



**MEETING** : EXECUTIVE  
**VENUE** : COUNCIL CHAMBER, WALLFIELDS, HERTFORD  
**DATE** : TUESDAY 7 FEBRUARY 2017  
**TIME** : 7.00 PM

## **MEMBERS OF THE EXECUTIVE**

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

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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.)

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### **Public Attendance**

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

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

### **Audio/Visual Recording of meetings**

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## AGENDA

1. Apologies

*To receive apologies for absence.*

2. Leader's Announcements

*To receive any announcements.*

3. Minutes

*To approve the Minutes of the meeting held on 6 December 2016 (previously circulated in Council agenda of 14 December 2016).*

4. Declarations of Interest

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

5. Budget Report and MTFP 2017/18 – 2020/21 (Pages 7 - 100)

6. Treasury Management Strategy Statement 2017/18 (Pages 101 - 140)

7. Hertford Urban Design Strategy (Pages 141 - 148)

8. Discretionary Growth Business Incentive Scheme (Pages 149 - 158)

9. Old River Lane Project Governance Structure (Pages 159 - 172)

*Note - Essential Reference Paper 'E' contains exempt information as defined by paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 and has, therefore, been withheld from the press and public.*

10. Hertford Conservation Area Appraisal and Management Plan (Pages 173 - 388)

## 11. 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.*

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## EAST HERTS COUNCIL

EXECUTIVE – 7 FEBRUARY 2017

BUDGET REPORT AND MTFP 2017/18 – 2020/21

REPORT BY THE HEAD OF STRATEGIC FINANCE AND PROPERTY

WARD (S) AFFECTED: All

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### Purpose/Summary of Report:

- This report sets out proposals for Council decisions on the following:
  - The 2016/17 revenue budget forecast
  - The 2017/18 revenue budget
  - The 2017/18 Schedule of Charges
  - The 2016/17 (revised) to 2020/21 Capital Programme
  - The Medium Term Financial Plan 2017/18 – 2020/21
  - The Council's Reserves

<b><u>RECOMMENDATIONS FOR COUNCIL:</u> that:</b>	
<b>(A)</b>	<b>the comments of the Joint Meeting of Scrutiny Committees be received;</b>
<b>(B)</b>	<b>the forecast 2016/17 underspend transfer to the Transformation Reserve, as now detailed at paragraph 4.11, be approved;</b>
<b>(C)</b>	<b>the 2017/18 Revenue Budget, including:<ul style="list-style-type: none"><li>• Budget Savings and Growth, set out in Section 6, paragraph 6.2</li><li>• Contingency Budget, set out in Section 8, paragraph 8.3</li><li>• Use of Earmarked Reserves, set out in Section 9</li><li>• Consideration of the advice from the Section 151 Officer on the level of reserves and the robustness of the forecasts in setting the budget as required by Section 25 of the Local Government Act 2003 (section 15)</li></ul>be approved;</b>

(D)	the proposed 2017/18 Schedule of Charges, as detailed at section 7, be approved;
(E)	the East Herts Council element of the Council Tax Demand, as detailed in paragraph 11.4, be approved;
(F)	the Capital Programme for the period 2015/16 (Revised) to 2019/20, the funding of the programme and the consequential revenue budget implications as set out in section 12, be approved;
(G)	the Medium Term Financial Plan covering 2016/17 (Revised) to 2020/21 as set out in section 13, be approved; and
(H)	the Reserves Policy as set out in Section 14, be approved.

## 1 BACKGROUND

- 1.1 This report sets out the revenue and capital budget proposals for Council to approve. In particular attention is drawn to section 6 and **ERP F** which contain details of savings and growth proposals.
- 1.2 The council's revenue budget comprises five major 'building blocks' as follows:
- **Net Cost of Services:** These are the direct costs incurred by the council in delivering services through the three Directorates, less any specific income generated.
  - **Corporate Budgets:** These are costs incurred and income received by the council that are not service specific, e.g. Pension Fund deficit contributions, interest income and payments. Also included in this heading are the Contingency and New Homes Bonus Priority Spend budgets which are not allocated to specific services at the beginning of the financial year.
  - **Contributions to/from Reserves:** This represents funding within the revenue Budget from Earmarked Reserves, which have been allocated to fund specific purposes. The impact of the use of Reserves is a reduction in the total income demand on Council Taxpayers. Reserves are, however, a finite source of funding and their use should represent value for money.
  - **Sources of Funding:** These income budgets are general and

non-service specific income sources. They include funding from Central Government and Non-Domestic Rate income.

- **Council Tax:** This income is also a general and non-service specific source of income. Only once budgets have been prepared for the other 'building blocks' have been established can the amount required from Council Tax be calculated, known as the 'Demand on the Collection Fund'.

- 1.3 In setting the budget for 2017/18 and the MTFP for future years, consideration has been given to the high degree of uncertainty and therefore risk in determining Local Government funding levels. Whilst the national economy has exceeded expectations since the EU referendum vote the forecast over the period of the MTFP is uncertain.
- 1.4 The Chancellor of the Exchequer published the Spending Review 2016 and Autumn Statement on 23 November 2016 which set out the Government's spending plans for the period 2017/18 to 2019/20.
- 1.5 The Chancellor announced that the government has abandoned its commitment to reduce public sector net borrowing to a surplus by the end of this Parliament. It is now planning for a deficit of £21.9bn in 2019/20, compared to the surplus of £10.4bn planned for at Budget 2016, an increase in public sector net borrowing for 2019/20 of £32.3bn.
- 1.6 The Chancellor announced a new draft Charter for Budget Responsibility, with three new fiscal rules:
  - Borrowing should be below 2% by the end of this Parliament;
  - Public sector net debt as a share of GDP must be falling by the end of this Parliament;
  - Welfare spending must be within a cap, set by the government at Autumn Statement 2016 and monitored by the Office for Budget Responsibility (OBR).
- 1.7 The main points from the Ministerial statement on the Local Government settlement were as follows:
  - Core Spending Power will be increased from £43.6bn in 2016/17 to £44.7bn for 2019/20;
  - A Council Tax referendum limit of 2.0% will be maintained for upper tier councils and for district councils increases of less

than 2% or up to and including £5 (whichever is higher) will not be subject to a referendum;

- The annual Social Care Precept of 2% can be applied at 3% in 2017/18 and 2018/19 subject to a maximum of 6% across the period 2017/18 to 2019/20;
- New Homes Bonus grant allocations will be reduced following consultation earlier in the year by DCLG in order to redirect funds towards social care costs.
- 97% of councils applied for a four year Settlement.

- 1.8 The position of East Herts following the Autumn Statement and the publication of the provisional Local Government finance settlement is within the assumptions made in the Medium Term Financial Plan.
- 1.9 East Herts accepted the offer of a four year settlement and the figures released in the 2017/18 settlement match those proposed under the four-year deal. There is no change to the amount of Revenue Support Grant we will receive (£351k in 2017/18 and nothing thereafter).
- 1.10 The impact on funding sources as a result of the provisional settlement is covered in later sections of this report.
- 1.11 The Finance and Business Planning process undertaken over the past few months by the Leadership Team has prepared plans to meet the financial challenges over the period of the Medium Term Financial Plan. This process has allowed engagement and consultation with Members on these proposals, aligning the budget and service plans to the delivery of outcomes over a four-year period.
- 1.12 This report has been prepared having particular regard to the following reports and statutory returns:
  - Calculation of the Council Tax Base; report to Council on 14 December 2016;
  - Non Domestic Rates Calculation 2016/17; statutory return to DCLG by 31 January 2017;
  - Treasury Management Strategy and Annual Investment Strategy 2017/18; report to Audit and Governance Committee on 25 January 2017.

## 2 REPORT

2.1 The report contains the following sections and Essential Reference Papers:

REPORT SECTIONS:	
3	Summary of key budget proposals
4	2016/17 Revenue Budget: Forecast outturn: <ul style="list-style-type: none"><li>• Net Cost of Services</li><li>• Corporate Budgets</li><li>• Contributions to/from Reserves</li><li>• Sources of Funding (incl. Council Tax)</li><li>• Overall forecast outturn position</li></ul>
5	2017/18 Revenue Budget: Net Cost of Services
6	2017/18 Revenue Budget: Growth and Savings
7	2017/18 Revenue Budget: Schedule of Charges
8	2017/18 Revenue Budget: Corporate Budgets
9	2017/18 Revenue Budget: Contributions to/from Reserves
10	2017/18 Revenue Budget: Sources of Funding
11	2017/18 Revenue Budget: Council Tax Demand
12	Capital Programme 2016/17 (revised) to 2020/21
13	Medium Term Financial Plan
14	Review of the Council's Reserves
15	Advice from the Section 151 Officer

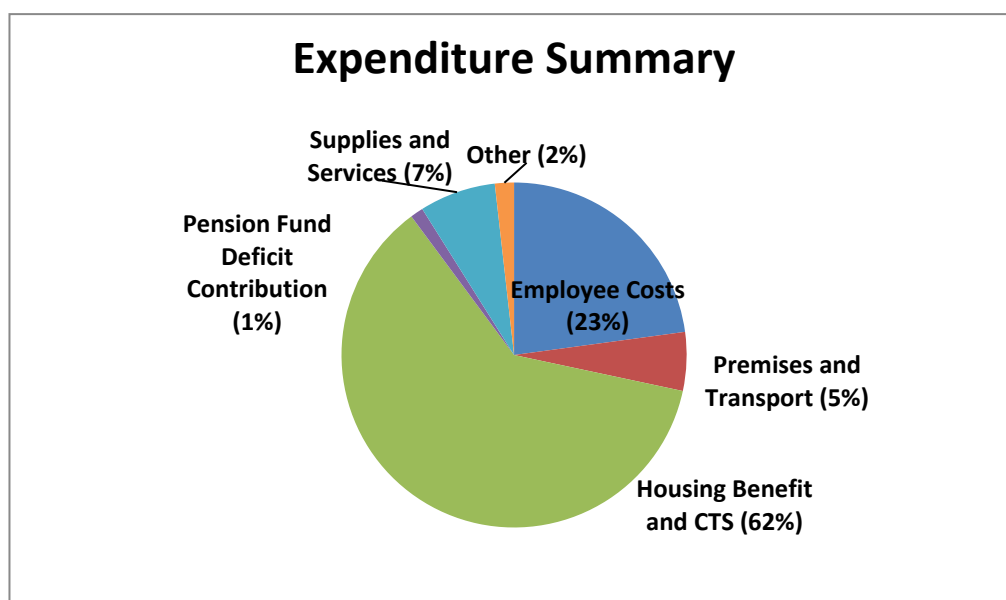
## ESSENTIAL REFERENCE PAPERS:

A	Implications/Consultations
B	Medium Term Financial Plan
C	Key variances from the 2016/17 budget
D	Budget movement 2016/17 to 2017/18
E	Pay and price assumptions in the MTFP
F	Revenue budget growth and savings proposals
G	Schedule of Charges for 2016/17
H	Capital Programme 2015/16-2019/20
I	Capital Programme Funding Statement
J	The Council's Reserves Policy and forecast position
K	Stress Test: Financial Risks facing the Council
L	Glossary of financial terminology

### 3 SUMMARY OF KEY BUDGET PROPOSALS

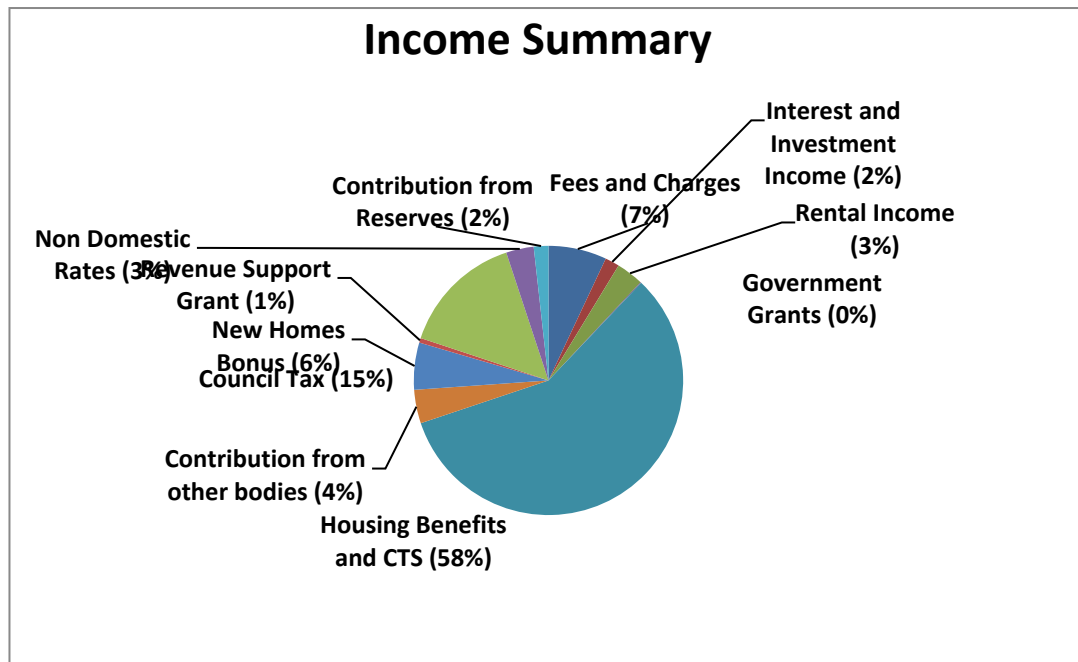
- 3.1 This budget report contains proposals for a gross revenue expenditure budget of £57.1m.
- 3.2 An analysis of the gross expenditure is shown below in Chart 1:

***Chart 1: Gross Expenditure Budget 2017/18***



3.3 An analysis of the funding for the revenue budget is shown below in Chart 2:

**Chart 2: Funding sources for the Revenue Budget**



3.4 The key themes of the budget for 2017/18 to 2020/21 found in this report can be summarised by the following statements:

- A 2% increase to the East Herts element of the Council Tax demand for 2017/18 with a further 2% increase per year to 2020/21.
- Investment in some key services
- Continued investment in capital schemes on a rolling basis in order to improve our assets and IT infrastructure reducing running costs in the long term.
- Consideration of the impact our fees and charges have on local taxpayers by minimising increases whilst at the same time ensuring our charging policies are adhered to.
- Ensuring that budget proposals are financially prudent, sensible and sustainable and represent value for money for local taxpayers.

## 4 2016/17 REVENUE BUDGET: FORECAST OUTTURN

- 4.1 **Overall forecast outturn position:** The council is forecast to underspend in 2016/17 by £338k. This is predominantly made up of revenue overspends of £968k and other budget movements of £1,306k as shown in Table 1 below.

**Table 1: 2016/17 Forecast outturn**

	ORIGINAL BUDGET 2016/17 £'000	FORECAST OUTTURN £'000	VARIANCE £'000
Chief Executive & Directors	466	429	(37)
Communications, Strategy & Policy	1,165	1,154	(11)
HR & Organisational Development	469	481	12
Strategic Finance & Property	1,445	1,842	397
Housing & Health	2,407	2,541	134
Democratic & Legal	1,102	1,199	97
Planning & Building Control	1,044	1,367	323
Operations	4,490	4,625	135
Shared Revenues & Benefits Service	273	172	(101)
Shared Business & Technology Service	1,298	1,317	19
<b>Total Net Cost of Services</b>	<b>14,159</b>	<b>15,127</b>	<b>968</b>
Contingency Budget	150	14	(136)
Contributions to reserves	1,227	492	(735)
Contributions (from) reserves	(1,874)	(1,734)	140
Collection Fund Deficit (Funded from Reserve)	917	360	(557)
Investment Income	(902)	(920)	(18)
<b>TOTAL:</b>	<b>13,677</b>	<b>13,339</b>	<b>(338)</b>

### **Net Cost of Services:**

- 4.2 The forecast outturn figures in this report have been prepared using information collated during the October Healthcheck budget monitoring process. Heads of Service, in partnership with finance colleagues, have produced a forecast outturn each month, refining this forecast as the year has progressed.
- 4.3 Overall the forecast outturn for the Net Cost of Services is higher than the original budget approved by Council in February 2016 by £968k (6.8%).
- 4.4 Significant variances between the original budget and forecast outturn that have occurred so far during 2016/17 are listed in **Essential Reference Paper C**. These variances have also been reported through the Healthcheck process.
- 4.5 The salaries budget of £13.059m is the largest controllable budget heading within the Net Cost of Services; this includes funding of £391k from earmarked reserves, additional income and government grants. The forecast outturn salaries position is £221k overspent of which £57k has approved funding from reserves (total reserve funding of £448k).
- 4.6 The Medium Term Financial Plan included an assumption of a 1% pay increase in 2016/17. This pay award was included in 2016/17 salary budgets.
- 4.7 The 2016/17 original budget did not include an adjustment for the Leadership Team restructure. The resultant in year saving of £177k is being used to fund restructuring costs which currently total £317k. The additional costs over and above £177k will be funded from the Transformation Reserve, not included in the figures in Table 1.

### **Corporate Budgets:**

- 4.8 The forecast outturns for these budgets are included within the Medium Term Financial Plan shown in **Essential Reference Paper B**. The commentary that follows only considers those budgets that have changed during the financial year.
- 4.9 DCLG Transition Grant: This is a grant awarded by DCLG as part of the 2016/17 financial settlement to help ease the impact of the transition to local funding, £120k will be received in both 2016/17 and 2017/18.
- 4.10 The use of Earmarked Reserves and the General Reserve are documented in Table 2 below:

**Table 2: Use of Reserves in 2016/17**

	Balance at 1/04/2016 £'000	Planned use 2016/17 £'000	Forecast balance at 31/03/2017 £'000
General Reserve	1,189	-	1,189
Interest Equalisation Reserve	1,514	(300)	1,214
Local Development Plan	399	(150)	249
Housing Condition Survey	71	4	75
Elections Reserve	5	22	27
Performance Reward Grant	10	(10)	-
Transformation Reserve	2,402	(568)	1,834
Preventing Repossessions	28	(10)	18
NHB Priority Fund Reserve	3,551	179	3,730
Collection Fund Reserve	483	(60)	423
DEFRA Flood Support for local businesses	37	(37)	-
Commercial Property Fund	1,271	(30)	1,241
Neighbourhood Planning Grant	65	(35)	30
IER Grant	34	(11)	23
Traffic Regulation Order Consolidation	5	(5)	-
MTFP Transitional Funding Reserve	-	120	120
<b>TOTAL:</b>	<b>11,064</b>	<b>(891)</b>	<b>10,173</b>

- 4.11 It is recommended that the forecast underspend for 2016/17, plus any changes to this position at year-end, are transferred to the Transformation Reserve.

## **5 2017/18 REVENUE BUDGET: NET COST OF SERVICES**

- 5.1 The revenue budgets for 2017/18 have been prepared jointly by Heads of Service and budget holders in partnership with Strategic Finance.
- 5.2 As part of the Finance and Business Planning process Strategic Finance have worked with budget holders to identify and remove any contingency amounts contained within 2016/17 budgets.
- 5.3 Salary budgets are prepared on a zero-based approach, best described as starting from scratch. The budget for each employee has been adjusted to take into account an assumed 1% pay increase

(subject to national negotiation).

- 5.4 The 2017/18 budget for Net Cost of Services is £14.607m. This is a £448k increase compared to the 2016/17 original budget, the movement from the 2016/17 budget to 2017/18 budget is shown in **Essential Reference Paper D**.
- 5.5 The budgets shown above do not include internal recharges of Divisional and Support Costs required by the CIPFA Service Reporting Code of Practice (SerCOP) nor do they include capital charges.
- 5.6 Internal recharges of central support services such as Human Resources, Strategic Finance and IT to the end users of the service are a reapportionment of costs which have a nil impact on the Net Cost of Services but allow the calculation of the total cost of provision of services including overhead costs.
- 5.7 Capital charges are notional charges for the use of capital assets which are required for the annual Statement of Accounts but which do not require a source of funding. These charges will be calculated and included in the budget book before the start of the 2017/18 financial year.
- 5.8 Salary budgets: The total salary budget is £12.755m for 2017/18. The following assumptions and key movements have been incorporated into the figures:
- A 2% vacancy factor is included in salary budgets, with a value of £256k, to take into account savings made through vacant posts and staff turnover. This is consistent with the vacancy factor applied in 2016/17.
  - National Insurance contribution rates are included at the following rates: pay up to £8k at 0%; pay between £8k and £40k at 10.4%; pay of £40k and over at 13.8%.
  - Employer's Pension Fund contributions have increased from 16.6% to 19.0% as a result of the triennial Pension Fund valuation completed in 2016/17. Salary budgets have been adjusted to include the increased cost of £222k in 2017/18. This will be funded from the General Reserve in 2017/18 and added to the base budget requirement from 2018/19 onwards.
  - Included in the total salary budget are posts funded through use of reserves and increased income totalling £348k.

- 5.9 Growth and Savings Proposals that have been included in the preparation of the 2017/18 Budget for Net Cost of Services are described below in Section 6 of the report.
- 5.10 Price inflation: The 2017/18 budgets have been prepared according to the inflation assumptions shown in **Essential Reference Paper E**.

## **6 2017/18 REVENUE BUDGET: GROWTH AND SAVINGS**

- 6.1 **Essential Reference Paper F** shows the revenue budget growth and savings proposals for 2017/18. These proposals have been submitted by Heads of Service in consultation with the appropriate Portfolio Holder.
- 6.2 There are growth proposals totalling £863k and savings proposals totalling £1,591k. The net impact of these proposals are savings of £728k.

## **7 2017/18 REVENUE BUDGET: SCHEDULE OF CHARGES**

- 7.1 The proposed Schedule of Charges for 2017/18 is set out in **Essential Reference Paper G**.
- 7.2 The fees and charges budgets included in the 2016/17 Net Cost of Services totalled £1.885m. An overall increase of 2.5% across all fees and charges budgets is assumed in the MTFP resulting in 2017/18 assumed fees and charges budgets of £1.932m. The fees and charges budgets proposed for 2017/18 total £1.947m resulting in a favourable position in the MTFP.
- 7.3 As part of the Finance and Business Planning process, Heads of Service and budget holders were asked to carefully assess their fees and charges budgets, in particular to ensure that where the charging basis is 'cost recovery' that costs are actually recovered by the income received.
- 7.4 The impact of Council approving the proposed Schedule of Charges will result in a total fees and charges budget of £1.947m as detailed in Table 6.

**Table 6: Changes to fees and charges budgets 2017/18**

	Fees & Charges Budget 2016/17 £'000	Impact of Changes in Volume £'000	Impact of proposed fees & charges £'000	Fees & Charges Budget 2017/18 £'000
Hertford Theatre	(160.0)	4.0	-	(156.0)
Residents Parking	(104.3)	(4.5)	-	(108.8)
Parking Season Tickets	(62.5)	(1.5)	(16.8)	(80.8)
Waste Collection	(775.0)	(7.0)	(19.6)	(801.6)
Pest Control	(39.2)	1.2	(1.2)	(39.2)
Markets	(73.0)	1.0	(0.4)	(72.4)
Licences Environmental Health	(16.4)	-	(0.4)	(16.8)
Environmental Health Promotions	(3.0)	-	(0.1)	(3.1)
Hackney Carriage licences	(139.6)	-	(3.5)	(143.1)
Hostels	(120.0)	-	-	(120.0)
Bed & Breakfast	(10.0)	(5.0)	(0.4)	(15.4)
Development & Building Control	(80.0)	(26.0)	(14.0)	(120.0)
Land Charges	(272.5)	32.5	-	(240.0)
Legal Fees	(30.0)	-	-	(30.0)
<b>TOTAL:</b>	<b>(1,885.5)</b>	<b>(5.3)</b>	<b>(56.4)</b>	<b>(1,947.2)</b>

NB: Income budgets are shown as negative values in brackets

## **8 2017/18 REVENUE BUDGET: CORPORATE BUDGETS**

- 8.1 New Homes Bonus Priority Spend Fund: Current Council policy is to allocate 25% of New Homes Bonus grant received to be used for in-year Member-led economic development initiatives. The amount to be allocated in 2017/18 is £890k. This amount will be transferred to the Priority Fund Reserve and drawn down during the year as required.
- 8.2 New Homes Bonus grant payment to Parish and Town Councils: Current Council policy, as agreed in 2011/12, is to transfer 25% of the New Homes Bonus grant received to Parish and Town Councils to contribute to local projects and initiatives. The amount to be allocated in 2017/18 is £890k, a decrease of £11.5k (1.2%) in comparison to 2016/17.
- 8.3 Contingency Budget: It is proposed that the contingency budget is set at £150k for 2017/18 and future years within the MTFP. This is in line with the 2016/17 allocation and at 1% of Net Cost of Services is considered prudent.
- 8.4 Interest payments: There are fixed payments of £662k against two loans which have been included in the MTFP remaining unchanged

from 2016/17 to 2019/20. The two loans were taken out in 1995 with £1.5m being a PWLB loan and £6m being a club loan which was issued to a number of local authorities and funded by institutional investors. The £6m club loan falls due in 2020. There will be no change to interest payments until 2020/21 when the club loan is due for repayment. Repayment of this loan will result in a part year reduction in interest payments of £439k in 2020/21 (the full year reduction of £527k will be realised in 2021/22). This change is reflected in the MTFP. The cost of repaying these loans early is prohibitive due to early redemption clauses however officers review this position on a regular basis.

- 8.5 **Interest Income:** The 2017/18 interest income budget is £1.084m. The forecast outturn position for 2016/17 is £920k. The 2017/18 budget is £182k higher than the 2016/17 budget and represents additional income expected from the Councils investment in two property funds. Income from investments and interest is difficult to predict given recent events following the referendum vote to leave the EU and uncertainty over the Bank of England interest rates.
- 8.6 **Annual Pension Fund Deficit Payment:** This is the annual contribution the council pays to the Pension Fund. The Local Government Pension Fund (LGPS) undergoes a financial valuation every three years, carried out by the scheme actuary Hymans Robertson LLP. The triennial valuation is an assessment of the financial health of the Pension Fund and the results are used to determine the contributions the council will need to pay to the Fund in order that the deficit can be bridged over a 20 year period. The valuation in 2016 showed the Pension Fund investments have performed better than expected over the three year period (a return of 22.2% compared to forecast 15.1%). In order to continue to stabilise Pension Fund payments it is proposed that the council will pay an additional £96k per annum until 2019/20 when the next valuation will take place funded from the General Reserve. The MTFP has been updated to include a £696k Pension Fund Deficit Payment beyond 2019/20 in order to be prudent. In addition the employer Pension Fund contribution on salary payments will increase from 16.6% to 19.0% from 2017/18, referred to in paragraph 5.8 above.

## **9 2017/18 REVENUE BUDGET: CONTRIBUTIONS TO/FROM RESERVES**

- 9.1 **General Reserves:** The MTFP assumes that £318k will be utilised in 2017/18 to fund additional pension costs.

- 9.2 **Earmarked Reserves:** It is recommended that £1,187k of Earmarked Reserves shown in Table 7 below are used to fund the 2017/18 Revenue Budget.

**Table 7: Proposed use of Reserves in 2017/18**

Earmarked Reserve	Amount to be used in 2017/18 £'000	Reason for the use of the Reserve
Local Development Plan	(237)	To pay for staffing and other costs of producing and consulting on the Local Plan.
Transformation Reserve	(237)	To fund items as agreed by Leadership Team and Executive
NHB Priority Fund Reserve	(207)	To fund items as agreed by Leadership Team and Executive
Collection Fund Reserve	(408)	To fund the council's share of the 2016/17 Collection Fund deficit – see paragraph 10.5
MTFP Transition Funding Reserve	(98)	To fund increase in NDR costs
<b>Subtotal (Earmarked Reserves):</b>	<b>(1,187)</b>	
General Reserve	(222)	To fund increase in Pension Fund contribution rate from 16.6% to 19.0% for 2017/18 only (see paragraph 5.8)
General Reserve	(96)	To fund increase in Pension Fund deficit contribution from £600k to £696k (see paragraph 8.6)
<b>Total:</b>	<b>(1,409)</b>	

- 9.3 In addition, it is proposed to contribute £177k to the following Reserves as shown in Table 8.

**Table 8: Proposed additions to Earmarked Reserves in 2017/18**

Earmarked Reserve	Amount to add in 2017/18 £'000	Reason for the contribution to Reserve
MTFP Transition Funding Reserve	120	To fund future revenue spend
Provision for future whole Council elections	28	To pay for the costs of whole Council and national elections in future years.
Housing Condition Survey Reserve	14	To fund future House Condition Surveys
Neighbourhood Planning Grant	10	To fund future planning costs
TRO Consolidation	5	To fund the EHDC contribution to the biennial TRO consolidation exercise
<b>Total:</b>	<b>177</b>	

- 9.4 The Council has a policy to transfer 25% of all New Homes Bonus grant received to the New Homes Bonus Priority Spend Reserve, as described in paragraph 8.1. This will result in a contribution of £890k in 2017/18. This is shown as a separate line in the MTFP so is excluded from the table above.
- 9.5 Further information on the Council's Reserves can be found in Section 14 of this report

## **10 2017/18 REVENUE BUDGET: SOURCES OF FUNDING**

- 10.1 The following paragraphs detail the funding that the council expects to receive in 2017/18 along with the assumptions that have been made in calculating these budgets.
- 10.2 **Revenue Support Grant:** The Minister for Local Government announced the provisional settlement for local government finance in Parliament on 15 December 2016. East Herts allocation is £351k, a reduction of £794k (70%) from 2016/17, which is in line with the MTFP and the four year settlement agreed with DCLG.

**10.3 Non Domestic Rate Income (NDR):** The income budget of £1.975m is based on the following assumptions:

- Growth in non-domestic properties: we have assumed that growth in the number of non-domestic properties is flat. Predicting future business growth in the District with certainty is extremely complex as the Council has no influence over Rateable Values, appeals and national NDR changes, e.g. the academisation of schools.
- Rate multiplier: Inflation on the Business Rate Multiplier for 2017/18 is assumed to be 0.8% (in line with September 2016 RPI)
- Appeals; The Council has a provision for successful appeals, given the Governments deadline of 31 March 2015 for backdated appeals this was substantially increased in 2014/15. Assuming this is accurate the impact on future years should be limited to the cost of new appeals in each year. Some prudence has been built into 2015/16 estimate by building in a 1% reduction in income forecast
- The Autumn Statement confirmed that Small Business Rate Relief would be continued in 2017/18. The cost to the council of this relief is zero as there will be a compensating Section 31 grant.
- Within Autumn Statement 2015 the government proposed to revise the NDR system to increase the percentage retained by local government from 50% to 100%. There is a great deal of uncertainty on the impact of this reform on East Herts and it is likely to coincide with reforms of other sources of funding including the removal of Revenue Support Grant and transferring additional responsibilities to local government.

**10.4 Section 31 Grant:** The budget of £522k is based on the government's formula for calculating the grant owed to council's arising from their policy decisions on rate reliefs. The formula has been applied to our NDR projections. As described above there will be an increase in the grant received due to the continuation of Small Business Rate Relief with a corresponding reduction in NDR received.

**10.5 Collection Fund:** There is an anticipated deficit of £408k on the Collection Fund as a result of the forecast deficit for 2016/17 on NDR and a surplus on Council Tax. This amount represents East Herts share of the deficit and it is recommended that the deficit is funded by

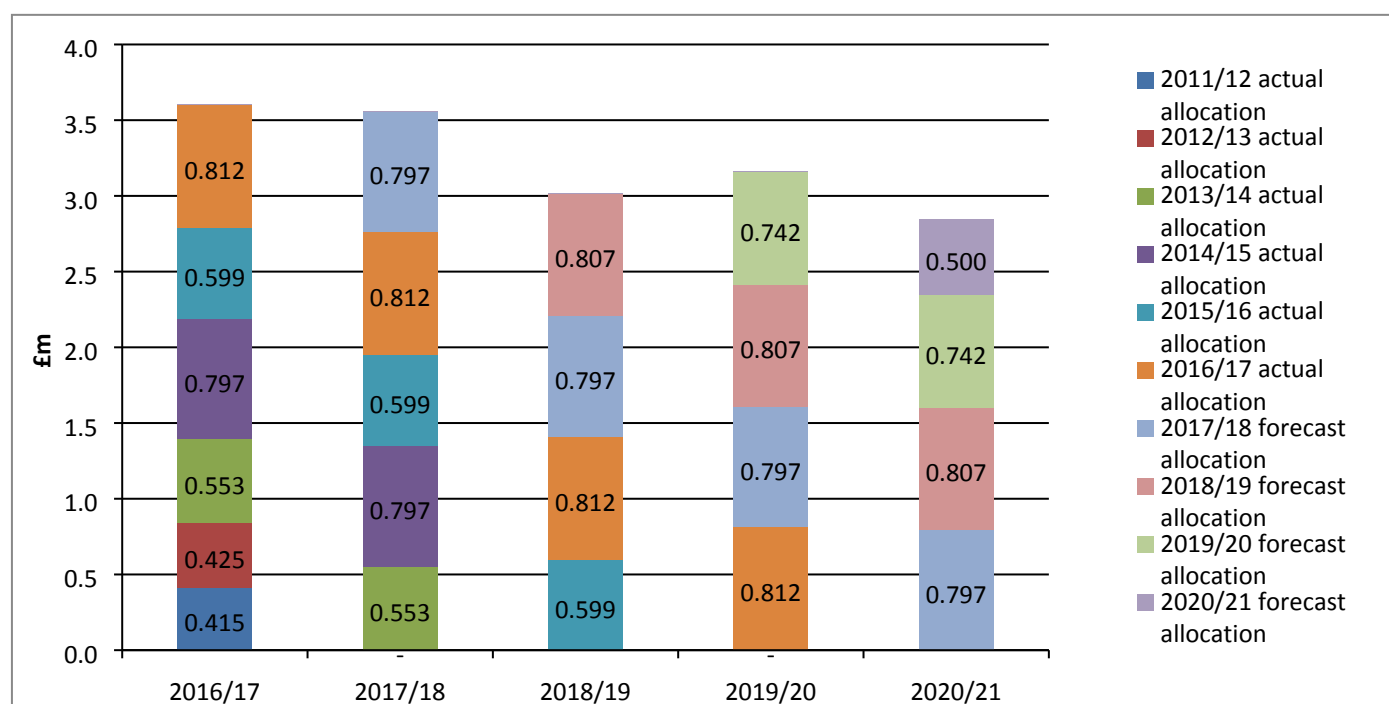
the Collection Fund Reserve as shown in Table 7 above.

**10.6 New Homes Bonus (NHB):** The Minister for Local Government announced several changes to the NHB scheme in the provisional settlement for local government finance on 15 December 2016. These include:

- NHB payments will be made for 5 years rather than 6 years for 2017/18. The impact of this is a reduction in NHB of £425k in 2017/18;
- NHB payments will be made for 4 years from 2018/19 onwards. The impact of this is a reduction of £1.4m from 2018/19 onwards;
- The Government will consider withholding NHB where a local plan is not in place from 2018/19;
- A baseline of 0.4% will be implemented from 2017/18. Only growth above this baseline will attract NHB payments and the baseline may be adjusted in future years. The impact of this was a reduction in NHB in 2017/18 of £407k.

**10.7** The total NHB allocation for East Herts in 2017/18 is £3.559m, comprising allocations from several years as shown in Chart 3. This allocation includes the changes detailed above and is above the forecast allocation of NHB for 2017/18 modelled in the MTFP.

**Chart 3: New Homes Bonus allocations**



## **11 2017/18 REVENUE BUDGET: COUNCIL TAX DEMAND**

- 11.1 The formal resolution of the Council Tax for 2017/18 (including preceptor amounts), as required by the Local Government Finance Act 1992, will be considered by Council on 1 March 2017. This report only considers the East Herts share of the Council Tax demand.
- 11.2 District Councils retain the flexibility to increase Council Tax by less than 2% or up to and including £5 (whichever is higher) without triggering a referendum. The DCLG have amended their assumptions on Council Tax generation by increasing the tax base in future years and by assuming that all local authorities will increase council tax by 1.99% (the previous assumption was 1.75%).
- 11.3 The income received from Council Tax is the net figure after paying Council Tax subsidies. It has been assumed that the amounts paid out in subsidies in 2017/18 will not change from the current financial year as the volume of claims has levelled off and is not increasing.
- 11.4 It is recommended that a 1.99% increase is made to the East Herts element of the Council Tax demand for 2017/18 with Band D Council Tax set at £159.09 (2016/17: £155.97). This increase of £3.12 is equivalent to an increase of 6p per week per Band D household. The maximum that East Herts could increase Council Tax by, without triggering a local referendum, is £5.
- 11.5 An increase of 1% in the Council Tax demand raises an additional £90k in 2017/18 and £360k cumulatively over the period of the MTFP. Consequently, a decrease of 1% in the Council Tax demand would cost the Council £90k in 2017/18 and £360k cumulatively over the period of the MTFP.

## **12 CAPITAL PROGRAMME 2016/17 (REVISED) TO 2020/21**

- 12.1 **Revised Capital Forecast for 2016/17:** The forecast outturn for the 2016/17 capital programme is £5.078m which is £469k above the 2016/17 budget. Details of the movements which make up this forecast are shown in the paragraphs below.
- 12.2 Details on the movement of the Capital Programme are monitored and reported quarterly to Executive via the Healthcheck report. A summary of the movements in 2016/17 are shown in Table 9.

**Table 9: Capital Programme movements in 2016/17**

	£'000
Original budget	4,609
Addition of capital schemes slipped from 2015/16	291
New schemes approved during the year included in the 2016/17 capital programme	1,256
Savings made in capital scheme budgets	(2,327)
Overspends currently forecast in capital schemes	1,249
Forecast outturn:	5,078

- 12.3 Slippage on significant capital projects during 2016/17 will be considered at the end of the financial year. Movements against the 2016/17 capital programme are reported through the Healthcheck.
- 12.4 The capital programme contains a number of rolling schemes which are included in the programme without the submission of a capital bid for funding. Officers have agreed that these schemes should be subject to review every three years with the current rolling scheme budgets included until 2019/20. For these schemes to be funded from 2020/21 onwards a capital funding bid will be required to be submitted. These funding bids will be submitted as part of next year's budget process and it is expected that the 2020/21 capital programme requirement will increase.
- 12.5 The council is likely to undertake significant capital schemes within the medium term, e.g. Old River Lane, Bishop's Stortford. The scope and funding arrangements of these schemes are still in the early stages of project planning. These schemes are not yet developed enough to allow an estimated budget allocation to be included in the capital programme which would also increase the Council's Capital Funding Requirement. As the funding requirements become more certain these schemes will be included in the proposed capital programme.
- 12.6 The complete proposed capital programme can be found in **Essential Reference Paper H** including schemes already approved in previous years. Table 11 describes how the capital programme will be funded and further details can be found in **Essential Reference Paper I**.

**Table 11: Capital Programme funding 2016/17 to 2020/21**

	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Capital Programme	5,078	3,387	2,648	1,861	650
To be funded by:					
Capital Receipts	2,890	800	500	500	500
Government Grants	530	293	293	293	-
Third party grants, contributions and Section 106	708	124	440	-	-
Revenue contribution	276	26	26	26	-
Internal funding	674	2,144	1,389	1,042	150
External borrowing	-	-	-	-	-
<b>TOTAL:</b>	<b>5,078</b>	<b>3,387</b>	<b>2,648</b>	<b>1,861</b>	<b>650</b>

12.7 The funding by capital receipts is reliant on the sale of council property which are reviewed on a regular basis. There is a risk that the council may not achieve the estimated receipt from the sale or that the receipt is delayed. In such cases there would be additional internal funding of the capital programme.

12.8 The Council currently funds a large proportion of the capital programme through internal funding, i.e. the use of cash balances. This funding approach reduces the amount of cash available to invest and therefore costs the council approximately £14k in reduced interest income for every £1m spent on the capital programme.

12.9 **Prudential Code Implications:** The council is required under the Local Government Act 2003 to 'have regard' to the requirements of the CIPFA Prudential Code which requires that certain performance indicators and limits known as Prudential Indicators are calculated. The Prudential Indicators must be approved by Council before the beginning of each financial year. Their purpose is to help the council ensure that its capital investment plans are affordable, prudent and sustainable.

12.10 It is recommended that the capital programme being proposed in this budget report is affordable, prudent and sustainable. No new

borrowing is required to fund the capital programme. The relevant Prudential Indicators show that the ratio of finance costs (borrowing) to the net revenue stream is low (1.45% to 4.49%) and the incremental impact of financing the new capital programme is an average of £9.70.

**Table 12: Prudential Indicators 3 and 4 estimates**

	2017/18	2018/19	2019/20	2020/21
Ratio of finance costs to net revenue stream	4.42%	4.49%	4.35%	1.45%
Incremental impact of financing decisions on Band D Council Tax	£12.02	£11.67	£11.48	£3.63

### 13 MEDIUM TERM FINANCIAL PLAN

- 13.1 The MTFP is found in **Essential Reference Paper B**. The MTFP position was last reported to Executive on 6 September 2016.
- 13.2 The MTFP model and assumptions are assessed and revised throughout the year with particular attention being paid to the announcements made in the Budget on 16 March 2016, the Autumn Statement on 23 November 2016 and the Local Government Settlement on 15 December 2016.
- 13.3 The Council Tax base has been monitored throughout the year. Any emerging increases or decreases in the tax base have been modelled and the resultant impact included within the MTFP.
- 13.4 The Finance and Business Planning process has identified future funding proposals and potential savings that could be developed in future years. An assessment of historic trend patterns has been undertaken in order to reduce future underspends and ensure that resources are directed to reflect the priorities of the Council. Any growth or savings proposals that result from this process must be contained within the resources available to the Council as set out in the MTFP.
- 13.5 The Investment Strategy has been revised to ensure that the return on investment achieved is optimised based on market expectations and performance whilst maintaining the required security and liquidity within the council's investment portfolio. The MTFP has been updated to reflect the impact on the interest income received in particular with reference to the investment of £20m in Property Fund Unit Trusts.

- 13.6 There are likely to be significant changes over the period of the MTFP to the funding sources of local government as a result of changes announced by the Chancellor in the Autumn Statement. The MTFP has been prepared based on the best information available at the time and subject to expert advice. Once the details of these changes are known the MTFP will be updated.

## **14 REVIEW OF THE COUNCIL'S RESERVES**

- 14.1 Reserves are either usable or unusable. Unusable reserves arise from statutory accounting transactions and cannot be used to fund revenue or capital expenditure. This report only considers the Council's usable reserves. The Council's Reserves Policy is included in **Essential Reference Paper J**.
- 14.2 A summary of Earmarked Reserve balance forecasts for 2016/17 and over the course of the MTFP are included within **Essential Reference Paper J**.

## **15 ADVICE FROM THE SECTION 151 OFFICER**

- 15.1 Section 25 of the Local Government Act 2003 requires the Statutory Section 151 Officer (Head of Strategic Finance and Property) to give advice to Council on the levels of reserves held and the robustness of the budgets at the time Council makes its decision on the budget proposals.
- 15.2 It is the advice of the Head of Strategic Finance and Property that these budget proposals are prudent, sensible and robust. In determining the budget proposals:
- Funding sources have been extensively modelled
  - A zero-based salary budget has been produced
  - The Housing Benefits Subsidy budget has been reviewed; the council's largest area of expenditure and income
  - The MTFP model and assumptions have been considered and refreshed
  - The council's Earmarked and General Reserves have been reviewed
  - The revenue impact of the capital programme has been

considered

- The contributions towards the Pension Fund deficit have been assessed following the triennial actuarial valuation
- The key financial risks facing the council have been identified and assessed
- The budget proposals meet the requirements of the Local Government Finance Act 1997 for a balanced revenue position
- Proposals have been made in line with council policy to try and minimise the financial impact of budget proposals on East Herts residents by proposing limited Council Tax increases over the life of the MTFP. In addition the Council Tax Support scheme remains unchanged and increases to fees and charges are minimal.

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

15.4 East Herts has a relatively healthy financial position compared to many other councils and the proposals in this report aim to maintain this position.

## 16 IMPLICATIONS/CONSULTATIONS

16.1 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>(delete as appropriate)</i> :	<p>Priority 1 – Improve the health and wellbeing of our communities</p> <p>Priority 2 – Enhance the quality of people's lives</p> <p>Priority 3 – Enable a flourishing local economy</p> <p>The report proposes the budget for the Council in 2017/18 and the medium term financial plan which contributes to all the Corporate Priorities.</p>
Consultation:	Member training and briefings have been undertaken as part of the Finance and Business Planning process.
Legal:	There are no legal implications.
Financial:	There are no direct financial implications arising from the report.
Human Resource:	No specific implications arise from this report
Risk Management:	The Budget report considers emerging risks to the funding the Council receives and sets out the mitigation of those risks.
Health and wellbeing – issues and impacts:	No specific implications arise from this report.

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# ESSENTIAL REFERENCE PAPER B

## REVENUE BUDGET - MEDIUM TERM FINANCIAL PLAN

### Summary Model - Budget Report 2017/18

2015/16 Outturn	2016/17 Budget	2016/17 Forecast Outturn	2017/18	2018/19	2019/20	2020/2021
£'000	£'000	£'000	£'000	£'000	£'000	£'000

<b>Net Cost of Services</b>	<b>16,157</b>	<b>14,159</b>	<b>15,127</b>	<b>14,607</b>	<b>14,496</b>	<b>15,105</b>	<b>15,339</b>
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#### Financial Planning

Efficiency Savings - Existing plans	-	-	-	-	(399)	(874)	(874)
Efficiency savings - to be identified	-	-	-	-	(229)	(229)	(229)
Efficiency savings (one off) - to be identified	-	-	-	-	(445)	-	(4)
Fees & Charges Annual Review	-	-	-	(56)	(102)	(150)	(312)

#### Corporate Budgets

New Homes Bonus Priority Spend	660	901	901	890	754	790	712
NHB Grants to Town & Parish Councils	699	901	901	890	754	790	712
Contingency Budget	-	150	14	150	150	150	150
Interest Payments	686	662	662	662	662	662	223
Interest & Investment Income	(1,089)	(902)	(920)	(1,084)	(1,090)	(1,277)	(1,177)
RCCO	1,001	25	275	26	26	26	26
Pension Fund Deficit Contribution	483	600	600	696	696	696	696
<b>Net Expenditure</b>	<b>18,597</b>	<b>16,495</b>	<b>17,560</b>	<b>16,780</b>	<b>15,272</b>	<b>15,688</b>	<b>15,262</b>

#### Reserves

Contributions to Earmarked Reserves	1,609	1,227	829	177	232	332	646
Contributions from Earmarked Reserves	(4,486)	(2,174)	(2,284)	(1,187)	(316)	(279)	(10)
Use of General Reserve	(124)	-	-	(318)	(96)	(96)	(96)
<b>Net Expenditure after reserves</b>	<b>15,595</b>	<b>15,548</b>	<b>16,105</b>	<b>15,453</b>	<b>15,092</b>	<b>15,645</b>	<b>15,802</b>

#### Funding

Revenue Support Grant	(2,057)	(1,145)	(1,145)	(351)	-	-	-
Council Tax Freeze Grant	(95)	-	-	-	-	-	-
NDR	(2,385)	(1,956)	(1,956)	(1,975)	(1,886)	(1,948)	(1,948)
Section 31 Grants	(820)	(712)	(712)	(522)	(533)	(548)	(548)
(Surplus)/Deficit on Collection Fund	1,368	917	360	408	-	-	-
Other general grants	(9)	(120)	(120)	(120)	-	-	-
New Homes Bonus	(2,798)	(3,602)	(3,602)	(3,559)	(3,016)	(3,159)	(2,847)
<b>Demand on Collection Fund</b>	<b>8,801</b>	<b>8,930</b>	<b>8,930</b>	<b>9,334</b>	<b>9,657</b>	<b>9,990</b>	<b>10,459</b>

Council Taxbase	56,425	57,254	57,254	58,674	59,511	60,353	61,952
<b>Council Tax at Band D (£)</b>	<b>155.97</b>	<b>155.97</b>	<b>155.96</b>	<b>159.09</b>	<b>162.28</b>	<b>165.52</b>	<b>168.83</b>

<b>Percentage Increase in Council Tax</b>	<b>(1.00%)</b>	<b>0.00%</b>	<b>0.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>
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### KEY VARIANCES FROM THE 2016/17 ORIGINAL BUDGET

#### **Strategic Finance & Property:**

Following the senior management restructure the salary budget has been aligned with the new structure resulting in a £177k predicted underspend.

