



Public Document Pack

Jeff Hughes
*Head of Democratic and Legal
Support Services*

MEETING : EXECUTIVE
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : TUESDAY 5 JULY 2011
TIME : 7.00 PM

MEMBERS OF THE EXECUTIVE

Councillor Tony Jackson	- Leader of the Council
Councillor Malcolm Alexander	- Deputy Leader and Executive Member for Community Safety and Environment
Councillor Mike Carver	- Executive Member for Planning Policy and Economic Development
Councillor Linda Haysey	- Executive Member for Health, Housing and Community Support
Councillor Michael Tindale	- Executive Member for Finance

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

This agenda has been printed using 100% recycled paper

PERSONAL AND PREJUDICIAL INTERESTS

1. A Member with a personal interest in any business of the Council who attends a meeting of the Authority at which the business is considered must, with certain specified exemptions (see section 5 below), disclose to that meeting the existence and nature of that interest prior to the commencement of it being considered or when the interest becomes apparent.
2. Members should decide whether or not they have a personal interest in any matter under discussion at a meeting. If a Member decides they have a personal interest then they must also consider whether that personal interest is also prejudicial.
3. A personal interest is either an interest, as prescribed, that you must register under relevant regulations or it is an interest that is not registrable but where the well-being or financial position of you, members of your family, or people with whom you have a close association, is likely to be affected by the business of the Council more than it would affect the majority of inhabitants of the ward(s) affected by the decision.
4. Members with personal interests, having declared the nature of that personal interest, can remain in the meeting, speak and vote on the matter unless the personal interest is also a prejudicial interest.
5. An exemption to declaring a personal interest applies when the interest arises solely from a Member's membership of or position of general control or management on:
 - any other body to which they have been appointed or nominated by the authority
 - any other body exercising functions of a public nature (e.g another local authority)

In these exceptional cases, provided a Member does not have a prejudicial interest, they only need to declare their interest if they speak. If a Member does not want to speak to the meeting, they may still vote on the matter without making a declaration.

6. A personal interest will also be a prejudicial interest in a matter if all of the following conditions are met:
 - the matter does not fall within one of the exempt categories of decisions
 - the matter affects your financial interests or relates to a licensing or regulatory matter
 - a member of the public, who knows the relevant facts, would reasonably think your personal interest is so significant that it is likely to prejudice your judgement of the public interest.

7. Exempt categories of decisions are:
 - setting council tax
 - any ceremonial honour given to Members
 - an allowance, payment or indemnity for Members
 - statutory sick pay
 - school meals or school transport and travelling expenses: if you are a parent or guardian of a child in full-time education or you are a parent governor, unless it relates particularly to the school your child attends
 - housing; if you hold a tenancy or lease with the Council, as long as the matter does not relate to your particular tenancy or lease.

8. If you have a prejudicial interest in a matter being discussed at a meeting, you must declare that interest and its nature as soon as the interest becomes apparent to you.

9. If you have declared a personal and prejudicial interest, you must leave the room, unless members of the public are allowed to make representations, give evidence or answer questions about the matter, by statutory right or otherwise. If that is the case, you can also attend the meeting for that purpose. However, you must immediately leave the room once you have finished or when the meeting decides that you have finished (if that is earlier). You cannot remain in the public gallery to observe proceedings.

AGENDA

1. Apologies

To receive apologies for absence.

2. Minutes (Pages 5 - 8)

To approve the Minutes of the meeting held on 15 June 2011.

3. Leader's Announcements

4. Declarations of Interest

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

5. Issues Arising from Scrutiny (Pages 9 - 12)

6. Assessment of East Herts Sports Facilities (Pages 13 - 32)

7. Bishop's Stortford 20 20 Vision and Goods Yard Site Brief (Pages 33 - 66)

8. Procurement Waiver - Council Wide Area Network (Pages 67 - 74)

9. General Fund Revenue and Capital Fund Outturn 2010/11 (to follow)

10. Monthly Corporate Healthcheck - April 2011 (Pages 75 - 114)

11. Monthly Corporate Healthcheck - May 2011 (to follow)

12. Urgent Business

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

MINUTES OF A MEETING OF THE
EXECUTIVE HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
WEDNESDAY 15 JUNE 2011, AT 7.00 PM

PRESENT: Councillor A Jackson (Chairman/Leader)
Councillors M Alexander, L Haysey and
M Tindale

ALSO PRESENT:

Councillors E Buckmaster,
Mrs R Cheswright, N Symonds and
B Wrangles

OFFICERS IN ATTENDANCE:

Simon Drinkwater	- Director of Neighbourhood Services
Martin Ibrahim	- Senior Democratic Services Officer
Alan Madin	- Director of Internal Services
Lois Prior	- Head of Strategic Direction (shared) and Communications Manager

92 APOLOGY

An apology for absence was submitted on behalf of Councillor M Carver.

93 MINUTES

RESOLVED – that the Minutes of the meeting held on 24 May 2011, be approved as a correct record and signed by the Leader.

94 LEADER'S ANNOUNCEMENT

The Leader reminded Members that copies of the supplementary agenda had been laid around the table.

95 EAST HERTS/STEVENAGE REVENUES AND BENEFITS PARTNERSHIP ARRANGEMENTS

The Executive considered proposals for the creation of a single, shared Revenues and Benefits service with Stevenage Borough Council.

The Executive Member for Finance detailed the activities of the service, the rationale for the proposals and the role of the Interim Joint Management Team in identifying the way forward. He stated that the proposals would result in increased efficiencies and savings and referred to the detailed business case at Essential Reference Paper 'A' of the report now submitted. The Executive Member thanked all the Officers involved for their efforts.

It was noted that Stevenage Council's Executive had supported the proposals at its meeting.

In response to questions, the Director of Internal Services clarified that the proposed agreement was for a minimum of three years and that should one of the Authorities wish to end the partnership, then the agreement provided for careful planning and implementation. He also advised that Unison had expressed support for shared services and that staff were satisfied that processes were in place to deal with their concerns. The Executive Member for Health, Housing and Community Support added that the Head of Revenues and Benefits would be holding 1-1 meetings with staff.

The Executive recommended that the proposals now detailed, be supported.

RECOMMENDED – that (A) the view be supported that a shared Revenues and Benefits service with

Stevenage Borough Council is viable and will deliver benefits as described in the business case document titled 'Revenues & Benefits Shared Service for East Herts & Stevenage', at Essential Reference Paper 'A' of the report submitted and to implement the proposals set out in this document;

(B) a Joint Revenues and Benefits Shared Service Committee with Stevenage Borough Council, as detailed at Essential Reference Paper 'B' of the report submitted, be approved;

(C) the creation of a Joint Management Board for a shared Revenues and Benefits service be approved;

(D) as the host authority for the shared service, the proposals to discharge, on behalf of Stevenage Borough Council the administration of Council Tax, National Non-domestic Rates and the administration of the Benefits scheme, including the investigation and prosecution of Benefit Fraud, in accordance with section 101 of the Local Government Act 1972, be approved, with the effective date for this arrangement to be agreed by the Chief Finance Officers at each Council;

(E) a contingency of £25,000 for unforeseen set up costs, be approved, to be met by a supplementary estimate if required;

(F) splitting set up costs and savings 50:50 for the first three years, be approved; and

(G) the Director of Internal Services be authorised to approve a partnership agreement with Stevenage Borough Council, to implement these proposals, subject to final confirmation of the business case.

The meeting closed at 7.24 pm

Chairman
Date

EAST HERTS COUNCIL

EXECUTIVE – 5 JULY 2011

REPORT BY SCRUTINY COMMITTEE CHAIRMEN

ISSUES ARISING FROM SCRUTINY

WARD(S) AFFECTED: All

Purpose/Summary of Report

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

<u>RECOMMENDATION FOR DECISION:</u>	
(A)	That the report be received.

1.0 Background

1.1 Scrutiny meetings have been held recently as follows:

Corporate Business Scrutiny Committee – 31 May 2011

Environment Scrutiny Committee – 7 June 2011

Community Scrutiny Committee – 14 June 2011

2.0 Report

2.1 **Assessment of East Herts Sports Facilities**
(Agenda Item 6)

The Community Scrutiny Committee resolved that the draft assessment be received and that its use be recommended as planning guidance.

3.0 Other Issues

3.1 The Corporate Business Scrutiny Committee considered a report on the **2010/11 Performance Outturns** and agreed to advise the Executive, when considering the budget, to be mindful and reflect on the outturn data, particularly where the base budget might be reset to minimise the underspend.

4.0 Implications/Consultations

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

Background Papers

None

Contact Members: Councillor D Andrews, Chairman, Corporate Business Scrutiny Committee.
Councillor Mrs D L E Hollebon, Chairman, Environment Scrutiny Committee.
Councillor G McAndrew, Chairman, Community Scrutiny Committee.

Contact Officer: Jeff Hughes – Head of Democratic and Legal Support Services, Extn: 2170.

Report Authors: Martin Ibrahim - Senior Democratic Services Officer,
Marian Langley – Scrutiny Officer

ESSENTIAL REFERENCE PAPER 'A'

Contribution to the Council's Corporate Priorities/Objectives (<i>delete as appropriate</i>):	This report seeks to summarise scrutiny activities, which in general terms, support all of the Council's objectives.
Consultation:	This report assists the wider consultation process in reporting issues arising from scrutiny to the Executive.
Legal:	The Constitution requires issues arising from Scrutiny to be reported to the Executive.
Financial:	None
Human Resource:	None
Risk Management:	None

This page is intentionally left blank

EAST HERTS COUNCIL

COMMUNITY SCRUTINY COMMITTEE – 14 JUNE 2011

EXECUTIVE – 5 JULY 2011

REPORT BY EXECUTIVE MEMBER FOR
HEALTH, HOUSING AND COMMUNITY SUPPORT

ASSESSMENT OF EAST HERTS SPORTS FACILITIES

WARD(S) AFFECTED: ALL

Purpose/Summary of Report:

- This report presents the draft **Assessment of East Herts Sports Facilities** and a range of recommendations and long term aspirations. It is the intention that recommendations be delivered by sports providers in the commercial, voluntary and/or public sector and are not the sole responsibility of any one sector or agency.
- The report seeks agreement to use the **Assessment** as guidance for local planning decisions up to 2021 and as a technical document to support the evidence base of the **East Herts Local Development Framework (LDF)**.

RECOMMENDATION FOR COMMUNITY SCRUTINY:

(A)	That the draft Assessment be noted and agreement given to use as planning guidance
(B)	That officers are asked to pursue external funding opportunities, as appropriate

RECOMMENDATION FOR EXECUTIVE:

(A)	That the views of Community Scrutiny Committee be considered; and
-----	--

(B)	That the recommendations/aspirations for indoor sports facilities be acknowledged and the Assessment be noted and published.
------------	---

1.0 Background

- 1.1 East Herts is well served by a range of high quality, indoor and outdoor sports facilities. This report is about how the Council might make best use of its existing facilities and take advantage of external funding opportunities to add to this provision and help ensure it is better fit for purpose. It is not proposed that the Council adopt the recommendations (listed in Essential Reference Paper 'B') in the Assessment as policy, but rather that they be acknowledged as aspirations.
- 1.2 In 2008, Sport England invited Local Authorities in the South East area to attend workshops to discuss and join its Facilities Improvement Scheme (FIS). The Assessment is one of the outcomes of this work and the subject of this report.
- 1.3 The purpose of the Assessment is to undertake a review of the current state of indoor and outdoor sports facilities in the district and to propose local planning standards as appropriate. In addition, it will inform future work on open spaces for sport and recreation, in line with the anticipated forthcoming Planning Policy Statement from Central Government on Creating Natural and Healthy Environments.
- 1.4 Led by the Planning Policy Team, a Steering Group was established with representatives from the Leisure, Contract Services, Community Projects and Property Teams and the East Herts Community Sports Network (CSN).
- 1.5 The scope of facilities included in the FIS and considered by the Steering Group, included: sports halls, swimming pools, health and fitness centres, indoor tennis courts, indoor bowls rinks, athletic tracks, Artificial Grass Pitches (AGPs) and any specialist facilities. All sports facility providers have been included - commercial sector, voluntary and community sector, statutory and not for profit.

- 1.6 To develop the East Herts Assessment of Sports Facilities, it was necessary to commission three reports:
- An audit of all indoor sports facilities within the district
 - Preparation of Facilities Planning Models (FPM), a Sport England strategic modelling tool, for swimming pools, sports halls and AGPs
 - An audit of all outdoor sport facilities in the form of an East Herts Playing Pitch Strategy (PPS) which looked at all outdoor sports facilities, multi use games areas and playing pitches
- 1.6 Further desk-based research was conducted, including consideration of population figures and housing growth, analysis of physical activity rates among East Herts residents and a survey of village halls and community centres.
- 1.7 The PPS, which forms part of the Assessment, was agreed by the LDF Executive Panel on 22 September 2010.
- 1.8 It was agreed at that time that the PPS would be used i) as a technical study, forming part of the evidence base, to inform and support the LDF and ii) as a basis for informing future planning decisions concerning development which affect playing pitches and outdoor sports facilities; and (iii) as a basis for informing the Assessment and any Action Plans contained therein. It is intended that the Assessment will be used in the same manner.
- 1.9 A draft Assessment was completed and given to the Community Projects Team to finalise and coordinate consultation with stakeholders.
- 1.10 A consultation event, supported by the CSN, was held on the 27 January 2011 at Wodson Park Sports Centre where more than 20 representatives of local sports clubs attended. Representatives of National Governing Bodies of indoor sports and Village Hall/Community Centre Management Committees were also invited. A list of those consulted, along with notes from the event, is included in Appendix 1 of the full Assessment document, available on line at www.eastherts.gov.uk/SportsFacilitiesAssessment

1.11 The Assessment document provides:

- a comprehensive audit of the supply of, and demand for the various sports facility types in East Herts
- an analysis of the quantity and quality of existing indoor sports facilities in the district;
- proposals on local standards of indoor sports provision for planning purposes;
- consideration of the adequacy of existing provision against these standards;
- recommendations on appropriate responses for each facility type; and
- an approach towards delivery and resources

1.12 It is intended that Planning Officers will use the FPMs on an on-going basis to anticipate future need of individual sports facility types and the costs involved.

1.13 As a result of the robust approach to analysis and consultation, Sport England is very pleased with the overall strategy and, if adopted, will be using the East Herts document as an exemplar.

2.0 Strategy Report

2.1 Comprised of 10 chapters, the Assessment contains the national and local context for sports and sets out the methodology of undertaking the desk-based research (Chapters 1 to 4).

2.2 Chapter 5 details the current level of built sports facilities provision and future needs using the planning tools described in Chapter 4.

2.3 Chapter 6 looks at sports provision in village halls, community centres and schools. The report identifies the need to maximise use of existing provision, particularly on school sites.

2.4 Chapter 7 includes the previously agreed Playing Pitch and Outdoor Sports Strategy.

- 2.5 Chapter 8 identifies the key issues, options, recommendations and long term aspirations for indoor sports facilities (Essential Reference Paper ‘B’). Members are asked to closely scrutinise these proposals as they are likely to have significant implications for planning.
- 2.6 The recommendations (listed in Chapter 8) have been drawn up based on the Council’s priorities and the themes in the East Herts Sustainable Communities Strategy (2010-2024), specifically Health, Wellbeing and Play and East Herts Character (built and natural environment) as well as the profile of the District, facility provision analysis and consultation.
- 2.7 Chapter 9 covers delivery through partnerships, including the CSN and local sports clubs, resources, planning gain and identifies local standards for indoor and outdoor sports provision. Chapter 10 concludes with a statement on monitoring and review.
- 3.0 Implications/Consultations
- 3.1 The recommendations/aspirations are intended to help ensure that East Herts sports facilities are better fit for purpose to meet the needs of a growing population and changing demographics. It is anticipated that some facilities, particularly schools, may need encouragement to maximise community access to their facilities.
- 3.2 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper ‘A’**.

Background Papers

“Summary: Assessment of East Herts Sports Facilities” May 2011

“Full Report – Assessment of East Herts Sports Facilities” May 2011

“East Herts Playing Pitch Strategy and Outdoor Sports Audit Strategy Report” (July 2010), Knight Kavanagh and Page

All are available online at [www.eastherts.gov.uk/SportsFacilities Assessment](http://www.eastherts.gov.uk/SportsFacilitiesAssessment)

Hard copies can be made available for Members on request from the Planning Policy or Community Projects Team.

Contact Member: Councillor L Haysey, Executive Member for Health, Housing and Community Support

Contact Officer: Will O'Neill, Head of Community and Customer Services, Extn: 1594.

Report Authors: Claire Pullen, Community Planning and Partnerships Manager, Community Projects Team, Extn: 1459.

Jenny Pierce, Senior Planning Officer,
Planning Policy Team, Extn: 1624.

ESSENTIAL REFERENCE PAPER 'A'

<p>Contribution to the Council's Corporate Priorities/ Objectives (delete as appropriate):</p>	<p>Promoting prosperity and well being; providing access and opportunity <i>Enhancing quality of life, health and well being of individuals, families and communities, particularly those that are vulnerable</i></p> <p>Pride in East Herts <i>Improving standards of built neighbourhood and environmental management in our towns and villages</i></p> <p>Leading the way, working together <i>Deliver responsible community leadership that engages with our partners and the public.</i></p>
<p>Consultation:</p>	<p>27 January 2011 with East Herts Community Sports Network</p>
<p>Legal:</p>	<p>None, as a result of this report, at this stage</p>
<p>Financial:</p>	<p>None, as a result of this report, at this stage</p>
<p>Human Resource:</p>	<p>None, as a result of this report, at this stage</p>
<p>Risk Management:</p>	<p>Failure to follow the recommendations in the Assessment may result in sports facilities that are inadequate for the 21st century and not fit for purpose, leading to a decline in participation in sports and recreation and resultant longer-term risks to the health and wellbeing of the district's residents and visitors.</p>

Assessment of East Herts Sports Facilities Recommendations/Aspirations

SUMMARY AND CONTEXT

This Assessment shows that East Herts is well served by a range of high quality, indoor and outdoor sports facilities. In general, residents are currently satisfied with the sports and active recreation facilities on offer.

