps, etc).
- Need to accommodate up to 25 public PCs split into several groups of PCs for different uses, to allow for booking out PCs for IT learning activities.
- Relevant seating areas to support functionality of library e.g.: individual seats and sofas for newspapers & magazines, scattered seating between shelves in fiction and non-fiction, appropriate furniture for children and parents in children areas and study areas.

9. Main Theatre

The main theatre will be used for a wide range of performance and non-performance events, and should be designed for maximum flexibility. As far as possible, it should accommodate all art forms and not favour one over another. The acoustic requirements for this range of art forms should be carefully designed.

Auditorium

- 500+ seat theatre to accommodate a range of performances including (but not limited to) touring theatre, pantomime, live music including choir orchestra and rock bands, dance with recorded music, chamber opera with small orchestra, spoken word, amateur and professional.
- Flexible seating options to allow for standing (or other uses such as functions) in the ‘stalls’, with greater than 100 seats available in balcony. Consider options for seating wagons stored under the auditorium via a forestage extension lift
- Comfortable, durable seats, which feel permanent, even if they are flexible, with plenty of leg room
- Options for adjustable seating configurations for thrust and in the round
- The ability to light the auditorium to feel comfortable for smaller audiences
- Aim to have no restricted view seats whilst creating an intimate feel to the space with the audience surrounding and as close to the stage as possible by the use of at least one balcony
- Permanent FOH mixing position not behind glass which doesn’t require

removal of seats

- Configurable acoustics to cater for amplified and unamplified performances
- Permanent accessible seating positions at rear of auditorium and on balcony if design allows
- Handrails on stairs leading to seats
- Sensitive positioning of wheelchair spaces
- Overall room height 10m

Stage

- 12x7m adjustable down to 10x7m proscenium opening
- 12x10m performance area with 1m crossover
- 22x11m total useable stage area, additional allowance made for counterweight frames and other installation fittings
- Total 20m2 multiple storage spaces on stage level unless other space requirements aren’t met
- Modular stage design constructed with 8x4’ removable sections with 2.5m height clearance under stage to allow for various stage configurations. This would allow trapdoors, set lifts and orchestra pit configurations to be achieved. Therefore the stage space has flexibility as opposed to a permanent stage space.
- Step free access
- Single forestage extension lift 10m wide creating a 3m stage apron extension. Also to be used for seating at auditorium level. Further adjustability to auditorium seating using limited travel (<1m) manual or drill driven motorised platforms.

Auditorium technical

- 7.1 high level, rider-friendly sound system
- Lighting system to be decided based on the outcome of the impending EU energy regulations
- Cinema projection setup for DCPs and live screenings
- Fully equipped Audio Visual setup for multiple cameras, projectors and screens
- Technical gallery at rear of stalls to house sound, lighting, projection, storage and other potential future requirements

Auditorium rigging

- 40 x 16m ladder bars, full single purchase counterweight or automated motorized flying system unless a convincing case can be made that the functionality can be provided in another way
- 2 x motorised up/down bars per side
- 2 x motorised advanced trusses
- Flying and lighting galleries either side of stage at 7m above stage
- Grid specification to allow motors to be rigged in any location on top of grid.
- A grid of 2 or 3 lighting catwalks with adjustable rigging positions to cater for different performance configurations
- Bars on the front of the circle
- Multiple lighting positions along side walls of theatre
- Adjustable rigging points throughout stage and auditorium to allow full adjustability
- Accessible FOH lighting positions
- Grid at 16.5m, therefore main beams onstage approx. 19-20m from stage level
- Stage infrastructure capable of supporting approx. 50 tonnes

Backstage

- 12x10m Fully equipped workshop for building sets. Double height.

- 11x6m Scene dock directly behind or at side of stage for set storage, stage crossover and use before and during shows. 3x7m roller shutters at either end to access stage
- 7m height clearance throughout scene dock and access to stage
- Multiple dressing rooms to cater for a minimum 100
- 3 x 4 person en suite dressing rooms on stage level, 20m2 each
- 2 x 12 person dressing rooms on other levels, 40m2 each with shared toilets and showers
- 1 x 100m2 rehearsal/meeting space within easy access of backstage to cater for another 40 performers
- 1 x 80m2 open plan green room with sofas, table and chairs and kitchen area for use by all cast and crew
- 20m2 Laundry room with 2 x washing machine and 1 x tumble dryer and hot box
- 30m2 Costume room
- Shared use accessible toilets on all levels to facilitate any dressing rooms that aren’t en suite, green room, rehearsal space and stage
- Video and audio show relay to all dressing rooms, green room and backstage areas
- Easy access between all backstage spaces with a lift to all levels

Possible second theatre bar / area

- To be available when required, but not open permanently (although ideally the main café/bar would be able to service the needs of the theatre. Studio and cinemas during an interval - without excessive queuing)

10. Studio theatre

- 100-150 seat black box studio theatre
- At least 15x12m available when seating is stored to allow rehearsals for the main auditorium to take place
- Assuming retractable seating, overall dimensions approx. 12x18m not including 6x3m technical area behind the top level of seating
- Catwalks or Tension wire grid at 6m with 3m clearance above. Therefore a total height of 9m
- Sprung floor throughout
- Depending on venue configuration dedicated or shared dressing rooms with main auditorium
- Flexible seating configurations including end on and in the round, possible use of retractable seating. Wheelchair positions at back on balcony as well as at front of stalls.
- Depending upon seating decisions a store room of at least 6x3m is required to store additional chairs and equipment when the room needs to be cleared
- If the studio theatre is located on a different floor, a goods lift is required to load equipment/set from the loading dock. Minimum dimensions 4x2.5x2.5m. Intention to keep theatres on same floor
- Tension wire grid to allow easy access to the lighting rig, including for wheelchairs users
- 5.1 high level, rider friendly flexible sound system
- Adjustable lighting bars on rolling beams
- Appropriate dedicated lighting stock without the necessity to share with main auditorium
- AV infrastructure and multi projection options including an ultra-short throw onto a semi-permanent cyclorama
- 2 x motorised bars below tension wire grid at rear of end of performance area