Redundancies in Communications, Strategy and Policy of £133k are shown against the corporate budgets in Strategic Finance these will be funded from the salary underspend mentioned above.

The Council is replacing its financial management system, consultants have been bought in to provide guidance and assistance. This will cost £39k in 2016/17 and will be funded through use of the Transformation reserve.

Consultation costs for the Bishops Stortford town centre planning framework are £95k in 2016/17. This will be funded through use of the priority spend reserve.

The management fees for the property funds that the Council has invested in are lower than budgeted, resulting in a £50k underspend in 2016/17. This is a saving item on the MTFP for future years.

The budget for the office space that the Council uses at Charringtons House is forecast to be overspent by £52k as part of the office space is no longer sublet to Circle Anglia Housing Association.

An overspend of £43k is anticipated in respect of the rent that the Council receives as landlord of Charringtons House due to office space remaining vacant for longer than expected.

#### **Housing and Health:**

An underspend of £169k is reported against the Environmental Health Promotion budget. Part of this budget is funded by a contribution from HCC and part from EHC, the profile of this expenditure has altered from when the budget was set in February 2016 resulting in an underspend in 2016/17.

The total fee for Pole hole site works has increased, this is due to the requirements of additional equipment at the site as ground conditions were worse than originally anticipated and an increase in time taken for

works to be carried out. This has resulted in a £35k cost in 2016/17.

### **Democratic & Legal:**

There are increased salary costs of £70k in Democratic and Legal Services due to the use of agency staff, staff appointment expenses, overtime payments and redundancy costs.

Income from land charges is expected to be £33k below the 2016/17 budget due to less activity in the housing market.

### **Planning & Building Control:**

An overspend of agency staff costs of £163k in Development management are partially offset by a £50k underspend against the salary budget and £31k additional income

### **Operations:**

It is anticipated that pay and display income from car parks will be 5% above the 2016/17 budget, resulting in an additional £143k of income. This is due to car park usage being greater than assumed when the budget was set. This increase in income is in line with the 2015/16 outturn position

Consultants have been engaged to carry out an off street parking need survey, to identify future parking provision requirements in the district. This is estimated to cost £33k and is to be funded through the additional pay and display income as per the paragraph above.

It is anticipated that £70k less income will be distributed to EHC from HCC in 2016/17 with regards to the Alternate Financial Model (AFM) which allocates funding to the districts across Hertfordshire based on the level of waste diverted from landfill. This is a complex formula based on the levels of waste recycled and sent to landfill at East Herts and the other districts, which results in variations from the budget.

A change to the disposal of dry recyclable materials resulting in a gate fee being charged rather than income being generated is expected to lead to an overspend of £74k in 2016/17

### **Shared Revenues & Benefits:**

An increase in the summons costs recovered of £77k is reported. This is in line with the outturn position for 2015/16 and is reflected in the changes to the MTFP for 2017/18.

Total £'000	Chief Executive & Directors £'000	Communications, Strategy & Policy £'000	Human Resources & Organisational Development £'000	Strategic Finance & Property £'000	Democratic & Legal Services £'000	Housing and Health £'000	Planning & Building Control £'000	Operations £'000	Shared Revenues & Benefits Service £'000	Shared Business & Technology Service £'000
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<b>2016/17 Budget</b>	<b>14,159</b>	<b>466</b>	<b>1,165</b>	<b>469</b>	<b>1,445</b>	<b>1,102</b>	<b>2,407</b>	<b>1,045</b>	<b>4,490</b>	<b>273</b>	<b>1,299</b>
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Growth	<b>863</b>	-	-	119	151	26	39	90	388	50	-
Savings	<b>(1,591)</b>	-	(57)	(5)	(554)	(5)	(58)	(55)	(562)	(219)	(75)
Additional posts funded from reserve	<b>129</b>	-	-	-	-	-	-	129		-	-
Additional NNDR costs following revaluation	<b>100</b>	-	-	-	-	-	-		100	-	-
Removal of capital income shown as revenue	<b>293</b>	-	-	-	-	-	293	-	-	-	-
Housing benefit net reduction in subsidy	<b>224</b>	-	-	-	-	-	-	-	-	224	-
AFM reduction	<b>30</b>	-	-	-	-	-	-	-	30	-	-
Contract inflation	<b>169</b>	-	-	-	-	-	-	-	169	-	-
Other minor budget adjustments	<b>35</b>	16	(71)	(29)	86	63	(48)	(11)	36	(6)	(1)
Salary capitalisation	<b>(26)</b>	-	-	-	-	-	(26)	-	-	-	-
Additional Pension Fund Contributions	<b>221</b>	8	16	6	25	15	25	34	35	56	-

<b>2017/18 Budget</b>	<b>14,607</b>	<b>490</b>	<b>1,053</b>	<b>560</b>	<b>1,153</b>	<b>1,201</b>	<b>2,632</b>	<b>1,232</b>	<b>4,686</b>	<b>378</b>	<b>1,223</b>
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Planning assumptions for 2017/18 Budget Report:

FACTOR	NOTE	2017/18	2018/19	2019/20	2020/21
Council Tax Increase		2.00%	2.00%	2.00%	2.00%
Pay Settlement	1	1.75%	1.75%	1.75%	1.75%
Members' Allowances	2	1.00%	1.00%	1.00%	1.00%
Price inflation	3	1.70%	2.20%	2.00%	2.00%
Contract inflation	4	1.70%	2.20%	2.00%	2.00%
Council Tax Base	5	1.00%	1.00%	1.00%	1.00%
Fees and Charges	6	2.50%	2.50%	2.50%	2.50%

Notes:

1. Based on continued pay restraint through the life of the MTFP period.  
Includes an annual 0.75% increase to allow for increments and local award.
2. Members' allowances are set by an Independent Remuneration Panel but for MTFP planning purpose this is assumed to be in line with officer pay awards.
3. Price inflation is based upon OBR inflation forecasts for future years as at March 2016 (CPI).
4. Contract inflation is based upon OBR inflation forecasts for future years as at March 2016 (CPI).
5. Council Tax base increases have been calculated using trend information.  
Further revisions may occur once certainty around the scale and timing of future developments becomes clear.
6. Fees and Charges are assumed to increase by 2.5% year on year. This may be achieved through a combination of appropriate price increases or new sources of income being identified.

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Savings/Income/Growth proposals

NB: Savings/Income are negative values,  
Growth items are positive values

Head of Service	Service Area	Portfolio Holder	Brief Description  Heading in BOLD - Description in normal font	Revenue Budget Financial Impact				Capital Investment £'000	Workforce Impact	Impact on other services	Equalities Impact
				2016/17 Budget £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000				
Chief Executive	Council-wide		<b>Senior Management Restructure</b>		(199)	-	-	-	High		Low
Director	Council-wide	Geoff Williamson	<b>Digital East Herts</b> Corporate programme to drive more efficient customer focused service delivery enabled through improved on-line services.	-	(50)	(200)	(250)	Major	High	Impact upon the way that all services operate.	High
Director	Council-wide	Geoff Williamson	<b>Council Accommodation</b> - review accommodation needs of Council and workforce implications		-	-	-	-	High		Low
Communications, Strategy & Policy	All	Geoff Williamson	<b>Restructure Service</b> - approved by Leadership Team following consultation. Savings to be realised Q4 onwards.	-	(15)	-	-	TBC (redundancy)	High	Will improve offer	High
Communications, Strategy & Policy	Economic Development	Gary Jones	<b>Restructure Service</b> - approved by Leadership Team following consultation. Savings to be realised Q4 16/17 onwards.		(10)			TBC (redundancy)	Med	Will improve offer	Med
Communications, Strategy & Policy	Communications	Linda Haysey	<b>Reduce Link from 4 copies to 3 copies per annum</b>		(7)				Low	Some impact upon communicating council activity	Med
Communications, Strategy & Policy	Communications	Linda Haysey	<b>Cease Gov Delivery</b> -	-	(12)	-	-	-	Low	Minimal	Low
Communications, Strategy & Policy	Consultation	Geoff Williamson	<b>Cease residents survey</b>		(8)	-	-	-	Low	None	Low
HR & Organisational Development	Council-wide	Linda Haysey	<b>Apprentices</b> - salary cost of additional apprentices	-	70	-	-	-	Low	None	Low
HR & Organisational Development	Council-wide	Linda Haysey	<b>Apprentices</b> - cost of apprenticeship levy	-	49	(21)	-	-	Low	None	Low
Strategic Finance & Property	All	Geoff Williamson	<b>Restructure Service</b> - approved by Leadership Team following consultation	-	139	-	-		Med	Will improve offer	Low
Strategic Finance & Property	Insurance	Geoff Williamson	<b>Contract retender</b> - savings from new insurance contract	-	(64)	-	-	-	Low	None	Low
Strategic Finance & Property	Post Room & Couriers	Geoff Williamson	<b>Mail Solution</b> - Centralise outgoing and incoming mail with print solution & reduction in FTE required to deliver service. Delivers large postal cost saving.	-	(150)	-	-	TBC	High	Efficiencies delivered thru not having to print & envelope post	Low
Strategic Finance & Property	Property & FM	Geoff Williamson	<b>Lone Working Solution</b> - Funding for Corporate solution (currently funded from reserve)	-	12				Low	None	Low

Head of Service	Service Area	Portfolio Holder	Brief Description  Heading in BOLD - Description in normal font	Revenue Budget Financial Impact				Capital Investment £'000	Workforce Impact	Impact on other services	Equalities Impact
				2016/17 Budget	2017/18	2018/19	2019/20				
				£'000	£'000	£'000	£'000				
Strategic Finance & Property	Property & FM	Geoff Williamson	<b>Treasury Management Fees</b> - reduction in TM fees as Property Fund transactions are complete	-	(50)			-	Low	None	Low
Strategic Finance & Property	Property & FM	Geoff Williamson	<b>Stationary</b> - centralise stationary budgets and provide one location on each floor with stationary	-	(10)	-	-	-	Low	Minimal	Low
Strategic Finance & Property	Assets & Estates	Geoff Williamson	<b>Old River Lane</b> - Future increase is income from further development of site	-	-	-	-	TBC	Low	TBC	Med
Strategic Finance & Property	Assets & Estates	Geoff Williamson	<b>Old River Lane</b> - Temporary parking income on No 1 site	-	(76)	-	-		Low	None	Low
Legal & Democratic Services	Elections	Geoff Williamson	<b>Electoral Services Assistant</b>	-	26	-	-	-	Low	Will improve offer	Low
Housing & Health	Housing Options		<b>Housing Options officer</b>		11				Low	Will improve offer	Low
Housing & Health	Assets & Estates	Tony Jackson	<b>Housing/Development Co</b> - acquisition &/or development of properties for rent	-	(33)	(53)	(41)	1,527	Low	Possible increased support service work	Low
Housing & Health	CCTV Trading Co	Eric Buckmaster	<b>Increased income</b> - from expanding size of business	-	(20)	(5)	(5)	-	Low	None	Low
Housing & Health	Pest Control	Graham McAndrew	<b>Efficiencies from review/ceasing service</b>	-	-	-	(45)	-	High	Possible increased workload for Env Health	Med
Housing & Health	Community Safety		<b>PCSO's</b> - funding for existing PCSO scheme to continue		28				Low	None	Low
Planning & Building Control	Building Control	Tony Jackson	<b>Joint Service</b> - creation of Joint Venture company to provide Building Control Services	28	10	(29)	(46)	-	High	Minimal	Low
Planning & Building Control	Development Management	Suzanne Rutland-Barsby	<b>DM Fees</b> - national increase and potential self set fees		(40)	(10)	(10)	-	Low	Minimal	Low
Planning & Building Control	Development Management	Suzanne Rutland-Barsby	<b>Pre-app fees</b> - premium charges		(10)	(20)	-	-	Med	Minimal	Med
Planning & Building Control	Development Management	Suzanne Rutland-Barsby	<b>Staffing resources</b> - process improvement		-	(30)	-	-	Med	Minimal	Low
Planning & Building Control	Development Management	Suzanne Rutland-Barsby	<b>Enforcement</b> - proactive service		20	-	-	-	Med	Minimal	Low
Planning & Building Control	Development Management	Suzanne Rutland-Barsby	<b>Joint Service</b> - administration		-	-	(30)	-	High	Minimal	Med
Planning & Building Control	Planning Policy	Linda Haysey	<b>Staffing resources</b> - post DP adoption		-	(30)	-	-	Med	Minimal	Med
Planning & Building Control	Appeals & Consultancy	Suzanne Rutland-Barsby	<b>Staffing resources</b> - process improvement		60	-	-	-	Med	Will improve offer	Low
Operations	Parking	Gary Jones	<b>Increase budget to reflect current levels of income generation through Pay and Display</b>	-	(87)	-	-	-	Low	None	Low
Operations	Parking	Gary Jones	<b>Remove Smart Card concession</b> for 5hr and long stay P&D parking	-	(33)	-	-	-	Low	None	Low

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				2016/17 Budget	2017/18	2018/19	2019/20				
			Heading in BOLD - Description in normal font	£'000	£'000	£'000	£'000	£'000			
Operations	Parking	Gary Jones	<b>Reduce (concession) RingGo scheme</b> - no longer required as Pay on Exit parking enabled	-	(10)	-	-	-	Low	None	Low
Operations	Parking	Gary Jones	Introduction of Saturday parking charge at Wallfields	-	(20)	-	-	-	Low	None	Low
Operations	Parking	Gary Jones	<b>Additional P&amp;D costs</b> (merchant fees, license)	-	72	-	-	-	Low	None	Low
Operations	Parking	Gary Jones	<b>Increase P&amp;D Tariffs.</b> Increases to car parking rates	-	(225)	-	-	-	Low	None	Low
Operations	Parking	Gary Jones	<b>Elimination of Subsidy</b> - Buntingford and Sawbridgeworth	-	(15)	(15)	-	-	Low	None	Low
Operations	Parking	Gary Jones	<b>Reduction in printing P&amp;D tickets</b>	-	(6)	-	-	-	Low	None	Low
Operations	Parking	Gary Jones	<b>Car Park Cleansing</b>	-	20	-	-	-	Low	None	Low
Operations	Parking	Gary Jones	<b>Procurement Consultancy</b>	-	13	-	(13)	-	Low	None	Low
Operations	Parking	Gary Jones	<b>Footway and Grass verge parking</b> (enforcement)	-	12	-	-	-	Low	None	Low
Operations	Parking	Gary Jones	<b>Jackson Sq security</b>	-	5	-	-	-	Low	None	Low
Operations	Parking	Gary Jones	<b>Park Mark Award</b>	-	3	-	-	-	Low	None	Low
Operations	Parking	Gary Jones	<b>Introduction of Shared Use parking</b> (in Bishop Stortford)	-	25	(25)	-	-	Low	None	Low
Operations	Parking	Gary Jones	<b>Wifi</b> at Jackson Sq Car Park	-	5	-	-	-	Low	None	Low
Operations	Parking	Gary Jones	<b>Review of RPZ</b> - in Hertford and Ware	-	-	20	(20)	-	Low	None	Low
Operations	Parking	Gary Jones	<b>Contract Costs</b>	-	-	-	100	-	Low	None	Low
Operations	Waste Services	Graham McAndrew	<b>Shared Service</b> -	-	-	-	(200)	-	Med	Work reduction for support services due to NHDC being the Administrative Authority	Low
Operations	Waste Services	Graham McAndrew	<b>Replacement bins</b> - maintenance and replacement of waste containers, trade waste bins and litter bins based on customer demand (remove capital budgets)	-	139	-	-	-	Low	None	Low
Operations	Waste Services	Graham McAndrew	<b>Cost of recycling/sale of materials</b> due to market pressures	75	-	20	-	-	Low	None	Low
Operations	Waste Services	Graham McAndrew	<b>Paper waste revenue</b>	-	(93)	-	-	-	Low	None	Low

Head of Service	Service Area	Portfolio Holder	Brief Description Heading in BOLD - Description in normal font	Revenue Budget Financial Impact				Capital Investment £'000	Workforce Impact	Impact on other services	Equalities Impact
				2016/17 Budget £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000				
Operations	Leisure Services	Eric Buckmaster	<b>New Contract</b> - Reduction in contract management fee following capital investment and new contract	-	-	-	(230)	2,000	Low	Support required from Finance and Assets & Estates for development work	Med
Operations	Leisure Services	Eric Buckmaster	<b>Leisure Contract</b> - reduction in contract expenditure		(48)	-	-	-	Low	None	Med
Operations	Hertford Theatre	Eric Buckmaster	<b>Increase booking handling fee</b>		(20)	-	-		Low	None	Med
Operations	Waste Services	Graham McAndrew	<b>Increased transport costs</b>		42				Low	None	Low
Operations	Waste Services	Graham McAndrew	<b>Environment Agency permit</b>		12				Low	None	Low
Operations	Grounds Maintenance	Graham McAndrew	<b>Contract retender</b> -consultation for new contract		40	(40)			Low	None	Low
Operations	Markets	Gary Jones	<b>Reduce cost to Council (phased Approach)</b>	-		-	-	-	Low	None	Low
Revenues & Benefits SS	Council Tax/NDR	Geoff Williamson	<b>Summons Costs income - income from raising summons for non payment of council tax and Business rates</b>		(80)	-	-	-	Low	None	Med
Revenues & Benefits SS	Council Tax/NDR	Geoff Williamson	<b>50% of the Reduction in staff (4) planned from resizing business case -</b>		(60)	-	-	-	Med	None	Med
Revenues & Benefits SS	Council Tax	Geoff Williamson	<b>Subsidy Grant</b> - Adjust council tax admin subsidy grant		50	50	50	-	Med	None	Med
Revenues & Benefits SS	Council Tax	Geoff Williamson	<b>LTE Premium</b> - EHC share, - if members vote to introduce this premium charged on LTE properties		(12)	-	-	-	Low	None	Low
Revenues & Benefits SS	Council Tax	Geoff Williamson	<b>Reduction of empty homes discounts</b> - if members vote to remove these discounts		(14)	-	-	-	Low	None	Low
Revenues & Benefits SS	Council Tax	Geoff Williamson	<b>Changing collection rate by 0.25%</b> - increase collectable % of taxbase		(22)	-	-	-	Low	None	Low
Revenues & Benefits SS	Council Tax	Geoff Williamson	<b>Changing risk delay on taxbase</b> - revise risk assessment on taxbase assumptions		(26)	-	-	-	Low	None	Low
Business & Technology SS	Print	Graham McAndrew	<b>Delivery of specialist/bulk print from an external agency</b> - potentially as part of process to review post handling.	-	(25)	-	-	Minor	Med	Need to retain contingencies to print documents required urgently. Saving will be £50K in total but shared with SBC	Low
	Council-wide	Geoff Williamson	<b>Line-by-line Budget Review</b>		(40)	-	-	-			
<b>TOTAL :</b>				103	(728)	(388)	(740)	3,527			

Head of Service	Service Area	Portfolio Holder	Brief Description	Revenue Budget Financial Impact				Capital Investment	Workforce Impact	Impact on other services	Equalities Impact
				2016/17 Budget	2017/18	2018/19	2019/20				
				£'000	£'000	£'000	£'000				

Heading in BOLD - Description in normal font

**CHANGES ALREADY INCLUDED IN MTFP:**

Planning & Building Control	Planning	Suzanne Rutland-Barsby	<b>New software</b> - staff salary savings which may be achievable as a result of the introduction of new software support for the service		-	-	-	-	High		Low
Planning & Building Control	Building Control	Suzanne Rutland-Barsby	<b>New software</b> - staff salary savings which may be achievable as a result of the introduction of new software support for the service		-	-	-	-	High		Low
Planning & Building Control	Building Control	Tony Jackson	<b>Joint Service</b>		-	-	-	-	High		Low
Planning & Building Control	Building Control	Suzanne Rutland-Barsby	<b>Development Management</b> - income decreases		-	-	125	-	Low		Low
Operations	Hertford Theatre	Geoff Williamson	<b>Hydro Scheme income</b> as a result of electricity generation on site		-	(11)	-	-	Low		Low
Housing & Health	Housing	Eric Buckmaster	<b>Condition Survey</b>		-	-	50	-			

<b>TOTAL:</b>	-	-	(11)	175	-
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<b>OVERALL TOTAL:</b>	-	(728)	(399)	(565)	(1,691)
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Basis of Charge	Unit of Charge	2016/17 Charge	2017/18 Charge	Year on Year Variance	VAT
		£	£	%	

#### Environmental Health Licences

Riding Establishments (excl. vet fees)	Cost Recovery	per annum	416.00	426.40	2.50%	OS
Zoos - New Licence (excl. vet fees)	Cost Recovery	per 4 year registration	2,006.00	2,056.20	2.50%	OS
Zoos - Year 6 renewal licence inspection (excl. vet fees)	Cost Recovery	per 6 years	1,551.00	1,589.80	2.50%	OS
Zoos - Transfer of Licence	Cost Recovery	per transfer	677.00	693.90	2.50%	OS
Dangerous Wild Animals (excl. vet fees)	Cost Recovery	per annum	569.00	583.20	2.50%	OS
Dog breeding establishments (excl. vet fees)	Cost Recovery	per annum	246.00	252.20	2.52%	OS
Animal boarding establishments (exc. vet fees)	Cost Recovery	per annum	246.00	252.20	2.52%	OS
Home boarding establishments (excl. vet fees)	Cost Recovery	per annum	116.00	118.90	2.50%	OS
Dog Creche (excl. vet fees)	Cost Recovery	per annum	-	252.00	100.00%	OS
Pet Shops (excl. vet fees)	Cost Recovery	per annum	201.00	206.00	2.49%	OS
Registration for Skin Piercing (Static/Home Business)	Cost Recovery	per business	197.00	201.90	2.49%	OS
Registration for Skin Piercing (Person)	Cost Recovery	per person or premises	124.00	127.10	2.50%	OS
Registration for Peripatetic Skin Piercing (includes one operator)	Cost Recovery	per business	197.00	201.90	2.49%	OS
Update to an existing Skin Piercing registration	Cost Recovery	per update	124.00	127.10	2.50%	OS
Street Trading: Occasional Registered Charity (up to one month)	Cost Recovery	per month	58.00	59.50	2.59%	OS
Street Trading: Occasional (up to one month)	Cost Recovery	per month	114.00	116.90	2.54%	OS
Street Trading: Peripatatic (e.g. ice cream van)	Cost Recovery	per annum	329.00	337.20	2.49%	OS
Street Trading: Static (e.g. burger van)	Cost Recovery	per annum	334.00	342.40	2.51%	OS
Additional Licence fee for second reminder letter	Cost Recovery	per letter	23.00	23.60	2.61%	OS
Additional Licence fee for chasing applications after the expiry of current licence	Cost Recovery	per licence	50.00	51.30	2.60%	OS

#### Training Courses

Level 2 Food Safety Training	Cost Recovery	per person, per course	67.00	68.70	2.54%	E
Level 2 Health & Safety Training	Cost Recovery	per person, per course	67.00	68.70	2.54%	E
Level 2 Food Safety Refresher Training	Cost Recovery	per person, per course	42.00	43.10	2.62%	E
Level 2 Health & Safety Refresher Training	Cost Recovery	per person, per course	42.00	43.10	2.62%	E
Level 2 Food Hygiene Training (up to 14 places at customer's premises)	Cost Recovery	per course	540.00	553.50	2.50%	E
Level 2 Food Hygiene Refresher Training (up to 14 places at customer's premises)	Cost Recovery	per course	620.00	635.50	2.50%	E
Cancellation Fee (less than 10 working days before course)	Cost Recovery	per person, per course	100% of fee paid	100% of fee paid	N/A	E

#### Miscellaneous Fees & Charges

Food register	Cost Recovery	per single entry	13.00	13.30	2.31%	n/a
Food register	Cost Recovery	per category	27.00	27.70	2.59%	n/a
Food register	Cost Recovery	per full copy	79.00	81.00	2.53%	n/a

	Basis of Charge	Unit of Charge	2016/17 Charge £	2017/18 Charge £	Year on Year Variance %	VAT
Additional Land charge enquiries	Cost Recovery	per hour or part	62.00	63.60	2.58%	n/a
Issue of certificate following surrender of food (excl. disposal costs)	Cost Recovery	per hour or part	50.00	51.30	2.60%	n/a
Food export health certificate	Cost Recovery	per hour or part	50.00	51.30	2.60%	n/a
Replacement 'Scores on Doors' certificate	Cost Recovery	per certificate	38.00	-	-100.00%	S
Replacement Food Hygiene Rating certificate	Cost Recovery	per certificate	-	25.00	100.00%	S
Replacement of any environmental health licence or registration documents	Cost Recovery	each	50.00	51.30	2.60%	S
Statement of fact for civil cases	Cost Recovery	per hour	50.00	51.30	2.60%	S
Standards inspection for immigration	Cost Recovery	per inspection	150.00	153.80	2.53%	S
Housing Notices	Cost Recovery	fixed charge	345.00	353.60	2.49%	S
Fixed penalty for failure to belong to an approved redress scheme	Cost Recovery	fixed charge	5,000.00	5,125.00	2.50%	n/a
Letter confirming food premises registration	Cost Recovery	per letter	38.00	39.00	2.63%	S
Attendance at Exhumations	Cost Recovery	per hour (or part)	50.00	51.30	2.60%	S

#### Private Water Supplies

Risk Assessment (smaller supplies - Regulation 10)	Cost Recovery	per assessment	up to £500	up to £500	0.00%	n/a
Risk Assessment (larger supplies - Regulation 9)	Cost Recovery	per assessment	up to £500	up to £500	0.00%	n/a
Risk Assessment (Desktop)	Cost Recovery	per assessment	up to £500	up to £500	0.00%	n/a
Sampling Visit (excl. analysis costs)	Cost Recovery	per visit	83.33	83.33	0.00%	S
Investigation (excl. analysis costs)	Cost Recovery	per investigation	83.33	83.33	0.00%	S
Granting of Authorisation	Cost Recovery	per authorisation	83.33	83.33	0.00%	n/a
Analysis Costs (Regulation 10)	Cost Recovery	per set of samples	up to £25	up to £25	0.00%	n/a
Analysis Costs (Check Monitoring)	Cost Recovery	per set of samples	up to £100	up to £100	0.00%	n/a
Analysis Costs (Audit Monitoring)	Cost Recovery	per set of samples	up to £500	up to £500	0.00%	n/a

#### HMO Licensing Fees

Licence for a HMO with no more than 5 bedrooms (initiated by applicant without LA intervention)	Cost Recovery	fixed charge	825.00	845.60	2.50%	n/a
Licence for a HMO with no more than 5 bedrooms (initiated by applicant with LA intervention)	Cost Recovery	fixed charge	1,120.00	1,148.00	2.50%	n/a
Additional bedrooms	Cost Recovery	each	15.00	15.40	2.67%	n/a
BACS refund on full licence fee for receipt of complete valid application within 21 days without further LA intervention			100.00	102.50	2.50%	n/a
Variation of licence, other than change of address	Cost Recovery		125.00	128.10	2.48%	n/a

#### HMO Licensing Fees

Renewal of HMO Licence	Cost Recovery		685.00	685.00	0.00%	n/a
BACS refund for receipt of complete valid renewal applications more than 3 months before current licence expires			100.00	102.50	2.50%	n/a
Confirmation of empty home status for VAT reduction	Cost Recovery		77.00	78.90	2.47%	n/a

#### Miscellaneous Engineering Fees

	Basis of Charge	Unit of Charge	2016/17 Charge £	2017/18 Charge £	Year on Year Variance %	VAT
Street parties (non-commercial)			free	free	0.00%	
Sewer Records/Plans		per item	27.00	27.70	2.59%	n/a

#### OTHER LICENCES

Sex Establishments	Cost Recovery	per annum	2,615.00	2,680.40	2.50%	n/a
Sex Establishments	Cost Recovery	per renewal	2,315.00	2,372.90	2.50%	n/a
Sex Establishments	Cost Recovery	transfer	75.00	76.90	2.53%	n/a
Hypnotism Act 1952 - Occasional licensed premises	Cost Recovery		140.00	143.50	2.50%	n/a
Hypnotism Act 1952 - Occasional unlicensed premises	Cost Recovery		540.00	553.50	2.50%	n/a
Scrap Metal Site Licence	Cost Recovery	per licence granted	246.00	252.20	2.52%	n/a
Scrap Metal Site Licence	Cost Recovery	per licence renewed	182.70	187.30	2.52%	n/a
Scrap Metal Site Licence - Variation, Name Change, Change of Site	Cost Recovery	per change	43.50	44.60	2.53%	n/a
Scrap Metal Collectors Licence	Cost Recovery	per licence granted	222.50	228.10	2.52%	n/a
Scrap Metal Collectors Licence	Cost Recovery	per licence renewed	159.20	163.20	2.51%	n/a
Scrap Metal Collectors Licence - Variation, Name Change	Cost Recovery	per change	43.50	44.60	2.53%	n/a

#### TAXI LICENSING

Hackney Carriage Vehicle/Proprietor Licence	Cost Recovery	per renewal	274.00	280.90	2.52%	n/a
Hackney Carriage Vehicle/Proprietor Licence	Cost Recovery	per new vehicle	308.00	315.70	2.50%	n/a
Private Hire Vehicle / Proprietor Licence	Cost Recovery	per renewal	274.00	280.90	2.52%	n/a
Private Hire Vehicle / Proprietor Licence	Cost Recovery	per new licence	308.00	315.70	2.50%	n/a
Private Hire drivers licence	Cost Recovery	per renewal	264.00	207.60	-21.36%	n/a
Private Hire drivers licence	Cost Recovery	per new licence	369.00	378.20	2.49%	n/a
Hackney Carriage Vehicle/Proprietor (renewal) where able to transport a person whilst remaining in a wheelchair	Cost Recovery	first year	100% discount	100% discount	n/a	n/a
Hackney Carriage Vehicle/Proprietor (renewal) where able to transport a person whilst remaining in a wheelchair	Cost Recovery	Subsequent years	50% discount	50% discount	n/a	n/a
Private Hire Business Operator - up to 6 vehicles	Cost Recovery	per licence	258.00	264.50	2.52%	n/a
Private Hire Business Operator - additional vehicles	Cost Recovery	per vehicle	30.00	30.80	2.66%	n/a
Dual Driver (Hackney/Private Hire)	Cost Recovery	per renewal	264.00	270.60	2.50%	n/a
Dual Driver (Hackney/Private Hire) (Grant)	Cost Recovery	per new licence	369.00	378.20	2.49%	n/a
Change of vehicle	Cost Recovery	per change	78.00	80.00	2.56%	n/a
Change of Vehicle DVLA registration number	Cost Recovery	per change	45.00	46.10	2.44%	n/a
Change of Vehicle licence designation - Hackney to Private	Cost Recovery	per change	45.00	46.10	2.44%	n/a
Change of Vehicle licence designation -Private to Hackney	Cost Recovery	per change	45.00	46.10	2.44%	n/a
Change of vehicle proprietor with unexpired licence	Cost Recovery	per change	45.00	46.10	2.44%	n/a
Convert drivers licence to dual driver	Cost Recovery	per change	45.00	46.10	2.44%	n/a

	Basis of Charge	Unit of Charge	2016/17 Charge £	2017/18 Charge £	Year on Year Variance %	VAT
Knowledge Test	Cost Recovery	per test	91.00	93.30	2.53%	n/a
Roof light (complete)	Cost Recovery	per light	68.33	70.00	2.44%	S
Roof light (cover or base plate separate)	Cost Recovery	per light	36.67	37.60	2.54%	S
Charge for unusable/damaged returned roof light to be discounted from any refund	Cost Recovery	per light	15.83	16.20	2.34%	S
Replacement badge	Cost Recovery	per badge	22.50	23.10	2.67%	S
Replacement plate/trailer plate	Cost Recovery	per plate	36.67	37.60	2.54%	S
Roof light bulb	Cost Recovery	per bulb	2.08	2.10	0.96%	S
Magnets (sold as pair)	Cost Recovery	per pair	6.67	6.80	1.95%	S
Executive Private Hire Disc	Cost Recovery	per disc	10.83	11.10	2.49%	S
Table of fares/windscreen badge			Free	Free	0.00%	s
Distribution of free literature	Cost Recovery	per distribution	28.33	29.00	2.36%	S

#### PREMISES LICENCES

Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band A - rateable value £0-£4,300	Statutory Fee	per band A premises	100.00	100.00	0.00%	n/a
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band B - rateable value £4,301-33,000	Statutory Fee	per band B premises	190.00	190.00	0.00%	n/a
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band C - rateable value £33,001-£87,000	Statutory Fee	per band C premises	315.00	315.00	0.00%	n/a
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band D - rateable value £87,001-£125,000	Statutory Fee	per band D premises	450.00	450.00	0.00%	n/a
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band E - rateable value £125,000 and over	Statutory Fee	per band E premises	635.00	635.00	0.00%	n/a
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band A - rateable value £0-£4,300	Statutory Fee	per band A premises per annum	70.00	70.00	0.00%	n/a
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band B - rateable value £4,301-33,000	Statutory Fee	per band B premises per annum	180.00	180.00	0.00%	n/a
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band C - rateable value £33,001-£87,000	Statutory Fee	per band C premises per annum	295.00	295.00	0.00%	n/a
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band D - rateable value £87,001-£125,000	Statutory Fee	per band D premises per annum	320.00	320.00	0.00%	n/a
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band E - rateable value £125,000 and over	Statutory Fee	per band E premises per annum	350.00	350.00	0.00%	n/a
PERSONAL LICENCE	Statutory Fee	per licence	37.00	37.93	2.51%	n/a

#### OTHER FEES AND CHARGES

Supply of copies of information contained in register	Cost Recovery	per black & white A4 sheet	0.10	0.10	0.00%	S
Supply of copies of information contained in register	Cost Recovery	per black & white A3 sheet	0.20	0.21	5.00%	S

	Basis of Charge	Unit of Charge	2016/17 Charge	2017/18 Charge	Year on Year Variance	VAT
			£	£	%	
Supply of copies of information contained in register	Cost Recovery	per black & white A0 sheet	1.10	1.13	2.73%	S
Supply of copies of information contained in register	Cost Recovery	per colour A4 sheet	0.20	0.21	5.00%	S
Supply of copies of information contained in register	Cost Recovery	per colour A3 sheet	0.50	0.51	2.00%	S
Supply of copies of information contained in register	Cost Recovery	per colour A0 sheet	1.70	1.74	2.35%	S
Application for copy of licence or summary on theft, loss etc of premises licence or summary	Statutory Fee	per application	10.50	10.50	0.00%	n/a
Notification of change of name or address (holder of premises licence)	Statutory Fee	per change	10.50	10.50	0.00%	n/a
Application to vary or to specify individual as premises supervisor	Statutory Fee	per application	23.00	23.00	0.00%	n/a
Application to transfer premises licence	Statutory Fee	per application	23.00	23.00	0.00%	n/a
Interim authority notice	Statutory Fee	per notice	23.00	23.00	0.00%	n/a
Application for making of a provisional statement	Statutory Fee	per statement	315.00	315.00	0.00%	n/a
Application for copy of certificate or summary on theft, loss etc of certificate or summary	Statutory Fee	per copy	10.50	10.50	0.00%	n/a
Notification of change of name or alteration of club rules	Statutory Fee	per change	10.50	10.50	0.00%	n/a
Change of relevant registration address of club	Statutory Fee	per change	10.50	10.50	0.00%	n/a
Temporary event notice	Statutory Fee	per notice	21.00	21.00	0.00%	n/a
Application of copy of notice on theft, loss etc of temporary event notice	Statutory Fee	per copy	10.50	10.50	0.00%	n/a
Application of copy of licence on theft, loss etc of personal licence	Statutory Fee	per copy	10.50	10.50	0.00%	n/a
Notification of change of name or address (personal licence)	Statutory Fee	per change	10.50	10.50	0.00%	n/a
Notice of interest in any premises	Statutory Fee	per notice	21.00	21.00	0.00%	n/a

#### Gambling Act 2005

Bingo Premises	Cost Recovery	per licence	2,677.50	2,744.44	2.50%	n/a
Bingo Premises	Cost Recovery	per variation	1,339.00	1,372.48	2.50%	n/a
Bingo Premises	Cost Recovery	per transfer	918.00	940.95	2.50%	n/a
Bingo Premises	Cost Recovery	Annual Fee	765.00	784.13	2.50%	n/a
Adult Gaming Centre Premises	Cost Recovery	per licence	1,530.00	1,568.25	2.50%	n/a
Adult Gaming Centre Premises	Cost Recovery	per variation	765.00	784.13	2.50%	n/a
Adult Gaming Centre Premises	Cost Recovery	per transfer	918.00	940.95	2.50%	n/a
Adult Gaming Centre Premises	Cost Recovery	Annual Fee	765.00	784.13	2.50%	n/a
Betting Premises (Track)	Cost Recovery	per licence	1,913.00	1,960.83	2.50%	n/a
Betting Premises (Track)	Cost Recovery	per variation	957.00	980.93	2.50%	n/a
Betting Premises (Track)	Cost Recovery	per transfer	727.00	745.18	2.50%	n/a
Betting Premises (Track)	Cost Recovery	Annual Fee	765.00	784.13	2.50%	n/a
Betting Premises (Other)	Cost Recovery	per licence	2,300.00	2,357.50	2.50%	n/a
Betting Premises (Other)	Cost Recovery	per variation	1,148.00	1,176.70	2.50%	n/a

	Basis of Charge	Unit of Charge	2016/17 Charge	2017/18 Charge	Year on Year Variance	VAT
			£	£	%	
Betting Premises (Other)	Cost Recovery	per transfer	918.00	940.95	2.50%	n/a
Betting Premises (Other)	Cost Recovery	Annual Fee	300.00	307.50	2.50%	n/a
Family Entertainment Centre Premises	Cost Recovery	per licence	1,530.00	1,568.25	2.50%	n/a
Family Entertainment Centre Premises	Cost Recovery	per variation	765.00	784.13	2.50%	n/a
Family Entertainment Centre Premises	Cost Recovery	per transfer	727.00	745.18	2.50%	n/a
Family Entertainment Centre Premises	Cost Recovery	Annual Fee	574.00	588.35	2.50%	n/a
Temporary Use Notices	Cost Recovery	per notice	500.00	512.50	2.50%	n/a
Temporary Use Notices	Cost Recovery	per copy	25.00	25.63	2.52%	n/a
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per permit	50.00	50.00	0.00%	n/a
Club Gaming Machine Permit 5 years (Up to 3 machines)	Statutory Fee	per permit	100.00	100.00	0.00%	n/a
Club Gaming Machine Permit	Statutory Fee	Annual Fee	50.00	50.00	0.00%	n/a
Small Lotteries	Statutory Fee	per setup	40.00	40.00	0.00%	n/a
Small Lotteries	Statutory Fee	per renewal	20.00	20.00	0.00%	n/a

#### CCTV Cameras

Ware Town Council	Cost Recovery	per annum	10,600.00	10,865.00	2.50%	n/a
Hertford Town Council	Cost Recovery	per annum	21,330.00	21,863.25	2.50%	n/a
Bishop's Stortford Town Council	Cost Recovery	per annum	21,800.00	22,345.00	2.50%	n/a

#### HOSTELS

Hillcrest Hostel Single Room (excl. service charges)	Cost Recovery	per week	195.00	195.00	0.00%	E/OS?
Hillcrest Hostel Double Room (excl. service charges)	Cost Recovery	per week	220.00	220.00	0.00%	E/OS?
Hillcrest Hostel Family Room (excl. service charges)	Cost Recovery	per week	230.00	230.00	0.00%	E/OS?
Bed & Breakfast - Single person	Discretionary	per week	100.10	102.62	2.52%	E/OS?
Bed & Breakfast - Single person	Discretionary	per day	14.30	14.66	2.52%	E/OS?
Bed & Breakfast - Single person and one child	Discretionary	per week	132.72	136.01	2.48%	E/OS?
Bed & Breakfast - Single person and one child	Discretionary	per day	18.96	19.43	2.48%	E/OS?
Bed & Breakfast - Single person and two children	Discretionary	per week	144.20	147.84	2.52%	E/OS?
Bed & Breakfast - Single person and two children	Discretionary	per day	20.60	21.12	2.52%	E/OS?
Bed & Breakfast - Couple	Discretionary	per week	132.72	136.01	2.48%	E/OS?
Bed & Breakfast - Couple	Discretionary	per day	18.96	19.43	2.48%	E/OS?
Bed & Breakfast - Couple and one child	Discretionary	per week	155.68	159.60	2.52%	E/OS?
Bed & Breakfast - Couple and one child	Discretionary	per day	22.24	22.24	0.00%	E/OS?
Bed & Breakfast - Couple and two children	Discretionary	per week	168.28	168.28	0.00%	E/OS?
Bed & Breakfast - Couple and two children	Discretionary	per day	24.04	24.64	2.50%	E/OS?

	Basis of Charge	Unit of Charge	2016/17 Charge	2017/18 Charge	Year on Year Variance	VAT
			£	£	%	
Bed & Breakfast - Additional children up to 16	Discretionary	per week	13.65	14.00	2.56%	E/OS?
Bed & Breakfast - Additional children up to 16	Discretionary	per day	1.95	2.00	2.56%	E/OS?

Planning

Basis of Charge	Unit of Charge	2016/17 Charge	2017/18 Charge	Year on Year Variance	VAT
		£	£	%	

PRE-APPLICATION ADVICE

Householder proposals	Discretionary	Initial fee	25.00	108.33	333.32%	S
Householder proposals	Discretionary	Secondary fee	12.50	54.17	333.36%	S
Request for informal confirmation that proposed development comprises 'permitted development'. (Not Lawful Development Certificate)	Discretionary	Initial fee	41.60	108.33	160.41%	S
Request for informal confirmation that proposed development comprises 'permitted development'. (Not Lawful Development Certificate)	Discretionary	Secondary fee	20.83	-	-100.00%	S
Largescale Major Development Proposals	Discretionary	Initial fee	1,000.00	Individually quoted fee	-100.00%	S
Largescale Major Development Proposals	Discretionary	Secondary fee	500.00	-	-100.00%	S
Smallscale Major Development Proposals	Discretionary	Initial fee	700.00	Individually quoted fee	-100.00%	S
Smallscale Major Development Proposals	Discretionary	Secondary fee	350.00	-	-100.00%	S
Minor Development (single new or replacement dwellings and other development of less than 50sqm floorspace)	Discretionary	Initial fee	300.00	300.00	0.00%	S
Minor Development (single new or replacement dwellings and other development of less than 50sqm floorspace)	Discretionary	Secondary fee	150.00	-	-100.00%	S
Minor Development (all other minor development)	Discretionary	Initial fee	375.00	375.00	0.00%	S
Minor Development (all other minor development)	Discretionary	Secondary fee	187.50	-	-100.00%	S
Minor Development (all other minor development)	Discretionary	Initial fee	375.00	375.00	0.00%	S
Minor Development (all other minor development)	Discretionary	Secondary fee	187.50	-	-100.00%	S
Any development where affordable housing is required by virtue of the Council's planning policies and is to be provided	Discretionary	Initial fee	100.00	-	-100.00%	S
Other Development	Discretionary	Initial fee	100.00	100.00	0.00%	S
Other Development	Discretionary	Secondary fee	50.00	50.00	0.00%	S
Advertisement proposals	Discretionary	Initial fee	41.67	83.33	99.98%	S
Advertisement proposals	Discretionary	Secondary fee	20.83	-	-100.00%	S
Heritage advice	Discretionary	Initial fee	41.67	108.33	149.97%	S
Heritage advice	Discretionary	Secondary fee	20.83	54.17	160.06%	S
Meetings - major & minor developments	Discretionary		-	included in quoted fee	0.00%	S
Meetings - all other development sites	Discretionary	per officer per hour	-	20.83	100.00%	S
Provision of urgent advice	Discretionary	within 5 working days	-	2 x quoted fee	0.00%	S

FEEs IN RESPECT OF APPLICATIONS FOR PLANNING APPROVAL OF RESERVED MATTERS

TYPE OF DEVELOPMENT - OPERATIONS

1 Erection of Dwellinghouses (other than development within category 6)

a) i) Where application is for outline planning permission and site area does not exceed 2.5 hectares	Statutory Fee	per 0.1 hectare of site area	385.00	385.00	0.00%	E/OS?
a) ii) Where application is for outline planning permission and site exceeds 2.5 hectares	Statutory Fee	per 2.5 hectare site	9,527.00	9,527.00	0.00%	E/OS?
For each 0.1 hectares in excess of 2.5 hectares, to a maximum in total of £55,000	Statutory Fee	per additional 0.1 hectares	115.00	115.00	0.00%	E/OS?
(b) i) where the number of dwelling houses to be created by development is 50 or fewer,	Statutory Fee	per dwelling house	385.00	385.00	0.00%	E/OS?

Planning

	Basis of Charge	Unit of Charge	2016/17 Charge £	2017/18 Charge £	Year on Year Variance %	VAT
b) ii) where number of dwelling houses to be created by development exceeds 50, and	Statutory Fee	per 50 dwelling house site	19,049.00	19,049.00	0.00%	E/OS?
for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum of £250,000	Statutory Fee	per additional dwelling house	115.00	115.00	0.00%	E/OS?