East Herts Council recognises the physical, mental and social benefits of sport and physical recreation and aims to encourage and enable “sport for all” through stimulation of interest, creating awareness and facilitating access to an active, healthy lifestyle through the provision of sports facilities. The Council will work in partnership with schools, local sports facilities providers and the voluntary sports club network to provide and improve opportunities for everyone to participate in the sport and active recreation of their choice and attain their desired level of performance.

The following recommendations and long term aspirations take into account the following factors:

- The population in East Herts is predicted to increase from 128,919 to 145,000 (by 2016) or 153,000 by 2021 (an increase of 11% and 15% respectively). The “active” population is expected to increase by 6% by 2021.
- It is anticipated that there will be a 24% rise in people over 65 years old by 2021 and expectations are changing: significantly people increasingly want to have more control over their own lives and how their needs are met. Older people are getting “younger” physically and mentally and therefore they will still be active, possibly more active than younger people as they have more time and disposable income to spend on leisure and sport.
- Residents of East Herts are generally affluent with a good level of health and quality of life, though there are pockets of deprivation.

- There are 5 main towns and a large dispersed rural area and differential accessibility to facilities.
- Access to school sports facilities by the community is limited.
- Access to sports facilities in neighbouring local authority areas is good; and there is some import and export of demand across boundaries to each others' sports facilities.
- Many of these factors combine to demonstrate that activity levels in sport in the district are higher than the national average. However, there is still less than 25% of the local population undertaking 30 minutes of exercise, three times a week, so participation could be improved – as per the new East Herts Public Health Action Plan.
- In terms of East Herts residents participation in sport, the condition of individual sports facilities has a higher than average impact on whether they are encouraged to take part. For those active in sport, improving performance is an important motivating factor.

ASSESSMENT AND RECOMMENDATIONS/ASPIRATIONS FOR INDIVIDUAL SPORTS FACILITY TYPES

The recommendations identified in the next pages could be delivered by sports providers in the commercial, voluntary and/or public sector and are not the sole responsibility of any one sector or agency. The medium/long term recommendations are aspirations for the future and would be pursued only if external funding opportunities become available or if the Council's financial situation changes.

SPORTS HALLS (Chapter 5):

Key Issues from the Assessment - There are 11 main sports halls with 3+ courts, and a number of smaller halls, although some are on school and education sites and may not offer full community access at all times. According to Sport England's Sports Facility Calculator, anticipated demand from within the district is for about

nine 4-court halls.

The level of satisfied demand for sports halls in East Herts is high, but there is a small amount of unmet demand in the Hertford area, which might justify one additional hall, though this would be likely to drag demand in from outside the district. In addition, four of the existing main sports halls are operating at capacity, and additional space could therefore be considered, either on these sites by increasing capacity, or refurbishment, or by improving community access to other halls on nearby school sites.

Current provision of sports halls relies on all existing halls being available in some degree to community use. Better use of school halls is required to maintain this level of provision at present, and avoid existing halls being overused. It is estimated that there is unmet demand for the provision of one additional 4-court hall in Hertford.

Future provision - on the basis of the desirable level of current provision, it is estimated that up to 2.5 additional halls would be needed in the period up to 2021.

Recommendations/Aspirations

1. In the short term, there is demand for the development of a 4-court sports hall to meet the needs of Hertford, possibly on the basis of dual use with schools.
2. Retain and maintain the quality of the existing 'public' sports halls at Wodson Park Sports Centre in Ware, including ongoing maintenance and improvement to ensure continued community use and long term sustainability.
3. Maintain and improve community access to school sports halls throughout the district, using models of good practice for community use agreements.
4. Coordinated management and promotion of all halls throughout the district, possibly by the CSN, to ensure optimum availability for all different users, and support the appointment/identification of an organiser.
5. Establish a framework for the usage of all sports halls to ensure community use by the wider community, sports clubs, and other users, including defining particular halls for specialist use by clubs in a particular activity.

6. Ensure that all sports halls meet the needs of the widest range of users, including young people, women and the disabled by improved management and publicity.
7. Ensure that all sports halls are maintained and fit for purpose over the whole term of the strategy to 2021.
8. Work in partnership with Local Education Authority and local schools to ensure that any new sports hall – provided as part of a future schools investment programme – are planned and designed to meet community as well as school needs.
9. Plan for the specialist needs of individual sports when designing new or refurbished sports halls in consultation with sports national governing bodies in order to meet any sport specific or competition needs that are currently not being met.
10. Adopt Sport England design and technical guidance advice for quality standards for new sports halls.
11. In the medium/longer term, it is estimated that one additional larger (6 to 8 court) sports hall with full community access may be needed in the Bishops Stortford or a 4-court hall in the Buntingford area, depending on housing growth. This aspiration is dependent on external funding becoming available or a change in the Council's financial situation.

SWIMMING POOLS (Chapter 5)

Key Issues from the Assessment - There are 17 pools available in some measure to the wider community in East Herts, though only nine with four lanes or more. Of these, there are six main pay and play pools with 1750m² of water in the main pool, and a further three on school sites and mainly available for clubs and bookings with 750m² of water. If an allowance is made for pools not in secured community use, there is the equivalent of 2125m² or about 10 4-lane pools available for use in the district. Anticipated demand from within the district from Sport England's Sports Facilities Calculator is for about six 4-lane pools.

The level of satisfied demand for swimming in East Herts is very high, and additional pools are not required for this reason. There is spare capacity overall and at all individual pools. No additional pools are required at the present time.

Future provision - on the basis of current provision and spare capacity at existing pools, it is unlikely that additional water space is required to meet increased population growth, even taking into

account increased participation rates. However, there will be issues of quality and possibly accessibility by then, and some consideration will need to be given to these in the future.

Recommendations/Aspirations

1. Retain and maintain the availability and quality of the main 'public' pools at Hartham, Grange Paddocks, and joint provision pools - Fanshawe, Ward Freman and Leventhorpe.
2. Seek to secure appropriate community usage of schools and other pools in the district.
3. Ensure that all different demands for swimming – casual, teaching, training, life saving, competition are catered for throughout the district in a coordinated manner and establish a hierarchy of pools to deliver this.
4. Endeavour to coordinate the management and promotion of all pools throughout the district to ensure optimum availability for all different users. Taking measures to spread the peak demand for swimming so that existing supply can 'fit' the variety of different demands on time.
5. Endeavour to ensure that all swimming pools meet the needs of the widest range of users, including young people, women and the disabled by improved management and publicity.
6. Further investigate/consult on whether there is a need for a district Aquatics Strategy and organiser to promote the maximum and profitable usage of all pool space.
7. Work in partnership with the owners of the joint provision pools to maintain and, where appropriate, further develop the joint use pools at Fanshawe, Ward Freman and Leventhorpe, in the face of the continuing and possibly increasing demand for water space arising from development initiatives and population increases.

HEALTH AND FITNESS CENTRES (Chapter 5)

Key Issues from the Assessment - There are 895 health and fitness stations throughout East Herts, of which about 800 are available to the wider community either through Pay-as-You-Play access, sports club use or by registered membership.

In accordance with the guidelines of the Fitness Industry Association, an estimated demand from the current population of the district would require about 670 stations in the district. Despite

the calculations above, demand and supply are therefore considered to be in broad balance, and additional centres are not considered necessary at the present time.

Future provision - on the basis of the desirable level of current provision, up to 130 additional stations might be required for community usage up to 2021.

Recommendations/Aspirations

1. Maintain the current level and mix of facilities in the district.
2. Maintain and improve where necessary the quality of facilities in the district.
3. Seek to ensure that all health and fitness centres meet the needs of the widest range of users, including young people, women and the disabled by improved management and publicity.
4. In the longer term, it is estimated that there may be a demand for two to three 50-station centres, in accessible locations throughout the district, preferably in conjunction with other sports and community facilities including sports halls (especially on schools sites), pools, artificial grass pitches and village/community halls, to ensure that all facilities are sustainable in financial terms. This aspiration is dependent on external funding becoming available or a change in the Council's financial situation.

INDOOR BOWLS (Chapter 5)

Key Issues from the Assessment - There is no indoor bowls provision in East Herts. Despite the relatively good accessibility to facilities in neighbouring local authority areas, it would be appropriate to plan for the provision of new indoor bowls facilities in the district to bring local provision up to the county or national average, or in accordance with Sports England's Sports Facilities Calculator (based on the average participation rate at a national level.) It is not feasible, unless a local demand can be identified, to improve to the regional average which is very high. On this basis, the local population could justify 5 to 8 rinks, and this could be in two locations in the east and south of the district. Bowls is an activity especially popular in the 50 plus population.

Future provision - on the basis of the desirable level of current

provision, up to three additional rinks might be required up to 2021.

Recommendations/Aspirations

1. In the short term, in conjunction with the existing outdoor provider and with the national governing body, further research the need for the development of a multi-use 4-to-6 rink facility in the Bishops Stortford area to meet existing demand which is currently met via a facility outside the district.
2. Work with the English Indoor Bowling Association and Bowls Development Alliance (operating in Hertfordshire) to promote the sport throughout the district as an activity which is particularly suitable for older people, given the future demographics of the area, while at the same time encouraging more participation by younger people.
3. In the longer term, it is estimated there will be demand for an additional multi-use 2-to-4 rink facility either in conjunction with the short term provision above or as a separate facility in the Hertford/Ware area, liaising closely with national governing body. This aspiration is dependent on external funding becoming available or a change in the Council's financial situation.

INDOOR TENNIS (Chapter 5)

Key Issues from the Assessment - Indoor tennis provision in East Herts is at about the regional and national average, though below the very high levels in Hertfordshire as a whole. (The county average provision is inflated by very high levels of court provision in Welwyn Hatfield, Hertsmere and St Albans.)

Unless there is any clear local demand for additional indoor tennis, it is unlikely that further provision can be justified at the current time.

Future provision - on the basis of the existing provision, up to one additional court might be required up to 2021, but this would depend on a local case being made.

Recommendations/Aspirations

1. Additional indoor tennis facilities are unlikely to be required unless there is an identified need for them.

2. Maintain existing facilities over the duration of the strategy to ensure they continue to be fit for purpose.

COUNTY SPECIALIST FACILITY REQUIREMENTS (Chapter 5)

Key Issues from the Assessment - The Active Hertfordshire Sports Facilities Strategy (2007-2016) highlighted a demand for a number of specialist facilities, which might be provided in East Herts. These include athletics, badminton, cricket, cycling, football, gymnastics, hockey, martial arts, netball, rugby union and volleyball. The information supplied in the county strategy is now several years old, and further consultation with county governing bodies of sport should be undertaken, so that the local implications of sport development plans and facility strategies currently being prepared can be assimilated in this document.

Recommendations/Aspirations

1. Wodson Park Sports Centre in Ware would be an appropriate venue for development as a centre of strategic sporting excellence due to its existing diverse provision and strong user base, as a venue for the development of any identified specialist facilities and for support facilities associated with these uses.
2. Incorporate specialist facilities for table tennis, badminton, basketball, volleyball or other sports within a hierarchy of sports halls (See Chapter 5) in a coordinated manner, particularly on school sites where management would be facilitated.
3. It is acknowledged that a range of specialist clubs (e.g. Bishops Stortford Judo) could work together to find and develop a suitable training venue.
4. Ensure that national governing bodies of sport be consulted for input on specialist needs when new facility proposals come forward.

VILLAGE HALLS/COMMUNITY CENTRES (Chapter 6)

Key Issues from the Assessment - There are 61 village halls and community centres in the district, which offer the opportunity for sport and recreation outside the main towns and where access to sports facilities is poorer. There is widespread usage for a range of activities and most halls are open in the evening allowing full

community access. The majority of halls and community centres are in regular use, although most have some spare capacity.

There is no specific evidence for the total demand for village halls and community centres and further research is required. However, three quarters of halls have identified no demand that cannot be met. Most village halls are considered to be in good or excellent condition. Almost all halls have been improved in recent years and half of all halls plan further refurbishment in the future. Future plans are not, for the most part, intended specifically for sport, but opportunities for sport will benefit from general improvements.

Future provision - if the current standard of provision is projected into the future, there would be a requirement of between four to seven additional halls to meet the needs of the increased population. However, this needs to be related to the actual location of additional housing and its relationship to the current network of halls, and additional research is required to ascertain the appropriate gaps and future locations.

Recommendations/Aspirations

1. Seek to facilitate the maintenance and refurbishment of existing village and community halls as a suitable base for sports activities in the rural parts of the district through available capital grants.
2. Ensure that any major improvements to village halls in the future accommodate space suitable for indoor sport - as feasible
3. In the longer term, it is anticipated there may be a need for the provision of four to seven additional village halls in locations which best meet the needs of the rural population, and in conjunction with new housing development. This aspiration is dependent on external funding becoming available or a change in the Council's financial situation.

PLAYING PITCHES AND OTHER OUTDOOR SPORTS (Chapter 7)

No summary is attached here as this relates to the East Herts Playing Pitch and Outdoor Sports Strategy which has already been agreed by the Council. The Playing Pitch strategy includes such facilities as outdoor tennis, netball, bowls, multi use games areas

(MUGAs) as well as Artificial Grass Pitches and Athletics Tracks and the proposed agreed policies are shown below.

ARTIFICIAL GRASS PITCHES (AGPs)

Key Issues from the Assessment - There are eight full-size AGPs (synthetic/artificial all weather pitches) in East Herts, seven in some form of community use, although most of these are on school and education sites and may not offer full community access at all times. Anticipated demand from within the district from the Sports Facilities Calculator is for about four pitches in total.

Additional AGPs in East Herts cannot be justified at present, but some spare capacity would be released by additional pitch construction in neighbouring towns and districts.

Future provision - on the basis of the existing provision, one additional pitch in community use might be required up to 2021.

Recommendations/Aspirations

1. Maintain and enhance the existing use of AGPs throughout the district to meet the current needs for hockey, football and other activities and ensure the maximum use of school facilities by the wider community.
2. Require that all new pitches are maintained with a sinking fund in place, to ensure that the surface is replaced at least every 10 years, and all pitches remain fit for purpose.
3. Investigate the need for the provision in the longer term of one additional new pitch, built to 3G specification to meet Football Association requirements, in the area of highest housing growth.
4. In the short term, it is estimated that there may be a need for the provision of a facility suitable for the development of small sided football in the short term.
5. Ensure that any new pitch is associated with any necessary changing and clubhouse facilities to facilitate club development.
6. Embrace any new technology which ensures that pitches can be used by a wider range of sports e.g. 4th Generation pitches, when existing pitches reach the end of their life or are considered for refurbishment.

These conclusions are compatible with the results of the Playing Pitch and Outdoor Sports Strategy which concluded that “it is not thought that current or future demand for hockey will attribute to the need for more AGP provision in East Herts. Accessibility and management issues at existing sites are more of priority to tackle.”

ATHLETICS TRACKS

Key Issues from the Assessment - There is one athletics track in the district with eight lanes. Athletics provision in the district is better than the average, and most residents of the district can gain access to a track within a reasonable drive. The track is understood to be in good condition and was recently refurbished. There is little justification in further provision for athletics at present, although as athletics is primarily a club-based sport, any local sports development factors would need to be considered.

Future provision - on the basis of the existing provision, up to 2 additional lanes might be required up to 2026. These levels of additional provision cannot be met alone, but depending on sports development factors, consideration might be given to a smaller training track or J-track in the north of the district, around Buntingford, possibly in conjunction with a developing school site.

Recommendations/Aspirations

1. Maintain and enhance the existing 8-lane track at Wodson Park Sports Centre in Ware as the centre for athletics in the district.
2. If demand increases in the future, there may be a need for the provision of a smaller training track or J-track in the north of the district as a satellite facility for athletics in the rural area, preferably on a school site.

These conclusions are compatible with the results of the Playing Pitch and Outdoor Sports Strategy.

DELIVERY (Chapter 9)

As listed above, the Assessment has identified a range of recommendations/aspirations that would meet anticipated and

future demand for sports facilities. Action on these recommendations will depend on the following factors:

- Funding and procurement – the availability of finance from a variety of sources, borrowing, grant aid, partnerships, private sector funding, procurement competitions, joint ventures and other arrangements
- New planning legislation, such as the Community Infrastructure Levy (CIL)
- The development of planning policies and inclusion of these in the Core Strategy and ongoing Local Development Framework
- Planning contributions from developers towards essential community infrastructure including sports facilities.

The strategy should be guided by a steering group specifically set up for the purpose, and this should base its considerations on the action plan (to be prepared).

REVIEW AND MONITORING (Chapter 10)

The Assessment is relevant in the current situation and represents a snapshot from 2010. It is essential that the document is constantly monitored and reviewed on an annual basis, and a comprehensive review undertaken in 2016.

This page is intentionally left blank

EAST HERTS COUNCIL

EXECUTIVE – 5 JULY 2011

REPORT BY THE LEADER OF THE COUNCIL

BISHOP'S STORTFORD 20 20 VISION AND GOODS YARD SITE BRIEF

WARD(S) AFFECTED: All Bishop's Stortford Wards

Purpose/Summary of Report

- To inform members of the progress being made by the Bishop's Stortford 20 20 Group and to seek endorsement and adoption of a site brief for the area known as the Goods Yards Site in Bishop's Stortford.

<u>RECOMMENDATIONS TO COUNCIL:</u> that:	
(A)	the Draft Bishop's Stortford Goods Yard Site Development Brief as attached is adopted as the Council's vision and objectives for the site;
(B)	minor amendments are delegated to the Director of Customer and Community Services in consultation with the Leader;
	and
(C)	used for development control purposes in determining planning applications relating to the site;
	and
(D)	used to inform emerging Local Development Framework strategies and policies.

