



**MEETING** : EXECUTIVE  
**VENUE** : COUNCIL CHAMBER, WALLFIELDS, HERTFORD  
**DATE** : TUESDAY 5 AUGUST 2014  
**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 Strategic Planning and Transport                   |
| Councillor Linda Haysey           | - Executive Member for Health, Housing and Community Support              |
| Councillor Paul Phillips          | - Executive Member for Economic Development                               |
| Councillor Suzanne Rutland-Barsby | - Executive Member for Community & Partnership Liaison                    |
| Councillor Michael Tindale        | - Executive Member for Finance                                            |

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## DISCLOSABLE PECUNIARY INTERESTS

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

4. It is a criminal offence to:

- fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
- fail to notify the Monitoring Officer, within 28 days, of a DPI that is not on the register that a Member disclosed to a meeting;
- participate in any discussion or vote on a matter in which a Member has a DPI;
- knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a DPI or in disclosing such interest to a meeting.

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

## AGENDA

1. Apologies

*To receive apologies for absence.*

2. Leader's Announcements

3. Minutes (Pages 7 - 12)

*To approve the Minutes of the meeting held on 1 July 2014.*

4. Declarations of Interest

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

5. Issues Arising from Scrutiny (Pages 13 - 16)

6. Housing Register Policy - Review (Pages 17 - 34)

7. Car Parking Pay and Display Charges - Objections to TRO (Pages 35 - 66)

8. Request for Area Designation for Neighbourhood Planning: Bishop's Stortford Central, South and All Saints and part of Thorley (Pages 67 - 74)

9. Little Hadham Conservation Area Appraisal and Management Plan (Pages 75 - 154)

10. High Wych Conservation Area Appraisal and Management Plan (Pages 155 - 208)

11. District Planning Executive Panel: Minutes - 17 July 2014 (Pages 209 - 220)

*To consider recommendations on the matters below:*

- (A) East Herts Gypsies and Travellers and Travelling Showpeople Accommodation Needs Assessment April 2014

*Minute 1 refers*

- (B) District Plan Update Report

*Minute 2 refers*

- (C) Delivery Study Update Report

*Minute 3 refers*

- (D) Greater Essex Demographic Forecasts 2012 – 2037 Phase 5 Main Report – April 2014

*Minute 4 refers*

- (E) East Herts Employment Land Review Update 2013

*Minute 5 refers*

- (F) Buntingford Employment Study 2014

*Minute 6 refers*

- (G) Strategic Land Availability Assessment (SLAA) Round 3 Update Report

*Minute 7 refers*

- (H) Neighbourhood Planning Update Report

*Minute 8 refers*

12. Hertfordshire Building Control Project Progress (Pages 221 - 246)

*Please note that Essential Reference Paper B is enclosed for Members*

*only as it contains exempt information as defined by paragraph 5 of Part I of Schedule 12A to the Local Government Act 1972.*

13. New Proposals for Supporting Members' ICT (Pages 247 - 256)
14. General Fund Revenue and Capital Outturn 2013-14 (Pages 257 - 266)
15. Monthly Corporate Healthcheck - June 2014

*Report to follow*

16. 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  
TUESDAY 1 JULY 2014, AT 7.00 PM

PRESENT: Councillor A Jackson (Chairman/Leader)  
Councillors M Alexander, M Carver,  
L Haysey and S Rutland-Barsby.

ALSO PRESENT:

Councillors E Buckmaster, S Bull,  
Mrs R Cheswright, M McMullen, P Moore,  
M Newman, T Page, P Ruffles, J Thornton  
and G Williamson.

OFFICERS IN ATTENDANCE:

Simon Drinkwater	- Director of Neighbourhood Services
Martin Ibrahim	- Democratic Services Team Leader
George A Robertson	- Chief Executive and Director of Customer and Community Services

82 **STANSTEAD ABBOTTS CONSERVATION AREA  
APPRAISAL AND MANAGEMENT PLAN**

**The Executive Member for Strategic Planning and Transport submitted a report on the Stanstead Abbots Conservation Area Appraisal following public consultation. He detailed the outcome of the public consultation in the report now submitted and advised that some comments had been taken on board.**

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

Councillor G Williamson, as the local ward Member, supported the proposals and thanked the Officers involved for engaging with local residents.

In response to Members' comments on the problems caused by the proliferation of "A" boards, the Executive noted the importance of a balanced and proportionate approach in enforcement activity.

The Executive supported the recommendations as now detailed.

**RECOMMENDED** – that (A) the responses to the public consultation be noted and the Officer responses and proposed changes to the Stanstead Abbotts Conservation Area Appraisal be approved;

(B) authority be delegated to the Head of Planning and Building Control, in consultation with the Executive Member for Strategic Planning and Transport, to make any further minor and consequential changes to the Appraisal which may be necessary; and

(C) the Stanstead Abbotts Conservation Area Appraisal be adopted.

### 83 **WARESIDE CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN**

The Executive Member for Strategic Planning and Transport submitted a report on the Wareside



**Conservation Area Appraisal following public consultation. He detailed the outcome of the public consultation in the report now submitted and advised that some comments had been taken on board.**

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

**Councillor M Newman, as the local ward Member, supported the proposals and thanked the Officers involved for engaging with local residents. He hoped that this would encourage better community cohesion with the various hamlets dotted around the village.**

**The Executive supported the recommendations as now detailed.**

**RECOMMENDED – that (A) the responses to the public consultation be noted and the Officer responses and proposed changes to the Wareside Conservation Area Appraisal be approved;**

**(B) authority be delegated to the Head of Planning and Building Control, in consultation with the Executive Member for Strategic Planning and Transport, to make any further minor and consequential changes to the Appraisal which may be necessary; and**

**(C) the Wareside Conservation Area Appraisal be adopted.**

84 APOLOGIES

Apologies for absence were submitted on behalf of Councillors P Phillips and M Tindale.

85 MINUTES

RESOLVED – that the Minutes of the Executive meeting held on 3 June 2014, be approved as a correct record and signed by the Leader.

86 REQUEST FOR AREA DESIGNATION FOR NEIGHBOURHOOD PLANNING: BUNTINGFORD AREA

The Executive gave consideration to a report detailing an application by Buntingford Town Council for the designation of a Neighbourhood Area, as detailed on the plan attached to the report submitted. The application comprised the Buntingford Area and covered the whole of the parishes of Buntingford, Aspenden, Buckland, Cottered, Hormead and Wyddial.

The Executive considered the application and the consultation undertaken, including the objection that had been submitted. The report submitted detailed the main areas of consideration in determining the application in accordance with Schedule 9 of the Localism Act 2011.

The Executive supported the application.

RESOLVED - that the application for the designation of a Neighbourhood Area, submitted by Buntingford Town Council, and to cover the Buntingford area, be supported.

87 MONTHLY CORPORATE HEALTHCHECK - MAY 2014

The Leader of the Council submitted an exception report on performance and finance monitoring for East Herts Council for May 2014.

He referred to performance indicator EHPI 192 (% of

household waste sent for reuse, recycling and composting) and advised that this data was not available at this stage and would be included in the report to the next meeting.

In response to questions by Councillor T Page on the proposed funding of temporary posts in the Development Plans team, the Executive Member for Strategic Planning and Transport stated that a huge amount of work had been identified in the team's work programme and it was important to move forward on the various Local Plan processes. The Director of Neighbourhood Services added that the proposed use of temporary staff was the most economic and effective option.

The Executive approved the recommendations now detailed.

RESOLVED - that (A) the budgetary variances set out in paragraph 2.1 of the report submitted be noted;

(B) the use of £116,780 from the Local Plan Reserve as noted in paragraph 2.3 of the report submitted, be approved;

(C) an additional £20,000 to support the Citizen Advisory Bureau as detailed in paragraph 2.5 of the report submitted, be approved;

(D) the virement of £30,000 from the Credit Union to Rent Deposit budget as detailed in paragraph 2.8 of the report submitted, be approved;

(E) a request to slip £40,000 of Community Capital Grant into 2015/16 as outlined in paragraph 2.23 of the report submitted, be approved; and

(F) carry forward requests of £38,245, £81,750, £18,000, £73,325, £15,000, £5,000 and £6,730 as outlined in paragraphs 2.24 to 2.32 of the report submitted, be approved.

The meeting closed at 7.22 pm

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## EAST HERTS COUNCIL

EXECUTIVE – 5 AUGUST 2014

### REPORT BY SCRUTINY COMMITTEE CHAIRMEN

#### ISSUES ARISING FROM SCRUTINY

WARD(S) AFFECTED: All

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#### **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.

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

#### 1.0 Background

1.1 Scrutiny meetings have been held recently as follows:

Corporate Business Scrutiny Committee – 27 May 2014

Environment Scrutiny Committee – 10 June 2014

Community Scrutiny Committee – 24 June 2014

Corporate Business Scrutiny Committee – 8 July 2014

#### 2.0 Report

##### 2.1 **Housing Register Policy Review (Agenda Item 6)**

The Community Scrutiny Committee agreed that the Executive be advised that no policy changes in respect of “village priority procedures” or “salary threshold” are needed at this time.

#### 3.0 Other Issues

3.1 The Corporate Business Scrutiny Committee considered a report

in respect of how the **Revenues and Benefits Shared Service** had been operating since the commencement of full operation in April 2012. In receiving the report, the Committee noted a significant increase in workload and consequent additional resources caused by the frequent need to recalculate entitlement, often for just a small or temporary change. The Committee expressed concern with this and agreed that the Executive be asked to lobby central government through appropriate channels to review the burden caused by the frequency of recalculation of benefits entitlement when changes were minimal.

#### 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

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Councillor Mrs D Hollebon, Chairman, Community Scrutiny Committee  
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## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATION

Contribution to the Council's Corporate Priorities/ Objectives:	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 provides for issues arising from Scrutiny to be reported to the Executive.
Financial:	None
Human Resource:	None
Risk Management:	None
Health & Wellbeing – issues and impacts:	None

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## EAST HERTS COUNCIL

EXECUTIVE – 5 AUGUST 2014

REPORT BY EXECUTIVE MEMBER FOR HEALTH, HOUSING AND  
COMMUNITY SUPPORT

REPORT ON THE IMPLEMENTATION OF THE ADOPTED EAST  
HERTS HOUSING REGISTER POLICY

WARD(S) AFFECTED: ALL

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### Purpose/Summary of Report

The purpose of this report is to present to the Executive a review of the Housing Register and Allocations policy, adopted in May 2013, as agreed by Executive on 5 March 2013 and Council on 6 March 2013.

<b><u>RECOMMENDATION FOR THE EXECUTIVE:</u> that</b>	
<b>(A)</b>	<b>the views of Community Scrutiny Committee be considered and that no policy changes in respect of 'village priority procedure' or 'salary threshold' be made at this time.</b>

### 1.0 Background

1.1 The Housing Act 1996 states that all Local Authorities exercising a housing function must publish a Housing Register and Allocations Policy (the Policy) showing how homes will be allocated to applicants. The Act prescribes certain categories of people who are to be eligible for an allocation and also five categories of applicants that must be given reasonable preference on the Housing Register.

1.2 The five categories of applicants are:

1. People who are homeless (within the meaning of Part VII of the Housing Act 1996 as amended by the Homeless Act 2002)
2. People who are owed a duty by any local housing authority under Section 190(2), 193(2) or 195(2) of the 1996 Act (or under section 65(2) of the Housing Act 1985 ) or who are

occupying accommodation secured by any such authority under 192(3)

3. People occupying unsanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions
4. People who need to move on medical or welfare grounds (including grounds relating to disability); and
5. People who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship (to themselves or others).

1.3 The Council when drafting its Policy must also have regard to the Code of Guidance Allocation of Accommodation: guidance for Local Authorities in England and any future consultations on amendments to the guidance.

1.4 The current Policy was adopted by the Council in April 2013 and was implemented from 1st May 2013.

## 2.0 Report

2.1 The Council's Executive meeting of 5 March 2013 recommended adoption of the revised Housing Register and Allocations Policy but recommended that:

**(C) a review of the impact of the specific issues now detailed be undertaken in 6 months, with a full review of the policy being submitted to Community Scrutiny Committee in March 2014.**

2.2 The specific issues related to two points, and as noted under Minute reference 629 are:

1. Questions were raised in respect of the proposed threshold on settlements with over 1,000 residents (defined as electors). It was suggested that this might exclude a number of settlements from benefitting from the intended promotion of community cohesion.
2. The Executive Member for Finance suggested that the salary threshold, whether £45k or £48k, was too high and should be lower, so that residents on lower incomes were prioritised.

2.3 A report was presented to Community Scrutiny on 19 November 2013 and the minutes of the meeting stated :

**– that (A) the outcome of the review be received; and**

**(B) the salary threshold for qualification to the Housing Register be held at £48,000 and the Village Connection Policy remain as detailed in the adopted Housing Register and Allocations Policy**

2.4 The adopted Policy has now been implemented for one year and this report provides a full review of the implementation of the Policy and more detailed analysis of the effect of village priority procedure and the salary threshold for qualification to the Council's Housing Register.

**2.5 Background figures on the Housing Register**

As at 2 May 2014 the Council had 1,992 applicants on its Housing Register (the Register). The following table breaks down the number of households by size of property needed:

	1 bed	2 bed	3 bed	4+ bed
Household need	1,120	626	211	35

The council nominated and housed, via Registered Providers (RPs), 438 households between 1 April 2013 and 31 March 2014. This compares to 673 households between 1 April 2012 and 31 March 2013. These figures include new tenancies and also transferring households (for general needs and sheltered accommodation) and is a difference of 235 households between each financial year.

2.6 There are likely to be a number of factors that have influenced the reduction, the most significant being the fewer number of new affordable homes that were developed in 2013/14 compared to the previous year: 77 compared to 175. Welfare Reforms and the introduction of affordable rents and fixed term tenancies may also have had an impact. Current tenants, who transfer to an alternative tenancy, may be offered a fixed term tenancy at an affordable rent by an RP and this may influence some tenant's decisions to move. In response to Welfare Reform, particularly the under-occupancy penalty (spare bedroom subsidy), both Riversmead and South Anglia Housing Associations, assisted by the Housing Options Team, held two Mutual Exchange events in the District last year. Both RPs have reported a significant increase in the number of approved Mutual Exchanges. Applicants that mutually exchange keep their existing tenancy's terms and conditions.

- 2.7 Implementation review of the Housing Register and Allocations Policy:** When the current policy was adopted in May 2013 there were approximately 3,500 households on the Council's Housing Register (the Register). Initially the Policy was applied to new applicants to the Register but it quickly became unwieldy managing two policies. In October 2013 the Housing Options team began a compulsory re-registration process for every household on the Register to assess them against the new policy to confirm if they were still eligible, whether they qualified and to assess their housing circumstances against the revised points criteria. To make the exercise manageable households were written to in chunks of approximately 600, alphabetically, advising them of the need to re-register and the procedure. Applicants that did not act on the first letter were sent a reminder letter advising that no response would mean that their application would be removed. Where the Housing Options team had details of vulnerable applicants they were contacted separately.
- 2.8 Following the completion of this process at the beginning of May 2014 a total of 1,750 households had been removed from the Register. The majority of the households were removed because they did not re-register and two because they no longer qualified because their combined salary and savings level was above the threshold. The Housing Options team were contacted by a few applicants asking for their application to be re-instated following removal. Each request was individually considered taking into account the age of the applicant and their overall number of points for housing need. There have been no formal complaints from any applicants that have had their application removed. Analysis shows that the majority of the applications removed were from households that had a low number of points and had not bid on any properties in the last year.
- 2.9 Under the new policy the most significant points change was for District Connection. Under the previous policy 50 points were awarded for households that either lived in East Herts themselves or had close family currently lived in the District. Under the new policy applicants must be living in the district themselves for one year to qualify for District Connections 50 points or if their connection is from close family currently residing then 20 points are awarded. An analysis of the District Connection points in the table below shows the breakdown for households on the Register and households housed in 2013/14. For the households housed with no District Connection three were in general needs

accommodation and the remainder were housed in sheltered accommodation.

<b>District Connection</b>	<b>Number households on the Register</b>	<b>% of total</b>	<b>Households housed 13/14 from the Register</b>	<b>% of those housed</b>
Self	1,511	76%	413	94%
Close Family	106	5%	7	2%
Working	31	2%	3	1%
None	344	17%	15	3%
<b>Total</b>	<b>1,992</b>		<b>438</b>	

- 2.10 The Executive on 5 March 2013 requested that the six month review focus on the issue of Village Priority/Community Cohesion and the income threshold for qualification for the Housing Register. These were discussed at the Community Scrutiny meeting of 19 November 2013 and it was agreed that the combined salary and savings threshold for qualification to the Housing Register be held at £48,000. In addition that the Village Priority procedure should remain as detailed in the adopted Housing Register and Allocations Policy as the small number of cases at that time did not give enough evidence to suggest any change to this aspect of the policy. A copy of the procedure for Village Priority is published on the Council's website and is also included at **Essential Reference Paper B**.
- 2.11 The Village Priority procedure was developed to give additional priority to residents with a connection to the smaller settlements in East Herts to either remain or move back, if they still have close family connection. The Housing Register and Allocations Policy states that the Council will advertise, through Choice Based Lettings, general needs (i.e. not sheltered), un-adapted properties in settlements of less than 1,000 residents with a priority to local residents. This village connection priority, or community cohesion, is considered when the short list of applicants for the property is being drawn up by the Housing Options Team.
- 2.12 Since 1 May 2013 the Housing Options Service has advertised and allocated 191 general needs, un-adapted properties for rent through Choice Based Lettings. Of these properties 34 (18%) met the criteria for being advertised with a village connection priority. Of these 34 properties one had no bids over 100 points and four had the top ranked applicants as having a connection to the village

therefore in these five cases the procedure was not applicable.

The remaining 29 properties were offered as follows:

- Properties where applicants had a connection to the village, had more than 100 points and had their priority on the short list increased over applicants that had no village connection and more points: 3 applicants.
- Properties where no applicants with both a village connection and more than 100 points had placed a bid and so policy not applicable: 27 applicants.

2.13 Looking at the outcomes the current policy has a small effect for those in housing need in the smaller settlements. To amend the level of points at which the procedure is enacted (currently 100) would have a detrimental impact on the balance the Council needs to maintain between local priorities and meeting its statutory duties of allocating homes to applicants who are in a reasonable preference as cited at 1.2 and therefore in housing need. Therefore it is recommended that the procedure for Village Priority should not be amended.

2.14 **Household Income and Savings threshold.** The current policy has a qualification bar, for applicants requiring general needs accommodation, which prevents households (the main applicant and any joint applicant) with an income over £48,000 from earned income and savings from accessing the Register. This figure was derived by using the average salary level for residents living and working in the district using ASHE survey (Annual Survey of Hours and Earnings). The original figure proposed and agreed during consultation with our RPs was £60,000 but was reduced at the Executive on 5 March 2013.

2.15 Analysis of the Housing Register shows that the Housing Options Team have registered for housing 756 qualifying households since 1 May 2013. An additional 15 households were not found not to qualify, three because they had income or savings above the threshold and the remaining 12 for other reasons, the primary one being they had an outstanding housing debt with either the council or a Registered Provider.

2.16 An analysis of the 1,992 applications on the Register shows that 1,107 or 56% are on benefits or low income and have been awarded Limited Means Points. These points are awarded to households whose income is at or below the benefit cap level of £500 a week for couples and families or £350 a week for single person households. This gives a priority to those households on

low income or benefits over higher income households.

- 2.17 Households on the council's Register that are employed are often in employment that is either less secure or the income is variable. This makes it difficult to monitor household income for applicants after their initial application and before a home visit is carried out prior to nomination. However, RPs have to report details of all new tenants onto the Government's CORE reporting system (COntinuous REporting) at the point of a tenancy being taken up. This is one of the most accurate ways of reporting household income for new tenants to general needs accommodation (i.e. not sheltered) in East Herts and the economic status of the head of the household. The annual figures for 2013/14 are yet to be published but the figures for 2012 /13 showed an average weekly household income of £243 (£12,636) and for the first 6 months of 2013/14 £262.54 (£13,127 annually). In 2012/13 the economic status of the head of household was listed as follows: in full time or part time work- 36%, Job seeker – 14%, not seeking work – 21% and long term disability – 20%. The remaining 9% are cited as 'other'.
- 2.18 The housing associations are keen, in the interests of balanced and mixed communities that not all their residents should be on housing benefits to assist with the payment of rent. With affordable rents being significantly higher than social rents the income levels of residents needs to be higher to meet the new rent levels without the subsidy of Housing Benefit.
- 2.19 A snap shot of private rent levels in Hertford was done based on the properties advertised on one day in June 2014. The median rent level for each size of property was compared to the Local Housing Allowance rates and the number of properties that were at or under the LHA rate was recorded. In addition analysis was carried out of the average net income needed to access the median rent level for each size of property using the recognised best practice figure of rent should not be more than 35% of a households net income (Shelter 2012). In the same week the cost of an affordable rent property was also recorded. The table below shows a summary of the analysis and the approximate gross income needed to access a median rent in the private sector.

<b>Hertford</b>	1 bed flat	2 bed house/flat	3 bed house
Number properties advertised:	15	43	7
Median Rent	£750	£1,100	£1,350

Highest rent	£1,100	£1,550	£1,725
Lowest rent	£600	£825	£1,150
Monthly Local Housing Rate 2014	£628.85	£799.97	£959.48
Number of private properties at or below LHA	3	0	0
Registered provider affordable monthly rent	£513.44	£659.59	£954.00
<b>Net income required if assume 35% of net income spent on Median rent</b>	<b>£25,714</b>	<b>£37,714</b>	<b>£46,285</b>
<b>Approx Gross Income required</b>	<b>£38,571</b>	<b>£56,575</b>	<b>£69,427</b>

2.20 Attached at **Essential Reference Paper C** is a table of income qualification bars for other local authorities in Hertfordshire and Essex and also that of our three main registered providers. Five out of the other nine local authorities in Hertfordshire don't publish figures and look at each case individually depending on an applicant's circumstances for example whether they require an adapted property. Of the remaining, two have an income qualification bar below our own, two above and for the remaining two local authorities figures were not obtained.

Therefore it is recommended that the household income bar of £48,000 for combined salaried income and savings, above which a household would not qualify for the housing register, should not be amended. The figure will be subject to annual review, against published annual average income levels for East Herts residents and compared against private rent levels.

2.21 The government published statutory guidance in December 2013 titled 'Providing social housing for local people – Strengthening statutory guidance on social housing allocations'. The document re-iterates statutory guidance on social housing allocations for local authorities in England that was published in 'Allocation of Accommodation: Guidance for Local Housing Authorities in England' and aims to assist them to take advantage of the provisions in the Localism Act 2011. The current Housing Register and Allocations policy was drafted taking into account the flexibilities in the Localism Act and published statutory guidance and the Housing Register and Allocations Policy is compliant with Government Guidance.



Background Papers

None

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## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives (delete as appropriate):	<p><b>People</b> This priority focuses on enhancing the quality of life, health and wellbeing of individuals, families and communities, particularly those who are vulnerable.</p> <p><b>Prosperity</b> This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic opportunities and delivering cost effective services.</p>
Consultation:	No external consultation
Legal:	The Housing Act 1996 states that all Local Authorities exercising housing function must publish a Housing Register and Allocations Policy showing how homes will be allocated to applicants and prescribes certain categories of people who are to be eligible for an allocation and/or given reasonable preference.
Financial:	None
Human Resource:	<i>None</i>
Risk Management:	<i>None</i>
Health and wellbeing – issues and impacts:	A decent, suitable and settled home has a positive impact on every part of a person's life, including their health and wellbeing. The Council's Housing Register assesses and prioritises a person's need to move to alternative accommodation based on the impact their current accommodation has on their health and wellbeing.

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	<p>HOUSING OPTIONS</p> <p>Procedures Manual</p>	
<p><b>TITLE:</b></p>	<p><b>PRIORITY FOR APPLICANTS WITH A VILLAGE CONNECTION</b></p>	
<p>Revision date: <b>April 2013</b></p>	<p>File name:</p>	<p>Procedure reference:</p>
<p>Proposed Review date: <b>June 2014</b></p>	<p><b>Allocations Procedures</b></p>	<p><b>Village located properties</b></p>

**Purpose**

To prioritise general needs housing applicants with a local connection to a particular settlement.

**Background**

In the smaller settlements of East Herts where there are fewer than 1,000 electoral residents and few social housing properties the option for residents who have a connection to the village to remain in the village or return can be limited. This policy is designed so that Housing Register applicants with a connection to a small village can be prioritised on the Housing Register over applicants with no connection to the village to promote community benefits. However the policy does not completely override the Council’s duty to allocate to applicants who are in housing need and are in a reasonable preference category as defined by the Housing Act 1996 and the Localism Act 2011.

**Process**

- 1.1 The Housing Option Team has a list of villages with an electoral population of 1,000 or less, as provided by the Council’s

## Essential Reference Paper B

Democratic Services, that will qualify for this policy. The list will be updated annually in May each year.

- 1.2 This policy does not apply to properties that are adapted or suitable for mobility level 1, 2 or 3, or designated older person accommodation.
- 1.3 Properties advertised in settlements of less than 1,000 residents will have the words 'priority to applicants with a connection to the village' in the advert.
- 1.4 When the shortlist for such a property is available, the household's village connection should be identified to see if any applicants of 100 points or more have a connection to the village where the property is located. This will be ascertained from the information provided by the applicant on their Housing Register application.
- 1.5 Connection to the village will fall under two categories. Proof will be required. The following applies in order of priority:
  - First Connection Priority: The applicant is currently resident in the village and has lived in the village continuously for the preceding 12 months.
  - Second Connection Priority: The applicant lives outside the village and has parents, adult children or adult brothers or sisters who currently reside in the village and they have been resident continuously for the preceding five years.
- 1.6 If no applicant matches the First Connection Priority with 100 points or more, the shortlist should be reviewed against the Second Connection Priority with 100 points or more.
- 1.7 If there are applicants with more than 100 points who are a mixture of First and Second Connection Priority then the top three applicants' short list should be ranked by First Priority Connection and their point levels and then Second Priority Connection and their point levels. An applicant with a First Connection Priority with points of 100 or more will have a greater rank than an applicant with Second Connection Priority

## Essential Reference Paper B

of 100 points or more. An applicant with 110 points who has a Second Connection Priority will rank lower to an applicant with a First Connection Priority but with fewer points.

- 1.8 If there is only one applicant who would qualify as having a First or Second Connection Priority with 100 points or more they would be nominated for the property and the remaining two nominations would be as for a property with no village connection priority i.e. ranked in point order.
- 1.9 If no applicants with 100 points or more have a First or Second Connection Priority then the short-list is ranked as usual without any priority connection.

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## Income and Capital Qualification eligibility for Housing Register

Organisation	Equity or Capital	Household Salary (Gross)	Comment
Broxbourne	16,000	60,000	Total of salary, capital or combination of both
Dacorum			Decided on a case by case basis - no set figure
East Herts	48,000	48,000	Total of salary, capital or combination of both
Hertsmere	70,000	45,000	Total of salary, capital or combination of both
North Herts	To be obtained		
St Albans			Not published in HR Policy
Stevenage			Decided on a case by case basis - no set figure
Three Rivers	16,000	35,000	Total of salary, capital or combination of both
Watford	To be obtained		
Welwyn & Hatfield			Decided on a case by case basis - no set figure
Harlow	50,000	50,000	Total of salary, capital or combination of both
Uttlesford			None
Epping Forest - 1 bed	200,000	66,000	Total of salary, capital or combination of both
Epping Forest - 2 bed	275,000	92,000	Total of salary, capital or combination of both
Tendring			None
Riversmead HA		60,000	
Aldwyck 1 bed		32,400	Based on average cost of privately renting on the basis that rent is 30% of household income.
Aldwyck 2 bed		39,540	
Aldwyck 3 bed		49,560	
South Anglia HA			None

## Income Qualification eligibility for Housing Register

Organisation	Household Salary (Gross)	Comment
Broxbourne	60,000	
Dacorum		Decided on a case by case basis - no set figure
East Herts	48,000	
Hertsmere	45,000	
North Herts		
St Albans		Not published in HR Policy
Stevenage		Decided on a case by case basis - no set figure
Three Rivers	35,000	
Watford		
Welwyn & Hatfield		Decided on a case by case basis - no set figure
Harlow	50,000	
Uttlesford		None
Epping Forest - 1 bed	66,000	
Epping Forest - 2 bed	92,000	
Tendring		None
Riversmead HA	60,000	
Aldwyck 1 bed	32,400	Based on average cost of privately renting on the basis that rent is 30% of household net income.
Aldwyck 2 bed	39,540	
Aldwyck 3 bed	49,560	
South Anglia HA		None

## EAST HERTS COUNCIL

EXECUTIVE – 5 AUGUST 2014

REPORT BY EXECUTIVE MEMBER FOR ECONOMIC DEVELOPMENT

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### OFF STREET PARKING PLACES ORDERS 2014

The East Hertfordshire District Council (Bishop's Stortford) (Off Street Parking Places) Order 2014.

The East Hertfordshire District Council (Hertford) (Off Street Parking Places) Order 2014.

The East Hertfordshire District Council (Ware) (Off Street Parking Places) Order 2014.

The East Hertfordshire District Council (East Herts Rural) (Off Street Parking Places) Order 2014.

WARD(S) AFFECTED: ALL

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### Purpose/Summary of Report

- To inform the Executive of objections received following the advertisement of the above Traffic Regulation Orders.
- To ask the Executive to confirm how they wish these Orders to be progressed.

<b><u>RECOMMENDATIONS FOR EXECUTIVE:</u> That:</b>	
<b>(A)</b>	<b>the objections received in respect of the above Orders be considered;</b>
<b>(B)</b>	<b>the record of the petitioner's address to a meeting of the Council on 30 July 2014, be received;</b>
<b>(C)</b>	<b>the making of the East Herts Rural Order be authorised;</b>
<b>(D)</b>	<b>in respect of each the Hertford, Bishop's Stortford and Ware Orders, the Executive confirms how it wishes to proceed, having noted the available options outlined in Section 3 of the report.</b>

## 1.0 Background

- 1.1 On 1 May 2014 East Herts Council advertised four Traffic Regulation Orders (TROs) in respect of its off-street car parks. The advertisement of a TRO gives any interested party twenty one days to object to the proposals contained therein. The Council allocated thirty days to this process (1-30 May).
- 1.2 Each of the TROs relating to Bishop's Stortford, Hertford and Ware contains broadly the same proposals:
- The introduction of a stand-alone free half hour parking option.
  - Increased short stay parking time at no additional cost.
  - A flat rate parking charge of £1 between 4pm and 10pm.

The public notice summarising the proposals can be viewed at **Essential Reference Paper B**.

- 1.3 The TRO relating to the rural towns (Buntingford, Stanstead Abbots and Sawbridgeworth) does not propose changes to current fees and charges. It is primarily a consequence of the decision to advertise a separate TRO in respect of each of the other towns.

## 2.0 Report on Objections

### All TROs

- 2.1 Advertisement of the four TROs drew one hundred and fifty nine individual responses. A small number were in favour of the Council's proposals. A summary report on these individual responses can be found at **Essential Reference Paper C**.

### East Herts Rural TRO

- 2.2 No objections were received in respect of the East Herts Rural Order. Officers recommend that this TRO is implemented.

### Hertford TRO

- 2.3 In addition to one hundred and fifty nine individual responses the Council received a petition containing two thousand and eleven signatures. The covering letter and front pages of the petition showing the terms on which it was raised can be found at

**Essential Reference Paper D.** The full petition may be viewed at <http://www.eastherts.gov.uk/index.jsp?articleid=29363>

- 2.4 The petition was gathered in Hertford by a Hertford resident and it appears that the signatures are predominantly those of Hertford businesses and residents; however Members may wish to apply the spirit of the petition to all three towns where fees and charges changes are proposed.
- 2.5 The lead petitioner has exercised her right to address the Council on this matter. This will take place on Wednesday, 30 July. A note of this meeting will be made available to the 5 August Executive.

#### Hertford, Bishop's Stortford and Ware Objections - Main Themes

- 2.6 Members may wish to acquaint themselves with the detail of the objections and in particular the 'free text' comments; however it is apparent that two main themes have emerged:
- Opposition to the flat rate evening charge in car parks and in particular its perceived effect on town centre residents and businesses.
  - Opposition to the effect an evening charge in car parks might have on on-street parking.
- 2.7 Respondents have tended to express support for those elements of the Council's proposals that offer additional parking for the same charge and a free, stand-alone half hour. In respect of the latter, many have gone on to suggest that the free parking period should be for longer than the thirty minutes proposed.