**2 Erection of buildings (not in categories 1, 3, 4, 5, or 7)**

a) i) Where application is for outline planning permission and site area does not exceed 2.5 hectares,	statutory Fee	per 0.1 hectare of site area	385.00	385.00	0.00%	E/OS?
a) ii) Where application is for outline planning permission and site exceeds 2.5 hectares, and	statutory Fee	per 2.5 hectare site	9,527.00	9,527.00	0.00%	E/OS?
for each 0.1 hectares in excess of 2.5 hectares, to a maximum in total of £125,000	statutory Fee	per additional 0.1 hectares	115.00	115.00	0.00%	E/OS?
(b) i) in other cases where no floor space is to be created	statutory Fee	per case	195.00	195.00	0.00%	E/OS?
b) (ii) where the area of gross floor space to be created does not exceed 40 sq metres	statutory Fee	per case	195.00	195.00	0.00%	E/OS?
b) (iii) where the area of gross floor space to be created does exceed 40 sq metres but not 75 sq metres	statutory Fee	per case	385.00	385.00	0.00%	E/OS?
b) (iv) where the area of gross floor space to be created exceeds 75 sq metres but not 3750 sq metres	statutory Fee	per 75 sq metres of area	385.00	385.00	0.00%	E/OS?
(v) where the area of gross floor space to be created exceeds 3750 sq metres, and	statutory Fee	per case	19,049.00	19,049.00	0.00%	E/OS?
for each 75 sq metres in excess of 3750, up to a maximum of £250,000	statutory Fee	per additional 75 sq metres	115.00	115.00	0.00%	E/OS?

**3 Erection on land used for the purposes of agriculture, of buildings to be used for agricultural purposes (other than buildings in category 4)**

(a) i) Where application is for outline planning permission and site area does not exceed 2.5 hectares,	Statutory Fee	per 0.1 hectares of site	385.00	385.00	0.00%	E/OS?
a) ii) Where application is for outline planning permission and site exceeds 2.5 hectares, and	Statutory Fee	per 2.5 hectare site	9,527.00	9,527.00	0.00%	E/OS?
for each 0.1 hectares in excess of 2.5 hectares, to a maximum in total of £125,000	Statutory Fee	per additional 0.1 hectares	115.00	115.00	0.00%	E/OS?
b) (i) where the area of gross floor space to be created does not exceed 465 sq metres	Statutory Fee	per case	80.00	80.00	0.00%	E/OS?
b) (iii) where the area of gross floor space to be created does exceed 465 sq metres but not 540 sq metres	Statutory Fee	per case	385.00	385.00	0.00%	E/OS?
b) iii) where the area of gross floor space to be created exceeds 540 sq metres but not 4215	Statutory Fee	per case	385.00	385.00	0.00%	E/OS?
for each 75 sq metres in excess of 540	Statutory Fee	per additional 75 sq metres	385.00	385.00	0.00%	E/OS?
b) iv) where the area of gross floor space to be created exceeds 4215 sq metres, and	Statutory Fee	per case	19,049.00	19,049.00	0.00%	E/OS?
for each 75 sq metres in excess of 4215, up to a maximum of £250,000	Statutory Fee	per additional 75 sq metres	115.00	115.00	0.00%	E/OS?

**4 Erection of glasshouses on land used for the purposes of agriculture**

a) where the area of gross floor space to be created does not exceed 465 sq metres	Statutory Fee	per case	80.00	80.00	0.00%	E/OS?
b) where the area of gross floor space to be created exceeds 465 sq metres	Statutory Fee	per case	2,150.00	2,150.00	0.00%	E/OS?

**5 Erection, alteration or replacement of plant or machinery**

(a) where the site area does not exceed 5 hectares,	Statutory Fee	per 0.1 hectares	385.00	385.00	0.00%	E/OS?
(b) where the site area exceeds 5 hectares, and	Statutory Fee	per 5 hectare site	19,049.00	19,049.00	0.00%	E/OS?
for each 0.1 hectare in excess of 5 hectares, subject to a maximum of £250,000	Statutory Fee	per additional 0.1 hectares	115.00	115.00	0.00%	E/OS?

**6 Enlargement, improvement or other alterations of existing dwellinghouses**

(a) where application relates to one dwellinghouse	Statutory Fee	per application	172.00	172.00	0.00%	E/OS?
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Planning

	Basis of Charge	Unit of Charge	2016/17 Charge £	2017/18 Charge £	Year on Year Variance %	VAT
(b) where application relates to two or more dwellinghouses	Statutory Fee	per application	339.00	339.00	0.00%	E/OS?
7 Carrying out of operations within the curtilage of a dwelling for the purposes ancillary to the enjoyment of the dwelling (gates, fences, walls etc)	Statutory Fee		172.00	172.00	0.00%	E/OS?
8 Construction of car parks, service roads and other means of access on land used for a single undertaking, where the development is required for a purpose incidental to the existing use of the land.	Statutory Fee		195.00	195.00	0.00%	E/OS?
<b>9 Carrying out of any operations connected with exploratory drilling for oil or natural gas</b>						
(a) where the site area does not exceed 7.5 hectares,	Statutory Fee	per 0.1 hectares	385.00	385.00	0.00%	E/OS?
(b) where the site area exceeds 7.5 hectares,	Statutory Fee	per site of 7.5 hectares	28,750.00	28,750.00	0.00%	E/OS?
for each 0.1 hectare in excess of 5 hectares, subject to a maximum of £250,000	Statutory Fee	per additional 0.1 hectares	115.00	115.00	0.00%	E/OS?
<b>10 Carrying out of any operations not coming within any of the above categories</b>						
(a) in the case of operations for the winning and working of minerals - (i) where the site area does not exceed 15 hectares	Statutory Fee	per 0.1 hectares	195.00	195.00	0.00%	E/OS?
(a) in the case of operations for the winning and working of minerals - (ii) where the site area exceeds 15 hectares	Statutory Fee	per 15 hectare site	29,112.00	29,112.00	0.00%	E/OS?
for each 0.1 hectare in excess of 15 hectares, subject to a maximum of £65,000	Statutory Fee	per additional 0.1 hectares	115.00	115.00	0.00%	E/OS?
(b) in any other case, subject to a maximum of £1,690	Statutory Fee	per 0.1 hectares	195.00	195.00	0.00%	E/OS?
<b>11 Change of use of a building to use as one or more separate dwellinghouses</b>						
(a) where change is from a previous use as a single dwellinghouse to be two or more dwellinghouses (i) Where the change of use is to use is 50 or fewer dwellinghouses	Statutory Fee	per additional dwellinghouse	385.00	385.00	0.00%	E/OS?
(a) where change is from a previous use as a single dwellinghouse to be two or more dwellinghouses (ii) where the change of use is to more than 50 dwellinghouses, and	Statutory Fee	per change	19,049.00	19,049.00	0.00%	E/OS?
for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum of £250,000	Statutory Fee	per dwellinghouse in excess of 50	115.00	115.00	0.00%	E/OS?
(b) in other cases (i) Where the change of use is to use is 50 or fewer dwellinghouses	Statutory Fee	per additional dwellinghouse	385.00	385.00	0.00%	E/OS?
(b) in other cases (ii) where the change of use is to more than 50 dwellinghouses, and	Statutory Fee	per change	19,049.00	19,049.00	0.00%	E/OS?
for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum of £250,000	Statutory Fee	per dwellinghouse in excess of 50	115.00	115.00	0.00%	E/OS?
<b>12 Use of land for disposal of refuse or waste materials; or for the deposit of material remaining after minerals have been extracted from land; or use of land for storage of materials in the open</b>						
(a) where the site area does not exceed 15 hectares,	Statutory Fee	per 0.1 hectares	195.00	195.00	0.00%	E/OS?
(b) where the site exceeds 15 hectares	Statutory Fee	per site	29,112.00	29,112.00	0.00%	E/OS?
for each 0.1 hectare in excess of 15 hectares, to a maximum in total of £65,000	Statutory Fee	per 0.1 hectares in excess of 15	115.00	115.00	0.00%	E/OS?
13 Making a material change for use of a building or land (other than above);	Statutory Fee		385.00	385.00	0.00%	E/OS?
14 a) Lawful Development Certificate - Existing Use - in breach of a planning condition	Statutory Fee	per certificate	as full planning application	as full planning application	0.00%	E/OS?
14 b) Lawful Development Certificate - Existing Use - lawful not to comply with a particular condition	Statutory Fee	per certificate	195.00	195.00	0.00%	E/OS?
14 c) Lawful Development Certificate - Proposed Use	Statutory Fee	per certificate	half the normal planning application fee	half the normal planning application fee	0.00%	E/OS?

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Basis of Charge	Unit of Charge	2016/17 Charge	2017/18 Charge	Year on Year Variance	VAT
		£	£	%	

15 Prior Approval

(a) Agricultural and Forestry buildings & operations or demolition of buildings	statutory Fee		80.00	80.00	0.00%	E/OS?
(b) Telecommunications Code Systems Operators	statutory Fee		385.00	385.00	0.00%	E/OS?
(c) Prior Approval of Proposed Change of Use to State Funded School	statutory Fee		80.00	80.00	0.00%	E/OS?
(d) Prior Approval of Proposed Change of Use of Agricultural Building to flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hostels, or Assembly or Leisure	statutory Fee		80.00	80.00	0.00%	E/OS?
(e) Notification of a Proposed Change of Use to Dwelling(s)	statutory Fee		80.00	80.00	0.00%	E/OS?

16 Application for a New Planning Permission to replace an Extant Planning Permission

(a) Applications in respect of major developments	statutory Fee		575.00	575.00	0.00%	E/OS?
(b) Applications in respect of householder developments	statutory Fee		57.00	57.00	0.00%	E/OS?
(c) Applications in respect of other developments	statutory Fee		195.00	195.00	0.00%	E/OS?

Application for a Non-material Amendment Following a Grant of Planning Permission

(a) Applications in respect of householder developments	statutory Fee		28.00	28.00	0.00%	E/OS?
(b) Applications in respect of other developments	statutory Fee		195.00	195.00	0.00%	E/OS?

SCALE OF FEES IN RESPECT OF APPLICATIONS FOR CONSENT TO DISPLAY ADVERTISEMENTS

1 Advertisements displayed on business premises, on the forecourt of business premises or on other land within the curtilage of business premises, wholly with reference to all or any of the following matters:-

(a) the nature of the business or other activity carried out on the premises;	statutory Fee		110.00	110.00	0.00%	E/OS?
(b) the goods sold or the services provided on the premises or;	statutory Fee		110.00	110.00	0.00%	E/OS?
(c) the name and qualifications of the person carrying on such business or activity or supplying such goods or services.	statutory Fee		110.00	110.00	0.00%	E/OS?
2 Advertisements for the purpose of directing members or the public to, or otherwise drawing attention to the existence of, business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site.	statutory Fee		110.00	110.00	0.00%	E/OS?
3 All other advertisements.	statutory Fee		385.00	385.00	0.00%	E/OS?

New Dwellings up to 300m<sup>2</sup> floor area and not more than 3 storeys

1 new dwelling, full plans	Cost Recovery	Plan Fee	166.67	166.67	0.00%	S
1 new dwelling, full plans	Cost Recovery	Inspection Fee	498.87	498.87	0.00%	S
1 new dwelling, full plans	Cost Recovery	Building Notice	679.15	679.15	0.00%	S
2 new dwellings, full plans	Cost Recovery	Plan Fee	250.00	250.00	0.00%	S
2 new dwellings, full plans	Cost Recovery	Inspection Fee	641.92	641.92	0.00%	S
2 new dwellings, full plans	Cost Recovery	Building Notice	909.78	909.78	0.00%	S
3 new dwellings, full plans	Cost Recovery	Plan Fee	333.33	333.33	0.00%	S
3 new dwellings, full plans	Cost Recovery	Inspection Fee	811.35	811.35	0.00%	S
3 new dwellings, full plans	Cost Recovery	Building Notice	1,168.51	1,168.51	0.00%	S
4 new dwellings, full plans	Cost Recovery	Plan Fee	416.67	416.67	0.00%	S

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	Basis of Charge	Unit of Charge	2016/17 Charge	2017/18 Charge	Year on Year Variance	VAT
			£	£	%	
4 new dwellings, full plans	Cost Recovery	Inspection Fee	887.17	887.17	0.00%	S
4 new dwellings, full plans	Cost Recovery	Building Notice	1,331.92	1,331.92	0.00%	S
5 new dwellings, full plans	Cost Recovery	Plan Fee	500.00	500.00	0.00%	S
5 new dwellings, full plans	Cost Recovery	Inspection Fee	990.22	990.22	0.00%	S
5 new dwellings, full plans	Cost Recovery	Building Notice	1,521.70	1,521.70	0.00%	S
More than 5 new dwellings, full plans	Cost Recovery	Fees/Notice	Individual Charge	Individual Charge	0.00%	S
Conversion of an existing dwelling into two flats	Cost Recovery	Plan Fee	208.33	208.33	0.00%	S
Conversion of an existing dwelling into two flats	Cost Recovery	Inspection Fee	346.56	346.56	0.00%	S
Conversion of an existing dwelling into two flats	Cost Recovery	Building Notice	554.89	554.89	0.00%	S
Conversion of an existing dwelling into three flats	Cost Recovery	Plan Fee	208.33	208.33	0.00%	S
Conversion of an existing dwelling into three flats	Cost Recovery	Inspection Fee	513.37	513.37	0.00%	S
Conversion of an existing dwelling into three flats	Cost Recovery	Building Notice	721.70	721.70	0.00%	S
Supplementary charge if electrical or gas works are not carried out and registered by a person who is a member of a government approved competent persons scheme. This is increased where the number of electrical circuits involved excee	Cost Recovery		200.00	200.00	0.00%	

**Domestic extensions up to 3 storeys and 100m2 floor area and electrical work (inc. loft conversions and certain garages/ carports)**

**2a) Domestic Extensions, Loft Conversions, Garages and Car Ports**

**Certain garages and car ports under 30m2 may be exempt buildings. Please contact Building Control to discuss.**

**'Extension' includes attached garages and non-exempt conservatories**

**'Loft Conversion' is the formation of habitable accommodation in an existing loft space of a house or flat**

**'Garage Conversion' is the formation of habitable accommodation in an existing garage.**

Extension internal floor area under 10m2	Cost Recovery	Plan Fee	166.67	166.67	0.00%	S
Extension internal floor area under 10m2	Cost Recovery	Inspection Fee	272.40	272.40	0.00%	S
Extension internal floor area under 10m2	Cost Recovery	Building Notice	468.33	468.33	0.00%	S
Extension internal floor area under 10m2	Cost Recovery	Regularisation	585.42	585.42	0.00%	E/OS?
Extension internal floor area over 10m2 and under 40m2	Cost Recovery	Plan Fee	166.67	166.67	0.00%	S
Extension internal floor area over 10m2 and under 40m2	Cost Recovery	Inspection Fee	385.49	385.49	0.00%	S
Extension internal floor area over 10m2 and under 40m2	Cost Recovery	Building Notice	589.41	589.41	0.00%	S
Extension internal floor area over 10m2 and under 40m2	Cost Recovery	Regularisation	736.76	736.76	0.00%	E/OS?
Extension internal floor area over 40m2 and under 100m2	Cost Recovery	Plan Fee	166.67	166.67	0.00%	S
Extension internal floor area over 40m2 and under 100m2	Cost Recovery	Inspection Fee	498.58	498.58	0.00%	S
Extension internal floor area over 40m2 and under 100m2	Cost Recovery	Building Notice	710.48	710.48	0.00%	S
Extension internal floor area over 40m2 and under 100m2	Cost Recovery	Regularisation	888.10	888.10	0.00%	E/OS?
Loft Conversion internal floor area under 40m2	Cost Recovery	Plan Fee	166.67	166.67	0.00%	S
Loft Conversion internal floor area under 40m2	Cost Recovery	Inspection Fee	338.93	338.93	0.00%	S
Loft Conversion internal floor area under 40m2	Cost Recovery	Building Notice	542.84	542.84	0.00%	S

Planning

	Basis of Charge	Unit of Charge	2016/17 Charge	2017/18 Charge	Year on Year Variance	VAT
			£	£	%	
Loft Conversion internal floor area under 40m2	Cost Recovery	Regularisation	678.55	678.55	0.00%	E/OS?
Loft Conversion internal floor area over 40m2 and under 100m2	Cost Recovery	Plan Fee	166.67	166.67	0.00%	S
Loft Conversion internal floor area over 40m2 and under 100m2	Cost Recovery	Inspection Fee	471.98	471.98	0.00%	S
Loft Conversion internal floor area over 40m2 and under 100m2	Cost Recovery	Building Notice	707.83	707.83	0.00%	S
Loft Conversion internal floor area over 40m2 and under 100m2	Cost Recovery	Regularisation	884.78	884.78	0.00%	E/OS?
Extension Loft conversions and extensions where the total floor area exceeds 100m2	Cost Recovery	Fees/Notice	Individual Charge	Individual Charge	0.00%	Various
Erection (or extension) to form a garage or carport under 40m2	Cost Recovery	Plan Fee	166.67	166.67	0.00%	S
Erection (or extension) to form a garage or carport under 40m2	Cost Recovery	Inspection Fee	94.11	94.11	0.00%	S
Erection (or extension) to form a garage or carport under 40m2	Cost Recovery	Building Notice	271.43	271.43	0.00%	S
Erection (or extension) to form a garage or carport under 40m2	Cost Recovery	Regularisation	339.28	339.28	0.00%	E/OS?
Erection (or extension) to form a garage or carport between 40m2 and 100m2	Cost Recovery	Plan Fee	166.67	166.67	0.00%	S
Erection (or extension) to form a garage or carport between 40m2 and 100m2	Cost Recovery	Inspection Fee	195.23	195.23	0.00%	S
Erection (or extension) to form a garage or carport between 40m2 and 100m2	Cost Recovery	Building Notice	367.22	367.22	0.00%	S
Erection (or extension) to form a garage or carport between 40m2 and 100m2	Cost Recovery	Regularisation	459.02	459.02	0.00%	E/OS?
Extensions where the total floor area exceeds 100m2	Cost Recovery	Fees/Notice	Individual Charge	Individual Charge	0.00%	Various

**2a) Domestic Alterations**

The below four alteration categories attract a 30% discount if undertaken at the same time as works listed in Table 2a. (Excluding Regularisations)

Alterations up to £2,000 estimated cost of works	Cost Recovery	Plan Fee	83.33	83.33	0.00%	S
Alterations up to £2,000 estimated cost of works	Cost Recovery	Inspection Fee	62.50	62.50	0.00%	S
Alterations up to £2,000 estimated cost of works	Cost Recovery	Building Notice	145.83	145.83	0.00%	S
Alterations up to £2,000 estimated cost of works	Cost Recovery	Regularisation	182.29	182.29	0.00%	E/OS?
Alterations over £2,000 and up to £5,000 estimated cost of works	Cost Recovery	Plan Fee	83.33	83.33	0.00%	S
Alterations over £2,000 and up to £5,000 estimated cost of works	Cost Recovery	Inspection Fee	154.17	154.17	0.00%	S
Alterations over £2,000 and up to £5,000 estimated cost of works	Cost Recovery	Building Notice	237.50	237.50	0.00%	S
Alterations over £2,000 and up to £5,000 estimated cost of works	Cost Recovery	Regularisation	296.88	296.88	0.00%	E/OS?
Alterations over £5,000 and up to £10,000 estimated cost of works	Cost Recovery	Plan Fee	83.33	83.33	0.00%	S
Alterations over £5,000 and up to £10,000 estimated cost of works	Cost Recovery	Inspection Fee	235.98	235.98	0.00%	S
Alterations over £5,000 and up to £10,000 estimated cost of works	Cost Recovery	Building Notice	319.32	319.32	0.00%	S
Alterations over £5,000 and up to £10,000 estimated cost of works	Cost Recovery	Regularisation	399.15	399.15	0.00%	E/OS?
Garage conversion	Cost Recovery	Plan Fee	166.67	166.67	0.00%	S
Garage conversion	Cost Recovery	Inspection Fee	110.78	110.78	0.00%	S
Garage conversion	Cost Recovery	Building Notice	277.45	277.45	0.00%	S
Garage conversion	Cost Recovery	Regularisation	346.81	346.81	0.00%	E/OS?
Alterations where the estimated cost of works exceeds £10,000	Cost Recovery	Fees/Notice	Individual Charge	Individual Charge	0.00%	Various

Planning

	Basis of Charge	Unit of Charge	2016/17 Charge	2017/18 Charge	Year on Year Variance	VAT
			£	£	%	
Installation of up to 20 replacement windows or external doors	Cost Recovery	Plan Fee	133.33	133.33	0.00%	S
Installation of up to 20 replacement windows or external doors	Cost Recovery	Building Notice	133.33	133.33	0.00%	S
Installation of up to 20 replacement windows or external doors	Cost Recovery	Regularisation	166.67	166.67	0.00%	E/OS?
Supplementary charge for the above categories if associated electrical or gas works are not carried out and registered by a person who is a member of a government approved competent persons scheme. This	Cost Recovery		290.00	290.00	0.00%	
Electrical works involving up to 12 circuits	Cost Recovery	Plan Fee	241.67	241.67	0.00%	S
Electrical works involving up to 12 circuits	Cost Recovery	Building Notice	241.67	241.67	0.00%	S
Electrical works involving up to 12 circuits	Cost Recovery	Regularisation	302.08	302.08	0.00%	E/OS?
Electrical works involving more than 12 circuits	Cost Recovery	Fees/Notice	Individual Charge	Individual Charge	0.00%	Various

**Institutional residential, office, shop, assembly and recreational**

Extension under 10m <sup>2</sup>	Cost Recovery	Plan Fee	166.67	166.67	0.00%	S
Extension under 10m <sup>2</sup>	Cost Recovery	Inspection Fee	281.84	281.84	0.00%	S
Extension under 10m <sup>2</sup>	Cost Recovery	Regularisation	560.64	560.64	0.00%	E/OS?
Extension over 10m <sup>2</sup> and under 40m <sup>2</sup>	Cost Recovery	Plan Fee	166.67	166.67	0.00%	S
Extension over 10m <sup>2</sup> and under 40m <sup>2</sup>	Cost Recovery	Inspection Fee	431.63	431.63	0.00%	S
Extension over 10m <sup>2</sup> and under 40m <sup>2</sup>	Cost Recovery	Regularisation	747.87	747.87	0.00%	E/OS?
Extension over 40m <sup>2</sup> and under 100m <sup>2</sup>	Cost Recovery	Plan Fee	166.67	166.67	0.00%	S
Extension over 40m <sup>2</sup> and under 100m <sup>2</sup>	Cost Recovery	Inspection Fee	812.06	812.06	0.00%	S
Extension over 40m <sup>2</sup> and under 100m <sup>2</sup>	Cost Recovery	Regularisation	1,223.40	1,223.40	0.00%	E/OS?
Extension where the total floor area exceeds 100m <sup>2</sup>	Cost Recovery	Fees	Individual Charge	Individual Charge	0.00%	Various
Internal alterations under £5,000 estimated cost of works	Cost Recovery	Plan Fee	166.67	166.67	0.00%	S
Internal alterations under £5,000 estimated cost of works	Cost Recovery	Inspection Fee	110.78	110.78	0.00%	S
Internal alterations under £5,000 estimated cost of works	Cost Recovery	Regularisation	346.81	346.81	0.00%	E/OS?
Internal alterations over £5,000 and under £10,000 estimated cost of works	Cost Recovery	Plan Fee	166.67	166.67	0.00%	S
Internal alterations over £5,000 and under £10,000 estimated cost of works	Cost Recovery	Inspection Fee	222.27	222.27	0.00%	S
Internal alterations over £5,000 and under £10,000 estimated cost of works	Cost Recovery	Regularisation	486.17	486.17	0.00%	E/OS?
Installation of mezzanine floor up to 100m <sup>2</sup>	Cost Recovery	Plan Fee	166.67	166.67	0.00%	S
Installation of mezzanine floor up to 100m <sup>2</sup>	Cost Recovery	Inspection Fee	166.10	166.10	0.00%	S
Installation of mezzanine floor up to 100m <sup>2</sup>	Cost Recovery	Regularisation	415.96	415.96	0.00%	E/OS?
Shop refurbishment under £15,000 estimated cost of works	Cost Recovery	Plan Fee	166.67	166.67	0.00%	S
Shop refurbishment under £15,000 estimated cost of works	Cost Recovery	Inspection Fee	332.91	332.91	0.00%	S
Shop refurbishment under £15,000 estimated cost of works	Cost Recovery	Regularisation	624.47	624.47	0.00%	E/OS?

Planning

	Basis of Charge	Unit of Charge	2016/17 Charge	2017/18 Charge	Year on Year Variance	VAT
			£	£	%	
Extension under 10m <sup>2</sup>	cost Recovery	Plan Fee	166.67	166.67	0.00%	S
Extension under 10m <sup>2</sup>	cost Recovery	Inspection Fee	213.76	213.76	0.00%	S
Extension under 10m <sup>2</sup>	cost Recovery	Regularisation	475.53	475.53	0.00%	E/OS?
Extension over 10m <sup>2</sup> and under 40m <sup>2</sup>	cost Recovery	Plan Fee	166.67	166.67	0.00%	S
Extension over 10m <sup>2</sup> and under 40m <sup>2</sup>	cost Recovery	Inspection Fee	363.55	363.55	0.00%	S
Extension over 10m <sup>2</sup> and under 40m <sup>2</sup>	cost Recovery	Regularisation	662.77	662.77	0.00%	E/OS?
Extension over 40m <sup>2</sup> and under 100m <sup>2</sup>	cost Recovery	Plan Fee	166.67	166.67	0.00%	S
Extension over 40m <sup>2</sup> and under 100m <sup>2</sup>	cost Recovery	Inspection Fee	730.36	730.36	0.00%	S
Extension over 40m <sup>2</sup> and under 100m <sup>2</sup>	cost Recovery	Regularisation	1,121.28	1,121.28	0.00%	E/OS?
Extension where the total floor area exceeds 100m <sup>2</sup>	cost Recovery	Fees	Individual Charge	Individual Charge	0.00%	Various
Internal alterations under £5,000 estimated cost of works	cost Recovery	Plan Fee	166.67	166.67	0.00%	S
Internal alterations under £5,000 estimated cost of works	cost Recovery	Inspection Fee	110.78	110.78	0.00%	S
Internal alterations under £5,000 estimated cost of works	cost Recovery	Regularisation	346.81	346.81	0.00%	E/OS?
Internal alterations over £5,000 and under £10,000 estimated cost of works	cost Recovery	Plan Fee	166.67	166.67	0.00%	S
Internal alterations over £5,000 and under £10,000 estimated cost of works	cost Recovery	Inspection Fee	222.27	222.27	0.00%	S
Internal alterations over £5,000 and under £10,000 estimated cost of works	cost Recovery	Regularisation	486.17	486.17	0.00%	E/OS?
Installation of mezzanine floor up to 100m <sup>2</sup>	cost Recovery	Plan Fee	166.67	166.67	0.00%	S
Installation of mezzanine floor up to 100m <sup>2</sup>	cost Recovery	Inspection Fee	166.10	166.10	0.00%	S
Installation of mezzanine floor up to 100m <sup>2</sup>	cost Recovery	Regularisation	415.96	415.96	0.00%	E/OS?

Operations

Basis of Charge	Unit of Charge	2016/17 Charge	2017/18 Charge	Year on Year Variance	VAT
		£	£	%	

HIRES CHARGES FOR HERTFORD THEATRE

WEEKDAYS Auditorium am (9am to 1pm)	Discretionary		264.00	264.00	0.00%	E
WEEKDAYS Auditorium am per hour	Discretionary		66.00	66.00	0.00%	E
WEEKDAYS Auditorium pm (1pm to 6pm)	Discretionary		405.00	405.00	0.00%	E
WEEKDAYS Auditorium pm per hour	Discretionary		81.00	81.00	0.00%	E
WEEKDAYS Auditorium Evening (6pm to midnight)	Discretionary		546.00	546.00	0.00%	E
WEEKDAYS Auditorium Evening per hour	Discretionary		91.00	91.00	0.00%	E
WEEKDAYS Auditorium 9am-6pm (discounted rate)	Discretionary		569.00	569.00	0.00%	E
WEEKDAYS Auditorium 1pm-midnight (discounted rate)	Discretionary		801.00	801.00	0.00%	E
WEEKDAYS Auditorium 9am-midnight (discounted rate)	Discretionary		1,015.00	1,015.00	0.00%	E
WEEKDAYS Studio am (9am to 1pm)	Discretionary		100.00	100.00	0.00%	E
WEEKDAYS Studio am per hour	Discretionary		25.00	25.00	0.00%	E
WEEKDAYS Studio pm (1pm to 6pm)	Discretionary		125.00	125.00	0.00%	E
WEEKDAYS Studio pm per hour	Discretionary		25.00	25.00	0.00%	E
WEEKDAYS Studio Evening (6pm to midnight)	Discretionary		150.00	150.00	0.00%	E
WEEKDAYS Studio Evening per hour	Discretionary		25.00	25.00	0.00%	E
WEEKDAYS Studio 9am-6pm (discounted rate)	Discretionary		200.00	200.00	0.00%	E
WEEKDAYS Studio 1pm-midnight (discounted rate)	Discretionary		250.00	250.00	0.00%	E
WEEKDAYS Studio 9am-midnight (discounted rate)	Discretionary		350.00	350.00	0.00%	E
WEEKDAYS River Room am (9am to 1pm)	Discretionary		100.00	100.00	0.00%	E
WEEKDAYS River Room am per hour	Discretionary		25.00	25.00	0.00%	E
WEEKDAYS River Room pm (1pm to 6pm)	Discretionary		125.00	125.00	0.00%	E
WEEKDAYS River Room pm per hour	Discretionary		25.00	25.00	0.00%	E
WEEKDAYS River Room Evening (6pm to midnight)	Discretionary		150.00	150.00	0.00%	E
WEEKDAYS River Room Evening per hour	Discretionary		25.00	25.00	0.00%	E
WEEKDAYS River Room 9am-6pm (discounted rate)	Discretionary		200.00	200.00	0.00%	E
WEEKDAYS River Room 1pm-midnight (discounted rate)	Discretionary		250.00	250.00	0.00%	E
WEEKDAYS River Room 9am-midnight (discounted rate)	Discretionary		350.00	350.00	0.00%	E
WEEKDAYS Foyer am (9am to 1pm)	Discretionary		100.00	100.00	0.00%	E
WEEKDAYS Foyer am per hour	Discretionary		25.00	25.00	0.00%	E
WEEKDAYS Foyer pm (1pm to 6pm)	Discretionary		125.00	125.00	0.00%	E
WEEKDAYS Foyer pm per hour	Discretionary		25.00	25.00	0.00%	E
WEEKDAYS Foyer Evening (6pm to midnight)	Discretionary		150.00	150.00	0.00%	E
WEEKDAYS Foyer Evening per hour	Discretionary		25.00	25.00	0.00%	E

	Operations					
	Basis of Charge	Unit of Charge	2016/17 Charge	2017/18 Charge	Year on Year Variance	VAT
			£	£	%	
WEEKENDS AND BANK HOLIDAYS Auditorium am (9am to 1pm)	Discretionary		324.00	324.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS Auditorium am per hour	Discretionary		81.00	81.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS Auditorium pm (1pm to 6pm)	Discretionary		455.00	455.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS Auditorium pm per hour	Discretionary		91.00	91.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS Auditorium Evening (6pm to midnight)	Discretionary		780.00	780.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS Auditorium Evening per hour	Discretionary		130.00	130.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS Auditorium 9am-6pm (discounted rate)	Discretionary		679.00	679.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS Auditorium 1pm-midnight (discounted rate)	Discretionary		1,085.00	1,085.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS Auditorium 9am-midnight (discounted rate)	Discretionary		1,359.00	1,359.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS Studio am (9am to 1pm)	Discretionary		100.00	100.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS Studio am per hour	Discretionary		25.00	25.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS Studio pm (1pm to 6pm)	Discretionary		125.00	125.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS Studio pm per hour	Discretionary		25.00	25.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS Studio Evening (6pm to midnight)	Discretionary		150.00	150.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS Studio Evening per hour	Discretionary		25.00	25.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS Studio 9am-6pm (discounted rate)	Discretionary		200.00	200.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS Studio 1pm-midnight (discounted rate)	Discretionary		250.00	250.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS Studio 9am-midnight (discounted rate)	Discretionary		350.00	350.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS River Room am (9am to 1pm)	Discretionary		100.00	100.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS River Room am per hour	Discretionary		25.00	25.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS River Room pm (1pm to 6pm)	Discretionary		125.00	125.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS River Room pm per hour	Discretionary		25.00	25.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS River Room Evening (6pm to midnight)	Discretionary		150.00	150.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS River Room Evening per hour	Discretionary		25.00	25.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS River Room 9am-6pm (discounted rate)	Discretionary		200.00	200.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS River Room 1pm-midnight (discounted rate)	Discretionary		250.00	250.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS River Room 9am-midnight (discounted rate)	Discretionary		350.00	350.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS Foyer am (9am to 1pm)	Discretionary		100.00	100.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS Foyer am per hour	Discretionary		25.00	25.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS Foyer pm (1pm to 6pm)	Discretionary		125.00	125.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS Foyer pm per hour	Discretionary		25.00	25.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS Foyer Evening (6pm to midnight)	Discretionary		150.00	150.00	0.00%	E
WEEKENDS AND BANK HOLIDAYS Foyer Evening per hour	Discretionary		25.00	25.00	0.00%	E
WEEKLY Auditorium Mon - Sunday (amateur)	Discretionary		5,375.00	5,375.00	0.00%	E

	Operations					VAT
	Basis of Charge	Unit of Charge	2016/17 Charge	2017/18 Charge	Year on Year Variance	
			£	£	%	
WEEKLY Auditorium Mon - Sunday (professional)	Discretionary		6,750.00	6,750.00	0.00%	E
WEEKLY Studio Mon - Sunday	Discretionary		2,150.00	2,150.00	0.00%	E
WEEKLY River Room Mon - Sunday	Discretionary		2,150.00	2,150.00	0.00%	E
Concert Grand Piano	Discretionary	per 3 hours	135.00	135.00	0.00%	S
Piano Tuning	Discretionary		70.00	70.00	0.00%	S
Electric Piano	Discretionary		40.00	40.00	0.00%	S
LCD Projector & Screen	Discretionary		55.00	55.00	0.00%	S
Portable PA Unit	Discretionary		50.00	50.00	0.00%	S
Radio Mic	Discretionary		30.00	30.00	0.00%	S
Hand Radio Mic	Discretionary		5.50	5.50	0.00%	S
Cinema - Adults	Discretionary		5.83	5.83	0.00%	S
Cinema - Concessions	Discretionary		4.17	4.17	0.00%	S

#### Parking

Off Street Resident Season Ticket - Port Vale	Statutory		229.17	229.17	0.00%	S
Off Street Resident Season Ticket - Crown Terrace	Discretionary		1,026.00	1,026.00	0.00%	S
Off Street Resident Season Ticket - Baldock Street - Ware	Statutory		800.83	800.83	0.00%	S
Off Street Business Permit - Charrington's House BS Long Stay	Discretionary		693.00	1,030.54	48.71%	
On Street Resident Season Ticket - 1st Permit	Cost Recovery		36.00	36.00	0.00%	n/a
On Street Resident Season Ticket - 2nd Permit	Cost Recovery		72.00	72.00	0.00%	n/a
On Street Resident Season Ticket - 3rd Permit (only available where possible in B1 (Stansted Rd, BS), B2 (Dunmow Rd, BS), B3 (Windhill BS), B7 Chantry BS), W2 (Coronation Rd Ware))	Cost Recovery		72.00	72.00	0.00%	n/a
On Street Resident Season Ticket - Motorcycle permit	Cost Recovery		19.00	19.00	0.00%	n/a
On Street Resident Season Ticket - Contractor permit	Cost Recovery	per week	21.00	15.00	-28.57%	n/a
On Street Resident Season Ticket - Business permit	Cost Recovery	per annum	315.00	315.00	0.00%	n/a
On Street Resident Season Ticket - Carers/ Special permits (discretionary)	Cost Recovery		36.00	36.00	0.00%	n/a
On Street Resident Season Ticket - Vistors Vouchers	Cost Recovery	per hour	0.10	0.10	0.00%	n/a
On Street Resident Season Ticket - Vistors Vouchers	Cost Recovery	per hour pensioners	0.05	0.05	0.00%	n/a
On Street Resident Season Ticket - Charge for Temporary Dispensation from Parking Restrictions	Cost Recovery		15.00	15.00	0.00%	n/a
On Street Residents Parking Permits - Folly Island - 2nd Permit	Cost Recovery		55.00	55.00	0.00%	n/a
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid within 21 days	Statutory	per PCN	35.00	35.00	0.00%	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid after 21 days	Statutory	per PCN	70.00	70.00	0.00%	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid after service of charge certificate	Statutory	per PCN	105.00	105.00	0.00%	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid within 21 days	Statutory	per PCN	25.00	25.00	0.00%	OS

Operations

	Basis of Charge	Unit of Charge	2016/17 Charge	2017/18 Charge	Year on Year Variance	VAT
			£	£	%	
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid after 21 days	Statutory	per PCN	50.00	50.00	0.00%	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid after service of charge certificate	Statutory	per PCN	75.00	75.00	0.00%	OS
Penalty Charges issued under Regulation 10 of the General Regulations. - Higher Level Penalty Charge - Paid within 21 days	Statutory	per PCN	35.00	35.00	0.00%	OS
Penalty Charges issued under Regulation 10 of the General Regulations. - Higher Level Penalty Charge - Paid after 21 days	Statutory	per PCN	70.00	70.00	0.00%	OS
Penalty Charges issued under Regulation 10 of the General Regulations. - Higher Level Penalty Charge - Paid after service of charge certificate	Statutory	per PCN	105.00	105.00	0.00%	OS
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid within 21 days	Statutory	per PCN	25.00	25.00	0.00%	OS
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid after 21 days	Statutory	per PCN	50.00	50.00	0.00%	OS
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid after service of charge certificate	Statutory	per PCN	75.00	75.00	0.00%	OS
Bishop's Stortford market traders' tariff - Link Road	Discretionary	per Thursday or Saturday	2.32	3.00	29.31%	S
Bishop's Stortford market traders' tariff - Northgate End	Discretionary	per Thursday or Saturday	2.32	3.00	29.31%	S
Bishop's Stortford market traders' tariff - Apton Road	Discretionary	per Thursday or Saturday	2.32	3.00	29.31%	S
Old London Road - Hertford - Market Traders	Discretionary	per day	3.00	3.00	0.00%	S
Old London Road - Hertford - Coach / Lorry tariff	Discretionary	per visit	12.50	12.50	0.00%	S

ANIMAL CONTROL

Stray dog with ID chip (unless first offence and dog is collected the same day)	Statutory	per dog	25.00	25.00	0.00%	n/a
Stray dog without ID chip	Statutory		25.00	25.00	0.00%	n/a
Stray dog collected			21.00	22.00	4.76%	n/a
Kennel Charges	Discretionary	per night	15.00	15.00	0.00%	n/a
ID chipping dogs (Ind)	Discretionary	per chip	17.50	18.33	4.74%	S
ID chipping dogs (Campaign)	Discretionary	per chip	9.17	9.17	0.00%	S
Small dead animal removal	Discretionary	per animal	34.16	35.00	2.46%	S
Assistance to third party organisations	Discretionary	per hour	29.16	30.00	2.88%	S
Provision of dog waste bag	Discretionary	per box of 5000	29.16	30.00	2.88%	S
Dog Fouling Sign	Discretionary	per sign	12.50	12.83	2.64%	S

Allotments

Allotments (25.3m <sup>2</sup> )	Discretionary	per annum	3.50	3.60	2.86%	n/a
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Outdoor Exercise Group Activities \*

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

Organisations - per site	Cost Recovery		1,230.00	1,260.00	2.43%	n/a
Personal Trainers - per trainer	Cost Recovery		461.25	475.00	2.98%	n/a

Operations

Basis of Charge	Unit of Charge	2016/17 Charge	2017/18 Charge	Year on Year Variance	VAT
		£	£	%	

REFUSE COLLECTION - Commercial Refuse Collection

Paid Collections (excl. HCC disposal costs)	Cost Recovery	medium	74.50	76.00	2.01%	S
Paid Collections (excl. HCC disposal costs)	Cost Recovery	large	154.00	157.00	1.95%	S
Mixed Heriditaments - charged according to the proportion of trade waste collected.	Cost Recovery		Individual charge			
Commercial Events - Cleansing / Refuse Collection	Cost Recovery	per hour	77.00	78.50	1.95%	S

REFUSE COLLECTION - Domestic Refuse Collection

Bulky Waste Collection - 1 Item	Cost Recovery	per collection	25.00	26.00	4.00%	n/a
Bulky Waste Collection - 2 Items	Cost Recovery	per collection	35.00	36.00	2.86%	n/a
Bulky Waste Collection - 3 Items	Cost Recovery	per collection	45.00	46.00	2.22%	n/a
Bulky Waste Collection - 4 Items	Cost Recovery	per collection	55.00	56.00	1.82%	n/a
Bulky Waste Collection - Load - small	Cost Recovery	per collection	65.00	66.00	1.54%	n/a
Bulky Waste Collection - Load - medium	Cost Recovery	per collection	95.00	97.00	2.11%	n/a
Bulky Waste Collection - Load - large	Cost Recovery	per collection	142.00	145.00	2.11%	n/a
Bulky Collection Cancellation Fee	Cost Recovery	per cancellation	10.00	10.00	0.00%	n/a

REFUSE COLLECTION - Other

Cleansing private land (Performance area - regular schedule)	Cost Recovery	per linear metre per annum	23.50	24.00	2.13%	S
Cleansing private land - ad hoc litter picking	Cost Recovery	per hour	74.00	75.50	2.03%	S
Abandoned Vehicles (end of life vehicles) surrendered and removed by LA	Cost Recovery	per vehicle	41.00	42.00	2.44%	S
Abandoned Vehicles (end of life vehicles) surrendered and removed by LA	Cost Recovery	per caravan	63.50	65.00	2.36%	S
Cleaning graffiti on private land (chemical cleaning only. Subject to damage waiver from land owner and site survey. Graffiti removal from private land is at the discretion of the Head of Environmental Services and will not be undertaken where there is a risk of damaging surfaces, traffic management requirements or significant health and safety implications. Individual charges may be waived at the discretion of the Head of Environmental Services as part of campaigns or in the interests of preventing or discouraging significant levels of crime and disorder)	Cost Recovery	per m <sup>2</sup>	55.00	55.00	0.00%	n/a
Cleaning graffiti - small items	Cost Recovery	per item	32.50	33.00	1.54%	n/a

REFUSE COLLECTION - Clinical

Charge per site	Statutory	per visit (max 26)	14.50	15.00	3.45%	S
Sharps containers	Statutory	per container	8.50	9.00	5.88%	S
Sacks - trade (infectious waste)	Statutory	per sack	5.20	5.75	10.58%	S
Sacks - domestic (infectious waste)	Statutory	per sack	0.90	1.25	38.88%	n/a
Sacks - trade (Offensive waste)	Statutory	per sack	3.00	3.55	18.33%	S
Sacks - domestic (Offensive waste)	Statutory	per sack	0.70	1.25	78.57%	n/a
Extra Sacks delivery charge	Statutory	per occasion	25.50	26.00	1.96%	n/a

COMMERCIAL WASTE

Operations

Basis of Charge	Unit of Charge	2016/17 Charge	2017/18 Charge	Year on Year Variance	VAT
		£	£	%	

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

Commercial Waste Collection Services - sacks	Statutory	per 50	89.00	91.00	2.25%	E
Commercial Waste Collection Services - 240 litres	Statutory	per bin per annum	401.00	410.00	2.24%	E
Commercial Waste Collection Services - 340 litres	Statutory	per bin per annum	461.00	470.00	1.95%	E
Commercial Waste Collection Services - 660 litres	Statutory	per bin per annum	783.00	801.00	2.30%	E
Commercial Waste Collection Services - 1,100 litres	Statutory	per bin per annum	984.00	1,004.00	2.03%	E
Prescribed Waste Collection Service - Sacks	Statutory	per 50	51.00	52.00	1.96%	E
Prescribed Waste Collection Service - 240 litres	Statutory	per bin per annum	298.00	304.00	2.01%	E
Prescribed Waste Collection Service - 340 litres	Statutory	per bin per annum	318.00	325.00	2.20%	E
Prescribed Waste Collection Service - 660 litres	Statutory	per bin per annum	533.00	544.00	2.06%	E
Prescribed Waste Collection Service - 1,100 litres	Statutory	per bin per annum	577.00	589.00	2.08%	E
Prescribed Waste for Educational Establishments - Sacks	Statutory	per 50	51.00	52.00	1.96%	E
Prescribed Waste for Educational Establishments - 240 litres	Statutory	per bin per annum	270.00	276.00	2.22%	E
Prescribed Waste for Educational Establishments - 340 litres	Statutory	per bin per annum	302.00	308.00	1.99%	E
Prescribed Waste for Educational Establishments - 660 litres	Statutory	per bin per annum	493.00	503.00	2.03%	E
Prescribed Waste for Educational Establishments - 1,100 litres	Statutory	per bin per annum	533.00	544.00	2.06%	E
Bin removal & re-delivery charge following non-payment	Statutory	per occasion	25.50	26.00	1.96%	E
Extra sacks delivery charge	Statutory	per occasion	25.50	26.00	1.96%	E

PEST CONTROL

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

Commercial Premises - Rats & Mice	Discretionary	per hour or part hour	62.00	64.00	3.23%	S
Commercial Premises - Contract service available	Discretionary	per annum	individual price	individual price	n/a	S
Commercial Premises - Wasps	Discretionary	one nest job	51.50	53.00	2.91%	S
Commercial Premises - Ants	Discretionary	one nest job	51.50	53.00	2.91%	S
Commercial Premises - Additional nests	Discretionary	per add. nest	17.50	18.00	2.86%	S
Commercial Premises - Bed Bugs	Discretionary	per hour or part hour	62.00	64.00	3.23%	S
Commercial Premises - Fleas	Discretionary	per hour or part hour	62.00	64.00	3.23%	S
Commercial Premises - Cockroaches	Discretionary	per hour or part hour	62.00	64.00	3.23%	S
Commercial Premises - Squirrels	Discretionary	per hour or part hour	62.00	64.00	3.23%	S
Commercial Premises - Cluster Fly Infestation	Discretionary	per hour or part hour	62.00	64.00	3.23%	S
Commercial Premises - Visit for Advice ONLY	Discretionary	per hour	62.00	64.00	3.23%	S
Commercial Premises - Visit for Advice ONLY	Discretionary	per half hour	-	32.00	0.00%	S