1.0 Background

- 1.1 On 24 November 2009 Executive received a report to update them on the progress being made by the Bishop's Stortford 20 20 Visioning group and to seek adoption of a Vision document for Bishop's Stortford.

- 1.2 The Executive had previously agreed to the establishment of a multi agency board to develop a long term vision for the future of Bishop's Stortford. Chaired by the leader of the Council, membership was drawn from a wide range of statutory agencies, businesses and enterprise and representatives of the community.
- 1.3 The work of the group has been to identify and consider the major issues which might shape Bishop's Stortford over the next 10 or 20 years. The output being to develop a vision which might influence positive outcomes from the plans and ambitions of statutory, voluntary and commercial organisations who might have a part to play in the town's future.
- 1.4 A draft Vision document was presented to the Executive which recommended to Council that:
- the principles set out in the Draft Vision Document produced by the Bishop's Stortford 20 20 group should be adopted as being consistent with its ambitions for the Town.
 - the Council affirms its commitment to refer to the 20 20 Vision when making decisions that will impact on the town.
- 1.5 Those recommendations were agreed by the Council on 9 December 2009 and the document 'A Vision for Bishop's Stortford' was subsequently published in January 2010. It is available as a hard copy from the council offices or electronically on the Council's website at www.eastherts.gov.uk/bishopsstortford2020.
- 1.6 On 1 December 2010 The Executive agreed and recommended to Council, the adoption of a site specific brief for the Mill Site in Bishop's Stortford and this is also available at the website shown above.
- 1.7 The purpose of a Site Specific Brief is to set out clear guidelines for potential developers on the local expectations for parts of the site to be retained or developed for the benefits of the town.
- 2.0 Report
- 2.1 *A Vision for Bishop's Stortford* identifies a number of sites in and around Bishop's Stortford town centre which have the potential to contribute to the delivery of the Vision and the delivery of the desired outcomes for the town.

- 2.2 In order to provide a means of positively influencing any development proposals that may come forward for the sites, the 20 20 group undertook to promote the development of a site specific brief for each of the sites. The first brief, relating to the area around the flour mill was completed and agreed by the Executive in December 2010. This, the second such brief to be prepared relates to the area known as the Goods Yard site in Bishop's Stortford and is an informed update of a brief originally prepared in 2004.
- 2.3 The brief has been updated to reflect emerging land uses in and around the town since that time; to build on and contribute to the desired outcomes articulated in the Vision 20 20 document and to reflect the views, aspirations and ambitions of those who live, work and trade in the town.
- 2.4 Consultation on the brief took place through the organisations represented on the 20 20 Group. The purpose of this local initiative consultation was to ascertain where the brief needed to be changed or updated and which were the most preferred aspirations for the site and its surrounds. The consultation provided feedback from a wide range of interest groups and the public through a range of local and national organisations and bodies which were actively involved in developing 'A Vision for Bishop's Stortford'.
- 2.5 Responses received were collated and summarised. Based on the outcome of the work of the 20 20 Group and the feedback from consultations, officers have prepared an update of the Development Brief for the Goods Yard Site. The consultation process covers the Aspirations for the site and prioritised the land uses and outcomes for the emerging development options for the site as follows :
- The need for a greater mix of land uses and less dependence on a dominant land use e.g. residential as portrayed in the 2004 Development Brief.
 - Need for additional car parking which assists the wider town centre parking requirements and commuter parking to be accommodated within a multi-storey car park.
 - Improved public transport hub.
 - The suitability of the site for location of major offices.
 - Inclusion of a high quality hotel.

- Retail opportunities including major retail store.
- High quality of design of buildings and public realm.
- Attractive Riverside frontage.
- Becoming an exemplar for sustainable town centre.

A summary of the feedback received from individuals and representative bodies is provided as **Essential Reference Paper 'C'**.

2.6 The site brief for consideration is provided as **Essential Reference Paper 'D'**. It is also available in its full format, including appendices on the Council's website at the web address given at 1.4 above.

2.7 The site brief reflects the most current and up to date views for the site and is fully supported by the feedback from the consultation process. It is supported by and consistent with the 'Vision for Bishops Stortford 20 20'. If the brief is adopted as policy by the council then the document will become a strong material consideration for development control purposes. If adopted as policy, it will also be able to feed into and inform the Local Development Framework

3.0 Implications/Consultations

3.1 Please refer to **Essential Reference Paper A**.

Background papers;

A Vision for Bishop's Stortford (Bishops Stortford 20 20 group 2010) , Mill Site Development Options Brief and Consultation documents. All documents and appendices to ERP C plus further background papers are available at www.eastherts.gov.uk/bishopsstortford2020

Contact Member; Cllr Tony Jackson, Leader of the Council

Contact Officer; George A Robertson, Director of Customer and Community Services – Contact Tel Ext No 1410

Report Author; George A Robertson, Director of Customer and Community Services

ESSENTIAL REFERENCE PAPER 'A'

<p>Contribution to the Council's Corporate Priorities</p>	<p>Promoting prosperity and well-being; providing access and opportunities <i>Enhance the quality of life, health and wellbeing of individuals, families and communities, particularly those who are vulnerable.</i></p> <p>Pride in East Herts <i>Improve standards of the neighbourhood and environmental management in our towns and villages.</i></p> <p>Caring about what's built and where <i>Care for and improve our natural and built environment.</i></p> <p>Shaping now, shaping the future <i>Safeguard and enhance our unique mix of rural and urban communities, ensuring sustainable, economic and social opportunities including the continuation of effective development control and other measures.</i></p> <p>Leading the way, working together <i>Deliver responsible community leadership that engages with our partners and the public.</i></p>
<p>Consultation:</p>	<p>Extensive consultation was undertaken to inform the development of A Vision for Bishop's Stortford. Consultation has also been undertaken through the organisations represented on the Vision 20 20 group.</p>
<p>Legal:</p>	<p>The Brief, if adopted by the council will have the status of being a material consideration for development control purposes. It will also be used to inform the content of the Local Development Framework.</p>
<p>Financial:</p>	<p>None specific to this report</p>
<p>Human Resource:</p>	<p>None specific to this report</p>
<p>Risk Management:</p>	<p>The purpose of the production of a site brief is reduce the risk that in the event development proposals come forward for the site, that development would take place that might not realise the best potential for the site and the town.</p>

ESSENTIAL REFERENCE PAPER 'B'**Goods Yard Site Consultees - Bishops Stortford**

Contact	Position	Company	Address
Miss Dawn Lloyd	Planning Liaison Officer	Environmental Agency	Apollo Court 2 Bishops Square Business Park St Albans Road West Hatfield Herts AI10 9EX
Geraint Hughes	Stakeholder Manager	Rail and National Express East Anglia,	Oliver Yard 55 City Road London EC1V 1HQ
Architectural Liaison Officer	County Community Safety & Partnership Unit,	Hertfordshire Constabulary	The Campus Welwyn Garden City Herts AL8 6AF
Alissa Ede	Rail Passenger Transport Unit	Hertfordshire County Council	County Hall Pegs Lane Hertford Herts SG13 8DQ
David Humby	Highways	Hertfordshire County Council	County Hall Pegs Lane Hertford Herts SG13 8DQ
Alison Tinniswood	Historic Environment Unit	Hertfordshire County Council	County Hall Pegs Lane Hertford Herts SG13 8DQ
Sue Jackson	Public Transport Unit	Hertfordshire County Council	County Hall Pegs Lane Hertford Herts SG13 8DQ
Paul Maison		British Waterways South East,	510-524 Elder House Elder Gate Central Milton Keynes MK9 1BW
Mr Norman Macritchie		Health & Safety Executive	Woodlands Manton Lane Manton Lane Ind Estate Bedford MK41 7LW

Katherine Fletcher	Planning	English Heritage	Brooklands 24 Brooklands Avenue Cambridge CB2 8BU
East Herts Area		Thames Water Development	Asset Investment Unit Maple Lodge Denham Way Rickmansworth Herts WD3 9SQ

ESSENTIAL REFERENCE PAPER 'C'

GOODS YARD – Bishop’s Stortford

Developing a Revised Site Specific Brief: Consultation Process/Emerging Development Options Issues and Aspirations

Introduction

Members of 20 20 Group and various statutory consultees were invited to provide feedback in terms of what elements of the current brief (produced in 2004) are acceptable and also raise key issues that need addressing given emerging land use patterns in the town centre.. Issues raised by the respondents were reported to 20 20 Group meeting held on 10th March 2011. At the meeting the 20 20 considered an 'Issues and Aspirations paper to inform the development of revised brief for the Goods Yard site in Bishops Stortford.

As part of that debate the group considered a range of aspirations for the site. Some were identified in 2004 brief and others from the feedback provided through 20 20 Group members and statutory agencies. The list of aspirations that has emerged, although not definitive were circulated to Members of 20 20 Group and Local Ward Members etc (list of Consultees attached as appendix 1) by letter dated 11th March 2011, copy attached.

Members were requested to respond to the listed aspirations and any other additional in a 'packing order' of priorities.

Response received from Consultees

Details of response received from Local organisations and individuals are set out below.

Aspirations	High	Medium	Low
Additional capacity for cars in the town centre	70%	15%	15%
Additional car parking at the railway station (multi-storey)	80%	10%	10%
Improved public transport hub	55%	25%	20%
Scale and design in keeping with town character	80%	15%	5%
Attractive riverside frontage	70%	15%	15%
Family housing accommodation	5%	60%	35%
Affordable housing	5%	40%	55%
Location for major Offices	55%	20%	25%
Retails opportunities for A1 use	30%	50%	20%
Retail development incorporating a major store	60%	25%	15%
Modest sized high quality hotel	50%	15%	35%

Community services and facilities	55%	35%	10%
Improved leisure facilities	45%	30%	25%
Open space (small park/public square	45%	30%	25%
Low carbon energy opportunities	55%	35%	10%
Marina	15%	30%	55%
High quality design of buildings and public realm	75%	20%	5%
Becoming an exemplar for sustainable town centre	80%	10%	10%
Childcare accommodation	20%	60%	20%

Any Other Comments: Summary of comment received is set out below:

Organisations Comments

Bishop's Stortford Civic Federation

1. Does not want housing growth for Hertfordshire to be centred on Bishop's Stortford, the infrastructure cannot support it
2. The Goods yard site and flour mill site need to be considered as a whole to provide the opportunity to work out a cohesively the town centre infrastructure and this should be condition of any development.
3. Opening up this area is good idea but it should be attractive and a reason in itself to want to visit it. It should become a feature of the town.
4. A major store such as John Lewis would be great
5. Need for a major car park together with public transport interchange facilities. Improved commuter parking and additional visitor parking.
6. A development centred on the Goods Yard would greatly ease the congestion in the town centre but it should become competitor to Harlow or Cambridge. It should retain its image as a market town.
7. The appearance and ambiance of the development is of the utmost importance. The most recent developments (Jackson Square and Riverside) are insipid, uninspiring, amorphous series of blocks and detrimental to the character and well-being of town centre. Please avoid repetition of this disaster.
8. It is important that the town limits growth to match the history and infrastructure of town.
9. There is no need for further affordable housing.
10. Green space is vital for life.

11. High density development should be discouraged. Architecture must be of the absolute highest calibre, in keeping with our historic buildings but incorporating the most up to date energy efficiency measures.
12. River frontage needs to be enhanced not over-shadowed by high rise development.
13. It is vital that the opportunity to improve transport infrastructure is not missed. A link road included here could relieve pressure on Hockerill Junction by allowing traffic to enter the town from a variety of directions.
14. State of the art office facilities would allow existing businesses to expand and attract new businesses

Bishop's Stortford Town Council

1. The Council does not oppose development of height as long as the historic views of St Michaels Church from London Road and Hallingbury are preserved and high rise buildings are not located adjacent to the river.
2. There should be provision for the relocation and expanded South Street Surgery.
3. Although the Council does not regard a dedicated marina as high priority, it does consider it high priority that riverside is an amenity open space, with an attractive frontage, providing facilities for locals and visitors and a pleasant environment.
4. The Council considers that this site should be looked at in conjunction with the surrounding redevelopment opportunities namely the Lancaster/John Whaley & Fife Wilson as well as the Atkins & Cripps site.

Individual Responses

1. The town does need another development of flats/apartments.
2. There is an opportunity to improve commercial and business focus of the town because of outstanding transport links and site's location with rail travel. The development could prove the catalyst to make Bishops Stortford the business centre located half way between Cambridge and London, yet on Stansted's doorstep. Maybe provide Business and Higher Education interface. State of art office accommodation.
3. Design development that improves the town centre as a whole.
4. The town needs improved access to get people in and out easily and any development must consider existing shopping areas and streets. It must not create old run down areas of the town centre. This can be achieved by designing parking and transport links that encourage use of the entire area of the Town Centre,

5. The site is idea for hotel development and should include a community centre such as child support.
6. Improve existing leisure facilities rather than create new as part of Goods Yard Development.
7. Need for a new link road is critical together with new parking facilities.
8. Adopt a tiered construction as the buildings approach the water edge to allow maximum natural light penetration and to prevent canyon effect.
9. Need for carbon neutral planning and sustainable design is imperative for future. New links across the river to South Street to access businesses on South Street.
10. Access to the town and parking remains a major issue.
11. Need for a large departmental store.
12. The town needs a viable commercial centre. Opportunities are required for larger businesses to expand I the town and not forced to leave the town, due to lack of commercial opportunities.
13. The opportunity to tie this development in with South Street and north of the railway line should be explored to provide better joined up planning for the town.
14. The development is needed to revitalise the whole south end of the Town
15. If Goods Yard is to be developed in the near future then other proposals being put forward for other parts of the town would be more appropriately sited at the Goods Yard, including a Major store and Doctors Poly-Clinic.
16. In any new development better pavements and cycle lanes.
17. Provision of pedestrian bridge besides the existing Station Road Bridge.
18. Anchor Street should be widened.

Conclusion of Aspirations

The individual response questionnaire covering the aspirations for the future of the Goods Yard site has provided a base for priorities of the key land uses and the desired outcomes for the site.

High Priority given to the following uses and outcomes:

- Additional capacity for cars in the town
- Additional car parking at the railway station
- Improved public transport hub
- Location of major offices

- Retail opportunities incorporating major retail store
- Modest sized high quality hotel
- Community services and facilities
- Scale and design in keeping with town character
- High Quality of design of buildings and public realm
- Attractive riverside frontage
- Low carbon energy opportunities
- Becoming an exemplar for sustainable town centre

Medium Priority given to the following uses and outcomes

- Family housing
- Retail opportunities for A1 use
- Childcare facilities

Low Priority given to the following uses and outcomes

- Affordable housing
- Marina

Both the initial response to the 2004 brief and the Local Initiative relating to the aspirations for the site provide a strong lead to securing a mixed use development that helps to consolidate and enhance the function of Bishops Stortford as a major shopping centre attracting a high level of employment opportunities and limited scope for additional residential accommodation.

Emerging Development Options

The results of the consultation process relating to the Aspirations for the site (see Consultation Report) together with the initial response to the 2004 Brief forms the bases of the emerging development options for the site.

The consultation process covering the Aspirations for the site has prioritised the land uses and outcomes for the emerging development options for the site. These are

1. The need for greater mix of land uses and less dependence on a dominant land use e.g. residential as portrayed in the 2004 Development Brief.
2. Need for additional car parking which assists the wider town centre parking requirements and commuter parking to be accommodated within a multi-storey car.
3. Improved public transport hub
4. The suitability of the site for location of major offices.
5. Inclusion of a high quality hotel

6. Retail opportunities including major retail store.
7. High quality of design of buildings and public realm
8. Attractive Riverside frontage
9. Becoming an exemplar for sustainable town centre

East Herts Council



Bishop's Stortford Goods Yard

Updated Site Development Brief

(Updated from 2004 brief)

May 2011



Bishop's Stortford – Goods Yard - Site Development Brief

May 2011

Contents :

<i>Item</i>	<i>Description</i>	<i>Page</i>
1	Background	3
2	The Need for Revision	3
3	Consultations covering revisions to the 2004 brief	4
4	Purpose	5
5	The Site (plan found on page 24)	5
6	Development Plan Context	5
7	Proposed Land Uses	7
8	Land Use Linkages and Integration	10
9	Design and Built Form	10
10	Traffic, Parking and Access Improvements	14
11	Master Planning / Phasing	16
12	Affordable Housing	17
13	Planning Obligations	17
14	Technical Requirements	17
15	Application Requirements	21
	Related and Supporting documents/Bibliography	23
	Site Plan	24

EAST HERTFORDSHIRE DISTRICT COUNCIL
BISHOP'S STORTFORD GOODS YARD
SITE DEVELOPMENT BRIEF
Updated from 2004 brief

1.0 Background

- 1.1 This site on the edge of Bishop's Stortford Town Centre has been identified by the Council for many years as a key site to accommodate the development needs of the town, including, in particular, enhanced public transport facilities and a mix of retail, leisure, commercial and residential uses. Currently utilised for surface level car parking with vacant scrub and low density woodland, any future redevelopment would provide a unique opportunity to stimulate and encourage all aspects of town centre life.
- 1.2 In April 2004 East Herts District Council prepared a site development brief for the Goods Yard Site to provide a clear planning framework which set out the Council's principal objectives and requirements for the site. Although the site development brief does not have status as a Supplementary Planning Guidance, it is recognised as planning framework guidance for the development of the site in accordance with Policy BIS11 of the adopted Local Plan for East Herts Review 2007. A further reference in Local Development Framework Core Strategy has continued its existence for Development Control purposes.
- 1.3 Recently, the site owners, Network Rail, have indicated their intention to develop the site.

2.0 The Need for revision

- 2.1 There have been significant changes in the Town Centre since the 2004 brief was published. Led by the Leader of East Herts District Council, a cross-stakeholders group has researched and established a Vision for the town (January 2010), which articulates the ambitions of the next decade for the town. It was necessary to update this brief to inform the current local planning policies as part of preparation of the Local Development Framework; to reflect the context of 20 20 A Vision for Bishop's Stortford and recent developments and emerging land use pattern in the wider context of the town centre. In addition the recent District wide studies covering Employment Land 2008, Bishop's Stortford Transportation Strategy 2006 and Retail and Town Centre Study 2008 make recommendations for the future of the site.