#### 3.0 Implications

- 3.1 Members have three options in respect of each of these Orders:
- Overrule in full and implement.
  - Accede in full and withdraw.
  - Accede in part and modify one or more Orders to accommodate some, if not all, of the objections.

In respect of the third option, Members are advised that any modification to an advertised Order may only *lessen* its effect. For example, if the proposed £1 flat rate charge was ended at 1830 it would be possible to amend and then proceed to enact the

current TROs, whereas to do away with the £1 flat rate charge altogether and retain the current pay and display charges between 1600 and 1830 would require the Council to prepare and advertise new TROs. This is because for some motorists the cost of parking between 1600 and 1830 would then become greater than the £1 flat rate charge currently proposed.

- 3.2 The financial assumptions underpinning the Council's original proposals may be found in the report to the 4 March Executive. In the revised scenario outlined in 3.1 (above) the additional expenditure on evening enforcement would no longer be required and could be removed from the base budget. This reduction in expenditure would result in a full year saving of approximately 50k.
- 3.3 Ending the flat rate evening charge at 1830 would, however result in a further reduction to pay and display income, estimated at £74k per annum based on a mid-point assumption of 50% of pay and display customers trading up to the next available tariff and 50% trading down.
- 3.4 Summary tables showing the financial implications of the original and revised options based on this assumption of 50% of pay and display customers trading up to the next available tariff and 50% trading down may be found at **Essential Reference Paper E**.
- 3.5 It is unlikely that the £340k identified currently as the possible full year cost of the proposals based on a 50% trading up and 50% trading down model (to be taken from the Council's Priority Spend Budget) would be sufficient to make good the additional shortfall on the Council's pay and display revenue budget should the revised approach be adopted.
- 3.5 Should Members instruct officers to making any or all of the TROs, the Council will be required to write to each objector (and in the case of the petition the lead petitioner) giving the reason why their objection has not been acceded to.
- 3.5 Members may be aware that a local authority has up to two years to implement a TRO from the date the proposals were advertised (in this case 1 May 2014) . In practical terms this means the Council could elect to not implement any or all of the TROs, perhaps until separate arrangements had been made to meet some or all of the concerns of the objectors.

- 3.6 Should Members elect to withdraw one or more of the TROs it will be necessary for officers to re-advertise a fresh TRO on revised terms. This could take several months, during which time the Council's ability to charge for and enforce in the affected car parks would be vested in the current Off-Street Parking Places Order.
- 3.7 The Bishop's Stortford Order contains proposals to reduce long stay parking charges in the town's Northgate End and Link Road car parks from £4 (5hrs) and £6 (all day) to £3.60 and £4.40 respectively. Should the Bishop's Stortford TRO not be implemented these changes could not be made until an alternative TRO had been enacted.
- 3.8 Further information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper A**.

### Background Papers

Minutes of the East Herts Executive on 4 March 2014 (Authority to promote the TROs, background and full financial modelling)  
<http://online.eastherts.gov.uk/moderngov/ieListDocuments.aspx?CId=119&Mid=2311&Ver=4>

Contact Member: Councillor Paul Phillips – Executive Member for Economic Development  
[paul.phillips@eastherts.gov.uk](mailto:paul.phillips@eastherts.gov.uk)

Contact Officer: Neil Sloper – Head of Information, Customer and Parking Services  
Contact No - extn. 1611  
[neil.sloper@eastherts.gov.uk](mailto:neil.sloper@eastherts.gov.uk)

Report Author: Andrew Pulham – Parking Manager  
[andrew.pulham@eastherts.gov.uk](mailto:andrew.pulham@eastherts.gov.uk)

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## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives	<i>People – Fair and accessible services for those that use them and opportunities for everyone to contribute</i>
Consultation:	<i>The advertisement of a Traffic Regulation Order includes a statutory period for consultation which in the case of the Orders under discussion ran from 1 – 30 May 2014 inclusive.</i>
Legal:	<i>A valid Traffic Regulation Order is a prerequisite to the Council being able to:</i> <ul style="list-style-type: none"><li><i>i) Charge for the use of its car parks, and</i></li><li><i>ii) Take enforcement action in respect of vehicles parked illegally in its car parks.</i></li></ul> <i>The Traffic Regulation Order making procedure is governed by the Road Traffic Act 1984 (as amended) and by the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996.</i>
Financial:	<i>Financial modelling of the effects of the proposals may be found in the report to the East Herts Executive on 4 March 2014.</i>
Human Resource:	<i>Measures to mitigate some of the alleged adverse effects of these proposals may create staffing implications for the parking service.</i>
Risk Management:	<i>The risks associated with these proposals are set out in the financial modelling in the report to the East Herts Executive on 4 March 2014 at</i> <a href="http://online.eastherts.gov.uk/moderngov/ieListDocuments.aspx?CId=119&amp;MId=2311&amp;Ver=4">http://online.eastherts.gov.uk/moderngov/ieListDocuments.aspx?CId=119&amp;MId=2311&amp;Ver=4</a>
Health and wellbeing – issues and impacts:	<i>N/A</i>

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**THE EAST HERTFORDSHIRE DISTRICT COUNCIL (BISHOPS STORTFORD)  
(OFF STREET PARKING PLACES) ORDER 2014**

**THE EAST HERTFORDSHIRE DISTRICT COUNCIL (HERTFORD)  
(OFF STREET PARKING PLACES) ORDER 2014**

**THE EAST HERTFORDSHIRE DISTRICT COUNCIL (WARE)  
(OFF STREET PARKING PLACES) ORDER 2014**

**THE EAST HERTFORDSHIRE DISTRICT COUNCIL (EAST HERTS RURAL)  
(OFF STREET PARKING PLACES) ORDER 2014**

NOTICE IS HEREBY GIVEN that the East Hertfordshire District Council (pursuant to arrangement made with Hertfordshire County Council) proposes to make the above Order under the Road Traffic Regulation Act 1984. The general effect of the Orders will be to restructure and reset car park tariffs in some towns and to rationalise car park restrictions in all towns. Further details of these restrictions, parking tariffs, permit charges and addresses eligible for permits in certain car parks are outlined in the Schedules to this notice.

Full details of the proposals are contained in the draft Orders, the plans and the statement of reasons which may be inspected during normal office hours at the offices of East Hertfordshire District Council, Wallfields, Pegs Lane, Hertford or viewed at [www.eastherts.gov.uk](http://www.eastherts.gov.uk) from 1 May 2014.

General enquiries relating to the proposals should be referred to Sally Andrews, Parking Office, PO Box 43, Buntingford, Herts, SG9 9WZ (01279 502039); email [parking@eastherts.gov.uk](mailto:parking@eastherts.gov.uk)

Objections to the proposals stating the grounds on which they are made must be sent in writing to Matthew Ring, ITL Traffic Engineering, Mott MacDonald House, 8-10 Sydenham Road, Croydon, CR0 2EE or via the East Herts website [www.eastherts.gov.uk/ehparkingchanges](http://www.eastherts.gov.uk/ehparkingchanges) by 30 May 2014.

**SCHEDULE 1 Car Parking Charges**

Car Park	Days and Times	Tariff Period	Charge
Apton Road car park Bishop's Stortford	Monday to Saturday	30 minutes	£0.00
Basbow Lane car park Bishop's Stortford	Day 7:30 - 16:00	90 minutes	£0.80
Link Road car park, Bishop's Stortford		3 hours	£2.00
Northgate End car park, Bishop's Stortford		5 hours	£3.60
Hartham Lane car park, Hertford		All day	£4.40
Hartham Common car park, Hertford	Monday to Saturday	30 minutes	£0.00
Port Vale car park, Hertford	Evening 16:00 - 22:00	Over 30 minutes	£1.00
The Causeway car park, Bishop's Stortford	Monday to Saturday	30 minutes	£0.00
Crown Terrace car park A, Bishop's Stortford	Day 7:30 - 16:00	90 minutes	£0.80
Bircherley Green Level A & B, Hertford		3 hours	£2.00
Bircherley Green Level C & D, Hertford		5 hours	£3.60
Bircherley Green Level E & F, Hertford	Monday to Saturday	30 minutes	£0.00
St Andrew Street car park, Hertford	Evening 16:00 - 22:00	Over 30 minutes	£1.00
Crown Terrace car park B, Bishop's Stortford	Monday to Friday	5 hours	£3.60
	Day 8:30 - 16:00	All day	£4.40
	Saturday	30 minutes	£0.00
	Day 8:30 - 16:00	90 minutes	£0.80
		3 hours	£2.00
		5 hours	£3.60
		All day	£4.40
	Monday to Saturday	30 minutes	£0.00
	Evening 16:00 - 22:00	Over 30 minutes	£1.00

Car Park	Days and Times	Tariff Period	Charge
Elm Road car park, Bishop's Stortford	Monday to Saturday Day 7:30 - 16:00	30 minutes	£0.00
		5 hours	£2.00
		All day	£3.00
	Monday to Saturday Evening 16:00 - 22:00	30 minutes	£0.00
		Over 30 minutes	£1.00
Grange Paddocks A car park, Bishop's Stortford	Monday to Saturday 9:00 - 17:00	All day	£3.00
Grange Paddocks B car park, Bishop's Stortford	Monday to Saturday 9:00 - 17:00	2.5 hours	£0.00
		5 hours	£2.00
Grange Paddocks C car park, Bishop's Stortford	Monday to Saturday 9:00 - 17:00	2.5 hours	£0.00
Jackson Square first floor Jackson Square ground floor	Monday to Saturday 7:30 - 18:30	1 hour	£0.80
		2 hours	£1.50
		3 hours	£2.20
		4 hours	£2.90
		5 hours	£3.60
Bowling Green Lane car park, Buntingford	Monday to Friday 9:00 - 15:00	3 hours	£0.00
		All day	£2.00
Old London Road car park, Hertford	Monday to Saturday Day 7:30 - 16:00	30 minutes	£0.00
		5 hours	£3.60
		all day	£4.40
	Monday to Saturday Evening 16:00 - 22:00	30 minutes	£0.00
		Over 30 minutes	£1.00
Old London Road car park, Hertford, Commercial vehicles	Monday to Saturday	24 hours	£15.00
Gascoyne Way Level A, Hertford	Monday to Saturday Day 7:30 - 16:00	30 minutes	£0.00
		90 minutes	£0.80
		3 hours	£2.00
		5 hours	£3.60
	Monday to Saturday Day 7:30 - 16:00	30 minutes	£0.00
		5 hours	£3.60
		All day	£4.40
	Monday to Saturday Evenings 16:00 - 22:00	30 minutes	£0.00
		Over 30 minutes	£1.00
Gascoyne Way Level B, Hertford	Monday to Saturday Day 7:30 - 16:00	30 minutes	£0.00
		90 minutes	£0.80
		3 hours	£2.00
		5 hours	£3.60
	Monday to Friday Day 7:30 - 16:00	30 minutes	£0.00
		5 hours	£3.60
		All day	£4.40
	Saturday Day 7:30 - 16:00	30 minutes	£0.00
		90 minutes	£0.80
		3 hours	£2.00
5 hours		£3.60	
Monday to Saturday Evening 16:00 - 22:00		All day	£4.40
		30 minutes	£0.00
		Over 30 minutes	£1.00

Car Park	Days and Times	Tariff Period	Charge	
Gascoyne Way Level C, Hertford Gascoyne Way Level D, Hertford	Monday to Friday Day 7:30 - 16:00	30 minutes	£0.00	
		5 hours	£3.60	
		All day	£4.40	
	Saturday Day 7:30 - 16:00	30 minutes	£0.00	
		90 minutes	£0.80	
		3 hours	£2.00	
		5 hours	£3.60	
		All day	£4.40	
	Monday to Saturday Evenings 16:00 - 22:00	30 minutes	£0.00	
		Over 30 minutes	£1.00	
	Wallfields car park, Hertford	Monday to Friday 9:00 - 17:00	2 hours	£0.00
			3 hours	£0.80
4 hours			£1.50	
5 hours			£2.20	
Bell Street car park, Sawbridgeworth	Monday to Friday 7:30 - 18:30	1 hour	£0.00	
		2 hours	£0.50	
		3 hours	£1.00	
		4 hours	£1.50	
		5 hours	£2.00	
		All day	£3.50	
High Street car park, Stanstead Abbots	Monday to Friday 9:00 - 15:00	1 hour	£0.40	
		2 hours	£0.80	
		3 hours	£1.20	
		All day	£2.50	
Amwell End East car park, Ware Kibes Lane North car park, Ware Library car park, Ware	Monday to Saturday Day 7:30 - 16:00	30 minutes	£0.00	
		90 minutes	£0.60	
		3 hours	£1.50	
		5 hours	£2.70	
	Monday to Saturday Evening 16:00 - 22:00	30 minutes	£0.00	
		Over 30 minutes	£1.00	
Amwell End West car park, Ware Kibes Lane South car park, Ware	Monday to Saturday Day 7:30 - 16:00	30 minutes	£0.00	
		5 hours	£2.70	
		All day	£3.50	
	Monday to Saturday Evening 16:00 - 22:00	30 minutes	£0.00	
		Over 30 minutes	£1.00	
Baldock Street car park, Ware Priory Street car park, Ware	Monday to Saturday Day 7:30 - 16:00	30 minutes	£0.00	
		90 minutes	£0.60	
		3 hours	£1.50	
		5 hours	£2.70	
	All day	£3.50		
	Monday to Saturday Evenings 16:00 - 22:00	30 minutes	£0.00	
	Over 30 minutes	£1.00		

## SCHEDULE 2 Permits

Type	Eligible Addresses	Location	Cost
<b>Ware</b>			
General	Herts Regional College Doctors Ermine Court Senior Citizens Home	Amwell End (west) car park Kibes Lane (south) car park Baldock Street	Free Free £960.75 p.a.
Market Traders	Market Traders	Priory Street car park	5 hour tariff to park all day
Contractor	Contractors	Any Car Park	Free
Special	At Council's discretion	Car Park specified by EHDC	Free
Dispensation	At Council's discretion	At Council's discretion	Free
<b>Bishop's Stortford</b>			
Staff/Councillor	EHDC staff and Councillors EHDC operational staff	Elm Road and Grange Paddocks A & B	Free
Leisure Centre Staff	Grange Paddocks Leisure Centre Staff	Elm Road and Grange Paddocks A & B	Free
Residents	Eligible Addresses in Rye Street	Grange Paddocks 'A' and 'B'	1 <sup>st</sup> £36 2 <sup>nd</sup> £72
Charrington's	Businesses at Charrington House	Any car park Bishops Stortford - not short stay	£831.60 p.a.
Market Traders	Market Traders	Apton Road and Link Road car parks	5 hour tariff to park all day
Crown Terrace	Eligible Addresses in Crown Terrace	Crown Terrace B car park	£1203.84 p.a.
Contractor	Contractors	Any Car Park	Free
Special	At Council's discretion	Car Park specified by EHDC	Free
Dispensation	At Council's discretion	At Council's discretion	Free
<b>Sawbridgeworth</b>			
General	Sawbridgeworth Town Council	Bell Street, Sawbridgeworth	Free
Contractor	Contractors	Any Car Park	Free
Special	At Council's discretion	Car Park specified by EHDC	Free
Dispensation	At Council's discretion	At Council's discretion	Free
<b>Hertford</b>			
General	H1 Residents Residents of Port Vale, Balfour St., Russell Street and George Street Courtyard Arts customers	Hartham Lane & Hartham Common Port Vale car park Port Vale car park	1 <sup>st</sup> £36 2 <sup>nd</sup> £55 £275.00 p.a. Free
Leisure Centre Staff	Hartham Leisure Centre Staff	Hartham Lane Car Park	Free
Market Traders	Market Traders	Old London Road	5 hour tariff to park all day
Staff/Councillor	EHDC staff EHDC Councillors	Any Hertford car park - not short stay Wallfields visitor car park	Free Free
Contractor	Contractors	Any Car Park	Free
Special	At Council's discretion	Car Park specified by EHDC	Free
Dispensation	At Council's discretion	At Council's discretion	Free

Jeff Hughes  
Head of Democratic and Legal Support Services  
East Hertfordshire District Council, Wallfields, Pegs Lane, Hertford, SG13 8EQ

**East Herts District Council**Proposed Off-Street Parking Charges  
Statutory Consultation Results Analysis

<b>Originator</b>	<b>Checker</b>	<b>Approver</b>
Baasill Ahmedi	Matthew Ring	Richard Hearle
<b>Revision</b>	<b>Date</b>	<b>Document reference</b>
A – For Information	13/06/2014	326124/TPN/ITQ/003/01_A

**INTRODUCTION**

This summary note provides analysis of consultation returns and objections received as part of East Herts District Council (EHDC) Statutory Consultation to amend the off-street parking charges in the towns of Ware, Bishops Stortford and Hertford.

This summary note should be read in conjunction with document ref. 326124-TPN-ITQ-004-01\_A Statutory Consultation Results (with confidential data).

**SUMMARY OF PROPOSALS**

EHDC are proposing to introduce a new flat rate charge to park in the councils' off-street car parks between 4pm and 10pm. Parking is currently free at this time.

The council are also proposing to introduce 30 minutes free parking for all users any time of the day. To accommodate this change the existing charging structure is proposed to change to provide users with more parking time under the existing charging structure.

The council is proposing these charges in the towns of Hertford, Bishop's Stortford and Ware.

The purpose of the survey is to see if the residents or users of the area are in support of these proposals.

**STATUTORY CONSULTATION METHODOLOGY**

On Thursday May 1st 2014 an online questionnaire was made available via EHDC website and paper copies of the same questionnaire was made available at different locations. In addition to this letter responses could be sent directly to Mott MacDonald and emails could be sent directly to EHDC.

The Statutory Consultation closed on Friday 30th May 2014, no responses were received after this date.

Where a respondent was objecting to the scheme it was compulsory that they justified their objection with an explanation. Where this was not the case the objection was not considered valid. All objections received were acceptable with comments to support their objection.

**DISCUSSION OF RESULTS**All Areas

A total of 159 responses were received and one petition was received objecting to the proposals. The petition was signed by 2,011 signatories objecting to the proposals.

Of the 159 responses, 15 (9%) support the councils proposals, 140 (88%) do not support the councils proposals, 4 (3%) replied with 'No opinion'.

All comments made supporting the respondents views above have been reviewed and analysed in detail. For the purpose of this report staff familiar with this type of exercise have summarised the comments, with the most frequent comments summarised in Table 1.

*Table 1: Most Frequent comments made by respondents - All Areas*

<b>Comment</b>	<b>Frequency</b>	<b>Percentage</b>
Proposals will be detrimental to the town centre	104	56%
Happy with the idea of limited free parking	23	12%
Extend the duration of free parking	20	11%
against the new proposals	16	9%
Implement pay on exit parking	8	4%
Doesn't make economic sense to introduce this proposal	7	4%
Money making scheme	5	2%
Free limited parking is useless	3	1%

From Table 1 it can be seen that, overall, respondents believe the proposed evening charge will have a negative or detrimental effect on the town centre.

However, respondents are supportive of the proposals to implement limited free parking, especially for the use of shops, which would be welcomed. They do however feel the proposed time of 30 minutes is not long enough.

*Hertford Results Only*

Having looked at the overall responses, undertaking a detailed analysis of the responses for each town will give us a better picture to see how the results reflect the different areas.

A total of 75 responses were received stating Hertford. 6 (8%) of the responses are in favour of the proposals, whilst 67 (89%) are against the proposals. 2 (3%) do not have an opinion towards proposal.

Table 2 summarises the comments made by respondents supporting their answer above.

*Table 2: Top 3 comments made by respondents – Hertford Only*

<b>Comments</b>	<b>Frequency</b>
Proposals will be detrimental to the town centre	49
Against the new proposals – do not make any changes	13
Happy with the idea of limited free parking	8

49 who responded in Hertford are against the evening restriction proposal due to the perceived detrimental effect it would have on the town centre and local businesses.

13 responses were against the proposals and believe the council should not make any changes to the current charging structure, whilst 8 responded welcoming the proposal to introduce limited free parking.

*Bishop's Stortford Results Only*

A total of 34 responses were received stating Bishop's Stortford. 6 (18%) support the proposals, 26 (76%) indicated they do not support the proposals and 2 (6%) have no opinion on the proposals.

Table 3 summarises the top three comments made by respondents supporting their answer above.



*Table 3: Top 3 comments made by respondents – Bishop's Stortford Only*

Comments	Frequency
Proposals will be detrimental to the town centre	23
Doesn't make economic sense to introduce charges	5
Happy with the idea of limited free parking	6

Once again it seems the proposal to include charges in the evening is not popular due to the perceived detrimental effect it would have on the town centre.

Once again the proposal for limited free parking is supported but some respondents expressed concern that the proposal does not make economic sense as the implementation will likely cost more than the total income received if the proposals are implemented.

Ware Results Only

A total of 23 responses were received stating Ware. Not a single respondent from this area was in favour of the proposal, 23 (100%) are against the proposals.

*Table 4: Top 3 comments made by respondents – Ware Only*

Comments	Frequency
Proposals will be detrimental to the town centre	14
Extend the duration of free parking	5
Happy with the idea of limited free parking	2

As we can see once again the proposal for evening restrictions is not welcomed by the residents because of the negative effects they believe it will have on the town centre and local businesses. A number of respondents believe the proposals are just a money making exercise.

Proposals to introduce free limited waiting are supported but 30 minutes free parking is not considered long enough.

Responses Stating Two or More Towns

Some 27 respondents stated more than one area in their response. 3 (11%) were in favour of the proposal, and 24 (89%) were against the proposal.

*Table 5: Top 3 comments made by respondents stating two or more towns*

Comments	Frequency
Proposals will be detrimental to the town centre	18
Extend the duration of free parking	6
Happy with the idea of limited free parking	6

From the comments received we can see that the respondents are against the proposals for the introduction of evening restrictions because of the negative effect they believe they would have on the town centre and local businesses.

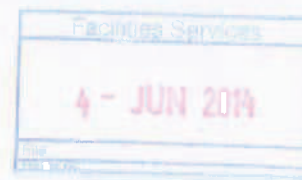
The proposal for free limited parking was again welcomed but the duration of 30 minutes is again, not considered long enough.

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**Mrs Laura R Sleight**

163 Ware Road, Hertford, Herts, SG13 7EQ  
07779 632 507, [laurardobson@yahoo.co.uk](mailto:laurardobson@yahoo.co.uk)

Head of Democratic and Legal Support Services  
East Herts Council  
Wallfields, Pegs Lane  
Hertford  
Herts, SG13 8EQ



30 May 2014

Dear Sir/Madam,

**Re: Petition in response to proposed car parking changes in East Herts**

I understand you are the best person to contact regarding petitions submitted to East Herts Council.

I am writing to make you aware of a petition I have submitted to Councillor Paul Phillips this morning, in response to the East Herts parking consultation which ends today. Please find enclosed a copy of the covering letter for your information.

Because people continued to sign my online petition after I submitted the paper copies, the final figures vary slightly from those stated in my letter to Councillor Phillips. The petition now has a total of **2011** signatures, including **1811** from paper petitions and **200** from the online version.

I understand the responses are being co-ordinated by Mott Macdonald so Councillor Phillips will no doubt pass all the details and signed petitions onto his contacts there.

If you need any further information, please do not hesitate to contact me.

Yours faithfully,

A white rectangular box redacting the signature of Laura Sleight.

Laura Sleight  
Hertford resident

Copy

**Mrs Laura R Sleight**  
163 Ware Road, Hertford, Herts, SG13 7EQ  
07779 632 507, [laurardobson@yahoo.co.uk](mailto:laurardobson@yahoo.co.uk)

Councillor Paul Phillips  
East Herts Council  
Wallfields, Pegs Lane  
Hertford  
Herts, SG13 8EQ

30<sup>th</sup> May 2014

Dear Councillor Phillips,

**Re: Response to consultation on proposed car parking changes in East Herts**

As you are aware, I have been gathering views in Hertford on the car park changes proposed by East Herts Council since mid-March.

As a Hertford resident myself, I am strongly opposed to the introduction of evening car park charges, which I believe would be highly unfair on residents and evening workers who have no choice but to park in the council run car parks.

As you will see from the responses enclosed, many local people share my views and have serious concerns about the impact on evening trade and the potentially adverse effect on the economic vitality of Hertford.

On 17<sup>th</sup> March 2014, I launched a petition (both online and in paper form) calling on the council to scrap evening car park charges and provide fair parking for all (see Appendix A). The petition now has nearly 2,000 signatures, which I'm sure you will agree shows the strength of local feeling on this issue. I have pleasure in enclosing these signed petitions for your consideration as part of the consultation (see Appendix B).

As well as gathering signatures for my petition, I have also compiled a significant amount of feedback on these proposals, both verbally and in writing through the online version of the petition. For your information, I have enclosed a summary of the main feedback which I hope is helpful (see Appendix C).

In particular, I have received a huge amount of interest from local businesses (both daytime and evening traders) who are extremely concerned about these proposals and the potential impact on the local economy. The vast majority do not feel that half an hour's free parking justifies the evening charges.

In an effort to represent these views, I have compiled a 'joint statement from businesses' opposing the proposed charges, which has been signed by over 60 different commercial enterprises in Hertford (see Appendix D).

*Please note: Due to limited resources I was not able to visit every business in Hertford to gather their views but I would hope the council has been consulting with traders independently. However, my petition was displayed in 80 individual businesses, indicating wider support.*

Finally, I have spoken to many local residents who would be directly affected by the introduction of evening charges because they have no choice but to park in the council run car parks overnight.

These people already have to pay up to £1,400 a year in car park charges in areas where residents' permits are not available and would have to pay up to £260 a year in evening charges under these proposals. Residents' permits are already issued in some town centre car parks and many people strongly believe that these should be available in all town centre car parks, especially if the proposed new charges go ahead.

To help represent their views, I have compiled a 'joint statement from residents' opposing the proposed charges and calling on the council to introduce residents' permits in all car parks (see Appendix E).

*Please note: Due to limited resources I was only able to visit residential properties in Fore Street and adjoining roads over one weekend, but I would hope the council has been consulting with residents independently. As a result I have only gathered a small sample of signatures, but I hope this is a useful indication of the demand for residents' permits in this area.*

Further to our recent discussions, I understand that East Herts Council is planning to review Hertford's residents' permit schemes in the foreseeable future.

*I strongly believe that this work should be done in parallel to this parking consultation, as the proposals would have a direct impact on residents' parking. Many local people think it would be highly unfair to introduce evening parking charges without offering the option of residents' permits to those people who currently rely on parking in these car parks.*

Please do not hesitate to contact me if you would like any further information on any of these points, otherwise I look forward to your response in due course. I would also be grateful if you could advise me of the process for scheduling a council debate on my petition as it has received over 1,355 signatures.

Yours sincerely,

Laura Sleight  
Hertford resident

cc. Head of Democratic and Legal Support Services, East Herts Council  
Matthew Ring, ITL Traffic Engineering, Mott Macdonald  
Laura Burnip, Hertfordshire Mercury

## **Appendix A**

### **Sample of the 'Fair Parking for All' petition**

\*\*\* SIGN HERE TO DEMAND FAIR PARKING FOR ALL! \*\*\*

## Petition against new parking charges in Hertford

For years, Hertford residents who rely on council run car parks have faced a parking postcode lottery. Some are issued residents' permits for only £36 a year while others are forced to buy daily tickets costing up to £1,400 a year.

**Now, East Herts Council wants to introduce evening charges (£1 from 4-10pm, except all-day tickets), costing residents and others up to £260 a year.**

The changes are proposed for Hertford, Ware and Bishops Stortford and they're due to launch a consultation in May to gather public views. We need to act NOW!

Evening charges would be BAD for visitors, BAD for local businesses and even WORSE for residents.

If you care about the rights of local people in Hertfordshire, please sign this petition to show that we have a voice.

---

**Sign below if you want East Herts Council to SCRAP evening car park charges and provide fair parking for all:**

Full name	Address	Signature

For more information or signature sheets, please contact Laura Sleight at [fairparkingforall@yahoo.com](mailto:fairparkingforall@yahoo.com) or visit the **Fair Parking For All** group on Facebook.

Official information is also now available at [www.eastherts.gov.uk/ehparkingchanges](http://www.eastherts.gov.uk/ehparkingchanges).

## Appendix B

**Signed 'Fair Parking For All' petitions**

**(1,963 signatures @ 8.30am)**

*-submitted to Councillor Paul Phillips 30/05*



## **Appendix C**

### **Summary of feedback from local people**

## **Appendix D**

**Joint statement from Hertford businesses**

**(61 signatures)**

Signed copies submitted to Councillor Paul Phillips 30/10/14

## Joint statement from Hertford businesses, May 2014

As a representative of a commercial business operating in Hertford, I strongly oppose the car park changes proposed by East Herts Council.

I believe that evening car park charges would be damaging to evening trade and a potential threat to the economic vitality of Hertford.

I'm also concerned about the impact of evening charges on members of staff who park in the council run car parks.

I do not believe that evening charges are justified by the provision of half an hour's free parking during the day/evening.

Full name + title	Company + contact details	Signature	No. staff using car parks (if known)	Additional comments

## **Appendix E**

**Joint statement from Hertford residents  
(33 signatures)**

Signed copies submitted to Councillor Paul Phillips 30/10/14

## Joint statement from Hertford residents, May 2014

As a Hertford resident, I strongly oppose the car park changes proposed by East Herts Council, particularly the evening charges.

I believe these changes do not reflect the needs of residents and would be unfair on those who rely on the council car parks.

I believe that residents in some parts of Hertford already suffer an unacceptable burden of excessive charges and inconvenience to use council car parks, when no other parking is available.

I believe the council should address inconsistencies in residents' parking by making permits available in ALL town centre car parks for those who live in the immediate vicinity and have no other reasonable options for parking (e.g. allocated parking or unrestricted on-street parking).

Full name	Address	Signature	No. cars parked in car parks (day)	No. cars parked in car parks (night)

## 'Fair Parking For All' campaign feedback

### Local businesses:

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- My petition opposing the charges is supported by over 70 local businesses in Hertford, including all major hotels / guest houses and the majority of pubs, bars and restaurants in the town centre.
- Local businesses are very concerned about the impact of evening charges on trade, whether they are likely to be directly affected or not. They are worried about the impact on the economy if customers are deterred from visiting Hertford when free parking is available in 'rival' towns.

A representative from the Jungle Bar said: *"These charges would be a disaster for businesses like mine. What's to stop people going out in places like St Albans instead, where you can park anywhere for free after 6.30pm? Surely the council should be trying to boost local business, not drive people away?"*

A signatory to my petition said: *"Being in the theatre scene, I'm well aware of the damage it could do to the thriving theatre industry in the town, with the threat to both Hertford Theatre itself and to the smaller theatre up near Richard Hale, which would result in members of the society having to pay parking simply to attend rehearsals. It's quite simply going to kill what remains of the town."*

- Evening traders are concerned about the impact on staff who park regularly in council run car parks during the evening, often returning to their cars late at night.

A representative from the Cinnabar Café said: *"My staff often work until 4am, many of them female. They would either have to fork out daily for the new parking charges or look for free parking further afield, which would present a safety issue at that time of night."*

- Most of the hotels and guest houses in Hertford rely on council car parks for their customers and some reimburse parking fees, so would see a significant financial impact from the new charges. For example: Hertford House Hotel has 22 rooms with no parking; Salisbury Arms has 31 rooms with only 28 parking spaces (including 4 for staff); Cinnabar Café has 14 rooms with no parking; Dog & Whistle has 5 rooms with no parking; and Rigsby's Guest House has 7 rooms with no parking.

A representative from Rigsby's Guest House said: *"I do find it hard that they want to do this and it will have a massive impact in the town. The car park in St Andrew Street gets full on a Tuesday & Thursday with people going to the theatre. Last year I paid on average £300 pounds back to my guests to help compensate for their stay as I pay for the first five hours."*

- Daytime businesses seem unconvinced about the benefits of 30 minutes' free parking, when it can often take that long to get from the car parks to a single shop and back. They would like to see research that supports the proposals. Many would rather have a 'pay-on-exit' system in the car parks, which has long been called for by some traders.