- Curtain track with black wool serge drapes around perimeter of room that can be drawn in front of seating when not in use

11. Cinema

- At this stage there are number of issues to be resolved that would affect the design of the cinema:
- The use of open space and cafe bar. It is quite likely these will be central and serving all offers. To that end a brief for the F&B element of the cinema will need to come once the overall scheme is laid out. Ideally the F&B space will be shared, to optimise space utilisation. This will need still need the usual elements of F&B offer for a more niche/premium cinema (than mainstream) such as
 - Bar space – including beers on tap/wine range
 - Coffee
 - Chillers
 - Minimal prep area for food
 - Soft drink pythons
- We would not envisage this would need space for such traditional items as popcorn poppers etc
- Ability to sell tickets - a cinema this size would need 3 sales points, which should be combined with the sales points for the other areas
- Automated ticket collection points should be considered too
- The cinema will need an F&B and ticketing system which may be part of the overall scheme system
- Consideration will be needed for customer flow of cinema goers – up to 4 times a day and theatre goers – twice a day

The cinema

It is envisaged that the cinema will be 4 screens and auditoria of approximately 120/80/80/50 seats total 330.

The overall scheme will be open 7 days a week, 9am-11pm and the cinema will be similar to this, with typically 4 shows a day. The Arts Centre trust will operate the cinemas within its remit.

As programming will be a mix of key mainstream titles and more niche/arts/events product, it is anticipated that the cinema will have a more even spread of custom than a more mainstream cinema (typically 70/30 weekend weekday).

Whilst the potential traffic numbers are quite low consideration still needs to be given to customer flow.

Given the opportunity to use the cinema for event cinema (theatre opera etc) and B2B (local businesses/community group) consideration needs to be given to the following:

- Largest auditoria to have a lighting rig, potential stage and audio equipment
- Wi-fi throughout
- Charging points for laptops etc
- Easy connectivity to projection
- Use of under crofts for break out space, multi-function room and/or catering space

Seating

- a stepping of 1.2m and seat width for “standard seating of at least 60 cm
- the rear two rows to be set aside for settees (standard size)
- all seats should be fixed not tip up
- detail and style to be finalised but consideration need to be given to:
 - durability
- stepping height ensuring all seats have an unrestricted view of the screen (top to bottom)
- there should be no centre access aisles
- Disabled location again dependant on the above but ideally 2-3 rows back, central cross aisle or front row (but not solely) with companion seating adjacent
- The UKCA (UK Cinema Association) guidelines on changing places should be adhered to.

Auditorium/screen/projection

- all auditoria should strive for “4th wall” screens i.e. the screen fills the wall
- all projectors should be housed within the auditorium – there is no need for a projection room – sound proofed/ventilated and cooled
- for reference we do not envisage using any technical offers ATMOS, IMAX, 4DX etc
- Detail on seat number and lighting to be advised once the overall concept is approved
- Fire escape doors to be at the sides (not behind or aside the screens)
- All auditoria need to be designed acousticallyAutomated screen masking
- Comfortable seating with generous leg room, accessible seating spaces in all screens at front and rear
- Shared projection gallery
- Acoustic treatment to ensure:
 - Right room acoustics for cinema projection
 - No noise in or out
 - No structure transmission
- 2K Projection (unless 4K process reduce the price further)
- 7.1 sound
- Depending on screen location access should be ground floor rear i.e. not byby the screenscreen
- Recommended horizontal and vertical viewing angles should be met
- Ideally all cinema auditoria will have a lighting rig, potential stage and audio equipment to ensure versatility.

Corridor space

Considering the points already highlighted on undercrofts the common space needs to allow space for:

- film quad and information posters
- directional signage
- escapes etc.

12. Load in and service areas

Designed to allow a 16m artic lorry and 7m extra long wheelbase van to load simultaneously and stay in situ for a week if required
Adjustable height load in dock designed to allow direct access to stage without requirements for steps, lifts or ramps, ideally under cover or internal
Entrance designed to allow an artic to reverse from the main road if space isn't available to turn in the yard

Separate theatre load in to general building and bar deliveries (including cellar access), with space for daily library van deliveries through the service area
Parking for 4 cars/small vans in the service area

13. Rehearsal spaces/meeting rooms

It is anticipated that a number of [NEED NUMBER] versatile rooms will be provided. These should:

- be as flexible as possible to enable a range of different uses without significant set up/change over requirements
- have natural light in some of them
- suit a range of capacities (ie., not all the same size)
- be able to be easily serviced from the kitchen for provision of catering
- provision for storage

14. Office space

Office space 60m² will be required for approx. 15-20 people, throughout the day. Flexible work space is preferred (ie., hot desking) but there should be 2 small meeting rooms (15m² each) for private/quiet work/meetings. The office space should have considerable storage space for marketing materials, etc.

Staff kitchen

Staff toilets

15. Other technical requirements

- Controllable, flexible lighting throughout
- PA system throughout all public areas
- Digital advertising throughout the building
- Energy efficient heating and cooling which is zoned to allow all areas to be controlled independently of each other. The system should be responsive and easy to operate. There is an aspiration for the building to be energy neutral.
- Power and data throughout public areas, that will accommodate changing use of the building over time e.g.: accommodate the current increasing demand for power for personal mobile devices
- WiFi and high functioning IT throughout
- IT server room located near main office space

16. Building Information Management

The design process is required to meet BIM standards.

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

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