3.0 Consultations covering revisions to the 2004 Brief

- 3.1 Members of the Bishops Stortford 20 20 Vision Group and various statutory consultees were invited to provide feedback in terms of what elements of the current brief (produced in 2004) are acceptable and to raise key issues that need addressing given emerging land use patterns in the town centre. Issues raised by the respondents were reported to 20 20 Group meeting held on 10th March 2011. At the

meeting the Group considered an 'Issues and Aspirations' paper to inform the development of a revised brief for the Goods Yard site in Bishop's Stortford. As part of that debate the group considered a range of aspirations for the site. Some were already identified in the 2004 brief and others from the feedback provided through 20 20 Group members and statutory agencies. The list of aspirations that emerged, although not definitive, were circulated to Members of 20 20 Group and Local Ward Members.

- 3.2 The consultation process covering the Aspirations for the site has prioritised the land uses and outcomes for the emerging development options for the site. These can be summarised as a need for greater mix of land uses and less dependence on a dominant land use e.g residential as portrayed in the 2004 Development Brief. Key aspirations are ;
1. Need for additional car parking which assists the wider town centre parking requirements and commuter parking to be accommodated within a multi-storey car.
 2. Improved public transport hub
 3. The suitability of the site for location of major offices.
 4. Inclusion of a high quality hotel
 5. Retail opportunities including major retail store.
 6. High quality of design of buildings and public realm
 7. Attractive Riverside frontage
 8. Becoming an exemplar for sustainable town centre
- 3.3 The emerging development options, response from statutory consultees, stakeholders interest, emerging land use in the town centre and current local plan and national planning policies form the basis for modifications to the 2004 Brief.

4.0 Purpose

- 4.1 The revised brief sets out what the Council will require to be submitted with any planning application for the site as well as a number of section 106 planning obligations. It articulates the Councils' objectives for the site which it shares with partners through the Vision 20 20 Group. It establishes a number of key principles for prospective development and provides advice on preferred uses.
- 4.2 The brief reflects the most current and up to date views for the site and is fully supported by the feedback from the consultation process. It is supported by and consistent with the Vision for Bishop's Stortford 20 20. (January 2010)
- 4.3 Endorsed by East Herts Council it will be able to feed into and inform the Local Development Framework and be a material consideration for planning matters.

- 4.4 Until such time when the Local Development Framework for East Hertfordshire forms the overarching planning document for the district, which will replace East Herts Local Plan, the saved policies including Policies BIS10 and BIS11 of the Local Plan Review 2007 will continue to apply.

5.0 The Site (See Plan 1)

- 5.1 The Goods Yard site, as its name suggests, is centred upon the former freight interchange at Bishop's Stortford Railway Station.
- 5.2 The site currently falls into three main parts, the 'station lease area' the 'freight lease area' and vacant scrub low density woodland particularly fronting the river along the southern half of the site. The whole of the site is in the freehold ownership of Network Rail but let to separate train and freight operating companies. The total site area is 5.6 hectares (13.92 acres) and has boundaries to the north with Station Road; to the northwest with the former John Dyde Training College site and the Anchor Street leisure development; and to west/south with the River Stort.

6.0 Development Plan Context (Planning & Policy Framework)

- 6.1 East Herts District Council is in the process of preparing its Local Development Framework (LDF) Core Strategy; the new overarching planning document for the district which, as part of the East Herts Local Development Framework (LDF), will replace the East Herts Local Plan. An Issues and Option discussion document was subject to consultation during autumn 2010. The responses received will help inform the preparation of the next stage of the Core Strategy, called the Preferred Options. Consultation of the Preferred Options is currently anticipated Spring 2012. The Local Plan 2007 identifies three key sites in the town centre for redevelopment (Policy BIS10). The Riverside/Adderley Road site has been completed. The other two sites remain undeveloped.
- 6.2 Policy BIS10 includes a number of specific requirements for these town centre sites, including:
- Channelling market demand to the town centre;
 - Introducing a variety of new civic, commercial, retail, residential, leisure buildings to stimulate and encourage all aspects of town centre life;
 - Improving and completing open areas in townscape and strengthening and enhancing pedestrian and cycling movements in town centre life;
 - Respecting and taking into account both the recreational and leisure potential of river frontage;
 - Creation of new quality in town;
 - Establishing civic quality in town;
 - Alleviating traffic pressure; and
 - Accommodating car parking demand

6.3 Policy BIS 11 allocates the Goods Yard Site as having development potential. Subject to constraints of highway network capacity and railway operational requirements, a comprehensive development comprising a mixture of town centre uses would be acceptable. In addition to the requirements set out under Policy BIS10 the development proposals are required to meet:

- a) A new road linking the junction of Station Road/Dane Street and London Road;
- b) Development proposals should include residential development with the aim to accommodate 492 units, predominately of smaller size and a significant proportion of affordable housing;
- c) Proposal for development are expected to accommodate adequate rail commuter car parking plus additional town centre parking;
- d) Development to include a fully integrated rail/bus passenger interchange.

In the light of several large scale recent residential developments (dominated by flats) in the town centre, the 20 20 Group Local Initiative consultation exercise gave a strong preference to family accommodation and employment uses. It is considered therefore that the site development brief should put greater emphasis on family accommodation and also encourage greater dominance of employment and commercial uses. This emphasis should form basis of incorporation in the East Herts Local Development Framework Development Plan Documents.

7.0 Proposed Land Uses

7.1 The Council regards this site as being on the edge of Bishop's Stortford Town Centre. It provides an opportunity to secure a mixed use development that would help to consolidate and enhance the function of Bishop's Stortford Town Centre as a Major District Shopping Centre. It can also help to meet some of the town's other needs, including the need for employment, housing, a public transport hub and open space.

7.2 Details of the proposed land uses for the site area as follows:

Retail

The 2004 Brief accepted some retail within the northern section of Goods Yard site in terms of small scale A1/A3/A4 uses to complement the main shopping, centred around South Street/Jackson Square and North Street. Notwithstanding that the consultation exercise covering the Aspirations gave a high priority for retail opportunities, including a major retail store. The accommodation within the Goods Yard site of a major retail store has to be assessed in the context of the likely implications of introducing large scale retail such as a large food store

or a departmental store on the prime shopping area of the town centre centred around Jackson Square/South Street/North Street. A major anchor store retail development outside the primary shopping area of the town centre would change the gravity of existing pattern of shopping in the town. It would compete rather than reinforce the town centre, a view supported by The Retail and Town Centres Study (2008) by Chase and Partners. In view of a greater mix of employment (office use and commercial uses) the brief would emphasize the northern section between the British Rail/Bus Station and Station Road should at least at ground floor level be utilised for small scale retail A1/A2/A3/A4 uses. Opportunities for specialist types of retail outlets which complement the main shopping area around Jackson Square/South Street/North Street.

Office Employment

The site offers a significant opportunity for provision of B1 (office) employment which would assist in meeting demand from small and medium sized businesses in the District and would be in line with the specific reference made under the Economic Development Strategy 2007-2012. At the same time the site also provides opportunity for national or regional business centres or office headquarters given the location next to Bishop's Stortford Rail Station and easy access to Stansted Airport, London and Cambridge. A key feature of the Development Brief is to provide greater opportunity for employment uses including B1 offices.

Hotel

The 2004 Brief included provision for a hotel. The Aspirations consultation exercise reconfirmed the desire for a hotel in this location. A hotel of 100bedroom plus together with a conference centre can be accommodated within the site brief area. However, an assessment of demand for a hotel in this location would need to be made in the context of other existing or proposed hotel provision in the town centre.

Residential

The Aspirations consultation exercise has given a strong preference to family accommodation for both private and social needs.. Preference to family accommodation is well supported by the conclusions of the housing needs of the district as set out in the Strategic Housing Market assessment (2010). Opportunities for such type of accommodation in the form of town houses would be limited due to other key competing land uses including employment. Nonetheless, the southern part of the site, especially facing the River Stort would be an ideal location provided it is integrated into a scheme design which takes account of the existing woodland. Under the saved policies of East Herts Local Plan review 2007, the Goods Yard site forms an important contribution to the District Council's current Housing Land Supply and contributes to meeting the housing target for new homes for period 2001 to 2021 as

set out in East of England Regional Plan. Any reduction in the required provision for this site has to be balanced with creating employment opportunities and implications for pressure for development outside the boundaries of the existing main settlements in East Hertfordshire. With regard to affordable housing, a provision should be made for up to 40% affordable housing in accordance with saved policies HSG3 and HSG4 of the Local Plan 2007.

Public Transport/ Parking

The location of main line rail station and bus station within the site brief area provide an important opportunity to the creation of a Passenger Transport Interchange. Such a facility can also combine the provision of a multi-storey car park to accommodate both commuter and town centre parking requirements. The Aspiration consultation has given high priorities to these facilities. The Bishop's Stortford and Sawbridgeworth Urban Transport Plan (UTP) is currently in preparation, and is being coordinated by Hertfordshire County Council. The findings of the UTP should be considered as part of the overall scheme design and transport strategy for any planning application.

Link Road

The Local Plan 2007 and the 2004 Brief provide for a Link Road running through the site. The likely impact of such a proposal should be subject to transport modeling and testing. Additionally, the impact on the overall Master Plan and other design and sustainability considerations should be assessed and discussed with the District Council and County Council as Highways Authority.

Open Space/Public Realm

The brief should provide clear relationship with River Stort in terms of physical and visual aspects. A series of open spaces of interest together with the creation of high quality public realm should form part of the details of any future development of the site.

Other Related Uses

There is opportunity and desire for inclusion of child care facilities, walk-in surgery and modes of small scale community facilities.

8.0 Land Use Linkages and Integration

- 8.1 The Goods Yard site offers a unique opportunity to bring an urban renaissance to this part of Bishops Stortford. It is important that the future development of the site should have a clear relevance to the historic and emerging land use pattern taking shape in the town. As part of the Master Plan requirements the Council would expect details showing linkages (physical, visual and land uses which complement) to

the surrounding key town centre shopping, leisure and cultural areas and thereby contribute to the viability and vitality of the town centre. The opportunity of any 'joined up' urban design framework, e.g. in terms of land uses and design approaches, in order to produce an attractive 'new quarter' (as referred in the Roger Evans Study, 1996) with good linkages to the town centre and the adjoining sites is an important consideration. For example, provision of new public spaces within the development should be comfortable and attractive destinations for pedestrians. Opportunity for environmental improvements along the River Stort, an important pedestrian linkage, should be considered. This link should be an integral feature of any application(s) optimising the value of the River Stort as an asset for both the site and surrounding area. The site development should consider the integration to the proposed land uses, through dual use and vertical mixed uses of urban built form, for example flats/ shops/ offices/ car park. Physical linkages in the wider context of the town centre including the adjacent Anchor Street Leisure complex and the nearby Rhodes Centre, South Street, the Mill site and the town centre shopping must also be considered.

9.0 Design and Built Form

- 9.1 The Council will expect any planning application for this site to be accompanied by a Design Statement in accordance with the requirements of PPG 1 Annex A. Good design plays a vital role in securing places that are socially, economically and environmentally sustainable. The following provides an indication of the principal design objectives for the site.
- 9.2 Layout:-The key parameters affecting the layout of the development are:
- The requirement to provide replacement station-user car parking in the form of a multi-storey car park (above or below ground level) located close to the other principal station facilities;
 - The requirement to provide a new and improved public transport interchange close to the other principal station facilities and also where good quality pedestrian links to the town centre can be provided;
 - The requirement to secure the provision of a link road (see section on Traffic) between Station Road and London Road.
- 9.3 Subject to the technical requirements that affect the link road design, a logical layout would place station-related and public transport facilities within the eastern part of the site (close to the station), with the interchange in the northern part of the site (close to the town centre) and the link road serving effectively as a new street bi-secting the site and allowing access to the western part of the site, where the majority of the other uses would be located. However the design should take account of the guidance as set out in the Manual for Streets Version 2

and Roads in Hertfordshire, 3rd edition.

9.4 There is some potential for commercial development in conjunction with the station. However, the focus for retail, leisure, hotel and office use should be the northern part of the site, where high quality pedestrian linkages can be promoted between the station, the interchange and the town centre. Here there is the opportunity to create new public spaces to contribute to the vitality of the new quarter during the day and in the evening, in conjunction with the adjoining Anchor Street leisure development.

9.5 Architectural Form

Any proposal for this site should create an iconic and distinctive development, including a landmark building and innovative design, whilst respecting the historic character of the surroundings particularly when viewed from the river. It should have a high quality and coherent design to create a well mixed integrated development. Because of its location and relationship with the surrounding buildings and features, including extensive riverside frontage the scale of building should reflect the broader character of Bishops Stortford as a market town and be generally low to medium rise with good street enclosure. Development opportunities to create new water inlets or water features would be encouraged as part of the overall design concept especially part of the site facing the river frontage. Any development should be consistent with the Bishops Stortford Waterscape and Landscape Strategy – (British Waterways). There should be a strong design concept behind the development proposals that links the built form with open spaces and new contrasting visual elements. The development should be of varied scale and size, whilst retaining an urban form, with clearly defined boundaries and active ground floor frontages within the commercial part of the site. It should aim to promote safety and security through its design, avoiding dead ends, darkened areas and blind corners. The design of all parts of the proposal should have proper regard to the relationship with the surroundings, should develop and enhance local character and add interest and variety and become a sinuous element of urban fabric.

9.6 Specific Urban Design Requirements

There are a series of specific urban design considerations that the Council will expect to be taken into account in any proposals for the site. They are:

9.6.1 *Landscape/topography*

The site has very defined boundaries. They include the railway and station to the eastern side and the River Stort to the west/south. Measures to improve the linkages both across and along these boundaries, especially the River Stort, helping to integrate the area with the adjoining John Dyde Site and the town centre will be an important consideration for determining the development of the site.

Improvements to links across the river Stort towards the South Street and Rhodes Centre will ensure the integration of Goods Yard in its wider context. Particular thought should be given to enhancing the existing river environment through the improvement of the tow path, the use of active frontages and by integrating the river into the site through landscaping and use of open amenity space. Provision of seating for the local residents should also be incorporated.

9.6.2 *Views and Vistas*

The size and topography of the site affords the opportunity to open up views across the site to create new and interesting views and vistas. New views and vistas will provide additional interest within the site, encourage pedestrian movement through and beyond the site boundaries especially the towpath and the town centre. The principle vistas from the railway station and the new link road should be framed by buildings of sufficient urban scale to provide enclosure and provide cues to the environment beyond. No buildings in the development should obscure the views of St. Michaels Church from Hallingbury Road.

9.6.3 *Pedestrian/cycle links*

One of the principle considerations when preparing a new scheme for the site is the need to provide improved linkages between the towpath/town centre and the development site. Also pedestrian and cycle links with the adjoining John Dyde site and beyond would be an important consideration. Opportunities exist to create clear visual links between different elements of the site and its surroundings. Detailed attention should be paid to the design and layout of the pedestrian and cycle links, to ensure that they are safe, attractive and easily accessible for people with disabilities.

9.6.4 *Building Heights.*

The Council accepts that the need to replace existing station user car parking in the form of a multi-storey car park may impose certain requirements for the design and massing of that element of the scheme. The new quarter should integrate successfully with the existing pattern of development in the area. The design and height of new buildings on the site must pay proper regard to the relationship with its surroundings. The Council is satisfied that across such a large site it would be appropriate to consider a range of building heights varying between 3 storeys and 6 storeys. Because of the special character of the River Stort and its margins the Council would expect the elements of the development directly fronting the river to typically not exceed 3 storeys in height. However, exceptions could be made where a landmark feature is proposed or it forms part of a building block. Higher storey heights would generally be more appropriate around the public transport interchange area and the boundary of the site along Dane Street/Station Road. Landmark and Public realm features within the development will be welcomed. These features

(including statues, fountains, flowerbeds, seating etc) will be necessary elements of any application(s).

9.6.5 *Car Parking*

It is important to consider a design-led approach to the provision of car parking space that is well-integrated with a high-quality public realm. The design of the parking areas should complement the form and appearance of buildings that they serve, present an attractive appearance and be designed to incorporate high standard of personal safety for users and meet 'Secured by Design' and 'Secured Car Parks' guidelines (ACPO Crime Prevention Initiatives Limited, www.securedbydesign.com, www.securedcarparks.com). Car Parking should be provided within a multi- storey form, i.e. undercroft or underground parking. Limited areas of surface level parking may be appropriate, especially to serve the needs of disabled drivers and short term parking. The potential for dual use of the surface parking areas should also be considered. The use of materials and the appearance of the surface parking areas within the street scene and landscaping and street furniture need to be given particular consideration.

9.6.6 *Amenity/Public Realm.*

A series of inter-connected open spaces and areas of interest should be provided within the site. These spaces should respond to the variety of needs of the different user groups. This will help facilitate the development of an environment of distinction and quality and help promote a sense of pride of place. The overall layout plan should incorporate a series of focal points, for example around the station area and along key pedestrian routes to the towpath/town centre and adjacent to the Leisure Centre. These can be developed to provide visual links and areas of interest and promote the physical links through and beyond the site. The focal points could be enhanced through good quality landscape design including lighting, a public arts strategy etc. Maximum opportunity should be taken in the site layout to create a development based on a network of spaces (streets, squares and courtyards) and movement patterns emphasising 'connectivity' for all users in line with national guidance.

The development must safeguard the amenity provided by the River Stort through its water and its banks, which form a continuous feature, attractive for their natural and semi natural qualities.

The new build environment must respect the natural environment of the Stort Corridor.

Discussion will need to take place with the Local Authority regarding ongoing future responsibilities for the environmental and amenity management of the development.