## Local residents:

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- Due to the age of most of the buildings in Hertford town centre, many do not have off-street parking and on-street parking is limited to 30 minutes, so many residents rely on parking in the council run car parks. Residents' permits are currently available in Hartham Common and Port Vale car parks, but not others such as Gascoyne Way, St Andrew's Street or London Road.
- Some residents are regularly out during the day so their primary use of the car parks is overnight when the charges do not currently apply. These residents are worried about the additional cost of evening charges (up to £260/year for daily parking) and the inconvenience of having to buy tickets.

One resident said: *"I'm really pleased to hear about the petition and have been meaning to contact the council myself as night parking charges would really affect us! I have asked everyone I know to sign and will keep on asking everyone."*

- Other residents are based in Hertford during the day so they have to pay the full daily fee of up to £4.60 (via Ringo) to park in the council run car parks, or up to £1,400 a year. While these proposals do not apparently include any increase to long-stay tickets, these residents are already concerned about the significant parking costs and the inconvenience of having to buy daily tickets, and they would like to see parking permits introduced for residents.

Comments on the petition included:

*"Don't forget that £1,400 doesn't guarantee you a parking space either! If the car park is full you've wasted £1.4k!"*

*"Very unfair difference in charges for residents permits, I had no idea."*

*"With more and more development taking place in the town centre I believe all residents should be issued with a parking permit ... unfair to those using council car parks"*

*"Hertford town has no parking for residents. It makes me sick to the stomach that residents in nearby roads are granted a permit & I am not allowed one. I am sick of paying for car parks. It's totally unfair!"*

*"Our street has no residential parking so need the car park in evening."*

- Homeowners and landlords whose properties rely on parking in council run car parks are concerned that the new charges might dissuade people from moving to the town centre, which could make it harder to sell or rent their properties.

A signatory for the petition said: *"I feel this change would be detrimental in encouraging people to live in the residential areas in the center of Hertford. We should be encouraging people to live in the center of Hertford as surely this is a group of people that will support local trade and therefore avoid more empty shop units."*

- Residents of roads with unrestricted parking in and around the town centre are concerned about the impact of displaced parking if the proposals go ahead.

A representative from West Street Residents' Association said: *"This policy would clearly worsen parking conditions in residential areas around the town centre. If people have to pay in the car parks they'll find other places to park for free and we'll find it even more difficult to park in our own street. This is already a very significant issue during the day and if it became an issue at night as well then it would be very annoying indeed."*

Another comment on the petition said: *"We get lots of commuters parking along the already congested New Road [Ware]. These new parking charges will only make it worse and particularly bad for those of us who live along these 'free parking' roads."*

#### Visitors:

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- Many Hertford visitors I have spoken to were concerned about the evening charges and some people currently plan their visits to park after 6.30pm to avoid charges.
- Many people were unsure of the benefits of half an hour free parking. Some asked why it wasn't an hour like some other places.

#### Comments on my petition include:

*"We come to spend money in Hertford a lot, so cheaper parking is more helpful."*

*"I regularly use Hertford town centre in the evening but if they introduce parking charges in the evenings then like the Galleria in Hatfield I will no longer use the restaurants and theatre in the town."*

*"30 min to park is no time to shop in Hertford at least it should be an hour min. as in Welwyn Garden so this would not encourage me to come to Hertford during the day for shopping as for the evening charge residents must be appalled by the councils lack of consideration for them."*

*"A perfect example of a short sighted local council, hell bent on giving a short term boost to revenues while paying no attention to the long term consequences. Even in Mayfair it is possible to park after 6pm free of charge!!! These pathetic taxes destroy more than they create and only serve to frustrate and annoy the citizens. Work more efficiently with what you've got rather than trying to raise more money from us to waste."*

*"BAD for eating out in the evening"*

*"Hertford needs people to visit it - not to frighten them away with additional parking fees - that all disappear into a Council 'black hole'!!"*

*"A crazy idea which will inevitably put people off eating out in Ware. Are these people crazy?"*

*"Hertford is a busy, thriving town in the evenings. Parking fees would be the death knell."*

*"This could be the death knell for numerous Hertford activities in the evenings. The sop offered for daytime parking has no bearing on what happens in the evening - Hertford Theatre audiences would effectively have £1 added to all their ticket prices for instance."*

*"We regularly come into Hertford in the evening and prefer to use the car parks rather than trying to find spaces in the side streets. Charging for evening parking will stop people coming to Hertford or else they will abandon their cars in any residential side streets where they can find a space."*



## Essential Reference Paper E

### Original proposal including £1 flat rate evening charge 1600 - 2200

	One-off 2014/15	2014/15 (7 months)	2015/ 16 (full year)	2016/17 (five months)	Funded by
	£,000	£,000	£,000	£,000	
<b>Expenditure</b>					
Reprogramming machines, changing signage and TRO.	30	0	0	0	Contingency 14/15
Enforcement contract changes	0	29	50	21	Contingency 14/15 then overall budget setting
Changes to employee terms and conditions*	35	0	0	0	
Monitoring costs	0.5	0.6	1	0.4	Contingency 14/15 then overall budget setting
<b><u>Expenditure sub-total</u></b>	65.5	29.6	51	21.4	
<b><u>Income</u></b>					
Net shortfall in P&D income*	0	198	340	142	Priority Spend

\* Unavoidable cost incurred in both options due to long lead time for implementation of changes to contracts of employment.

\*\* Assumptions based on 50% of 'pay and display' customers trading up from their usual spend and 50% trading down. See supporting papers to 4 March 2014 Executive report for full spread of financial risk.

**Alternative proposal with flat rate evening charge between  
1600 and 1830**

	One-off 2014/15	2014/15 (7 months)	2015/16 (full year)	2016/17 (five months)	Funded by
	£,000	£,000	£,000	£,000	
<b><u>Expenditure</u></b>					
Reprogramming machines, changing signage and TRO.	30	0	0	0	Contingency 14/15
Enforcement contract changes	0	0	0	0	Contingency 14/15 then overall budget setting
Changes to employee terms and conditions*	35	0	0	0	
Monitoring costs	0.5	0.6	1	0.4	Contingency 14/15 then overall budget setting
<b><u>Expenditure sub-total</u></b>	65.5	.06	1	0.4	
<b><u>Income</u></b>					
Net shortfall in P&D income**	0	240	412	172	Priority Spend

\* Unavoidable cost incurred in both options due to long lead time for implementation of changes to contracts of employment.

\*\* Assumptions based on 50% of 'pay and display' customers trading up from their usual spend and 50% trading down. See supporting papers to 4 March 2014 Executive report for full spread of financial risk.

## EAST HERTS COUNCIL

EXECUTIVE – 5 AUGUST 2014

### REPORT BY EXECUTIVE MEMBER FOR STRATEGIC PLANNING AND TRANSPORT

REQUEST FOR AREA DESIGNATION FOR NEIGHBOURHOOD  
PLANNING: BISHOP'S STORTFORD: CENTRAL, SOUTH AND ALL  
SAINTS, AND PART OF THORLEY

WARD(S) AFFECTED: Bishop's Stortford, Central, South and All  
Saints, Much Hadham

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### Purpose/Summary of Report

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

<b><u>RECOMMENDATIONS FOR EXECUTIVE:</u> That:</b>	
<b>(A)</b>	<b>the application for the designation of a Neighbourhood Area, submitted by Bishop's Stortford Town Council, and to cover the Bishop's Stortford wards of Central, South, All Saints and part of Thorley Parish, be supported.</b>

#### 1.0 Background

1.1 Bishop's Stortford Town Council submitted a completed application for the designation of a Neighbourhood Area to the Council on 7 March 2014. Agreement to the designation of a Neighbourhood Area is required by the Council as Local Planning Authority (LPA) before a Neighbourhood Plan can be formulated. In this case, the application is identified as one for the Bishop's Stortford wards of Central, South and All Saints and the part of the Thorley Parish that lies to the north east ('within') the A1184 southern by pass road (St James Way). This follows the designation of the Neighbourhood Area for the two other wards (Silverlays and Meads) which then make up the whole of the Town Councils area.

1.2 The application was made in the form of a letter from the Town Council and a plan setting out the area to which the application relates. The letter and plan form **Essential Reference Paper B** to this report. Also submitted is confirmation from the Clerk of Thorley Parish Council that it is in agreement with the Neighbourhood Area application.

## 2.0 Consultation

2.1 The Council has undertaken the appropriate consultation with regard to the application submission. No submissions have been received in response.

## 3.0 Considerations

3.1 Section 61G of the Town and Country Planning Act 1990, amended by Part 1 of Schedule 9 of the Localism Act 2011, sets out the matters the Authority must have regard to when considering a Neighbourhood Area application. One of these is that the Authority determining the application must have regard to the desirability of maintaining the existing boundaries of Neighbourhood Areas already designated.

3.2 In that respect, as set out above, the other Neighbourhood Area that has been designated for the town covers the wards of Silverleys and Meads. This designation request will ensure that the remainder of the town councils area is designated.

3.3 In addition, the designation request includes the land to the north east of the A1184 St James Way that is in Thorley Parish. As a result, the part of Thorley Parish to the south of St James Way would not be designated if this request is agreed. With regard to maintaining the boundary of areas which are already designated, this does not appear to raise an issue. No further requests have been received in relation to the remainder of Thorley Parish, or of the areas to the south – High Wych and Sawbridgeworth. This does not compromise, therefore, further designation requests coming forward in the future.

3.4 The other area of consideration set out in the Act, is the desirability of designating the whole of the area of a parish council as the Neighbourhood Area.

- 3.5 As indicated, in this case, the whole of the Bishop's Stortford Town Council would be designated through the two areas, if this request is agreed. Only part of the Thorley Parish would be designated however.
- 3.6 Having regard to planning considerations, this would not be inappropriate. The land to the north east of St James Way has been identified in the Council's draft District Plan as an allocation for mixed use development. Whilst partly in Thorley Parish, the presence of the by pass road, is such that development here, if it did proceed, would function as part of the town. Future residents here would rely on services provided in the town and any infrastructure provided here would be available to serve residents of the wider town. A Neighbourhood Plan to cover any potential development here, along with development which may come forward in the remainder of the town covered would be similar to the area already designated for Silverleys and Meads.
- 3.7 The remainder of the Thorley parish, to the south of the by pass road, would retain its more rural character, similar to the surrounding areas of Much Hadham, High Wych and Sawbridgeworth Parishes. This designation would not preclude the remainder of the Thorley Parish being designated in the future on its own, or it being designated as part of a wider Neighbourhood Area, within which development appropriate to its character could be addressed.
- 3.8 In this case then, there is an appropriate and cogent case that supports the designation of part of the Thorley Parish with the Bishop's Stortford town areas, as has been advanced.
- 3.9 Subsequent to the legislation in 2011, the National Planning Practice Guidance (NPPG) has been released. In relation to multi parish Neighbourhood Areas, the guidance advises that a Parish Council can apply for a multi parished Neighbourhood Area to be designated as long as it includes all or part of that Parish Councils administrative area. That is the case here.
- 3.10 The guidance goes on to indicate that when the Parish that has applied for a multi parished Neighbourhood Area to be designated goes on to develop a Neighbourhood Plan, it needs to secure the consent of the other Parish Councils to do so. Again, that has been secured in this case. The guidance also set out a list of matters which could be considerations when deciding the

boundaries of a Neighbourhood Area. The proposed area is acceptable when judged against the considerations set out.

3.11 Further guidance set out in the NPPG sets out that, if it receives a valid application and some or all of the area has not yet been designated, a Local Planning Authority must designate a Neighbourhood Area. It goes on to advise that the Local Planning Authority should aim to designate the area applied for.

#### 4.0 Conclusion

4.1 Neighbourhood planning is now an integral part of the planning system with legislative backing through the Localism Act. The LPA is charged with determining applications for the designation of Neighbourhood Areas. In this case, it is considered that designation of the area requested for neighbourhood planning purposes is appropriate and acceptable and can be supported.

#### 5.0 Implications/Consultations

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

#### Background Papers

None

Contact Member: Cllr M Carver, Executive Member for Strategic Planning and Transport

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

## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives	<p><b>People – Fair and accessible services for those that use them and opportunities for everyone to contribute</b></p> <p>This priority focuses on delivering strong services and seeking to enhance the quality of life, health and wellbeing, particularly for those who are vulnerable.</p> <p><b>Place – Safe and Clean</b></p> <p>This priority focuses on sustainability, the built environment and ensuring our towns and villages are safe and clean.</p> <p><b>Prosperity – Improving the economic and social opportunities available to our communities</b></p> <p>This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic opportunities and delivering cost effective services.</p>
Consultation:	The application for the designation of a Neighbourhood Area was the subject of consultation
Legal:	The formulation of Neighbourhood Plans is established in the Localism Act 2011
Financial:	The formulation of a Neighbourhood Plan, if it progresses to the stages of referenda and adoption will lead to costs for the Council.
Human Resource:	There will be a requirement for Planning Officers to provide advice and guidance in relation to the formulation of any Neighbourhood Plan
Risk Management:	The issues which are favourable or otherwise to the formulation of a Neighbourhood Plan are considered in the report
Health and wellbeing – issues and impacts:	There are no immediate impacts on designation of a Neighbourhood Area, but formulation of the Plan is likely to enable local consideration of these issues.

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# Bishop's Stortford Town Council

The Old Monastery, Windhill  
Bishop's Stortford, Herts, CM23 2ND

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Chief Executive  
James Parker

Kevin Steptoe  
East Herts District Council,  
Wallfileds,  
Hertford

11<sup>th</sup> February 2014

Dear Mr Steptoe      Application for designation of a Neighbourhood Area

Bishop's Stortford Town Council, being a relevant body for the purposes of section 61G of the Town and Country Planning Act 1990 (as amended by the Localism Act 2011), hereby requests that the area comprising Bishops Stortford Central, Bishops Stortford All Saints and Bishop's Stortford South Electoral Wards (taken together) and outlined in blue on the enclosed map be designated as a neighbourhood area as specified in Schedule 9 61G of the Localism Act 2011.

This area includes a part of the parish of Thorley and I attach confirmation that Thorley Parish Council has given their consent for this application.

The Town Council considers this an appropriate area for designating as a Neighbourhood area for the following reasons:

1. The boundaries represent existing and well established boundaries
2. The area includes the entirety of the urban area contiguous with Bishop's Stortford, other than that already included in the Silverleys/Meads wards neighbourhood area.
3. The area includes the entirety of the parish of Bishop's Stortford, other than that part already included in the Silverleys/Meads wards neighbourhood area.
4. The area includes the entirety of the areas in or immediately adjacent to Bishop's Stortford designated as potential development areas in the Draft District Plan (preferred options) January 2014

Yours sincerely

James Parker  
Chief Executive Officer



## EAST HERTS COUNCIL

EXECUTIVE - 5 AUGUST 2014

### REPORT BY EXECUTIVE MEMBER FOR STRATEGIC PLANNING AND TRANSPORT

#### LITTLE HADHAM, BURY GREEN AND HADHAM FORD CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

WARD(S) AFFECTED: LITTLE HADHAM

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#### Purpose/Summary of Report

- To enable Members to consider the Little Hadham, Bury Green and Hadham Ford Conservation Area Appraisal following public consultation.

<b><u>RECOMMENDATIONS FOR EXECUTIVE: That</u></b>	
<b>(A)</b>	<b>the responses to the public consultation be noted and the Officer responses and proposed changes to the Little Hadham, Bury Green and Hadham Ford Conservation Area Appraisal be supported;</b>
<b>(B)</b>	<b>authority be delegated to the Head of Planning and Building Control, in consultation with the Executive Member for Strategic Planning and Transport, to make any further minor and consequential changes to the Appraisal which may be necessary;</b>
<b>(C)</b>	<b>the Little Hadham, Bury Green, Hadham Ford Conservation Area Appraisal be supported for adoption.</b>
<b><u>RECOMMENDATIONS FOR COUNCIL: That:</u></b>	
<b>(A)</b>	<b>the responses to the public consultation be noted and the Officer responses and proposed changes to the Little Hadham, Bury Green and Hadham Ford Conservation Area Appraisal be agreed;</b>
<b>(B)</b>	<b>the Little Hadham, Bury Green and Hadham Ford</b>

<b>Conservation Area Appraisal be adopted.</b>
------------------------------------------------

1.0 Background.

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

1.2 The review of Little Hadham, Bury Green and Hadham Ford's Conservation Areas is one of a series of reviews undertaken in 2013/2014. These reviews can now be presented for Members consideration at a number of meetings of the Executive. This is the latest. In each case a report will be presented when a public consultation exercise has been undertaken in relation to each individual settlement.

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

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

2.0 The Little Hadham, Bury Green and Hadham Ford Conservation Area Appraisal

2.1 Bury Conservation Area was first designated in 1978, Hadham Ford in 1978 and Little Hadham in 1990; none of the conservation areas have undergone subsequent redesignation. The Conservation Area Appraisal was completed in 2013 and there was a period of public consultation during May and June 2014. A public meeting was held on 1 May at which about 20 members of the public were in attendance. Responses were received from the Parish Council and from 5 others and other points were raised at the public meeting. The headline issues are set out in the following paragraphs:

2.2 *General content of Appraisal:* The Appraisal sets out a revision to

the Conservation Area boundary:

- (a) Hadham Ford: exclude a large open arable field in the south west quadrant together with Foxearth and adjacent pasture land on Chapel Lane. It is also proposed to exclude open Pasture land between Grove Barn and Ridgeway.
- (b) Bury Green: exclude selected modern farm buildings at Clintons and nos. 1-10 Farm Place including large scale buildings to the rear.
- (c) Little Hadham: to exclude Little Ash house and adjacent paddock. Also to exclude Ash Farm bungalow and extensive areas of paddocks nearby, including the site of the windmill ruin.

It also identifies the key environmental features and the manner in which they can be controlled. In relation to Little Hadham, Bury Green and Hadham Ford the most relevant ones are: Listed Buildings including structures in their curtilages; non listed buildings of quality worthy of protection; other unlisted distinctive features worthy of protection and important open land and spaces.

- 2.3 *Listed buildings and structures in their curtilages:* These are protected by legislation and have been identified in the Appraisal. Some are in a poor condition and these have also been identified in the Council's recently updated Buildings at Risk Register. It is considered important their condition improves. Potentially this could occur through the planning process or possibly from grant assistance. Officers will approach owners as Members agreed when considering the Buildings at Risk Register in March 2013.
- 2.4 *Non listed buildings of quality worthy of protection:* A small number have been identified that make a positive contribution to the Conservation Area and these should be retained through the planning process.
- 2.5 *Other unlisted distinctive features worthy of protection:* A number have been identified and include walls and railings. These are important to the rural qualities and character of Little Hadham, Bury Green and Hadham Ford. Most are protected by virtue of being within the curtilages of Listed Buildings or above prescribed heights (which means that it is necessary to seek consent before demolition is undertaken). However some are unprotected in law from demolition. Protection could formally be achieved through the introduction of an Article 4 Direction. Prior to considering such

a course of action, the Council will seek to establish ownership and discuss the matter further with respective owners.

- 2.6 *Important open land and spaces:* The Appraisal has identified a number of such important open spaces that materially contribute to the character or appearance of the Conservation Area that should be protected through the planning process.
- 2.7 *Enhancement proposals to deal with detracting elements:* A number have been identified and include walls in need of repair, boundary fencing and untidy sites. It is accepted that such improvements will often only be carried out with the co-operation of owners and other local bodies and organisations. However the District Council may have a role to play in some instances, for example by offering technical advice; by determining applications and where appropriate offering grant assistance.

### **3.0 Consultation Feedback**

- 3.1 The Parish Council thanked East Herts District Council for including them and local residents in the consultation period and for holding a public meeting. They '*were encouraged by evidence*' presented and feel positive about maintaining and preserving special features. Furthermore the PC has expressed support for a number of suggested improvements proposed by the Appraisal and has already taken some action and promised other. The general support of the Parish Council is encouraging and the process of identifying and subsequently achieving physical improvements, implemented at local level, however small, is important.
- 3.2 Other comments received through the consultation process are set out in the table included as **Essential Reference Paper B** arranged in the subject order set out above.
- 3.3 **Essential Reference Paper C** is a copy of the Little Hadham, Bury Green and Hadham Ford Conservation Appraisal and Management Plan as it appeared at the consultation draft stage with track changes to show how the final document will appear.
- 3.4 In summary it is recommended that the Little Hadham, Bury Green and Hadham Ford Conservation Area Appraisal and Management Plan be adopted and be used in the process of determining planning applications.

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

Background Papers

None

Contact Member: Cllr Mike Carver – Executive member for Strategic Planning and Transport  
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Contact Officer: Kevin Steptoe – Head of Planning and Building Control, Tel Ext 1407  
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## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives	<p><b>Place</b> This priority focuses on sustainability, the built environment and ensuring our towns and villages are safe and clean.</p> <p><b>Prosperity</b> This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic opportunities and delivering cost effective services.</p>
Consultation:	<i>Community consultation has been undertaken as set out in the report</i>
Legal:	<i>Preparation of the Appraisal fulfils statutory requirements.</i>
Financial:	<p><i>Costs associated with the preparation of the Appraisal are met from within existing staffing and operational budgets.</i></p> <p><i>The Appraisal suggests works and actions which could be undertaken to enhance the character and appearance of the conservation Area and remove detracting elements. The Council is not committed to undertaking these further actions. There will be potential revenue and capital costs associated with doing so – which can be further assessed on reaching a decision whether to undertake further action.</i></p>
Human Resource:	<i>No additional staffing implications</i>
Risk Management:	<i>No significant risk issues</i>

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**Essential Reference Paper B**

Issue	Representations made	Officer comment
<p>Changes to the Conservation Area Boundary.</p>	<p>The PC accepted officers views that removal of land from the Conservation Area did not by itself increase the likelihood of development and that current housing suggestions/allocations set out in the consultation on the draft District Plan is a separate planning consideration.</p> <p>A resident from Bury Green is 'disappointed that the Conservation Area is shrinking' and feels 'that Conservation Areas should be protected' and that by taking land out of the Conservation Area 'gives opportunities for developers to build on land that was once in a Conservation Area'.</p> <p>Another resident objects to changing 'the conservation status' interpreted as meaning changing the boundaries. Also objects to building new properties because of flooding, traffic and infrastructure reasons.</p>	<p>Noted</p> <p>The process of identifying land for future development is a separate process. However it is worth noting there is strong local concern regarding the potential of new development being inappropriate when considered against local flooding issues. It is a common misconception that Conservation Area designation provides general protection against development. This is not true and for example advice in the National Planning Policy Framework says that planning authorities should look for opportunities for new development within Conservation Areas to enhance or better reveal their significance. Advice from the same source says that Conservation Areas must justify their status virtue of being of 'special architectural or</p>

		<p>historic interest' and that 'the concept of conservation is not devalued through the designation of areas that lack special interest. The principle of this Government advice has been influential in considering all Conservation Area boundary changes.</p>
<p>Concerns regarding individual buildings being removed from the conservation area</p>	<p>The PC request the Windmill stump remains in the Conservation Area and refer to the potential of the local community proposing a 'restoration project'.</p> <p>Removal of the Glaxo Site at Bury Green - Planning consultants on behalf of clients supports the proposed boundary change and agrees that 'the large scale buildings which remain on the site hold limited architectural and historic interest ' and that the site should be removed from the Conservation area. Although this correspondence relates to the</p>	<p>The windmill is in ruinous condition and little remains of it. Its environs consists of extensive paddocks and some modern development which is generally of limited architectural, landscape or historic interest. The remains of the windmill are identified as a Listed Building 'At Risk' and as such it is potentially eligible for EHDC grant assistance. Being a Listed Building its remains are afforded the best protection available. If there is a proposed 'restoration project' then officers would like to assist and discuss further with the PC. It is considered the boundary changes remain as proposed.</p> <p>Noted</p>

	draft Conservation Area Appraisal, the consultant's letter introduces the subject by saying 'We write on behalf of our client to make representations on the East Herts. Council Draft District Plan, Preferred Options.	
Additional 'Buildings at Risk'	A respondent advises some Listed Buildings have been damaged by flooding and are therefore 'At Risk'.	A disaster such as flooding that has affected a Listed Building would be a legitimate reason for declaring it as being 'At Risk' if the effects of such a disaster are not resolved and the building continues to deteriorate over a sustained period. The issue of flooding is clearly a matter of great local concern particularly with reference to recent events. The issue is illustrated by an historic photograph included in the Appraisal document. The flooding issue should be pursued vigorously with the relevant authority. An addition to the Appraisal's text is suggested.
Listed Buildings	Two owners query why their respective Listed Buildings are not mentioned in the text of the document.	With over 70 Listed Buildings in the three Conservation Areas a general principle has been adopted of only including a small abbreviated selection of LB descriptions in the interests of brevity. However as both these properties have distinctive architectural features mentioned in their descriptions it is proposed to include abbreviated descriptions

		in the revised text.
Buildings Worthy of Retention	A respondent advised that Florence Cottage which is proposed to be retained has been granted planning permission to be demolished and replaced.	Officers recognise that planning permission was sought during the appraisal process. Comments relating to the building have been kept in the document as they were true at the time of the appraisal and the impact the replacement dwelling will have on the character and appearance of the conservation area was assessed through the planning process.
Other minor points	<p>The Parish Council generally support the contents of the document and note they would like to liaise with officers regarding improving boundary improvements to Bury Green.</p> <p>The PC advises that Little Hadham is known locally as 'The Ashe' and Hadham Ford as 'The Ford'. Also a small 20th century housing estate is wrongly named. They advise of several other minor references which need changing.</p>	<p>Noted with appreciation. Officers will be delighted to meet the PC and assist in the manner proposed.</p> <p>On balance it is proposed to continue using the names of Little Hadham and Hadham Ford because these are the references on Ordnance Survey mapping. However the revised text is proposed to include an explanatory note relating to the local names as referenced by the PC. The other error and finesses are noted and appropriate changes are proposed to be made.</p>



**LITTLE HADHAM PARISH CONSERVATION AREA APPRAISALS  
AND MANAGEMENT PLANS**

**DRAFT FOR CONSULTATION**

**2014**



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**LITTLE HADHAM DRAFT CONSERVATION AREA APPRAISALS AND  
MANAGEMENT PLANS, INCORPORATING THE THREE EXISTING  
CONSERVATION AREAS OF HADHAM FORD, BURY GREEN AND LITTLE  
HADHAM.**

**CONTENTS**

	Paragraphs	Pages
1. Introduction	1.1- 1.12	1- 3
2. Legal and Policy framework	2.1- 2.18	3- 7
3. Origins and historic development	3.1- 3.13	7-12
4. General Designations and criteria used to identify important features	4.1- 4.13	13-15
5. General Character and Setting	5.1- 5.10	15- 17
6. Detailed Character Analysis		
<u>334</u> Area A – Hadham Ford	6.1- 6.4 <del>87</del>	17-
<u>401</u> Area B – Bury Green	6.4 <del>89</del> - 6.6 <del>68</del>	<del>334</del> -
<u>401</u> - <u>510</u> Area C – Little Hadham	6.6 <del>79</del> – 6.9 <del>43</del>	
<u>534</u> Other areas in the parish	6.9 <del>24</del> - 6.9 <del>57</del>	<del>502</del> -
<u>545</u> Summary Overview	6.9 <del>68</del>	<del>534</del> -
<u>579</u> 7. Management Proposals	7.1-7.18	<del>535</del> -
<u>556</u> EHDC Contact details	7.3	<del>554</del> -
<u>589</u> Schedule and Table of Enhancement Proposals	7.18	<del>578</del> -



## LITTLE HADHAM PARISH DRAFT CONSERVATION AREA APPRAISALS AND MANAGEMENT PLANS.

This Appraisal has been produced by Officers of East Hertfordshire District Council to assess the Conservation Areas in Little Hadham parish, to identify where improvements can be made and to advise of any boundary changes that are appropriate. The document is in draft form and will be subject to public consultation and agreement by District Council Members.

The document analyses the three Conservation Areas that have already been designated, namely those of Hadham Ford, Bury Green and Little Hadham\*. The document also considers the principle of identifying other settlements in the Parish to assess whether or not any may appropriately be designated as Conservation Areas in the future.

The Parish Council advise that Hadham Ford is known locally as The Ford and that Little Hadham is known locally as The Ashe. However this document continues to use the names Hadham Ford, Bury Green and Little Hadham throughout as these are the names that appear on the Ordnance Survey mapping.

### 1. INTRODUCTION.

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

1.2. East Hertfordshire District has a particularly rich and vibrant built heritage, featuring 42 Conservation Areas and approximately 4,000 fine listed buildings displaying a variety of styles representative of the best of architectural and historic designs from

many centuries. Generally and very importantly the clear distinction between built form and open countryside has been maintained.

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

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

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

1.6. This Appraisal recognises the importance of these factors and will consider them carefully. Once approved it will be regarded as a 'material consideration' when determining planning applications. The document also puts forward simple and practical management proposals that improve the character of the three Conservation Areas which are capable of being implemented as and when resources permit.

1.7. The recommendations concerning non listed buildings and structures are normally formed by the field workers observations made from the public realm and seldom involve internal inspection or discussions with owners. Thus such recommendations contained in this Appraisal might be subject to future re-consideration through the planning application process should

these involve the submission of additional relevant detailed information.

**1.8. This Conservation Appraisal will:**

- Identify the special character of Hadham Ford, Bury Green and Little Hadham and also look at other settlements in the parish to consider the potential designation of further Conservation Areas;
- Identify elements that should be retained or enhanced;
- Identify detracting elements;
- Review the existing boundaries;
- Put forward practical enhancement proposals;

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

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

**1.11. The Conservation Areas lie within the parish of Little Hadham and in close proximity to the major town of Bishop's Stortford where there are a wide range of facilities and organizations. Within Little Hadham there is an Infants School. The Village Hall is at Hadham Ford.**

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

## **PART A - LEGAL AND POLICY FRAMEWORK**

### **2. LEGAL AND POLICY FRAMEWORK.**

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

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

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

**2.4. From October 2013 planning permission is now required for the demolition of a building in a Conservation Area but is subject to certain exceptions. For example, it does not apply to Listed Buildings which are protected by their own legislation but is relevant to other non listed buildings in the Conservation Area above a threshold size set out in legislation (115 cubic metres). Looking for and identifying such buildings is therefore a priority of this Appraisal.**

**2.5. Another exception relates to certain ecclesiastical buildings which are not subject to local authority administration provided an equivalent approved system of control is operated by the church authority. This is known as the 'ecclesiastical exemption'. Importantly in such circumstances, church authorities still need to obtain any other necessary planning permissions under the Town and Country Planning Act 1990.**

**2.6. The Town and Country Planning (General Permitted Development Order) 1995 (as amended), defines the range of minor developments for which planning permission is not required and this range is more restricted in Conservation Areas. For example the Order currently requires that the addition of dormer windows to roof slopes, various types of cladding, satellite dishes fronting a highway and a reduced size of extensions, all require planning permission in a Conservation Area.**

**2.7. However, even within Conservation Areas there are many other minor developments that do not require planning permission. So as to provide further protection the law allows Councils' to introduce additional controls if appropriate. Examples of such controls can include some developments fronting a highway or open space, such as an external porch, the painting of a house or the demolition of some gates, fences or walls. The removal of important architectural features that are important to the character or appearance of a Conservation Area or individual buildings within it such as distinctive porches, windows or walls or railings to non-listed properties can be subject to a more detailed assessment and if appropriate made subject to protection by a legal process known as**

an 'Article 4 Direction' which withdraws 'Permitted Development Rights'. The use of such Directions can only be made in justified circumstances and a clear assessment of each Conservation Area considerably assists in this respect. In conducting this Appraisal, consideration will be given as to whether or not such additional controls are necessary.

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

**2.9.** Some hedges may be protected by the Hedgerow Regulations 1997. This legislation is extremely complicated and only applies in certain situations that are determined by the location of the hedge, its age and or its historical importance, the wildlife it supports and its number of woody species.

**2.10. National Planning Policy Framework.** Published in March 2012, this document replaces previous advice including PPS 5, Planning for the Historic Environment. The principle emphasis of the new framework is to promote sustainable development. Economic, social and environmental roles should not be considered in isolation because they are mutually dependent and positive improvements in the quality of the built, natural and historic environment should be sought, including replacing poor design with better design. Whilst architectural styles should not be imposed it is considered proper to reinforce local distinctiveness.