	Operations					VAT
	Basis of Charge	Unit of Charge	2016/17 Charge	2017/18 Charge	Year on Year Variance	
			£	£	%	
Commercial Premises - Servicing of electronic fly killers	Discretionary	per annum	individual price	individual price	n/a	S
Commercial Premises - Sale of electronic fly killers	Discretionary	per unit	individual price	individual price	n/a	S
Commercial Premises - Pigeon / Bird Proofing	Discretionary	per job	individual price	individual price	n/a	S
Commercial Premises - Installation of air vent covers, proofing small holes	Discretionary	per job	individual price	individual price	n/a	S
Commercial Premises - Installation of bristle strips	Discretionary	per job	individual price	individual price	n/a	S
Commercial Premises - Supply and fit insect screens	Discretionary	per job	individual price	individual price	n/a	S
Domestic Premises - Rats A call out charge of £25 per job will be levied irrespective of whether rats are found. A 'job' can include up to 3 visits included in the call out price. No charge is recoverable where rats are reported in public places.	Discretionary	per job	50.00	50.00	0.00%	S
Domestic Premises - Mice	Discretionary	per job	50.00	50.00	0.00%	S
Domestic Premises - Wasps	Discretionary	one nest job	45.83	50.00	9.10%	S
Domestic Premises - Ants	Discretionary	one nest job	45.83	50.00	9.10%	S
Domestic Premises - Additional nests	Discretionary	per add. nest	17.50	18.33	4.74%	S
Domestic Premises - Cluster Fly Infestation	Discretionary	one job (up to 3 visits)	62.00	63.33	2.15%	S
Domestic Premises - Bed Bugs	Discretionary	one job (up to 3 visits)	170.84	175.00	2.44%	S
Domestic Premises - Bed Bugs	Discretionary	additional visits	61.93	63.33	2.26%	S
Domestic Premises - Squirrels	Discretionary	per job	79.44	83.33	4.90%	S
Domestic Premises - Fleas	Discretionary	per hour	83.33	83.33	0.00%	S
Domestic Premises - Cockroaches	Discretionary	per hour	50.00	50.00	0.00%	S
Domestic Premises - Visit for Advice ONLY	Discretionary	per half hour	21.60	25.00	15.74%	S
Domestic Premises - Return Visit Charge (rats & mice)	Discretionary	per job	61.93	63.33	2.26%	S
Domestic Premises - Installation of air vent covers, proofing small holes	Discretionary	per job	individual price	individual price		S
Domestic Premises - Installation of bristle strips	Discretionary	per job	individual price	individual price		S
Domestic Premises - Additional charge for a smoke test in drain (rodents)	Discretionary	per occasion	50.00	50.00	0.00%	S
Concessionary fee for residents in receipt of income related benefit - waived in cases of hardship at the discretion of the Head of Environmental Services	Discretionary	per job	12.50	15.00	20.00%	S

#### Markets

Hertford - Standard pitch 3m x 2.1m (10' x 7')	Discretionary	per pitch	21.80	21.80	0.00%	
Hertford - Casual Trader pitch 3m x 2.1m (10' x 7')	Discretionary	per pitch	26.00	26.00	0.00%	
Hertford - Additional space	Discretionary	per 0.3m (per sq ft)	1.20	1.20	0.00%	
Ware - Standard pitch 3m x 2.1m (10' x 7') Where five consecutive weeks are taken, the fifth week will be free.	Discretionary	per pitch	14.00	14.00	0.00%	E
Ware - Casual Trader pitch 3m x 2.1m (10' x 7')	Discretionary	per pitch	15.60	15.60	0.00%	E
Ware - Additional space	Discretionary	per 0.3m (per sq ft)	1.20	1.20	0.00%	E
Charity Stall - Any Market	Discretionary		10.90	10.90	0.00%	E
Electricity Fee Charges	Cost Recovery	per stall per day	3.10	3.20	3.22%	n/a

Operations

	Basis of Charge	Unit of Charge	2016/17 Charge	2017/18 Charge	Year on Year Variance	VAT
			£	£	%	
Market Licence - Commercial - up to 10 stalls	Discretionary		32.80	33.60	2.44%	n/a
Market Licence - Commercial - up to 11 - 30 stalls	Discretionary		54.90	56.30	2.55%	n/a
Market Licence - Commercial - up to 31plus stalls	Discretionary		114.25	117.20	2.58%	n/a
Market Licence - Charity	Discretionary		22.65	23.20	2.43%	n/a
Farmers Markets - Village	Discretionary		112.45	120.00	6.71%	E
Farmers Markets - Hertford (own stall)	Discretionary		23.55	-	-100.00%	E
Farmers Markets - Hertford (East Herts stall)	Discretionary		27.70	28.00	1.08%	E
Farmers Markets - Jackson Square	Discretionary	per quarter	1,511.90	1,550.00	2.52%	E

Basis of Charge	Unit of Charge	2016/17 Charge	2017/18 Charge	Year on Year Variance	VAT
		£	£	%	

#### LAND CHARGES

Registration of a charge in Part II of the register	Statutory	per charge	67.00	67.00	0.00%	OS
Filing a definite certificate of the Lands Tribunal under rule 10 (3)	Statutory	per certificate	2.50	2.50	0.00%	OS
Filing a judgement or order, or written request for the variation or cancellation of any entry in Part 11 of the register	Statutory	per item	7.00	7.00	0.00%	OS
Inspection of documents filed in the register under rule 10, in respect of each parcel of land	Statutory	per parcel of land	2.50	2.50	0.00%	OS
Office copy of any plan or other document filed pursuant to the rules	Statutory	per copy	Individual Charge	Individual Charge	n/a	OS
Personal Search inclusive of printout		for print out	5.00	-	-100.00%	OS
Official search (including issue of official certificate of search) in the whole of the register		per search	21.00	21.00	0.00%	OS
And in addition, in respect of each parcel of land above one, where under rule II (3) more than one parcel is included in the same requisition (for a search in the whole or part of the register), subject to a maximum of £16.00		per additional search	5.00	5.00	0.00%	OS
Answering form of enquiry - Part I Enquiries - One parcel of land - Residential / Commercial		per enquiry	66.00	66.00	0.00%	OS
Answering form of enquiry - Part I Enquiries - each additional parcel		per enquiry	20.00	20.00	0.00%	OS
Answering form of enquiry - Part II Enquiries - Where relating to one parcel of land only or to several parcels and delivered on a single form - Each printed enquiry numbered in the form 4 - 21 - vatable from 31 March 2017		per enquiry	12.00	12.00	0.00%	S
Answering form of enquiry - Part II Enquiries - Where relating to one parcel of land only or to several parcels and delivered on a single form - numbered in the form 22 - vatable from 31 March 2017		per enquiry	20.00	20.00	0.00%	S
Answering form of enquiry - Part II Enquiries - Any and each further enquiry added by solicitors - vatable from 31 March 2017		per enquiry	25.00	25.00	0.00%	S
Abstract of Title		per abstract	20.00	20.00	0.00%	OS
and an additional		per sheet copied	0.25	0.25	0.00%	OS

#### LEGAL CHARGES

Notice of Transfer		per hour	120.00	120.00	0.00%	S
Deed of Variation		per hour	120.00	120.00	0.00%	S
Deed of Covenant Copy		per hour	120.00	120.00	0.00%	S
Deed of Covenant Engrossment		per hour	120.00	120.00	0.00%	S
Postponement of Charge		per hour	120.00	120.00	0.00%	S
Litigation, Conveyancing and Planning matters		per hour	120.00	120.00	0.00%	S
Sale of Council Minutes		per civic year	120.00	120.00	0.00%	Z

#### Extract of Electoral Register

Fee for sale of the Register	Statutory	per sale provided electronically	20.00	20.00	0.00%	Z
and an additional	Statutory	per thousand or part thousand entries	1.50	1.50	0.00%	Z
Fee for sale of the Register	Statutory	per sale printed	10.00	10.00	0.00%	Z
and an additional	Statutory	per thousand or part thousand entries	5.00	5.00	0.00%	Z

	Basis of Charge	Unit of Charge	2016/17 Charge £	2017/18 Charge £	Year on Year Variance %	VAT
Fee for sale of the list of overseas electors	Statutory	per sale provided electronically	20.00	20.00	0.00%	Z
and an additional	Statutory	per thousand or part thousand entries	1.50	1.50	0.00%	Z
Fee for sale of the list of overseas electors	Statutory	per sale printed	10.00	10.00	0.00%	Z
and an additional	Statutory	per thousand or part thousand entries	5.00	5.00	0.00%	Z

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

Freedom of Information / Data Protection - First 2.5 days free	Statutory	per case	-	-	0.00%	S
Freedom of Information / Data Protection - After 2.5 days	Statutory	per case	450.21	450.21	0.00%	S
and an additional	Statutory	per hour	25.00	25.00	0.00%	S
Environmental Information Regulations 2004 - Staff time	Statutory	per hour	25.00	25.00	0.00%	S
Reuse of Public Sector Information Regulations 2005 - Reuse of Public Sector Information Regulations 2005	Statutory	per hour	25.00	25.00	0.00%	S
Reuse of Public Sector Information Regulations 2005 - Information that has a commercial value -	Statutory		individual price	individual price	n/a	
Photocopying (black & white)	Statutory	per A4 sheet	0.10	0.10	0.00%	S
Photocopying (black & white)	Statutory	per A3 sheet	0.20	0.20	0.00%	S
Photocopying (black & white)	Statutory	per A0 sheet	1.10	1.10	0.00%	S
Photocopying (colour)	Statutory	per A4 sheet	0.20	0.20	0.00%	S
Photocopying (colour)	Statutory	per A3 sheet	0.50	0.50	0.00%	S
Photocopying (colour)	Statutory	per A0 sheet	1.70	1.70	0.00%	S
Printing (black & white)	Statutory	per hour	45.11	45.11	0.00%	S
Printing (colour)	Statutory	per hour	45.11	45.11	0.00%	S
CDs (if information is held electronically)	Statutory	per hour	24.68	24.68	0.00%	S
Converting to electronic or microfiche	Cost Recovery		individual price	individual price	n/a	
Postage	Cost Recovery		individual price	individual price	n/a	
Subject Access Requests (discretionary)	Statutory		10.00	10.00	0.00%	n/a

Letting of Council Offices

Council Chamber - Hertford	Discretionary	per hour	30.00	30.00	0.00%	n/a
Other Rooms - Hertford	Discretionary	per hour	20.00	20.00	0.00%	n/a

# Revenues

Basis of Charge	Unit of Charge	2016/17 Charge	2017/18 Charge	Year on Year Variance	VAT
		£	£	%	

## Revenues

Council Tax penalty for failure to promptly notify or provide information	Statutory	per first offence	70.00	70.00	0.00%	n/a
Council Tax penalty for failure to promptly notify or provide information	Statutory	per subsequent offence	280.00	280.00	0.00%	n/a
Summons and Liability Order	Cost Recovery	per order	80.00	80.00	0.00%	n/a



**EXISTING SCHEMES**

	Project Manager	2016/17 Original Budget £	2016/17 Revised Budget £	2017/18 Original Budget £	2018/19 Original Budget £	2019/20 Original Budget £	2020/21 Original Budget £
<b>Strategic Finance &amp; Property</b>							
<b>Compliance Works to Swimming Pools</b>							
Fabric improvements to Swimming Pools	S. Whinnett	40,000	20,000	20,000	-	-	-
Glazing & equalities access works to Swimming Pools	S. Whinnett	40,000	-	-	40,000	-	-
<b>Leventhorpe Swimming Pool, Sawbridgeworth *</b>							
Renew main supply fan to the main pool area	S. Whinnett	25,000	-	-	25,000	-	-
<b>Hartham Swimming Pool, Hertford</b>							
Refurbishment of Pool Filters to ensure the efficiency of the pools filtration plant operation & to maintain the pools water quality	S. Whinnett	25,000	25,000	-	-	-	-
<b>Grange Paddocks Swimming Pool, Bishop's Stortford</b>							
To treat laminated timber beams to ensure they are properly protected from high humidity & chemicals used in the treatment of the pool water	S. Whinnett & J. Earley	-	-	25,000	-	-	-
Grange Paddocks Teaching Pool - Replace existing handrail & tiles to walls, steps & base of pool	S. Whinnett & M. Kingsland	-	33,770	-	-	-	-
<b>Fanshawe Swimming Pool, Ware *</b>							
Refurbish/Replace Pool Filters, to maintain efficient operation of the pool filter & pool water quality	S. Whinnett	20,000	28,000	-	-	-	-
Replace Pool Circulating Pumps	S. Whinnett	20,000	-	20,000	-	-	-
Joint Provision Pools (Ward Freman, Leventhorpe & Fanshawe) - Replacement Air Conditioning to Offices	S. Whinnett	15,000	-	-	15,000	-	-
<b>OPERATIONAL BUILDINGS</b>							
Rolling programme for planned preventative capital maintenance of operational buildings	S. Whinnett & J. Earley	195,000	100,000	239,610	250,000	250,000	250,000
Hertford Theatre Entrance Lobby Roof - to replace the existing defective roof with new leak free, energy efficient roof and reduce overheating in the entrance lobby/ foyer area in summer months	S. Whinnett & J. Earley	18,800	18,800	-	-	-	-

**EXISTING SCHEMES**

	Project Manager	2016/17 Original Budget £	2016/17 Revised Budget £	2017/18 Original Budget £	2018/19 Original Budget £	2019/20 Original Budget £	2020/21 Original Budget £
Hertford Theatre - Flood Alleviation Works to Sump Pumps - To modify the existing sump pump installation to reduce the likelihood of any future flooding of the Theatre	S. Whinnett & J. Earley	20,000	20,000	-	-	-	-
Hertford Theatre - Emergency Lighting works to backstage areas	S. Whinnett & J. Earley	-	10,480				
Hertford Theatre - Replace Auditorium Roof	S. Whinnett & J. Earley	-	-	-	190,000	-	-
Buntingford Service Centre - Energy Saving Lighting - To replace the existing lighting in the recycling, workshop and storage area with energy efficient/low maintenance LED lighting	S. Whinnett & J. Earley	35,000	46,760	-	-	-	-
Library Car Park, Ware - to carry out drainage & resurfacing works to the annexe area of the public car park	S. Whinnett & J. Earley	-	19,680	-	-	-	-
Replacement of Chairs & Desks	T. Smith	10,000	4,400	10,000	10,000	10,000	
<b>Charringtons House 2nd Floor Suite Refurbishment</b>							
Maximise return from Council assets by generating rental income & business rates income for the Council once the suite is refurbished	A. Osborne	300,000	300,000	-	-	-	-
Demolition 1 The Causeway, B/S	S. Whinnett	-	600,000	-	-	-	-
<b>North Drive, Ware</b>							
Reconstruct road & drainage	A. Osborne	-	10,350	-	-	-	-
<b>Total Strategic Finance &amp; Property</b>		<b>763,800</b>	<b>1,237,240</b>	<b>314,610</b>	<b>530,000</b>	<b>260,000</b>	<b>250,000</b>

**Shared Business & Technology Services**

**IT Schemes**

Replacement Infrastructure (Note 1)	P. Wain	35,000	47,140	35,000	154,950	67,010	
Establishment of LES & internet links to replace MPLS	H. Lewis	-	24,050	-	-	-	-
Funding for Applications	P. Tyler	40,000	-	-	-	-	-



**EXISTING SCHEMES**

	Project Manager	2016/17 Original Budget £	2016/17 Revised Budget £	2017/18 Original Budget £	2018/19 Original Budget £	2019/20 Original Budget £	2020/21 Original Budget £
Merging IT systems - Licensing & Env Health	J. Geall	-	48,900	-	-	-	-
Merging IT systems - Licensing & Env Health. Capital Salaries	J. Geall	-	25,380	-	-	-	-
Service Desk & Utilities	H. Lewis	-	25,090	-	-	-	-
Shared service print investment costs 50%	H. Lewis	-	20,500	-	-	-	-
Rolling programme to be utilised on ICT projects subject to ITSG review	H. Lewis	405,000	293,400	379,600	400,000	400,000	400,000
New HR & Payroll System	P. Tyler	-	55,000	-	-	-	-
Client Equipment	H. Lewis	-	15,290	-	-	-	-
Electoral Management Software		-	75,000	-	-	-	-
New Finance System	P. Gregory	175,000	175,000	125,000	-	-	-
New Asset Management System	P. Gregory	20,000	20,000	-	-	-	-
Revs & Bens EDM Solution	R. Brock	-	110,000	-	-	-	-
Car Park Data Warehousing	P. Tyler	-	22,000	-	-	-	-
Audio & Visual Equipment Council Chamber Wallfields	P. Wain	-	4,700	-	-	-	-
Audio & Visual Equipment Hertford Theatre	P. Wain	-	10,000	-	-	-	-
<b>Total Shared Business &amp; Technology Services</b>		<b>675,000</b>	<b>971,450</b>	<b>539,600</b>	<b>554,950</b>	<b>467,010</b>	<b>400,000</b>

**Operations**

**Car Park Management System**

To implement a cost effective car park management system for the Council to manage its car parks for the next 10 years	A. Pulham	340,000	340,000	-	-	-	
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**Open Space Improvements at the Wash, Hertford**

Improved amenity for local residents and visitors to the town by enhancing this key area at the centre of Hertford (Note 13)	I. Sharratt	-	-	-	-	50,000	
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**Folly View Open Space Improvements, Hertford**

**EXISTING SCHEMES**

	Project Manager	2016/17 Original Budget £	2016/17 Revised Budget £	2017/18 Original Budget £	2018/19 Original Budget £	2019/20 Original Budget £	2020/21 Original Budget £
Improved amenity for local residents and visitors to the town by providing an attractive open space for people to sit and enjoy the historic river frontage (Note 13)	I. Sharratt	-	-	-	-	15,000	
<b>Cannons Mill Lane Open Space Improvements, Bishop's Stortford</b>							
Improved amenity for local residents and future residents of Bishops Stortford North Development (Note 13)	I. Sharratt	-	-	-	-	30,000	
<b>Waytemore Castle, Bishop's Stortford</b>							
Open space improvements and historical conservation w	I. Sharratt	-	-	168,760	-	-	-
<b>Refurbishment of Hertford Theatre Café/Bar</b>							
The layout, design and equipment provision is in need of upgrade in order to meet the needs of our customers and maximise the potential for revenue generation	B. Cannell	50,000	50,000	-	-	-	-
Hertford Theatre replacement of 6 lighting hoists	B. Cannell	-	13,080	-	-	-	-
<b>Refuse Collection &amp; Recycling</b>							
Containers Replacement Programme	D. Allen	100,000	109,160	-	-	-	-
Replacement Litter Bins	D. Allen	5,500	7,370	-	-	-	-
Commercial Waste Bins	D. Allen	33,500	56,490	-	-	-	-
<b>Bell Street, Sawbridgeworth</b>							
Modernise the public convenience facilities, whilst providing storage space for Sawbridgeworth T C, relieving EHC of the ongoing revenue burden of this	D. Allen	-	-	67,400	-	-	-
<b>Hartham Pavilion Refurbishment</b>							
Create new public toilet space, redevelop existing café area, create functional changing area for footballers & incorporate meeting/training room. (Note 12)	M. Kingsland	-	94,550	-	-	-	-
<b>Provision of Play Equipment</b>							
Play equipment & infrastructure replacement	I. Sharratt	50,000	50,000	50,000	50,000	50,000	
<b>Open space improvements at Bishop's Park, Bishop's Stortford</b>							
Installation of a car park, footpath improvements & health/play facilities. (Note 2)	I. Sharratt	106,000	106,000	-	-	-	-



## EXISTING SCHEMES

		Project Manager	2016/17 Original Budget £	2016/17 Revised Budget £	2017/18 Original Budget £	2018/19 Original Budget £	2019/20 Original Budget £	2020/21 Original Budget £
<b>EXISTING SCHEMES</b>								
<b>Woodland restoration at Presdales Recreation Ground, Ware</b>								
Installation of a circular walk, car park improvements & woodland restoration. (Note 3)	I. Sharratt	-	-	85,000	-	-	-	-
<b>Play Area Hartham Common, Hertford</b>								
Installation of new play equipment, landscape enhancements and ancillary improvements, to include bespoke seating areas and tree & shrub planting. (Note 4)	I. Sharratt	-	-	-	275,000	-	-	-
<b>Play Area The Bourne, Ware (Phase 2)</b>								
Installation of a fitness & play facility for older children & open space access improvements to include new footpath, new play equipment & tree planting. (Note 5)	I. Sharratt	-	47,700	-	-	-	-	-
<b>Play Area Grange Paddocks, Bishop's Stortford</b>								
Install new play area, to include new activity equipment & surfacing. New footpath & installation of new seating. (Note 6)	I. Sharratt	95,500	95,500	-	-	-	-	-
<b>Pishiobury Park, Sawbridgeworth</b>								
Wetland Habitat Project - improvements to boardwalk/paths permitting safe access to the wetland area of the park (Note 7)	I. Sharratt	-	12,180	-	-	-	-	-
<b>Hartham Common, Hertford</b>								
Potential projects include development of water play area, improvements to car parking & pedestrian access	I. Sharratt	25,000	-	25,000	-	-	-	-
<b>Buryfield Recreation Ground, Ware</b>								
Installation of play area to encourage healthy activity for younger children (Note 10)	I. Sharratt	-	2,760	-	-	-	-	-
<b>Energy Efficiency &amp; Carbon Reduction Measures</b>								
Installation of solar panels at Wallfields, Hertford	D. Thorogood/S. Whinnett	-	45,000	-	-	-	-	-
<b>Castle Weir Micro Hydro Scheme</b>								

**EXISTING SCHEMES**

	Project Manager	2016/17 Original Budget £	2016/17 Revised Budget £	2017/18 Original Budget £	2018/19 Original Budget £	2019/20 Original Budget £	2020/21 Original Budget £
To provide a small Hydro-electricity turbine in the river Lee at Hertford Weir. This is an invest to save project and will generate electricity providing power for Hertford Theatre and for sale to the Grid. The scheme is subject to a rigorous approval process by the Environment Agency for flood risk and protection of biodiversity	D. Thorogood	200,980	-	200,980	-	-	-
Bishop's Stortford Market Improvement Scheme	P. Pullin	22,650	1,520	42,410	-	-	-
<b>Total Operations</b>		<b>1,029,130</b>	<b>1,031,310</b>	<b>639,550</b>	<b>325,000</b>	<b>145,000</b>	<b>-</b>

**Housing & Health**

**River & Watercourse Structures**

Improve, maintain & renew structures along rivers and watercourses to alleviate possible flooding throughout the district.	G. Field	47,500	55,320	47,500	47,500	47,500	
Air Quality Capital Grant Scheme - Subway improvement works in Hertford to include bespoke artwork & signage (Note 1)	G. Field	-	1,130	-	-	-	

**Land Management Programme**

Land Management Asset Register & Associated Works	G. Field	50,000	63,920	50,000	50,000	50,000	
Land Management Programme - Land Management Asset Register & Associated Works. Capital Salaries	G. Field	-	8,090	-	-	-	
Air Pollution Monitoring Equipment	G. Field	-	19,830	-	-	-	

**Private Sector Improvement Grants**

Disabled Facilities (Note 2)	S. Winterburn	694,150	400,000	530,000	530,000	530,000	
Disabled Facilities - Discretionary	S. Winterburn	100,000	50,000	60,000	60,000	60,000	
Decent Home Grants	S. Winterburn	150,000	100,000	120,000	120,000	120,000	
Energy Grants	S. Winterburn	20,000	58,000	20,000	20,000	20,000	
Future Social Housing Schemes	L. Harris	820,740	-	820,740	-	-	
Ridgeway Scheme, Hertford (Network Homes)	L. Harris	-	250,000	-	250,000	-	



### EXISTING SCHEMES

	Project Manager	2016/17 Original Budget £	2016/17 Revised Budget £	2017/18 Original Budget £	2018/19 Original Budget £	2019/20 Original Budget £	2020/21 Original Budget £
Gladstone Road, Ware (Network Homes)	L. Harris	-	38,000	39,000	-	-	
Capital Salaries	P. Gregory	26,000	26,000	26,000	26,000	26,000	

### Community Capital Grants

To take forward the Council's priorities for people, place and prosperity, especially in rural areas of East Hertfordshire. Grants will be awarded for projects and items of equipment that provide new community facilities, or significantly improve valued existing ones, improve opportunities and bring positive change in your local area for the wider community.	C. Pullen	120,000	92,000	124,600	80,000	80,000	
<b>Total Housing &amp; Health</b>		<b>2,028,390</b>	<b>1,162,290</b>	<b>1,837,840</b>	<b>1,183,500</b>	<b>933,500</b>	<b>-</b>

### Planning & Building Control

#### Historic Building Grants

Enable grants to be offered to the owners of historic buildings to encourage their maintenance and upkeep	K. Steptoe	91,700	67,680	55,000	55,000	55,000	
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### Communications, Strategy & Policy

Revised website templates including new navigation, enhanced accessibility and device responsiveness	B. Wood	20,000	13,000	-	-	-	
Environmental Enhancements to East Herts town centres	P. Pullin	-	28,000	-	-	-	-
<b>Total Communications, Strategy &amp; Policy</b>		<b>20,000</b>	<b>41,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

### Director-led projects

Watton-at-Stone Parish Council - New Tennis Courts	A. Taylor	-	38,000	-	-	-	-
Bishops Stortford Town Council - path works on Sworders Field	A. Taylor	-	28,810	-	-	-	-

**EXISTING SCHEMES**

	Project Manager	2016/17 Original Budget £	2016/17 Revised Budget £	2017/18 Original Budget £	2018/19 Original Budget £	2019/20 Original Budget £	2020/21 Original Budget £
Improvements to The Wash, Maidenhead Street & Bull Plain, Hertford	A. Taylor	-	500,000	-	-	-	-
<b>Total Director-led projects</b>		-	<b>566,810</b>	-	-	-	-
<b>TOTAL</b>		<b>4,608,020</b>	<b>5,077,780</b>	<b>3,386,600</b>	<b>2,648,450</b>	<b>1,860,510</b>	<b>650,000</b>

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

Funding for future years as follows (as agreed at 23.7.13 Exec):-

2017/18 - £35,000

2018/19 - £154,950

2019/20 - £67,010

2020/21 - £74,000

Note 1 - Fully funded from S106 monies

Note 2 - External funding yet to be identified

Note 3 - Potential funding to be explored from S106 & Forestry Commission incl. £85,000 from the old Hertford Police Station development.

Note 4 - Proposed that this is part funded by S106 agreements in the Hertford area totalling £190k

Note 5 - £6,488 funding from S106 Weston House Hospital, Ware.

Note 6 - Funded by £13,686 S106 monies (Firlands House, B/S & Whitehall Leys) with further potential S106 funding

Note 7 - This project will require match funding to maximise the potential of this project and this sum reflects provision for this.

Note 8 - Currently working with the Countryside Management Service to lever in external funding

Note 9 - Provision to attract external funding.

Note 10 - £50,750 funded from S106 monies

Note 11 - Agreed annual management fee reduction of £17,000 over 8 years. £24,700 funded from S106 (St. John's, Hertford)

Note 12 - Proposed that this is funded by S106 agreements in the Hertford area totalling £62k

Note 13 - Proposed that this is funded by S106 monies

## Capital Programme Funding Statement 2016/17 to 2020/21

	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	Total £'000
<b>Proposed Capital Programme</b>	<b>5,078</b>	<b>3,387</b>	<b>2,648</b>	<b>1,861</b>	<b>650</b>	<b>13,624</b>

To be funded by:

<b>Capital Receipts:</b>						
Capital Receipts Bfwd	-	-	-	-	-	-
Capital Receipts New	2,890	800	500	500	500	<b>5,190</b>
<b>Capital Receipts Sub-total</b>	<b>2,890</b>	<b>800</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>5,190</b>

<b>Government grants:</b>						
DFG - specified capital grant (note 1)	530	293	293	293	-	1,409

<b>Third Party contributions:</b>						
HCC Air Monitoring	20	-	-	-	-	20
R&R Flood Grants ( DEFRA )	1	-	-	-	-	1
Hartham Pavilion (s106 monies)	62	-	-	-	-	62
Ridgeway Scheme (s106 monies)	250	-	250	-	-	500
Gldstone Rd Hsg scheme (s106)	38	39	-	-	-	77
WAS Tennis Courts (s106)	38	-	-	-	-	38
BS TC sworders path (s106)	29	-	-	-	-	29
Presdales walk (s106)	-	85	-	-	-	85
Play Area Hartham (s106)	-	-	190	-	-	190
Play Facility - The Bourne (s106)	6	-	-	-	-	6
Play Area GP (s106)	14	-	-	-	-	14
Hfd Town centre (s106 )	250	-	-	-	-	250
<b>Third Party Sub-total</b>	<b>708</b>	<b>124</b>	<b>440</b>	<b>-</b>	<b>-</b>	<b>1,272</b>

<b>Revenue Contribution</b>	<b>276</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>-</b>	<b>354</b>
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<b>Internal Funding</b>	<b>674</b>	<b>2,144</b>	<b>1,389</b>	<b>1,042</b>	<b>150</b>	<b>5,399</b>
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<b>Total Funding</b>	<b>5,078</b>	<b>3,387</b>	<b>2,648</b>	<b>1,861</b>	<b>650</b>	<b>13,624</b>
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**Notes:**

- 1 With effect from 2015/16 Disabled Facilities Grant income will no longer be funded direct from the Government but will be distributed via Hertfordshire County Council under the Better Care Fund arrangements.

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**East Herts Council Reserves Policy****1.0     The Council's Reserves Policy**

- 1.1     The current Reserves Policy was approved by Council at its meeting in February 2011.
- 1.2     The Policy sets out a maximum and minimum level of General Reserves. There is no maximum or minimum level set for Earmarked Reserves but the Policy states that they generally will be expected to be used within the period of the MTFP.
- 1.3     General reserves are a working balance to manage cash flows and limit the need for temporary borrowing and to provide a contingency for unforeseeable events and emergency spending. Earmarked reserves are set aside for a defined purpose to meet known or predicted future liabilities.
- 1.4     The minimum level of General Reserves to be held under the Policy is £3m: to be specific the sum of the General Fund and General Reserve (less any amount in the Building Control Account) should not normally be less than £3m.
- 1.5     The maximum level of general reserves is based on adding a basket of figures and proportions to give a quantum figure, as follows:

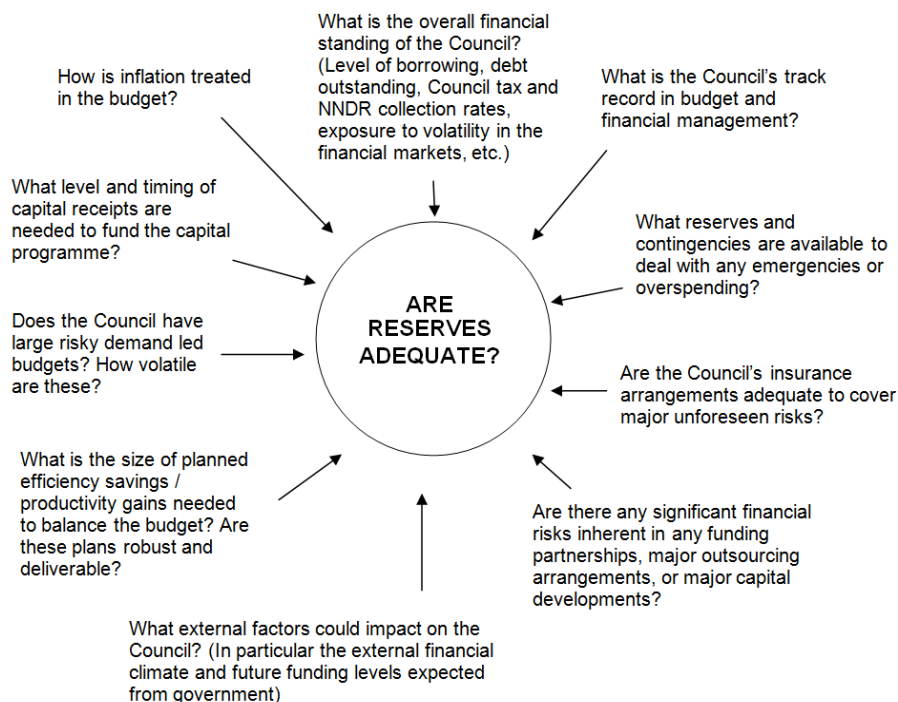
**Table 1: Calculation of the maximum level of general reserves to be held**

<b>CALCULATION</b>	<b>POSITION AS AT 31/03/16 £m</b>
40% of the budget requirement at start of year (2016/17: £8.930m)	3.572
2.5% of total assets in the last audited financial statements (2015/16: £130.073m)	3.252
The sum of future planned withdrawals and/or contributions to the general reserve in the last approved MTFP	0.000
Less any sum held as an insurance reserve	(1.010)
<b>TOTAL</b>	<b>5.814</b>

- 1.6     General Reserves at the end of the 2015/16 financial year stood at £5.044m, £0.770m within the Policy threshold.

**2.0 Why Councils need to hold Reserves**

- 2.1 Reserves are an essential part of good financial management. They help Councils cope with unpredictable financial pressures, help them smooth the impact of known spending requirements over time, and help to fund any in-year overspending. The level, purpose, and planned use of reserves are important factors for elected Members and council officers to consider in developing medium-term financial plans and setting annual budgets.
- 2.2 There is no set formula for deciding what level of reserves is appropriate and councils are free to determine the level of reserves they hold. Where councils hold very low reserves there may be little resilience to financial shocks and sustained financial challenges. However where reserves are too high there may be opportunity costs involved in holding these reserves (for example a lack of investment in making service changes that could generate better outcomes for residents and/or increased savings or revenue generation for the Council).
- 2.3 The requirement for financial reserves is acknowledged in statute (Local Government Finance Act 1992). Full Council is responsible for approving the level of reserves and the Reserves Policy whilst the Section 151 Officer has a statutory duty to report publically to Council on the adequacy of reserves when calculating the annual budget requirement.
- 2.4 CIPFA issues guidance on reserves and the latest guidance (LAAP Bulletin 99) identifies the issues to consider in determining an appropriate level of reserves as follows:



3.0 Reporting of Reserves

3.1 As a minimum, the annual budget report and the final accounts report will set out opening balances, expected or actual transfers to and from reserves together with closing balances. The Head of Strategic Finance and Property as S151 officer will comment on the adequacy of reserves in those reports.

3.2 During the year the adequacy of reserves will be reviewed as part of the health check monitoring in the light of any significant budget variances. If the balance on general reserves appears likely to move outside of the minimum boundary the need for corrective action will be considered in the next planned health check report or earlier if the Council's S151 officer so requires.

4.0 Governance arrangements in respect of reserves (extracted from Financial Regulations (section 3.8))

4.1 In the event of a department underspend the Executive may establish an earmarked reserve and approve appropriations thereto where the purpose of that reserve is to defer expenditure included in a budget (or supplementary budget) approved by the Council where the expenditure in subsequent years will be in respect of the purpose for which the original budget (or supplementary budget) was approved.

4.2 Proposals to appropriate more than £100,000 to a single reserve or more than £500,000 in aggregate in any year beyond sums set out in the Medium Term Financial Plan shall be subject to the prior approval of the Council.

5.0 Current Reserve balances

5.1 The table below summarises the balances currently held in Earmarked Reserves:

**Table 2: Statement of Earmarked Reserve Balances**

	<b>Balance 31 March 2016 £000</b>	<b>Forecast 31 March 2017 £000</b>	<b>Forecast 31 March 2018 £000</b>	<b>Forecast 31 March 2019 £000</b>	<b>Forecast 31 March 2020 £000</b>	<b>Forecast 31 March 2021 £000</b>
Interest Equalisation Reserve	(1,514)	(1,214)	(1,214)	(1,214)	(1,214)	(1,214)
Insurance Fund	(1,010)	(1,010)	(1,010)	(1,010)	(1,010)	(1,010)
Emergency Planning Reserve	(36)	(36)	(36)	(36)	(36)	(36)
LDF/Green Belt Reserve	(399)	(249)	(12)	(12)	(12)	(12)
Housing Condition Survey Reserve	(71)	(75)	(89)	(103)	(67)	(81)
Council Elections Reserve	(5)	(28)	(55)	(83)	(10)	(38)
Sinking fund - Leisure Utilities / Pension Reserve	(228)	(228)	(228)	(228)	(228)	(228)
Performance Reward Grant Reserve	(11)	-	-	-	-	-
Waste Recycling Income Volatility Reserve	(300)	(300)	(300)	(300)	(300)	(300)
Footbridge Reserve	(150)	(150)	(150)	(150)	(150)	(150)
Transformation Reserve	(2,402)	(1,833)	(1,597)	(1,433)	(1,304)	(1,304)
DCLG Preventing Repossessions	(28)	(18)	(18)	(18)	(18)	(18)
New Homes Bonus Priority Spend	(3,551)	(3,730)	(4,413)	(5,167)	(5,957)	(6,669)
Collection Fund Reserve	(483)	(423)	(15)	(200)	(485)	(877)
DEFRA Flood Support	(37)	-	-	-	-	-
Commercial Property Fund	(1,271)	(1,241)	(1,241)	(1,241)	(1,241)	(1,241)
Neighbourhood Planning	(65)	(30)	(40)	(40)	(40)	(40)
IER	(34)	(23)	(23)	(23)	(23)	(23)
Traffic Regulation Order Consolidation Reserve	(5)	-	(5)	-	(5)	-
MTFP Transition Fund Reserve	-	(120)	(141)	-	-	-
<b>Total</b>	<b>(11,600)</b>	<b>(10,708)</b>	<b>(10,588)</b>	<b>(11,258)</b>	<b>(12,100)</b>	<b>(13,241)</b>

## **ESSENTIAL REFERENCE PAPER K**

### **STRESS TEST: FINANCIAL RISKS FACING THE COUNCIL**

<b>RISK CRITERIA USED IN ASSESSING ADEQUACY OF RESERVES</b>	<b>COMMENTARY ON EAST HERTS POSITION</b>	<b>RISK RATING</b>
The treatment of pay and price inflation in the budget	Estimated pay and price inflation is fully provided in service budgets so low risk of services overspending due to inflationary pressures. A 1% increase in pay or price inflation equates to £110k.	LOW
Estimates of the level and timing of capital receipts to fund the capital programme	Capital receipts not yet received are taken into account when financing the capital programme. The anticipated use in 2016/17 is £2.9m which could be funded internally if the capital receipts are not generated.	MEDIUM
The level of demand led pressures and volatile/risky budgets	Council Tax Support scheme: The number of claimants seems to be relatively stable at present. Medium term demand will depend a lot on the national/local economy and as the population ages the cost of the scheme will rise. Each 1% increase in CTS equates to £8k.	LOW AT THE MOMENT
	CT Collection rate remains stable but dependent on state of local economy.	LOW to MEDIUM
	NDR income remains volatile as the amount we collect is dependent on the number of appeals made.	HIGH
	Housing Benefits: we get pound for pound subsidy from government to cover the benefits we pay out. The financial risk is in making overpayments (by mistake or through fraud) and the Council not collecting this back from the claimant. Predicting demand for housing benefits is also very difficult and future demands will partially depend on the type of new housing built in the area.	MEDIUM
	Fees and charges: income budgets are reviewed annually as part of the budget setting and are based on the most up-to-date information available at the time. A 5% shortfall on car park income = £153k and in other income = £91k.	LOW / MEDIUM

## **ESSENTIAL REFERENCE PAPER K**

<b>RISK CRITERIA USED IN ASSESSING ADEQUACY OF RESERVES</b>	<b>COMMENTARY ON EAST HERTS POSITION</b>	<b>RISK RATING</b>
The robustness and level of planned efficiency savings / productivity gains	The delivery of savings built into the MTFP is crucial to the delivery of a balanced overall budget.	MEDIUM
The financial risks inherent in any significant funding partnerships, outsourcing contracts, or major capital developments	East Herts has an increasingly more complicated model of service delivery than was previously the case. More services are procured through contract or through partnership delivery models. This means that the Council could face short term financial risks if a partner/contractor pulls out of the arrangement (even though there would be an exit strategy written into the agreement). In addition, the increasing amount of budget contractually committed means that it has less flexibility in the short term to divert resources towards any short term budget pressure.	MEDIUM
The overall financial standing of the Council (level of borrowing, debt outstanding, cash balances, exposure to volatility in the financial markets, etc.)	<p>Level of borrowing: The Council has loans totalling £7.7m of which £6.2m falls due in 2020. The likelihood of the Council not having sufficient investments to repay this debt is very low.</p> <p>The Council's cash and investment holdings as at end of 2015/16: were £34m. The Council's Treasury Management Strategy currently favours a risk adverse approach to its investments with a requirement that 50% of investments are in short term UK treasury bills or other short dated bank deposits in order for the Council to have ready access to cash. The biggest risk is a further decrease in the UK bank base rate which is unlikely to fall below 0.25%.</p> <p>The move to property investment endorsed in the 2014/15 Treasury Management Strategy will increase the Council's risk exposure.</p> <p>There is a longer term risk that the Council may no longer be able to fund its capital programme from cash reserves/investments in the future. This depends on whether the amount invested in capital expenditure remains at its current level and other demands.</p>	LOW

## **ESSENTIAL REFERENCE PAPER K**

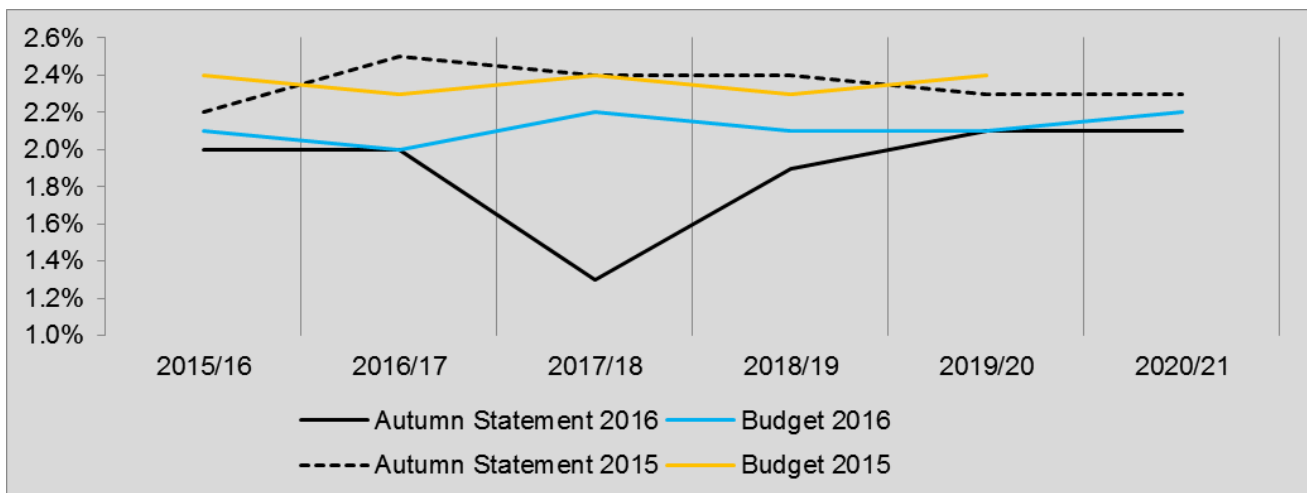
<b>RISK CRITERIA USED IN ASSESSING ADEQUACY OF RESERVES</b>	<b>COMMENTARY ON EAST HERTS POSITION</b>	<b>RISK RATING</b>
The long term solvency of the Pension Fund	The triennial valuation of the Pension Fund was undertaken during 2016 and resulted in the Council increasing annual Pension Fund payments from £600k to £696k from 2017/18 in order to stabilise the Pension Fund deficit and employer contribution rate over a 3/4 year period.	MEDIUM
The Council's track record in budget and financial management.	The Council has a long history of under spending its revenue budget. The risk of unplanned overspends occurring that require emergency funding is low.	LOW
The availability of reserves and contingencies to deal with any emergencies or overspending	As this report sets out, the Council is in a healthy position with regards to the amount of general and earmarked reserves it holds.  In addition, the MTFP currently shows some £150k contingency in the revenue budget for future financial years.	LOW
The adequacy of the Council's insurance arrangements to cover major unforeseen risks.	The Council is fully insured and currently does not self-insure any of its potential risks. The Council also has an Insurance Fund Reserve with a balance in excess of £1m	LOW
External factors particularly the external financial climate which the Council is subject to and future funding levels expected from government.		HIGH

## ECONOMIC UPDATE:

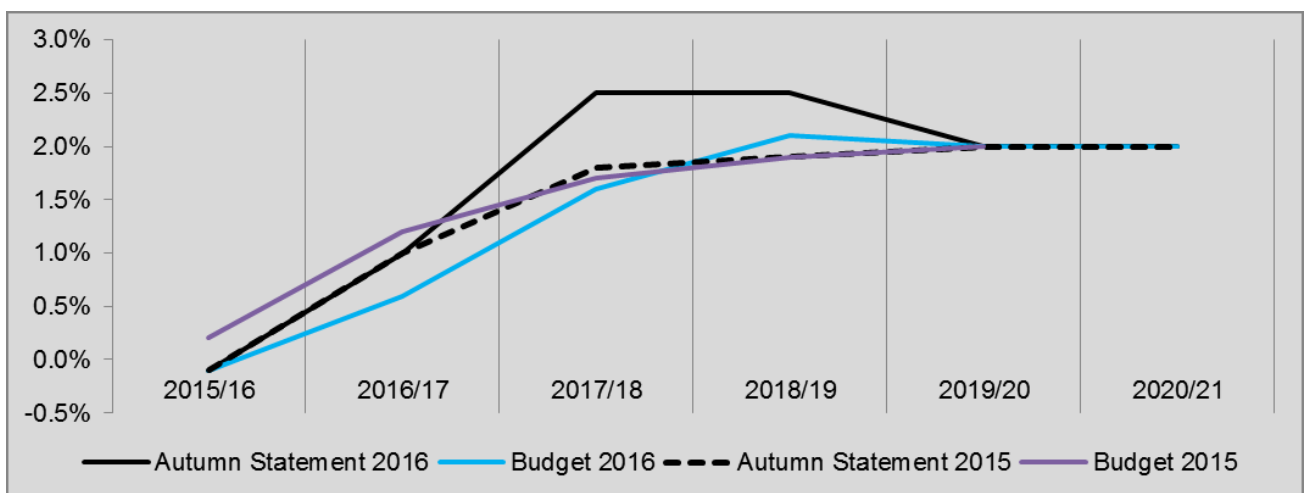
**GDP growth** has been slightly slower during 2015 than in 2014, and this pattern continued with quarter-on-quarter growth of 0.5% in the third quarter of 2015. Private spending on consumption and investment remained robust, but there was marked weakness in the contribution to growth from net overseas trade. GDP growth is close to the OBR's estimate of potential growth, suggesting that the output gap is narrowing slowly.

UK GDP is expected to grow at an average of around 1.3 % in 2017/18 and 2.0% from 2018/19 onwards. Consumer spending and business investment will be the main drivers of UK growth in these years. Risks to growth in the short term arise from international risks, particularly in relation to the referendum vote to leave the EU. There is a great level of uncertainty around the potential impact of the decision to leave the EU and the impact on the UK economy.