10.0 Traffic, Parking and Access Improvements

- 10.1 Although Policy BIS11 of the East Herts Local Plan 2007 sets out the provision for a road through the Goods Yard site linking Station Road with Dane Street and London Road, for purposes of easing traffic congestion in the town its requirement as part of the future development of this important site is subject to the outcome of the Bishops Stortford and Sawbridgeworth Urban Transportation Study. Currently being coordinated by Hertfordshire County Council. The findings of the UTP should be considered as part of the overall scheme design and transport strategy for any planning application. The Link Road proposal contained in the Local Plan policy BS11 should be subject to transport modelling and testing, particularly in order to assess the likely traffic impacts elsewhere in the town centre. This could also apply to the proposal for a multi-storey car park.
- 10.2 Wider Town Centre Traffic Implications:- The wider traffic implications of the development need to be assessed using the County Council's SATURN traffic model (or other approved methodology). Modeling should include other local committed development and sites as referred in policy BS5 of the adopted Local Plan, to test alternative town centre highway scenarios and determine the need for off-site highway improvements at other key junctions around the town. The development should also incorporate other sustainable transport improvements linked to the development in line with the longer term aims of the Bishop's Stortford Transportation Plan including the preparation of a Green Travel Plan for individual components of the development (e.g. offices) if needed.
- 10.3 Public Transport:- A Passenger Transport Interchange needs to be provided adjacent to the refurbished station building and include a forecourt area for buses, suitable layover area, taxi rank, kiss and ride and cycle parking facilities etc. The new interchange is to be pedestrian friendly and meet all disability requirements being fully accessible from both the station and town centre. The design and layout of the Interchange needs to be carefully considered and early consultation with Hertfordshire County Council and the Local planning Authority is advised. A high quality waiting areas departure screens, CCTV, lighting, etc.
- 10.4 Pedestrian/cycle access:- The development must be pedestrian/cycle friendly and achieve a series of links to the town centre and surrounding areas. Cycle links to the site from the surrounding area, which enhance cyclist safety and convenience, should be provided. Safe and direct pedestrian and cycle links to and from public transport stops, the railway station and the River Stort will also be required. Any necessary bridge improvements to improve access over the River Stort will be sought by a financial contribution. Signage should be used to identify the routes/paths through the site and the links with adjoining facilities such as the railway station, leisure centre and town centre.

- 10.5 Other Access Issues:- The opportunity to provide an access from the link road to serve the John Dyde Training College site should be investigated.
- 10.6 Parking:- The adopted parking standards as set out in the Local Plan pre-date the publication of new PPG 13, but are applied by the Council as a maximum standard. These are set out in the case of the Goods Yard Site. However the Council recognise that its location on the edge of the town centre and close to the railway station and public transport interchange mean that some flexibility should be adopted when assessing the appropriate parking provision which ought to be made both for individual elements of the development commuter parking and for the site as a whole. Parking for cyclists should be provided on site. Cycle parking should be secure and located as close as possible to the uses which it serves.

Currently the site caters for 576 surface level commuter parking spaces for the Bishop's Stortford Railway Station. Replacement of this facility should be in the form of a multi-storey car park in accordance with Policy BIS11 of the adopted Local Plan which states that adequate rail commuter car parking plus land sufficient for additional town centre parking must be provided.

11.0 Master Planning/Phasing

- 11.1 The Council expects prospective developer/s to develop the site in accordance with a conceptual master plan which shall be submitted with a planning application or as part of a pre-application stage. This will enshrine the principles set out in this brief within an overall design code that sets out parameters for overall design and layout. It is possible that the site will be developed in stages with some development being carried out within the southern part of the site to enable the provision of the replacement multi-storey car park and access arrangements (with or without a link road) before the existing facilities in the northern part of the site are redeveloped.
- 11.2 Any phased development will have to demonstrate how it will be linked into the overall development of the remainder of the site. Each phase should represent a satisfactory entity, both in itself and in relation to its surroundings, and not inhibit the satisfactory development of further phases.

12.0 Affordable Housing

- 12.1 With regards to affordable housing, a provision should be made for up to 40% affordable housing in accordance with policies HSG3 and HSG4 of the East Herts Local Plan. The Council's Affordable Housing & Lifetime Homes Supplementary Planning Document (SPD) provides further information. With regards to the size and tenure structure of the affordable housing provided the Council would seek a mix as set out in

the current New Affordable Homes Commissioning Brief. This can be found on the Council's website. Policy HSG6 of the Local Plan requires 15% of dwellings in new residential developments to be constructed to 'Lifetime Homes' standards. This requirement will need to be designed into any proposed scheme, especially as Lifetime Homes tend to require the provision of specific dimensions, including parking spaces. Further information regarding this matter can also be found in the Council's Affordable Housing & Lifetime Homes SPD.

13.0 Planning Obligations

- 13.1 In accordance with policy IMP1 of the Local Plan the Council will be seeking financial contributions towards the mitigation of the social, environmental and infrastructure impacts of the development. The Council's Planning Obligations SPD outlines the approach taken to seeking contributions from developers for the provision of appropriate infrastructure, services and community facilities.

14.0 Technical Requirements

The following technical requirements should be considered when formulating the development proposals.

Air Quality

The main influences on air quality in Bishop's Stortford are likely to be road traffic on local roads and the M11. Stansted Airport may also affect air quality in the region but due to the prevailing south westerly wind is unlikely to have such an effect on Bishop's Stortford. Air quality data derived from monitoring locations around Bishop's Stortford indicate that air quality is good in terms of National Air Quality Standard Objective limits. This is a situation that the Council will seek to maintain. Consequently consideration should be given to the effect any proposals may have on existing air quality.

Archaeology

The site area is in Area of Archaeological Significance No.114, as identified in Local Plan. This includes medieval and post-medieval town of Bishop's Stortford. The site lies south of the medieval core of the town, within an area of intense later post industrial development of the town and in between the Stort Navigation and the railway station. In accordance with PPS5 Planning for the Historic Environment, Policy HE 6.1, an archaeological desk – based assessment of the development, together with an historic building assessment of all standing structures should be provided. Once the results of initial investigations are made available, the County Archaeologist will be able to advise further on any additional work or mitigation which may be required. This work should be undertaken prior to a formal application being submitted.

14.3 Ecology

A large proportion of the site comprises car parking, access roads, railway sidings, and former storage areas. However, approximately a third of the site comprises a mix of woodland and scrub adjacent to the River Stort. This has characteristics of wet woodland (a UK Biodiversity Action Plan priority habitat) composed of Willow, Birch and Alder, and is used by breeding birds. Areas to the east of the woodland are dominated by tall ruderal species and scrub. The woodland and river corridor are important at the local level as a green corridor but are not afforded any statutory or non-statutory protection.

There are several bat roosts within a short distance of the site and bats have been recorded along the river corridor through the town. Trees on the site have a low roosting potential but the site is used for foraging. No evidence of the use of the site by Badgers has been found; Otters are believed to use the River Stort.

Information supplied by Hertfordshire Biological Records Centre (HBRC) indicates the presence of Grass Snakes and Common Lizards along the railway line. London Essex & Hertfordshire Amphibian and Reptile Trust (LEHART) records reptiles present within 1km of the site. Common Lizards or Slow Worms have not previously been found on the site although the presence of Grass Snakes on the site could not be ruled out. No Great Crested Newts have been identified on the site and there is no record of breeding ponds within 1km of the site.

Any planning application will need to take proper account of the ecological value of the site and consider the retention and enhancement of key ecological assets.

14.4 Flood Risk

The site lies adjacent to the River Stort Navigation, which is designated as a Main River watercourse at this location. The site is within Flood Zone 2 as defined by Environment Agency. Development in Flood Zone 2 will need to pass the sequential test in accordance with PPS25as. It will be necessary to undertake a Flood Risk Assessment. Particular focus should be put on the problems associated with the drains on site that caused flooding in the past. An 8 metre buffer zone will need to be left free from any permanent structures including fences and other obstructions. This buffer zone is required in order to improve access to the watercourse for riparian owner and/or Environment Agency to carry out flood defence functions and also provide an ecological buffer zone to protect the river environment.

The development will also need to consider how surface water is dealt with on site. Surface water discharge from site should not exceed the Greenfield run off rate for the site, normally 2 and 8 litres/sec/hectare.

Any planning application will need to demonstrate how the principles of Sustainable Drainage System (SuDs) have been applied to the

development in line with guidance contained in Appendix F of Planning Policy Statement 25.

14.5 Land Contamination and Hydrology

The River Stort and site lies in a channel of reworked glacial deposits, cut into Chalk by the river. The geology of the site reflects this situation and comprises a superficial layer of made ground overlying deposits of sandy gravels and silts and clays, the thickness of which varies greatly. The sands and gravels are considered to be a minor aquifer of high permeability and the fissured upper chalk as a major aquifer of high permeability. Due to these levels of permeability and the likely connectivity between the minor and major aquifers, the vulnerability of the major aquifer is considered high. The groundwater is at a very shallow depth below the surface (between 0 and 6metres). The shallow depth of ground water (and likely contamination) could increase the risk to groundwater and is likely to result in some restriction on the infiltration of surface water and types of pilling at the site

A small number of areas of the site have been found to have significantly elevated concentrations of contaminants. Much of the made ground appears to have been effected to some degree by a number of different contaminants and groundwater and the adjacent river are considered vulnerable to off-site migration. At the planning application stage, a Desk Study (a Preliminary Risk Assessment) which assesses the potential land contamination to be present must be submitted. The Environment Agency would favour the provision of an 8m buffer zone free from buildings, fencing and formal garden planting along the river to enhance the character of the watercourse. The Agency also recommends that flow balancing be incorporated into the drainage proposals for the development.

Any planning application will need to fully assess the implications of land contamination and ensure that a remediation strategy is in place prior to development commencing.

14.6 Noise and Vibration

Areas of the site are in Noise Exposure Category (NEC) C and B as defined in PPG24 'Planning and Noise' with the most notable sources being road traffic and the railway line. The railway is the dominant source of vibration.

The planning application should consider the noise and vibration environment of the site and ensure that public spaces as well as residential units are sympathetically placed.

14.7 Sustainability

Efforts should be made to enhance sustainability by seeking to reduce emissions, generate more energy from renewable sources, incorporate sustainable urban drainage systems, reduce waste generation, encourage more recycling and encourage more visitors by public transport, walking, cycling and boating. Any new development will be

required to comply with Code for Sustainable Homes in accordance with requirements set out and implemented in Building Regulations.

The Council supports the advice provided in Building Futures. The link to Building Futures is www.hertslink.org/buildingfutures. This is a series of practical guides produced on behalf of Hertfordshire local authorities to support sustainability measures in all new developments. Regard should be paid to this advice in terms of development proposals.

Particular attention is drawn to Hertfordshire Low and Zero Carbon Study (2010) which identifies the site falling within an opportunity area for a decentralised or low-carbon heating scheme. Planning application should assess the feasibility of this opportunity. The council will require the development to achieve a meaningful CO₂ reduction from on site renewable sources in line with Central Government 2009 Renewal energy Directive and where feasible encourage zero carbon development.

Renewable sources of energy make an important contribution to secure, sustainable and diverse energy supplies. Additionally, Environmental Agency seeks that all development achieves water efficiency standards. Water efficiency standards should be included for all commercial (BREAM) and residential (Code for Sustainable Homes) developments associated with this site

14.8 Waste Reduction and Recycling

Waste is an issue with important planning and environmental implications, which need to be considered as an integral part of sustainable development. Within any proposal, consideration must be given to the effective storage, collection and recycling of waste generated by future commercial and residential occupiers of the development. The Council when considering proposals for development will have regard to the volumes and types of waste generated by the development during construction and subsequent occupation. Facilities to enable maximum recycling by residents/visitors and proposals to maximise waste will need to be incorporated into the design and should be considered at an early stage

14.9 Refuse Collection

New development proposes must enable adequate servicing and vehicle manoeuvring space for refuse vehicles and ensure that there is no adverse impact.

15.0 Application Requirements

- 15.1 Because of the nature of the proposed uses, the size of the site and the likely scale of the development it is probable that any planning application would require formal "Screening" in accordance with the 1999 Environmental Assessment regulations in order to determine whether formal Environmental Impact Assessment has to be

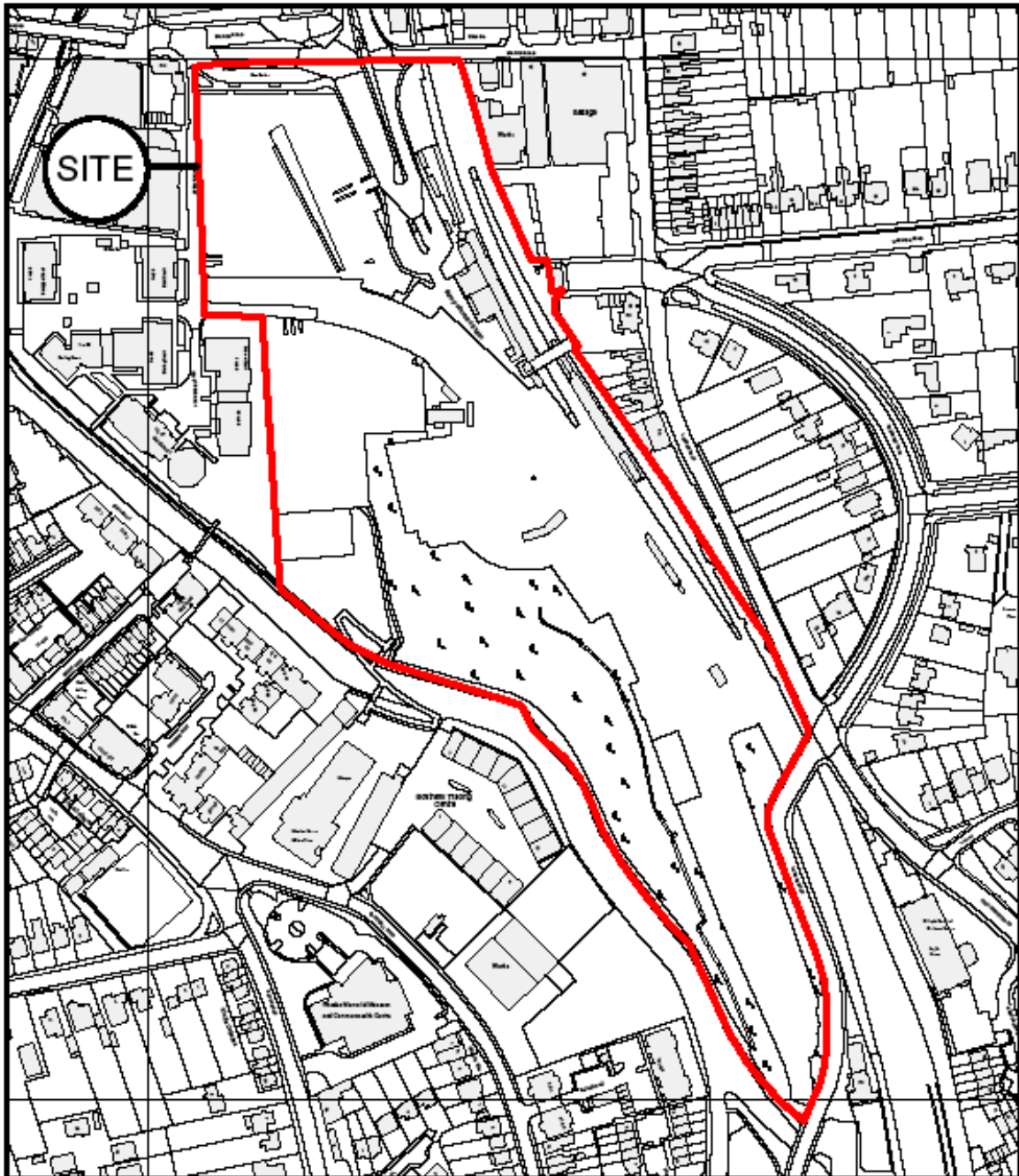
undertaken.

15.2 Whether or not EIA is needed, the Council will expect any planning application to be accompanied by:

- A Design Statement
- A Transportation Assessment
- A Flood Risk Assessment
- A Tree Survey
- An Archaeological Assessment
- An Energy Statement

Related and Supporting documents/Bibliography

1. Goods Yard Site Development Brief 2004
2. Goods Yard Developing a Revised Site specific Brief: Issues and Options
3. Aspiration Questionnaire – Bishop’s Stortford 20 20 Group
4. Goods Yard – Consultation Process/Emerging Development options
5. Saved Policies’ East Herts Local Plan Second Review April 2007
6. East Herts Local Development Framework – Core Strategy – Issues and Options Consultations
7. A Vision for Bishop’s Stortford – Bishop’s Stortford 20 20 Group



This copy has been produced specifically for Map Control Scheme purposes only. No further copies may be made
Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings
Reproduced from the Ordnance Survey map data with the permission of the controller of Her Majesty's Stationary Office Crown Copyright
2009 East Herts Council. LA Ref: 100018528



East Herts Council
Wallfields
Pegs Lane
Hertford
SG13 8EQ
Tel: 01279 655261

Address: Goods Yard, Bishops Stortford
Reference: Site Development Brief (2011)
Scale: 1:2500
O.S Sheet: TL4920NW
Date of Print: 31 May 2011

EAST HERTS COUNCIL

EXECUTIVE – 5 JULY 2011

REPORT BY EXECUTIVE MEMBER OF FINANCE

PROCUREMENT WAIVER – COUNCIL WIDE AREA NETWORK

WARD(S) AFFECTED: All

Purpose/Summary of Report

- To request a waiver as provide for in the Council's Procurement Regulations to progress the purchase of a wide area network (WAN).