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

- There should be a positive strategy in the Local Plan for the conservation of the historic environment and up-to-date evidence used to assess the significance of heritage assets and the contribution they make.
- Conservation Areas. Such areas must justify such a status virtue of being of '*special architectural or historic interest*'.

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

**2.12. East Hertfordshire’s environmental initiatives and Local Plan Policies.** East Hertfordshire is committed to protecting Conservation Areas and implementing policies which preserve and enhance them; to support their preservation through the publication of design and technical advice and to be pro-active by offering grants and administering an Historic Buildings Grant Service. With regard to the latter grants are awarded on a first come first served basis in relation to listed buildings and other unlisted buildings of architectural or historic interest. The maximum grant will not normally exceed £1,000.

**2.13.** In respect of the above the Council has produced a number of leaflets and guidance notes that are available on request. Further details are provided in Appendix 1.

2.14. The Council also has a 'Buildings at Risk Register', originally produced in 2006 and updated in 2012/13. In relation to Little Hadham parish a number of buildings have been identified as being 'at risk' and are as follows: farm buildings at Acremans, Bury Green; south barn at the Old Farmhouse, Green Street; north range of farm buildings at the Old Farmhouse, Green Street; terrace walls piers and steps at Hadham Hall; wall attached to the Brewhouse, Hadham Ford; remains of windmill tower, rear of Mill House Albury Road and small stable building at Hadham Park. Grant assistance not exceeding £10,000 may be available for works that lead to such structures' long term security. Local residents have expressed concern about the general risk of flooding in relation to certain properties including some that are listed and this is clearly a matter of local importance that may need further discussion with the relevant authority.

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

2.16. In accordance with the requirements of the Planning and Compulsory Purchase Act 2004, the Council is in the process of preparing a planning policy document which will replace the 2007 Local Plan. This will be known as the East Herts District Plan (DP). Once adopted the DP will contain the relevant Council planning policies.

2.17. EHDC has produced several documents as Supplementary Planning Guidance. The Supplementary Planning Document 'Historic Parks and Gardens' produced in 2007 identifies one Locally Important Historic Garden being at Hadham Hall and described thus: *'Celtic origins. Norman with William Baud created Lord of the Manor in 1086. Manor passed to Richard II and in 1650's the Earl of Essex (Cappell family) built a new house. Great Barn and Gate House 1520-70, medieval formal gardens with nut walks, created by Lord Hadham (shown in painting by Cornelius Johnson). Gardener Moses Cook, assistant at Kew worked here. In 1668 the seat moved to Cassiobury and the house declined. The site was bought in 1947 by Hertfordshire County Council and housed a school...'*

2.18. The Conservation Areas were first designated in 1973 (Bury Green; 1978 (Hadham Ford) and 1990 (Little Hadham).

## **ORIGINS AND HISTORIC DEVELOPMENT.**

**3.1. Early settlement is principally restricted in the parish to the area around Church End and nearby Hadham Hall. In the 1960's building operations unearthed late Iron Age pottery and later excavations in the 1990's revealed extensive evidence of Iron Age settlement including circular gullies believed to represent the remains of late Iron Age buildings. North of Church End Farm early Iron Age artifacts were discovered as was a Bronze Age arrowhead between the parish church and Hall Farm.**

**3.2. The A120 road is the alignment of Roman Stane Street that has served as a highway from Roman times to the present day. In association with discoveries relating to the Iron Age referred to in paragraph above, two ditches forming the corner of a rectangular enclosure from the early Roman period has been discovered as were two Roman sherds north of Church End Farm. Finds from these two periods perhaps suggests the site of an early rural settlement.**

**3.3. The manor of Hadham Hall was in the possession of the Baud family from the 12<sup>th</sup> century and perhaps from the Conquest. In 1505 the manor was sold to Sir William Capell. It is generally believed that what remains of the current house was built by Henry Capell who entertained Queen Elizabeth at Little Hadham. Gardens were created by Lord Hadham. Today Hadham Hall consists of a range of Listed Buildings many dating from the 16<sup>th</sup> century which together with its fine setting and landscape makes it an environment of high quality.**

**3.4. The settlement pattern in the parish was well established by the 16<sup>th</sup> century. The three designated Conservation Areas all have different characteristics. Hadham Ford appears to have been the main centre in Victorian times, consisting of a loose linear development with a Public House, Brewery, Chapel and Post Office. During the same period, Bury Green also had one Public House but principally consisted of farm buildings scattered around an extensive green. Little Hadham on the main road was a very compact settlement grouped around the cross roads with a Public House, a Smithy and Corn Windmill situated on the high ground to the north west.**

**3.5. A brief examination of available mapping shows the following in respect of Hadham Ford, Bury Green and Little Hadham.**



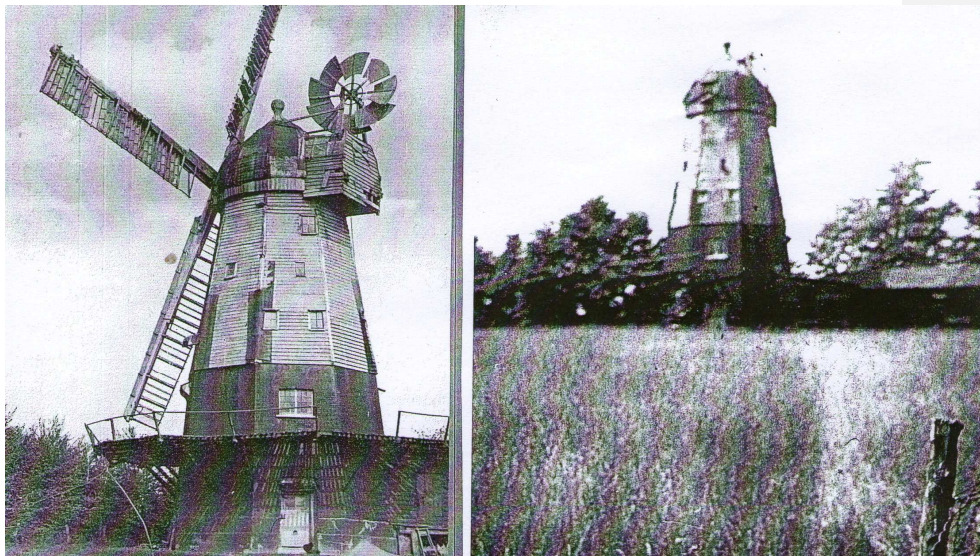
**3.6. Hadham Ford.** In 1874 Hadham Ford was principally a linear scatter with a Public House, the Fox (now demolished) a Brewery, an Independent Chapel and a Post Office. Principally to the south east of the settlement a number of pits are shown including a Gravel Pit, a Chalk Pit and nearby Lime Kiln and a brick kiln at Brick Kiln Farm. By 1897 a Smithy appears on the mapping east of the chapel. Few changes seem to have occurred by 1920 other than a small scatter of buildings, the War Memorial and the provision of Allotment Gardens in the site of a former gravel pit in the south. The Fox PH still existed in 1938 but had been demolished before 1963 where mapping from this date shows additional development had taken place including some within old pits and additionally to the north at Ridgeway.

**3.7 Bury Green.** The distribution and scatter of farm buildings with the Cock Public House around the extensive green is little altered in the period 1874 -1938 apart from a few buildings dating from the early 20<sup>th</sup> century. By 1963 however large development had taken place (the former GlaxoSmithKline site) and a small residential development, The Grove.

**3.8. Little Hadham.** In 1874 Little Hadham consisted of a tight cluster of properties around the cross roads. At this time there was no road bridge across the River Ash which had a ford and what appears to be a footbridge. The Windmill was established on high ground to the north - west with access from Albury Road. By 1879 the Windmill tower had a building attached and a Smithy had been built on the road to Hadham Ford. Mapping of 1920 shows little change, the principle one being that a bridge had been constructed over the river. Allotments are shown in a field to the south of the main road, east of the settlement. By 1938 only a few infill sites had been developed including Huguenot Cottages on Albury Road. By 1963 significant changes had taken place with ribbon development extending along Albury Road, the A120 and with construction of the housing estate known as The Smithy.



Picture 1, Outside The Angel PH. Little Hadham, date unknown. Reproduced courtesy of Hertfordshire Archives and Local Studies.



Picture 2, Windmill Little Hadham: left photo dates from 1927, the right one from 1939. Reproduced courtesy of Hertfordshire Archives and Local Studies.

3.9. Kelly's Post Office Directory of 1874 describes the settlement thus: *'Little Hadham is a parish...3 miles south from Great Hadham Station. The church of St Edmund is in the Early English style... A*

***National school for both sexes was erected in 1861. The Capels, Earls of Essex take their title of Barons of Eadham from this place: many members of that noble family have been buried in the church, amongst others Arthur, the first baron. The Hall is a large and substantial building of the Tudor period; it has been restored by Samuel Betts esq. JP the present occupier... The soil is mixed; subsoil, London clay and chalk. The chief crops are wheat, barley, and roots. Here are chalk pits, and bricks are made here...and the population in 1871 was 869.***



**Picture 3 – Flooding at Little Hadham in 1902 before the road bridge was built.  
Reproduced courtesy of Hertfordshire Archives and Local Studies.**

**3.10. The school that Kelly's refers to as having been erected in 1861 is on the site of the existing school and the original building with date plaque of 1861 still exists. Also note the church is no longer dedicated to St. Edmund but to St. Cecilia.**

**3.11. In addition to the several farmers listed in the above Directory, the following trades are represented in the parish; builders (2), bailiff, lime burner, thatchers (2), shoemakers (2), wheelwrights (2), hurdle maker, painter, saddler, grocers (4), blacksmiths (2), watchmaker, brewer, miller. Many of these trades are typical of the relative self sufficiency of villages at this time. The presence of two thatchers and of a lime burner reflects the large numbers of thatched properties in the parish (many of which still remain) and**

**other local industries associated with mineral extraction. Public Houses identified at this time were: the Cock, the Fox, the Nag's Head and the Hen and Chickens.**



**Picture 4 – Caption reads Southfields, Acremore Street. Thatched roofs were very important historically and remain so today. In Victorian times Kelly's Directory of 1874 lists two resident thatchers in the parish. Reproduced courtesy of Hertfordshire Archives and Local Studies, date unknown.**

**3.12. The Place names of Hertfordshire published by Cambridge University Press refers to the following ancient names: Haedham; Hedham (957); Hadham (1060); Hadam, Haddham (1316); Hadhamstret (1578) and others. The name possibly derives from Haeo-ham, meaning 'heath homestead'. Bury Green is Le Beregrene (1369); Church End is Cherchestret (1344); Green Street is Le Grenestrete (1412). Hadham Ford may have been the home of John atte Forde (1307).**

**3.13. The approximate boundaries of the existing Conservation Areas are shown on mapping dating from 1874: Plan 1 (Hadham Ford); Plan 1A (Bury Green) and Plan 1B (Little Hadham).**

#### **4. GENERAL DESIGNATIONS AND CRITERIA USED TO IDENTIFY IMPORTANT ENVIRONMENTAL FEATURES.**

**4.1. There are no designated Scheduled Ancient Monuments in either of the three Conservation Areas although there is such a designation elsewhere in the parish being a moated (?) site to the north east of Church End Farm, Church End.**

**4.2. Areas of Archaeological Significance. These are shown on respective maps. Not all archeological sites are of equal importance and the Council will decide a course of action that may vary from recording any remains prior to development or protecting it from development, when determining planning applications.**

**4.3. Listed buildings. Individually listed buildings have been identified, plotted and some are very briefly described below, such abbreviated descriptions being based on the Dept. of Culture Media and Sport's list. Full descriptions can be obtained on line at English Heritage's website or Heritage Gateway website ([www.heritagegateway.org.uk](http://www.heritagegateway.org.uk)) Listed Buildings are protected from unauthorised demolition, alteration or extension. Structures, including railings and walls, within the curtilages of listed buildings, if they are pre-1948, are subject to the same controls as listed buildings.**

**4.4. Non-listed buildings of quality and worthy of protection from demolition. There are a number of non listed buildings that make an important architectural or historic contribution to the Conservation Areas and these have been separately identified. The basic questions asked in identifying such buildings/structures are:**

- (a) Is the non listed building/structure of sufficient architectural or historic interest whose general external form and appearance remains largely unaltered?**
- (b) Does the building contain a sufficient level of external original features and materials?**
- (c) Has the building retained its original scale without large inappropriate modern extensions that destroy the visual appearance, particularly in respect of the front elevation?**

**(d) Is the building/ structure visually important in the street scene?**

**4.5. Trees and Hedgerows.** There are a number of trees and hedgerows that particularly contribute to the quality of the Conservation Areas. The basic criteria for identifying such important trees and hedgerows are:-

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

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

**4.7. Historic Parks and Gardens.** One such garden is identified within the Parish by the Council's Supplementary Planning Document 'Historic Parks and Gardens', being a garden of local importance at Hadham Hall.

**4.8. Wildlife sites.** Specifically within the three designated Conservation Areas there are Wildlife sites at Hadham Ford and Bury Green that are briefly described elsewhere in this Appraisal. There are others elsewhere within the parish including sites at Hadham Hall and adjacent to Green Street.

**4.9. Any other distinctive features that make an important visual or historic contribution are noted.**

**4.10. Reference has previously been made to the potential of introducing Article 4 Directions in justified circumstances and the criteria for their selection in relation to features associated with selected non listed properties is as follows:**

- In relation to chimneys, these need to be in good condition, contemporary with the age of the property, prominent in the street scene and complete with chimney pots. Exceptionally particularly important chimney stacks without pots may be selected.
- In relation to selected windows, these need to be on front or side elevations, fronting and visible from the street/s, contemporary with the age of the property and where the majority of windows of respective elevations retain their original characteristics and have not been replaced by modern glazing units.
- In relation to walls or railings, those selected need to be below the prescribed heights (walls 1m fronting a highway or 2m elsewhere require prior consent for their demolition), be prominent in the street scene and make a positive architectural or historic contribution to its visual appearance.
- In relation to other features, these may include good quality architectural detailing to non-listed buildings, constructed of wood, metal or other materials.
- It may also be appropriate to introduce Article 4 Directions to retain quality buildings below the prescribed threshold where permission for demolition is not required.

**4.11. Features that detract or are in poor repair have been identified.**

**4.12. Important views are identified.**

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

## **5. GENERAL CHARACTER AND SETTING.**

**5.1. In terms of its wider setting, the Landscape Character Assessment produced in 2007 as a Supplementary Planning**

Document, describes the general area of Bury Green as falling within the Perry Green Uplands where the landscape character is defined by undulating settled uplands with meandering lanes linking hamlets and small villages of varying ages. Hadham Ford and Little Hadham fall within the adjacent area of the Hadhams Valley where the River Ash is described as being edged by steep undulating slopes and where linear settlements are derived from crossing points on the river.

5.2. Despite less than satisfactory modern 20<sup>th</sup> century developments in some locations, each of the three designated areas has retained a sufficiently high degree of architectural quality and historical identity to qualify retaining their status as being designated Conservation Areas.

5.3. Trees play an important role in enhancing the rural qualities of both Bury Green and Hadham Ford. However at Little Hadham whose built form is more compact, trees are not so important.

5.4. There are 131 Listed Buildings in the parish as a whole. Of this total, 1 dates from the 14<sup>th</sup> century, St Cecilia's church; 6 from the 15<sup>th</sup> century; 37 from the 16<sup>th</sup> century (28%); 56 from the 17<sup>th</sup> century (43%); 22 from the 18<sup>th</sup> (17%), 7 from the 19<sup>th</sup> century (5%) and 2 from the 20<sup>th</sup> century (telephone kiosks). From this it can be seen that the area was very well established from early times and from the number of farmsteads and associated buildings, principally based on agriculture.

5.5. In some respects the industrial revolution seems to have bypassed rural areas like Little Hadham when compared with selected settlements nearby. For example Stanstead Abbots, where 35% of the Listed Buildings date from the 19<sup>th</sup> century and even in nearby Much Hadham where 11% of Listed Buildings date from the same period. Such development at this time will have been likely influenced by the proximity of railway stations.

5.6. Most Listed Buildings are grade II but the high status and particular importance of eleven are recognized by being listed Grade II\* and one, St Cecilia's Church is listed grade I.

5.7. As set out above a number have been declared as being 'at risk'. About 25 or nearly 20% of the total Listed Buildings have thatched roofs and in addition a further 15 are described by the Listed Building descriptions as having corrugated iron roofs, many of which would originally have been thatched. These thatched roofs are of great visual and historic importance whose retention is vital.



In relation to any planning permissions that may be granted to historic structures with corrugated iron roofs, the opportunity must not be missed to seek historically appropriate cladding when negotiating appropriate development with applicants.

**5.8. Within the three designated Conservation Areas there are 71 Listed Buildings (over 50% of the total). Other concentrations of Listed Buildings are to be found at Green Street and Hadham Hall.**

**5.9. This Appraisal also identifies other buildings of high quality that are not listed. These date from the 19<sup>th</sup> century and are an important element, particularly to the environmental quality of the Hadham Ford Conservation Area.**

**5.10. In summary the Conservation Areas are generally well defined and although may be adversely affected locally by modern developments in some locations, each has adequate architectural quality and historic interest to retain the important status of being designated as Conservation Areas. Throughout the three Conservation Areas chimneys play an important architectural and historic role, worthy of protection.**

## **6. DETAILED CHARACTER ANALYSIS.**

### **6.1. Area A - Hadham Ford.**

**6.2. *General overview.* Hadham Ford is the main centre of the parish and contains the greatest number of Listed Buildings and also, by a significant margin, the greatest number of non listed buildings that have been identified as making an important architectural or historic contribution. The latter date from the late 19<sup>th</sup> century and likely associated with worker accommodation for the local mineral extraction industry at that time. The settlement is strung out along the main road with development extending to the west along Chapel Lane and to a lesser extent to the east at Ford Hill. Boundary walls of brick or brick and flint make an important contribution to the quality of the settlement in some locations. Modern development is limited and does not conflict unduly with the general high qualities of the Conservation Area.**

**6.3. *Archeological sites.* In relation to Hadham Ford two small parts of the Conservation Area are so designated, namely an area centred on the War Memorial and a small area on the western extremity of the Conservation Area north of Chapel Lane. Much of the detail in Hertfordshire archeological data has been based on**

Listed Building descriptions and related to limited cartographic information in relation to extraction pits. No evidence of very early settlement has been discovered to date, which as noted is principally restricted to the area around Church End and nearby Hadham Hall.

**6.4. *Individually Listed Buildings.*** Within the Conservation Area of Hadham Ford there are 26 Listed Buildings. 8% date from the 15<sup>th</sup> century; 27% from the 16<sup>th</sup>; 23% from the 17<sup>th</sup>; 27% from the 18<sup>th</sup>; 12% from the 19<sup>th</sup> and 3% from the 20<sup>th</sup> century. Of these, 3 are listed grade II\* namely May Cottage and Gouldburn, Ashmeads and the Old Brick house.

**6.5.** A short selection are described below and chosen to illustrate their architectural variety. The information provided is based on English Heritage official descriptions but much abbreviated.

**6.6. Public Pump on river bank opposite Chapel Lane – Grade II.** Public pump, 1880. 2m high decorated cast iron painted white. Raised lettering cast on N side of chamber reads "ERECTED BY SUBSCRIPTION APRIL 1880". Wide cylindrical barrel and large spurred spout at upper ring. Moulded top flange carrying tall foliate cap with pineapple finial. Dog-leg wrought iron handle tapers to large pear-shaped counterweight knob. Paved surround of blue stable chequer-paviours and white posts with chains between. A fine subscription pump of considerable artistic, social and technological interest.



**Picture 5 - A fine 19<sup>th</sup> century pump of considerable artistic, social and technological interest. Several of the blue brick paviments need re-setting.**

**6.7. May Cottage and Gouldburn – Grade II\*. 15<sup>th</sup> century or earlier, May Cottage, 16<sup>th</sup> century. Timber framed, plastered, steep old red tile gabled roof. Large central chimney. Middle part of roof heavily smoke blackened. Narrow bay next to north gable possibly a former smoke bay to parlour. Gouldburn has a former open hall. Inserted floor on stopped and chamfered axial beam. Heavy sooting of timbers. A most interesting 15<sup>th</sup> century timber framed open hall house with sooted roof of archaic construction.**

**6.8. Ashmeads Grade II\*. 16<sup>th</sup> century hall range rebuilt in mid 17<sup>th</sup> century, large, 2 storeys, timberframed and plastered, with steep old red tile roof. Higher 2 storeys and attic cross wing at south with gablet at rear but gabled to road with exposed timber framing above ground floor, where it was formerly jettied.**

**6.9. Brewhouse and attached Garden Wall at Ford House, wall extending south for about 85m - Grade II. Brewhouse and garden wall. 18<sup>th</sup> century or earlier red brick wall, top rebuilt in 19<sup>th</sup> century. 18th/early 19<sup>th</sup> century single storey brewhouse adjoining north end of wall. Red brick walls to brewhouse, timber framed plastered wall at south. Long red brick wall fronting street. Old irregularly bonded brickwork with chamfered plinth offset stepping up at piers for wide and narrow gateways beside house.**

**6.10. This wall referred to in the previous paragraph is identified as being 'At Risk' in the Councils Buildings at Risk Register. The owner will be contacted by EHDC during 2014.**



Picture 6 - Quality listed wall considered to be 'At Risk' and in need of repair.

**6.11. K6 Telephone Kiosk, North of P.O Stores – Grade II. Telephone kiosk, Type K6. Designed 1935 by Sir Giles Gilbert Scott. Made by various contractors. Constructed of cast iron. Square kiosk with domed roof. Unperforated crowns to top panels and margin glazing to windows and doors.**

**6.12. The Old Brick House and No 2 Ford Hill - Grade II\*. From 16<sup>th</sup> and 17<sup>th</sup> centuries (almost certainly the buildings mentioned in deeds in HRO as '*Le Holles*' in 1507 and as '*Lee Holles and all that new created messuage or tenement adjoining*' in 1666). A T-plan group brick clad range with steep old red tile gabled roof, 3 small gabled dormers and a large central chimney. Lower range of 3 units**

with former open hall in middle. Small 2- light 19<sup>th</sup> century casement windows and plank doors. Tall east part in 17<sup>th</sup> century red brickwork; irregular English bonding. Documented buildings, illustrating clearly three stages in the transition from open hall house to multi-storey house, and from timber frame construction to the early use of brick for houses.

6.13. **Converted thatched Out** buildings at Ford Hill – Grade II. 18<sup>th</sup> or early 19<sup>th</sup> century. Long line of thatched single storey buildings at lower level backing onto road. 3 varied structures in obsolete forms of construction. At west a wider stable building now a garage. Flint and brick plinth to clay lump walls, plastered externally. Steep thatched roof. Clay lumps 20" x 7". Continuous wall plate and split pole rafters. Middle part abutting on east is a narrower stable with clay lump walls on flint foundations. The courses follow the slope of the hill. The buildings probably survive from when the house served as an inn. Survivals of obsolete forms of building construction of great interest.



Picture 7 – Thatched building with clay lump walls at Ford Hill. It survives as an obsolete form of building construction of great interest.

**6.14. Brook House Grade II. Later 18th century (mentioned in will of 1806: inf owner), re roofed 1866, rear stair extension 1980. Symmetrical, 2 storeys, 2 windows, clay lump plastered, facing east.. Slated roof hipped to south said to have been thatched.**

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House of blacksmith and wheelwright with forge to west 18th /19th century cast iron pump next to rear wall. Fluted cap. Spurred spout out of bottom of chamber. Long wrought iron counterweighted handle. Early double pile plan and late use of clay lump construction, now obsolete, for a domestic building.

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**6.154. *Important buildings within the curtilages of Listed Buildings.*** Small outbuilding in curtilage and west of Ford Hill House, Ford Hill. Weather boarded on three sides with open front and thatched roof. A building in this approximate location appears on mapping dating from 1874. Date unknown without further research.



Picture 8 – Small unusual thatched building used as wood store within curtilage of a Listed Building at Ford Hill. Age unknown without further examination. Is there any local knowledge available?

**6.165. Other non listed buildings that make an important architectural or historic contribution.** Nos. 1- 5 Ford Cottages, The Ford. Cottages dating from the 19<sup>th</sup> century, 2 storey of red brick construction with blue brick decorative detailing, hipped slate roof with 3 no. decorative chimneys with pots. Some replacement windows. Decorative brick detailing above doorways. Also single storey outbuilding with tiled roof at Chapel Lane of similar date. An

**Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**6.176.** Florence Cottage. Simple 2 storey rendered house with tiled roof and 2 no chimneys without pots. Original/early vertical sliding sash windows, central doorway. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

**6.187.** Ashford House, a tall distinctive 19<sup>th</sup> century property, corner of Chapel Lane and adjacent to the Nag's Head. Of red brick construction with decorative horizontal banding and quoins. Pyramidal tiled roof with 1 no. decorative prominent chimney with pots. Central recessed decorative doorway. Also decorative window surround detailing. Original/early windows. A fine unspoilt residence. Also two small outbuildings at Chapel Lane within curtilage of Ashford House. Of similar age these two simple single storey structures add to the diversity of the street scene. The outbuilding adjacent to the road has a number of loose tiles. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



**Picture 9 – Ashford House, a very fine unlisted 19<sup>th</sup> century property.**

**6.198.** Terrace of outbuildings to properties Nos. 1-7 Chapel Lane, east of Ford Field. Interesting range of 19<sup>th</sup> century single storey outbuildings, principally weather boarded with pantiled roof. Wooden finial detail to south end in need of repair/ replacement.



**6.2019.** Congregational Church, Chapel Lane. Single storey 19<sup>th</sup> century place of worship of red brick construction with decorative horizontal banding, tiled roof; original windows and single chimney. Entrance porch to side constructed of wooden frame with brick herringbone infill accessed by flight of steps with metal hand rail support. The wooden frame is in need of repainting.

**6.210.** Former hall to Congregational Church, Chapel Lane. A simple building recently converted to residential.

**6.224.** Farm View. Simple 19<sup>th</sup> century 2 storey rendered cottage with slate roof and 2 no. chimneys without pots. Modern replacement windows.

**6.232.** The Manse. Late 19<sup>th</sup> century prominent 2 storey house on elevated position with pyramidal slate roof and 2 no. chimneys with pots. Of brick construction; front elevation rendered. Original/early windows. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 10- The Manse, a late 19<sup>th</sup> century unlisted prominent house on elevated position with pyramidal slate roof.

**6.243.** Marshalls, corner of Ford Hill. Simply designed 2 storey cottage constructed of red brick with slate roof and 2 no. chimneys with pots. Original/ early windows. An Article 4 Direction to provide

protection for selected features may be appropriate subject to further consideration and notification.



Picture 11 – Marshalls, typically simply designed and attractive unlisted 19<sup>th</sup> century cottages.

**6.254.** Nos. 1 and 2 Ford Villas, The Ford. Tall late 19<sup>th</sup> century houses constructed of yellow stock brick with horizontal red brick detailing and red rubbed brick lintels and semi circular arches over 2 no. recessed doors. Tiled roof with 2 no. chimneys with pots; decorative bargeboards. Date plaque inscribed 1890. Original/early windows. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

**6.265.** Ford Cottages, The Ford (now named Holly Cottage, Roscern and no. 2). Group of three late 19<sup>th</sup> century cottages of yellow stock brick with horizontal banding and rubbed brick lintels with slate roof and 3 no chimneys with pots. Original/early windows. Plaque inscribed 1891. Porches have been added at later dates and although historically inappropriate, are of a sufficiently low key scale and designed in a manner that does not detract from the cottages' overall quality and mass. The latter is best appreciated when combined with neighbouring properties (Ford Villas and Red Brick Cottages) to either side. An Article 4 Direction to provide

protection for selected features may be appropriate subject to further consideration and notification.

**6.276.** Red Brick Cottages, The Ford. Nos. 1 – 6 is a simple terrace constructed of red brick with hipped slate roof and 6 no. small chimneys with each with small pot. Windows and door openings have rubbed red brick lintels. Windows are modern replacements but because they are all similar an important concept of historic unity has been achieved and maintained. This concept is a most important visual consideration and should generally be sought in favour over mixtures of window types, even if such individual designs may be more refined.



Picture 12 - Red Brick Cottages. Windows are modern replacements but because they are all similar they achieve an acceptable degree of architectural rhythm and unity.

**6.287.** *Other distinctive features that make an important architectural or historic contribution.* Walls so identified are protected from demolition without prior consent virtue of exceeding specified height or being within the curtilage of a Listed Building unless otherwise noted.

**6.298.** Wall to front of nos. 1– 5 Ford Cottages, The Ford. Constructed of brick and flint with circular brick capping.

**6.3029. Wall and railings to front and side of Ashford House.** Decorative metal fence on dwarf wall to front elevation changing to wall with circular capping detail at Chapel Lane, thence continued by tall wall principally constructed of brick with elements of flint and supported by piers and with brick capping. A blue brick date detail of 1869 has been incorporated into this strong and important feature in the street scene.



**Picture 13 – attractive 19<sup>th</sup> century railings to front of Ashford House.**



Picture 14 – 19<sup>th</sup> century boundary wall to Ashford House at Chapel Lane, containing blue brick date detailing of 1869. Important wall in the street scene.

**6.319.** Wall to frontage of Brook House. Constructed of flint and brick and protected virtue of being within the curtilage of a Listed Building.

**6.324.** Walls at Home Farm Chapel, Hill. The frontage boundary wall is about 1.5m in height and constructed of brick and flint with rounded brick capping detailing. There is also a side wall of lesser height constructed of brick with rounded brick capping. The wall to the front is in need of repair.

**6.332.** Wall to front of Ashmeads, The Ford. Wall approximately 1m in height, constructed of brick and flint with rounded brick capping detail.

**6.343.** Wall to front of May Cottage and Gouldburn, The Ford. Wall approximately 1m in height, constructed of brick and flint with rounded brick capping detail. Wall in need of repair.

**6.354.** Wall to front and side of Stumbledon, The Ford. Wall approximately 1m in height, constructed of brick and flint with rounded brick capping detail. Wall in need of repair.



Picture 15 – one of several walls within the curtilages of Listed Buildings at Hadham Ford in need of modest restoration, which if carried out now, will prevent deterioration and additional cost.

**6.365.** War Memorial. Simple early 20<sup>th</sup> century stone cross elevated on 3 stepped six sided stone base.

**6.376.** Range of tombstones in Congregational Church burial ground.



Picture 16 = There is a range of interesting 19<sup>th</sup>/20<sup>th</sup> century tombstones in the Congregation Church burial ground.

**6.387.** *Important open land, open spaces and gaps.* There are several such areas varying considerably in size and character.

**6.398.** Most important is an area of open grazing land (Brick Kiln Meadows) to the east of the River Ash, traversed by public footpaths and hemmed in by steeply sloping banks, on which grow mature trees and hedgerows. This area represents a very strong landscape feature of historic interest that forms an important part of the Conservation Area's setting. The tree belt on the elevated steeply sloping embankments to the east has the effect of visually enclosing this part of the Conservation Areas and appears on historical mapping. It is also a designated Wildlife Site (see below).



Picture 17 – Brick Kiln Meadows, an important open space within the Conservation Area.

**6.4039.** To the south of Ashmeads is a linear field between the River Ash and main road and planted with copses of young trees and with a hedge to the road boundary. Together with its trees it represents an attractive landscape feature. Its structure, bounded by the River Ash is separate from the adjacent open countryside to the west.



**6.419.** The triangular War Memorial at its junction with Ford Hill is a small triangle, strategically located and simply planted.

**6.412.** The burial ground to the Congregational Church at Chapel Hill is a small intimate and tranquil site with a number of simple gravestones dating from the late 19<sup>th</sup>/ early 20<sup>th</sup> centuries.

**6.432.** *Designated Wildlife Sites.* Brick Kiln Meadows referred to above is described as being semi improved neutral to somewhat acidic grassland with areas of broadleaf woodland and scrub. Part of the site supports dry steep banks formed by spoil from the disused brick pits. Several locally uncommon plants have been recorded including Wavy Hair grass, Meadow Saxifrage and Betony. Blackthorn dominated scrub occurs on the upper slopes of the banks with bluebell in the ground flora beneath. Other designated sites exist beyond the Conservation Area.

**6.443.** *Particularly important trees and hedgerows.* A number of trees and hedges are shown on the plans. Trees, principally Hornbeam, on the spoil banks of the former brick pits are as previously noted a prominent and important landscape feature.