The chart below shows the Office for Budget Responsibility (OBR) GDP Growth Forecast:



**CPI inflation** has begun to increase following several years of consistently low inflation. CPI rose by 1.2% in the year to November 2016. The rate in November was the highest since October 2014, when it was 1.3%. Rises in the prices of clothing, motor fuels and a variety of recreational and cultural goods and services, most notably data processing equipment, were the main contributors to the increase in the rate.



**GLOSSARY OF FINANCIAL TERMINOLOGY USED IN THIS  
REPORT**

**Budget**

A statement of an authority's plans for net revenue or capital expenditure over a specified period of time. The annual budget is prepared as part of the Council's Annual Council Tax setting process. The budget, once approved, is an instrument of delegation which is used to authorise, monitor and control expenditure (and income). Legally every Council must set a budget by the 11th March preceding the financial year.

**Capital Charges**

Charges to services for the use of assets (property, land, equipment) needed to provide the service. Their purpose is to ensure that the cost of services reflects the true economic cost of financing and consuming the capital assets (property, vehicles, equipment and plant) used in the delivery of the service. The payment is a notional one i.e. it is not cash backed.

**Capital expenditure**

Spend on assets that have a lasting value, for example, land, buildings and large items of equipment such as vehicles. This can also include indirect expenditure in the form of grants or loans to other persons or bodies.

**Capital Programme**

The Council's plan of future spending on capital projects such as buying land, buildings, vehicles and equipment.

**Capital Receipts**

The proceeds from the disposal of land or other assets. These receipts can be used to finance capital but not revenue expenditure.

### **Central Support Charges**

The transfer of costs from central services departments to service departments to reflect the support services provided, e.g. payroll

### **CIPFA**

The Chartered Institute of Public Finance and Accountancy are one of the UK accountancy institutes. Uniquely, CIPFA specialise in the public sector. Consequently CIPFA holds the responsibility for setting accounting standards for local government.

### **Collection fund**

A statutory account maintained by the Council recording the amounts collected from Council Tax and Business Rates and from which it pays the precept to Hertfordshire County Council, the Police Authority and various town and parish councils.

### **Collection Fund surplus (or deficit)**

Any year-end balance of the council tax collection fund (which can be a deficit or a surplus) is shared between the county council (a precepting authority), the local police authority and East Herts. Any year-end balance of the business rates collection fund is shared between central government, East Herts and Hertfordshire County Council in the same proportions as their shares of business rates income.

### **Department for Communities and Local Government (DCLG)**

A government department created in May 2006 that promotes community cohesion and equality and is responsible for housing, urban regeneration, planning and local government.

### **Contingency Budget**

This is money set-aside centrally in the Council's base budget to meet the cost of unforeseen items of expenditure, such as higher than expected inflation or new responsibilities. The Executive agrees all contingency funding requests through the Health Check monitoring process.

### **Corporate Budgets**

These are budget items that are not service specific and comprise the Council's interest payments, investment income, and annual contribution to the Pension Fund deficit. Corporate Budgets also include the Contingency Budget and the New Homes Bonus Priority Spend Fund which at the beginning of the year have not been allocated to specific services.

### **Council Tax Base**

The Council Tax base for a Council is used in the calculation of council tax and is equal to the number of Band D equivalent properties. To work this out, the Council counts the number of properties in each band and works out an equivalent number of Band D equivalent properties. The band proportions are expressed in ninths and are specified in the Local Government Finance Act 1992. They are: A 6/9, B 7/9, C 8/9, D 9/9, E 11/9, F 13/9, G 15/9 and H 18/9, so that Band A is six ninths of the 'standard' Band D, and so on.

### **CPI and RPI**

The main inflation rate used in the UK is the CPI (Consumer Price Index), the Chancellor of the Exchequer bases the UK inflation target on the CPI. The CPI inflation target is currently set at 2%. The CPI differs from the RPI (Retail Price Index) in that CPI excludes housing costs.

### **DEFRA**

Department for Environment, Food and Rural Affairs.

### **DWP**

Department for Work and Pensions.

### **Earmarked Reserves**

Reserves which are set aside for specific purposes: for example:

- To provide resilience against future risks such (e.g. Interest Equalisation Reserve and Insurance Fund)
- Smoothing the impact of uneven expenditure between years (e.g. local elections reserve)

## **ESSENTIAL REFERENCE PAPER L**

- To create policy capacity for one-off priority funding (e.g. New Homes Bonus Priority Spend Reserve)

### **Fees and Charges**

Income raised from making charges for the provision of services such as licence permits, car parking and planning fees.

### **Financial Year**

The local authority financial year commences on 1st April and finishes on the following 31st March.

### **Forecast Outturn**

The estimated financial position at the end of the financial year.

### **General Reserves**

Amounts built up that are not set-aside for specific purposes but to meet any unforeseen pressures.

### **Gross Domestic Product (GDP)**

GDP is defined as the value of all goods and services produced within the overall economy.

### **Net Cost of Services**

This is the cost of providing the Council's customer-facing and back-office services.

### **Non Domestic Rates (NDR)**

Also known as 'business rates': a form of taxation on commercial and business properties (i.e. non-domestic properties). The Government determines the rate at which it is imposed nationally, but it is collected by billing authorities (district and borough councils). Up until 31 March 2013 business rates were all paid into a central national pool and then redistributed to authorities according to resident population numbers. From 2013/14 local

authorities retain a “Local Share”, (50%), the aim of which is to provide an incentive to help businesses set up and grow.

### **New Homes Bonus**

Under this scheme Councils receive a new homes bonus (NHB) per each new property built in the borough for the first six years following completion. Payments are based on match funding the council tax raised on each property with an additional amount for affordable homes. It is paid as a non ring-fenced grant.

### **Office for Budget Responsibility (OBR)**

A non-departmental advisory body that provides independent forecasts on the UK economy.

### **Original Budget**

This is the budget for the new financial year agreed annually by Council in February.

### **Prudential Borrowing**

The Local Government Act 2003 replaced detailed central government controls over the level of local authority capital expenditure with a system of self-regulation based upon a requirement to ensure that capital expenditure plans are affordable, sustainable and prudent, as prescribed in CIPFA's prudential code.

### **Revenue Contribution to Capital Outlay (RCCO)**

Use of the revenue budget to finance capital expenditure.

### **Revenue Expenditure**

The day-to-day running expenses on services provided by Council.

### **Revenue Support Grant (RSG)**

A general non ring-fenced government grant to support councils' general revenue expenditure.

### **Section 31 Grants**

These are government awarded grants to compensate councils for central government policy decisions in respect of rate reliefs. These grants are not ring-fenced.

### **Section 106**

Section 106 agreements, also known as planning obligations, are agreements between developers and local planning authorities that are negotiated as part of a condition of planning consent.

The Town and Country Planning Act 1990 enables local authorities to negotiate contributions towards a range of infrastructure and services, such as community facilities, public open space, transport improvements and/or affordable housing.

### **Section 151 officer**

Legally Councils must appoint under section 151 of the Local Government Act 1972 a named chief finance officer to give them financial advice, in East Herts' case this is the post of the Director of Finance & Support Services.

### **Sources of Funding**

This term is used at East Herts to mean general and not service specific sources of income such as New Homes Bonus, NDR, and Revenue Support Grant.

### **Specific Grants**

As the name suggests funding through a specific grant is provided for a specific purpose and cannot be spent on anything else e.g. Housing Benefit Subsidy grant.

### **Spending Review**

The Spending Review is an internal Government process in which the Treasury negotiates budgets for each Government Department.

**Treasury Management**

The process of managing the Council's cash flows, borrowing and cash investments to support East Herts' finances. Details are set out in the Treasury Management Strategy which is approved by Executive and Full Council in February each year.

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## EAST HERTS COUNCIL

EXECUTIVE – 7 FEBRUARY 2017

### REPORT BY EXECUTIVE MEMBER FOR FINANCE AND SUPPORT SERVICES

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#### TREASURY MANAGEMENT STRATEGY 2017-18

WARDS AFFECTED:        NONE SPECIFIC

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#### Purpose/Summary of Report

- The report sets out the proposed Treasury Management Strategy and Annual Investment Strategy for 2017-18.
- Where changes have been made to the revised Treasury Management Strategy and Annual Investment Strategy for 2016-17 or to the credit criteria for selection of investment counterparties approved for 2016-17, these have been referred to and discussed below.
- This report also presents the 2017-18 Prudential Indicators for approval.

<b><u>RECOMMENDATIONS FOR COUNCIL:</u> that</b>	
<b>(A)</b>	<b>the comments of the joint meeting of Scrutiny Committees and the Audit and Governance Committee be received;</b>
<b>(B)</b>	<b>the Treasury Management Strategy and Annual Investment Strategy discussed in paragraphs 2.1 – 2.2 be approved;</b>
<b>(C)</b>	<b>the Prudential Indicators discussed in paragraph 2.3 be approved; and</b>
<b>(D)</b>	<b>the counterparty listing discussed in paragraph 2.4 be approved.</b>

#### 1.0 Background

- 1.1 Treasury management is defined as: ‘The management of the Council’s investments and cash flows, its banking arrangements,

money market and capital transactions; the effective control of the risks associated with these activities; and the pursuit of optimum returns consistent with the Council's risk management policy for treasury management.'

- 1.2 The CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management (the Code) recommends that Members be updated on treasury management activities regularly through the Treasury Management Strategy Statement (TMSS), Annual Investment Strategy (AIS) and mid and year end reports. This report, therefore, ensures this Council is implementing best practice in accordance with the Code.
- 1.3 The Council is required by the CIPFA Treasury Management Code of Practice to approve a Treasury Management Strategy and Annual Investment Strategy each year. The purpose of the Strategy is to ensure that there is adequate cash flow to fund the Council's revenue and capital aspirations in both short and longer term.
- 1.4 The Strategy sets out a risk management policy for the investment of surplus cash. The Strategy is designed to obtain the highest possible yield, contingent upon investments being secure, and there being sufficient liquidity to meet the Council's daily cash needs.
- 1.5 The Council is required by the CIPFA Prudential Code to approve each year a set of Prudential Indicators. The Indicators must be approved by Full Council before the beginning of each financial year. Their purpose is to help the Council ensure that its capital investment plans are affordable, prudent and sustainable.

## 2.0 Report

- 2.1 Please refer to the recommended Treasury Management Strategy and Annual Investment Strategy in **Essential Reference Paper 'B': Treasury Management Strategy and Annual Investment Strategy 2017-18**.
- 2.2 There have been no additional regulatory changes since those that were included in the revised Treasury Management Strategy submitted to the Audit Committee on 20 January 2016. No additional changes to the 2017-18 Strategy have been proposed.
- 2.3 Prudential Indicators are included in **Essential Reference Paper 'B': Treasury Management Strategy and Annual Investment**

**Strategy 2017-18** paragraphs 2.1, 2.2, 2.3, 3.1, 3.2, 4.4, 5.1.2 and 5.1.4.

- 2.4 Please refer to the recommended counterparty listing in **Essential Reference Paper 'B': Appendix 5.4. Treasury Management Practice (TMP1) – Credit and Counterparty Risk Management Credit Rating Tables 2017-18**.
- 2.5 The Treasury Management Strategy also includes the Council's Minimum Revenue Provision (MRP) policy. The Strategy recommends that the Council continue to have a nil MRP.
- 3.0 Implications/Consultations
- 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

#### Background Papers

None

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## **ESSENTIAL REFERENCE PAPER 'A'**

### **IMPLICATIONS/CONSULTATIONS**

Contribution to the Council's Corporate Priorities/ Objectives:	<p>Priority 1 – Improve the health and wellbeing of our communities</p> <p>Priority 2 – Enhance the quality of people's lives</p> <p>Priority 3 – Enable a flourishing local economy</p>
Consultation:	Not Applicable
Legal:	<p>The CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management recommends that members be updated on treasury management activities regularly (Treasury Management Strategy Statement, annual and midyear reports). This report therefore ensures this Council is implementing best practice in accordance with the Code.</p> <p>The report fulfils the following legislative requirements:</p> <ul style="list-style-type: none"><li>• Reporting of prudential Indicators in line with the requirements of the CIPFA Code of Practice.</li><li>• Reporting to those charged with governance a mid-year treasury management report.</li></ul>
Financial:	Within the body of the report.
Human Resource:	Not Applicable.
Risk Management:	Within the body of the report.
Health and wellbeing – issues and impacts:	Not Applicable.

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# **East Herts District Council**

## **Treasury Management Strategy Statement**

Minimum Revenue Provision Policy Statement  
and Annual Investment Strategy

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2017/18

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# 1 INTRODUCTION

## 1.1 Background

The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return.

The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer-term cash flow planning, to ensure that the Council can meet its capital spending obligations. This management of longer-term cash may involve arranging long or short-term loans, or using longer-term cash flow surpluses. On occasions, any debt previously drawn may be restructured to meet Council risk or cost objectives.

CIPFA defines treasury management as:

*"The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."*

## 1.2 Reporting requirements

The Council is required to receive and approve, as a minimum, three main reports each year, which incorporate a variety of policies, estimates and actuals.

**Prudential and treasury indicators and treasury strategy** (this report) - The first and most important report covers:

- the capital plans (including prudential indicators);
- a minimum revenue provision (MRP) policy (how residual capital expenditure is charged to revenue over time);
- the treasury management strategy (how the investments and borrowings are to be organised) including treasury indicators; and
- an investment strategy (the parameters on how investments are to be managed).

**A mid-year treasury management report** – This will update members with the progress of the capital position, amending prudential indicators as necessary, and whether any policies require revision

**An annual treasury report** – This provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

### Scrutiny

The above reports are required to be adequately scrutinised before being recommended to the Council. This role is undertaken by the Joint Meeting of Scrutiny and Audit and Governance Committee.

### **1.3 Treasury Management Strategy for 2017/18**

The strategy for 2017/18 covers two main areas:

#### **Capital issues**

- the capital plans and the prudential indicators;
- the minimum revenue provision (MRP) policy.

#### **Treasury management issues**

- the current treasury position;
- treasury indicators which limit the treasury risk and activities of the Council;
- prospects for interest rates;
- the borrowing strategy;
- policy on borrowing in advance of need;
- debt rescheduling;
- the investment strategy;
- creditworthiness policy; and
- policy on use of external service providers.

These elements cover the requirements of the Local Government Act 2003, the CIPFA Prudential Code, CLG MRP Guidance, the CIPFA Treasury Management Code and CLG Investment Guidance.

### **1.4 Training**

The CIPFA Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for scrutiny. The following training has been undertaken by members of the Audit Committee on 25th November 2015 and further training will be arranged as required.

The training needs of treasury management officers are periodically reviewed. Officers also attend regular workshops and seminars held by CIPFA and Capita Asset Services.

### **1.5 Treasury management consultants**

The Council uses Capita Asset Services, Treasury solutions as its external treasury management advisors.

The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers.

It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment, and the methods by which their value will be assessed, are properly agreed and documented, and subjected to regular review.

## 2 THE CAPITAL PRUDENTIAL INDICATORS 2017/18 – 2019/20

The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

### 2.1 Capital expenditure

This prudential indicator is a summary of the Council's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. Members are asked to approve the capital expenditure forecasts:

Capital expenditure	2015/16 Actual £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
<b>Total</b>	<b>22.4</b>	<b>5.1</b>	<b>3.4</b>	<b>2.7</b>	<b>1.9</b>

Other long-term liabilities. The above financing need excludes other long-term liabilities, such as PFI and leasing arrangements, which already include borrowing instruments.

The table below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding borrowing need.

Financing of capital expenditure	2015/16 Actual £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
Capital receipts	2.1	2.9	0.8	0.5	0.5
Capital grants	0.5	1.2	0.4	0.7	0.3
Capital reserves	0.0	0.0	0.0	0.0	0.0
Revenue	1.0	0.3	0.1	0.1	0.1
<b>Net financing need for the year</b>	<b>18.8</b>	<b>0.7</b>	<b>2.1</b>	<b>1.4</b>	<b>1.0</b>

### 2.2 The Council's borrowing need (the Capital Financing Requirement)

The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need. Any capital expenditure above, which has not immediately been paid for, will increase the CFR.

The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the borrowing need in line with each assets life.

The CFR includes any other long-term liabilities (e.g. PFI schemes, finance leases). Whilst these increase the CFR, and therefore the Council's borrowing requirement, these types of scheme include a borrowing facility and so the Council is not required to separately borrow for these schemes. The Council currently has £296k of such schemes within the CFR.

The Council is asked to approve the CFR projections below:

	2015/16 Actual £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
<b>Capital Financing Requirement</b>					
<b>Total CFR</b>	<b>(23.7)</b>	<b>(23.3)</b>	<b>(21.2)</b>	<b>(19.8)</b>	<b>(18.8)</b>
<b>Movement in CFR</b>	<b>18.2</b>	<b>0.4</b>	<b>2.1</b>	<b>1.4</b>	<b>1.0</b>

<b>Movement in CFR represented by</b>					
Net financing need for the year (above)	18.8	0.7	2.1	1.4	1.0
Less MRP/VRP and other financing movements	(0.6)	(0.3)	(0.0)	(0.0)	(0.0)
<b>Movement in CFR</b>	<b>18.2</b>	<b>0.4</b>	<b>2.1</b>	<b>1.4</b>	<b>1.0</b>

### 2.3 Core funds and expected investment balances

The application of resources (capital receipts, reserves etc.) to either finance capital expenditure or other budget decisions to support the revenue budget will have an ongoing impact on investments unless resources are supplemented each year from new sources (asset sales etc.). Detailed below are estimates of the year end balances for each resource and anticipated day to day cash flow balances.

Year End Resources	2015/16 Actual £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
Fund balances / reserves	16.6	16.1	15.6	16.2	17.0
Capital receipts	0.0	0.0	0.0	0.0	0.0
Provisions	2.7	0.0	0.0	0.0	0.0
Other	(2.7)	(2.7)	(2.7)	(2.7)	(2.7)
<b>Total core funds</b>	<b>16.6</b>	<b>13.4</b>	<b>12.9</b>	<b>13.5</b>	<b>14.3</b>
Working capital*	(0.7)	(0.7)	(0.7)	(0.7)	(0.7)
Under/over borrowing**	32.4	32.0	29.9	28.5	27.5
<b>Expected investments</b>	<b>48.3</b>	<b>44.7</b>	<b>42.1</b>	<b>41.3</b>	<b>41.1</b>

\*Working capital balances shown are estimated year end; these may be higher mid-year

### 3 BORROWING

The capital expenditure plans set out in Section 2 provide details of the service activity of the Council. The treasury management function ensures that the Council's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet this service activity. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. The strategy covers the relevant treasury / prudential indicators, the current and projected debt positions and the annual investment strategy.

#### 3.1 Current portfolio position

The Council's treasury portfolio position at 31 March 2016, with forward projections are summarised below. The table shows the actual external debt (the treasury management operations), against the underlying capital borrowing need (the Capital Financing Requirement - CFR), highlighting any over or under borrowing.

	<b>2015/16 Actual £m</b>	<b>2016/17 Estimate £m</b>	<b>2017/18 Estimate £m</b>	<b>2018/19 Estimate £m</b>	<b>2019/20 Estimate £m</b>
<b>External Debt</b>					
Debt at 1 April	7.5	7.5	7.5	7.5	7.5
Expected change in Debt	0.0	0.0	0.0	0.0	0.0
Other long-term liabilities (OLTL)	0.6	0.3	0.0	0.0	0.0
Expected change in OLTL	0.0	0.0	0.0	0.0	0.0
Actual gross debt at 31 March	<b>8.1</b>	<b>7.8</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>
The Capital Financing Requirement	<b>(23.7)</b>	<b>(23.3)</b>	<b>(21.2)</b>	<b>(19.8)</b>	<b>(18.8)</b>
Under / (over) borrowing	<b>(8.1)</b>	<b>(7.8)</b>	<b>(7.5)</b>	<b>(7.5)</b>	<b>(7.5)</b>

Within the prudential indicators, there are a number of key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2017/18 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes.

The Head of Strategic Finance and Property reports that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

### 3.2 Treasury Indicators: limits to borrowing activity

**The operational boundary.** This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt.

Operational boundary	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
Debt	7.5	7.5	7.5	7.5
Other long term liabilities	0.3	0.0	0.0	0.0
<b>Total</b>	<b>8.8</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>

**The authorised limit for external debt.** A further key prudential indicator represents a control on the maximum level of borrowing. This represents a limit beyond which external debt is prohibited and this limit needs to be set or revised by the full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

1. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised.
2. The Council is asked to approve the following authorised limit:

Authorised limit	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
Debt	11.5	11.5	11.5	11.5
Other long term liabilities	0.5	0.2	0.2	0.2
<b>Total</b>	<b>12.0</b>	<b>11.7</b>	<b>11.7</b>	<b>11.7</b>

### 3.3 Prospects for interest rates

The Council has appointed Capita Asset Services as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. The following table gives our central view.

	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20
Bank rate	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.50%	0.50%	0.75%	0.75%
5yr PWLB rate	1.60%	1.60%	1.60%	1.60%	1.60%	1.70%	1.70%	1.70%	1.80%	1.80%	1.90%	1.90%	2.00%	2.00%
10yr PWLB rate	2.30%	2.30%	2.30%	2.30%	2.30%	2.30%	2.40%	2.40%	2.40%	2.50%	2.50%	2.60%	2.60%	2.70%
25yr PWLB rate	2.90%	2.90%	2.90%	2.90%	3.00%	3.00%	3.00%	3.10%	3.10%	3.20%	3.20%	3.30%	3.30%	3.40%
50yr PWLB rate	2.70%	2.70%	2.70%	2.70%	2.80%	2.80%	2.80%	2.90%	2.90%	3.00%	3.00%	3.10%	3.10%	3.20%

The Monetary Policy Committee, (MPC), cut Bank Rate from 0.50% to 0.25% on 4th August in order to counteract what it forecast was going to be a sharp slowdown in growth in the second half of 2016. It also gave a strong steer that it was likely to cut

Bank Rate again by the end of the year. However, economic data since August has indicated much stronger growth in the second half 2016 than that forecast; also, inflation forecasts have risen substantially as a result of a continuation of the sharp fall in the value of sterling since early August. Consequently, Bank Rate was not cut again in November or December and, on current trends, it now appears unlikely that there will be another cut, although that cannot be completely ruled out if there was a significant dip downwards in economic growth. During the two-year period 2017 – 2019, when the UK is negotiating the terms for withdrawal from the EU, it is likely that the MPC will do nothing to dampen growth prospects, (i.e. by raising Bank Rate), which will already be adversely impacted by the uncertainties of what form Brexit will eventually take. Accordingly, a first increase to 0.50% is not tentatively pencilled in, as in the table above, until quarter 2 2019, after those negotiations have been concluded, (though the period for negotiations could be extended). However, if strong domestically generated inflation, (e.g. from wage increases within the UK), were to emerge, then the pace and timing of increases in Bank Rate could be brought forward.

Economic and interest rate forecasting remains difficult with so many external influences weighing on the UK. The above forecasts, (and MPC decisions), will be liable to further amendment depending on how economic data and developments in financial markets transpire over the next year. Geopolitical developments, especially in the EU, could also have a major impact. Forecasts for average investment earnings beyond the three-year time horizon will be heavily dependent on economic and political developments.

The overall longer run trend is for gilt yields and PWLB rates to rise, albeit gently. It has long been expected that, at some point, there would be a start to a switch back from bonds to equities after a historic long-term trend over about the last twenty-five years of falling bond yields. The action of central banks since the financial crash of 2008, in implementing substantial quantitative easing purchases of bonds, added further impetus to this downward trend in bond yields and rising prices of bonds. The opposite side of this coin has been a rise in equity values as investors searched for higher returns and took on riskier assets. The sharp rise in bond yields since the US Presidential election, has called into question whether, or when, this trend has, or may, reverse, especially when America is likely to lead the way in reversing monetary policy. Until 2015, monetary policy was focused on providing stimulus to economic growth but has since started to refocus on countering the threat of rising inflationary pressures as strong economic growth becomes more firmly established. The expected substantial rise in the Fed. rate over the next few years may make holding US bonds much less attractive and cause their prices to fall, and therefore bond yields to rise. Rising bond yields in the US are likely to exert some upward pressure on bond yields in other developed countries. However, the degree of that upward pressure is likely to be dampened by how strong or weak, the prospects for economic growth and rising inflation are in each country and on the degree of progress in the reversal of monetary policy away from quantitative easing and other credit stimulus measures.

PWLB rates and gilt yields have been experiencing exceptional levels of volatility that have been highly correlated to geo-political, sovereign debt crisis and emerging market developments. It is likely that these exceptional levels of volatility could continue to occur for the foreseeable future.

The overall balance of risks to economic recovery in the UK is to the downside, particularly in view of the current uncertainty over the final terms of Brexit and the timetable for its implementation.

Apart from the above uncertainties, **downside risks to current forecasts** for UK gilt yields and PWLB rates currently include:

- Monetary policy action by the central banks of major economies reaching its limit of effectiveness and failing to stimulate significant sustainable growth, combat the threat of deflation and reduce high levels of debt in some countries, combined with a lack of adequate action from national governments to promote growth through structural reforms, fiscal policy and investment expenditure.
- Major national polls:
  - Italian constitutional referendum 4.12.16 resulted in a 'No' vote which led to the resignation of Prime Minister Renzi. This means that Italy needs to appoint a new government.
  - Spain has a minority government with only 137 seats out of 350 after already having had two inconclusive general elections in 2015 and 2016. This is potentially highly unstable.
  - Dutch general election 15.3.17;
  - French presidential election April/May 2017;
  - French National Assembly election June 2017;
  - German Federal election August – October 2017.
- A resurgence of the Eurozone sovereign debt crisis, with Greece being a particular problem, and stress arising from disagreement between EU countries on free movement of people and how to handle a huge influx of immigrants and terrorist threats
- Weak capitalisation of some European banks, especially Italian.
- Geopolitical risks in Europe, the Middle East and Asia, causing a significant increase in safe haven flows.
- UK economic growth and increases in inflation are weaker than we currently anticipate.
- Weak growth or recession in the UK's main trading partners - the EU and US.

The potential for **upside risks to current forecasts** for UK gilt yields and PWLB rates, especially for longer-term PWLB rates, include: -

- UK inflation rising to significantly higher levels than in the wider EU and in the US, causing an increase in the inflation premium in gilt yields.
- A rise in US Treasury yields, as a result of Fed. funds rate increases and rising inflation expectations in the USA, dragging UK gilt yields upwards.
- The pace and timing of increases in the Fed. funds rate causing a fundamental reassessment by investors of the relative risks of holding bonds as opposed to equities and leading to a major flight from bonds to equities.
- A downward revision to the UK's sovereign credit rating undermining investor confidence in holding sovereign debt (gilts).

### **Investment and borrowing rates**

- Investment returns are likely to remain low during 2017/18 and beyond;
- Borrowing interest rates have been on a generally downward trend during most of 2016 up to mid-August; they fell sharply to historically phenomenally low levels after

the referendum and then even further after the MPC meeting of 4<sup>th</sup> August when a new package of quantitative easing purchasing of gilts was announced. Gilt yields have since risen sharply due to a rise in concerns around a 'hard Brexit', the fall in the value of sterling, and an increase in inflation expectations. The policy of avoiding new borrowing by running down spare cash balances, has served well over the last few years. However, this needs to be carefully reviewed to avoid incurring higher borrowing costs in later times when authorities will not be able to avoid new borrowing to finance capital expenditure and/or to refinance maturing debt;

- There will remain a cost of carry to any new long-term borrowing that causes a temporary increase in cash balances as this position will, most likely, incur a revenue cost – the difference between borrowing costs and investment returns.

### **3.4 Borrowing strategy**

The Council is currently in a negative CFR position. This means that the capital borrowing need (the Capital Financing Requirement), has not been reached due to the level of the Council's reserves.

Against this background and the risks within the economic forecast, caution will be adopted with the 2017/18 treasury operations. The Section 151 Officer will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances.

Any decisions which will result in a significant change to the CFR and this Council's need to borrow, will be reported to full council at the next available opportunity.

### **3.5 Policy on borrowing in advance of need**

The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

Risks associated with any borrowing in advance activity will be subject to prior appraisal and subsequent reporting through the mid-year or annual reporting mechanism.

### **3.6 Debt rescheduling**

As short-term borrowing rates will be considerably cheaper than longer term fixed interest rates, there may be potential opportunities to generate savings by switching from long term debt to short term debt. However, these savings will need to be considered in the light of the current treasury position and the size of the cost of debt repayment (premiums incurred).

The reasons for any rescheduling to take place will include:

- the generation of cash savings and / or discounted cash flow savings;
- helping to fulfil the treasury strategy;
- enhance the balance of the portfolio (amend the maturity profile and/or the balance of volatility).

Consideration will also be given to identify if there is any residual potential for making savings by running down investment balances to repay debt prematurely as short term rates on investments are likely to be lower than rates paid on current debt.

All rescheduling will be reported to the *Council*, at the earliest meeting following its action.

**Municipal Bond Agency** It is likely that the Municipal Bond Agency, currently in the process of being set up, will be offering loans to local authorities in the near future. It is also hoped that the borrowing rates will be lower than those offered by the Public Works Loan Board (PWLb). This Authority intends to make use of this new source of borrowing as and when appropriate.

## 4 ANNUAL INVESTMENT STRATEGY

### 4.1 Investment policy

The Council's investment policy has regard to the CLG's Guidance on Local Government Investments ("the Guidance") and the revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). The Council's investment priorities will be security first, liquidity second, then return.

In accordance with the above guidance from the CLG and CIPFA, and in order to minimise the risk to investments, the Council applies minimum acceptable credit criteria in order to generate a list of highly creditworthy counterparties, which also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the Short Term and Long Term ratings.

Ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To this end, the Council will engage with its advisors to maintain a monitor on market pricing such as "credit default swaps" and overlay that information on top of the credit ratings.

Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.

Investment instruments identified for use in the financial year are listed in Appendix 5.4 under the 'specified' and 'non-specified' investments categories. Counterparty limits will be as set through the Council's treasury management practices – schedules.

### 4.2 Creditworthiness policy

This Council applies the creditworthiness service provided by Capita Asset Services. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:

- credit watches and credit outlooks from credit rating agencies;
- CDS spreads to give early warning of likely changes in credit ratings;

- sovereign ratings to select counterparties from only the most creditworthy countries.

This modelling approach combines credit ratings, credit Watches and credit Outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the suggested duration for investments. The Council will therefore use counterparties within the following durational bands:

- Yellow: 5 years \*
- Dark pink: 5 years for Enhanced money market funds (EMMFs) with a credit score of 1.25
- Light pink: 5 years for Enhanced money market funds (EMMFs) with a credit score of 1.5
- Purple: 2 years
- Blue: 1 year (only applies to nationalised or semi nationalised UK Banks)
- Orange: 1 year
- Red: 6 months
- Green: 100 days
- No colour: not to be used

Y	Pi1	Pi2	P	B	O	R	G	N/C
1	1.25	1.5	2	3	4	5	6	7
Up to 5yrs	Up to 5yrs	Up to 5yrs	Up to 2yrs	Up to 1yr	Up to 1yr	Up to 6mths	Up to 100days	No Colour

	Colour (and long term rating where applicable)	Money Limit at Time of Investment per Banking Group / Fund / Authority	Time Limit
<b>Banks *</b>	<b>yellow</b>	<b>£10m</b>	<b>5yrs</b>
<b>Banks</b>	<b>purple</b>	<b>£10m</b>	<b>2 yrs</b>
<b>Banks</b>	<b>orange</b>	<b>£10m</b>	<b>1 yr</b>
<b>Banks – part nationalised</b>	<b>blue</b>	<b>£20m</b>	<b>1 yr</b>
<b>Banks</b>	<b>red</b>	<b>£10m</b>	<b>6 mths</b>
<b>Banks</b>	<b>green</b>	<b>£10m</b>	<b>100 days</b>
<b>Banks</b>	<b>No colour</b>	<b>Not to be used</b>	
<b>Limit 3 category – Council's banker (not meeting Banks 1)</b>	<b>XXX</b>	<b>£20m</b>	<b>1 day</b>
<b>Property Funds</b>	<b>-</b>	<b>£20m</b>	<b>5yrs</b>
<b>DMAF</b>	<b>AAA</b>	<b>unlimited</b>	<b>6 months</b>
<b>Local authorities</b>	<b>n/a</b>	<b>£10m</b>	<b>5yrs</b>
	Fund rating	Money Limit per Fund	Time Limit
<b>Money market funds</b>	<b>AAA</b>	<b>£10m / %</b>	<b>liquid</b>
<b>Enhanced money market funds with a credit score of 1.25</b>	<b>Dark pink / AAA</b>	<b>£10m / %</b>	<b>liquid</b>
<b>Enhanced money market funds with a credit score of 1.5</b>	<b>Light pink / AAA</b>	<b>£10m / %</b>	<b>liquid</b>

*\* Please note: the yellow colour category is for UK Government debt, or its equivalent, money market funds and collateralised deposits where the collateral is UK Government debt – see Appendix 5.4.*

The Capita Asset Services' creditworthiness service uses a wider array of information than just primary ratings. Furthermore, by using a risk weighted scoring system, it does not give undue preponderance to just one agency's ratings.

Typically the minimum credit ratings criteria the Council use will be a Short Term rating (Fitch or equivalents) of F1 and a Long Term rating of A-. There may be occasions when the counterparty ratings from one rating agency are marginally lower than these ratings but may still be used. In these instances, consideration will be given to the whole range of ratings available, or other topical market information, to support their use.

All credit ratings will be monitored. The Council is alerted to changes to ratings of all three agencies through its use of the Capita Asset Services' creditworthiness service.

- if a downgrade results in the counterparty / investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
- in addition to the use of credit ratings the Council will be advised of information in movements in credit default swap spreads against the iTraxx benchmark and other market data on a daily basis via its Passport website, provided exclusively to it by Capita Asset Services. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.

Sole reliance will not be placed on the use of this external service. In addition this Council will also use market data and market information, information on any external support for banks to help support its decision making process.

### 4.3 Country limits

The Council has determined that it will only use approved counterparties from countries with a minimum sovereign credit rating of AA- from Fitch, or equivalent. The list of countries that qualify using this credit criteria as at the date of this report are shown in Appendix 5.6. This list will be added to, or deducted from, by officers should ratings change in accordance with this policy.

In addition:

- no more than 20% will be placed with any non-UK country at any time;
- limits in place above will apply to a group of companies;
- sector limits will be monitored regularly for appropriateness.

### 4.4 Investment strategy

**In-house funds.** Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e. rates for investments up to 12 months).

**Investment returns expectations.** Bank Rate is forecast to stay flat at 0.25% until quarter 2 2019 and not to rise above 0.75% by quarter 1 2020. Bank Rate forecasts for financial year ends (March) are:

- 2016/17 - 0.25%
- 2017/18 - 0.25%
- 2018/19 - 0.25%
- 2019/20 - 0.50%

The suggested budgeted investment earnings rates for returns on investments placed for periods up to 100 days during each financial year are as follows:

2016/17	0.25%
2017/18	0.25%
2018/19	0.25%
2019/20	0.50%
2020/21	0.75%
2021/22	1.00%
2022/23	1.50%
2023/24	1.75%
Later years	2.75%

The overall balance of risks to these forecasts is currently probably slightly skewed to the downside in view of the uncertainty over the final terms of Brexit. If growth expectations

disappoint and inflationary pressures are minimal, the start of increases in Bank Rate could be pushed back. On the other hand, should the pace of growth quicken and / or forecasts for increases in inflation rise, there could be an upside risk i.e. Bank Rate increases occur earlier and / or at a quicker pace.

**Investment treasury indicator and limit** - total principal funds invested for greater than 364 days. These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

The Council is asked to approve the treasury indicator and limit: -

<b>Maximum principal sums invested &gt; 364 days</b>			
<b>£m</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
Principal sums invested > 364 days	£30m	£30m	£30m

For its cash flow generated balances, the Council will seek to utilise its business reserve instant access and notice accounts, money market funds and short-dated deposits (overnight to 100 days) in order to benefit from the compounding of interest.

#### **4.5 Investment risk benchmarking**

This Council will use an investment benchmark to assess the investment performance of its investment portfolio of 7 day, 1, 3, 6 or 12 month LIBID uncompounded

#### **4.6 End of year investment report**

At the end of the financial year, the Council will report on its investment activity as part of its Annual Treasury Report.

## 5 APPENDICES

1. Prudential and treasury indicators and MRP statement
2. Interest rate forecasts
3. Economic background
4. Treasury management practice 1 – credit and counterparty risk management (option 1)
5. Treasury management practice 1 – credit and counterparty risk management (option 2)
6. Approved countries for investments
7. Treasury management scheme of delegation
8. The treasury management role of the section 151 officer

## 5.1 THE CAPITAL PRUDENTIAL AND TREASURY INDICATORS 2017/18 – 2019/20 AND MRP STATEMENT

The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

### 5.1.1 Minimum revenue provision (MRP) policy statement

In accordance with current legislation the minimum revenue provision (MRP) for the redemption of debt is required to be calculated on a prudent basis having regard to guidelines set out for application of the prudential code. Following the disposal of the Council's Housing stock the calculated MRP is now nil.

### 5.1.2 Affordability prudential indicators

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances. The Council is asked to approve the following indicators:

#### a. Ratio of financing costs to net revenue stream

This indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

%	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate
Ratio	4.70%	4.68%	4.42%	4.49%	4.35%

The estimates of financing costs include current commitments and the proposals in this budget report.

#### b. Incremental impact of capital investment decisions on Council tax

This indicator identifies the revenue costs associated with proposed changes to the three-year capital programme recommended in this budget report compared to the Council's existing approved commitments and current plans. The assumptions are based on the budget, but will invariably include some estimates, such as the level of Government support, which are not published over a three-year period.

#### c. Incremental impact of capital investment decisions on the band D Council tax

£	2015/16 Actual*	2016/17 Estimate	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate
<b>Council tax - band D</b>	£12.51	£12.36	£12.02	£11.67	£11.48

\* Please note calculation based on estimated council tax base Oct/15.

### 5.1.4 Treasury indicators for debt

There are three debt related treasury activity limits. The purpose of these are to restrain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of any adverse movement in interest rates.

However, if these are set to be too restrictive they will impair the opportunities to reduce costs / improve performance. The indicators are:

- Upper limits on variable interest rate exposure. This identifies a maximum limit for variable interest rates based upon the debt position net of investments
- Upper limits on fixed interest rate exposure. This is similar to the previous indicator and covers a maximum limit on fixed interest rates;
- Maturity structure of borrowing. These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.

The Council is asked to approve the following treasury indicators and limits:

£m	2017/18	2018/19	2019/20
<b>Interest rate exposures</b>			
	<b>Upper</b>	<b>Upper</b>	<b>Upper</b>
<b>Limits on fixed interest rates based on net debt</b>	100%	100%	100%
<b>Limits on variable interest rates based on net debt</b>	50%	50%	50%
<b>Maturity structure of fixed interest rate borrowing 2017/18</b>			
	<b>Lower</b>	<b>Upper</b>	
Under 12 months	0%	0%	
12 months to 2 years	0%	0%	
2 years to 5 years	80%	80%	
5 years to 10 years	0%	0%	
10 years to 20 years	0%	0%	
20 years to 30 years	0%	0%	
30 years to 40 years	20%	20%	
40 years to 50 years	0%	0%	
<b>Maturity structure of variable interest rate borrowing 2017/18</b>			
	<b>Lower</b>	<b>Upper</b>	
Under 12 months	0%	0%	
12 months to 2 years	0%	0%	
2 years to 5 years	0%	0%	
5 years to 10 years	0%	0%	
10 years to 20 years	0%	0%	
20 years to 30 years	0%	0%	
30 years to 40 years	0%	0%	
40 years to 50 years	0%	0%	

## 5.2 INTEREST RATE FORECASTS 2016 – 2020

This appendix is in a separate downloadable file.

PWLB forecasts are based on PWLB certainty rates.

## 5.3 ECONOMIC BACKGROUND

**UK. GDP growth rates** in 2013, 2014 and 2015 of 2.2%, 2.9% and 1.8% were some of the strongest rates among the G7 countries. Growth is expected to have strengthened in 2016 with the first three quarters coming in respectively at +0.4%, +0.7% and +0.5%. The latest Bank of England forecast for growth in 2016 as a whole is +2.2%. The figure for quarter 3 was a pleasant surprise which confounded the downbeat forecast by the Bank of England in August of only +0.1%, (subsequently revised up in September, but only to +0.2%). During most of 2015 and the first half of 2016, the economy had faced headwinds for exporters from the appreciation of sterling against the Euro, and weak growth in the EU, China and emerging markets, and from the dampening effect of the Government's continuing austerity programme.

The **referendum vote for Brexit** in June 2016 delivered an immediate shock fall in confidence indicators and business surveys at the beginning of August, which were interpreted by the Bank of England in its August Inflation Report as pointing to an impending sharp slowdown in the economy. However, the following monthly surveys in September showed an equally sharp recovery in confidence and business surveys so that it is generally expected that the economy will post reasonably strong growth numbers through the second half of 2016 and also in 2017, albeit at a slower pace than in the first half of 2016.

The **Monetary Policy Committee, (MPC), meeting of 4<sup>th</sup> August** was therefore dominated by countering this expected sharp slowdown and resulted in a package of measures that included a cut in Bank Rate from 0.50% to 0.25%, a renewal of quantitative easing, with £70bn made available for purchases of gilts and corporate bonds, and a £100bn tranche of cheap borrowing being made available for banks to use to lend to businesses and individuals.

The **MPC meeting of 3<sup>rd</sup> November** left Bank Rate unchanged at 0.25% and other monetary policy measures also remained unchanged. This was in line with market expectations, but a major change from the previous quarterly Inflation Report MPC meeting of 4 August, which had given a strong steer, in its forward guidance, that it was likely to cut Bank Rate again, probably by the end of the year if economic data turned out as forecast by the Bank. The MPC meeting of 15 December also left Bank Rate and other measures unchanged.

The latest MPC decision included a forward view that **Bank Rate** could go either up or down depending on how economic data evolves in the coming months. Our central view remains that Bank Rate will remain unchanged at 0.25% until the first increase to 0.50% in quarter 2 2019 (unchanged from our previous forecast). However, we would not, as yet, discount the risk of a cut in Bank Rate if economic growth were to take a significant dip downwards, though we think this is unlikely. We would also point out that forecasting as far ahead as mid 2019 is highly fraught as there are many potential economic headwinds which could blow the UK economy one way or the other as well as political developments in the UK, (especially over the terms of Brexit), EU, US and beyond, which could have a major impact on our forecasts.

The pace of Bank Rate increases in our forecasts has been slightly increased beyond the three year time horizon to reflect higher inflation expectations.

The August quarterly Inflation Report was based on a pessimistic forecast of near to zero GDP growth in quarter 3 i.e. a sharp slowdown in growth from +0.7% in quarter 2, in reaction to the shock of the result of the referendum in June. However, **consumers** have very much stayed in a 'business as usual' mode and there has been no sharp downturn in spending; it is consumer expenditure that underpins the services sector which comprises about 75% of UK GDP. After a fairly flat three months leading up to October, retail sales in October surged at the strongest rate since September 2015 and were again strong in November. In addition, the GfK consumer confidence index recovered quite strongly to -3 in October after an initial sharp plunge in July to -12 in reaction to the referendum result. However, in November it fell to -8 indicating a return to pessimism about future prospects among consumers, probably based mainly around concerns about rising inflation eroding purchasing power.

**Bank of England GDP forecasts** in the November quarterly Inflation Report were as follows, (August forecasts in brackets) - 2016 +2.2%, (+2.0%); 2017 1.4%, (+0.8%); 2018 +1.5%, (+1.8%). There has, therefore, been a sharp increase in the forecast for 2017, a marginal increase in 2016 and a small decline in growth, now being delayed until 2018 as a result of the impact of Brexit.

**Capital Economics' GDP forecasts** are as follows: 2016 +2.0%; 2017 +1.5%; 2018 +2.5%. They feel that pessimism is still being overdone by the Bank and Brexit will not have as big an effect as initially feared by some commentators.

**The Chancellor** has said he will do 'whatever is needed' i.e. to **promote growth**; there are two main options he can follow – fiscal policy e.g. cut taxes, increase investment allowances for businesses, and/or increase government expenditure on infrastructure, housing etc. This will mean that the PSBR deficit elimination timetable will need to slip further into the future as promoting growth, (and ultimately boosting tax revenues in the longer term), will be a more urgent priority. The Governor of the Bank of England, Mark Carney, had warned that a vote for Brexit would be likely to cause a slowing in growth, particularly from a reduction in business investment, due to the uncertainty of whether the UK would have continuing full access, (i.e. without tariffs), to the EU single market. He also warned that the Bank could not do all the heavy lifting to boost economic growth and suggested that the Government would need to help growth e.g. by increasing investment expenditure and by using fiscal policy tools. The newly appointed Chancellor, Phillip Hammond, announced, in the aftermath of the referendum result and the formation of a new Conservative cabinet, that the target of achieving a budget surplus in 2020 would be eased in the Autumn Statement on 23 November. This was duly confirmed in the Statement which also included some increases in infrastructure spending.

The other key factor in forecasts for Bank Rate is **inflation** where the MPC aims for a target for CPI of 2.0%. The November Inflation Report included an increase in the peak forecast for inflation from 2.3% to 2.7% during 2017; (Capital Economics are forecasting a peak of just under 3% in 2018). This increase was largely due to the effect of the sharp fall in the value of sterling since the referendum, although during November, sterling has recovered some of this fall to end up 15% down against the dollar, and 8% down against the euro (as at the MPC meeting date – 15.12.16). This depreciation will feed through into a sharp increase in the cost of imports and materials used in production in the UK. However, the MPC is expected to look through the acceleration in inflation caused by external, (outside of the UK), influences, although it has given a clear warning that if wage inflation were to rise significantly as a result of these cost pressures on consumers, then they would take action to raise Bank Rate.

What is clear is that **consumer disposable income** will come under pressure, as the latest employers' survey is forecasting median pay rises for the year ahead of only 1.1% at a time when inflation will be rising significantly higher than this. The CPI figure has been on an upward trend in 2016 and reached 1.2% in November. However, prices paid by factories for inputs rose to 13.2% though producer output prices were still lagging behind at 2.3% and core inflation was 1.4%, confirming the likely future upwards path.

**Gilt yields, and consequently PWLB rates**, have risen sharply since hitting a low point in mid-August. There has also been huge volatility during 2016 as a whole. The year started with 10 year gilt yields at 1.88%, fell to a low point of 0.53% on 12<sup>th</sup> August, and hit a new peak on the way up again of 1.55% on 15 November. The rebound since August reflects the initial combination of the yield-depressing effect of the MPC's new round of quantitative easing on 4 August, together with expectations of a sharp downturn in expectations for growth and inflation as per the pessimistic Bank of England Inflation Report forecast, followed by a sharp rise in growth expectations since August when subsequent business surveys, and GDP growth in quarter 3 at +0.5% q/q, confounded the pessimism. Inflation expectations also rose sharply as a result of the continuing fall in the value of sterling.