RECOMMENDATION FOR DECISION:

(A)	That in accordance with Procurement Regulations 12.1 and 12.2.d, the Executive waive the requirement to appoint after competitive tender in order to enable the Council to implement a WAN at lower cost and which will deliver cost savings for the tax payer following investigation of the market.
------------	--

1.0 Background

- 1.1 A report to CMT on 8 February endorsed the use of a suitable OGC framework for the procurement of a replacement phone system and associated WAN. The business case supporting this was based on pricing information from soft market testing. The procurement was progressed in line with procurement regulations section 10.1.
- 1.2 The Council selected a supplier for its telephone system through the OGC framework which will be installed at the beginning of August.
- 1.3 The costs returned within the OGC procurement for the provision of the WAN were twice the expected level, eliminating an identified annual cost saving of £26,000 in telephone and data line charges.

2.0 Report

2.1 The Council seeks to implement a WAN to:

- save money by moving to internet based protocols for its telephone lines and call charges, combining data and telephone needs in one network.
- implement a network that will meet the needs of the Council for the future.
- deliver flexibility for the future supportive of shared services and supplying the telecommunication lines and connectivity that a dynamically changing Council and its partners require.
- preserve existing number ranges to avoid any impact on customers from the consolidation of staff to Hertford.
- significantly enhance business continuity and disaster recovery capability. A WAN will allow the Council's telephone numbers to be presented anywhere where there is functioning internet connectivity.

2.2 Following the high quotations received through the OGC process, a further formal quotation was sought from the supplier initially approached to provide the business case costings. This was returned at the same low cost as previously quoted, amounting to a £29,034 saving over the cheapest OGC quotation. All quotes are shown in **Essential Reference Paper B**.

2.3 Procurement regulations 12.1 allow for the Executive to consider a waiver to regulations for procurements over £50,000. The three year aggregated value of the WAN proposed is £112,860 including capital set up cost.

2.4 Procurement regulations 12.2 allow the endorsement of such a waiver subject to a written report demonstrating:

‘.....

d) where it is in the Council's overall interest’

2.5 Based on the need for:

- a timely solution to minimise impact on customers and staff from the consolidation of Council staff on one site
- an on-going revenue saving
- urgently needed flexibility in the deployment of telephony for home and remote workers

it is requested that the Executive endorse the use of the identified supplier as the OGC process has failed to deliver value for the tax payer in this case.

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

CMT Paper 10 August 2010 – Engagement of Independent Telecoms Engineer

CMT Paper 8 February 2011 – Telephone Lines and Charges

Contact Member: Councillor M. Tindale – Executive Member for Finance

Contact Officer: Neil Sloper – Head of Customer Services/Programme Head – Ext. 1611

Report Author: Neil Sloper – Head of Customer Services/Programme Head

ESSENTIAL REFERENCE PAPER 'A'

<p>Contribution to the Council's Corporate Priorities/ Objectives:</p>	<p>Fit for purpose, services fit for you <i>Deliver customer focused services by maintaining and developing a well managed and publicly accountable organisation.</i></p>
<p>Consultation:</p>	<p>The IT service has been fully consulted and engaged within the procurement project and has confirmed the proposed supplier's submission meets our technical requirements.</p> <p>The key services handling customer calls (Environmental Services, Planning and Revenues and Benefits) have been consulted regarding their business needs and the specification. A specification workshop for managers is being run to further validate the specification.</p> <p>The Council's Procurement Officer and Audit Manager have been fully engaged in the procurement process and have endorsed the procurement approach taken.</p>
<p>Legal:</p>	<p>There are no legal implications beyond those involving procurement.</p>
<p>Financial:</p>	<p>All revenue costs of the new WAN will be met from existing budgets and will result in an annual cost saving of £26,000.</p> <p>The installation cost of £14,586 has already been approved within the telecoms systems capital provision, endorsed by full Council in the medium term financial planning process.</p> <p>The contract will be in place for 3 years, after which the Council will need to seek renewed quotes for provision of WAN services.</p>
<p>Human Resource:</p>	<p>There are no Human resource implications.</p>
<p>Risk Management:</p>	<p>The installation of the WAN will be dependent upon the time taken to establish these links for the Council. There is a risk that the timescales are tight given the planned re-location date of staff to Wallfields.</p>

	<p>Failure to adopt a strategic network solution for telephone calls and our telephone system will result in continued impacts on service delivery, failure to realise cost savings and will leave the Council unprepared for the telecoms demands in the future.</p> <p>Failure to endorse the waiver will result in a failure to realise the identified annual cost saving of £26,000 and require an additional expenditure over the three year contract of £20,034.</p>
--	--

This page is intentionally left blank

Procurement Outcome - WAN

OGC Returns

	One Off Cost	Re-occurring Cost	3 year contract cost
Fujitsu Comec Virtual 1	£4,675.00	£45,739.66	£141,894.00
Freedom Communications	£8,870.00	£59,245.00	£186,605.00
Azzurri - no bid			

Additional Quote

Network Flow	£14,586.00	£32,758.00	£112,860.00
--------------	------------	------------	-------------

This page is intentionally left blank

EAST HERTS COUNCIL

EXECUTIVE – 5 JULY 2011

MONTHLY CORPORATE HEALTHCHECK – APRIL 2011

REPORT BY THE LEADER OF THE COUNCIL

WARD (S) AFFECTED: All

Purpose/Summary of Report:

- To set out an exception report on the finance and performance monitoring for East Herts Council for April 2011.




<u>RECOMMENDATIONS FOR EXECUTIVE: that</u>	
(A)	the budgetary variances set out in paragraph 2.1 of the report be noted;
(B)	a supplementary estimate of £16,500 to modify car park pay and display machines to accept new 5p and 10p coins that come into circulation in 2011/12, be approved;
(C)	the action taken to mitigate and control strategic risks during the period January to April 2011 be noted, or amended if necessary. (Paragraph 2.29 to 2.30)
<u>RECOMMENDATION FOR COUNCIL: that</u>	
(D)	the carry forward requests of £9,270, £4,750, £7,000, £4,100 £4,195, £9,530 as outlined in paragraph 2.25 to 2.28 be recommended to Council in accordance with Financial Regulation 4.7.3 and met by a call on the general reserve.



1.0 Background

- 1.1 This is the monthly finance and performance monitoring report for the Council.

- 1.2 Each month the report will contain a breakdown of the following information by each corporate priority where remedial action is needed:
- Salary, Capital and Revenue variance.
 - Performance information (based on the performance indicator suite that is reported on a monthly basis) and also the Directorate's position in respect to payment of invoices and sickness absence.
 - Strategic risk monitoring covering periods for January 2011 to April 2011.
- 1.3 **Essential Reference Paper 'B'** Shows the full set of performance indicators that are reported on a monthly basis.
Essential Reference Paper 'C' Shows detailed information on salaries.
Essential Reference Paper 'D' Shows detailed information capital programme.
Essential Reference Paper 'E' Shows a Summary of Executive actions made within the financial year.
Essential Reference Paper 'F' Shows the strategic risk register.

The codes used in relation to performance indicator monitoring are as follows:

Status	
	This PI is 6% or more off target.
	This PI is 1-5% off target.
	This PI is on target.

Short Term Trends	
	The value of this PI has changed in the short term.
	The value of this PI has not changed in the short term.

2.0 Report – Directorate Position

REVENUE FINANCIAL SUMMARY

- 2.1 The financial year has only just commenced so there is only limited information about actual spending. However, there are some adverse and favourable areas to highlight.

	Position as at 30.04.11				Projected Position year end	
	Favourable £000	Adverse £000	Favourable Variance since last month £000	Adverse Variance since last month £000	Favourable £000	Adverse £000
(1) Promoting prosperity & well being; providing access & opportunities Local Services Support Grant	4	0	0	0	50	0
(2) Fit for purpose Turnover	0	54	0	0	0	607
Print/Desk Top Publishing	0	4	0	0	0	53
(3) Pride in East Herts Pay and Display machines	0	0	0	0	0	17

	Position as at 30.04.11				Projected Position year end	
	Favourable £000	Adverse £000	Favourable Variance since last month £000	Adverse Variance since last month £000	Favourable £000	Adverse £000
(4) Shaping now, shaping the future New Homes Bonus Grant	415	0	0	0	415	0
(5) Leading the way, working together	There is nothing to report for this Priority.					
TOTAL:	419	58	0	0	465	677
Net Projected Variance						212
Supported by supplementary estimates						0
Total Supplementary Estimates						0

- 2.2 Subject to all other budgets being equal, this would result in an over spend of £212k. However, it is likely that some of the £415k New Homes Bonus will be used prior to 31 March and thus reduce the currently reported favourable variance. The forecast will be revised once Council has approved a policy on the use of this funding (see paragraph 2.14 below).
- 2.3 Salary budgets are constantly monitored and **Essential Reference Paper 'C'** shows a projected over spend of £607k. This is predicted to be a worse case scenario and should reduce as more budgeted savings begin to be delivered.

FINANCIAL ANALYSIS AND PERFORMANCE ANALYSIS

Promoting Prosperity and well-being, providing access and opportunities

Financial analysis

- 2.4 The Department for Communities and Local Government announced on 22 March 2011 that East Herts Council is being awarded a Local Services Support Grant of £50k.

Performance analysis

- 2.5 **EHPI - 129 - Response time to anti social behaviour (ASB) complaints made to East Herts Council.** Performance was 'Red' for April 2011. This was due to 11 ASB complaints being made directly to the ASB Officer at East Herts Council for the month of April 2011. 9 of these were dealt with within the minimum standards of two working days. The two that were not dealt with were online ASB forms submitted over the Easter break.

Please refer to **Essential Reference Paper 'B'** for full details.

Fit for purpose

Financial analysis

- 2.6 Efficiency savings planned to be made in 2011/12 within the Printing and Desk Top Publishing services have yet to be resolved and total £53k.

Performance analysis

- 2.7 **EHPI 6.8 - Turnaround of pre NTO PCN challenges and EHPI 6.9 - Turnaround of NTO Representations.** Performance was 'Red' for April 2011 for these indicators. Performance was off target for these indicators due to high levels of PCNs being issued and staff absences.
- 2.8 **EHPI 8 – % of invoices paid on time.** Performance was 'Amber' for April 2011. Management has taken steps to ensure future invoices are paid on time.
- 2.9 The following indicators were 'Green', meaning that the targets were either met or exceeded for April 2011:
- NI 181 - Time taken to process Housing Benefit/Council Tax Benefit new claims and change events.
 - EHPI 12c - Total number of sickness absence days per FTE staff in post.

Please refer to **Essential Reference Paper 'B'** for full details.

Pride in East Herts

Financial analysis

- 2.10 A supplementary estimate was approved in 2010/11 to enable the car park pay and display machines to be altered to allow for a change in coinage. The Government delayed the introduction of new coinage until 2011/12. Therefore the Executive is being asked to support a request for a supplementary sum of £17k in 2011/12.

Performance analysis

- 2.11 CMT agreed on 29 March 2011 that the following household waste indicators will not have monthly targets for 2011/12 as data is too volatile for meaningful targets to be set. It was agreed that more monthly data is needed before seasonal targets can be agreed. However for information performance for April 2011 is as follows:
- 2.12 **NI 191 - Residual household waste per household.** Performance for April 2011 shows that waste arisings were higher this month, in common for this period in the year. Performance is still much better (lower) than services expectations.

- 2.13 **NI 192 - Percentage of household waste sent for reuse, recycling and composting.** Performance for April 2011 indicates an improvement this month compared to January & February but composting levels were lower than expected due to dry spring.

Please refer to **Essential Reference Paper 'B'** for full details.

Shaping now, shaping the future

Financial analysis

- 2.14 The DCLG announced the New Homes Bonus scheme. A sum of £415k has been awarded to East Herts Council. As yet, the MTFP makes no provision either for income from this source or how that income might be applied. The Local Development Panel will make proposals on the application of this funding for consideration by the Executive with recommendations to Council at its meeting on 26 September 2011.

Performance analysis

- 2.15 **NI 157a – Processing of planning applications: Major applications.** Performance is currently in 'Red' for April 2011. The target was not achieved. Two major decisions were made in the month. One required the completion of a legal agreement and lengthy negotiations took the decision outside of the timescale target.
- 2.16 The following indicators were 'Green', meaning that targets were either being met or exceeded for April 2011. They are:
- NI 157b - Processing of planning applications: 'Minor' applications.
 - NI 157c – Processing of planning applications: Other applications.
 - EHPI 2.1b - Enforcement actions: planning b) formal actions.
 - EHPI 2.1c - Enforcement actions: planning.
 - EHPI 2.2(45) – Number of collections missed per 100,000 collections of household waste.

Please refer to **Essential Reference Paper 'B'** for full details.

Leading the way, working together

Financial analysis

2.17 There are no new financial issues this month regarding this priority.

Performance analysis

2.18 There are no performance indicators monitored on a monthly basis for this priority.

CAPITAL FINANCIAL SUMMARY

2.19 The table below sets out expenditure to 30 April 2011 against the Capital Programme including slippage. Members are invited to consider the overall position. **Essential Reference paper D** contains details of the 2011/12 Capital Programme. Comments are provided by the Project Control Officers in respect of individual schemes.

SUMMARY	2011/12 Original Estimate	2011/12 Revised Estimate	2011/12 Actual Commit to date	2011/12 Projected spend	Variance Col 4 - Col 2
	£	£	£	£	£
Promoting Prosperity	2,091,340	2,744,960	40,714	2,735,460	(9,500)
Fit for Purpose	1,439,150	1,937,570	311,346	1,937,570	0
Pride in East Herts	2,276,200	1,905,790	76,218	1,905,570	0
Shaping now	430,500	562,600	3,766	562,600	0
Leading the Way	0	0	0	0	0
Re-profiling potential Slippage	(750,000)	(750,000)		(750,000)	0
TOTAL	<u>5,487,190</u>	<u>6,400,920</u>	<u>432,044</u>	<u>6,391,420</u>	<u>(9,500)</u>

CARRY FORWARD REQUESTS

2.24 Six areas of underspend have been identified. Financial Regulation 4.7 provides for unspent budgets to be carried forward from one year to the next. There are 6 proposals to bring forward sums from 2010/11 to 2011/12 in accordance with this Regulation.

2.25 The Head of Environmental Services has requested that £9,270 of the Tree Scheme budget be carried forward as expenditure has been delayed on the replacement of diseased trees in a high profile area of Waytemore Gardens until the autumn of 2011.

2.26 The Head of Community and Cultural Services has requested that £4,750 of the Arts Award budget be carried forward. The annual arts

award was allocated to Rhodes and to Hertford Theatre for innovative and collaborative arts development. The collaborative nature of the project requires working over two financial years. Rhodes was allocated the grant in 2010/11.

- 2.27 The Head of Planning and Building Control has requested that £7,000 of the Planning Conservation Consultancy budget is carried forward to assist in Conservation Area Assessments. The preparation of assessments was identified in the service plan. Outside assistance in early 2011 has enabled three assessments to be completed in draft form. The current engagement represents a very cost effective solution to this work with professional assistance at a very low rate.
- 2.28 The Head of Licensing and Community Safety has requested that £4,100 of the Taxi Rank Signage and Marking budget is carried forward to enable taxi ranks to be moved in Hertford and following town centre redevelopment in Bishop's Stortford. The budget needs to be in place when Parking Services are in a position to initiate the works. A second request that £4,195 of the CCTV income that was generated by a windfall refund in 2010/11 be carried forward to assist with the approved decrease in the recovery charges budgeted for in 2011/12. A third request to carry forward £9,530 of the CCTV running costs budget to support the shortfall in the overall 2011/12 budget.

Strategic Risk

- 2.29 SR1, Pathfinder, will be deleted after this report as the agreement has been terminated. All other risk ratings remain the same.
- 2.30 On 17th May 2011, Zurich Municipal facilitated a workshop to identify current risks and assist preparations of the Strategic Risk Register for 2011/12. The proposed risk register and accompanying report will be submitted to a future meeting.

Please refer to **Essential Reference Paper 'F'** for Strategic Risk register.