**6.454.** *Important views.* As shown on the plans. Views of important Listed Buildings in both directions along The Ford, down Ford Hill and across Brick Kiln Meadows.

**6.465.** *Summary of opportunities to secure improvements.* Opportunities to secure improvements will normally be achieved with the co-operation of owners with whom discussions should take place.

**6.476.** Seek owners co-operation to initiate repairs to important boundary walls within the curtilages of Listed Buildings at Ford House, May Cottage and Gouldburn and Stumbledon at The Ford and also at Home Farm, Chapel Lane. Also seek respective owners co-operation in repainting woodwork on entrance to Congregational Chapel; refixing loose tiles to outbuilding within curtilage of Ashford House, Chapel Hill and repair wooden finial to outbuildings r/o nos.1-7 Chapel Lane; reset pavements to surround at public pump on river bank opposite Chapel Lane.

**6.487.** *Suggested boundary changes.* The large open arable field in the south west quadrant of the existing Conservation Area including the modern property of Foxearth and small pasture to the south of Chapel Lane is considered to form part of and appear as the open countryside and is of limited historic importance. The

same considerations apply to an open pasture to the north of Grove Barn on Chapel Hill and to the south of a modern development known as Ridgeway. It is therefore proposed to remove both these areas from the designated Conservation Area.

#### 6.498. Area B - Bury Green

6.5049. *General overview.* Bury Green consists of groupings of important rural Listed Buildings with steeply sloping tiled or thatched roofs, principally located around or close to a large green. The historic area is largely unchanged apart from a small 20th century housing development called The **Croft Grove** and more recent 21<sup>st</sup> century housing development fronting extensions to the main Green, being nos. 1-10 Farm Place and other large buildings relating to the former Glaxo SmithKline site. The scale and massing of these modern developments conflict with the very rural and traditional nature of the historical elements that predominate elsewhere around the Green. Several of the historic farm buildings have their earlier roofs, probably originally thatched, replaced with corrugated iron sheeting.



Picture 18 – Thatched roofs are numerous in the parish and are very important architectural features of considerable historic interest that must be retained.



Picture 19 – within the parish there are numbers of roofs with replacement corrugated iron, some of which would originally have been thatched. This one, South Barn at Lower farm ~~is in has been converted to ancillary~~ residential use.

**6.501. Archeological sites.** In respect of Bury Green, much of the Conservation Area is so designated, including most of the green itself, Bury Green Farmhouse and extending south to Clintons. Bury Green is described by Hertfordshire archeological data as ‘a small dispersed hamlet typical of eastern Hertfordshire...It is centred on a large triangular green, close to which are several late and early post – medieval buildings. These include the manorial sites of Clintons and Bury Green’... The Manor of Clintons was held by the Bishop of Ely. Clintons was held by the Jeny and Drax families before declining to status of a yeoman farmstead. Land behind Bury Green Farm is labeled on 16<sup>th</sup> century maps as ‘The Manor of Joysse’. During evaluation of the old Glaxo farm buildings a pit containing early Roman potsherds was found.

**6.524. Individually Listed Buildings.** Within the Conservation Area at Bury Green there are 24 Listed Buildings. Of these 8% date from the 15<sup>th</sup> century, 38% from the 16<sup>th</sup>, 42% from the 17<sup>th</sup> and 4% from each of the 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> centuries. Of these 2 are listed grade II\*, namely Clintons and Lower Farmhouse.

**6.532.** A short selection of these is described below that has been chosen to illustrate their architectural variety. The information

provided is based on English Heritage official descriptions but much abbreviated.

**6.534.** The Bury - Grade II. Later 16<sup>th</sup> century. Long low timber frame, facing east with 2 cross wings. Old red tile gabled roofs, half-hipped on granary. Central chimney in middle of house and inserted floor with chamfered and stopped beams of early 17<sup>th</sup> century. Late 17<sup>th</sup> century or early 18<sup>th</sup> century timber frame plastered granary now forms a high room with loft over. Modern dining room has elaborate carved wooden fire surround, dado and 17<sup>th</sup> century small panelled door said to have come from Albury Hall, now demolished.

**6.554.** Homecroft – Grade II. 16<sup>th</sup> century or earlier. An unusually complete, long single storey hall house; floor inserted and lower bay of hall rebuilt with chimneys and service end in early 17<sup>th</sup> century. Timber framed with steep old red tile roofs. Weatherboarding elsewhere. ~~Up to 1933 called The Vineyard.~~

**6.565.** Outbuildings at Lower Farm - Grade II. 18<sup>th</sup> century brewhouse, woodhouse and granary. Line of single storey weatherboarded outbuildings. Steep gabled red tiled roofs. A brewhouse with some walling renewed in red brick with 3-light wooden window and iron casement: a narrow woodhouse, timber framed with plank door: a timber framed single storey granary raised on brick piers. Interior of granary retains bins for corn. Part of group around Lower Farm.

**6.567.** Farmhouse at Bury Green Farm - Grade II. Late 15<sup>th</sup> or early 16<sup>th</sup> century. Probably circa 1513 when manor of Joyces sold to Henry Patmore. Largely rebuilt mid-late 17<sup>th</sup> century. South west wing probably after 1910. Small 2 storeys, timber framed, manor house, plastered with weatherboard apron and hipped old red tile roof. Tiled single storey lean-to at rear. Smoke blackening on south side of roof remain from the earlier stage when the house was a simple rectangle open to the roof. Converted in 17<sup>th</sup> century by insertion of floor. Fine central chimney built to give effect of 3 engaged square shafts set diagonally. A small house of manorial status showing clearly the 17<sup>th</sup> century revolution in domestic interiors.



Picture 20 - Farmhouse at Bury Green Farm - Grade II. Late 15<sup>th</sup> or early 16<sup>th</sup> century, described by the Listed Building description as being a small house of manorial status.

**6.578. Clintons - Grade II\*.** Fine early 15<sup>th</sup> century timber frame and plastered hall-house with 2 storeys cross wing incorporating a 2 storey square brick tower possibly the private apartments to an earlier timber hall. Steep old red tile gabled roofs. Floor and east gable chimney inserted in hall in 16<sup>th</sup> century. The 16<sup>th</sup> century inserted floor in hall has intersecting moulded beams and is said to have moulded joists above plaster ceiling. Plaster decoration matching that in wing dated 1665 at Lower Farm, Bury Green. Clintons is the manor house of the manor of 'Clintons held of the Bishop of Ely and held by Henry Clynton in 1396'. It was in the king's hand by 1407/8 when he granted it to John Rasse for life. The fine hall and cross wing were presumably built while the manor was in the gift of Henry VI: the brick wing probably by Henry Clynton or his ecclesiastical superior. Centre of a group of historical buildings at this manorial site.



Picture 21 – Clintons, Grade II\*. A fine early 15<sup>th</sup> century timber frame and plastered hall-house at the centre of a group of historical buildings at this manorial site.

**6.59. The Old Cottage - Grade II. 16th century or earlier with later additions. Long low timber framed and plastered, facing west. High thatched roof hipped at each end. One and a half storeys with 4 casement dormers along front wall plate. Marked on Clintons Estate map of 1588. Important example of timber framing at the threshold of permanent house construction.**

**6.6058. Other buildings that make an important architectural or historic contribution. Clinton Hall Cottages. Early 20<sup>th</sup> century 2 storey cottages with pebble dash finish, slate roof and 3. no. chimneys. Plaque reads Clinton Cottages 190? Sympathetic modern extension to east that does not detract. Also extension to rear. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

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Picture 22 – Clinton Hall Cottages of simple design dating from the early 20<sup>th</sup> century.

**6.6159. *Important open land, open spaces and gaps.*** The large Green is extensive and open in character and remains essentially unspoilt, notwithstanding access roads crossing it. Its expansive and open nature is its most important feature which has not been compromised by inappropriate planting, signs or street furniture. However the boundaries separating it from surrounding individual properties vary considerably in materials character and heights. Such treatments include natural hedging, shaped hedging, picket fencing, a wall, close boarded fencing and other means of enclosure.

**6.629.** The visual quality and rural nature of the Green would be enhanced if these various boundary treatments could be co-ordinated, ideally with a common natural solution, already existing in some locations. It is recognized the co-operation of the individual owners and the Parish Council would be essential to implement such a proposal that could only be achieved over time.

In the first instance the views of the Parish Council will be sought to ascertain the possible level of support for such an idea.



Picture 23 – The extensive nature of Bury Green. Its open and uncluttered nature is its greatest quality. Note close boarded fencing to left which detracts from its rural characteristics.

**6.634. Designated Wildlife Sites.** There are four such sites within the Conservation Area, described by HCC as follows: Millfield Common, ponds and environs important for Protected Species; Bury Green Field and pond, pond and environs important for Protected Species; Bury Green Pond, building and environs important for Protected Species; Lower Farm area, building and environs important for Protected Species.

**6.642. Particularly important trees and hedgerows.** A number of trees and hedgerows have been identified on the plans. Hedges on the approach roads of Acremore Street and Millfield Lane are particularly important and define the rural characteristics of the Conservation Area in these locations.

**6.653. Important views.** Many such views exist principally across the Green and looking towards the important groupings of historic buildings. A selection are shown on the plans.



**6.664. *Detracting Elements.*** The issue of boundary fencing around the Green is discussed above. There are several lengths of taller vertical boarded fencing that particularly stand out. Planting of a native species hedgerow to the front would be beneficial.

**6.675. *Summary of opportunities to secure improvements.*** Opportunities to secure improvements will normally be achieved with the co-operation of owners with whom discussions should take place. In this respect discuss the potential of a co-ordinated treatment to property boundaries surrounding the Green, in the first instance with the Parish Council and in particular the planting of native hedgerow to two lengths of vertical close boarded fencing on western side of the Green.

**6.686. *Suggested boundary changes.*** It is proposed to modify the boundary in two locations. Firstly it is proposed to exclude several modern farm buildings at Clintons that do not add to the quality of the Conservation Area or the fine grouping of Listed Buildings in this location. Secondly it is proposed to exclude nos. 1-10 Farm Place and the large scale buildings of the former Glaxo site to their rear. The new residential modern residential properties in combination with the larger scale development at their rear is of limited architectural and historic interest whose mass and scale conflicts with the rural characteristics and small scale of the remainder of historic Bury Green.

**6.697. Area C - Little Hadham**

**6.7068. *General overview.*** Little Hadham consists of a group of historic listed buildings situated around the cross roads of the very busy A120 running in a north/south direction and Albury Road to the north and the road leading to Hadham Ford in a southerly direction. It is surrounded by modern developments such as the housing estate called The Smithy and mid 20<sup>th</sup> century ribbon development on both the A120 and at Albury Road. Despite this, its architectural qualities appear as a tightly knit grouping of historic properties whose brick construction and steeply sloping red tiled roofs interspersed with thatch, provide a compact environment of high quality.

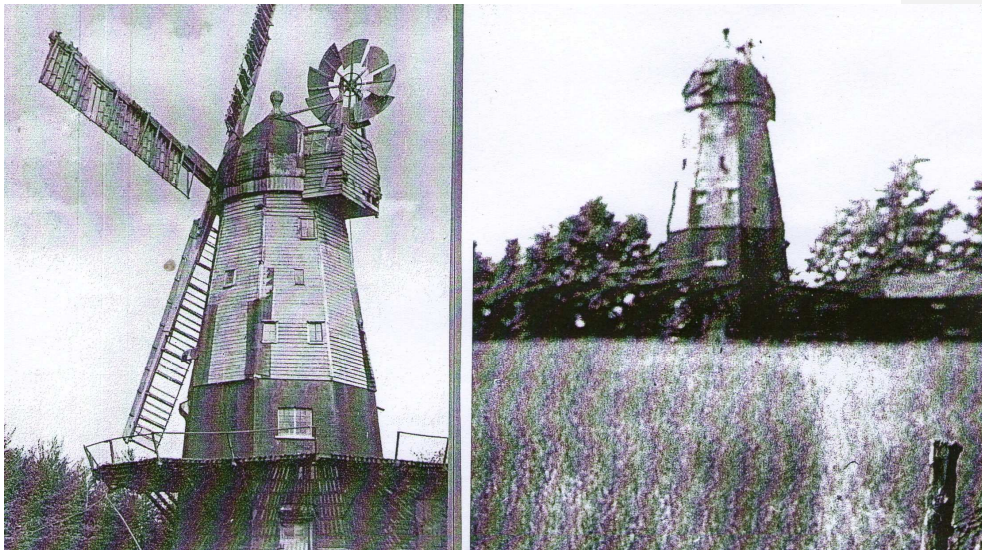
**6.7169. *Archeological sites.*** Regarding Little Hadham, none of the Conservation Area is so designated. The limited detail in Hertfordshire archeological data is largely based on Listed Building descriptions. No evidence of early settlement has been discovered

to date, which as previously mentioned, is principally restricted to the area around Church End and nearby Hadham Hall.

**6.720. Individually Listed Buildings.** Within the Conservation Area at Little Hadham there are 21 Listed Buildings. Of these 5% date from the 15<sup>th</sup> century, 14% from the 16<sup>th</sup>, 57% from the 17<sup>th</sup> and 24% from the 18<sup>th</sup> century. One, The Whare on Albury Road is listed grade II\*.

**6.734.** A short selection of these is described below and chosen to illustrate their architectural variety. The information provided is based on English Heritage official descriptions but much abbreviated.

**6.742.** Windmill Tower – Grade II. Mid 18<sup>th</sup> century. Tall red brick (English bond), and octagonal tower. 2 plinth offsets to base. Very thick walls, vertical inside but battered outside. Doorway on west. Line of socket holes for props for higher timber staging. Base for former 5 storeys smock mill in use up to 1930s. A striking industrial monument of considerable historic and technological interest.



Picture 24- historical photographs of the Windmill, previously dated at picture 2.  
Reproduced courtesy of Hertfordshire Archives and Records.  
Compare with picture 25 below.

**6.753.** Unfortunately the windmill burnt down in 1981 and now is little more than a stump about 2m in height and overgrown.



**Picture 25 – The remaining stump of the windmill, a sad remnant of its former glory.**

**6.764. Barn and stable at Manor Farm – Grade II. 17<sup>th</sup> century or earlier; 3-bay, timber framed weather boarded barn with steep thatched roof. Jowled posts with long curved braces to tie beams. Low walls and steep lofty roof. Thatched gabled roof. An interesting timber framed group with an archaic form of roof construction in the thatched barn.**



Picture 26 - 17<sup>th</sup> century grade II listed barn at Manor Farm, Little Hadham.

**6.775.** Providence House – Grade II. Late 17<sup>th</sup> century, altered in early 19<sup>th</sup> century and later. Long, 2 storey plastered house. Timber frame plastered under long red tiled gabled roof. Said to have been used as a village school and to have been thatched up to present century.

**6.786.** The Whare – Grade II\*. Late 15<sup>th</sup> / early 16<sup>th</sup> century. Large hall house with cross wing. Floor and large chimney inserted in hall range in 17<sup>th</sup> century and roof reconstructed. Two storeys, timber framed and plastered, with steep old red tile gabled roofs. Formerly in the same ownership as 16<sup>th</sup> century Bridge End (formerly Yewhurst Farm). The Royal Commission on Historic Monuments considers this may be an example of the unit- system, for housing separate households, jointly farming with Bridge End, the same land.



Picture 27 - The Whare, listed Grade II\*, dating from the late 15<sup>th</sup> or early 16<sup>th</sup> century.

**6.797.** The Angel Stortford Road – Grade II. Former inn. Probably 17<sup>th</sup> century, possibly older. (2 smoke- blackened rafters in roof). 18<sup>th</sup> century brick front. 2 storeys and cellar, timber framed and plastered large rectangular former inn, with hipped steep old red tile roof, red brick front and fine large wrought iron bracket for missing sign.



Picture 28 - The Angel, Stortford Road, a former inn. Probably 17<sup>th</sup> in origin, listed grade II.



Picture 29 - Date unknown. Picture reproduced courtesy of Dr Mike Smith, Little Hadham Parish Archive.

6.7880. Ashe Cottages Grade II. Later 17<sup>th</sup> century extended to north

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in 18<sup>th</sup> century. Long 2 storeys and attics, timber framed and plastered building now 3 houses, but formerly Ashe Farm. Steep old red tile gabled roof with large 18<sup>th</sup> century hipped front dormer on middle house, in front of large central chimney.

**6.7981.** *Other buildings that make an important architectural or historic contribution.* Smithy Cottage, early/mid 20th century single storey bungalow, pebble dash finish with hipped tiled roof and 2 no. chimneys. Recessed entrance with brick surround: plaque inscribed SM 1936. Windows with concrete surround appear contemporary with age of property. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 30 – Window detail of Smithy Cottage, built in 1936.

**6.820.** *Other distinctive features that make an important architectural or historic contribution.* Within the historic core there are several such boundary walls that are protected from demolition without prior consent virtue of being within the curtilages of Listed Buildings.

**6.834.** These are as follows: brick and flint wall supported by piers with simple brick on edge capping detail to the front of Ash Farm on the A120; wall of varying height also of brick and flint construction with rounded capping stone detailing linking Woodcote and Ashe Cottages, brick and flint wall with circular capping detail to front of Apple Tree Cottage; brick and flint wall to front of Mill House on Albury Road. These walls, although modest in height, are important visual and historic features that make a valuable contribution to the street scene, adding to its pleasing visual appearance and also being of historic importance.



**Picture 31 – The importance of historic walls at Little Hadham.**





Picture 32 – The importance of historic walls at Little Hadham.

**6.842.** Additionally there is a very important wall on Albury Road to the north of Brook House. This is of brick construction and about 2.5 m in height with 3 no. recessed bays bricked up with natural stone cills and brick lintels. The wall has been capped at later date with concrete slabs. From examination of historic mapping this wall appears to be the remains of a substantial building that is identified on mapping dating from 1897 but which had been demolished by 1920. The brickwork is in need of repair and spalled bricks need replacing. This structure is visually attractive and historically important.



Picture 33 – An important historic wall formerly part of a building probably demolished in the early 20<sup>th</sup> century.

**6.853.** Brick and flint wall approximately 1.5 m in height and thus protected from demolition without prior consent to front of Beech House on eastern side of road to Hadham Ford.

**6.864.** *Important open land, open spaces and gaps.* Within the compact Conservation Area there are no such open spaces of note.

**6.875.** *Designated Wildlife Sites.* None exist within the Conservation Area although one such designation exists to the west of Albury Road. For information the latter is a disused chalk pit supporting some uncommon species.

**6.886.** *Particularly important trees and hedgerows.* Only a few mature trees of importance exist that are diagrammatically plotted on the accompanying maps.

**6.897.** *Important views.* Views of the compact cluster of historic buildings from each of the four approach roads are important.

**6.8890. *Detracting Elements.*** The principle detracting element is the remains of the Windmill, a Listed Building in ruinous condition situated in an overgrown site. Without a detailed site inspection no further advice can be offered but it is suggested contact is made with the owner to explore the likely limited options available.

**6.9189. *Summary of opportunities to secure improvements.*** Opportunities to secure improvements will normally be achieved with the co-operation of owners with whom discussions should take place.

**6.920. Contact owner of spalled brickwork on modified wall** (formerly part of previous structure) to north of Brook House, Albury Road and seek cooperation in undertaking repair works. Contact owner of Windmill to explore potential options.

**6.934. *Suggested boundary changes.*** Two changes are proposed. Firstly the site of Little Ash House and adjoining paddock to the south, opposite The Smithy, is proposed to be excluded from the Conservation Area. Secondly it is also proposed to exclude Ash Farm Bungalow and the extensive area of paddocks, including the ruin of the Windmill and redraw the boundary further east as shown on Plan 3. The historic Conservation Area is compact and tightly knit and it is considered that both these areas are of insufficient architectural or landscape quality or historic interest to warrant inclusion, particularly bearing in mind the now ruinous condition of the remains of the Windmill. With regard to the latter, its status remains that of a Listed Building and removal from the Conservation Area does not put it further at risk.



**Picture 34 - Little Ash House and adjoining paddock to the south is proposed to be excluded from the Conservation Area.**

**6.942.** Other areas within the parish of architectural and historic importance interest. Elsewhere within the parish there are several concentrations of Listed Buildings, principally being at Green Street and at Hadham Hall.

**6.953.** Green Street. Within the main area of Green Street there are 12 Listed Buildings, all Grade II. Many date from the 17<sup>th</sup> century and have thatched roofs with some around Green Street Farm being in very poor condition. The few unlisted properties are relatively modern and none warrant being described as making an important architectural or historic contribution. There are several trees and hedgerows and a small green and pond area. There are no sites identified as being areas of Archeological Significance, neither are there any significant open spaces. There are no designated Wildlife Sites within the hamlet itself although the narrow lane linking through to the access road to Bury Green is one such designation. Overall conclusion: a grouping of important historic buildings, representing a typical unspoilt rural hamlet whose original characteristics have largely remained intact. The historic buildings are protected virtue of their status of being Listed Buildings.



Picture 35 – Listed Buildings at Green Street in extremely poor state of repair. Discussions with owners of such properties are proposed to seek appropriate restoration.

**6.964. Hadham Hall.** Within the main area of Hadham Hall there are 10 Listed Buildings, two of them being listed Grade II\*. One of these, Hadham Hall, now subdivided into residential use, dates from the 16<sup>th</sup> century and built by Henry Capel, replaces a 15<sup>th</sup> century house to the south east. Extensions to east with terraced gardens, built by Arthur Capel in the 17<sup>th</sup> century. It is the centrepiece of an important group of historic buildings. The Gatehouse Range to the west of the Hall is also listed grade II\* and dates from the early 16<sup>th</sup> century and incorporating a 15<sup>th</sup> century brick building presumably built for the Baud family. The non-agricultural origin of this early range was probably in residential use up to the mid 17th century when the Earls of Essex moved their seat to Cassiobury and Hadham Hall became a farm. Boundary walls are very important elements. A locally important garden is identified in the Council's Supplementary Planning Document, Historic Parks and Gardens, that was the background for the Capel family portrait by Cornelius Johnson in the National Portrait Gallery dating from 1639. There are fine parkland trees protected by Tree Preservation Orders and several ponds of considerable visual importance. The entire site is designated as being an Area of Archeological Significance and there are two designated Wildlife Sites. Some modern residential development and a car park detract to varying degrees. Stable Cottages is a large unlisted building of quality probably dating from the early 20<sup>th</sup> century with large central decorative overhang supported by posts which makes an important architectural and historic contribution and is worthy of retention. Overall conclusion: the site is of considerable local historic importance whose high quality historic buildings are diverse with some being of particular architectural importance.



Picture 36 - Stable Cottages at Hadham Hall, probably dating from the early 20<sup>th</sup> century, represent the only important non listed heritage asset of importance that remains unprotected and which makes an important architectural and historic contribution worthy of retention.

6.975. Although both Green Street and parts of Hadham Hall are considered as being *'areas of special architectural or historic interest, the character or appearance of which it is desirable to conserve or enhance'*, most heritage assets of importance within them are already protected. As such and on balance it is considered unnecessary to consider these two communities for formal designation as Conservation Areas.

6.986. Summary Overview. The designation of Conservation Areas at Hadham Ford, Bury Green and Little Hadham are well justified although it is considered the three boundaries need adjusting to exclude land and buildings that do not fulfill the criteria of being of *'special architectural or historic interest'*. Although Green Street and Hadham Hall are also areas of *'special or architectural interest'*, most heritage assets in these locations are already protected by other legislation and as a consequence Conservation Area designation is not justified. A number of unlisted 19<sup>th</sup> century buildings have been identified as being worthy of retention, these principally being located at Hadham Ford. Subject to detailed consideration a number of features including windows and chimneys have been identified as potential candidates for Article 4 Directions. Subject to local support a long term objective of improving the visual qualities of Bury Green is proposed by co-

ordinating boundary treatment around the green. Within the parish thatched roofs are an important historic and architectural feature that must be retained. In this respect there are several such buildings with thatched roofs that are particularly at risk and unless remedial works are carried out in the near future, there is a real likelihood that their decline and possible loss will not be halted.

## **PART C - MANAGEMENT PROPOSALS.**

### **7. MANAGEMENT PROPOSALS.**

**7.1. *Revised Conservation Area Boundaries.*** The revised boundaries are shown on Plans 2 and 3, 2A and 3A and 2B and 3B and include the following amendments.

- (a) At Hadham Ford (Plans 2 and 3). Redraw the Conservation Area to exclude a large open arable field in the south west quadrant together with Foxearth and adjacent pasture on Chapel Lane. Also exclude open pasture between Grove Barn and Ridgeway.
- (b) At Bury Green (Plans 2A and 3A). Redraw the Conservation Area to exclude selected modern farm buildings at Clintons. Also exclude nos. 1 – 10 Farm Place and large scale buildings to their rear.
- (c) At Little Hadham (Plans 2B and 3B). Redraw the Conservation Area to exclude Little Ash house and adjacent paddock. Also exclude Ash Farm Bungalow and extensive areas of paddocks nearby, including site of Windmill ruin.

**7.2. *General Planning Control and Good Practice within the Conservation Area.*** All 'saved' planning policies are contained in the East Herts Local Plan Second Review adopted in April 2007. It is against this document and the National Planning Policy Framework that the District Council will process applications.

**7.3.** Applicants considering submitting any application should carefully consider the relevant policies and if necessary contact Council Officers to seek pre application advice. For further details including advice on Planning Applications, Conservation Areas, Listed Buildings, Landscaping, and other general administrative advice please contact the Planning Department for assistance.

Telephone no. 01279 655261

E-mail [planning@eastherts.gov.uk](mailto:planning@eastherts.gov.uk)

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

**7.4. Applicants may also wish to refer to one of the several Guidance Notes referred to in Appendix 1 below.**

**7.5. *Planning Control - Potential need to undertake an Archeological Evaluation.*** Within areas designated as being a Scheduled Ancient Monument or within the Area of Archaeological Significance the contents of Policies BH1, BH2 and BH3 are particularly relevant.

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

**7.7. Listed Buildings are a most significant factor in contributing to the quality of each of the three Conservation Areas. It is essential that their architectural detailing is not eroded nor their other qualities and settings compromised. Of particular importance is the varied roofscape and large numbers of rural buildings with thatched roofs.**

**7.8. Attention is drawn to the objective of seeking long term co-ordinated boundary treatments at Bury Green.**

**7.9. The Appraisal has previously identified several Listed Buildings structures as being 'At Risk'. Several are of particular concern and in partnership with the owners and within the limitations of existing staff and financial resources, the Council will explore satisfactory solutions that secure these structures long term future.**

**7.10. *Planning Control – Other Unlisted Buildings that make an Important Architectural or Historic Contribution.*** Within the three Conservation Areas there are 12 unlisted buildings/ groups of buildings that have been so identified. These are: at Hadham Ford: Nos. 1- 5 Ford Cottages and outbuilding; Ashford House and two outbuildings; terrace of outbuildings to nos. 1 – 7 Chapel Lane; Congregational Church and former hall; Farm View; The Manse; Marshalls; nos. 1- 2 Ford Villas; Ford Cottages and Red Brick Cottages. At Bury Green: Clinton Hall Cottages and at Little



**Hadham: Smithy Cottage. Any proposal involving the demolition of these buildings is unlikely to be approved.**

**7.11. There are other distinctive features that are integral to some of the important unlisted buildings identified above that make an important architectural or historic contribution, including selected chimneys, windows and other architectural detailing. In some situations protection already exists through existing planning controls but in other cases protection could only be provided by removing Permitted Development Rights via an Article 4 Direction. The associated legislation is complex. Should the Council consider such a course of action appropriate there would be a process of notifying the affected owners separately at a later date. This would be associated with further detailed consideration and possible refinement.**

***7.12. Planning Control – Other Unlisted distinctive features that make an Important Architectural or Historic Contribution.* This Appraisal has identified a number of walls and railings that make a particular contribution to the character of the Conservation Area. These are protected virtue of exceeding the specified heights relevant to Conservation Area legislation or by Listed Building legislation. Any proposal involving the demolition of these walls is also unlikely to be approved.**

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

***7.14. Planning Control – Locally Important Historic Parks and gardens.* EHDC Supplementary Planning Document ‘Historic Parks and Gardens’ has identified one such a garden at Hadham Hall. Proposals that significantly harm such gardens special character will not be permitted and will be considered against Policy BH16.**

***7.15. Planning Control – Important open land, open spaces and gaps.* This Appraisal has identified the following particularly important spaces. At Hadham Ford: Brick Kiln Meadows; a linear field planted with groups of trees south of Ashmeads; the triangular War Memorial site and the burial ground at the Congregational Church. At Bury Green; the large open green. These represent open spaces and other landscape features within the Conservation Areas that materially contribute to their character or appearance and will be protected. In the case of Bury Green a**

proposal to enhance its boundary with adjacent properties is proposed.

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

**7.17. Planning Control –Important views.** The most important views within and out of the Conservation area are diagrammatically shown. Policy BH6 is particularly relevant.

**7.18. Enhancement Proposals.** The Appraisal has identified a number of elements that detract which are summarised in the Table below together with a proposed course of action. Within the staff and financial resources available, Council Officers will be proactive and provide assistance. It must be recognized that such improvements will frequently only be achieved with the owners co-operation.

<b>Detracting element</b>	<b>Location</b>	<b>Proposed Action.</b>
<b>Boundary fencing and existing mixed boundary treatment to Green.</b>	<b>Bury Green.</b>	<b>Discuss potential of providing co-ordinated long term boundary treatment, subject to local support.</b>
<b>As above.</b>	<b>Bury Green.</b>	<b>As part of above in shorter term, consider planting native hedge to front of runs of existing vertical close boarded fencing.</b>
<b>Spalled Brickwork, brick wall, remains of former building.</b>	<b>North of Brook House, Albury Road, Little Hadham.</b>	<b>Contact owner and seek co-operation in undertaking necessary repairs.</b>
<b>Remains of Windmill and overgrown site.</b>	<b>On land to rear of Albury Road.</b>	<b>Contact owner to explore possible limited options.</b>
<b>Paviours forming base to important listed pump.</b>	<b>Hadham Ford, opposite the Nag's Head PH.</b>	<b>Contact owner with view of undertaking remedial work to those several paviours in need of re- setting.</b>

Individually listed wall 'at Risk' in deteriorating condition and in need of repair.	Wall attached to Brewhouse, Hadham Ford.	Contact owner and seek co operation in initiating repairs.
Wall in curtilage of a Listed Building in need of repair.	Boundary wall at May Cottage and Gouldburn, Hadham Ford.	Contact owner and seek co operation in initiating repairs.
Wall in curtilage of a Listed Building in need of repair.	Boundary wall at Stumbledon, Hadham Ford.	Contact owner and seek co operation in initiating repairs.
Wall in curtilage of a Listed Building in need of repair.	Boundary wall to front of Home farm Chapel Hill, Hadham Ford.	Contact owner and seek co operation in initiating repairs.
Congregational Chapel.	Chapel Lane, Little Hadham.	Suggest repainting to entrance of Chapel.
<b>Other Actions.</b>		
Loose tiles.	Outbuildings to Ashford House Chapel Lane, Hadham Ford.	Contact owner and seek co operation in undertaking necessary repairs.
Wooden Finial	On southern end of outbuildings to nos. 1-7 Chapel Lane, Hadham Ford.	Contact owner and seek co operation in undertaking necessary repairs/ replacement.

Appendix 1. Guidance notes produced by East Hertfordshire District Council. The following represent useful technical information and can be obtained via the details provided above.

1. Brick Repointing and Repair.
2. Conservation Areas.
3. Cleaning Historic Brickwork.
4. Farm Buildings.
5. Flint and Flint Wall Repair.