**Employment** had been growing steadily during 2016 but encountered a first fall in over a year, of 6,000, over the three months to October. The latest employment data in December, (for November), was distinctly weak with an increase in unemployment benefits claimants of 2,400 in November and of 13,300 in October. **House prices** have been rising during 2016 at a modest pace but the pace of increase has slowed since the referendum; a downturn in prices could dampen consumer confidence and expenditure.

**USA.** The American economy had a patchy 2015 with sharp swings in the quarterly **growth rate** leaving the overall growth for the year at 2.4%. Quarter 1 of 2016 at +0.8%, (on an annualised basis), and quarter 2 at 1.4% left average growth for the first half at a weak 1.1%. However, quarter 3 at 3.2% signalled a rebound to strong growth. The Fed. embarked on its long anticipated first increase in rates at its December 2015 meeting. At that point, confidence was high that there would then be four more increases to come in 2016. Since then, more downbeat news on the international scene, and then the Brexit vote, have caused a delay in the timing of the second increase of 0.25% which came, as expected, in December 2016 to a range of 0.50% to 0.75%. Overall, despite some data setbacks, the US is still, probably the best positioned of the major world economies to make solid progress towards a combination of strong growth, full employment and rising inflation: this is going to require the central bank to take action to raise rates so as to make progress towards normalisation of monetary policy, albeit at lower central rates than prevailed before the 2008 crisis. The Fed. therefore also indicated that it expected three further increases of 0.25% in 2017 to deal with rising inflationary pressures.

The result of the **presidential election** in November is expected to lead to a strengthening of US growth if Trump's election promise of a major increase in expenditure on infrastructure is implemented. This policy is also likely to strengthen inflation pressures as the economy is already working at near full capacity. In addition, the unemployment rate is at a low point verging on what is normally classified as being full employment. However, the US does have a substantial amount of hidden unemployment in terms of an unusually large, (for a developed economy), percentage of the working population not actively seeking employment.

Trump's election has had a profound effect on the **bond market and bond yields** rose sharply in the week after his election. Time will tell if this is a reasonable assessment of his election promises to cut taxes at the same time as boosting expenditure. This could lead to a sharp rise in total debt issuance from the current level of around 72% of GDP

towards 100% during his term in office. However, although the Republicans now have a monopoly of power for the first time since the 1920s, in having a President and a majority in both Congress and the Senate, there is by no means any certainty that the politicians and advisers he has been appointing to his team, and both houses, will implement the more extreme policies that Trump outlined during his election campaign. Indeed, Trump may even rein back on some of those policies himself.

In the first week since the US election, there was a a major shift in **investor sentiment** away from bonds to equities, especially in the US. However, gilt yields in the UK and bond yields in the EU have also been dragged higher. Some commentators are saying that this rise has been an overreaction to the US election result which could be reversed. Other commentators take the view that this could well be the start of the long expected eventual unwinding of bond prices propelled upwards to unrealistically high levels, (and conversely bond yields pushed down), by the artificial and temporary power of quantitative easing.

**EZ.** In the Eurozone, **the ECB** commenced, in March 2015, its massive €1.1 trillion programme of quantitative easing to buy high credit quality government and other debt of selected EZ countries at a rate of €60bn per month. This was intended to run initially to September 2016 but was extended to March 2017 at its December 2015 meeting. At its December and March 2016 meetings it progressively cut its deposit facility rate to reach -0.4% and its main refinancing rate from 0.05% to zero. At its March meeting, it also increased its monthly asset purchases to €80bn. These measures have struggled to make a significant impact in boosting economic growth and in helping inflation to rise significantly from low levels towards the target of 2%. Consequently, at its December meeting, it extended its asset purchases programme by continuing purchases at the current monthly pace of €80 billion until the end of March 2017, but then continuing at a pace of €60 billion until the end of December 2017, or beyond, if necessary, and in any case until the Governing Council sees a sustained adjustment in the path of inflation consistent with its inflation aim. It also stated that if, in the meantime, the outlook were to become less favourable or if financial conditions became inconsistent with further progress towards a sustained adjustment of the path of inflation, the Governing Council intended to increase the programme in terms of size and/or duration.

**EZ GDP growth** in the first three quarters of 2016 has been 0.5%, +0.3% and +0.3%, (+1.7% y/y). Forward indications are that economic growth in the EU is likely to continue at moderate levels. This has added to comments from many forecasters that those central banks in countries around the world which are currently struggling to combat low growth, are running out of ammunition to stimulate growth and to boost inflation. Central banks have also been stressing that national governments will need to do more by way of structural reforms, fiscal measures and direct investment expenditure to support demand and economic growth in their economies.

There are also significant specific political and other risks within the EZ: -

- **Greece** continues to cause major stress in the EU due to its tardiness and reluctance in implementing key reforms required by the EU to make the country more efficient and to make significant progress towards the country being able to pay its way – and before the EU is prepared to agree to release further bail out funds.
- **Spain** has had two inconclusive general elections in 2015 and 2016, both of which failed to produce a workable government with a majority of the 350 seats. At the eleventh hour, on 31<sup>st</sup> October, before it would have become compulsory to call a third General Election, the party with the biggest bloc of seats (137), was given a majority confidence vote to form a government. This is potentially a highly unstable situation, particularly

given the need to deal with an EU demand for implementation of a package of austerity cuts which will be highly unpopular.

- The under capitalisation of **Italian banks** poses a major risk. Some **German banks** are also undercapitalised, especially Deutsche Bank, which is under threat of major financial penalties from regulatory authorities that will further weaken its capitalisation. What is clear is that national governments are forbidden by EU rules from providing state aid to bail out those banks that are at risk, while, at the same time, those banks are unable realistically to borrow additional capital in financial markets due to their vulnerable financial state. However, they are also 'too big, and too important to their national economies, to be allowed to fail'.
- **4<sup>th</sup> December Italian constitutional referendum** on reforming the Senate and reducing its powers; this was also a confidence vote on Prime Minister Renzi who has resigned on losing the referendum. However, there has been remarkably little fall out from this result which probably indicates that the financial markets had already fully priced it in. A rejection of these proposals is likely to inhibit significant progress in the near future to fundamental political and economic reform which is urgently needed to deal with Italy's core problems, especially low growth and a very high debt to GDP ratio of 135%. These reforms were also intended to give Italy more stable government as no western European country has had such a multiplicity of governments since the Second World War as Italy, due to the equal split of power between the two chambers of the Parliament which are both voted in by the Italian electorate but by using different voting systems. It is currently unclear what the political, and other, repercussions are from this result.
- **Dutch general election 15.3.17**; a far right party is currently polling neck and neck with the incumbent ruling party. In addition, anti-big business and anti-EU activists have already collected two thirds of the 300,000 signatures required to force a referendum to be taken on approving the EU – Canada free trade pact. This could delay the pact until a referendum in 2018 which would require unanimous approval by all EU governments before it can be finalised. In April 2016, Dutch voters rejected by 61.1% an EU – Ukraine cooperation pact under the same referendum law. Dutch activists are concerned by the lack of democracy in the institutions of the EU.
- **French presidential election**; first round 13 April; second round 7 May 2017.
- **French National Assembly election June 2017.**
- **German Federal election August – 22<sup>nd</sup> October 2017.** This could be affected by significant shifts in voter intentions as a result of terrorist attacks, dealing with a huge influx of immigrants and a rise in anti EU sentiment.
- The core EU, (note, not just the Eurozone currency area), principle of **free movement of people** within the EU is a growing issue leading to major stress and tension between EU states, especially with the Visegrad bloc of former communist states.

Given the number and type of challenges the EU faces in the next eighteen months, there is an identifiable risk for the EU project to be called into fundamental question. The risk of an electoral revolt against the EU establishment has gained traction after the shock results of the UK referendum and the US Presidential election. But it remains to be seen whether any shift in sentiment will gain sufficient traction to produce any further shocks within the EU.

**Asia.** Economic growth in **China** has been slowing down and this, in turn, has been denting economic growth in emerging market countries dependent on exporting raw materials to China. Medium term risks have been increasing in China e.g. a dangerous build up in the level of credit compared to the size of GDP, plus there is a need to address a major over supply of housing and surplus industrial capacity, which both need to be eliminated. This needs to be combined with a rebalancing of the economy from investment expenditure to consumer spending. However, the central bank has a track record of supporting growth through various monetary policy measures, though these further stimulate the growth of credit risks and so increase the existing major imbalances within the economy.

Economic growth in **Japan** is still patchy, at best, and skirting with deflation, despite successive rounds of huge monetary stimulus and massive fiscal action to promote consumer spending. The government is also making little progress on fundamental reforms of the economy.

**Emerging countries.** There have been major concerns around the vulnerability of some emerging countries exposed to the downturn in demand for commodities from China or to competition from the increase in supply of American shale oil and gas reaching world markets. The ending of sanctions on Iran has also brought a further significant increase in oil supplies into the world markets. While these concerns have subsided during 2016, if interest rates in the USA do rise substantially over the next few years, (and this could also be accompanied by a rise in the value of the dollar in exchange markets), this could cause significant problems for those emerging countries with large amounts of debt denominated in dollars. The Bank of International Settlements has recently released a report that \$340bn of emerging market corporate debt will fall due for repayment in the final two months of 2016 and in 2017 – a 40% increase on the figure for the last three years.

Financial markets could also be vulnerable to risks from those emerging countries with major sovereign wealth funds, that are highly exposed to the falls in commodity prices from the levels prevailing before 2015, especially oil, and which, therefore, may have to liquidate substantial amounts of investments in order to cover national budget deficits over the next few years if the price of oil does not return to pre-2015 levels.

### **Brexit timetable and process**

- March 2017: UK government notifies the European Council of its intention to leave under the Treaty on European Union Article 50
- March 2019: two-year negotiation period on the terms of exit. This period can be extended with the agreement of all members i.e. not that likely.
- UK continues as an EU member during this two-year period with access to the single market and tariff free trade between the EU and UK.
- The UK and EU would attempt to negotiate, among other agreements, a bi-lateral trade agreement over that period.

- The UK would aim for a negotiated agreed withdrawal from the EU, although the UK may also exit without any such agreements.
- If the UK exits without an agreed deal with the EU, World Trade Organisation rules and tariffs could apply to trade between the UK and EU - but this is not certain.
- On exit from the EU: the UK parliament would repeal the 1972 European Communities Act.
- The UK will then no longer participate in matters reserved for EU members, such as changes to the EU's budget, voting allocations and policies.
- It is possible that some sort of agreement could be reached for a transitional time period for actually implementing Brexit after March 2019 so as to help exporters to adjust in both the EU and in the UK.

#### 5.4 TREASURY MANAGEMENT PRACTICE (TMP1) – CREDIT AND COUNTERPARTY RISK MANAGEMENT

**SPECIFIED INVESTMENTS:** All such investments will be sterling denominated, with **maturities up to maximum of 1 year**, meeting the minimum 'high' quality criteria where applicable.

**NON-SPECIFIED INVESTMENTS:** These are any investments which do not meet the specified investment criteria. A maximum of 75% will be held in aggregate in non-specified investment

A variety of investment instruments will be used, subject to the credit quality of the institution, and depending on the type of investment made it will fall into one of the above categories.

The criteria, time limits and monetary limits applying to institutions or investment vehicles are:

	Minimum credit criteria / colour band	Max % of total investments	Max. maturity period
<b>DMADF – UK Government</b>	N/A	<b>100%</b>	<b>6 months</b>
UK Government gilts	UK sovereign rating	80%	12 months
UK Government Treasury bills	UK sovereign rating	80%	12 months
Bonds issued by multilateral development banks	AAA (or state your criteria if different)	40%	6 months
Money Market Funds	AAA	100%	Liquid
Enhanced Cash Funds with a credit score of 1.25	AAA	100%	Liquid
Enhanced Cash Funds with a credit score of 1.5	AAA	100%	Liquid
Local authorities	N/A	100%	12 months
Term deposits with banks and building societies	Blue Orange Red Green No Colour	80%	12 months 12 months 6 months 100 days Not for use

	Minimum credit criteria / colour band	Max % of total investments	Max. maturity period
CDs or corporate bonds with banks and building societies	Blue Orange Red Green No Colour	80%	12 months 12 months 6 months 100 days Not for use
Gilt funds	UK sovereign rating	100%	12 Months

**SPECIFIED INVESTMENTS:**

(All such investments will be sterling denominated, with **maturities up to maximum of 1 year**, meeting the minimum 'high' rating criteria where applicable)

	* Minimum 'High' Credit Criteria / colour band	Use
Debt Management Agency Deposit Facility	Green	In-house
Term deposits – local authorities	Green	In-house
Term deposits – banks and building societies **	Green	In-house
Term deposits – banks and building societies **	* Short-term __, Long-term	Fund Managers

**Term deposits with nationalised banks and banks and building societies**

	* Minimum Credit Criteria	Use	Max % of total investments	Max. maturity period
UK part nationalised banks	Blue	In-house	100%	12 months
UK part nationalised banks	UK sovereign rating	Fund Managers	80%	12 months
Banks part nationalised by high credit rated (sovereign rating) countries – non UK	Sovereign rating	In-house and Fund Managers	80%	12 months

Collateralised deposit	UK sovereign rating	In-house and Fund Managers
UK Government Gilts	UK sovereign rating	In-house buy and hold and Fund Managers
Bonds issued by multilateral development banks	AAA (or state your criteria if different)	In-house buy and hold and Fund Managers

Bond issuance issued by a financial institution which is explicitly guaranteed by the UK Government e.g. National Rail	UK sovereign rating	In-house buy and hold and Fund Managers
Sovereign bond issues (other than the UK govt)	AAA (or state your criteria if different)	In-house buy and hold and Fund Managers
Treasury Bills	UK sovereign rating	In house and Fund Managers

**Collective Investment Schemes structured as Open Ended Investment Companies (OEICs): -**

1. Government Liquidity Funds	AAA	In-house and Fund Managers
2. Money Market Funds	AAA	In-house and Fund Managers
3. Enhanced Cash Funds with a credit score of 1.25	AAA	In-house and Fund Managers
4. Enhanced Cash Funds with a credit score of 1.5	AAA	In-house and Fund Managers
5. Bond Funds	AAA	In-house and Fund Managers
6. Gilt Funds	AAA	In-house and Fund Managers

**Accounting treatment of investments.** The accounting treatment may differ from the underlying cash transactions arising from investment decisions made by this Council. To ensure that the Council is protected from any adverse revenue impact, which may arise from these differences, we will review the accounting implications of new transactions before they are undertaken.

**NON-SPECIFIED INVESTMENTS:** A maximum of 75%\*\* will be held in aggregate in non-specified investment

## 1. Maturities of ANY period

	* Minimum Credit Criteria	Use	** Max % of total investments	Max. maturity period
<b>Fixed term deposits with variable rate and variable maturities:</b> -Structured deposits	Blue Orange Red Green	In-house	80%	12 months 12 months 6 months 100 days
Certificates of deposit issued by banks and building societies	Blue Orange Red Green	In-house and Fund Managers	80%	12 months 12 months 6 months 100 days

	* Minimum Credit Criteria	Use	** Max % of total investments	Max. maturity period
Fixed Bonds – Corporate, Financial, Supranational or Covered.	AAA	In-house and Fund Managers	10%	5 years
Floating rate notes	AAA	In house and Fund Managers	10%	5 years
<b>Collective Investment Schemes structured as Open Ended Investment Companies (OEICs)</b>				
Corporate bond fund	AAA	In house and Fund Managers	10%	5 years
Property fund	Based on external credit assessment from the Council's Treasury Management Advisors. UK asset investment.	In house and Fund Managers	£20m at fund entry. Maximum of two Funds at any one time for viability.	Long Term

## 2. Maturities in excess of 1 year

	* Minimum Credit Criteria	Use	** Max % of total investments	Max. maturity period
Term deposits – local authorities	N/A	In-house and Fund Managers	60%	5 Years
Term deposits – banks and building societies	Blue Orange Red Green	In-house and Fund Managers	80%	12 months 12 months 6 months 100 days
Certificates of deposit issued by banks and building societies	Blue Orange Red Green	In-house and Fund Managers	80%	12 months 12 months 6 months 100 days
UK Government Gilts	UK sovereign rating	In-house and Fund Managers	80%	10 years
Fixed Bonds – Corporate, Financial, Supranational or Covered.	AAA	In-house and Fund Managers	10%	5 years
Sovereign bond issues (other than the UK govt)	AAA	Fund Managers	50%	10 years
<b>Collective Investment Schemes structured as Open Ended Investment Companies (OEICs)</b>				
Property fund	Based on external credit assessment from the Council's Treasury Management Advisors. UK asset investment.	In house and Fund Managers	£20m at fund entry. Maximum of two Funds at any one time for viability.	Long Term

## 5.5 APPROVED COUNTRIES FOR INVESTMENTS

*This list is based on those countries which have sovereign ratings of AA- or higher (we show the lowest rating from Fitch, Moody's and S&P) and also, (except - at the time of writing – for Hong Kong, Norway and Luxembourg), have banks operating in sterling markets which have credit ratings of green or above in the Capita Asset Services credit worthiness service.*

### AAA

- Australia
- Canada
- Denmark
- Germany
- Luxembourg
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland
- U.S.A.

**AA+**

- Finland
- Hong Kong

**AA**

- Abu Dhabi (UAE)
- France
- Qatar
- U.K.

**AA-**

- Belgium

## **5.6 TREASURY MANAGEMENT SCHEME OF DELEGATION**

### **(i) Full Council**

- receiving and reviewing reports on treasury management policies, practices and activities;
- approval of annual strategy.

### **(ii) Executive / Full Council**

- approval of/amendments to the organisation's adopted clauses, treasury management policy statement and treasury management practices;
- budget consideration and approval;
- approval of the division of responsibilities;
- receiving and reviewing regular monitoring reports and acting on recommendations;
- approving the selection of external service providers and agreeing terms of appointment.

### **(iii) Joint Scrutiny / Audit and Governance Committee**

- reviewing the treasury management policy and procedures and making recommendations to the responsible body.

## **5.7 THE TREASURY MANAGEMENT ROLE OF THE SECTION 151 OFFICER**

### **The S151 (responsible) Officer**

- recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance;
- submitting regular treasury management policy reports;
- submitting budgets and budget variations;
- receiving and reviewing management information reports;
- reviewing the performance of the treasury management function;
- ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function;
- ensuring the adequacy of internal audit, and liaising with external audit;
- recommending the appointment of external service providers.

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## EAST HERTS COUNCIL

EXECUTIVE - 7 FEBRUARY 2017

### REPORT BY LEADER OF THE COUNCIL

#### FUNDING RELEASE REQUEST FOR HERTFORD URBAN DESIGN STRATEGY

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WARD(S) AFFECTED:      ALL HERTFORD

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#### **Purpose/Summary of Report**

- Hertford Urban Design Strategy was adopted by East Herts Council in May 2016 and a member steering group comprising councillors from Hertfordshire County Council, East Herts Council and Hertford Town Council was established to implement or support the implementation of the recommendations.
- In September 2016 the Executive committed funding to the first deliverable scheme from the strategy (The Wash, Maidenhead Street and Bull Plain improvements), *subject to other funding partners coming on board*. Hertford Town council has committed funding to the project and a request to the Local Enterprise Partnership (LEP) has been submitted and is currently going through the LEP funding approval process.
- Even if the LEP application is unsuccessful, enough funding has been committed by Hertford Town Council and East Herts Council to deliver two of the three sections of the public realm improvements (see below).

<b><u>RECOMMENDATIONS FOR EXECUTIVE:</u> That:</b>	
<b>(A)</b>	<b>East Herts Council releases its funding commitment of £500k to deliver key improvements to Hertford Town Centre, noting that the Council's funding proportion of the total budget will be either 50% or 62.5%, depending on whether the Local Enterprise Partnership funding is secured.</b>

## 1.0 Background

- 1.1 The Executive will recall that on 6 September they agreed that up to £500k should be allocated to fund a project to deliver key improvements to The Wash, Maidenhead Street and Bull Plain in Hertford (plan attached at **Essential Reference Paper ‘B’**). The project emanated from the Hertford Urban Design Strategy, and is a partnership project between East Herts Council, Hertford Town Council and Hertfordshire County Council.
- 1.2 The recommendation was made at a time when the remaining £500k for this £1m project was in the pipeline but not secured. Therefore the recommendation stated:

*‘That East Herts Council commits up to a maximum of 50% of the £1m required to implement key improvements to The Wash, Maidenhead Street and Bull Plain Hertford, as detailed in the Hertford Urban Design Strategy, subject to other partners coming on board.’*

## 2.0 Report

- 2.1 Hertford Town Council approved £300k to fund the project at a meeting on 17 October, leaving a shortfall of £200k. An application is currently being considered by Hertfordshire LEP to gap fund this shortfall.
- 2.2 There are three sections of the project (The Wash, Maidenhead Street and Bull Plain) and if the LEP funding is not forthcoming, two of the three sections can be delivered initially (likely to be The Wash and Maidenhead Street) with the third being postponed until funding is secured from another source. This option is estimated to cost £800k.
- 2.3 Given that Hertford Town Council now has its funding in place, and a scheme to the value of £800k is deliverable, the Executive is asked to release the £500k capital funding so that the project can proceed. All endeavours will be made to secure the LEP funding.
- 2.4 If the LEP funding is not secured, this will mean that the Council’s funding proportion changes from up to 50% to up to 62.5%.
- 2.5 All costs are currently estimates, prior to the work being designed and tendered. The contribution from East Herts is capped at

£500k.

### 3.0 Implications/Consultations

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

### Background Papers

The final report can be found at:

<http://democracy.eastherts.gov.uk/documents/s32498/Hertford%20Town%20Centre%20UDS%20%20ERP%20B%20strategy.pdf>

The Executive report of 6 September can be found at:

<http://democracy.eastherts.gov.uk/documents/s35597/Hertford%20Urban%20Design%20Study.pdf>

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## **ESSENTIAL REFERENCE PAPER 'A'**

### **IMPLICATIONS/CONSULTATIONS**

Contribution to the Council's Corporate Priorities/ Objectives:	<p>Priority 1 – Improve the health and wellbeing of our communities</p> <p>Priority 2 – Enhance the quality of people's lives</p> <p>Priority 3 – Enable a flourishing local economy</p> <p>All three priorities will be met through this scheme; the aim is to improve the experience (and safety) of shoppers through the proposal to have timed pedestrianisation on Maidenhead street, create a public realm that Hertford can be proud of in a key part of the town that has become very tired and unkempt, and improve the viability of the retail offer in the area.</p>
Consultation:	The Hertford Urban Design Strategy underwent significant public consultation before adoption. Further extensive consultation will be undertaken with all parties that will be directly affected by the proposals.
Legal:	There will be a number of traffic regulation orders that will be required; these will be undertaken as part of the project with support from the county council.
Financial:	Funding has already been committed – this report confirms that funding from one other partner is in place and therefore the East Herts funding can be released.
Human Resource:	n/a
Risk Management:	The Executive has already committed the funding, and reputationally it would be very damaging if the Executive were to have a change of heart at this stage.
Health and wellbeing – issues and impacts:	n/a

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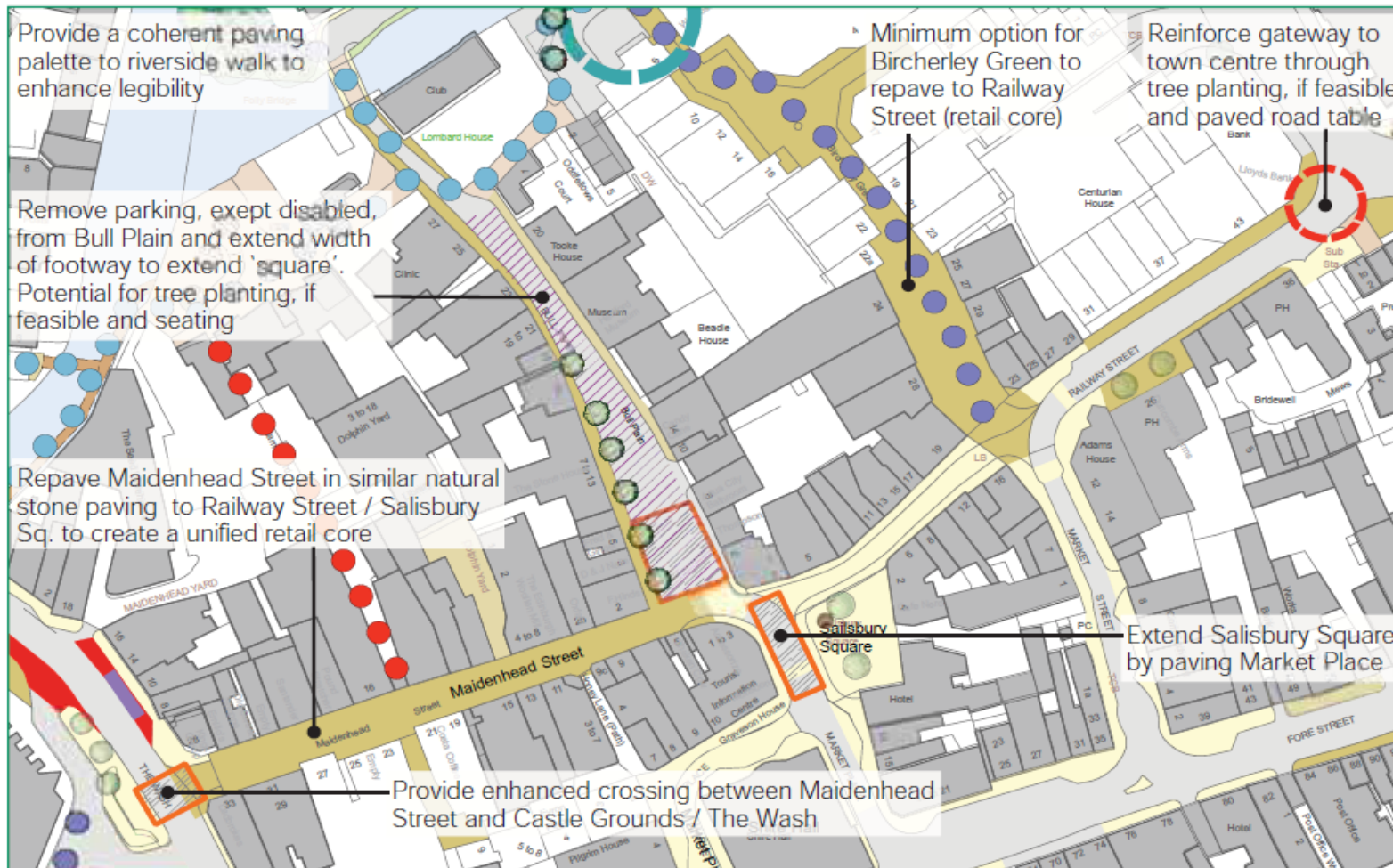


Figure 2.22: Improvement strategy for The Salisbury Quarter

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## EAST HERTS COUNCIL

EXECUTIVE - 7 FEBRUARY 2017

### REPORT BY DEPUTY LEADER AND EXECUTIVE MEMBER FOR ECONOMIC DEVELOPMENT

#### DISCRETIONARY BUSINESS GROWTH INCENTIVE SCHEME

WARD(S) AFFECTED: ALL

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#### **Purpose/Summary of Report**

- To propose setting up a discretionary business growth incentive scheme funded from the New Homes Bonus Reserve.

<b><u>RECOMMENDATIONS FOR EXECUTIVE:</u> that:</b>	
<b>(A)</b>	<b>the proposal for a discretionary business growth incentive scheme is approved, according to the operating procedures as set out at Essential Reference Paper B; and</b>
<b>(B)</b>	<b>£150,000 is allocated from the New Homes Bonus Reserve to fund the scheme.</b>

#### 1.0 Background

- 1.1 A new Economic Development Vision agreed by the Council in March 2016 focuses on a number of themes including *a business friendly council* and *enabling entrepreneurs and business start-ups*. This has resulted in a new, more pro-active approach to business engagement and encouraging business growth. For example, a new role of Business Engagement Manager has been created within the economic development team. This individual will act as a first point of contact for the local business community, ensuring their interests are represented in council decision making processes and identifying ways in which economic growth can be supported. Alongside this we are proposing to create a local discretionary business growth incentive scheme.

- 1.2 Traditionally economic development within East Herts has not focused on inward investment. This is in contrast to surrounding areas (eg. Broxbourne, Uttlesford and Stevenage) who actively promote council owned business parks and facilities and market their district as a place to do business. Despite this East Herts has a robust local economy with a high number of businesses operating across a range of sectors. However with anticipated changes to local government funding (specifically full local retention of business rates) encouraging local economic growth will become increasingly important.
- 1.3 With this in mind the Council is building on its strong foundations of economic programme delivery (eg. Rural Development Programme, WENTA business start-up support) to offer additional support for small companies looking to relocate to the district or expand their operations.
- 2.0 Report
- 2.1 Draft operating procedures for the proposed Local Discretionary Business Rate Scheme can be found at **Essential Reference Paper 'B'**.
- 2.2 The proposal is that a fund of £150,000 is created from within the New Homes Bonus Reserve to be administered over the 2017/18 and 2018/19 years and awarded on a first come, first serve basis. This amount could provide support for between 15 – 75 businesses over a two year period. Similar schemes operate in Luton and Uttlesford (offering up to 45% and 50% discounts respectively on business rate liability).
- 2.3 The Business Engagement Manager will be responsible for marketing the scheme (directly to businesses but also through the Chambers of Commerce, Federation of Small Business and commercial letting agents) and sponsoring applications. The main challenge will be supporting those businesses where genuine support is needed to influence a decision (ie. not those who are planning to relocate or expand regardless of the financial support available). The Business Engagement Manager will be 'hands on' in the application process – meeting with each business individually to assess suitability before supporting an application. This will enable the Council to minimise the risk of supporting businesses that are planning to move/ expand without the need for council support and dealing with applications that don't meet the necessary criteria.

- 2.4 The scheme will be marketed as a discretionary business rate relief scheme however in reality it is a simple grant scheme taken from a finite pot of money. The grants awarded can only be used to off-set a business rates' bill. In practical terms adjustments will be made by the business rates team and monies transferred from council reserves to the revenues service at year end. No businesses will therefore receive any direct payments.
- 2.5 Typically applying a business rate relief requires portfolio holder sign off via a non-key decision making process. However as this will be a grant scheme, the approval process can be light touch. The Business Engagement Manager will screen applications for approval and then recommend a decision to an officer panel composed off:
- Representative from Business Rates Team
  - Representative from Strategic Finance
  - Head of Communications, Strategy and Policy (Chair)
- 2.6 The panel will recommend decisions to the Chair who has delegated authority to approve funding (given the maximum amount of any grant will be under £10,000).
- 2.7 In terms of return on investment, awarding a grant is a direct cost to the council as it replaces business rates income that would have otherwise been collected directly. Moreover, as business rates income is redistributed amongst local government East Herts does not 'get the money back'. Quantifying a longer term return for the council or East Herts as a whole is challenging given there are multiple factors that affect business rate income. The only way to do so accurately is to assume firstly that grants are only provided to companies who genuinely need support to (re)locate or expand their premises and secondly that these are new premises which would otherwise not be liable for paying rates. In this instance a grant given to a company in its first year of trading is off-set by the "additional" business rates income generated from year 2 onwards. However these assumptions are crude and in many instances the council investment will be as much about retaining businesses and encouraging growth in the district as well as direct inward investment.
- 2.8 There of course additional benefits in terms of economic growth such as increased wealth creation, additional employment, etc. The scheme will be evaluated towards the end of 2018/19 to

assess whether it has made a difference in terms of stimulating growth. Part of this assessment will involve qualitative feedback from the successful applicants.

### 3.0 Implications

#### 3.1 Details of corporate implications are set out in **Essential Reference Paper 'A'**.

#### Background papers

None

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## **ESSENTIAL REFERENCE PAPER 'A'**

### **IMPLICATIONS/CONSULTATIONS**

Contribution to the Council's Corporate Priorities/ Objectives :	Priority 1 – Improve the health and wellbeing of our communities  Priority 2 – Enhance the quality of people's lives  Priority 3 – Enable a flourishing local economy
Consultation:	Leader of the Council and all Executive Members, Leadership Team
Legal:	Exercising powers from Section 69 of the Localism Act 2011
Financial:	£150k
Human Resource:	N/A
Risk Management:	N/A
Health and wellbeing – issues and impacts:	N/A

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**Draft framework/ operating procedure for Discretionary Business Growth Incentive Scheme**

**1. Overall context and benefits:**

1.1 The council wants to encourage economic growth in the district, as outlined in the first two themes of the Economic Development Vision which was agreed by Executive in 2016:

- *A business friendly council: We will ensure we are supporting businesses as 'customers' of council services as well as listening to the needs of the business community*
- *Enabling entrepreneurs and business start ups: We will encourage wealth creation in the district and ensure businesses can access a wide range of locally sourced services*

1.2 East Herts largely relies upon on small and micro-sized businesses for its prosperity. Over 90% of business registered in the district have 0-9 employees (around 6,800 businesses in total). This compares to just 0.3% which have over 250 employees (25 businesses in total). We therefore recognise that micro-businesses are the engine house of the East Herts economy and where council support and intervention should be directed. It is therefore proposed we offer a discretionary scheme to small businesses to incentivise growth and inward investment. The expected benefits are as follows:

- To encourage businesses from outside the district to locate in East Herts
- To incentivise small businesses within the district to grow
- To improve the district council offer to businesses and strengthen the relationship with the business community as a whole
- To provide some evidence of what levels of business rate support are needed to encourage growth in the district ahead of 2019/20 when local authorities are able to set their own rates

**2. Powers and legal issues:**

2.1 The Council has the power to award business rate discounts/ business rate reliefs under section 69 of the Localism Act 2011 (an amendment to section 47 of the Local Government Finance Act 1988) to help attract investment and jobs.

2.2 The scheme will operate in accordance with the European Commission's rules on 'De Minimis Aid' (currently set at no more than 200,000 euros of public money over a 3 year period).

**3. Criteria for award:**

3.1 In order to be considered any applications would need to meet one of the following criteria:

- A business not registered in the district is planning to relocate/ open up a new property in the district
- A business is already registered in the district but looking to enlarge premises through an extension or relocation
- A business is already registered in the district but is forced to relocate as the landlord no longer wishes to use the premises for commercial use and has not renewed the lease

- A business is already registered in the district, with one or more properties and plans to open up another
- Must have a rateable value of less than £40000

3.2 The duration of the award will be for one year only and the individual amounts awarded will depend upon the rateable value of the business and other statutory reliefs available. From 1 April 2017 the threshold at which small business rate relief is provided will be rising: any business with a rateable value of below £12,000 will automatically be entitled to full business rate relief (up from £6,000). Any businesses with a rateable value of between £12,000 -15,000 will be entitled to tapered relief (ie. diminishes from 100% relief to 0% relief in proportion to the rising rateable value). Statutory small business rate relief does not apply where a business has a rateable value of over £15,000. There are therefore 3 categories of grant available:

### **3.3 Businesses with rateable values of £15000 – 40000:**

A business with a rateable value of over £15,000 who successfully applies for the East Herts Discretionary Business Growth Incentive scheme will be entitled to a 50% discount from their rates' payable for their first year. The proposal is that this is capped at businesses with a rateable value of £40,000 in order to keep the maximum contributions from East Herts for one grant at under £10,000.

### **3.4 Businesses with rateable values of £12000 – 15000:**

Where a business with a rateable value of between £12,000 – 15,000 successfully applies, the proposal is that the East Herts grant makes up the difference from the small business rates relief scheme. In this instance the business effectively pays no business rates for the first year. The value of the grant given by East Herts to the business will therefore vary between 1% - 100% depending on the rateable value.

The following table provides more details on the likely amounts that would be awarded for (3.3) and (3.4) above:

<b>Rateable Value</b>	<b>Rates' payable</b>	<b>Statutory relief %</b>	<b>Government relief £</b>	<b>EHC relief %</b>	<b>EHC Relief £</b>
12000	£ 5,592.00	100.00%	£ 5,592.00	0.00%	0
13000	£ 6,058.00	66.67%	£ 4,038.87	33.33%	£ 2,019.13
14000	£ 6,524.00	33.33%	£ 2,174.45	66.67%	£ 4,349.55
15000	£ 6,990.00	0.00%	0	100.00%	£ 6,990.00
20000	£ 9,320.00	0.00%	0	50.00%	£ 4,660.00
25000	£ 11,650.00	0.00%	0	50.00%	£ 5,825.00
30000	£ 13,980.00	0.00%	0	50.00%	£ 6,990.00
35000	£ 16,310.00	0.00%	0	50.00%	£ 8,155.00
40000	£ 18,640.00	0.00%	0	50.00%	£ 9,320.00

### **3.5 Businesses with a rateable value of between £0 and £40000 opening up another property:**

Where a business that is entitled to small business rate relief opens up a second property, the relief is retained for one year on the first property and then is lost. The second property is not eligible for

small business rate relief (indeed any business that has more than one property is not eligible). In order to incentivise those businesses that are considering expansion (by opening up another property be it the second, third, fourth etc), it is proposed that the scheme mirrors the small business rate relief scheme on the new property. In this instance the business will receive the same amount of relief on the new property as they would ordinarily receive as if it were their only property (for the first year of trading). The following table provides more details on the likely amounts that would be awarded:

<b>Rateable Value</b>	<b>Rates' payable</b>	<b>Statutory relief %</b>	<b>Government relief £</b>	<b>EHC relief %</b>	<b>EHC Relief £</b>
3000	£ 1,398.00	0.00%	£ -	100.00%	£ 1,398.00
6000	£ 2,796.00	0.00%	£ -	100.00%	£ 2,796.00
12000	£ 5,592.00	0.00%	£ -	100.00%	£ 5,592.00
13000	£ 6,058.00	0.00%	0	66.67%	£ 4,038.87
14000	£ 6,524.00	0.00%	0	33.33%	£ 2,174.45
15000	£ 6,990.00	0.00%	0	0.00%	0

#### **4. Exclusions and controls:**

4.1 Any business can apply for this including sole traders, limited companies, partnerships and co-operatives. Certain organisations that are eligible for different types of relief will not be eligible (eg. registered charities that are eligible for charitable rate relief).

4.2 Payments will be awarded/ business rate bills adjusted one month after the move or expansion has taken place. As part of the application the business will be expected to submit evidence that there is at least a two year lease on the property. No payments will be backdated.

4.3 The business will be expected to notify the council if any circumstances change (eg. changes to rateable value). Eligibility will be reassessed on that basis and support will cease from the time at which the change was made.

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## EAST HERTS COUNCIL

EXECUTIVE – 7 FEBRUARY 2017

### REPORT BY EXECUTIVE MEMBER FOR ECONOMIC DEVELOPMENT

#### OLD RIVER LANE PROPOSAL

WARD(S) AFFECTED: ALL BISHOP'S STORTFORD

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#### **Purpose/Summary of Report**

- To provide initial indicative costing to commence the development of the Old River Lane Site and to confirm board and accountability arrangements

<b><u>RECOMMENDATIONS FOR EXECUTIVE:</u> that:</b>	
<b>(A)</b>	<b>the revised governance structure, including the establishment of a Board to oversee the Old River Lane Project be approved and delegate the allocation of Board membership to the Leader of the Council and lead Director; and</b>
<b>(B)</b>	<b>the initial indicative budget requirements of £450k be approved.</b>

#### 1.0 Background

- 1.1 Following an unimplemented planning permission granted to develop a retail led scheme, the Council acquired the site which comprises land at Old River Lane. The site currently consists of surface parking, and two office blocks and three houses. One of the offices (Charrington House) is partly occupied, including the provision of a customer contact centre for the Council, whilst the second has recently been granted planning permission to be demolished and to create a temporary surface car park. The site also is adjacent to the Waitrose Supermarket which is expected to want to collaborate on the future of the site.

- 1.2 In order to provide a strategic overview, the Council commissioned Allies & Morrison in January 2016 to undertake a town centre planning framework, which would provide a long-term coherent vision for the development of the town centre focusing primarily on the following issues:
- land use and accessibility;
  - a better understanding of the changes that are taking place in the town centre as a result of changes in the way we purchase goods and services and in the way businesses operate; and
  - a review of car parking, retail, leisure, business premises and the quality of the environment, taking into account future growth in the population of the town and the surrounding area.
- 1.3 The Framework consultation closed in December 2016, with the final report expected in February 2017.
- 1.4 During a meeting of the Bishop's Stortford Town Centre Steering Group in December 2016, it was proposed and agreed that a new governance structure would be adopted to enable the various projects to move forward.
- 1.5 The following report details the proposed governance structure and also provides an outline of the expected budget requirements to progress the Old River Lane project to the next stage.
- 2.0 Report
- 2.1 The existing Bishop's Stortford Town Centre Steering Group will continue to have oversight of the whole Town Centre area and promote and facilitate the delivery of projects and developments coming forward from the Town Centre Planning Framework. The membership of the group will be reviewed in order to reflect the wider remit of the group and will be renamed The Bishop's Stortford Town Centre Steering Board.
- 2.2 A new group, the Old River Lane Delivery Board will be established with responsibility for the delivery of the development programme of the site in council ownership (Old River Lane). Membership of this group will be largely East Herts Council representatives with specialists attending as necessary to advise and inform the Board. It is proposed that responsibility for

establishing membership of each group is delegated to the Leader of the Council and the lead Director.

- 2.3 In addition there will be a Work stream leads group for each Board. The proposed structure is detailed at **Essential Reference Paper 'B'** and proposed terms of reference for each group are set out at **Essential Reference Papers 'C' and 'D'**.
- 2.4 An indicative timeline has been established to inform the proposed work scheduling for the Old River Lane development and a similar timeline will be developed for the Bishop Stortford Town Centre Steering Board to provide a timeframe for the development of the Planning Framework.
- 2.5 Approval is requested for an initial budget of £450k in order to advance the ORL and Planning Framework project. The breakdown of this can be found at **Essential Reference Paper 'E'**. This contains exempt information as defined by paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 and has, therefore, been withheld from the press and public. **Essential Reference Paper 'E'** includes commercially sensitive information which if made public could compromise any tendering activities.
- 2.6 The funding source for this activity is the Commercial Property Fund reserve (current balance £1.27m). It should be noted that a bid had been submitted for One Public Estate(OPE) funding which, if successful, may reduce the total requested above by up to £40k.
- 3.0 Implications/Consultations
- 3.1 These are set out in **Essential Reference Paper 'A'**.

#### Background Papers

None

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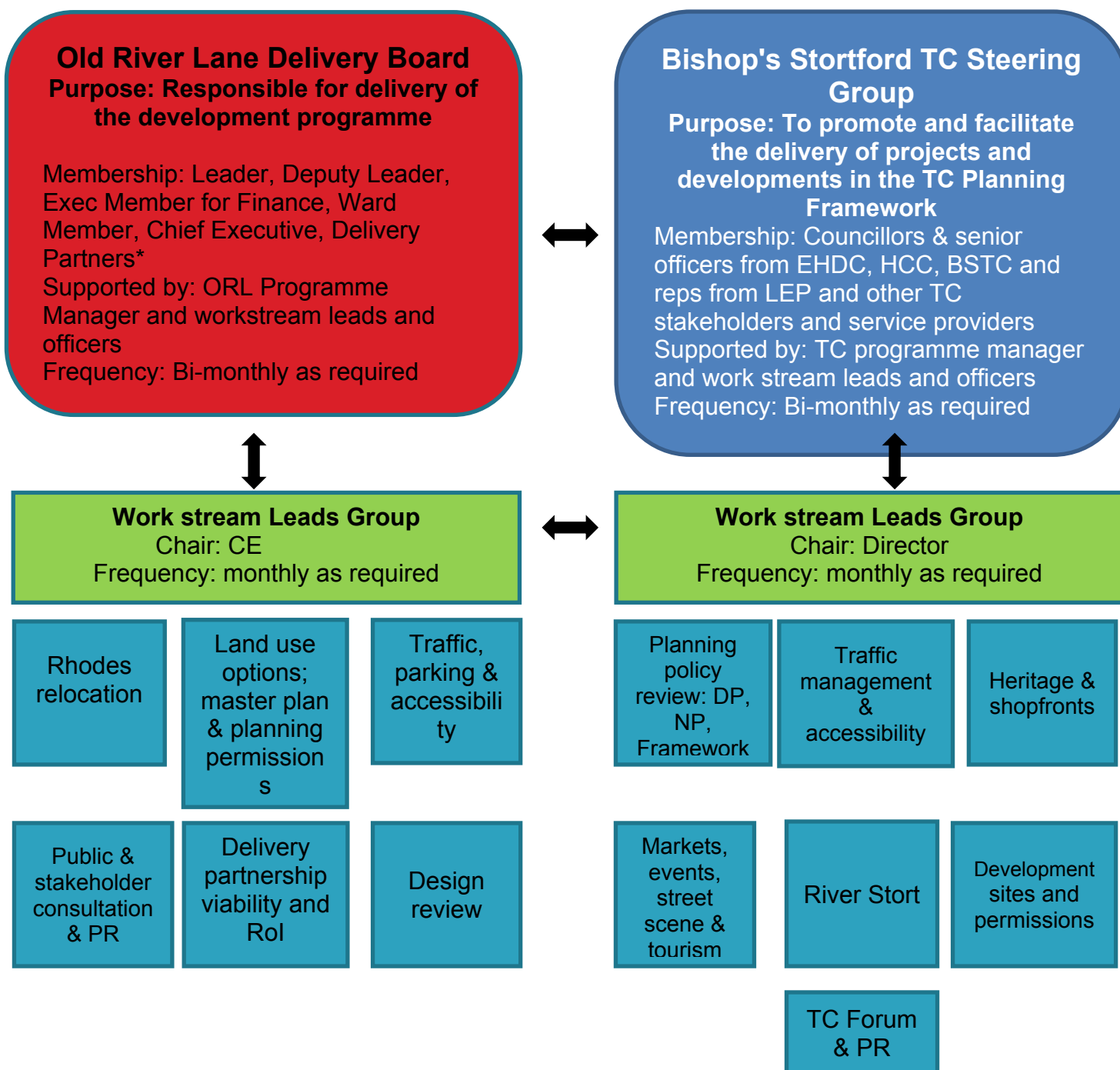
## **ESSENTIAL REFERENCE PAPER 'A'**

### **IMPLICATIONS/CONSULTATIONS**

Contribution to the Council's Corporate Priorities/Objectives:	<p>Priority 1 – Improve the health and wellbeing of our communities</p> <p>Priority 2 – Enhance the quality of people's lives</p> <p>Priority 3 – Enable a flourishing local economy</p> <p>The development of the Old River Lane site and wider Bishop's Stortford Town Centre play a key role in delivering on all three of our priorities in Bishop's Stortford.</p>
Consultation:	<p>The proposals have been widely consulted on within the Bishop's Stortford area. A consultation initially took place summer 2016, which was followed by a formal consultation period on the Framework document in the autumn which closed 8<sup>th</sup> December 2016. A final presentation of findings is due to take place in February 2017 A further presentation will take place to Bishop's Stortford members during the spring.</p>
Legal:	<p>Advice is sought as and when required</p>
Financial:	<p>There will be financial implications as the projects progress. This report is seeking approval to fund up to £450k as detailed</p>
Human Resource:	<p>None</p>
Risk Management:	<p>The overall project groups regularly consider the risks as presented by Officers.</p>
Health and wellbeing – issues and impacts:	<p>None</p>

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## Reinventing Bishop's Stortford – Revised Programme Structure



NB Not all work streams would be in place or active at the same time  
 Some may be combined – these are illustrative

\* Delivery partners could be defined as having a “contractual” relationship with the Council and the ORL programme. They might include BSTC for Arts

Centre; LEP for funding; HCC for highways and traffic management; a JV developer

## **ESSENTIAL REFERENCE PAPER C**

### **Bishop's Stortford Town Centre Planning Board**

#### **TERMS OF REFERENCE**

##### **Purpose**

The primary purpose of this group is to promote and facilitate the delivery of projects and developments in the Town Centre Planning Framework. The group will regularly review process, ensure that projects that impact on the delivery of the overall objectives are co-ordinated and any deviation from the overall plan is mitigated. The Board will also help determine the allocation of any resources to the programme.