3.0 **Implications/Consultation**

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

Background Papers:

2010/11 Estimates and future targets report, Essential Reference Paper B – For complete list of performance indicators that are being monitored for 2011/12

Contact Officer:

In terms of performance issues

Ceri Pettit, Head of Strategic Direction (Shared) and Performance Manager – ext 2240

Lorna Georgiou, Performance and improvement Coordinator – ext 2244

Karl Chui, Performance Officer – ext 2243

In terms of financial issues

Mick O'Connor, Principal Accountant – ext 2054

In terms of risk issues

Graham Mully, Insurance Officer – ext 2166

ESSENTIAL REFERENCE PAPER 'A'

<p>Contribution to the Council's Corporate Priorities/ Objectives:</p>	<p>Promoting prosperity and well-being; providing access and opportunities <i>Enhance the quality of life, health and wellbeing of individuals, families and communities, particularly those who are vulnerable.</i></p> <p>Fit for purpose, services fit for you <i>Deliver customer focused services by maintaining and developing a well managed and publicly accountable organisation.</i></p> <p>Pride in East Herts <i>Improving standards of the built neighbourhood and environmental management in our towns and villages.</i></p> <p>Shaping now, shaping the future <i>Safeguard and enhance our unique mix of rural and urban communities, ensuring sustainable, economic and social opportunities including the continuation of effective development control and other measures.</i></p> <p>Leading the way, working together <i>Deliver responsible community leadership that engages with our partners and the public.</i></p>
<p>Consultation:</p>	<p>Performance monitoring discussions have taken place between, Chief Executive, Directors and Heads of Service.</p>
<p>Legal:</p>	<p>There are no legal implications.</p>
<p>Financial:</p>	<p>There are no financial implications.</p>
<p>Human Resource:</p>	<p>There are no Human Resource implications.</p>
<p>Risk Management:</p>	<p>There are no Risk implications.</p>

This page is intentionally left blank






Executive Corporate Healthcheck April 2011/12

Traffic Light Red
Description Fit for purpose, services fit for you




Parking Services

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 24 th May 2011
EHPI6.8	Turnaround of Pre NTO PCN challenges (10 working days)		26 days	14 days		Continued effects of high numbers of PCNs.	<p>April 2011 result</p>	None

Traffic Light Red**Description** Promoting prosperity & well being providing access & opportunities**Licensing and Community Safety**




PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 24 th May 2011
EHP1129	Response time to ASB complaints made to EHC.		82.00 %	100.00 %		There were 11 ASB complaints made directly to the ASB Officer at East Herts Council for the month of April 2011. 9 of these were dealt with within the minimum standards of two working days. The two that were not dealt with were online ASB forms submitted over the Easter break.	<p>April 2011 result</p> 	None

Traffic Light Red**Description** Shaping now, shaping the future**Planning and Building Control**




PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 24 th May 2011
NI 157a (BV109a)	Processing of planning applications: Major applications		.00%	69.00%		1 out of 1 major over time (Sacombe Road S106)	<p>April 2011 result</p> 	

Traffic Light Amber
Description Fit for purpose, services fit for you




Financial Support Services

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 24 th May 2011
EHP18	% of invoices paid on time		95.38%	98.00%		April 2011 sees performance on 95.38% of invoices paid within the 30 days target.	<p>April 2011 result</p> 	None




Parking Services

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 24 th May 2011
EHP16.9	Turnaround of NTO Representations		29 days	28 days		PI affected by annual leave. The service is planning that performance will meet target next month.	<p>April 2011 result</p> 	None

Traffic Light Green**Description** Caring about what's built (and) where**Environment Services**

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 24 th May 2011
EHPI2.2 (45)	Waste: missed collections per 100,000 collections of household waste		29.1	50		Although performance turned up somewhat this month, compared to March, it is still much better than target.	<p>April 2011 result</p> 	None




Planning and Building control

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 24 th May 2011
EHPI2.1b	Enforcement actions: planning b) formal actions		3	3		Performance on target	<p>April 2011 result</p> 	None

Planning and Building control								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 24 th May 2011
EHP12.1c	Enforcement actions: planning c) prosecutions		1	1		Performance on target	<p>April 2011 result</p>	None




Traffic Light Green
Description Fit for purpose, services fit for you




People Services & Organisational Development								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 24 th May 2011
EHP12c	Total number of sickness absence days per FTE staff in post		0.44 days	0.70 days		Absence levels within council standards. Total absence for the year so far = 0.44 days (Target = 0.63 days)	<p>April 2011 result</p>	None

Revenues and Benefits Services								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 24 th May 2011
NI 181	Time taken to process Housing Benefit/Council Tax Benefit new claims and change events		9.8 days	10.0 days		Performance on target.	<p>April 2011 result</p> 	None



Traffic Light Green

Description Shaping now, shaping the future

Planning and Building Control								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 24 th May 2011
NI 157b (BV109b)	Processing of planning applications: Minor applications		96.00%	80.00%		Performance exceeding target with 27 out of 28 applications determined on time	<p>April 2011 result</p> 	None

Planning and Building Control								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 24 th May 2011
NI 157c (BV109c)	Processing of planning applications: Other applications		97.00%	93.00%		Performance exceeding target with 107 out of 110 applications determined on time.	<p>April 2011 result</p> 	None

Traffic Light Unknown
Description Pride in East Herts

Environment Services								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 24 th May 2011
NI 191	Residual household waste per household		472			Waste arisings higher this month, in common with all of Quarter 4. Performance still much better (lower) than service expectations.	N/A	None

Environment Services								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 24 th May 2011
NI 192	Percentage of household waste sent for reuse, recycling and composting		48.29%			Performance improved this month compared to January & February but composting levels lower than expected believed to be due to dry spring.	N/A	None

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

SALARIES/AGENCY/APPOINTMENT OF STAFF/RELOCATION

Essential Reference Paper 'C'

	Estimate	Profile to 30.04.11	Actual to 30.04.11	Variance to Profile	Projected outturn	Projected Outturn Variance to Estimate
	£	£	£	£	£	£
Executive / Corp Support	458,430	38,203	44,891	6,688	530,780	72,350
Internal Services	4,116,920	343,079	377,310	34,231	4,452,920	336,000
Neighbourhood Services	3,676,640	306,388	311,124	4,736	3,736,240	59,600
Customer & Community	2,586,850	215,572	226,701	11,129	2,754,890	168,040
Summary	10,838,840	903,242	960,026	56,784	11,474,830	635,990
Strain Costs (funded)	87,709	0	0	0	87,709	0
Employer's Pension Cost (not charged to services)	456,550	38,046	35,667	-2,379	428,000	-28,550
TOTAL	11,383,099	941,288	995,693	54,405	11,990,539	607,440
Projected net underspend after allowing for mitigating actions that had to be found						607,440

g:P&F/SALARIES HEALTHCHECK

This page is intentionally left blank

CAPITAL EXPENDITURE MONITORING 2011/12

SUMMARY	Exp. To 30/04/11								
	2011/12 Original Estimate	Proposed Slippage from 2010/11	2011/12 Any other amendments	2011/12 Approved Estimate as @ May '11	2011/12 Actual to date	2011/12 Commitment Amount	2011/12 Total to Date	2011/12 Projected Spend	2011/12 Variance between Proj Spend and Approved Estimate
	£	£	£	£	£	£	£	£	£
1. Enhance the quality of life, health and wellbeing of individuals, families and communities, particularly those who are vulnerable	2,091,340	653,620	0	2,744,960	23,806	16,908	40,714	2,735,460	(9,500)
2. Deliver customer focused services by maintaining and developing a well managed and publicly accountable organisation	1,439,150	498,420	0	1,937,570	218,775	92,571	311,346	1,937,570	0
3. Improve standards of the neighbourhood and environmental management in our towns and villages	2,276,200	(370,410)	0	1,905,790	15,794	60,424	76,218	1,905,790	0
4. Safeguard and enhance our unique mix of rural and urban communities, ensuring sustainable, economic and social opportunities including the continuation of effective development control and other measures	430,500	132,100	0	562,600	(4,777)	8,543	3,766	562,600	0
TOTAL	6,237,190	913,730	0	7,150,920	253,598	178,446	432,044	7,141,420	(9,500)
RE-PROFILING POTENTIAL SLIPPAGE (71264/7501)	(750,000)			(750,000)				(750,000)	0
	5,487,190	913,730	0	6,400,920	253,598	178,446	432,044	6,391,420	(9,500)

CAPITAL MONITORING 2011/12

Enhance the quality of life, health and wellbeing of individuals, families and communities, particularly those who are vulnerable

Exp Code	2011/12 Approved Schemes	Project Control Officer	2011/12 Original Estimate	Proposed Slippage from 2011/12	2011/12 Any other amendments	2011/12 Approved Estimate as @ May '11	2011/12 Actual to date	Exp. To 30/04/11			2011/12 Variance between Proj Spend and Approved Estimate	COMMENTS
								2011/12 Commitment Amount	2011/12 Total to Date	2011/12 Projected Spend		
			£	£	£	£	£	£	£	£	£	
	Grange Paddocks Pool:-											
72330	- Resurfacing of Approach Road	S. Whinnett		5,600		5,600		1,250	1,250	5,600	0	
72333	- Renew Valves to Main Pool Filter	S. Whinnett	10,000			10,000			0	10,000	0	
72334	- Replace Windows to Pool Hall	S. Whinnett	30,000			30,000			0	30,000	0	
	Hartham Swimming Pool											
72328	- Re-coating of pools & replacement boom	S. Whinnett		10,800		10,800			0	10,800	0	
	Leventhorpe Swimming Pool											
72197	- Replace/Upgrade Dosing Equipment	S. Whinnett		15,000		15,000			0	15,000	0	
72303	- Renew Pool Filters	S. Whinnett		20,000		20,000			0	20,000	0	
	Fanshawe Pool:-											
72331	- Replace Changing Room Air Handling Plant	S. Whinnett		4,900		4,900		845	845	4,900	0	
72335	- Replace Main Pool Air Handling Plant	S. Whinnett	30,000			30,000			0	30,000	0	
	Ward Freman Swimming Pool:-											
72332	- Renew Roof Covering to Pool Hall	S. Whinnett	68,740			68,740			0	68,740	0	
72578	Drill Hall (Note 5)	W. O'Neill	0	200,000		200,000			0	200,000	0	
72579	Hertford Theatre - Remodelling & Refurbishment Works	W. O'Neill	56,200	(1,330)		54,870	(47,813)	(845)	(48,658)	57,470	2,600	
72576	Hertford Theatre Exhibitions Screens	W. O'Neill	0	2,600		2,600			0	0	(2,600)	
72586	Hertford Theatre Renew Fire Alarm	S. Whinnett	10,000			10,000			0	10,000	0	
72587	Hertford Theatre McMullen Gates Refurbishment	S. Whinnett	35,000			35,000			0	35,000	0	
72588	Hertford Theatre Energy Saving Hot Water System	S. Whinnett	20,000			20,000			0	20,000	0	
72589	Hertford Theatre Renew Roof Covering	S. Whinnett	90,000			90,000			0	90,000	0	
72545	Presdales - Replace Pavilion	W. O'Neill	0	59,100		59,100	4,817		4,817	59,100	0	
72530	Community Planning Grants	W. O'Neill	20,000	19,700		39,700			0	39,700	0	In first funding round, 5 organisations were allocated grants totalling £7283.87. 3 Claims for £3063 have been submitted. A further £12,716 has been recommended for allocation to 7 organisations. New financial year deadlines are 30 June, 30 Sept, 31 Dec and 31st Mar 2012
72439	Capital Grants 2009/10	C. Pullen	0	8,050		8,050	(23)		(23)	8,050	0	
72440	Capital Grants 2010/11	C. Pullen	40,000	37,900		77,900			0	77,900	0	12 organisations have been allocated grants totalling £61,667.95. 1 claim for £5,122.95 submitted & paid.
72441	Capital Grants 2011/12	C. Pullen	43,000			43,000			0	43,000	0	Deadline for applications 20 May 2011.
72683	Village Hall Community Challenge	C. Pullen	11,000	11,400		22,400			0	22,400	0	Cottered not yet submitted claim. Hunsdon, Walkern Sports & Social Club & Standon & Puckeridge halls to submit claims this year.
72512	Partnership Investment Fund	C. Pullen	26,000	43,600		69,600			0	69,600	0	6 organisations allocated grants in 2010/11. No claims have been submitted. Deadline for applications 17 June 2011
72582	LSP Capital Grants	W. O'Neill	0	76,800		76,800	(1,000)		(1,000)	76,800	0	
72602	Private Sector Improvement Grants - Disabled Facilities *	S. Winterburn	560,000	(40,000)		520,000	55,400		55,400	649,500	129,500	The slippage from Discretionary DFG and DHG of £57,800 and £71,700 respectively are both needed to help meet high demand for mandatory DFG, and to counteract the effect of the £40K overspend shown, which was due to high demand in 2010/11.

CAPITAL MONITORING 2011/12

Enhance the quality of life, health and wellbeing of individuals, families and communities, particularly those who are vulnerable

Exp Code	2011/12 Approved Schemes	Project Control Officer	Exp. To 30/04/11									COMMENTS	
			2011/12 Original Estimate	Proposed Slippage from 2011/12	2011/12 Any other amendments	2011/12 Approved Estimate as @ May '11	2011/12 Actual to date	2011/12 Commitment Amount	2011/12 Total to Date	2011/12 Projected Spend	2011/12 Variance between Proj Spend and Approved Estimate		
			£	£	£	£	£	£	£	£	£		
72605	- Disabled Facilities - Discretionary	S. Winterburn	60,000	57,800		117,800					60,000	(57,800)	The original estimate of £60K is needed for Discretionary DFG (part may be needed for mandatory DFG if demand remains as high). The £57,800 slippage is needed for mandatory DFG (as indicated in 2010/11). No spend on DDFG was anticipated at this early stage.
72606	- Decent Home Grants **	S. Winterburn	120,000	71,700		191,700				0	120,000	(71,700)	The DHG budget is less than in previous years to reflect need to reduce capital spend, and to enable sufficient provision and priority for mandatory DFG. Policy being reviewed accordingly.
72685	Future Social Housing Schemes	S. Drinkwater	700,000			700,000				0	700,000	0	
71201	Capital Salaries	S. Chancellor	25,400			25,400				0	25,400	0	
72504	Provision of Play Equipment	C. Cardoza	50,000			50,000		1,568	1,568		50,000	0	
72580	Vantorts Sawbridgeworth-Play Area Development Programme	C. Cardoza	0	50,000		50,000				0	50,000	0	
72583	Improvements to Works at Southern Country Park (Note 3)	C. Cardoza	36,000			36,000	12,425	14,090	26,515		26,500	(9,500)	Projected spend is now £26,515. The £9,485 external funding from the Countryside Management Service will now be spent directly by them and the overall value of the project in terms of external funding contributions remains unchanged.
72584	Sacombe Road, Hertford - Play Area Development Programme (Note 2)	C. Cardoza	10,000			10,000				0	10,000	0	
72585	The Bourne, Ware - Play Area Development Programme	C. Cardoza	40,000			40,000				0	40,000	0	
TOTAL			2,091,340	653,620	0	2,744,960	23,806	16,908	40,714		2,735,460	(9,500)	

Expenditure on Joint Use Pools 40% funding sought from HCC/schools as appropriate.

* Government funding of £228,000 in 11/12

** Assumed Government funding of £25,000 in 11/12

Note 2. Reflects the minimum sum needed to bring the site up to standard. Will be used to bid for external funding to raise standards at the site.

Note 3. Externally funded - £46,000 BIFFA, £9,000 Env Agency, £10,000 Countryside Management Services. £10k EHC.

Note 5. Release of funding is contingent upon agreeing a full repairing lease with the occupier

CAPITAL MONITORING 2011/12

Deliver customer focused services by maintaining and developing
a well managed and publicly accountable organisation

Exp. To 30/04/11

Exp Code	2011/12 Approved Schemes	Project Control Officer	2011/12 Original Estimate	Proposed Slippage from 2010/11	2011/12 Any other amendments	2011/12 Approved Estimate as @ May '11	2011/12 Actual to date	2011/12 Commitment Amount	2011/12 Total to Date	2011/12 Projected Spend	2011/12 Variance between Proj Spend and Approved Estimate	COMMENTS
			£	£	£	£	£	£	£	£	£	
71342	PC Upgrades	D. Frewin	0			0	(2,910)	205	(2,705)	0		
71370	Development Control EDM	P. Bowler	0	4,500		4,500			0	4,500	0	
71374	Network, Servers & Storage Upgrade	D. Frewin	30,000	(400)		29,600			0	29,600	0	
71376	Home & Mobile Working	D. Frewin	0	750		750			0	750	0	
71377	BACS	P. Bowler	0	2,500		2,500			0	2,500	0	
71378	Business Continuity	D. Frewin	30,000			30,000			0	30,000	0	
71379	Authentication	P. Bowler	31,000			31,000			0	31,000	0	
71388	GIS	P. Bowler	0	5,470		5,470			0	5,470	0	
71389	Small Systems	P. Bowler	0			0	(2,400)	2,400	0	0	0	
71391	Hertford Audio Visual Upgrade	D. Frewin	0			0	(2,000)	2,000	0	0	0	
71395	EDM - Corporate	P. Bowler	52,700	2,870		55,570			0	55,570	0	
71396	Enhancement of Telephony System	P. Bowler	0	3,400		3,400	2,705		2,705	3,400	0	
71402	Council Chamber Enhancements	P. Searle	0			0	(1,576)	1,576	0	0		
71408	Revenues & Benefits System	S. Tarran	43,000			43,000			0	43,000	0	
71409	Locata	P. Bowler	37,700			37,700			0	37,700	0	
71410	Firewalls & Intrusion Protection	P. Bowler	0			0	(34,891)	34,891	0	0		
71412	Renewal of Cabling - Wallfields	D. Frewin	0	65,480		65,480			0	65,480	0	
71413	New Telephone System	P. Bowler	100,000	(14,700)		85,300			0	85,300	0	
71414	Hardware Funding	D. Frewin	120,650	2,750		123,400	10,061	42,465	52,526	123,400	0	
71415	Applications	D. Frewin	72,000	5,700		77,700			0	77,700	0	

CAPITAL MONITORING 2011/12

Deliver customer focused services by maintaining and developing
a well managed and publicly accountable organisation

Exp. To 30/04/11

Exp Code	2011/12 Approved Schemes	Project Control Officer	2011/12 Original Estimate	Proposed Slippage from 2010/11	2011/12 Any other amendments	2011/12 Approved Estimate as @ May '11	2011/12 Actual to date	2011/12 Commitment Amount	2011/12 Total to Date	2011/12 Projected Spend	2011/12 Variance between Proj Spend and Approved Estimate	COMMENTS
			£	£	£	£	£	£	£	£	£	
71416	Merging systems - Licensing & Env Health	B. Simmonds	15,000			15,000			0	15,000	0	
71362	Capital Salaries	P. Bowler	107,000			107,000			0	107,000	0	
71234	Wallfields Ground Floor Refurbishment	S. Whinnett	722,500	386,400		1,108,900	249,746		249,746	1,108,900	0	
71261	Wallfields - Barriers for Visitor Parking	S. Whinnett		20,000		20,000			0	20,000	0	
71265	Wallfields - Disabled Persons Lift Replacem	S. Whinnett		14,700		14,700		8,934	8,934	14,700	0	
71203	Replacement of Chairs & Desks	R. Crow	10,000	200		10,200	40	100	140	10,200	0	
71266	Capital Salaries	S. Chancellor	53,600			53,600			0	53,600	0	
71251	Automated Telling Machines (ATM's) at Hertford & B/S	N. Sloper	14,000	(1,200)		12,800			0	12,800	0	
TOTAL			1,439,150	498,420	0	1,937,570	218,775	92,571	311,346	1,937,570	0	

CAPITAL MONITORING 2011/12

Improve standards of the neighbourhood and environmental management in our towns and villages