**6. Hard Landscaping in Historic Areas.**

**7. Listed Buildings.**

**8. Rainwater Goods and Lead.**

**9. Shopfronts.**

CHARACTER ANALYSIS KEY

EXISTING CONSERVATION AREA BOUNDARY	
PROPOSED REDUCTIONS OF THE CONSERVATION AREA	
AREAS OF ARCHAEOLOGICAL SIGNIFICANCE	
INDIVIDUALLY LISTED BUILDINGS/STRUCTURES	
OTHER INDIVIDUALLY LISTED FEATURES	
Walls/railings	
Pump	
Telephone Kiosk	
LISTED BUILDINGS 'AT RISK' OR OTHER LISTED BUILDINGS/STRUCTURES IN NEED OF REPAIR / REFURBISHMENT	
IMPORTANT BUILDINGS IN THE CURTILAGES OF LISTED BUILDINGS	
UNLISTED BUILDINGS THAT MAKE AN IMPORTANT ARCHITECTURAL OR HISTORIC CONTRIBUTION	
OTHER DISTINCTIVE FEATURES THAT MAKE AN IMPORTANT ARCHITECTURAL OR HISTORIC CONTRIBUTION	
Walls/railings	
Tombstones	
War Memorial	
IMPORTANT OPEN SPACES	
IMPORTANT WATER FEATURES	
GENERAL LOCATION OF IMPORTANT TREES/HEDGEROWS	
WILDLIFE SITES	
IMPORTANT VIEWS	
ELEMENTS OUT OF CHARACTER WITH THE CONSERVATION AREA	

**MANAGEMENT PLAN KEY**

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

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



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



**INDIVIDUALLY LISTED BUILDINGS/STRUCTURES:** NPP policies apply



**OTHER INDIVIDUALLY LISTED FEATURES:** NPP policies apply

Walls/railings



Pump



Telephone Kiosk



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



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



**UNLISTED BUILDINGS TO BE PROTECTED FROM DEMOLITION**



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

Walls/railings



Tombstones



Pump



War Memorial



Telephone Kiosk

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



**UNLISTED BUILDINGS TO BE PROTECTED FROM DEMOLITION BY THE PROPOSED PLAN:** (includes buildings & structures)



**IMPORTANT OPEN SPACES TO BE PROTECTED**



**IMPORTANT WATER FEATURES TO BE PROTECTED**



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



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



**UNLISTED BUILDINGS TO BE PROTECTED FROM DEMOLITION BY THE PROPOSED PLAN:** (includes buildings & structures)



**SELECTED IMPORTANT VIEWS TO BE PROTECTED**



**PROPOSED ENHANCEMENTS**





Plan 1B - Approximate boundary of existing Conservation Area on mapping dating from 1874. Little Hadham.

Plan 2B - Character Analysis. Little Hadham.



Plan 3B - Management Plan. Little Hadham.





Plan 1A - Approximate boundary of existing Conservation Area on mapping dating from 1874.  
Bury Green.







This map has been prepared specifically for the Council's internal purposes only. All other copies may be made  
 at the discretion of the Council's Planning Department and may be subject to a charge for reproduction.  
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 2000 East Kent Council 14 July 2003

Plan 1 - Approximate boundary of existing Conservation Area on mapping datum from 1874. Hadham Ford.

Plan 2 - Character Analysis. Hadham Ford.



Plan 3 - Management Plan. Hadham Ford.



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## EAST HERTS COUNCIL

EXECUTIVE - 5 AUGUST 2014

### REPORT BY EXECUTIVE MEMBER FOR STRATEGIC PLANNING AND TRANSPORT

### HIGH WYCH CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

WARD(S) AFFECTED: MUCH HADHAM

#### Purpose/Summary of Report

- To enable Members to consider the High Wych Conservation Area Appraisal following public consultation.

<b><u>RECOMMENDATIONS FOR EXECUTIVE:</u> That</b>	
<b>(A)</b>	<b>the responses to the public consultation be noted and the Officer responses and proposed changes to the High Wych Conservation Area Appraisal be supported;</b>
<b>(B)</b>	<b>authority be delegated to the Head of Planning and Building Control, in consultation with the Executive Member for Strategic Planning and Transport, to make any further minor and consequential changes to the Appraisal which may be necessary; and</b>
<b>(C)</b>	<b>the High Wych Conservation Area Appraisal be supported for adoption.</b>
<b><u>RECOMMENDATIONS FOR COUNCIL:</u> That:</b>	
<b>(A)</b>	<b>the responses to the public consultation be noted and the Officer responses and proposed changes to the High Wych Conservation Area Appraisal be agreed; and</b>
<b>(B)</b>	<b>the High Wych Conservation Area Appraisal be adopted.</b>

## 1.0 Background.

- 1.1 East Herts has a rich environmental heritage which includes 42 Conservation Areas. The East Herts Local Plan commits the Council to review its Conservation Areas, a requirement which is also set out in national legislation.
- 1.2 The review of High Wych's Conservation Area is one of a series of reviews undertaken in 2013/2014. These reviews can now be presented for Members consideration at a number of meetings of the Executive. This is the latest. In each case a report will be presented when a public consultation exercise has been undertaken in relation to each individual settlement.
- 1.3 Each document identifies the special character of the respective Conservation Area together with the elements that should be retained or enhanced and those which detract from the identified character. Existing boundaries will be reviewed and, where appropriate, practical enhancement proposals will be suggested.
- 1.4 Once Members have considered each Appraisal, and the document has been adopted by the Council, they will become a 'material consideration' in the process of determining planning applications.

## 2.0 The High Wych Conservation Area Appraisal

- 2.1 The High Wych Conservation Area was first designated in 1968. The Conservation Area Appraisal was completed in 2013 and there was a period of public consultation from April until June 2014. A public meeting was held on 23 April at which about 20 members of the public were in attendance. Responses were received from the Parish Council and from 4 others and other points were raised at the public meeting. The headline issues are set out in the following paragraphs:
- 2.2 *General content of Appraisal:* The Appraisal sets out a revision to the Conservation Area boundary to exclude Bakers Farm Cottage and the spinney opposite, to exclude Wychway and Culland House and to exclude properties on the east of Blacksmiths Way on the north and south sides of High Wych Road. It identifies the key environmental features and the manner in which they can be controlled. In relation to High Wych the most relevant ones are: Listed Buildings including structures in their curtilages; non listed buildings of quality worthy of protection; other unlisted distinctive

features worthy of protection and important open land and spaces.

- 2.3 *Listed buildings and structures in their curtilages:* These are protected by legislation and have been identified in the Appraisal. Some are in a poor condition and these have also been identified in the Council's recently updated Buildings at Risk Register. It is considered important their condition improves. Potentially this could occur through the planning process or possibly from grant assistance. Officers will approach owners as Members agreed when considering the Buildings at Risk Register in March 2013.
- 2.4 *Non listed buildings of quality worthy of protection:* A small number have been identified that make a positive contribution to the Conservation Area and these should be retained through the planning process.
- 2.5 *Other unlisted distinctive features worthy of protection:* A number have been identified and include walls and railings. These are important to the rural qualities and character of High Wych. Most are protected by virtue of being within the curtilages of Listed Buildings or above prescribed heights (which means that it is necessary to seek consent before demolition is undertaken). However some are unprotected in law from demolition. Protection could formally be achieved through the introduction of an Article 4 Direction. Prior to considering such a course of action, the Council will seek to establish ownership and discuss the matter further with respective owners.
- 2.6 *Important open land and spaces:* The Appraisal has identified a number of such important open spaces that materially contribute to the character or appearance of the Conservation Area that should be protected through the planning process.
- 2.7 *Enhancement proposals to deal with detracting elements:* A number have been identified and include boundary fencing, damaged signage and untidy sites. It is accepted that such improvements will often only be carried out with the co-operation of owners and other local bodies and organisations. However the District Council may have a role to play in some instances, for example by offering technical advice; by determining applications and where appropriate offering grant assistance.

### 3.0 Consultation Feedback

- 3.1 The Parish Council thanked East Herts District Council for including them and local residents in the consultation period and for holding a public meeting. They found the documents interesting and provided a number of comments which have been considered further. Furthermore the PC has expressed support for a number of suggested improvements proposed by the Appraisal and has already taken some action and promised other. The general support of the Parish Council is encouraging and the process of identifying and subsequently achieving physical improvements, implemented at local level, however small, is important,
- 3.2 Other comments received through the consultation process are set out in the table included as **Essential Reference Paper B** arranged in the subject order set out above.
- 3.3 **Essential Reference Paper C** is a copy of the High Wych Conservation Appraisal and Management Plan as it appeared at the consultation draft stage with track changes to show how the final document will appear.
- 3.4 In summary it is recommended that the High Wych Conservation Area Appraisal and Management Plan be adopted and be used in the process of determining planning applications.
- 4.0 Implications/Consultations Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper A**

#### Background Papers

None

Contact Member: Cllr Mike Carver – Executive member for Strategic Planning and Transport  
[mike.carver@eastherts.gov.uk](mailto:mike.carver@eastherts.gov.uk)

Contact Officer: Kevin Steptoe – Head of Planning and Building Control, Tel ext 1407  
[kevin.steptoe@eastherts.gov.uk](mailto:kevin.steptoe@eastherts.gov.uk)

## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives	<p><b>Place</b> This priority focuses on sustainability, the built environment and ensuring our towns and villages are safe and clean.</p> <p><b>Prosperity</b> This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic opportunities and delivering cost effective services.</p>
Consultation:	<i>Community consultation has been undertaken as set out in the report</i>
Legal:	<i>Preparation of the Appraisal fulfils statutory requirements.</i>
Financial:	<p><i>Costs associated with the preparation of the Appraisal are met from within existing staffing and operational budgets.</i></p> <p><i>The Appraisal suggests works and actions which could be undertaken to enhance the character and appearance of the conservation Area and remove detracting elements. The Council is not committed to undertaking these further actions. There will be potential revenue and capital costs associated with doing so – which can be further assessed on reaching a decision whether to undertake further action.</i></p>
Human Resource:	<i>No additional staffing implications</i>
Risk Management:	<i>No significant risk issues</i>

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**Essential Reference Paper ‘B’**

Issue	Representations made	Officer comment
<p>Changes to the Conservation Area Boundary.</p>	<p><b>Representations to include Grange Cottages and Church Plantation</b> - The PC considers that a good case can be made to extend the boundary in this location. Another representation makes similar comments stating Grange Cottages have character and that Church Plantation should be protected, adding that too many trees have already been lost.</p>	<p>The fieldworker considered this issue in conducting the original survey work and accepts Grange Cottages which are a pair probably dating from the early 20th century, do add character. Church Plantation consists of a variety of trees with a number being of good quality. If as one representation advises there is evidence of trees being removed in the area the potential of introducing a Tree preservation Order should be very seriously considered by the District Council. However on balance the fieldworker considered and remains of the view that the Conservation Area boundary as originally drawn represents a sensible line between edge of the historic built form of the village and the more open countryside beyond.</p>
	<p><b>Representations to include The Manor of Groves</b> - The PC considers that The Manor of Groves to be one of the most prominent premises and settings.</p>	<p>The Manor of Groves is some distance from the village and separated from it by its Golf Course. The Manor of Groves is a grade II listed building and its important architectural qualities are thus afforded the best protection available. It is also included in the Councils Historic Parks and Gardens and also protected by Local Plan Policy. For these reasons it is not considered appropriate to extend the Conservation Area as suggested.</p>

<p><b>Representations to include the Allotment Gardens</b> - The PC considers they are a key village institution and they are a significant benefit both in resource and aspect.</p>	<p>The Allotment Gardens are indeed an important village institution. They are exceptionally well managed maintained and manicured producing a diverse horticultural produce range. They are owned by the PC and thus under best local administration for their continued protection. They lie beyond the existing Conservation Area and if Members accept the proposal to remove modern properties both sides of High Wych Road they will be further removed from the Conservation Area. It is therefore not considered appropriate to extend the Conservation Area as suggested.</p>
<p><b>Representations to exclude nos. 23-24 Mansfield -</b> A respondent considers these properties are similar to others on the Mansfield Estate which lie beyond the Conservation Area.</p>	<p>Officers have reconsidered this issue and on balance agree with the respondents view point and consider the boundary should be redrawn to exclude nos. 23-24 from the Conservation Area. See mapping annotated with red shading and '?'</p>
<p><b>Representations to exclude part of the spinney opposite Bakers Farm</b> - A respondent challenges the logic of removing part of the spinney simply because a property opposite is proposed for exclusion. In fact the respondent considers a case could be made for including more of the spinney.</p>	<p>Bakers Farm Cottage opposite is proposed for exclusion and this is not challenged. The spinney on the opposite side of the road extends for some considerable distance in a westerly direction and it is not considered appropriate to extend the boundaries to include all of it. Although it is accepted the boundary through the spinney as drawn does not follow any defined physical boundary on the ground it is considered the option as proposed (being an extension of an</p>

		existing boundary on the south side of the road) is the best in the circumstances.
	<b>Representations are in support for the exclusion of the buildings and areas suggested.</b>	Officers thank respondents for their support.
Comments regarding individual buildings	<p><b>Identification of High Wych Memorial Hall -</b> The PC seek reference to this building in the Conservation Area Appraisal document stating it is one of the village's most important structures..</p> <p><b>One respondent questions the reasoning behind keeping Blacksmith way in the conservation area as some are modern buildings.</b></p>	<p>Without doubt the hall is of considerable community importance. However its architectural qualities are limited and it is of insufficient importance to be considered as a non listed building which makes` an important architectural or historic contribution. Hence it is not included.</p> <p>Officers recognise that some of the buildings are modern, however in some instances modern buildings are considered to contribute to the character and appearance of the conservation area. In this instance Blacksmith Way, as a collective, displays cohesive design and therefore contributes to the character of the area by demonstrating how modern buildings can be</p>

		sympathetically incorporated into historic settings.
Development concerns	A couple of respondents are concerned with development implications if the areas proposed for exclusion are removed from the conservation area.	Officers note that the document only appraises the conservation area, with the possible development going beyond the remit of this exercise.
Enhancement Proposals	Several respondents expressed support for the enhancement proposals. It is also noted that since the document was compiled several enhancements have been made or are in the process of being completed	The general support of the Parish Council and local community is encouraging and the process of identifying and subsequently achieving physical improvements, implemented at local level is important.
Other Minor Comments	<p>The Parish Council asks if there is a future timetable for periodic reviews.</p> <p>The Parish Council requests previous documents relating to previous conservation area reviews.</p> <p>The Parish Council suggest additional areas which could be designated as Conservation Areas.</p>	<p>It is considered good practice to review conservation areas every five years; however an exact timetable is yet to be produced.</p> <p>Whilst the conservation area has been designated since 1990 this is the first time a character statement has been produced and therefore previous documentation is limited. It is recommended that the Parish Council contacts the Local Records Library.</p> <p>Officers have noted these recommendations and will assess the areas against the criteria and</p>

	<p>The Parish council suggest records should be amended regarding the K6 Telephone Kiosk</p>	<p>guidance documents for conservation area designation. It is anticipated that potential new designations will be assessed following the completion of the appraisals of the current areas.</p> <p>Officers have had the K6 Telephone Kiosk delisted and all Council records have been updated.</p>
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## HIGH WYCH CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

### DRAFT FOR CONSULTATION

2013



Memorial stone to Rev H. F. Johnson in the parish church, largely built at his expense.

Website: [www.eastherts.gov.uk](http://www.eastherts.gov.uk)

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East Herts District Council  
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## CONTENTS

	<b>Paragraphs</b>	<b>Pages</b>
<b>1. Introduction</b>	<b>1.1- 1.11</b>	<b>1-2</b>
<b>2. Legal and Policy framework</b>	<b>2.1- 2.17</b>	<b>2-6</b>
<b>3. Origins and historic development</b>	<b>3.1- 3.11</b>	<b>6-7</b>
<b>4. General Designations and criteria used to identify Important Features</b>	<b>4.1- 4.11</b>	<b>8-10</b>
<b>5. General Character and Setting of High Wych</b>	<b>5.1- 5.8</b>	<b>10-11</b>
<b>6. Detailed Character Analysis</b>	<b>6.1- 6.40</b>	<b>11-30</b>
<b>Management Proposals</b>	<b>7.1-7.13</b>	<b>30-33</b>
<b>EHDC Contact details</b>	<b>7.3</b>	<b>31</b>
<b>Schedule of Enhancement Proposals</b>	<b>7.13</b>	<b>32-33</b>
<b>Appendix 1- List of Guidance notes available from EHDC</b>		<b>33</b>



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

## **1. Introduction.**

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

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

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

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

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

**1.6. This Appraisal recognises the importance of these factors and will consider them carefully. Once approved this document will be regarded as a 'material consideration' when determining planning applications. The document also puts forward simple practical management proposals that would improve the character of the Conservation Area and which are capable of being implemented as and when resources permit.**

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

**1.8. This Conservation Appraisal will:**

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

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

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

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

## **PART A - LEGAL AND POLICY FRAMEWORK**

**2. Legal and Policy framework.**

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

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

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

**2.4. From October 2013 planning permission is now required for the demolition of a building in a Conservation Area but is subject to certain exceptions. For example, it does not apply to Listed Buildings which are protected by their own legislation but is relevant to other non listed buildings in the Conservation Area above a threshold size set out in legislation<sup>1</sup>. Looking for and assessing such buildings is therefore a priority of this Appraisal.**

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

**2.6. The Town and Country Planning (General Permitted Development Order) 1995 (as amended), defines the range of minor developments for which planning permission is not required and this range is more restricted in Conservation Areas. For example, the Order currently requires that the addition of dormer windows to roof slopes, various types of cladding, satellite dishes fronting a highway and a reduced size of extensions, all require planning permission in a Conservation Area, whereas they would not require permission beyond.**

**2.7. However, even within Conservation Areas there are other minor developments that do not require planning permission. So as to provide further protection the law allows Councils to introduce additional controls if appropriate. Examples of such controls can include some developments fronting a highway or open space, such as an external porch, the painting of a house or the demolition of some gates, fences or walls. The removal of important architectural features that are important to the character or appearance of a Conservation Area such as distinctive porches, windows or walls or railings to some non-listed properties can be subject to a more detailed assessment and if appropriate made subject to protection by a legal process known as an 'Article 4 Direction' which withdraws 'Permitted Development Rights'.**

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<sup>1</sup> The demolition of a building not exceeding 50 cubic metres is not development and can be demolished without planning permission. Demolition of other buildings below 115 cubic metres are regarded as 'Permitted Development' granted by the General Permitted Development Order, subject to conditions that may require the Council's 'prior approval' regarding methods of proposed demolition and restoration.

The use of such Directions needs to be made in justified circumstances where a clear assessment of each Conservation Area has been made. In conducting this Appraisal, consideration will be given as to whether or not such additional controls are necessary.

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

**2.9. Some hedges may be protected by the Hedgerow Regulations 1997.** This legislation is extremely complicated and only applies in certain situations that are determined by the location of the hedge, its age and or its historical importance, the wildlife it supports and its number of woody species.

**2.10. National Planning Policy Framework.** Published in March 2012, this document replaces previous advice including PPS 5, Planning for the Historic Environment. The principle emphasis of the new framework is to promote sustainable development. Economic, social and environmental roles should not be considered in isolation because they are mutually dependent and positive improvements in the quality of the built, natural and historic environment should be sought, including replacing poor design with better design. Whilst architectural styles should not be imposed it is considered proper to reinforce local distinctiveness.

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

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

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

**2.12. East Hertfordshire’s environmental initiatives and Local Plan Policies.** East Hertfordshire is committed to protecting Conservation Areas and implementing policies which preserve and enhance them; to support their preservation through the publication of design and technical advice and to be pro-active by offering grants and administering an Historic Buildings Grant Service. With regard to the latter grants are awarded on a first come first served basis in relation to works which result in the maintenance of listed buildings and other unlisted buildings of architectural or historic interest. The maximum grant will not normally exceed £1,000.

**2.13.** In respect of the above the Council has produced a number of leaflets and guidance notes that are available on request. Further details are provided in Appendix 1.

**2.14.** The Council also has a ‘Buildings at Risk Register’, originally produced in 2006 and updated in 2012/13. In relation to High Wych there are no such buildings identified as being ‘At Risk’ in the Conservation Area although some exist elsewhere in the parish. Grant assistance not exceeding £10,000 may be available for necessary works that lead to such buildings’ long term security.

**2.15.** The East Herts. Local Plan was adopted by the Council in 2007. The ‘saved’ policies set out in the plan remain in force and are relevant in relation to Conservation Area and Historic Building considerations. The Local Plan and its policies can be viewed on the Councils website or a copy can be obtained from the Council (contact details are set out in section 7).

2.16. In accordance with the requirements of the Planning and Compulsory Purchase Act 2004, the Council is in the process of preparing a planning policy document which will replace the 2007 Local Plan. This will be known as the East Herts District Plan (DP). Once adopted the DP will contain the relevant Council planning policies.

2.17. High Wych Conservation Area was first designated in 1990.

## Part B - APPRAISAL

### 3. Origins and Historical Development

3.1. The historic records held by the County Archaeologist within or close to the existing Conservation Area, record a number of interesting facts. For example a Windmill once stood in the grounds of a house called 'Windmill' facing High Wych Road. This is recorded as having been demolished in the mid 19<sup>th</sup> century leaving no visible remains (local sources advise the Windmill was removed to another location).

3.2. There are no records of Prehistoric, Roman or Anglo Saxon settlement in the Conservation Area but that does not preclude its possible existence. Elsewhere in the parish Roman coins have been found.

3.3 Medieval and earlier. The Manor of Groves which lies beyond the Conservation Area belonged to the Reading Abbey from the 12<sup>th</sup> century until the Dissolution. (This site is a Locally Important Historic Park and Garden as set out in the Councils Supplementary Planning Document of 2007).

3.4. The village is described by County Archaeological records as being a post medieval hamlet formerly in Sawbridgeworth parish that became a separate administrative entity in the mid 19<sup>th</sup> century acquiring a church school and vicarage largely funded by the Rev H. F. Johnson.

3.5. The memorial to Rev H.F. Johnson and his wife in the parish church (see front cover) advises he was Vicar between 1862 and 1880 and died in 1908 aged 73 when he was Bishop of Colchester. The memorial reads *'By their care and chiefly at their cost this church was built. To their faithful service this Parish owes the beginning of its spiritual life and growth. By their generous charity both here and elsewhere the hearts of many were cheered and blessed... They were lovely and pleasant in their lives....'*

3.6. Plan 1 shows the existing Conservation Area plotted on mapping dating from 1874. This map shows a small hamlet with recently built church, school for Boys and Girls and a Vicarage recently built by Rev H.F.Johnson; the Half Moon PH and a Smithy to the west of the central

green. The community was small and heavily treed. Bakers Farm and a scattered group on High Wych Lane was separated from the tightly knit central green area as was the group consisting of the Church, School and Vicarage. The former windmill and or mill house previously referred to may be the building complex shown on the map furthest east with OS reference number 754.

3.7. By 1920 very little has changed with only a small amount of infilling. The smithy is still identified at this time.



Picture 1. Old Thatched Cottages with Half Moon PH in distance – date unknown.  
Reproduced courtesy of Hertfordshire Archives and Local Studies.

3.8. By 1963 very significant changes and development had taken place leaving the layout and built form much as it is today.

3.9. A picture of settlements can often be glimpsed by referring to Kelly's Directories. However the 1874 Kelly's provides little information as the settlement at this time was a part of Sawbridgeworth parish. However the following commercial entries were included at this time: blacksmith, beer retailer and baker, miller, the Half Moon PH and the Hand and Crown PH.

3.10. The publication, Place Names of Hertfordshire, Cambridge University Press 1970 advises several names, including Wyches (1540) and Highwick (1676).

**3.11. Plan 1 shows the existing Conservation Area boundary approximately imposed on mapping dating from the late 19<sup>th</sup> century.**

#### **4. GENERAL DESIGNATIONS AND CRITERIA USED TO IDENTIFY IMPORTANT ENVIRONMENTAL FEATURES.**

**4.1. Scheduled Ancient Monuments.**

**4.2. Areas of Archaeological Significance.**

**4.3. Listed buildings. Individually listed buildings have been identified, plotted and a selected few are briefly described, such abbreviated descriptions being based on the Dept. of Culture Media and Sport's list, occasionally with additional comments by the fieldworker. Full descriptions can be obtained on line at English Heritage's website or Heritage Gateway website ([www.heritagegateway.org.uk](http://www.heritagegateway.org.uk)) Listed Buildings are protected from unauthorised demolition, alteration or extension. Structures, including railings and walls, within the curtilage of listed buildings, if they are pre-1948, are subject to the same controls as listed buildings.**

**4.4. Non listed buildings of quality and worthy of protection. Such other non-listed buildings and structures that make an important architectural or historic contribution to the Conservation Area have been separately identified. The basic questions asked in identifying such buildings/structures are:**

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

**4.5. Trees and Hedgerows. The basic criteria for identifying important trees and hedgerows are:-**

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



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

**4.7. Other distinctive features that make an important visual or historic contribution are noted and shown diagrammatically. In relation to walls and railings those above prescribed heights (1m fronting a highway including a footpath or bridleway, water course or open space or 2m elsewhere) are protected and require permission for their demolition).**

**4.8. Reference has previously been made to the potential of introducing Article 4 Directions in justified circumstances and the criteria for their selection in relation to features associated with selected non listed properties is as follows:**

- **In relation to chimneys, these need to be in good condition, contemporary with the age of the property, prominent in the street scene and complete with chimney pots. Exceptionally particularly important chimney stacks without pots may be selected.**
- **In relation to selected windows, these need to be on front or side elevations, fronting and visible from the street/s, contemporary with the age of the property and where the majority of windows of respective elevations retain their original characteristics and have not been replaced by modern glazing units.**
- **In relation to walls or railings, those selected need to be below the prescribed heights (walls fronting a highway including a footpath or bridleway, water course or open space 1m or 2m elsewhere require permission for their demolition), be prominent in the street scene and make a positive architectural or historic contribution to its visual appearance.**
- **In relation to other features, these may include good quality architectural detailing to non-listed buildings, constructed of wood, metal or other materials.**
- **It may also be appropriate to introduce Article 4 Directions to retain quality buildings below the prescribed threshold where permission for demolition in Conservation Areas is not required.**

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

**4.10. Important views are identified.**

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

## **5. GENERAL CHARACTER AND SETTING OF HIGH WYCH**

**5.1.** In terms of its wider setting, the Landscape Character Assessment produced in 2007 as a Supplementary Planning Document, describes the High Wych slopes as being *'an area of transition, showing increasing urban influence in the southern part ... Around High Wych there are wide stretches of open farmland with old houses nestling in small coppices. The flint church is surrounded by the school, ancient houses and thatched cottages..'* The document continues *'High Wych Road is a commuter –run,,. therefore not tranquil'* and also refers to the detrimental effect of *'creeping urbanisation'*. In this respect the 20<sup>th</sup> century developments north of High Wych Road and east of High Wych Lane have changed the historic settlement pattern.

**5.2.** The Conservation Area, the subject of this Appraisal, currently extends the built up length of High Wych Road that includes the historic core together with 20<sup>th</sup> century properties at its eastern extremity beyond Blacksmiths Way. It also extends in a northerly direction along High Wych Lane to include several groups of Listed Buildings, open spaces and woodland. Much of the latter open space and woodland is of historic importance, as can be seen on Plan 1.

**5.3.** Records show there are 18 Listed Buildings within the existing Conservation Area. Of this total, 7 date from the 17<sup>th</sup> century or earlier (39%); 3 from the 18<sup>th</sup> century (17%); 7 from the 19<sup>th</sup> century (39%) and 1 from the 20<sup>th</sup> century.

**5.4.** One building, namely the church is listed grade II\*; all others are grade II.

**5.5.** This Appraisal also identifies other buildings of high quality that are not listed but that should be retained. These date from the 19<sup>th</sup> century and are an important element in the high environmental quality of the

Conservation Area and make a contribution to its built form and historical evolution. Selected numbers of these buildings have good quality windows, chimneys and other architectural features worthy of additional protection.

5.6. There are also open spaces of quality.

5.7. Trees and small areas of woodland enhance many areas adding character and diversity to many local street scenes. Some of these are important in their historic and visual qualities and it is most important they are retained.

5.8. This Appraisal proposes amendments to the Conservation Area boundaries that are described elsewhere below.

## 6. DETAILED CHARACTER ANALYSIS.

6.1 Scheduled Ancient Monuments. There are none in the Conservation Area although it is worth noting two exist elsewhere in the parish namely: RAF Sawbridgeworth WWII airfield defences and a moated site at Mathams Wood.

6.2. Archaeological Sites. There are no designated Areas of Archaeological Significance in the Conservation Area.

6.3. Individually Listed Buildings. A selection of these is described below and has been chosen to illustrate their variety. The descriptions provided are sometimes much abbreviated and based on English Heritages official entries.

6.4. K6 Telephone Kiosk on the central green - Grade II. Type K6. Designed 1935 by Sir Giles Gilbert Scott. Made by various contractors. Cast iron. Unperforated crowns to top panels and margin glazing to windows and doors. The listing occurred in 1993 and the description and national grid reference provided shows its location as being on the central green. However it no longer exists in this location nor, as observed by the fieldworker, was it located elsewhere in the village. There is a modern kiosk on the east side of High Wych Lane to the north of Dovedale. This issue needs further investigation which may result in EHDC and English Heritage records being amended.

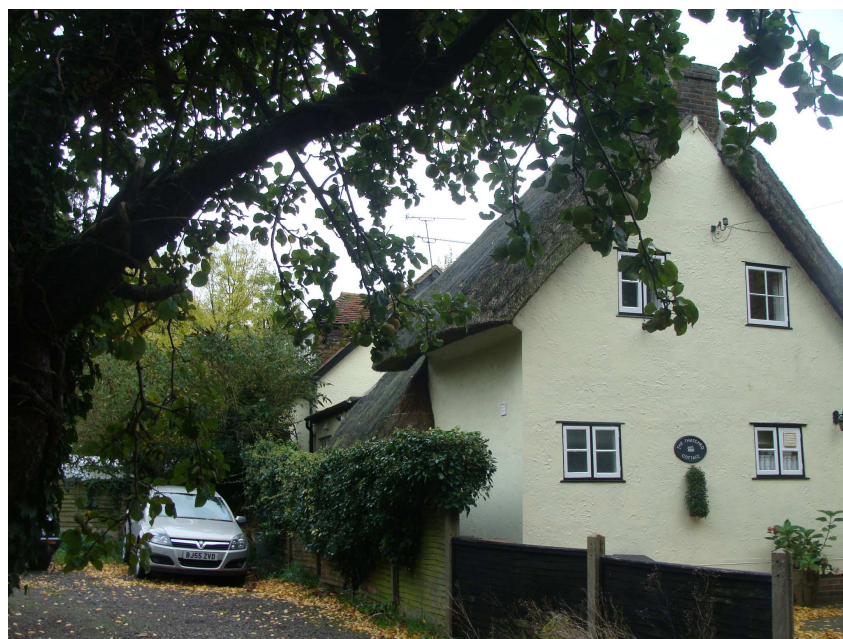
6.5. Stable Block at Bakers Farm, Grade II - Stable block. 1891 for Mr E. B. Barnard of Grove, a racehorse owner. Brick rough rendered with red tile roofs and rendered crow-stepped gables rising above roofs, and having ball finials on the bottom steps. L-shaped stable block in Arts and Craft style, apparently Scottish in derivation. Carved wooden hatchment on centre block 'AD 1891. EBB'. Elevation to lane uninterrupted except for row of regularly spaced ventilators with an iron

cross below each. Crow-stepped gable over loading door to central hay loft, with projecting hoisting-beam and recessed plank door.



Picture 2. Stable Block at Bakers Farm, described as being in the Arts and Crafts style, Scottish derivation.

6.6. The Thatched Cottage, High Wych Lane- Grade II. 17<sup>th</sup> century or earlier. Irregular stepped thatched house facing south, gable to road.



Picture 3. The Thatched Cottage dating from the 17<sup>th</sup> century or earlier. Thatch is an important traditional roofing material used in the village that is important to retain.

6.7. Iron Gates to park of The Manor of Groves – Grade II. Iron gates. 19<sup>th</sup> century. Probably for E. B. Barnard. Tall double gates with scrolled overthrow, all in wrought iron to traditional design. Important element in group around the junction with Bakers Lane.

6.8. Wychcroft Cottages – Grade II. 17<sup>th</sup> century or earlier. Long one and a half storey, thatched roof. Timber frame weather boarded over brick base. Single large central stack rising behind the ridge. Shallow weather boarded lean-to rear addition.