##### **Remit and Accountability**

The group will consider the following within its remit:

1. Lead on the promotion and facilitation of the Town Centre Planning Framework to deliver a cohesive approach to planning and development across Bishop's Stortford Town Centre.
2. Monitor progress as well as receive and review updates on all projects within the programme
3. Review the overall resources available to the programme and determine the allocation of these to ensure successful delivery of all projects
4. To work with landowners, developers, retailers, the Town and County Councils and other stakeholders to realise proposals in the Framework in accordance with the Delivery Plan.
5. To encourage local interest groups and users of the town centre to engage with the process of implementation.
6. To seek out sources of funding for non-commercial initiatives.
7. To consider the use of the Council's statutory powers to bring forward necessary change in accordance with the Framework and Development Plans.
8. Ensure that effective communication is in place to wider staff group, customers and Councillors on the progress of the projects.
9. That any risks that may impact on delivery of outcomes of the programme are identified at as early a stage as possible and suitable mitigations are identified to ensure that the programme remains on track

##### **Procedure & reporting**

- 1 To meet every calendar month or otherwise as required.



- 2 To minute the meetings and publish those that are not commercially sensitive.
- 3 To instruct and receive reports from the Officers Working Group and Work stream Leads Group as required and to receive and review the minutes
- 4 To seek instructions, report on progress and make recommendations to the Executive.

## **Membership and Constitution**

The authority for Board membership allocation is delegated to the Leader of the Council and Lead Director

## **ESSENTIAL REFERENCE PAPER D**

### **Old River Lane Delivery Board**

#### **TERMS OF REFERENCE**

##### **Purpose**

The primary purpose of this group is to be responsible for the delivery of the development programme for the Old River Lane Site. The group will regularly review process, ensure that all parts of projects that impact on the delivery of the overall programme are co-ordinated and any deviation from the overall plan is mitigated. The Board will also help determine the allocation of any resources to the programme.

##### **Remit and Accountability**

The group will consider the following within its remit:

1. Lead on the promotion and facilitation of the Old River Lane Development.
2. Monitor progress as well as receive and review updates on all projects within the programme
3. Review the overall resources available to the programme and determine the allocation of these to ensure successful delivery of all projects
4. To procure and steer the work of suitably qualified consultants who will work alongside relevant officers to provide evidence and ideas to put into effect a property strategy, planning policy, master planning initiatives and planning applications that will achieve the Council's objectives for the site.
5. To ensure that stakeholders with a close interest or relationship with the site and the wider community are engaged in the process, through setting up appropriate forums and providing information as the project progresses.
6. To monitor a risk register prepared by officers.
7. To monitor the budget set aside by the Executive for these tasks. To consider the use of the Council's statutory powers to bring forward necessary change in accordance with the Development Plans.
8. Ensure that effective communication is in place to wider staff group, customers and Councillors on the progress of the projects.
9. That any risks that may impact on delivery of outcomes of the programme are identified at as early a stage as possible and suitable mitigations are identified to ensure that the programme remains on track

## **Procedure & reporting**

- 1 To meet every calendar month or otherwise as required.
- 2 To minute the meetings and publish those that are not commercially sensitive.
- 3 To instruct and receive reports from the Officers Working Group and Work stream Leads Group as required and to receive and review the minutes
- 4 To seek instructions, report on progress and make recommendations to the Executive.

## **Membership and Constitution**

The authority for Board membership allocation is delegated to the Leader of the Council and Lead Director

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

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## EAST HERTS COUNCIL

EXECUTIVE - 7 FEBRUARY 2017

### REPORT BY EXECUTIVE MEMBER FOR DEVELOPMENT MANAGEMENT AND COUNCIL SUPPORT

### HERTFORD CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

WARD(S) AFFECTED: All Hertford wards

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#### **Purpose/Summary of Report**

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

<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 Hertford Conservation Area Appraisal and Management Plan 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 Development Management and Council Support, to make any further minor and consequential changes to the document which may be necessary; and</b>
<b>(C)</b>	<b>the Hertford Conservation Area Appraisal and Management Plan be supported for adoption.</b>

#### 1.0 Background.

1.1 This matter was reported to the Executive meeting on 6 December 2016. At that meeting and following a

representation from Councillor P Ruffles a decision was deferred so that further consideration could be given to the Conservation Area boundary at Tamworth Road.

- 1.2 Officers have undertaken that further review and conclude the revised conservation area boundary as previously proposed remains appropriate and that further amendments to include properties on the northern side of the road should not be undertaken. Councillor Ruffles has been informed of the outcome of officer's considerations of this matter.

**Further details are set out in section 3 below.**

- 1.3 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.

- 1.4 The review of Hertford Conservation Area is one of a series of reviews being undertaken and this is a recently completed one for consideration.

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

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

## 2.0 The Hertford Conservation Area Appraisal and Management Plan.

- 2.1. Most importantly the Town Council (TC) advise in their response they wish to meet with the District Council to consider what role it might play in assisting to implement some of the Enhancement Proposals. **Their offer of co-operation in this respect is most welcome.**

- 2.2 The Hertford Conservation Area was first designated in

1967 and reviewed in 1981 and again in 1996. This Appraisal document was completed in 2015 and went through a period of public consultation from 1<sup>st</sup> June 2016 to July 13<sup>th</sup> 2016 with a public meeting held on 1<sup>st</sup> June 2016 at the Mill Bridge Rooms, Hertford at which about 25 persons attended. About 20 representations from individuals and organisations were received. These representations (approaching 100 issues) covered a wide range of matters and identified other minor detailed points of accuracy, receipt of which has been much appreciated. The headline issues are set out in the following paragraphs.

- 2.3 The document as revised following consultation considers the conservation area boundaries and proposes a number of alterations. These are:

Extend to east of existing conservation area to include Nos. 6-102 Tamworth Road, Fairfax Road and Nos. 97-159 Ware Road.

Exclude the following areas: Nos. 9-12 Grove Walk; site to south west corner of Gascoyne Way and London Road which includes Post Office building and residential element of Gwynns Walk; site to corner of Ware Road and London Road which includes Yeomans Court, The Rotunda, Stag House, WVRs building and EHDC car park; Preview, Watersmeet, Orchard Cottage and Nos.1-7 Hillside Terrance and adjacent land to west of No. 7; Nos. 1-8 Albion Close and adjoining garage block north west corner of Currie Street and properties Nos. 16-24 Railway Place and a small area to south of Ware Road to better reflect existing geography.

The draft appraisal originally suggested the exclusion of open land to the north of Mangrove Drive (emerging District Plan site Hert 5 identified for residential development) and also Ashbourne Gardens and properties on Mangrove Road. However following consultation and for reasons set out in Essential Paper B, these areas are no longer proposed for exclusion at this time. It is recommended their inclusion within or exclusion beyond the conservation area be reviewed once, as is most likely, development has taken place on Hert 5. At this time a significantly more accurate

assessment will be possible.

- 2.4 The document identifies the key environmental features and the manner in which they can be controlled. In relation to Hertford 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.
- 2.5 *Listed buildings and structures in their curtilages:* These are protected by legislation and have been identified. Three listed buildings are on the Council's Heritage at Risk Register. There are a number of 20<sup>th</sup> century listed buildings that are particularly important.
- 2.6 *Non listed buildings of quality worthy of protection:* A very large number have been identified that make a positive contribution to the conservation area and these should be retained through the planning process. Some non-listed residential buildings have good quality architectural features of high quality whose formal protection could be achieved through the introduction of an Article 4 Direction. The Council has agreed the principle of introducing such a pilot Direction.
- 2.7 *Other unlisted distinctive features worthy of protection.* A number have been identified and include walls and railings and other features which are important to the character of the town.
- 2.8 *Important open land and spaces.* The following particularly important open spaces have been identified: River courses throughout and Hertford Basin; churchyard, Church of St Andrew; Castle grounds; Moat Garden; Hertford Millennium Sculpture open space; Holy Trinity churchyard; open space north of Beane Road; open space west of Millmead Way; St Leonards Garden; St Leonards churchyard; Hartham Common; Bengoe Sports Association ground, New Road; churchyard of Our Lady and St. Joseph; open land between Queens Road/ Mangrove Road; All Saints churchyard; treed area, north east side of Mangrove Road; Bowling Green near EHDC offices; playing field south of Richard

Hale School; open land to the west of County Hall; open land east of Railway line, centred on Hertford Town football ground. Also included is tree lined southern end of Queens Road. These open spaces will be protected.

- 2.9 Trees play a particularly important role in many locations both within and adjacent to the open spaces and within the built up part of the town as well. Of particular note is publically accessible tree lined southern end of Queens Road.
- 2.10 *Enhancement proposals to deal with detracting elements.* A considerable number have been identified and as previously advised Hertford TC has enquired very positively to ascertain what role they might play in undertaking aspects of these tasks. The proposals cover a very wide range from introducing small improvements through to much more strategic issues such as improving Gascoyne Road car park and Maidenhead Street. It is worth noting several recommendations of this appraisal independently coincide with some set out in the 2015 Urban Design Strategy.
- 2.11 *Other significant proposals.* Several potential areas of redevelopment are proposed or suggested worthy of further consideration. Comprehensive improvement of All Saints churchyard, well used by the public, is recommended and a successful outcome to this would be very positive indeed.
- 3.0 Reconsideration of the Conservation Area boundary in the Tamworth Road area
- 3.1 At their Executive meeting on 6th December 2016 Members considered the Hertford Conservation Area Appraisal and Management Plan and instructed officers to reconsider a suggestion by the Town Council which sought to extend the conservation area for part of the northern side of Tamworth Road.
- 3.2 Background: The Town Council had suggested Nos. 1- International House is included in an extended conservation area. The officer's report advised that on balance this was considered inappropriate.

- 3.3 In Executive Members' debate on 6<sup>th</sup> December 2016...  
*Councillor P Ruffles...suggested that further consideration be given to the proposed exclusion of some properties on Tamworth Road. He believed that residents were entitled to a better understanding of the reasons for treating apparently similar properties in a different manner.*
- 3.4 This section attempts to provide such information.
- 3.5 The Hertford Conservation Area Appraisal and Management Plan properly states that in suggesting boundary revisions *principle consideration is given as to whether or not the land or buildings in question form part of an area of special architectural or historic interest whose character or appearance should be conserved.*
- 3.6 Buildings within such areas of quality and worthy of protection are identified and the appraisal document offers advice regarding such assessments. One question asked in this respect is *has the building retained its original scale without large inappropriate modern extensions that destroy the visual appearance particularly in respect of the front elevation?*
- 3.7 Analysis: Nos. 1-3A Tamworth Road are already in the conservation area. They are modern buildings and in themselves are not of special quality. Of yellow brick construction with slate roofs they were erected on a linear narrow plot. They can best be described as neutral but at least have common unaltered window detailing. The appraisal document acknowledges that such neutral buildings will exist throughout the conservation area and there will be situations, particularly in a large urban area, where boundaries cannot be sensibly redrawn. In this case the site is located on the corner of Raynham Street (completely in the conservation area) where a redrawn boundary excluding this small area might be regarded as somewhat contorted and unnecessary.
- 3.8 The conservation area as proposed is extended along the southern side of Tamworth Road so the qualities of Nos. 5 through to International House on the northern side need to

be compared with the former to answer the question raised.

- 3.9 Properties on the southern side proposed for inclusion. This consists of Nos. 6-102 being a significant 'run' of 47 late 19th/early 20th century dwelling houses of various types. Some 66% of these have been identified as being *other non-listed buildings that make an important architectural or historic contribution* and having sufficient qualities to be considered candidates for an Article 4 Direction removing householder Permitted Development Rights (PD). It is accepted that some inappropriate changes have been made including replacement windows and some alterations to historic recessed entrances. Importantly however within this long range of properties the fieldworker could only identify one protruding porch.
- 3.10 Properties on the northern side the subject of this consideration. These consist of two distinct areas. Firstly Nos. 5-27 and secondly, International House.
- 3.11 Nos. 5-27 principally date from the early 20<sup>th</sup> century where some inappropriate detailing including window replacements have been undertaken. Applying the same principles and making similar observations the fieldworker considers some 33% of properties could reasonably be identified as being *other non-listed buildings that make an important architectural or historic contribution* and having sufficient qualities to be considered candidates for an Article 4 Direction. This is a considerably less proportion when compared collectively with the included area on the south side of the road.
- 3.12 Additionally and importantly the most disruptive elements here are a number of modern porches of different types which represent a concentration of visually inappropriate features. There are however two pairs of properties, separately located in the group (Nos. 11-13 and 25-27) that the fieldworker considers are sufficiently unaltered to merit consideration for protection by an Article 4 Direction.
- 3.13 International House. This property is being converted to flats with a significant extension to the rear. The front elevation probably dates from the early 20th century with

hipped slate roof. Its window range to the street is pleasing and repetitive. As flats and being a change of use from commercial to residential International House does not enjoy Householder PD rights and is administered by normal planning controls whether within or beyond the conservation area. Therefore from a development management view point its inclusion would serve no purpose.

- 3.14 Overall summary: The proportion of dwellings (excluding the International House conversions to flats from the equation) on the northern side of Tamworth Road of architectural/historic merit is considerably less (33% as compared to 66% on the southern side). The southern side of the street proposed for inclusion is generally and collectively more harmonious.
- 3.15 The other key visual difference between the two areas is the concentration of different porches on the north side of Tamworth Road. These are particularly disruptive and protrude to varying and different degrees and damage the overall visual historic appearance of this group's front elevation.
- 3.16 Officers therefore consider the original view expressed in **Essential Reference Paper B** is correct. If Members were minded two selected pairs on the northern side of the road could justifiably be made subject to an Article 4 Direction subject to further consideration and notification (the making of such a Direction is not restricted to conservation areas).



Pictures for comparison. In the fieldworkers' opinion dwelling houses on the south side of Tamworth Road are generally and collectively more harmonious (upper picture). In comparison note the disruptive impact of porches to the overall front elevation of properties of similar age opposite on the northern side of the street (lower picture).

#### 4.0 Implications/Consultations

- 4.1 Information on any corporate issues associated with this report can be found within **Essential Reference Paper 'A'**
- 4.2 A summary of comments received through the consultation process and officer responses are set out in the table is included as **Essential Reference Paper B.**

- 4.3 **Essential Reference Paper C** is a copy of the Hertford Conservation Appraisal and Management Plan as it appeared at the consultation draft stage with any subsequent track changes to text and alterations to accompanying plans that incorporate any necessary changes. Further minor changes will be incorporated reflecting the status of the final document once Members have considered it for adoption.

#### Background Papers

Written representations received through the consultation process.  
<http://democracy.eastherts.gov.uk/mgIssueHistoryHome.aspx?Id=19471&PlanId=245>

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## **ESSENTIAL REFERENCE PAPER 'A'**

### **IMPLICATIONS/CONSULTATIONS**

Contribution to the Council's Corporate Priorities/ Objectives :	<p>Priority 1 – Improve the health and wellbeing of our communities</p> <p>Priority 2 – Enhance the quality of people's lives</p>
Consultation:	Undertaken with residents and local stakeholders and summarised in Essential Reference Paper B
Legal:	Preparation of the Appraisal fulfils statutory requirements.
Financial:	<p>Costs associated with the preparation of the Appraisal are met from within existing staffing and operational budgets.</p> <p>The Appraisal suggests works and actions which could be undertaken to enhance the character and appearance of the Conservation Area and remove detracting elements which would generally be the responsibility of individual owners. However in the case of Hertford some would be the responsibility of the District Council and if Members support such actions, these would need to be costed. Other actions such as the possible introduction of an Article 4 Direction might result in additional cost but notwithstanding approving the principle of a pilot study at a location yet to be decided, the Council is not yet committed to undertaking such further action in Hertford. Such costs can be further assessed should such a decision be reached.</p>
Human Resource:	No additional staffing implications.
Risk Management:	No significant risk issues.
Health and Wellbeing – issues and	The Appraisal seeks to protect and secure the character of the area.

impacts:	
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## Essential Reference Paper B

Issue	Representations made	Officer comment
General Points.	<p>The Town Council (TC) <i>acknowledged its appreciation of the Conservation report and the work that had gone into it.</i></p>	<p>Noted. Similarly the District Council appreciate the very detailed consideration given by the TC to the document.</p> <p>Additionally the TC has identified minor spelling errors and incorrectly recorded street names. These have been rectified as track changes in the revised document without further reference in this Paper. See above reference the TC's careful consideration of the document.</p> <p>In the interests of brevity very minor details have not been noted in this report.</p>
Working in partnership.	<p>Importantly the TC advise they wish to meet with the District Council to consider the 'jobs list' (7.17) to consider what role the Town Council might play in undertaking aspects of this.</p> <p>The TC considers to have been a consultee rather than a partner as stated in the appraisal document.</p> <p>The Hertford Civic Society very <i>much welcomes the publication of this appraisal and management plan and congratulate...for producing such a thorough and comprehensive report.</i></p> <p>Importantly they add that if the essential quality of Hertford is to</p>	<p>Noted. Such a discussion can assist in ensuring that positive outcomes are achieved in partnership together.</p> <p>Noted. .It is hoped this document provides an impetus for future and ongoing partnership as suggested by the TC (see previous).</p> <p>Noted.</p> <p>Noted and agreed.</p>

	<p>be preserved it is important that all parties in the development process – owners, architects, builders and planners – understand and respect the character of the town’s buildings and spaces....</p> <p>They also consider it is important to generate maximum support for conservation objectives.</p> <p>One respondent considers the appraisal to be a comprehensive review but raises the question of length of time that may be needed to undertake the necessary recommended action and accepts in part this may be consequential on due process. Another respondent acknowledges and considers the document in positive terms.</p>	<p>The preparation of this appraisal is very much part of seeking to achieve this objective.</p> <p>The appraisal contains a large number of enhancement proposals many of which it is hoped can be undertaken by individual owners. It is hoped Council resources can be made available so that many other aspirations become a reality.</p>
Informing residents.	<p>The Hertford Civic Society consider residents should be alerted to the fact they live in a conservation area and that property owners and residents should be <i>individually informed that their address has been added to the conservation area.</i></p>	<p>Noted. A general individual notification to all residents in East Herts advising they reside in a conservation area would be a significant task. As appraisals are undertaken there is a process of consultation involving advertisement or in the smaller communities the delivery of a flyer to each household. Up to date boundary data is available for all to see on the Council’s Conservation web page. When a property in a conservation area is sold it is identified as a land charge so all incoming residents will be aware. There is no legal requirement to inform residents individually regarding changes to conservation area</p>

		boundaries. However some other authorities do so advise. In summary this has not been undertaken to date but is something worthy of future consideration when next reviewing the conservation areas.
Achieving a satisfactory outcome to Management and Enhancement proposals.	The Hertford Civic Society considers these proposals should be subject to regular review and that possibly a Members working party could assist in this respect.	This is something which could be considered but can be resource intensive. There is a generally accepted view that appraisals should be conducted at 5 year intervals.
Relationship between Neighbourhood Plan and conservation area considerations.	The Hertford Civic Society considers Neighbourhood plans should identify measures to preserve and enhance conservation areas where appropriate.	Noted.
Identification of other unlisted buildings that make an Important Architectural or Historic Contribution.	<p>The TC welcomes the inclusion of the large number of such buildings so identified.</p> <p>The TC advise of their concern regarding Leahoe House and request that <i>the District Council consider this building for listing.</i></p> <p>Whilst not considering Leahoe House to be of <i>the greatest historic importance</i> the Hertford Civic Society nevertheless considers it to be distinctive and should not be neglected and considers the appropriate local authority take the lead regarding refurbishment.</p>	<p>Noted. Any proposal involving the demolition of these unlisted buildings is unlikely to be approved. Many such buildings also have features worthy of retention. See reference to Article 4 Directions below.</p> <p>The appraisal identifies Leahoe House as an important unlisted heritage asset being <i>an imposing 19<sup>th</sup> century property most worthy of retention.</i> The appraisal also suggests discussions take place with the owner, Hertfordshire County Council, regarding its future. A Listing would afford maximum protection but such a request might fail. Being within the Conservation Area permission is required to demolish. The current state of the building is noted. Discussion between the</p>

		parties is recommended.
The use of Article 4 Directions.	<p>The TC strongly endorses the sentiments of paragraph 2.7 of the document and supports the introduction of Article 4 Directions in Hertford. In this respect the TC particularly draw attention to the importance of selected features identified in the Appraisal as being candidates for protection by Article 4 Direction.</p> <p>The TC note the very large numbers of properties so identified and welcomes this. The TC also identifies that Ware Road, Hertingfordbury Road, Bengoe Street, Folly Island, Lower Bengoe, Townshend and Villiers Streets should be prioritised if such prioritisation was needed.</p> <p>The TC particularly supports reference to the qualities of The Folly.</p> <p>The TC suggests that the cottages '<i>before 109-119 Bengoe Street should be included</i>'.</p> <p>Nos.14-46 Queens Road. The TC seeks clarification as to whether or not these properties are proposed to be subject to an Article 4 Direction.</p> <p>The Hertford Society welcome the introduction of Article 4 Directions as suggested and regrets they have not been used previously. However they imply the additional restrictions should</p>	<p>Noted. The Council has recently agreed the general principal of introducing a pilot scheme in a selected community in the District to assess implications and impact on staff resources.</p> <p>Folly Island consists of The Folly, Thornton Street, Old Hall Street and Frampton Street. Overall this area is a most delightful area that retains many original features.</p> <p>The specific properties are not defined and were not revealed in a follow up enquiry made of the TC. However the fieldworker has looked in and around this area and is of the opinion that there are no nearby properties which should be so identified.</p> <p>These properties are so proposed and an appropriate additional reference to the text of the document has been made.</p> <p>Noted and agreed. The Council has recently approved the principle of introducing a pilot scheme at a location yet to be determined. Its details will</p>

	<p>not be <i>applied heavy handedly</i>. They endorse the use of a pilot scheme and suggest it may be unwise to impose such a Direction where extensive changes have already taken place.</p> <p>One representation from Tamworth Road supports such restrictions to the front of properties but not to the rear and draws attention to some possible cost implications. Also raised was the issue of conveyancing implications and owner notification. Attention was also drawn to the potential of easing traffic congestion by converting some front gardens to parking areas.</p> <p>Another resident from Tamworth Road expressed concern the imposition of an Article 4 Direction might have in relation to the use of solar panels and double glazing.</p>	<p>respect government advice which in summary advises that removal of Permitted Development Rights should be limited to situations necessary to protect local amenity.</p> <p>Members will decide the extent of any such restrictions introduced and there is due process of consultation and notification. Such an introduction is a land charge that would be revealed on any property sale. Similarly any approved extension to the conservation area would be similarly revealed. The fieldworker agrees such restrictions, if introduced should not normally affect rear elevations to properties. It is recognised that introducing an Article 4 Direction to control parking in front gardens can be both advantageous (removing cars from the street) or damaging in terms of visual impact particularly where a boundary wall or railings contemporary with the house needs to be demolished.</p> <p>An Article 4 Direction in itself does not prevent development but means permission will be required. As advised above Members have recently agreed the principle of introducing a pilot scheme for evaluation. The impact of solar panels can result in significant visual damage which has to be balanced against the advantages of solar generated power. There will be many situations where roof</p>
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		<p>mounted panels will not cause visual damage for example where they are mounted on rear roof slopes. that are not visible from the public realm.</p> <p>The use of differing window types selected by individual residents particularly on a terrace of historic properties can be most damaging. An Article 4 Direction would be most helpful in limiting such a detrimental impact by achieving a common solution. Some window types involving double glazing are better than others.</p>
Proposed boundary changes to the Conservation Area. <b>General.</b>	<p>The TC Is generally content with the proposed additions and deletions with several exceptions set out below.</p> <p>The Hertford Civic Society generally supports the proposed extensions.</p>	<p>Noted but see below.</p> <p>Noted but see below.</p>
Proposed exclusion from the Conservation Area- <b>land at Mangrove Road to the north of Mangrove Drive.</b> This consists of open land to the north of Mangrove Drive; also Ashbourne Gardens and properties between the latter and footpath 78 (Nos. 30A-36 Mangrove Road).	<p>The TC, following clarification, advise they wish to see this land remain in the conservation area interpreted as affording protection to existing trees.</p> <p>One representation lends his objection to those of others and objects to changing the status of the land as being part of the conservation area which is considered to be home to exceptional flora and fauna. The presence of a wide variety of animals and birds is identified by another representation.</p> <p>A representation objects to the development of Hert 5 as a residential area in the emerging DP due to access and</p>	<p>Ashbourne Gardens and the other properties proposed for exclusion are principally modern with limited historic or architectural qualities.</p> <p>The open land between Ashbourne Gardens and Mangrove Drive is identified in the emerging District Plan (DP) as a housing site. The emerging DP is scheduled to be adopted in 2017. The DP is scheduled for a further period of consultation (3 Nov.- 15 Dec 2016). As such there is potential for further formal representations.</p> <p>The objections received principally relate to removal of</p>

<p>Trees on the site.</p>	<p>inadequate utility supplies.</p> <p>Another representation clearly considers development of this site will have a detrimental impact on the adjacent Green Finger unless the development is camouflaged (by trees) but seems to accept the inevitability of housing as the site is identified in the DP.</p> <p>A representation from the Council's Arboricultural Officer advise that <i>It is reasonably foreseeable that, if this development is removed from the designated Hertford Conservation Area then the removal of trees will swiftly follow...and in relation to the proposed development site removal...from the designated Conservation Area will leave trees vulnerable to removal to facilitate development.</i></p> <p>Several representations have been made in respect of the importance of trees on the site proposed in the DP for residential development. Some representations specifically seek assurance that appropriate trees be preserved by a Tree Preservation Order. There is a strong feeling that trees should be protected on the boundaries particularly so that impact on the adjacent Green Finger is minimised. One representation considers that if the conservation area designation is removed <i>the removal of trees will swiftly follow.</i></p>	<p>the land from the conservation area because of the perceived threat to trees in both areas.</p> <p>With some exceptions, trees in a conservation area are afforded limited protection as any person wishing to undertake works has to notify the Council who then has a six week period within which to make a Tree Preservation Order. (TPO).</p> <p>This opinion is noted. However had the proposal remained to exclude the land from the conservation area, trees would have been surveyed and as appropriate, made subject to a Tree Preservation Order prior to any such exclusion.</p> <p>For reasons set out below it is now proposed the areas remain within the conservation area and reviewed in the future.</p> <p>Within the areas proposed for removal in the draft appraisal there are a number of mature trees of considerable quality both within Hert. 5 area and elsewhere. Within Hert. 5 and indeed the Green Finger to the west natural regenerating of self-set trees is occurring and some of these which have become established are already of a size where they have become protected by conservation area legislation. Reference to the quality of selected trees is now acknowledged by a track change addition to para.</p>
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	<p>A representation was received to the effect that additional trees of importance needed plotting on the plan.</p> <p>Attention was also drawn to references in the emerging DP to public accessibility to the open space element of the site to which the representation considered to be inappropriate.</p> <p>The Hertford Civic Society considers that the tree belt on the western side of the proposed HERT5 residential area should remain inside the conservation area, to protect the integrity of the adjacent Green Finger.</p>	<p>5.330.</p> <p>At the time of original survey access to the site was limited but after follow up site visits involving entry onto private land, better access was obtained which has resulted in additional trees being plotted.in appropriate locations.</p> <p>Noted. Public access will not extend to a treed area to the west of Ashbourne Gardens which is in private ownership.</p> <p>Noted.</p> <p><b>Overall consideration.</b> The TC and Hertford Civic Society and others are opposed to the removal of this site from the conservation area and consider that the trees should be protected.</p> <p>The HERT 5 site (historically dismissed on appeal in 1989) is identified as a residential site in the emerging plan. In this respect a further period of consultation will occur this year (end of 2016) and objections to its continued inclusion as a development site cannot be ruled out.</p> <p>It the site is developed the retention of selected trees, particularly those on the boundaries (but possibly</p>
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		<p>others elsewhere) will be an important consideration in the determination of any planning applications. There is uncertainty as to when this site will be developed or perhaps even whether it will be developed. In the unlikely event of the latter occurring the land will continue as a treed gap separating two blocks of residential development.</p> <p>However on the more likely hypothesis that residential development will occur in accordance with the principle set out in the emerging plan it is impossible to predict in advance the detail and quality of development other than to say it will be comprehensive, residential and have an important relationship with the extensive existing tree cover. Details of trees to be retained would be determined to some extent by the development proposals and the need to minimise the impact of development on the adjacent Green Finger and nearby residents. So if development occurs its relationship with the tree cover on the site will be a most important consideration, the precise details of which can best be decided at that time.</p> <p>Once development has taken place a decision as to whether or not to include the land in the conservation area will be easy. For example it would be appropriate to include a high quality residential development within the conservation area</p>
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		<p>whereas the converse might apply with respect of development of lesser quality (perhaps lost on appeal for example). In other conservation areas elsewhere in the District this exact decision making process has taken place with some recent residential areas remaining within the relevant conservation area whilst other developments of lesser quality have been omitted.</p> <p>On reflection and taking these factors into account it is recommended that the areas remain in the conservation area for the time being and the matter is again <b>reviewed</b> when development has taken place on HERT 5 or at the time of the next conservation boundary review, whichever is the most appropriate.</p> <p>If in the interim period notification/s are received regarding works to trees the Council has the option of protecting them by the serving of a Tree Preservation Order/s.</p>
Trees on the eastern side of Mangrove Road (opposite side of the road to the above site).	A representation from the Council's Arboricultural Officer advises that consideration should be given to extending the conservation area to include a mature belt of trees which enclose the cricket club and also a prominent mature oak tree adjacent to White Lodge on the east side of Mangrove Road. The representation considers this treed approach to Hertford is important.	<p>It is accepted these trees make a positive contribution to this approach. It is also accepted that from time to time other conservation areas have been extended to include belts of trees, such proposals often being as part of wider considerations. Extending the conservation area in part to protect a single tree is not considered to be appropriate.</p> <p>Following an on-site discussion the fieldworker</p>

		<p>was advised the cricket club trees are not under threat. Should this situation change the serving of a Tree Preservation Order would be appropriate.</p> <p>In any event a consideration as to whether or not to extend the conservation area to the eastern side of Mangrove Road would be closely linked with the future consideration of HERT5 and Ashbourne Gardens and should jointly be reviewed in association with the latter.</p>
Proposed exclusion from the Conservation Area-gateway to the town site <b>corner of Gascoyne Way and London Road.</b>	The TC raises no objection to the removal of this site.	Noted. Careful consideration needs to be given when determining future planning applications in this area.
Proposed exclusion from the Conservation Area.- similar gateway <b>site corner of Ware Road and London Road</b>	The TC considers this area to be an important gateway to the town and wish to see it <i>greatly improved</i> .	Noted and agreed; careful consideration needs to be given when determining planning applications in this area. The TC's concerns add weight to the appraisal's recommendation to secure improvements to the EHDC car park in this location.
Proposed boundary extension to the Conservation Area - <b>Tamworth Road.</b>	<p>The TC requests the inclusion of Nos. 1 –International House (north side of road) to be included in the conservation area.</p> <p>A similar representation drew attention to the fact that some Victorian properties exist on the north side of the road</p>	Nos. 1-3A are already within the existing conservation area. Nos. 5 -27 date from the early 20 <sup>th</sup> century. These properties do contain some features of quality but there are a number of later additions such as porches which are visually disruptive. International House is a larger rectangular two storey block currently being converted to nine flats (see below). The area can perhaps be best described as neutral. On

	<p>Another representation draws attention to the fact that no.20 Tamworth Road is not included as being of special interest whilst another similar one nearby was so identified. The same representation advises that some houses in the street were damaged by a land mine dropped in 1940. The same representation thought reference should be made to the ugly appearance of industrial buildings on the other side of the road and regretted that reference to parking problems was not addressed.</p> <p>In similar vein another representation drew attention to the fact that nos. 30-32 were replacement dwellings built in 1947 following war damage.</p> <p>A representation drew attention to new development in Tamworth Road involving conversion to eleven flats and nine parking spaces.</p> <p>The issue of parking permits for (residents) of Tamworth Street was raised.</p>	<p>balance officers consider it is appropriate that the conservation area remain unaltered on the north side of Tamworth Road.</p> <p>The fieldworker has re-evaluated the properties in this location identified as being of special interest and notes that in the process of transferring information from the field survey sheet, a plotting error occurred. The appropriate changes to maps and an updating of the text have been made. Reference to the land mine has been added to the text as this is of local historic interest. Other buildings on the north side of the road are not referred to as they lie beyond the conservation area.</p> <p>The fieldworker considers these 1947 replacement dwellings which are similar to others in the street that seemingly escaped damage and which have bay windows to both floors and recessed entrances with inscribed house names are of historic interest and should continue to be identified as such in the appraisal.</p> <p>This development is underway virtue of relaxed Permitted Development rights regarding change of use to residential. In fact the development consists of nine flats.</p> <p>It is accepted parking is a problem, which is common to streets dating from this period. Such streets were</p>
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		never designed to cater for current day levels of vehicle ownership.
Land/buildings in control of local authorities.	The Hertford Society considers that in such circumstances the relevant council should set a <i>very public example</i> and cite Leahoe House and the green next to Hertford theatre as being cases in point.	<p>Noted. The appraisal identifies Leahoe House as an imposing 19th century property most worthy of retention. It is currently unoccupied and boarded up.</p> <p>In respect of the open space referred to the appraisal suggests detailed landscaping proposals be prepared to enhance this important and centrally located urban space as its current condition is a poor advertisement for visitors to the town.</p>
Open spaces.	<p>The TC strongly agree that the Hertford 'green fingers' and open spaces identified by this appraisal are protected and not eroded. The TC specifically endorses the value of including that area beside the railway line at Beane Road. The TC strongly endorses paragraphs in the document relating to the clear distinction between built form and countryside and the importance of spaces between buildings.</p> <p>The TC considers land to the west of County Hall <i>should be prioritised as an important green oasis as a woodland surrounded (by) open space.</i></p> <p>Conversely Hertford Civic Society does not consider that the open land to the west of County Hall to be <i>so important that it should limit the vision as to</i></p>	<p>Noted. The Green Fingers and other open spaces so identified perform most important visual, open space, recreational and ecological functions. Their retention in an urban area such as Hertford (characterised in part by dense late 19<sup>th</sup> and early 20th century development) is an essential planning consideration.</p> <p>The land in part has been identified as an important open space and considered by the appraisal to provide an important setting for buildings including the listed County Hall. The woodland between the open space and the road network is identified in part as a wildlife site to be protected and the general location of trees to be protected within</p>

	<p><i>the future of this part of the town.</i> (Their representations to the DP, inter alia) indicated that residential development might be an option worthy of consideration.</p> <p>The TC agrees with comments relating to the importance of the Bowling Club near to the EHDC. offices and similarly the importance open land west of County Hall.</p>	<p>the parameters of legislation. It is considered this whole area is an important 'green lung' and additional comments to paragraph 5.358 have been made that reflect this. It remains officers' views that the whole area represents an important open space and one that is visually and environmentally important that should be retained as an open space and environmental asset.</p> <p>Noted and also see above.</p>
Hertford Urban Design Strategy.	The TC endorses the Appraisal's comments in relation to the Urban Design Strategy's recommendations and accepts comments in relation to Maidenhead Street. The TC also considers that improvements to Maidenhead Street are a matter of <i>high importance</i> . The Hertford Civic Society cites this area as a prime example where authorities should take the lead by making improvements in the public realm.	Both the District Council and the Town Council have recently agreed to provide funding to secure improvements to the public realm in Maidenhead Street, The Wash and Bull Plain.
Improving signage, shop fronts and facias.	The TC support the appraisals suggestion that <i>investigation into best practice elsewhere</i> would be beneficial.	Noted and agreed. The appraisal illustrates parts of the conservation area in need of improvement in these respects. Investigation into best practice elsewhere could be most beneficial and should be pursued within available staff or financial resources.
Works identified as needing to be undertaken.	The Ashley Webb Shelter. The TC agrees that discussion and a decision including consideration	Discussions to resolve this matter have taken place between the TC and EHDC.

Ashley Webb Shelter.	for its retention is urgently needed. The Herford Civic Society supports its repair and refurbishment.	
Moat Garden.	The Moat Garden. The appraisal considered landscape improvements could be made. However the TC considers it works effectively in its current format.	The comments in the appraisal are advisory and separate consideration is being given to the most suitable future management of the area.
Gates to Hartham Common.	Gates to Hartham Common – the TC support the execution of such remedial works.	Repair works should be pursued before further deterioration.
Gascoyne Way car park.	The TC support landscaping proposals to reduce the impact of the Gascoyne Way car park.	The appraisal draws attention to the visual impact of this car park and puts forward several suggestions for improvement. The appraisal suggests independent advice be obtained. An additional track change reference within the enhancement proposals has been made.
St. Leonard's Garden.	Works to St Leonard's Garden. The TC whose responsibility this is agrees some works are needed but consider screening to be unnecessary.	Noted, however officers remain of the view that some limited boundary screening would be beneficial.
Various tombstones etc.	Chest tomb St Leonard's churchyard identified as being in urgent need of repair.  Benson chest tomb, All Saints churchyard.  Comprehensive appraisal and restoration of other tombs, All Saints churchyard.	The TC advises they are seeking quotations for its repair which is applauded.  As above. This tomb has now been included on the Council's Heritage at Risk Register, potentially eligible for grant assistance.  The TC advises they will investigate. This is very much welcomed as this area generally and the tombs

		located therein are important in a particularly well used and accessible open space.
	Repair of listed lanterns County Hall.	Noted and agreed. The appraisal suggests HCC should be pursued to undertake this work.
Land adjacent Hertford Town Football Club.	Improving the quality of untidy land surrounding Hertford Town Football club. The TC suggest contact be made to resolve this issue.	The Appraisal suggests discussion for improvements with owners. A textural change suggested by the TC has been incorporated.
Mill Bridge open space.	The Hertford Civic Society are in complete agreement with the appraisal's view that this area need improvement and considers it to be another case where public bodies take a lead.	Noted, hopefully detailed landscaping proposals will be drawn up and implemented, subject to availability of resources.
Other points.	Retention of historic street name plaques. The TC considers all cast iron signage should be refurbished.	The appraisal draws attention to this and has now included a track change reference within the Enhancement proposals.
Bengeo Association Sports Ground.	The TC sought clarification regarding the location and name of open space at para 5.264.	The existing text refers to Bengeo Trinity football club. A sports building on the site refers to both football and cricket facilities and collectively refers to Bengeo Sports Association. This name and road address name have been added to the appraisal text for clarification.
Name of Hartford/ Hartham Common?	Hartford Common. The TC sought clarification as to whether this was an historic name.	The first reference in the text is incorrect and has been modified from Hartford to Hartham. The name Hartham (without Common) appears on mapping from 1874. The book by Lewis Turnor <i>History of the ancient town and borough of Hertford</i> dated 1830 makes reference to

Listed Signal Box to east of Hertford East Station (located just beyond the conservation area).	The TC advised they had written to Network Rail seeking improvements and that they were advised permission had not been granted for its removal.	Hartford Common. Variations on the name are ancient.  The signal box is on the Councils Heritage at Risk Register. The appraisal makes several suggestions. As a matter of fact consent was given for its removal to a new location in 2008 (to Epping and Ongar light railway) but this permission has expired. Discussions with the owners are needed.
Suggested residential redevelopment site Chambers Street.	Marchfield Properties site Chambers Street. A representation has been received regarding a business site in this location. The representation considers the site has a negative impact on the character of the conservation area and nearby listed buildings including the grade II Baptist Church. The representation makes a case for redevelopment of the site which could have a positive impact.	The area contains mid/late 20 <sup>th</sup> century business light industrial units of brick construction, principally two storeys in height. The area is at the end of Chambers Street (a cul de sac) and not situated in a strategically visually important location. There is limited impact with listed buildings. In summary the site is considered to be neutral rather than negative in terms of visual impact. Having said that it is accepted that appropriate redevelopment could result in some visual improvements. However should such an option be pursued involving residential development the loss of an existing employment site would be a planning consideration to be taken into account.
Wall no. 8 Duncombe Close and adjacent to public FP 90.	A representation has been received regarding this boundary wall advising it is partly ruined with fence created behind it. A question mark is raised as to whether or not the wall is within the conservation area and if it is not could it be reinstated within the conservation area? The	The wall (about 1.5m in height) is adjacent to footpath 90 and is adjacent to, but beyond, the conservation area. As such it would not need consent for relevant demolition. Constructed of red brick and probably dating from the late 19/early 20 <sup>th</sup>

	<p>same representation is made by the Hertford Civic Society.</p>	<p>century part has been removed and about a 20m length remains. The circumstances surrounding its removal in part are unknown. Extending the conservation area to include the remaining partial length of the wall is not proposed. Ideally replacing the removed length would represent an environmental gain. Should the owner consider this option, officer advice can be provided.</p>
<p>Disused railway line running in east west direct from Port Hill, north of Port Vale, south of Nelson Street.</p>	<p>A representation has been received from the owner (with whom the fieldworker has had discussion) who considers the site has scope for some <i>limited residential development</i>. The representation continues to advise this could include improvements such as landscaping and public access.</p>	<p>The site is essentially derelict overgrown and untidy and is identified in the appraisal as a site worthy of further consideration to resolve its current condition and secure improvements. There may be several opportunities where modest development could take place adjacent to existing streets and there may be an opportunity to secure some public accessibility. It is suggested this is an option worth pursuing and, without prejudice to the outcome, the owner is advised to prepare a proposal for further consideration.</p>
<p>No. 7 Ware Road.</p>	<p>The Hertford Civic Society considers that this property with its <i>quirky tower feature... deserves a mention</i>.</p>	<p>No. 7 forms part of a group adjacent to Tesco car park on the south west corner of Villiers Street and is three storeys in height with commercial retail uses on the ground floor. Facia signage is visually disruptive. On balance it is considered the properties are not of sufficient important architectural or historic quality to be identified.</p>

Advertisement boards.	The Hertford Civic Society draw attention to the fact that many other authorities have taken steps to restrict the display of estate agents boards citing the fact they can remain long after the property has been sold or let. They urge EHDC to consider implementing such controls.	Noted; the Council will consider the use of additional controls with respect to this matter.
Untidy area and buildings, Dimsdale Street.	The appraisal identifies this rather untidy underused site as perhaps having complex ownership issues and that further investigation is needed. Hertford Civic Society implies agreement.	Noted: this will be pursued. It is now understood that some issues have been resolved and that the County Council is a key stakeholder.
Potential use of Folly Island to provide some limited car parking to relieve nearby congested streets	The Hertford Civic Society is opposed.to open land being <i>sacrificed to the car</i> .	Their opposition is understood. The appraisal simply raised the issue as a question mark. Should use of the allotments fall into terminal decline the issue may still be worthy of debate in the future.

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## **HERTFORD CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN**

### **DRAFT FOR CONSULTATION 2016**

Consultation commenced 1<sup>st</sup> June 2016



East Herts. District Council

Pegs Lane, Hertford, SG13 8EQ

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**Plan 4 – Six Management Plans by Identity Area (nos.1- 6) +  
accompanying key.**

Please note page numbers set out in this contents page may have been  
altered due to track changes introduced.

# HERTFORD CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

## DRAFT FOR CONSULTATION

2016

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

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

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

### 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 part of this process.

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

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

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

1.8. This Conservation Appraisal will:

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

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

1.10. East Herts. District Council produced the Hertford Character Statement in 1998 which particularly noted that *Hertford's geographical and historical setting at*

*the confluence of four rivers ...has conferred on this small country market town an agreeable and unusual character. Hertford retains 'green fingers' of countryside which penetrate deeply into the town ...Thus the town's main charm lies in this attractive relationship between town and country.* **The 1998 Character Statement identified, inter alia, other non listed buildings that contributed to the character of the conservation area. It is worth recording this appraisal identifies many more such buildings.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2.14. The Council also has a 'Heritage at Risk Register', originally produced in 2006, updated in 2012/13 and ~~currently being~~ updated again in 2016. This document is available on the Council's website. In relation to the conservation area and close to its boundary there are currently ~~two~~three buildings particularly worthy of mention that are identified as being 'At Risk'. These are a signal box at Hertford Station; the Benson Tomb, All Saints and churchyard and buildings to the rear of the United Reform Church on Cowbridge (buildings front onto Dimsdale Street). Grant assistance not exceeding £10,000 may be available for necessary works that lead to such buildings' long term security. ~~Both~~ These buildings are discussed elsewhere in this document. St Andrew's church is an entry on Historic England's Register of Heritage at Risk.

2.15. The East Herts. Local Plan was adopted by the Council in 2007. The 'saved' policies set out in the plan remain in force and are relevant in relation to conservation area and Historic Building considerations. The Local Plan and its policies can be viewed on the Council's website or a copy can be obtained from the Council (contact details are set out in section ~~6~~7).

2.16. In accordance with the requirements of the Planning and Compulsory Purchase Act 2004, the Council is in the process of preparing a planning policy document which will replace the 2007 Local Plan. This will be known as the East Herts District Plan (DP). Once adopted the DP will contain the relevant Council planning policies. As currently drafted this emerging District Plan advises that development in Conservation Areas should, inter alia, conform with the content of the Appraisals. In relation to Hertford the emerging District Plan properly advises that Hertford town centre retains much of its medieval core and has a high townscape quality which combined with its river setting

presents both opportunities and constraints. The same document also draws attention to the importance of Hertford's Green Fingers.