Exp. To 30/04/11

2011/12 Code	2011/12 Approved Schemes	Project Control Officer	2011/12 Original Estimate	Proposed Slippage from 2010/11	2011/12 Any other amendments	2011/12 Approved Estimate as @ May '11	2011/12 Actual to date	2011/12 Commitment Amount	2011/12 Total to Date	2011/12 Projected Spend	2011/12 Variance between Proj Spend and Approved Estimate	COMMENTS
			£	£	£	£	£	£	£	£	£	
	CAR PARKS											
75223	Bircherley Green Concrete Repairs Work	S. Whinnett		2,900		2,900			0	2,900	0	Request that this be added to main works budget (code 75241).
75240	Bircherley Green MSCP - Major Refurb. & Repairs	S. Whinnett	600,000			600,000			0	600,000	0	See above comment.
75242	Bircherley Green MSCP - Upgrade Lift Cars	S. Whinnett	25,000			25,000		8,021	8,021	25,000	0	
75241	Gascoyne Way MSCP - Major Refurb. & Repairs	S. Whinnett		24,500		24,500		1,438	1,438	24,500	0	
75256	Rye Street Car Park North Refurbishment	S. Whinnett		24,700		24,700	525		525	24,700	0	
75237	Buntingford Car Park - Imp. To Surface Water Drainage	S. Whinnett		10,000		10,000			0	10,000	0	
75262	Link Road - Lighting	S. Whinnett	7,500			7,500		6,200	6,200	7,500	0	
75263	Apton Road - Resurfacing & Lining	S. Whinnett	30,000			30,000			0	103,050	73,050	
75258	Grange Paddocks Overspill Refurbishment	S. Whinnett	190,000	17,200		207,200	4,605	9,090	13,695	207,200	0	
71267	Upgrade Pedestrian Route Grange Paddocks to Causeway	S. Whinnett	100,000			100,000			0	100,000	0	
72590	Vantorts Open Space - Resurface Footpaths	S. Whinnett	10,000			10,000			0	10,000	0	
75260	Purchase & Resurfacing of Apton Road Car Park	N. Sloper	650,000	(576,950)		73,050			0	0	(73,050)	
75261	Purchase of Baldock Street Car Park	N. Sloper	120,000	(120,200)		(200)			0	(200)	0	
75264	Hartham Leisure Car Park (Note 4)	N. Sloper	11,000			11,000			0	11,000	0	
75257	Changes to signs re charging Saturday's & Bank Holidays	N. Sloper	3,000			3,000			0	3,000	0	
72572	What's On' signage in Bishop's Stortford	N. Sloper	0	15,000		15,000			0	15,000	0	
74106	Heart of B/S - Market Improvement Scheme (Note 6)	W. O'Neill	0	50,300		50,300			0	50,300	0	
74107	Heart of B/S - Riverside Improvement Scheme (Note 7)	W. O'Neill	0	68,380		68,380			0	68,380	0	
72592	New Stall Covers for Hertford & Ware Markets	T. Andrews	3,500			3,500			0	3,500	0	
74105	Town Centre Environmental Enhancements	P. Pullin	100,000	66,200		166,200	(3,133)	3,133	0	166,200	0	
74102	Historic Building Grants	K. Steptoe	56,200	(4,400)		51,800	(1,000)		(1,000)	51,800	0	
72604	Energy Grants	S. Winterburn	20,000			20,000			0	20,000	0	No spend at present. Exit strategy for HEEP scheme being drawn up.
75144	Communal Bin Development	C. Cardoza	0	530		530			0	530	0	
75145	Standardise Litter Bins	C. Cardoza	5,000	130		5,130			0	5,130	0	
75152	Commercial Waste	C. Cardoza	33,500			33,500	4,957	1,920	6,877	33,500	0	

CAPITAL MONITORING 2011/12

Improve standards of the neighbourhood and environmental management in our towns and villages

Exp. To 30/04/11

Exp. Code	2011/12 Approved Schemes	Project Control Officer	2011/12 Original Estimate	Proposed Slippage from 2010/11	2011/12 Any other amendments	2011/12 Approved Estimate as @ May '11	2011/12 Actual to date	2011/12 Commitment Amount	2011/12 Total to Date	2011/12 Projected Spend	2011/12 Variance between Proj Spend and Approved Estimate	COMMENTS
			£	£	£	£	£	£	£	£	£	
75161	Energy Efficiency Initiatives	C. Cardoza	0	40,000		40,000			0	40,000	0	
75164	Plastic bottle sorting/bailing equipment	C. Cardoza	95,800			95,800			0	95,800	0	On hold pending implementation of new waste contract. To be reviewed in Autumn 2011.
75165	Wheeled Bin & Recycling Box Replacement Programme	C. Cardoza	81,700	11,300		93,000	9,840	25,397	35,237	93,000	0	
75167	Provision for containers - ARC for Communal Properties	C. Cardoza	30,000			30,000			0	30,000	0	
75168	Energy Efficiency & Carbon Reduction Measures (Note 1)	C. Cardoza	45,000			45,000			0	45,000	0	
75169	Recycling Boxes for Mixed Plastics	C. Cardoza	40,000			40,000		5,225	5,225	40,000	0	Project is progressing
72593	Procurement of a Land Rover	C. Cardoza	19,000			19,000			0	19,000	0	Procurement has commenced.
TOTAL			2,276,200	(370,410)	0	1,905,790	15,794	60,424	76,218	1,905,790	0	

Note 1. Relates to provision for energy efficiency measures following C3W. This is subject to bids for grant funding.

Note 4. SLM have agreed to fund all capital & revenue elements of this project

Note 6. Fully funded from Town Centre Enhancement budget (£25k) & PRG £75k).

Note 7. Fully funded from Town Centre Enhancement budget (£25k), S106 (£51,300), British Waterways (£20k) & PRG £60k).

CAPITAL MONITORING 2011/12

Safeguard and enhance our unique mix of rural and urban communities, ensuring sustainable, economic and social opportunities including the continuation of effective development control and other measures

Exp Code	2011/12 Approved Schemes	Project Control Officer	Exp. To 30/04/11								COMMENTS
			2011/12 Original Estimate	Proposed Slippage from 2010/11	2011/12 Any other amendments	2011/12 Approved Estimate as @ May '11	2011/12 Actual to date	2011/12 Commitment Amount	2011/12 Total to Date	2011/12 Projected Spend	
			£	£	£	£	£	£	£	£	£
71262	Elizabeth Road Shops - Renew Water Main	S. Whinnett		15,000		15,000			0	15,000	0
75259	Grange Paddocks New Pedestrian Bridge	S. Whinnett	50,000			50,000	566		566	50,000	0
75160	River & Watercourse Structures	G. Field	65,500	(7,500)		58,000	(5,343)	8,543	3,200	58,000	0
75166	Replace Footbridge Library Car Park, Ware	G. Field	150,000			150,000			0	150,000	0
75157	Footbridge Over River Stort	M. Shrosbree		107,100		107,100			0	107,100	0
72568	Asset Improvement Items - Infrastructure (North Drive reconstruct road & drainage)	M. Shrosbree		17,500		17,500			0	17,500	0
72591	Castle Weir Micro Hydro Scheme	W. O'Neill	165,000			165,000			0	165,000	0
TOTAL			430,500	132,100	0	562,600	(4,777)	8,543	3,766	562,600	0

* Expenditure on Joint Use Pools 40% funding sought from HCC/schools as appropriate.

Executive Actions for 2011/12

Priority	Finance/ Performance	Performance Indicator	Recommendation	Executive Decision	Meeting	Status	Outcomes
	Finance	N/A	Executive supports £18,300 of the Wheeled Bin and Recycling capital budget is re-profiled from 2011/12 into 2010/11.	Executive approved £18,000 of the River and Watercourses capital budget be re-profiled from 2010/11 into 2011/12;	08-Mar-11	Resolved	To support all of the Council's corporate objectives.
	Finance	N/A	Executive supports £18,000 of the River and Watercourses capital budget is re-profiled from 2010/11 into 2011/12.	Executive approved £18,300 of the Wheeled Bin and Recycling capital budget be re-profiled from 2011/12 into 2010/11.	08-Mar-11	Resolved	To support all of the Council's corporate objectives.
	Performance	NI 15, NI 16 and NI 20	Executive notes that monthly outturn data only will be reported for the crime performance indicators as comparative data is no longer available.	Executive noted monthly outturn data only being reported for the crime performance indicators as comparative data is no longer available.	08-Mar-11	Resolved	Through close monitoring of performance the service has identified changes to improve performance monitoring.
	Finance	N/A	Executive approves the capital re-profiling, including the acquisition of Apton Road and Baldock Road car parks.	Executive approved the capital re-profiling, including the acquisition of Apton Road and Baldock Road car parks.	24-May-11	Resolved	To support all of the Council's corporate objectives.

This page is intentionally left blank

Strategic Risk Register 2010/11 - January to April 2011



Code	Title	Description	Risk Factors	Current Risk Matrix	Impact	Likelihood	Managed By	Latest Note
10 - SR1	Risk that Pathfinder Group fail to deliver required levels of efficiency across Hertfordshire.	The Council is involved in a Pathfinder Group to deliver and demonstrate efficiency across Hertfordshire, meaning this will need to be evidenced across eleven separate Authorities (two tier) rather than one Unitary by 2011. There is a reliance on all partners being able to demonstrate / evidence, but there is concern currently about whether all partners will deliver.	Potential unitary status imposed. Reduction in settlement. Financial strength threatened. Missed opportunities. People capacity impacted. Damage to relationships with other Authorities and mistrust in future partnership working. Reputation / political credibility damage.		0	0	Anne Freimanis	January to April 2011: Pathfinder terminated by agreement of all 11 authorities. For EHC successful shared service already achieved with deliver comparable benefits

Code	Title	Description	Risk Factors	Current Risk Matrix	Impact	Likelihood	Managed By	Latest Note
10 - SR2	Unable to consistently apply and embed performance improvement.	Performance improvement is a key part of ensuring the Authority has sufficient capacity and ability to change moving forward. This will require clear and consistent approaches in a number of key areas, including ensuring the organisation has a clear understanding of the skills	Impact on performance. Detract from other roles. Drain on resources. Affect potential and hunger to improve. Employment issues. Prevent service improvement.		2	3	Anne Freimanis	January to April 2011: Continuing monitoring of performance and undertaking improvement measures as required. PDRs being undertaken. Planned mitigating actions - continued development of HR policies; review of performance measures in line with new

Essential Reference Paper ‘F’

		mix, capability and culture currently and in future. This must be linked to consistently applied and embedded approaches to workforce planning and performance management.						requirements. Continued delivery of the Council's Training Plan.
--	--	--	--	--	--	--	--	--

Code	Title	Description	Risk Factors	Current Risk Matrix	Impact	Likelihood	Managed By	Latest Note
10 - SR3	Unable to evidence and demonstrate performance consistently within current approaches.	The Council needs to understand and comply with external inspection on an ongoing basis and this needs to be done on a consistent basis across the organisation. There are also difficulties in understanding and complying with certain areas, particularly around engaging public and staff around new agendas. The ability to evidence and demonstrate performance consistently needs to be built into service planning and ongoing management of the organisation so there is a consistent, integrated approach to responding to external challenge.	Possible legal challenge. Self-perpetuating. Repeat inspection. Drain on resources. Staff morale. Damage Member / Officer relationships. Wider impacts. Reputation damaged and criticism attracted.		2	2	Anne Freimanis	January to April 2011: Reduction in external inspections achieved. Implementation of Audit recommendations; annual revision of PI reporting; updating of Council policies; review by CMT and Executive of service planning objectives and achievement thereof. Planned mitigating actions -subject to approval, implement Review of community engagement. Analysis and implementation of changing national government requirements

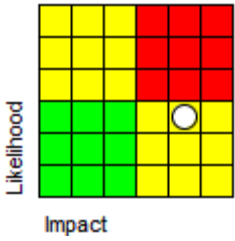
Code	Title	Description	Risk Factors	Current Risk Matrix	Impact	Likelihood	Managed By	Latest Note
10 - SR4	Unable to performance manage and deliver added value outcomes from key strategic partnerships.	There are a number of key strategic partnerships to deliver against key targets and priorities, as outlined in the LAA and Community Strategy, to meet inspection requirements and enable improvement to be made. There is a risk of perceived lack of clarity about what some Partnerships are trying to achieve with difficulty identifying deliverables over and above what an independent organisation could achieve, despite the time, resources and finances put into partnerships. We need to demonstrate added value in working together rather than alone, through robust performance management processes and clarity on objectives.	Poor service delivery. Partner relationships deteriorate. Blame culture. Reduced access to resources. Policy change. Reputation damage.		3	2	Anne Freimanis	January to April 2011: Review of resource allocation now underway. Rolling return of terms of reference and memberships of partnerships as required. Active involvement with new County partnerships (LEP and Health and Wellbeing Board).

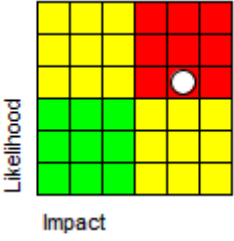
Essential Reference Paper 'F'

Code	Title	Description	Risk Factors	Current Risk Matrix	Impact	Likelihood	Managed By	Latest Note
10 - SR5	Risk of one of the Statutory Officers (Head of Paid Service, Section 151 Officer and Monitoring Officer) being unable to carry out their duties.	Risk of one of the Statutory Officers (Head of Paid Service, Section 151 Officer and Monitoring Officer) being unable to carry out their duties.	Statutory duties may not be carried out, affecting the governance of the Council.		3	2	Simon Drinkwater; Anne Freimanis; Alan Madin	January to April 2011: Each Statutory Officer appoints a Deputy Statutory Officer. The Deputy Statutory Officer will take responsibility when required. Planned mitigating actions - Continue to maintain.

Code	Title	Description	Risk Factors	Current Risk Matrix	Impact	Likelihood	Managed By	Latest Note
10 - SR6	Risk that Local Development Framework is not approved, or is challenged.	The Local Development Framework will shape the future of East Herts to 2021 from a planning perspective and will be the basis for making key decisions about the direction of growth and development in the local area. Key challenges within this are around pressures on land use, the housing target and location of 12,000 new homes by 2021, and the need for infrastructure investment and jobs required to sustain growth. The Council is about to submit a revised plan to Government,	Could be flooded by planning applications. Resources implications if have to revise / re-submit. Could miss out on investment, especially related to infrastructure. Fund challenge. Timetable pressures.		4	1	Simon Drinkwater	January to April 2011: Planned mitigating actions - The LDF process is proceeding in accordance with the approved programme. The core strategy consultation is complete. There will be a report to the LDF Panel in July 2011.

		including a timetable, which will need to be approved and agreed.						
--	--	---	--	--	--	--	--	--

Code	Title	Description	Risk Factors	Current Risk Matrix	Impact	Likelihood	Managed By	Latest Note
10 - SR7	Changing the way we work (C3W) - Failure to deliver savings and improvements by July 2011.	Changing the way we work (C3W) is a programme intended to positively transform the organisation through delivering a programme of improvements and savings by July 2011. If successful, it will enable the Council to improve customer service and management, particularly through culture change, resolve accommodation issues, and also achieve savings, which contribute to Gershon / efficiencies and value for money.	Insufficient return on investment; Reputation / morale / relationships with staff, Members and public; Stagnation; Service may deteriorate; Adversely affect Corporate Priorities; Political fallout; Deliver the benefits of programme; Positive regeneration of Bishop's Stortford.		4	2	Neil Sloper	January to April 2011: C3W Buildings project costs reviewed and within contingency budget. Buildings Project meetings confirm work progressing in line with programme. Review of pre and post move surveys highlight high levels of staff support and good satisfaction levels. BPI programme reconfigured to progress priority projects within service areas to deliver individual benefits profiles linked to defined projects.

Code	Title	Description	Risk Factors	Current Risk Matrix	Impact	Likelihood	Managed By	Latest Note
10 - SR8	Unable to meet and reprioritise changing demands from Public.	The Council has a financial plan based on predicted levels of demand and need, which is reviewed and revised on an annual basis. The	Fail to provide or demonstrate community leadership. Fail to meet statutory obligations. Damaged reputation / adverse publicity.		4	3	Alan Madin	January to April 2011: The Council at its February meeting adopted a 4 year MTFP which is

		<p>Council is committed to achieving a significant amount of efficiency savings over a 3 year period. There are significant pressures on the financial targets in the plan due to the current economic downturn, and there may also be increased demand on a number of services such as homelessness and benefit claims. Vulnerable members of the community are dependent upon Council services, particularly in difficult economic times. The Council will need to ensure it provides services to vulnerable, but there could be issues due to the magnitude of what is needed at that time.</p>						<p>fully funded. The Council retained a good level of reserves to respond to short term volatility.</p>
--	--	--	--	--	--	--	--	---

Code	Title	Description	Risk Factors	Current Risk Matrix	Impact	Likelihood	Managed By	Latest Note
10 - SR9	Significant variance from financial plan.	The Council has a financial plan based on predicted levels of demand and need, which is reviewed and revised on an annual basis. The Council is	Impact on income. Council tax capped. Dip into assets / reserves which will affect future income. Reprioritise services.		2	3	Alan Madin	January to April 2011: In reporting the provisional outturn to February Council a judgemental adjustment was made to improve the overall

		<p>committed to achieving a significant amount of efficiency savings over a 3 year period. There are significant pressures on the financial targets in the plan due to the current economic downturn, including reduced income from investments and from services such as Land Charges, Parking and Development Control. There may also be increased demand on services such as homelessness and benefit claims. A pension fund review is potentially scheduled for 2010.</p>	<p>Potential cuts in services. Workforce issues. Damaged reputation / adverse publicity.</p>					<p>forecast. The Council has placed £10m in a structured deposit with a floor rate of 3.7% to under pin investment income forecasts. The pension fund review allowed contribution rates to be stabilised and took into account the change of indexation of benefits to cpi. Purchase of land used for car parks has removed a risk of rental increases. The revenues and benefits joint working was progressed with approval to be sought to a 50:50 sharing of benefits.</p>
--	--	---	--	--	--	--	--	---

This page is intentionally left blank