Picture 4. Wychcroft Cottages, 17<sup>th</sup> century or earlier. **There is concern regarding the condition of the thatched roof that should be monitored. Potentially a candidate to be considered for grant assistance or in the longer term, included on the Council's Buildings at Risk Register, if improvements are not made. The thatched roof has since been repaired and is no longer of concern.**

6.9. Parish Church of St James the Great – Grade II\*. 1860-61 by George Edward Pritchett (1824-1912) for and chiefly at the cost of Rev H. F. Johnson. A striking village church in Pritchett's personal interpretation of the Early English style. A vast red tile roof (currently being repaired) tops low buttressed walls of uncoursed knapped flints with red brick bands and stone lancet windows and dressings. Interior of church virtually unaltered. The arcade with red and white voussiors is carried on single slender stone columns with the exaggeratedly large square foliate capitals prominent in the wall paintings in the nave of St Albans Abbey. Contemporary stained glass windows in chancel and apse and slightly later in nave, aisle and vestry. Square stone font on 4 marble pillars, with figure carving on each face. A striking church of original design of which contemporary critics said it shows considerable skill on the part of the architect and which Pevsner regarded "*as original in its handling of Gothic forms as anything in the Art Nouveau of forty years*

*later*". The church is of the greatest architectural interest, unaltered and retaining its original scheme of painted decoration.



Pictures 5 and 6. The grade II\* parish church that Pevsner describes "*as original in its handling of Gothic forms as anything in the Art Nouveau of forty years later*".

**6.10. Wall and Gates alongside road at Parish Church of St James and School House – Grade II. 1860-61 presumably by G E Pritchett (1824-1912), architect for church, school and school house. Long flint wall with frequent red brick piers, red brick base course and chamfered coping. Uncoursed, knapped flint. Limestone block set in head of each pier has short cast iron finial in form of a cusped spearhead with raised flower on each face. These support a continuous square wrought iron rail twisted between supports. Idiosyncratic use of varied materials consistent with school, house and church. An interesting design by Pritchett, unusual and different from original proposal shown in perspective.**





Pictures 7 and 8. Gate and fine 19<sup>th</sup> century boundary wall to churchyard.

**6.11. School House –Grade II. Schoolmaster's house. 1860-61 by G E Pritchett (1824-1912). Built adjacent to school opened 13 April 1861, two storey knapped flint Gothic style with steep red tiled gabled roof with bellcast at eaves. Paired limestone lancet windows with rectangular recessed sash windows with shouldered heads and herring-bone red brick tympana. Large stock brick central chimney with dentilled and corbelled upper stage with stone corners and 4 square terra-cotta pots. Heavy plank door with decorative iron hinges and shouldered head to frame. Interior sparsely fitted with battened plank doors, chamfered architraves and simple wooden fire surrounds. A little altered purpose-built schoolmaster's house of considerable social and architectural interest.**





Picture 9. Fine 19<sup>th</sup> century schoolmaster's house by G E Pritchett.

**6.12. High Wych Grange – Grade II Vicarage, now a house. Built as Vicarage for Rev H. F. Johnson in newly-created parish. In scholarly Gothic style facing W. Designed to give the effect of a tall medieval hall-house with 2 storey gabled cross-wings at each end. Unusually for Hertfordshire, built of stone. Limestone dressings with coursed, squared, rubble walling. Very steep tiled gabled roof, with large timber framed 'louvres', tiled and barge boarded rising above centre of hall range. Picturesque irregular chimneys. Servants' parts in white brick with flat pointed arches, overlooking east service yard. Interior of house has high ceilings, and plaster cornices characterised by wide plain chamfers flanked by smaller mouldings on wall and ceiling. A staircase rises in the west 'hall range' lit by the tall window. A striking 19<sup>th</sup> century stone house designed by Pritchett giving the impression of a large medieval hall-house, for a wealthy vicar. An essential element in the group of new parish buildings erected by Pritchett for Rev Johnson 1860-62.**



Picture 10. 19<sup>th</sup> century former Vicarage for Rev H F Johnson. Designed by G E Pritchett.

**6.13. Important buildings within the curtilages of Listed Building.**

Building to south west of School House, is annotated The Bungalow on mapping. Single storey weather boarded structure with hipped roof, heavily mossed. Two chimneys. The building probably of mid 20<sup>th</sup> century date, is not in use and boarded up. Should be retained and used productively, subject to proper assessment, including internal inspection.



Picture 11. Building to south west of School House worthy of being returned to an appropriate productive use, subject to proper assessment and inspection.

**6.14. Other non listed buildings that make an important architectural or historic contribution. Gable Cottages, a prominent 19<sup>th</sup> century block prominent in the local street scene. Constructed of yellow brick with decorative red brick detailing above windows and doors. Complex tiled roof with 3 no. prominent chimneys with pots. Possibly 3 no. original doors. Also single storey brick and tiled roofed outbuilding to rear contemporary with age of cottages. Modern windows to main block detract but impact reduced virtue of using common design. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**



**Picture 12. Gable Cottages, an important group of 19<sup>th</sup> century properties that is important in the local street scene which should be retained.**

**6.15. The Rising Sun, 2 storeys 19<sup>th</sup> century or earlier. Although modified with later additions and modern windows the general mass of the original building is not badly compromised and its general appearance and mass remains an important element in the street scene. Old tiled roof with 2 no. chimneys with pots which should be retained through normal planning process.**



**Picture 13. The Rising Sun PH. Although compromised to some degree by later extensions its general mass and chimney features are important in the street scene that should be retained.**

**6.16. St James Cottage, single storey of flint construction with tiled roof and chimneys and pots. Probably 19<sup>th</sup> century. Stone lintels and cills but modern windows detract. Although set back from the road its mass and form contributes to the quality of the Conservation Area. An Article 4 Direction to provide protection for the chimneys may be appropriate subject to further consideration and notification.**



**Picture 14. St James Cottage whose mass and form and distinctive chimneys add to the quality of the streetscape.**

**6.17. Complex of 3 no. buildings to south of access to High Wych Grange; namely Yew Lodge and Grange Lodge. Advised by resident they were believed to have once been a carriage house and stabling associated with High Wych Grange in the 19<sup>th</sup> century. Later mapping from the 1920's indicates this association perhaps no longer existed at this time. Of flint and brick construction, central chimney stack with pots, 2 no. original porches and some good quality window detailing. Prominent in the street scene. An Article 4 Direction to provide protection for the chimneys and selected features may be appropriate subject to further consideration and notification.**





**Pictures 15-18. Yew Lodge and Grange Lodge, prominent in the street scene with selected details worthy of additional protection.**

**6.18. The Curatage. A fine 19<sup>th</sup> century house of flint and brick construction with pyramidal tiled roof with 2 no. chimneys with pots. Whilst the property has been later extended to the east, the original structure still largely retains its distinctive form. An Article 4 Direction to provide protection for the chimneys may be appropriate subject to further consideration and notification.**



**Picture 19. The Curatage, a 19<sup>th</sup> century property which, despite later additions, largely retains its distinctive original form.**

**6.19. Other distinctive features that make an important architectural or historic contribution. Walls so identified are protected from demolition without prior consent virtue of exceeding specified height or being within the curtilage of a Listed Building unless otherwise noted.**

**6.20. The boundary wall to the church is a separately Listed Building and important environmental feature whose qualities have been previously noted.**

**6.21. War Memorial. This is located close to the boundary wall of the churchyard and its simple elegant design commemorates those who gave their lives in both world wars.**



**Picture 20. The simple elegance of the War Memorial adds to the quality of the traditional graveyard.**

**6.22. Selected gravestones within graveyard. Most important are those from the late 19<sup>th</sup> early 20<sup>th</sup> centuries.**



Picture 21. Selected gravestones in the churchyard add significantly to quality this traditional open space where additional seating might provide a useful service to visitors.

**6.23. Important Open Spaces.** The small village Green is identified as Registered Common Land. It is a central focal point of the village with mature tree and shelter. The K6 telephone kiosk that was previously located here would have added traditional character to this small space.

**6.24.** The extensive graveyard is a well kept traditional space of considerable quality and environmental importance setting off the grade II\* listed church. Formally planted with traditional churchyard trees, it also contains a range of good quality 19<sup>th</sup>/20<sup>th</sup> century gravestones and the War Memorial previously referred to. It is the fieldworker's view that seating could usefully be provided so that this fine traditional environment could be better appreciated and contemplated.

**6.25.** Pasture land adjacent and to the north of High Wych Grange. This open land is particularly important to the setting of High Wych Grange whose boundaries and extent remain essentially the same as shown on the late 19<sup>th</sup> century mapping.

**6.26.** Playing field and associated playground. A pleasant well maintained community open space with maturing trees planted to the front of High Wych Lane. The latter boundary is defined by a concrete post and wire fence that detracts to a degree. The effect of this could be reduced by planting a native species hedge.





Picture 22. The community playing field on High Wych Road would benefit from planting a frontage hedge to disguise the post and wire fencing.

**6.27. Particularly important trees and hedgerows.** Those trees that are most important are shown very diagrammatically on the accompanying plans. Trees are important particularly when they are of historic interest and visually important. As previously observed parts of the village are a commuter run and affected by the effects of '*creeping urbanisation*'. Trees play an important role in countering this effect and several groups are particularly worthy of mention.

**6.28. Spinney opposite Bakers Farm.** This is a dense treed area of mature woodland of historic interest appearing on late 19<sup>th</sup> century mapping and is of high visual importance.



Picture 23. Spinney opposite Baker's Farm, of historic interest and high visual importance.

**6.29. Spinney west side of High Wych Lane. An area of woodland the frontage of which is of historical interest with considerable visual qualities complementing groups of Listed Buildings opposite.**



**Picture 24 .Spinney on west side of High Wych Lane of historic interest and visual importance.**

**6.30. Important views. A selection as shown on accompanying plans.**

**6.31. Elements out of character with the Conservation Area. Site and unused building to south west of School House. This site is very untidy and detracts from this part of the Conservation Area. Discussions should take place with owners to seek improvements and secure an appropriate long term future.**



**Picture 25. Untidy site to south west of School House in need of short term improvements and productive long term future.**

**6.32. Small industrial estate adjacent to Universal House and west of the central green. This small industrial estate detracts in visual terms but is clearly beneficial in providing employment opportunities.**



**Pictures 26 and 27. Universal House employment site. Short term improvements might include boundary fence enhancements.**

**6.33. Scout and Guide HQ hut, Bakers Farm Lane. This flat roofed wooden building has no architectural merit and appears to be in decline. It may suffer from limited funding. Modest improvements such as removing small areas of invasive vegetation and selective cleaning (e.g.sign) would be beneficial. What is the long term future of this structure/site?**



Picture 28. The local Scout and Guide HQ. What is the future of this building and site?

6.34. Roadside sign, High Wych Lane. A minor issue easily resolved involving the re-erection of a roadside sign, presumably damaged by traffic contact. Issue now resolved.



Picture 29. Re-erection of this street sign would a make worthwhile albeit minor visual improvement. Issue now resolved

**6.35. Opportunities to secure improvements.** Discuss potential of securing long term future of disused building and untidy site to south west of School House with owner. Consider providing seating in the churchyard. Consider planting hedge of native species to front of playing field on High Wych Lane to disguise concrete post and wire fencing. Consider minor improvements to Scout and Guide HQ. Request HCC to re-erect damaged road sign, High Wych Lane.

**6.36. Suggested boundary changes.** It is proposed to remove several areas from the Conservation Area that are in peripheral locations and which are considered to be of insufficient special architectural or historic interest. Councils have a responsibility to ensure such areas justify Conservation Area status and are not devalued through the designation of areas that lack special interest.

**6.37. Bakers Farm Cottage and consequential amendment to spinney opposite.** This modern mid 20<sup>th</sup> detached property is located on the western edge of the Conservation Area and is considered to be of insufficient architectural merit or historic interest. It is therefore proposed to be excluded from the Conservation Area. Also a minor boundary adjustment rear of Bakers Farm. A revised boundary continuing to include the adjacent Listed Buildings complex at Bakers Farm is considered more appropriate.

**6.38. Wychways and Culland House.** These modern mid/late 20<sup>th</sup> century detached properties are located on the northern edge of the Conservation Area and are considered to be of insufficient architectural merit or historic interest to warrant continued inclusion. They are therefore proposed to be excluded from the Conservation Area. A revised boundary continuing to include the adjacent group of three Listed Buildings to the south is considered more appropriate.

**6.39. Properties east of Blacksmiths Way and The Curatage, on the north and south sides of High Wych Road respectively.** These modern mid 20<sup>th</sup> century properties are located on the eastern edge of the Conservation Area and are considered to be of insufficient architectural merit or historic interest to warrant continued inclusion. A windmill once existed (in the grounds of the modern property 'Windmill') but it is recorded there are no visible remains of this structure so any historical associations are very limited indeed. The area is therefore proposed to be excluded from the Conservation Area. A revised boundary that includes the Curatage and Blacksmiths Way is considered more appropriate.



Picture 30. Modern properties on the north side of High Wych Road that are proposed to be excluded from the Conservation Area.

**6.40. Other actions.** Explore the circumstances surrounding the K6 telephone kiosk, a Listed Building which records show once existed on the central green. Amend records as may be necessary.

## **PART C - MANAGEMENT PROPOSALS.**

### **7. MANAGEMENT PROPOSALS.**

**7.1. *Revised Conservation Area Boundaries.*** The revised boundaries include the following amendments.

- (a) Exclude Bakers Farm Cottage located on the western edge of the Conservation Area and consequential amendment to spinney opposite.**
- (b) Exclude Wychways and Culland House located on the northern edge of the Conservation Area.**
- (c) Exclude properties east of Blacksmiths Way and The Curatage, on the north and south sides of High Wych Road respectively.**

**7.2. *General Planning Control and Good Practice within the Conservation Area.*** All 'saved' planning policies are contained in the East Herts. Local Plan Second Review adopted in April 2007. It is currently against this document and the National Planning Policy Framework that the District Council will process applications.

**7.3. Applicants considering submitting any application should carefully consider the relevant policies and if necessary contact Council Officers to seek pre-application advice. For further details including advice on Planning Applications, Conservation Areas, Listed Buildings, Landscaping and other general administrative advice, please contact the Planning Department for assistance.**

**Telephone no. 01279 655261**

**E-mail [planning@eastherts.gov.uk](mailto:planning@eastherts.gov.uk)**

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

**7.4. Applicants may also wish to refer to one of the several Guidance Notes referred to in Appendix 1 below.**

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

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

***7.7. Planning Control – Other Unlisted Buildings that make an Important Architectural or Historic Contribution.* Within the existing Conservation Areas this Appraisal has identified six unlisted buildings/ groups of buildings that are considered to have sufficient qualities to be described thus. These are Gable Cottages, The Rising Sun, St James Cottage, Yew Lodge complex, Grange Lodge, the original structure of The Curatage. Any proposal involving the demolition of these buildings is unlikely to be approved.**

***7.8. Planning Control – Other Unlisted distinctive features that make an Important Architectural or Historic Contribution.* This Appraisal has identified a wall that makes a particular contribution to the character of the Conservation Area. This is protected virtue of Listed Building legislation.**

**7.9. There are other distinctive features that are integral to some of the important unlisted buildings identified above that make an important architectural or historic contribution, including selected chimneys, windows and other architectural detailing. In some situations protection already exists through existing planning controls but in other cases protection could only be provided by removing Permitted Development Rights via an Article 4 Direction. The associated legislation is complex. Should the Council consider such a course of action appropriate there would be a process of notifying the affected owners separately at a later**

date. This would be associated with further detailed consideration and possible refinement.

**7.10. Planning Control – Important open land, open spaces and gaps.**

This Appraisal has identified the following particularly important open spaces: the central village green, St Jame’s graveyard, pasture land adjacent to and north of High Wych Grange and playing field west side of High Wych Lane. These open spaces will be protected.

**7.11. Planning Control – Particularly important trees and hedgerows.**

Only the most significant trees are shown diagrammatically. Two areas of woodland are particularly important, namely the spinney opposite Baker’s Farm and the spinney to the west of High Wych Lane. It has not been possible to plot trees on inaccessible land. Subject to certain exceptions all trees in a Conservation Area are afforded protection and a person wanting to carry out works has to notify the Council. Trees that have not been identified may still be considered suitable for protection by Tree Preservation Orders. Owners are advised to make regular inspections to check the health of trees in the interests of amenity and Health and Safety.

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

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

<b>Detracting element</b>	<b>Location</b>	<b>Proposed Action.</b>
<b>Untidy site and building in the curtilage of a Listed Building</b>	<b>To south west of School House</b>	<b>Contact owner and seek short term improvements/ establish long term future</b>
<b>Boundary fencing</b>	<b>Industrial estate adjacent to Universal House</b>	<b>Contact owners and seek short term improvements/ establish long term future</b>
<b>Boundary fencing</b>	<b>To front of playing field High Wych Lane</b>	<b>Discuss possibilities, including planting hedge of native species, with Parish Council</b>
<b>Scout and Guide HQ</b>	<b>Bakers Farm Lane</b>	<b>Discuss potential of minor improvements such as removal of vegetation and cleaning of sign. Long term future?</b>
<b>Damaged road sign</b>	<b>High Wych Lane</b>	<b>Request HCC to resolve</b>



Tarpaulin on thatched roof	Wychcroft Cottages	Seek to establish nature/ extent of any repair work that may be necessary and offer advice/assistance to owner as appropriate.
<b>Other Actions</b>		
Explore the circumstances surrounding the K6 telephone kiosk, a Listed Building no longer present which records show once existed on the central green. Amend records as may be necessary.		
Explore the possibility of providing seating within the churchyard.		

**Appendix 1. Guidance notes produced by East Hertfordshire District Council. The following represent useful technical information and can be obtained via the details provided above.**

- 1. Brick Re-pointing and Repair.**
- 2. Conservation Areas.**
- 3. Cleaning Historic Brickwork.**
- 4. Farm Buildings.**
- 5. Flint and Flint Wall Repair.**
- 6. Hard Landscaping in Historic Areas.**
- 7. Listed Buildings.**
- 8. Rainwater Goods and Lead.**

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# CHARACTER ANALYSIS KEY

EXISTING CONSERVATION AREA BOUNDARY



PROPOSED REDUCTIONS OF THE CONSERVATION AREA



INDIVIDUALLY LISTED BUILDINGS/STRUCTURES



OTHER INDIVIDUALLY LISTED FEATURES

*Walls/railings/gates*



IMPORTANT BUILDINGS IN THE CURTILAGES OF LISTED BUILDINGS



UNLISTED BUILDINGS THAT MAKE AN IMPORTANT ARCHITECTURAL OR HISTORIC CONTRIBUTION



OTHER DISTINCTIVE FEATURES THAT MAKE AN IMPORTANT ARCHITECTURAL OR HISTORIC CONTRIBUTION

Tombstones



War Memorial



IMPORTANT OPEN SPACES



GENERAL LOCATION OF IMPORTANT TREES.



IMPORTANT VIEWS



ELEMENTS OUT OF CHARACTER WITH THE CONSERVATION AREA

## MANAGEMENT PLAN KEY

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

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

INDIVIDUALLY LISTED BUILDINGS/STRUCTURES: NPP policies apply

OTHER INDIVIDUALLY LISTED FEATURES: NPP policies apply

*Walls/railings/gates*

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

UNLISTED BUILDINGS TO BE PROTECTED FROM DEMOLITION

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

Tombstones

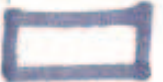
War Memorial

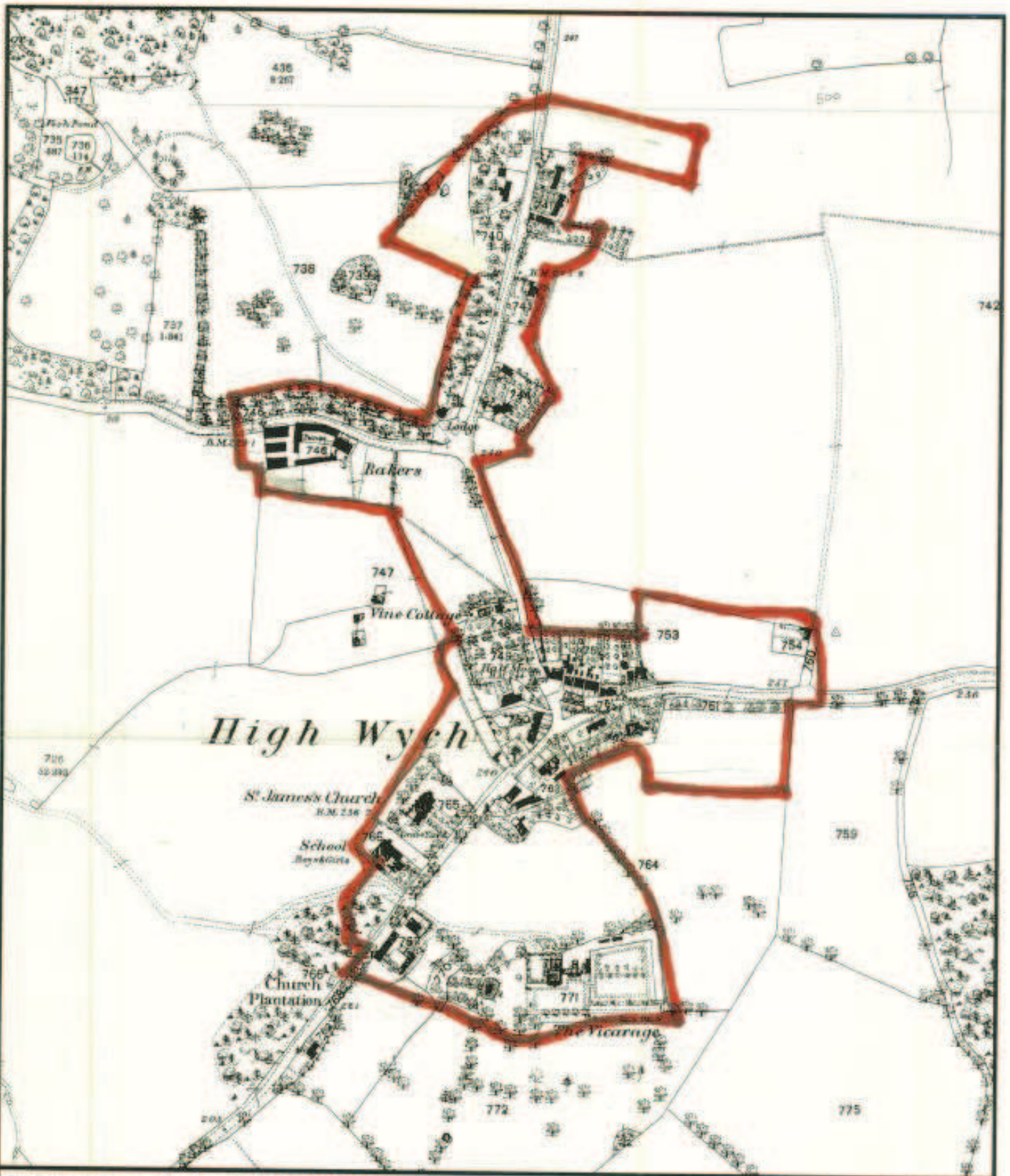
IMPORTANT OPEN SPACES TO BE PROTECTED

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

SELECTED IMPORTANT VIEWS TO BE PROTECTED

PROPOSED ENHANCEMENTS





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Plan 1 - High Wych Conservation Area Appraisal  
 Existing Conservation Area boundary  
 on 1874 Map, diagrammatic only.





High Wych Conservation Area Appraisal.  
Plan 3 - Management Plan.

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MINUTES OF A MEETING OF THE  
DISTRICT PLANNING EXECUTIVE PANEL  
HELD IN THE COUNCIL CHAMBER,  
WALLFIELDS, HERTFORD ON THURSDAY  
17 JULY 2014, AT 7.30 PM

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PRESENT: Councillor M Carver (Chairman)  
Councillors L Haysey and S Rutland-Barsby.

ALSO PRESENT:

Councillors W Ashley, E Buckmaster, S Bull,  
G Cutting, G Jones, G McAndrew,  
M McMullen, T Page, M Pope, P Ruffles,  
N Symonds, K Warnell, G Williamson,  
M Wood and C Woodward.

OFFICERS IN ATTENDANCE:

Chris Butcher	- Senior Planning Officer
Ripple Gupta	- Planning Officer
Isabelle Haddow	- Planning Officer
Martin Ibrahim	- Democratic Services Team Leader
Lorraine Kirk	- Senior Communications Officer
Kay Mead	- Senior Planning Officer
Martin Paine	- Senior Planning Officer
Laura Pattison	- Assistant Planning Officer
George Pavey	- Assistant Planning/Technical Officer
Jenny Pierce	- Senior Planning Officer
Claire Sime	- Planning Policy

Kevin Steptoe                      Team Leader  
- Head of Planning  
and Building  
Control Services

ALSO IN ATTENDANCE:

Nigel Moore                      - Opinion Research  
Services

1                      **EAST HERTS GYPSIES AND TRAVELLERS AND  
TRAVELLING SHOWPEOPLE ACCOMMODATION NEEDS  
ASSESSMENT APRIL 2014**

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The Panel considered a report presenting the findings of the East Herts Gypsies and Travellers and Travelling Showpeople Accommodation Needs Assessment, April 2014, which made recommendations on the amount of provision necessary for both Gypsies and Travellers and Travelling Showpeople for the period to 2031.

Nigel Moore, Opinion Research Services, gave a presentation on the main findings and responded to various Members' questions. He clarified that the assessment was about identifying needs and not specific sites and whether these needs could be met within the provisions of the emerging District Plan. The next stage would be to undertake the site scoping work that would determine which locations could be selected to meet the identified need. This would be subject to a further report to Members in due course.

Members were advised that this study was confined to identifying needs arising in East Herts only and that issues relating to adjacent sites in neighbouring areas would emerge through both the emerging Identification of Potential Sites Study and through Duty to Co-operate arrangements agreed between Authorities in due course. In respect of stakeholders' comments on site location within the Accommodation Needs Assessment, it was

emphasised that these were personal opinions of respondents and did not represent a policy position.

At this point (8.35 pm), the meeting was adjourned for 5 minutes to enable the technical faults in the microphone system to be addressed. At 8.40 pm, the meeting resumed and the Chairman advised that the webcast had been abandoned as the technical problems could not be resolved.

The Panel supported the recommendations as now detailed.

**RECOMMENDED** – that (A) the East Herts Gypsies and Travellers and Travelling Showpeople Accommodation Needs Assessment, April 2014, be agreed as part of the evidence base to inform and support the East Herts District Plan; and

(B) the East Herts Gypsies and Travellers and Travelling Showpeople Accommodation Needs Assessment, April 2014, be agreed to inform Development Management decisions.

## 2 **DISTRICT PLAN UPDATE REPORT**

Consideration was given to a report updating Members on progress with the District Plan and activities undertaken in accordance with the agreed consultation strategy. An updated breakdown of the consultation feedback was also tabled, together with an explanation of the next steps in addressing the issues raised. The Panel also considered the evolving situation in relation to the Duty to Co-Operate and noted a letter from the Planning Minister clarifying interpretation of Green Belt policy. Members were also advised on the next steps towards an amendments consultation for the District Plan.

Cllr C Woodward asked whether Officers were aware of the recent appeal decision in relation to the New Barnfield incinerator proposal, and what the implications of this

were for the treatment of Green Belt through the District Plan. Officers replied that the letter from the former Planning Minister made clear the distinction between planning applications such as New Barnfield and plan-making, where there were a number of examples of Local Planning Authorities reviewing their Green Belt in order to meet their housing needs. If East Herts Council was to refuse to release Green Belt where this addressed the national requirement to promote sustainable patterns of development, this would invite nearby Green Belt constrained Authorities to press the Council to address their unmet needs in the Rural Area beyond the Green Belt. From careful study of the reports and letters of the Planning Inspectorate it was clear that the expectation was that Green Belt constrained Authorities would nevertheless be expected to make every effort to meet their development needs.

Cllr G Cutting asked whether it would be possible to mitigate development pressures at ASR5 by instead developing the brownfield sites in the centre of Bishop's Stortford. Officers explained that given the very high levels of housing need in the town the proposed urban extensions to the town would be needed in addition to the brownfield sites.

Cllr K Warnell expressed concern at the level of response to the District Plan consultation. Officers replied that the level of response was equal to or better than those for comparable recent consultations carried out by other Local Planning Authorities. A comprehensive consultation strategy had been agreed by the Council and implemented with the support of Members, Town and Parish Councils, and Civic Societies.

Cllr C Woodward queried the procedure in relation to feedback submitted to the consultation. Officers explained that a six-point procedure was set out on the front page of the Interim Version 2 of the Consultation Responses report presented at the meeting, and which would be posted to the website. All feedback was being

entered to the Consultation Portal. Officers would then review the feedback to identify all the planning issues arising, before deciding whether any additional technical work would be required to address the issues raised. Depending on the outcomes of this process, some amendments to the Preferred Options plan could be required, and these would be the subject of an amendments consultation later in 2014.

Cllr G Cutting asked why only 12 members of the public had attended the Bishop's Stortford drop-in session. Officers replied that all 20 public meetings had been promoted in the same way, with the main variation being the degree of promotion by Town and Parish Councils. Attendance had averaged around 50 members of the public, with significantly higher levels at a number of events. It was therefore unclear why attendance at the Bishop's Stortford drop-in session was below average.

In response to a question about the need for positive engagement with local communities from Cllr G Cutting, Officers explained that the Council had undertaken all reasonable measures to engage, including the public meetings co-ordinated with a number of Town and Parish Councils and Civic Societies. The programme of engagement went significantly beyond the requirements of the Regulations and the Council's adopted Statement of Community Involvement. Positive engagement needed to be understood not only in relation to the District Council's agreed activities, but also in relation to input from individual Members and other organisations including Town and Parish Councils.

The Panel supported the recommendations as now detailed.

**RECOMMENDED** – that (A) the record of consultation activity, together with the analysis of comments logged, as contained at Essential Reference Papers 'B' and 'C' respectively, be noted; and

**(B) explanation of the Duty to Co-Operate, together with the letter from the Planning Minister in relation to Green Belt policy contained at Essential Reference Paper 'D', be noted.**

### **3 DELIVERY STUDY UPDATE REPORT**

**The Panel considered a report on progress with the Delivery Study, a critical piece of the evidence base for the emerging District Plan. The report also explained the Council's approach to engagement with site promoters (landowners and prospective developers), which would be necessary to ensure that the Council met soundness requirements for Examination in Public.**

**In response to Members' comments, Officers advised that consultants for undertaking the Study would be appointed shortly and that the timetable had to be robust and realistic.**

**Cllr G Jones commented that the Delivery Study would be critical to demonstrating that the plan was sound, and asked whether, given the ambitious scope of the work, it was realistic to expect the consultants to report by 10 September as suggested in Paragraph 56 of the specification. Officers replied that the proposed work programme was indeed extremely tight, and that paragraph 57 of the specification asked for an honest assessment of the feasibility of the proposed deadline. This would be taken up with the consultants at the inception meeting.**

**Cllr G Jones asked whether there could be potential conflicts of interest facing the Delivery Study consultants. Officers replied that given the large number of sites promoted by different developers across the District, and the limited number of consultancy firms competent to undertake work of this nature, there was the possibility of some conflicts. It would be necessary to identify the precise nature of any such conflicts and to ensure that**

the consultants avoided working in these specific areas.

The Panel supported the recommendations as now detailed.

**RECOMMENDED** – that (A) the specification for the District Plan Delivery Study contained at Essential Reference Paper ‘B’, be noted; and

(B) the presentations to site promoters and subsequent meeting notes contained at Essential Reference Papers ‘C’ and ‘D’, be noted.

4 **GREATER ESSEX DEMOGRAPHIC FORECASTS 2012 – 2037 PHASE 5 MAIN REPORT – APRIL 2014**

The Panel considered a report setting out the findings of the Greater Essex Demographic Forecasts 2012 - 2037 Phase 5 Main Report technical work, which was intended to form part of the evidence base for generating an appropriate Districtwide housing target for the period 2011 - 2031, and thus inform and support the East Herts District Plan.

Councillor G Jones questioned the use of 2008 household projections which the Government had advised had been replaced by the 2011 projections. He believed that taking an average of both projections overstated the need.

Officers stated that all 9 alternative growth scenarios had been evaluated using both the 2011 and 2008 household projections to provide a range of outcomes that took account of the uncertainties associated with such forecasts. The 2011 based projections were an interim set of data which only covered a 10 year period to 2021. Therefore, they were of limited value for strategic planning purposes in relation to plan periods extending beyond this date. In the absence of a full set of data, Officers had considered it appropriate to have regard to the 2008 based projections which extended beyond 2021.

2012 based population and household projections would be released this year which would form the basis for Phases 6 & 7 of the demographic forecasting work. These forecasts would be considered by the Council in due course. Officers stated that it would be important to keep re-evaluating the objectively assessed need for the District, having regard to the latest household and population projections.

The Panel supported the recommendation as now detailed.

**RECOMMENDED** – that the Greater Essex Demographic Forecasts 2012 - 2037 Phase 5 technical study, be agreed as part of the evidence base to inform and support the East Herts District Plan.

At this point (9.50 pm), the Panel agreed to extend the meeting beyond 10.00 pm in order to complete the outstanding business on the agenda.

5 **EAST HERTS EMPLOYMENT LAND REVIEW UPDATE 2013**

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Consideration was given to a report summarising the findings of the East Herts Employment Land Review Update 2013, which sought agreement to use the Study to inform the preparation of the East Herts District Plan and to inform Development Management decisions.

The Panel supported the recommendations as now detailed.

**RECOMMENDED** – that (A) the Employment Land Review Update 2013, be agreed as part of the evidence base to inform and support the East Herts District Plan; and

(B) the Employment Land Review Update 2013, be agreed to inform Development Management



decisions.

6 **BUNTINGFORD EMPLOYMENT STUDY 2014**

The Panel considered a report summarising the findings of the Employment Study undertaken for Buntingford, which sought agreement to use the Study to inform the preparation of the East Herts District Plan and to inform Development Management decisions.

Councillor S Bull read a statement on behalf of the Town Council, the local Chambers of Commerce and the Civic Society, which suggested that the findings were flawed and that a maximum of only 2 hectares of land should be retained for employment purposes. Officers referred to the range of assumptions within the Study and the need for a robust evidence base.

The Panel supported the recommendation as now detailed.

**RECOMMENDED** – that the Buntingford Employment Study, June 2014, be agreed as part of the evidence base to inform and support the East Herts District Plan and for Development Management purposes in the determination of planning applications.

7 **STRATEGIC LAND AVAILABILITY ASSESSMENT (SLAA)  
ROUND 3 UPDATE REPORT**

The Panel considered an update on the progress of Round 3 of the Strategic Land Availability Assessment (SLAA) technical work that would inform the preparation of the East Herts District Plan and housing trajectory.

The Panel supported the recommendations as now detailed.

**RECOMMENDED** – that (A) the full list of identified sites being assessed through Round 3 of the

**SLAA, attached at Essential Reference Paper 'B' of the report submitted, be noted; and**

**(B) any future call for Sites suggestions be included and assessed as part of the annual monitoring and review of the SLAA.**

## **8 NEIGHBOURHOOD PLANNING UPDATE REPORT**

**The Panel considered a report which provided an update on Neighbourhood Planning and the roles and responsibilities of the Council under the Neighbourhood Planning (General) Regulations 2012. The report also updated Members on the growing level of interest in Neighbourhood Planning in the District and provided details about the publication of the Bishop's Stortford Neighbourhood Plan for Silverleys and Meads Wards, together with the next steps.**

**Officers also advised that a request for Neighbourhood Area designation by Ware Town Council had been submitted.**

**The Panel supported the recommendations as now detailed.**

**RECOMMENDED – that (A) the roles and responsibilities of the Council in accordance with the Neighbourhood Planning (General) Regulations 2012 and outlined in paragraphs 2.1 to 2.13 of this report submitted be noted; and**

**(B) the growing level of interest in Neighbourhood Planning in the District, together with the requirement to ensure that this area of work is adequately and appropriately resourced, be noted.**

## **9 CHAIRMAN'S ANNOUNCEMENTS**

**The Panel Chairman welcomed the press and public to the**

meeting and reminded everyone that the meeting was being webcast.

The Chairman referred to recent staffing additions in the Planning Policy team and welcomed Chris Butcher, Ripple Gupta, Isabelle Haddow and George Pavey to their first Panel meeting.

The Chairman also wished to place on record his appreciation for the recently-retired Bryan Thomsett, who had provided over 20 years dedicated service to East Herts.

Finally, the Chairman reminded Members that the next Panel meeting had been scheduled for 4 September 2014.

10 MINUTES

In respect of Minute 35 – Interim Development Strategy Report (January 2014), Cllr C Woodward asked whether a threshold would be reached in relation to the scale of Bishop’s Stortford, and if so, what that threshold was. Officers replied that the A1184/A120 bypass had shaped the development of the town. Whilst it was difficult to provide an exact figure, it was already becoming clear that the town was struggling to meet the entirety of its housing need in the longer term, and for that reason, some of the town’s unmet need was being directed towards the Gilston Area in the period beyond 2021.

RESOLVED – that the Minutes of the Panel meeting held on 16 January 2014, be approved as correct record and signed by the Chairman.

The meeting closed at 10.21 pm

Chairman	.....
Date	.....

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## EAST HERTS COUNCIL

EXECUTIVE - 5 AUGUST 2014

### REPORT BY EXECUTIVE MEMBER FOR COMMUNITY SAFETY AND ENVIRONMENT

### UPDATE ON THE PROGRESS OF THE HERTFORDSHIRE BUILDING CONTROL PROJECT

WARD(S) AFFECTED: ALL

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#### **Purpose/Summary of Report**

- The report provides an update on the progress of the Hertfordshire Building Control project. The project is a joint venture between seven District Councils in Hertfordshire.

<b><u>RECOMMENDATIONS FOR EXECUTIVE:</u> That</b>	
<b>(A)</b>	<b>the report be noted; and</b>
<b>(B)</b>	<b>in principle, the project move forward and a full business case be submitted for approval in the autumn of 2014.</b>

#### 1.0 Background

1.1 Local Authorities (LAs) have a statutory duty to provide a Building Control service. This means that if an application is submitted to the authority, it has a duty to ensure that the works comply with building regulations. Originally LAs were the sole supplier of this service. However, in 1997 the government gave powers that allowed Approved Inspectors (AIs) to also act in this capacity. This competitive environment has meant that it is more difficult for LAs to retain their market share and grow new commercial work. Consequently many LAs, including East Herts have struggled to ensure that the Building Control service they provide is both value for money and cost neutral. In order to sustain the service, new options for service delivery will need to be explored.

## 2.0 Report

2.1 During 2013, East Herts District Council developed options for delivering Building Control Services. In July 2013 Three Rivers approached all District Councils in Hertfordshire with a proposal to explore a wider arrangement across the County. Six other authorities showed an interest in progressing this idea: Welwyn Hatfield, North Herts, Stevenage, East Herts, Hertsmere and Broxbourne.

2.2 Three Rivers took on the role of Project Sponsor and through the East of England Local Government Association (EELGA) engaged consultants to support a mixed group of managers from across the seven authorities to form a "Solutions Centre" to generate ideas for different ways of delivering BC services within their joint area. The Solutions Centre highlighted the following common concerns regarding the current building control delivery:

- The majority of Hertfordshire LA Building Control services are run at a cost.
- LAs find it difficult to market their services to commercial clients and are struggling to maintain the householder client base as Als are seen as more flexible and value for money.
- It is becoming increasingly difficult to recruit and retain high quality staff. Most LAs now have an ageing Building Control workforce.
- It is difficult to run services efficiently with current resources and overheads.

2.3 In January 2014 a proposal was put forward by the Solutions Centre to create a separate company owned by the seven local authorities that would deliver building control across district boundaries. The proposal suggested that the company would be virtual rather than wholly office-based, allowing officers to work remotely from site using a single IT platform.

2.4 In order to take the model forward a project board was set up consisting of the seven Chief Executives or their nominated Directors and the EELGA. The board appointed a Project Manager and a Project Officer from North Herts Council for 15 hours per week to progress the project. In addition it was decided that the model would need some funding to pay for initial set up

costs, therefore all seven authorities contributed £12k to a central fund.

2.5 Expert legal advice for the project has now been procured and this has led to the board deciding that a holding company would be the most efficient way to set up and run the arrangement, offering maximum flexibility with minimum exposure to procurement regulations and Corporation Tax. The majority of technical staff would be TUPE'd into the new company, with a limited number retained within the LAs to undertake functions that cannot be legally delegated, such as the signing of enforcement notices. The options for the set up arrangements and detailed reasons can be found in the legal advice report in **Essential Reference Paper 'B'**. This is for Members only as it contains exempt information as defined by paragraph 5 of Schedule 12A to the Local Government Act 1972.

2.6 This decision allows the project to move onto the next phase, which will involve putting together proposed timelines for implementation based on HR, legal and ICT advice. The Project Manager is also seeking commercial advice on the finance aspect, which will allow more accurate predictions on income, efficiencies and expenditure to feed into the model. The aim of this information and data collation is to produce a full business case for sign off by autumn 2014.

### 2.7 Eastern Regional Model

2.8 In addition to the Hertfordshire model, a number of other LAs have been exploring different vehicles for building control delivery beyond their own borders. Four authorities in Norfolk have a joint service delivery model for Building Control and are currently exploring the option of creating a separate Approved Inspector model and joining with other LAs across the East of England. This would allow the LAs involved to be able to operate in the building control market anywhere in the UK. The Hertfordshire board are currently in discussions with the Norfolk authorities to explore this option further.

### 3.0 **Options**

3.1 Forming an independent company (with an AI subsidiary) to provide building control services has a number of benefits and allows us to address the concerns raised at the Solutions Centre:

- It will create efficiencies in terms of back office costs such as ICT and building charges.
- It will allow for rationalisation of resources.
- There can be greater flexibility in the way that staff are deployed, based on market need.
- The set up will allow for greater flexibility in terms of incentives and training for staff, improving retention and job satisfaction.
- The model allows for any surplus to be re-invested in both the company and the Local Authorities.

Not exploring this delivery model will mean that East Herts Building Control will continue to run at a cost and is likely to continue to lose its market share as pressure from AIs builds. In addition, if the other Herts authorities proceeded with the AI model but without East Herts they would be able to take work from this District.

### 3.0 Implications/Consultations

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

#### Background Papers

None

Contact Member: Councillor Malcolm Alexander  
[malcolm.alexander@eastherts.gov.uk](mailto:malcolm.alexander@eastherts.gov.uk)

Contact Officer: Simon Drinkwater- Director of Neighbourhood Services  
01992 531404  
[simon.drinkwater@eastherts.gov.uk](mailto:simon.drinkwater@eastherts.gov.uk)

Report Author: Simon Drinkwater- Director of Neighbourhood Services



## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives (delete as appropriate):	<b>People – Fair and accessible services for those that use them and opportunities for everyone to contribute</b>  This priority focuses on delivering strong services and seeking to enhance the quality of life, health and wellbeing, particularly for those who are vulnerable.
Consultation:	<i>This section should detail any consultation undertaken in preparing the proposals.</i>
Legal:	The legal implications have been set out in the report.
Financial:	The financial Implications have been indicated in section 2 of the report. A business case, which will set out the financial detail, will be produced in the autumn of 2014.
Human Resource:	The staff and HR implications have been set out in the report. A business case, which will set out the detail of this and proposed timelines, will be produced in the autumn of 2014.
Risk Management:	<p>The risks of the proposals in the report have been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by operations.</p> <p>The following risks have been identified-</p> <ul style="list-style-type: none"><li>• That Members from one or more authorities decide that the business case produced is not viable.</li><li>• The current local authority arrangements for Building Control would continue. The service would continue to run at a cost to the authority.</li></ul>
Health and wellbeing – issues and impacts:	Building Control Services are essential to ensure the safety of the public in terms of the built environment and to ensure construction work complies with safety, energy efficiency and other requirements.

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By virtue of paragraph(s) 5 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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of the Local Government Act 1972.

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EAST HERTS COUNCIL

EXECUTIVE – 5 AUGUST 2014

REPORT BY EXECUTIVE MEMBER FOR ECONOMIC DEVELOPMENT

NEW PROPOSALS FOR SUPPORTING MEMBERS' ICT

WARD(S) AFFECTED: ALL

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## Purpose/Summary of Report

- To propose a new policy for supporting Members' use of ICT
- To propose improved ICT support arrangements for Members.

## RECOMMENDATIONS FOR EXECUTIVE: That:

(A)	the policy detailed in the report now submitted requiring Members to access ICT systems using their own equipment with effect from May 2015, be approved;
(B)	the ownership of existing laptops be transferred to re-elected Members that wish to continue using them from May 2015 onwards;
(C)	Members who are not elected in May 2015 return their laptops to provide a stock of equipment to be transferred to new Members should they wish to use them;
(D)	the new arrangements for supporting Members set out in section 4 of this report be approved;
(E)	the new Members' ICT support arrangements referred to in (D) above be put in place prior to May 2015 for those Members who wish to pilot such arrangements; and
(F)	the new ICT Support Arrangements be formally reviewed post May 2015 to a timeframe to be agreed with the Executive Member for Economic Development.

## 1.0 Background

- 1.1 The current arrangements for supporting Members' use of ICT have been in place for a number of years. They reflect the general trends in the way that ICT was used when the policy was originated as well as the limitations of what it was possible to achieve with the infrastructure technology in place at the time.
- 1.2 Under the current arrangements, which will change should Executive agree to the recommendations in this report, all Members are provided with a laptop with software loaded on to the laptops locally. Members are able to access e-mail via Outlook web access, but are not able to log on to Council systems directly using Citrix. Laptops are encrypted to guard against the risk of data loss.
- 1.3 In recent years technology has moved on. There has been a huge increase in the use of Smart phones and tablets. There has also been a corresponding improvement in the speed of broadband services, the availability of wireless networks and the use of mobile telephony networks for accessing the internet, although services to rural areas, including parts of East Herts, remain more limited. More recently the ICT Shared Service has implemented new infrastructure technology across the Council which allows Members and staff to access the East Herts network easily from a range of different devices, wherever they can obtain an internet connection so that East Herts Members and staff can now fully benefit from this new technology.
- 1.4 The way that the East Herts infrastructure is designed meets the new, more stringent, security requirements that all Councils need to comply with to participate in the Public Services Network (PSN). Unlike many other authorities, whose infrastructure architecture does not comply with best practice, East Herts staff and Members have the opportunity to use personal devices to access systems as well as Council owned, managed devices. Other Councils have been required to spend very significant amounts of money to revert to Council managed devices, even though staff and Members have wished to pursue more flexible policies involving staff and Members using their own equipment.
- 1.5 As is now the case across the country, the majority of East Herts Members now own smart phones. There are East Herts Members who want to access services using tablet devices or from their home PC. There are also a number of Members who want to access ICT services



using a range of different devices. Recognising this trend, the policy and support arrangements that are proposed below seek to put in place arrangements that allow Members to access technology much more flexibly. However, they also recognise that some Members are less confident when using ICT and require proper support. The section on enhancing support arrangements for Members seeks to put this safety net in place.

## 2.0 Proposed Policy for Members' ICT

2.1 The new infrastructure technology now implemented in East Herts allows Members to access Council systems, including e-mail, from any device, assuming they have access to the internet. Therefore, it is proposed that from May 2015, Members will be required to access Council systems using their own ICT device(s), rather than using a standard device provided by the Council. This provides the following advantages for Members:

- Members can use a device or devices of their choice in line with their individual needs
- Members will not need to use different technology for their personal use to the devices they use when working on Council business
- Members can upgrade their technology at a time of their choosing

2.2 Laptops that are currently being used by Members will be transferred to them at no cost, if Members wish to continue using them. The devices are still perfectly serviceable but have been fully depreciated and have no financial value to the Council. Proprietary software loaded on the laptops, such as Microsoft Word, will be removed as the software license cannot be transferred. However, Members will be able to access word and other software applications by logging on to Council systems. Alternatively, the ICT Team will support Members who wish to download free software, such as Open Office, onto their local devices. It is recommended that Members who do not seek re-election or who stand but are not re-elected be asked to return their Council laptops so that a sufficiently large stock will exist to transfer these devices to any new Members who wish to use them post May 2015.

2.3 The only stipulation that will be imposed upon Members is that each device they use to access Council systems must be authenticated by the network using a security certificate. This is a requirement that is required to comply with Public Services Network security rules, but it is also best practice recommended by the Information Commissioner.

The process of authenticating a device and adding a security certificate is non-invasive and can be achieved following an exchange of e-mails.

### 3.0 Using Systems Flexibly

3.1 Members will be free to access systems in a variety of ways under these proposals. If Members wish to continue receiving e-mails using Web-Outlook, this service will still be available. Alternatively Members may wish to receive e-mail on their phone or on their tablet, in which case there is an option to push (actively synchronise) e-mail to these devices so they are received without having to log-on to systems. Finally Members can choose to log in to the new Hosted Desk Top on the Council network to access e-mail and other ICT Services for Members that are being developed. For example, the ICT Service is seeking to establish an electronic filing area for Members on the Council's network which will represent a more secure way of storing information and ensuring that it is regularly backed up.

### 4.0 ICT Support for Members

4.1 Members, as well as officers, are able to contact ICT via the ICT Service Desk, available by telephone from 8am to 6pm Monday to Friday. The Service Desk will also be available on-line once the new IT Service Desk IT system has been implemented later on this year. There should always be someone available to provide support to Members on the Service Desk during supported hours and often they will be able to deal with issues straightaway over the phone. The Team's ability to do this is monitored and performance managed. However, from time to time, there will be issues that cannot be dealt with immediately by the Service Desk. In these circumstances it is proposed that all issues or enquiries from Members be passed on to a new Team with specific responsibility for providing operational support to Members in both Councils. This responsibility will form part of the officers' roles. No new staff will be employed for this team to be established.

4.2 The Members' Support Team will comprise:

- The ICT Services, Security and Standards Manager
- Two of the Technical Support Engineer staff to be appointed as part of the forthcoming restructuring of the ICT Service

4.3 All day to day Member support issues will be overseen on a day to day

basis by the ICT Services, Security and Standards Manager. He is a manager of long standing with experience of working with Members. He currently provides Member induction training at Stevenage Borough Council and has recently provided the same service to the new Councillor at East Herts. He is currently working with the Member Working Party looking at the induction of new Members and coordinating the roll out of the new hosted desktop to members in both Councils. He will act as the initial point of contact with Members as well as the point of escalation if they are unhappy with the service being received.

- 4.4 The ICT Services, Security and Standards Manager will be supported by two experienced Technical Support Engineers. These staff will do most of the day to day work with individual Members to help them get up and running with new technology and to support them if they experience difficult on-going support issues. A group of three staff have been selected to try and achieve the right balance between developing continuity and a strong personal service for Members with the need to ensure there is sufficient capacity available and resilience in the support model.
- 4.5 General advice provided to Members by the ICT Service will include the following subjects:
- Purchasing new technology – staff from the Members' Support Team staff will spend time with individual members to understand how they wish to use technology and to provide them with access to up-to-date information about solutions that will suit them
  - Advice on free software that is available
  - Options and advice on how to access broadband including solutions for Members' who live in rural areas where high speed broadband is not available. This will include advice on how to use mobile telephone networks to get on-line and Smartphone tethering
- 4.6 A key focus for the Members Support Team will be to work with Members to ensure that they are set up properly with their new ICT from the outset. With this in mind, the members Support Team will provide Members with guidance that explains how to access their new hosted desktop from a range of devices. This guidance will include screens shots and step by step help on how to download the client software on to Members own equipment. The Members Support Team will also assist Members with this process if Members request or need this support. In the first instance support will be provided over the

phone but where Members are using mobile devices then these can be brought into any Council office for configuration by appointment. The Team may also be called upon to visit Members at home if they experience problems with their home PC, although it is envisaged that this is a service the team will only be called upon to provide quite rarely. The Members Support Team are there to provide a safety net for Members who wish to try and learn how to set up their own equipment, as well as to provide direct support to those Members who just want to get up and running with their technology as soon as possible.

4.7 From time to time IT systems will fail. The Members Support Team will do what they can to try and help Members if they experience problems with their equipment. The support team or Service Desk Team will:

- Try and diagnose issues. In some cases, the Team may be able to resolve the issue themselves. On other occasions, where for example there is hardware failure, or software is malfunctioning, the team may need to advise Members to contact the supplier of the equipment to remedy the fault
- Shadow Members remotely. IT staff will set up systems to allow, with Members' consent, access to a Member's computer remotely to try and diagnose issues. This should allow staff to support Members with problems with their home PC, provided they are able to gain access to the internet

4.8 Staff will be able to remedy the following types of problem directly:

- Configuration changes to devices (for example recommending or applying changes to settings)
- Upgrading key components on the device (for example recommending or upgrading web browsing software)

4.9 Staff will not be able to deal with issues relating to hardware failure on devices as typically these require components to be replaced or by trying to remedy issues the intervention by IT staff might invalidate warranties on the devices. In these cases staff will attempt to recommend the next course of action to Members. This might include returning the device to the manufacturer or signposting Members to local companies that can carry out repairs. Finally staff will not be able to support Members experiencing problems with their IT where the problems do not relate to their work as Councillors.

4.10 It is proposed that all the ICT support services provided to Members be set out in a ICT Service Catalogue for Members. This will include:

- The ICT Services provided to Members
- The list of IT systems that Members are able to access, together with a description of these systems and links to further information about them
- An explanation of how to access the IT service
- An overview of the security that is in place to protect Members and their data

Once a catalogue has been produced there will be clarity for Members regarding the services they can expect to receive. The catalogue also provides a starting point should Members wish to discuss making changes to services.

#### 5.0 Arrangements for Reviewing the Policy and for Supporting Members until May 2015

5.1 As stated earlier in this report Members' have a range of different ICT needs and exhibit a full range of ICT skills. While there may be some Members who are apprehensive about these proposals there will be others eager to benefit straightaway. It is, therefore, intended that the Members Support Team be put in place as soon as possible, following the forthcoming restructuring of the ICT Service, and that they fully support Members who wish to use their own equipment to access ICT systems now. A particular benefit of taking this approach will be to fully test the resilience of the proposed support model before May 2015 when the remainder of the Members come on board with the new arrangements.

5.2 Once the new support arrangements have been put in place formally, it is suggested that they be reviewed with input from Members to iron out any remaining issues causing problems. The timescale for the review should remain flexible at this stage as it may depend upon the level of feedback both positive and negative received from Members once the new system goes live.

5.3 Finally, while this report sets out arrangements that should work well for almost all Members, the policy and support arrangements should not be regarded as set in stone, except where they cover arrangements to provide security or safeguard data. The spirit of this report is that officers wish to support all Members to maximise the benefits they

receive from using IT systems. To this end, a common sense view will be taken in interpreting this policy and in considering support requirements going forward.

## 6.0 Implications/Consultations

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

## Background Papers

None

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## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives	<i>People</i> – Fair and accessible services for those that use them and opportunities for everyone to contribute Providing Members with IT support to assist them to fulfil their roles as community leaders.
Consultation:	The proposals set out in this report have been discussed in detail with the Member Working Party looking at Member Induction following the 2015 elections.
Legal:	There are no legal implications.
Financial:	There are no financial implications.
Human Resource:	There are no HR implications.
Risk Management:	There are no significant risks arising from these proposals.
Health and wellbeing – issues and impacts:	There are Health and wellbeing issues or impacts.

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## EAST HERTS COUNCIL

THE EXECUTIVE – 5 AUGUST 2014

REPORT BY THE EXECUTIVE MEMBER FOR FINANCE

GENERAL FUND REVENUE AND CAPITAL OUTTURN 2013/14

WARD(S) AFFECTED: All

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### **Purpose/Summary of Report**

- To advise the Executive on the General Fund Revenue Outturn for 2013/14 and provide explanations for significant variances against the approved Estimates.
- To advise Members of the financing arrangements for the 2013/14 Capital Outturn and the planned financing of the updated 2014/15 capital budget allowing for the approved slippage from 2013/14.

<b><u>RECOMMENDATIONS FOR EXECUTIVE: that:</u></b>	
<b>(A)</b>	<b>the General Fund Revenue Outturn for 2013/14 be approved;</b>
<b>(B)</b>	<b>the level of Reserve Balances at 31 March 2014 as set out within the report, be noted;</b>
<b>(C)</b>	<b>the Capital outturn for 2013/14 be noted; and</b>
<b>(D)</b>	<b>the Capital Programme for 2014/15 be noted.</b>

### 1.0 Background

- 1.1 When the Council's General Fund estimates for 2013/14 were approved it was anticipated that the total net expenditure before Government Grant and prior to use of balances, would amount to £14.819m. A net appropriation to reserves of £108k was anticipated.

1.2 In year budget monitoring and consequent actions have sought to deliver the spending plans approved by Council. Members will be aware, however, from the March 2014 Healthcheck report that a significant favourable variance was predicted of £1.048 million for the reporting period to March 2014(Executive minute reference 41).

## 2.0 Report

2.1 The final outturn for the year (which is still subject to audit and as detailed in the Draft Statement of Accounts presented to Audit Committee on 16<sup>th</sup> July 2014) resulted in comparable net expenditure of just over £13.772 million representing a favourable position of £1.047 million for net operating expenditure.

2.2 This position is attributed to the following factors:

	<u>£000's</u>
Service variations identified in March 2014 Healthcheck (Minute 41). Favourable	1,048
Investment interest variation to that reported in March 14 Health check. Favourable	133
Total of all other minor variances to that reported in March 2014 Health check. Favourable	265
Housing Benefit Subsidy: additional income due to reduction in Overpayment penalties. Favourable	457
Supplies, services and transport costs underspend additional to that reported in March 2014 Healthcheck. Favourable	152
Payment of Pension Deficit lump sum. Adverse	-1,008
<b>2013/14 Net Operating Expenditure Favourable Variance</b>	<b><u>1,047</u></b>

- 2.3 In addition to the service outturn detailed at paragraphs 2.1 and 2.2, the Council received an additional £1.369 million in funding under the Non Domestic Rate Retained income regime.
- 2.4 The Executive should note that the variances shown exclude capital charges in relation to Capital Expenditure, which has been reported through the Healthcheck process. The Executive will recall that these charges have no direct impact upon either the level of Council Tax or use of balances.
- 2.5 The variances shown also exclude any changes in Divisional and Support Service allocations against individual service headings as these have a neutral effect overall.
- 2.6 The final outturn position for the year has resulted in £2.308 million net being added to the Council's overall reserve balances, compared to the £108k planned net use of reserves anticipated when the original estimate was approved, a variation of £2.416 million.
- 2.7 Significant appropriations to reserves reported in the final accounts include:
- An appropriation of £1.369 million to the Government Funding Risk Reserve reflecting additional funding received in 2013/14 under the new NDR regime and
  - £916k to the NHB (New Homes Bonus) Priority Spend Reserve. Both appropriations are in line with Council decisions approved as part of the budget report to Executive on 4 February 2014.
- 2.8 Any ongoing implications of last year's variances will be taken into account in future financial planning. Further scrutiny of the areas identified will take place as part of the 2015/16 integrated financial and service planning process.
- 3.0 Reserves/Balances
- 3.1 Council is generally well placed with regard to establishing appropriate Earmarked Reserves and Balances.
- 3.2 The Executive meeting on 4 February 2014 confirmed existing arrangements for retaining various earmarked reserves as well as various planned appropriations in support of the MTFP. Decisions have also been taken during the year as part of the healthcheck

process. A further review of existing reserves will be undertaken as part of the forthcoming budget round.

- 3.3 Members will be aware of potential budgetary risks facing the Council in the medium term, arising from changes to the Government's funding regime, which were identified in the February budget report. The new Government Funding Risk Reserve will facilitate managing the volatility of funding streams (in particular NDR) in the medium term (see 2.10 above).
- 3.4 The following tables show the appropriations during the year together with the level of funds which will be available at 31 March 2014:

General Fund Balance

	£000's
Balance 1.4.13	3,854
Contribution to/ (from) in year	-
Balance 31.3.14	<u>*3,854</u>

\* Includes an accumulated surplus of £79k in respect of the Council's Building Control Trading Account.  
The current MTFP anticipated a balance of £3.85m at 31 March 2014.

<u>General Reserve</u>	£000's
Balance 1.4.13	4,255
Contribution from Reserve 2013/14	(14)
Balance 31.3.14	<u>4,241</u>

The current MTFP anticipated a balance of £4.127 million at 31 March 2014. The balance at 31 March 2014 does not reflect any provision for carry forward the approval of which is subject to the Council's financial regulations.

## Earmarked Reserves

	Balance 01.4.13 £'000	Appropriations 2013/14 £'000	Balance 31.3.14 £'000
Interest Equalisation reserve	1,683	574	2,257
Insurance Fund	10	0	10
Emergency Planning reserve	37	0	37
VAT - Partial Exemption reserve	145	0	145
Service Improvement Fund	610	0	610
LDF / Green Belt Review reserve	813	(80)	733
Housing Condition Survey reserve	65	14	79
Council Elections reserve	25	25	50
LABGI Reserve	99	(5)	94
Leisure utilities / pension reserve	240	42	282
Restructure Fund	33	0	33
Performance Reward Grant reserve	62	(32)	30
Pension Strain Costs Reserve	0	0	0
Waste Recycling – Income volatility	275	0	275
Footbridge over River Stort	150	0	150
Cost of Change Reserve	1,127	0	1,127
DCLG Preventing Repossessions	30	0	30
Environmental Pollution	54	(40)	14
Waste & Recycling Reserve	461	(461)	0
NHB Priority Spend Reserve	133	916	1,049
Government Funding Risk Reserve*	0	1,369	1,369
Total	<u>6,052</u>	<u>2,322</u>	<u>8,374</u>

\* New reserve approved to be established February 2014

The combined total of the General Fund Balance and General Reserve adjusted for the accumulated Building Control trading surpluses (£79k) amounts to £8.095 million. This exceeds the upper limit determined in accordance with the Council's current reserve strategy. It is intended, therefore, to review the position further as part of the 2015/16 budget strategy and MTFP update.

### 4.0 Capital

- 4.1 Details of the capital outturn for the year have been reported to the Executive on 3 June 2014 as part of the Healthcheck process.
- 4.2 The outturn of £4.5m represented just over 91% of the adjusted budget for the year (including slippage from 2012/13) of £4.941 million.

4.3 The financing of the £4.5 million has been determined as follows:

	£000's
Internal borrowing	1,887
Third Party Contributions	614
Government Grant	237
Capital Receipts	1,737
Revenue Contribution	25
Total Capital Resources	<u>4,500</u>

4.4 Taking into account the 'slippage' of £334k recommended to be carried forward at the Executive meeting on 3 June 2014 and other profiling/amendments approved through the Healthcheck process, the revised Capital Programme for 2014/15 now totals £4.157 million (after re-profiling adjustment of £250k).

The planned financing of this year's programme is now:

	£000's
Capital receipts	2,320
Third Party Contributions	155
Government Grant	240
Internal Borrowing	1,417
Revenue Contribution	25
Total Capital Financing	<u>4,157</u>

4.5 As previously reported a substantial proportion of future capital programme spend will be financed by "internal borrowing" (effectively through disinvestment).

#### 5.0 2013/14 Annual Statement of Accounts

5.1 Regulations now require the Council's Annual Statement of Accounts to be approved by Members after the annual audit has taken place. Approval and publication must take place by 30 September following the relevant accounting year. The Council's Constitution delegates the scrutiny and approval of the accounts to the Audit Committee. The Accounts are required however to be signed by the Council's Section 151 Officer by 30 June following the relevant accounting year. In order to adopt best practice the Accounts have been submitted to the Audit Committee on 16 July 2014 in order to give the Committee

an early opportunity of viewing the (unaudited) accounts. Members should also note that in the wider interest of transparency and public accountability the unaudited accounts are also available on the Council's website.

## 6.0 Implications/Conclusion

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

## Background Papers

None

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## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives (delete as appropriate):	<p><b>People – Fair and accessible services for those that use them and opportunities for everyone to contribute</b></p> <p>This priority focuses on delivering strong services and seeking to enhance the quality of life, health and wellbeing, particularly for those who are vulnerable.</p> <p><b>Place – Safe and Clean</b></p> <p>This priority focuses on sustainability, the built environment and ensuring our towns and villages are safe and clean.</p> <p><b>Prosperity – Improving the economic and social opportunities available to our communities</b></p> <p>This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic opportunities and delivering cost effective services.</p>
Consultation:	Internal only regarding service outturn narrative.
Legal:	<i>None.</i>
Financial:	The financial implications are set out within the report.
Human Resource:	None.
Risk Management:	No direct risks arise from the report. The Council's financial position is subject to Audit.
Health and wellbeing – issues and impacts:	None.

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