2.17. The Council commissioned the Hertford Town Centre Urban Design Strategy in 2015 to guide future development and consists of a Vision, a Movement Strategy, a Design Strategy and a Public Realm Strategy. This Appraisal complements the Urban Design Strategy. It is worth recording that this Appraisal considers the Urban Design Strategy's recommendation to promote, integrate and enhance the environment of the river to be a most important and laudable objective. There are other recommendations the two documents agree on, independently of each other, such as the intrusive appearance of Gascoyne Way car park and the poor quality paving of Maidenhead Street, for example.

2.18. Hertford conservation area was first designated in 1967, revised in 1981 and further amended in 1996.

### 3. ORIGINS AND HISTORICAL DEVELOPMENT

3.1. There are about 350 records within the existing Conservation Area held by the County ~~Archaeologist~~ **Historic Environment Records**. Many of these relate to Listed Buildings, some descriptions being included later in this document. To give a flavour of the rich and diverse heritage of Hertford the following provide a snapshot of the range and diversity of heritage and history. They are not arranged by date or geography. Bronze Age sword fragments, flint axe heads, Roman cemetery Mangrove Hall; Saxon medieval pottery, Maidenhead Street; early Viking sword, River Lea; medieval gold posy ring, Wallfields; site of old County gaol, Fore Street; various malt houses/breweries; spigot mortar ~~basebase~~, ~~Hertford North Station~~, ~~Hertford North station~~; Barge basin, Mill Road; Addis toothbrush factory, Ware Road; late Iron Age and Roman features, St. Andrews Street; possible site of Anglo Saxon Royal Mint; burials, Market Place; site of clay pipe factory, Folly Island; Friends Burial Ground, Portvale Terrace; various WWII shelters; Cold War bunker, Pegs Lane (under Sovereign House); 19th century militia barracks, London Road; ~~site~~ of Castle Cinema, The Wash.

3.2. The general historical information below has been sourced from The Extensive Urban Survey Project Assessment report undertaken by Hertfordshire County Council in conjunction with English Heritage (now Historic England) in 1998. This latter written document and accompanying maps is available on line to which the reader is referred. [hertfordhistory](http://hertfordhistory.com) (Go to downloads and click on Hertford). Very briefly:

3.3. Prehistoric. There is evidence of human habitation in the general area from about 6500 BC onwards.

**3.4. Roman settlement.** Some evidence of Roman sites exist along the edges of higher ground around Hertford and the foundations of a Roman building have been found at St Andrews Street. Also a Roman burial site next to the River Lea at Millbridge.

**3.5. The Domesday Book** was a census commissioned by William I in 1086. In relation to Hertford it notes that *The Township renders £20 assayed and weighted and three mills render £10 by Tale* (by counting as opposed to weighing). *When Peter the Sheriff received it, it rendered £15 by Tale.* TRE (Tempore Regis Edward, i.e. before the Conquest) *£7 10s by Tale.* Source: Domesday Book, a complete translation, Alec Historical Associations Penguin Books 2002.—However the Extensive Urban Survey Project Assessment report undertaken by Hertfordshire County Council in conjunction with English Heritage (now Historic England) notes that *Domesday Book describes a settlement of considerable size and consequence, called 'Hertforde Burg'. The entry notably describes 146 merchants or 'burgesses' in the town - which is the highest of any of the towns in the county - and indicates that Hertford was an important and prosperous trading centre.*

**3.6. Anglo Saxon.** A Chronicle of 912 records that King Edward had the most northerly fortress built between the Mimram, Beane and Lea. Two Burh's were constructed for defensive purposes.

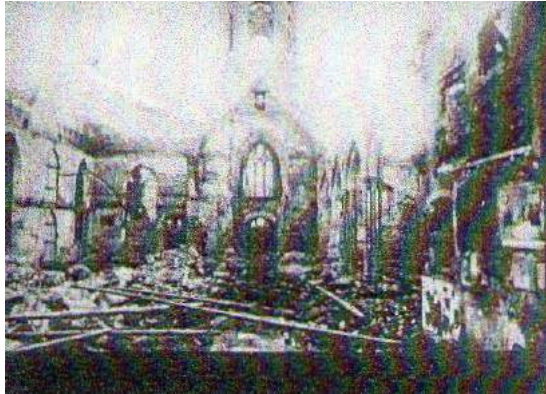
**3.7. Medieval settlement.** Medieval occupation was centred around the castle which probably dates from the 12th century. There is first evidence of a Market circa 1200 and an annual fair from 1226. There was a medieval cemetery west of Shire Hall. The wealth of the medieval town was to some extent based on control of transport both by road and water and there was rivalry between Hertford and Ware in these respects. There is no evidence of a craft or medieval guild. The town suffered serious decline in the 14/15th centuries and suffered outbreaks of plague.



Picture 1. Hertford castle published 1784 by S. Hooper. (~~Reproduced courtesy of Hertfordshire Archives and Records~~) Reproduced courtesy of Hertfordshire Archives and Local Studies (HALS).

3.8. The Inn trade was a feature of the post medieval economy. In the 18th century Hertford was an important staging post on the mail coaching route between London and Lincoln and York.

3.9. The 19th century. A picture of the settlement as it can be recognised in part today is set out in Kelly's Directory of 1874 which refers as follows: *Hertford is the county and assize town...market and union town...There is a station on the Hertford branch of the Great Eastern Railway...Hertford is an ancient and important town, pleasantly situated at the extremity of the great plain ...in the valley of the Lea,...The Lea here becomes navigable and continues on to London. There are Gas and Water Works and the town is well paved and lighted... The County Gaol is a brick building on the Ware Road, calculated to hold, under the improved arrangements, 130 prisoners. All Saints is a large, ancient, cruciform building, with a square tower and a spire at the western end...The trade of Hertford is chiefly confined to the sale and grinding of corn and the making of malt, oilcake and the conveyance of coals and other commodities. There are two banks, savings bank, two newspapers, iron foundries, malt houses, breweries, brickfields, lime kilns, coach works, wharves, rose gardens and nursery gardens. Gunter (1581-1626), the inventor of Gunter's Scale, was born here (Gunter's scale was an early version of the slide rule and allowed for easier means of multiplication and division). Hertford Castle is the residence of Philip Longmore Esq...In the castle, which is supposed to have been built by Edward the Elder, Queen Elizabeth resided, and John, King of France, and David, King of Scotland, were prisoners of war. The Directory lists large numbers of commercial entries and trades carried out in the town which represented a community of wealth, diversity and self sufficiency. There were 11 schools, 8 churches and about 40 public houses at this time. The population of St Andrews, St Johns, All Saints and Bengoe in 1871 was 7321 (nearly 2000 greater than adjoining Ware).*



Picture 2. All Saints church after the fire in 1891. ~~(Reproduced courtesy of Hertfordshire Archives and Records).~~ Reproduced courtesy of Hertfordshire Archives and Local Studies (HALS).

3.10. Mapping from 1874 -1894 (Plan 1) identifies the location of some of the activities listed above. In the conservation area such a selection include a nursery south of the hospital and an extensive area of allotments to its immediate west; the Bengoe Water Works on Duncombe Road; a large cricket ground off Warren Park Road; numbers of malt houses at various locations; a steam printing works east of the castle; Town Mill (corn), south side Mill Bridge; a cattle sales yard, south of Fore Street; Christ's Hospital and play area (now Bluecoats Avenue and Tesco store); a railway station to the east of present day Hertford east and another station in the general location of car parking south end of Hartham Common; a coach manufacturing works, west end of Castle Street; an iron and brass foundry, south west of The Folly.

3.11. The town continued to expand and by the 1920's new housing areas had been added by this time in many locations. Hertford East railway station had also been built and the Enfield and Stevenage loop line had been constructed. Expansion continued in the 20th century including the establishment of County Hall in its present location before the Second World War and the construction of Gascoyne Way followed in the 1960's. The emerging District Plan provides for Hertford's continued expansion with about ~~1200-950~~ new homes being provided by 2034.

3.12. The publication, *Place Names of Hertfordshire*, Cambridge University Press 1970 advises several names, a selection of which are included thus: Herutford circa 750( Bede), Hertforde Burg (1086), Hereford circa 1160, Hartford 1621. Kelly's Directory says *Hertford derives its name from its situation at a ford on the Lea, and from the tribe of the Hertings*.

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

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

4.1. **Scheduled Ancient Monuments.** A National designation. There is one, namely Hertford Castle, which is described elsewhere in the document (see Area 1 below).

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

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

4.4. The issue of deciding whether or not a building is 'curtilage listed' can sometimes be problematic and there is no exact legal definition of a building's curtilage. The main tests relate to the physical layout of the land surrounding the main building/s at the date of listing, the physical layout and functional relationship of structures to each other; ownership, past and present and use or function, past and present. Structures need to be ancillary or subordinate to the main Listed Building and form part of the land and not be historically independent. Protection is granted to such objects or structures within the curtilage of a Listed Building if they were built prior to July 1, 1948. In

determining the extent of a Listed Building and its curtilage, a key assessment will be to examine the situation at the time of listing.

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

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

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

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

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

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

4.9. Reference has previously been made to the potential of introducing Article 4 Directions in justified circumstances. The Appraisals undertaken to date have identified that many historic architectural features of quality remain unaltered on some non listed buildings but, on the other hand, the exercise of Permitted Development rights has eroded other parts of some Conservation Areas. This is also the case in relation to Hertford. Should Members decide to proceed with such an initiative, such important historic detailing including features as identified below could justifiably be retained and inappropriate alterations to them controlled.

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

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

4.11. Important views are identified.

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

urban area of Hertford it is not surprising that there are a number of areas of mid to late 20th century development that can be regarded at best as being 'neutral'. Such areas may remain within the conservation area if it has not been possible to sensibly redraw the boundaries to exclude them.

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

## CHARACTER ANALYSIS

5.1. General Landscape setting. In terms of its wider setting, the Conservation Area is located within a wider urban area of Hertford that has a population of about 26,000. Green fingers of countryside intrude into the conservation area in a number of locations and make a significant environmental contribution where they do. The historic core is well defined with a concentration of historic buildings of high quality representative from the 12th to 20th centuries. Water features make a valuable contribution to the visual qualities of the town.

5.2. On the negative side the conservation area is bisected by the busy Gascoyne Way where traffic congestion can be acute at peak times. Within the existing conservation area there are also several large 20th century buildings in strategic locations which significantly detract, ~~one of which is currently being demolished.~~

5.3. Within the conservation area there are many areas of 19th century terraced housing. Many of these have short or no garden spaces which prevents the visual disruption of off street parking but creates other problems of on street parking, sometimes with cars intruding onto footpaths on both sides of the road making it more difficult for pedestrian and vehicle movements alike. It is no exaggeration to say that some of these 19th century streets are overwhelmed by vehicles for which there would not appear to be a practical solution.

5.4. Another visually detrimental feature to some of these non -listed 19th century terraces has been the individual personalisation of elevations, often by the exercise of householder 'Permitted Development Rights'. Sometimes this involves the use of different replacement window types, doors and erection of different styles of porches and perhaps increasingly (although currently at a low level) the replacement of roofing materials.



Picture 43. A terrace within the town where various window and porch types ~~together with painting of brick work~~ have altered the original visual harmony and historical integrity of the group.



Picture 54. Another similar example, various replacement window types.



| Picture 65. Window on the right is of traditional ~~design, design~~; the replacement on the left is heavier and in comparison rather crude, in the fieldworker's opinion.



| Picture 76. A better solution but one that could have been improved upon. The window surround detailing has been retained and this is important. It is particularly important that the recessed entrances have not been altered. The property on the left has early/ original windows whilst those on the right are heavier but nevertheless retain similar profiles to the originals. This is not an uncommon occurrence in the town.



| Picture 87. An example of where a recessed entrance has been enclosed. Compare the visual impact with those remaining open in the picture above.



Picture 98. Inappropriate porch detailing.



Picture 499. A mixture of render and brick, assumed to demark property ownership is visually disruptive.



Picture 140. A highly personalised treatment of a three storey building in a 19th century street scene.



**Picture 121.** Thus far the visual impact of solar panels on historic houses is limited in Hertford but will this remain the case and if it does not what is the reader's views of introducing additional controls to restrict what is often 'Permitted Development'?



**Picture 132.** Another example of solar panel on a modern building in the conservation area.



**Picture 143.** Hide House Railway Place. Hide House 2B Railway Place. A modern 'eco' solution. The owner advises this house is super insulated with some green roof space. Solar panels, air source heat pump system, heat recovery system and controlled lighting. John Pratley, Building Futures Awards Judge, said: "Hide House is an interesting attempt to construct a low energy home at a reasonable cost. The owners have created a house which makes excellent use of daylight and provides very good use of the available land on a very constrained site. The owners should be congratulated for designing and building a very attractive home on a very difficult to exploit site."



| Pictures 154-176. Modern housing design solutions in Hertford. First picture solution in traditional mode, next a more adventurous and contemporary solution; lower a contemporary/ traditional solution with simple and effective design detailing. In the fieldworker's opinion Hertford could accommodate more contemporary solutions.



Picture 187. A listed terrace not local to East Hertfordshire. The purpose of this picture is to illustrate the importance of design detail in relation to traditional late19th/early20th century terraces. There are large numbers of similar unlisted terraces in Hertford identified by this appraisal as being important. Retaining the character of such terraces in part depends on keeping simple original repetitive detailing, including doors. Compare this simple solution with some of the previous illustrations which do not provide any sense of architectural 'rhythm' and are disruptive. Expression of ownership can be provided by painting doors different colours.

**5.5. In some locations in Hertford larger scale redevelopment is taking place. Sometimes within these areas there are historic terraces or corner buildings still remaining. Often it will be important for such features to remain.**



Picture 198. Priory Street an area of considerable redevelopment where the retention of this historic terrace is considered to be most important.

5.6. Throughout this large urban area there are parts which consist of 'neutral' mid 20th century buildings of limited historical or architectural interest. In many cases the decision has been taken to leave such areas within the Conservation Area on the basis that redrawing the boundary would create curious and contorted boundary revisions. The presence of such 'neutral' areas is inevitable in a town the extent and size of Hertford.

5.7. For the purposes of this Appraisal the Conservation Area has been divided into six separate geographical Identity areas namely:

- Area 1 principally being the central historic core essentially consisting of the area bounded by Gascoyne Way and Hertingfordbury Road in the south, extending east to Bluecoats Avenue and west along Hertingfordbury Road.
- Area 2 principally being the north west quadrant of the conservation area including Bengoe Street, Duncombe Road, Church Road, Fanshawe Street, Wellington Street, Molewood Road, Nelson Street, ~~Farquar~~ Farquhar Street, Port Vale and Port Hill, being a selection.
- Area 3 principally being the north east quadrant a selection including St. Leonards Road, Warren Terrace, Ware Park Road and Folly Island.
- Area 4 principally being the south east quadrant centred on All Saints church, Queens Road, Mangrove Road, Highfield Road and Morgans Road.

- Area 5 principally being the south west quadrant centred on County Hall, extending west to the railway line and including Hornsmill Road, Bullocks lane and West Street.
- Area 6 principally being late 19th/early 20th century development along Ware Road and south of the railway line. Includes Hertford East station, Railway Place, Villiers Street, Townshend Street, Talbot Street, Currie Street and Raynham Street.

5.8. These Identity Areas together with proposed reductions and extension to the Conservation Area are shown on Plan no. 2.

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5.9. **Individually Listed Buildings.** There are nearly 280 Listed Building groups within the existing Conservation Area as a whole. Of this total, 5% dates from the 15<sup>th</sup> century or earlier; 9% from the 16<sup>th</sup> century; 18% from the 17<sup>th</sup> century; 22% from the 18<sup>th</sup> century; 38% from the 19<sup>th</sup> century and 8% from the 20<sup>th</sup> century.

5.10. There are three buildings listed grade I. These are Hertford Castle, 15 Fore Street (Shire Hall) and the Church of St. Leonard.

5.11. There are 23 buildings listed grade II\* which is a high number. These are: Bridgeman House, West Street; Bengoe Hall; Bengoe Hall stables; No. 43 St Andrew Street; Cecil House, 52 St Andrew Street; Friends Meeting House, Railway street; No.2 St Andrew Street; Bailey Hall, Queens Road; Old Cross Wharf; County Hall; North Road House; The Red House, Fore Street; No.130 Fore Street; Nos. 3-11 Fore Street and Nos. 1/2 Market Place; The Salisbury Arms; No. 42 Fore Street; Nos.21-23 Castle Street; The Old Vicarage, No.8 Church Street; Beadle House, Bull Plain; Lombard House; Bailey walls 1 Castle site; Bailey walls 2 Castle site; Warrenfield and Warren Park, Bengoe.

#### **AREA 1 THE CENTRAL HISTORIC CORE**

5.12. **General overview.** Positive attributes. The central historic core contains a significant number of historic buildings dating from the 12<sup>th</sup> century (Castle walls) to fine buildings from the early 20<sup>th</sup> century (Bluecoats Avenue). River features on the edge of the area are important as is the River Lea that adds to the high quality of the Castle grounds in the centre of the area. A number of non listed buildings and other features of importance have been identified to be retained. Trees make an important contribution in some parts of the area.

5.13. Negative attributes. There are several open spaces that could be significantly improved and there are examples of poor quality shop facias and advertisements. In both respects there are real opportunities for improvements. In relation to open spaces it is considered urban landscaping advice should be obtained. In relation to shop fronts and facia design, co-

operation between Councils' and shopkeepers and through the development control process could introduce significant improvements. Additionally Gascoyne Way car park makes a striking but negative visual impact where professional advice is recommended.

**5.14. Individually Listed Buildings.** A selection of Listed Buildings with abbreviated descriptions based on the National list is provided below.

**5.15. Sele House including front railings - Grade II.** Originally miller's house for Sele Mill, now flats. Late 18th with 19th century alterations and extensions. Stuccoed brickwork below hipped Welsh slated roofs with bracketed eaves cornice, and stuccoed chimney stacks, cast-iron railings along frontage, with gate, spearhead and arrowhead balusters, posts with urn finials. Until 1890 when it was destroyed by fire Sele Mill adjoined the house. The mill was recorded in the Domesday Book. At the end of the 15th century John Tate established the first paper mill in England under Henry VII's patronage, with 'De Proprietatibus Rerum' of 1496 by Bartholomaeus Anglicus being the first book to be printed on English paper.

**5.16. Gazebo in grounds of Rockall, North Road. Grade II.** Gazebo. Circa 1830-40, restored early 1990s. Timber-framed, with timber cladding, and a pantiled roof. Gothick style. The building was originally sited in the garden of No.2 North Road.



Picture 2019. Charming Gazebo in Gothick style, listed Grade II but no longer in original location.

**5.17. Footbridge over mill stream, in grounds 40m north of North Road House - grade II.** 1848 (date on arch). Architect Thomas Smith. Cast-iron with gault brick and stucco abutments. Segmentally arched girders with trellis-pattern spandrels, with bamboo-form lattice pattern handrails.



Picture 240. Charming 19th century listed footbridge over mill stream.

**5.18. Church of St Andrew, St Andrew Street - Grade II. Anglican church 1869-70, incorporating 15th century doorway from earlier church on site, steeple completed 1875-6. Flint with grey limestone dressings and bands, fine yellow sandstone windows. Welsh slated roofs with red ridge tiles. High Victorian Gothic Revival, Early English and Decorated. Cruciform plan, 4 bay nave, half-octagonal chancel corner. West steeple, nave with aisles, transepts, chancel, north porch. Several memorials reset from earlier church, including 15 black or cream incised slabs dispersed through nave and transepts. South transept has large wall tablet, white marble on black marble background slab, commemorating Nathaniel Dimsdale, Baron of the Empire of all the Russias, who together with his father, had inoculated Catherine the Great against smallpox. The church appears on Historic England's Heritage at Risk Register and officers are in discussion with the parties. The issues are structural and roof deterioration. A Heritage Lottery grant has been applied for.**

**5.19. No.43 St. Andrew Street including St Nicholas Hall - Grade II\*. Now antique shop, incorporating former church hall at rear. 15th century, altered and extended early 17th century, rear range of 15th century cottage demolished 1892 and rebuilt as St Nicholas Hall. Timber-framed and plastered front with exposed studwork. St Nicholas Hall commemorates a former parish of Hertford, unified with St Andrew's about 1707 ~~Earlier~~earlier church was demolished in 1675 and was sited near the river on the present Maidenhead Yard, where it is shown on John Speed's map published 1610.**



Picture 221. No. 43 St Andrew Street, a fine grade II\* listed building dating from the 15th century.

**5.20. Gatehouse to Hertford Castle 10/02/50 (Hertford Castle demolished) - Grade I. Castle gatehouse, subsequently residence, Local Authority offices since 1912. Altered and extended. Red brick (~~locally manufactured~~locally manufactured by Cornelius Gyles). Stone dressings, Welsh slated roofs. Hertford Castle reputedly originated as a Saxon fort built by order of King Alfred against the Danes encamped at Ware. The castle was built (or reconstructed) by William I shortly after 1066 as a motte and bailey. In 1304 the castle became a royal palace and a prison where David II and James I of Scotland and King John of France were held. From 1805-18, the castle was used by the East India Company College, from 1822-32 the Dispensary which preceded the General Infirmary (County Hospital) was held there, and it was also used as a judges' lodging. In 1911 Hertford Corporation approached Lord Salisbury to purchase the castle, and a lease of 75 years at a peppercorn rent of 2s 6d per annum was granted. The grounds were laid out as public gardens, and the entrance gates leading from The Wash were donated by Osmond Henry McMullen in 1912 which are separately listed grade II.**



Picture 232. Hertford Castle listed Grade 1.

**5.21. Hertford Castle Bailey Walls - Grade II\*.** Curtain wall along north-east side of Castle Bailey. Late 12th century with later repairs and alterations. Flint rubble with clunch blocks, and extensive repairs and rebuilding in red brick laid to English bond. At south-east corner is a screen totally rebuilt in red brick. The wall attains its greatest height of 15 -18 ft, without later crenellations. Also south-east range along south-east side of Castle Bailey of similar date.



Picture 243. Impressive walls dating from the late 12th century with later additions/alterations, listed Grade II\*.

**5.22. Former stables to former Green Dragon Hotel - Grade II. Circa 1903-4, with late 20th century alterations. Architect James Farley. Bronze brick with terracotta dressings and ornament, clay tiled roof. Ground floor has brick plinth, with blank arches, terracotta band, and large terracotta panel with raised lettering.**



Picture 254. Early 20th century raised lettering on frontage to Green Dragon stabling, unusual.

**5. 23. Hertford War Memorial including raised elliptical surround - Grade II. 1920-21. Architect Sir Aston Webb, Sculptor Alfred Drury. Portland stone with bronze sculpture. Parliament Square was created after the First World War by clearance of shops and cottages which occupied the centre. The site was given by Sir Edward and Lady Pearson. The stone came from the same quarry as for The Cenotaph, Whitehall, and the contractor was Andrews of Hertford. The Memorial was unveiled by the Mayor of Hertford, Alderman J Burnett-Smith, on 6 November 1921.**

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**5. 24. Listed buildings including wall and gate piers to front of Bluecoats - Grade II. Gateway with piers, gates, footgates and attached walls, including continuation of wall eastwards along Fore Street frontage. Surmounted by a statue of a Bluecoat Boy in uniform fibre-glass replicas of the original cast-lead statues which were removed in 1986. The gateway is the axial entrance into the Christ's Hospital site, acquired in 1683. It is recorded that the statues were set up in 1689. The courtyard beyond was originally flanked by dormitory terraces at either side with the School Hall placed on the axial termination at the far end. The original dormitories were demolished circa 1900 and replaced by 8 dormitory houses in 1904-6.**



Picture 265. A fine grouping of listed buildings, walls and other structures at Bluecoats.

5. 25. Fragments of the church of St Mary the Less, Old Cross. Drinking fountain. 1890, reconstructed from fragments of the former Hertford Church of St Mary the Less which were found on the site during the construction of the Library in 1880. The church was built before 1210 and destroyed before 1552. The structure is clunch stone, consisting of a base, with a small pointed arch with crude roll mouldings above a drainage recess. A tablet set in the base of the lancet opening records the history of the structure which was erected by public subscription.



Picture 276. Fragments of St Mary the Less discovered and subsequently erected in 1890.

5.26. No. 42 Fore Street - Grade II\*. Circa 1825, with late 19th/20th century alterations. Stuccoed front, yellow-grey stock brick rear, with plastered second floor. 3 storeys late Georgian urban facade overlaid with modelled stucco decorative motifs, with a ground floor timber shop front of the same style. Tapered roll mouldings outline a full-height pylon across the elevation, with a bold cavetto cornice enriched with modelled scarabs. First and second floors have recessed 12-pane sash windows. Ground floor has original Egyptian style shop front, substantially unaltered save for the late 19th century substitution of large plate-glass sashes for the original small-paned display windows. The Egyptian Revival became fashionable at the time of the Egyptian campaigns in the Napoleonic Wars. The opening of William Bullock's Egyptian Hall in Piccadilly in 1812 sparked a series of Egyptian style buildings. Most of the urban buildings in the Egyptian style built over the next two decades, including this Hertford building, can be traced to The Egyptian Hall. A polychromatic colour scheme was installed during the 1980s following the example of The Egyptian House in Penzance (circa 1835).



Picture 287. No. 42 Fore Street, a building in the Egyptian Revival style fashionable at the time of the Egyptian campaigns in the Napoleonic Wars.

5.27. Scheduled Ancient Monuments Motte and bailey castles are medieval fortifications introduced into Britain by the Normans. They comprised a large conical mound of earth or rubble, the motte, surmounted by a palisade and a stone or timber tower. In a majority of examples an embanked enclosure

containing additional buildings, the bailey, adjoined the motte. Motte castles and motte-and-bailey castles acted as garrison forts during offensive military operations, as strongholds, and, in many cases, as aristocratic residences and as centres of local or royal administration. Over 600 motte castles or motte-and-bailey castles are recorded nationally.

5.28. Hertford Castle is one of the best preserved motte and bailey castles in southern Britain. The bailey, which covers nearly one hectare, is defended on the east and south by a curtain wall (Grade II\* Listed) which is largely intact. At the southern angle of the wall are the remains of a small octagonal turret with a pointed doorway, now blocked, which can be dated to the 14th century. On the west side of the bailey is a late 15th century gatehouse which is a Grade II\* listed building. Beyond the curtain wall on the south side are the remains of a broad outer ditch now partly filled and covered by buildings and gardens which once encircled the whole castle. Hertford Castle was built in the 11th century in the southern burh of Hertford, founded by Edward the Elder in AD 912. The castle was bounded by a double ditch on three sides, the north-western part of the defences being formed by the River Lea, with an outer bailey on the south-western side. In 1170 the earliest documentary record of the castle shows that extensive building works were carried out by Henry II; in 1174 the castle was fully garrisoned. At the end of 1216 Hertford Castle was besieged by Louis of France and surrendered after a month. In 1360 John of Gaunt was granted the castle and bought large quantities of timber to fortify it. The castle reverted to the crown with the accession of Henry IV and remained in royal hands until 1630 when it was granted to the Earl of Salisbury. Edward IV carried out major renovations during the 1460's including the building of the gatehouse. Many of the buildings were pulled down in the reign of James I and by 1905 the ditches had all been infilled and levelled, with the exception of some on the southern side.  
*Source of information: abbreviated Historic England scheduling text.*

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5.29. Areas of Archaeological Significance. The whole of Area 1, with the exception of the western extremity is so designated.

5.30. Important buildings within the curtilages of Listed Building. One ~~has~~ been specifically identified in Area 1 by this Appraisal and it is possible some may emerge through the detailed processing of future applications.

5.31. Pavilion in grounds of Hertford Castle. The Ashley Webb shelter was erected in the late 1930's to commemorate the Coronation of King George VI and Queen Elizabeth and is constructed of brick with tiled roof. Extending from the building are 2 no. structures, similar to pergolas, consisting of wooden joists supported by brick pillars, designed to give climbing plants a

structure on which to grow. The building is in a deteriorating condition and is in need of renovation. It is understood there are conflicting views concerning its future, with some favouring its removal whilst others consider its repair to be most appropriate. Whichever of these views may prevail it is unacceptable that the building remains in its current dilapidated condition. It has a certain charm and historical association and a case exists for its retention.



Picture 298. The commemorative pavilion in the grounds of Hertford Castle. It is unacceptable the building remain in its current condition in the public realm. A decision is needed now.

**5.32. Other non listed buildings that make an important architectural or historic contribution.** This Appraisal identifies other buildings of high quality that are not listed but that should be retained. These date from the 19th/early 20th centuries 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. Any Important architectural features they possess and worthy of retention are identified.

**5.33. Nos. 52-90 Hertingfordbury Road.** Date from the early 20th century. Various of red brick yellow brick construction, generally with bay windows to both floors, principally slate roofs (Nos. 88-90 bay windows to ground floor only and tiled roof). Elsewhere later replacement tiled roof. Good quality features include prominent chimneys with pots, decorative ridge tiles and finial detailing, decorative wooden detailing and recessed entrances. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 3029. Early 20th century houses on Hertingfordbury Road.

**5.34. Sele Mill. Interpreted as former mill building of 19th century date. Various five and two storey. Flats in five storey; two storey being terrace of three (Nos. 39-41). Various of yellow brick with red brick detailing and yellow brick. Slate roof and good quality windows. The buildings are annotated as being a Corn Mill on the mapping from 1920-24. An Article 4 Direction to provide protection for selected features for Nos. 39-41 may be appropriate subject to further consideration and notification.**

**5.35. Nos. 14-36 Hertingfordbury Road. A terrace of small cottages of yellow brick construction of 19th century date. Slate roofs and prominent chimneys; rubbed brick lintel and arch windows. Mostly replacement windows. The fact that the frontage is hard up against the highway footpath has limited the potential of other householder permitted developments being implemented, such as porches. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.36. River Day Nursery North Road (North Crescent on 1874-94 mapping). Nicely proportioned building, two storeys and of red brick construction. Tiled roof with dormers; prominent chimneys. Good window detailing and central recessed entrance. Mid 20th century in appearance.**

**5.37. No. 6 North Road. 19th century property appears as an Inn on 1874-94 mapping. Two storeys of yellow brick construction and slate roof; rendered bay windows to both floors. Sympathetic vertical sliding sash windows. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.38. No. 3 Cowbridge. Two storey 19th century yellow brick building in commercial use with early/sympathetic vertical sliding sash windows and rubbed brick lintels. In commercial use and alterations within conservation area administered by normal development control.**

**5.39. Nos. 1-21 Dimsdale Street. A 19th century terrace of various types, predominately of yellow brick appearance, with slate roofs and prominent chimneys. Whilst there are many inappropriate window types the street with its general historic variety is, on balance, worthy of retention and additional protection, particularly in respect of the roofscape. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.40. No. 28 Castle Street. Interesting building group dating from the early 20th century. Two storeys above ground level and basement. Of red brick construction with flat roof, rubbed brick detailing to central entrance. Some original rainwater goods with decorative hopper detailing. Good quality**

railings on dwarf wall to front. Early vertical sliding sash windows. In commercial use; alterations administered by normal development control.



Picture 340. Interesting flat roof building of early 20th century date, unusual and most worthy of retention. Does any reader have more information concerning its original use? A public building?

5.41. Frontage to Workingmens Unionist Club building. Red brick early 20th century façade. Of red brick construction with slate roof, stone window and door surrounds. Inscribed WORKINGMENS UNIONIST CLUB and date plaque 1902. Normal development control prevails.

5.42. The Woolpack PH, Mill Bridge. Two storey red brick building with tiled roof and chimneys. Some good quality windows with stone surround detailing. Normal development control administers alterations.



Picture 321. The Woolpack PH nicely proportioned and detailed commercial building.

5.43. Group of commercial properties Mill Bridge, includes No.4 and Frying Pan. Principally three storey with tiled roof and very prominent chimneys. Some vertical sliding sash windows and deep decorative eaves detailing. Commercial frontages to ground floor detract. Adds character and variety to street scene. Normal development control administers alterations.

5.44. Various shops Maidenhead Street; on north side Kings Group through to Well Pharmacy; on south side, Keech Care and Paul Martin. Decorative detailing includes decorative tile, eaves, chimney and sympathetic window detailing to upper floors. Former Woolworth shopfront to No. 18, Pound  
 | ssStretcher, worthy of retention. Various heights and roof profiles add interest. Normal development control administers alterations.

5.45. It is noted that several shops are currently unoccupied. The pedestrianised surface of Maidenhead Street is beginning to deteriorate in places and its colour and material used are unremarkable. The presence of several vacant shops and discordant signage, results in a street scene that is less than satisfactory. It is considered Maidenhead Street has the potential for significant improvement that may be of interest to the local traders and other interested organisations.



Picture 332. Maidenhead Street. This pedestrianised street in the centre of the town has the potential for improvement. Strident and discordant signage could be much improved when shops change occupation and new fascia advertisements are needed. Repaving as advocated by the Urban Design Strategy would be most beneficial.

5.46. Elsewhere in the town centre there are other examples of poor sign and fascia design that detract. There are District Plan policies relating to shop fronts and advertisements. Whilst the views of the shopkeeper and the planner may

sometimes appear to differ this should not be the case as both parties have the same general objective of securing the viability of shopping centres which can be achieved in part by creating a high quality environment which attracts new businesses and shoppers. The Council has produced a number of Conservation Area guidance notes including a leaflet on shop fronts which is available on line. A number of Councils elsewhere in the country have produced similar guidance and it may be worthwhile contacting a selection and exploring this subject further.



Pictures 343-354. Compare the quality of fascia design in these two pictures.

**5.47. Bull Plain. Prominent group of commercial properties, south west corner of Bull Plain. Late 19th/ early 20th century in appearance. Three storeys in**

height with distinctive window detailing and surrounds and cast iron detailing to second floor. Slate roof. Largely unspoilt. Normal development control administers alterations.



Picture 365. Prominent and largely unspoilt group of commercial properties Bull Plain.

**5.48. Pretty Gorgeous Cakes, No. 8 Parliament Square. Two storey distinctive building of red brick construction with good window detailing to first floor including stone window surrounds and decorative drapery swags above. Normal development control administers alterations.**



Picture 376. Pretty Gorgeous Cakes building, an interesting building with good decorative detailing, most worthy of retention.

**5.49. Lord Haig PH. The main building is two storey probably dating from the late 19th/early 20th century. Brickwork to ground floor with render and decorative wooden detailing to first floor. Tiled roof with chimneys; good quality early windows. Canopies on carved wooden supports to windows on ground floor. Normal development control administers alterations.**



Picture 37. The decorative Lord Haig PH

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5.50. Hertford Flooring, The Creative Sanctuary and Simply Homes - south west corner site Fore Street and South Street. Late 19th early 20th century in appearance. Two ~~storey of~~storey of red brick construction with slate roof and dormers. Corner turret. Stone lintels, some stone window surrounds. Normal development control administers alterations.

5.51. Toni & Guy and Clock Cards building corner of Market Street Railway Street. Three storey prominent corner building with render and painted brickwork to first and second floors. Horizontal frieze banding adds interest. Normal development control administers alterations.

5.52. Nationwide and HSBC buildings Fore Street. HSBC is tall red brick with decorative stone entrance detailing to ground floor. Canopy on decorative wooden supports to first floor. Vertical sliding sash windows and stone lintel detailing to third floor. Identified as a bank on early 20th century mapping. Nationwide three storey six window range to first and second floors. The two buildings add variety and interest on the south side of Fore Street which elsewhere is dominated by listed buildings. Normal development control administers alterations.

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

5.54. Dwarf wall and railings to most of 60- 90 Hertingfordbury Road (some short lengths missing/ presumed removed to provide vehicular access). Decorative metal railings atop dwarf wall with curved blue brick capping detail. Height varies and exceeds 1m. Piers decoratively capped with industrial clinker.



Picture 38. Good quality railings that extend along frontages of Nos. 60-90 Hertingfordbury Road.

- 5.55. Wall to front of Hertford County Hospital. Interesting construction of random brick and clinker. Minor repairs would be beneficial.**
- 5.56. Distinctive chimney in grounds of Sele Mill.**
- 5.57. Prominent wall on Cross Lane (A119 linking North Road and Hertingfordbury Road) - about 2m in height in part rebuilt/repared; prominent in street scene.**
- 5.58. Prominent aggregate and flint panel wall to front of North Road House and Cottage; about 2m in height.**
- 5.59. Various walls to front and side of River View Day Nursery- heights vary.**
- 5.60. Listed wall to frontage of St Andrew's Church. Low wall of flint with stone capping and pier detailing. -Also listed railings to western boundary of churchyard and part 5.48 brick wall (non listed) adjacent footpath.**
- 5.61. Listed War Memorial in St Andrew's churchyard. Tall tapered shaft surmounted by cross on stepped base with inscribed names.**
- 5.62. Walls to front of Moat Garden, Castle Street. Of red brick construction with capping; exceed 2m.**
- 5.63. Mid19th century railings with spear uprights, bay supports with urn finials to front of William H. Brown building, Castle Street (forms part of listing).**
- 5.64. Listed gates to front of Hertford Theatre. Gates, piers, and flanking balustrades. 1912. Architect James Farley. Commemorative plaques record that the gates were presented by Osmond Henry McMullen, Mayor of Hertford.**

5.65. Two lengths of yellow brick wall, Railway Street, South Street, prominent in street scene, ~~exceed~~exceed 2m in height.

5.66. Good quality stone bridge with baluster detailing to both sides of Mill Bridge.



Picture 39. Nicely proportioned bridge and baluster detailing near Hertford Theatre.

5.67. ~~Important Open Spaces~~Open Spaces. Church of St. Andrew churchyard. A small but important open space with a number of chest tombs and a War Memorial.

5.68. The Castle grounds. A very important and well kept open space crossed by river features and containing several listed structures including the Grade I building and surrounded in part by tall walls dating from the 12th century (see pictures above). However some problems of litter noted.

5.69. The Moat Garden. This small open space is located to the south of the main Castle garden area to which it provided access from Castle Street. The space essentially consists of four grass quadrants and a fine sensory garden against the Castle wall. There are other elements which are less satisfactory. These include a modern brick wall (graffiti prone) on the western boundary, a circular planted bed, large number of seats, six in total and four litter bins most of which are concentrated near to a late 18th century listed Ice House. Whilst the need for seating is appreciated the numbers are perhaps excessive. It is considered at minimal effort and expense simple rearrangements could achieve visual improvements. It is suggested landscape proposals be drawn up and implemented.



Picture 40. The Moat Garden, production of a simple landscape plan could secure real improvements to this small but important open space. The fieldworker has been advised this seating arrangement was part of an effort to restrict skateboarding on the mound but is there not a visually more satisfactory solution?

**5.70. Small but important area of open space adjacent to theatre, Mill Bridge.** The focal point is a good quality sculpture of Samuel Stone (17<sup>th</sup> century Puritan minister born in the town and associated with establishing Hartford Connecticut USA) fronting a grassed area with seats, litter box and various planted areas, including high maintenance planting around statue. The grass surface is rather worn. One double litter bin broken. The area adjoins the river and visible to pedestrians viewing the adjacent water features and accessing nearby car park. It is suggested detailed landscaping proposals be prepared to enhance this important and centrally located urban space. Its current condition is a poor advertisement for visitors to the town.





Pictures 41-42. Various detracting aspects of Millennium Sculpture area. Badly worn surfaces and shattered litter bin. This area is in real need of improvement, a view independently shared with the Hertford Urban Design Strategy.

**5.71. Locally Important Historic Parks and Gardens.** There are three locally important gardens so identified in the 2007 Supplementary Planning document 'Historic parks & Gardens' in Area 1.

**5.72. Hertford Castle Grounds.** The above document notes the grounds were laid out as formal gardens in 1766. From 1805-1809 it was home to the East India Company College. Laid out in the early 1900's as municipal flower beds.

**5.73. North Road House.** Described in the above document as an 1870 formal lawn, kitchen garden, bridge over River Beane, including tree storey Grotto.

**5.74. Sele House.** Described in above document as now being part of 20th century housing with woodland still remaining?

**5.75. Wildlife sites.** There are none shown on the emerging District Plan.

**5.76. Particularly important trees and hedgerows.** Those trees that are most important are shown very diagrammatically on the accompanying plans.

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

**5.78. Elements out of character with the Conservation Area.** Former Emmaus Superstore site and adjacent redundant petrol filling station. This site is located between North Road and Hertingfordbury Road. ~~It is boarded up and its appearance seriously detracts from this part of the conservation area.~~ Planning permission has been granted for its redevelopment which has now commenced.



Picture 43. A most unattractive site where improvements should occur when the planning permission is implemented.

**5.79. Noble car parking site corner of ~~Neil~~ Neal Court and North Road. An untidy site with unattractive signage. Planning permission has been granted for development.**

**5.80. Untidy area of car parking and unused buildings, Dimsdale Street. The notice to the parking area advises this is HCC land. The car parking area is uneven with dilapidated metal fence and tree stumps and detracts. The unused buildings appear on late 19th century mapping as having once been a British School for Boys and Girls. The building group is identified as being at Risk on the Council's Heritage at Risk Register. The fieldworker was advised by a local resident that the buildings had been unoccupied for a number of years and that the buildings were insecure and 'supported by props' internally. The same resident also advised ownership of the site might be complex. Dimsdale Street itself is narrow and one way. On the one hand the former school buildings and surrounding metal fence on dwarf wall have architectural and historic interest that warrant retention but on the other hand appropriate partial redevelopment of the area that also provided benefits (traffic circulation and resident parking) would be beneficial. Further investigation particularly in respect of the condition of the buildings is needed before any conclusion can be reached.**



Picture 44. Part of a larger site at Dimsdale Street that is cause of concern and in need of further investigation before concluding its future.

**5.81. Small untidy area to south side of Castle Street (opposite the Moat Garden, providing subway access). A small untidy area with signage advertisement signs and salt bin. Looks unattractive and uncared for. Proposals for its improvement are needed.**



Picture 45. Small untidy area to south of Castle Street that would benefit from improvements.

**5.82. Small untidy corner site to William H Brown building, Castle Street. Uneven surface, broken circular brick structure; general quality poor, particularly in context of adjoining grade II\* building.**

**5.83. No. 8 The Wash a listed building in need of renovation/redecoration. The upper floors detract from this part of the conservation area.**



Picture 46. Upper floors to No. 8 The Wash in need of refurbishment.

**5.84. Wooden fence to east boundary of Bluecoats on Mill Road. Bearing in mind the high quality and concentration of nearby listed buildings and structures, this fencing is visually inappropriate.**



Picture 47. Inappropriate wooden fencing adjacent to concentration of listed buildings on Mill Road.

**5.85. Listed Gates/piers in need of refurbishment. Church Street. The gateway was formerly an entrance into All Saints Churchyard, but since 1964, this has been cut off by Gascoyne Way.**



Picture 48. Listed gates etc end of Church Street in need of refurbishment.

**5.86. Gascoyne Way car park.** This long linear car park is extremely striking in the street scene whose unattractive visual prominence will be noticed by residents and visitors to the town alike. However it is well used and provides an essential parking provision, with a life expectancy of at least 20 years, following an expensive refurbishment in 2010/2011. In the short to medium term, it is here to stay. Can its rather unattractive appearance be reduced? In this respect a key unattractive feature is its linear nature which if broken up might result in improvements. One solution might be planting 'green walls' on selected vertical elements of the structure; another might be repainting using different colours to provide some vertical emphasis. Substantial tracery tree planting in the narrow strip between the car park and carriageway is worthy of exploration but might well be impractical because of the existence of essential services. Resolving the problem will not be easy and it is considered high quality urban design advice will be necessary. Attaining the latter is proposed.



Picture 49. Attaining external professional advice to reduce the visual impact of Gascoyne Way car park is recommended.

**5.87. Opportunities to secure improvements.** Improvements to various shop front facias in the main central commercial areas. Consider implementing minor repair works to frontage wall of random brick and clinker construction to front of hospital site. Significant improvements will materialise through the planning process for the former Emmaus superstore site and the Noble car parking site. Prepare landscape enhancement plan to improve the Moat Garden on Castle Street. Secure improvements to subway access approach south side of Castle Street. Improve environmental quality of area adjacent to William H Brown building. Improve open space adjacent to theatre containing the Hertford Millennium sculpture. Refurbishment of No. 8 The Wash, a listed

building in need of refurbishment. Seek to replace/ landscape poor quality fencing to Bluecoats complex Mill Road. Seek repairs to listed wrought iron gates end of Church Street. Obtain high quality advice in respect of reducing the visual impact of Gascoyne Way car park.

5.88. Potential area of redevelopment. Bircherley Green. This area generally consists of unimaginative modern development where currently redevelopment is being explored. To achieve an exciting vibrant redevelopment would be most beneficial to the town.

5.89. Suggested boundary changes. None are proposed in Area 1.

## AREA 2. THE NORTH WEST QUADRANT.

5.90. General overview. Positive attributes. A large area that includes the floodplain of the River Beane to the west. There is a scatter of listed buildings including the church of the Holy Trinity on New ~~Street~~ Road. Trees contribute to a significant degree in some locations. There are significant areas of 19th/ early 20th century unlisted terraced housing that is identified by this appraisal to be retained and possibly protected by additional controls subject to further consideration.

5.91. Negative attributes. There are several untidy sites including seeking a solution to the length of untidy railway land in the south of the site.

5.92. Individually Listed Buildings. A selection of Listed Buildings with abbreviated descriptions based on the National list is provided below.

5.93. Warren Park, Bengoe Street - Grade II\*. Small country house, 1880 or earlier with alterations and subdivision. Red brick Flemish bond, with stucco dressings, Welsh slated roofs. 3 storeyed turrets. East elevation has gables with elaborate barge boards left and right. First floor French windows with iron balconies and stucco architraves. Ground floor has projecting mullioned and transomed bay windows. Numerous red brick chimneys with oversailing brick caps, some with semicircular stone flue baffles in lieu of pots. Interior - elaborate eclectic late Victorian house, Warren Park incorporates the former Library from The Chelsea house of the Bishops of Winchester, close to Oakley Street, demolished 1828. Staircase, reputedly brought from Sanctuary House, Ireland.



Picture 50. The important grade II\* Listed Building, Warren Park.

**5.94. Church of Holy Trinity, New Road, Bengeo, also Lych Gate separately listed - both Grade II. 1855, architect Benjamin Ferrey, chancel refurbished 1884, architect EB Ferrey. Kentish Ragstone, coursed squared rubble, with ashlar dressings, yellow sandstone windows, buttresses with flint panels, old tile roofs. In style of Early English Gothic Revival. In plan form: west tower, spire, nave, aisles and chancel. *Early pews*. Holy Trinity Church was built when Bengeo developed as a residential suburb of Hertford, and superseded St Leonard's as the Parish Church. The Architect Benjamin Ferrey (1810-80) was a pupil of Augustus Charles Pugin father of Augustus Welby Northmore Pugin) and designed a number of Gothic Revival churches.**

**5.95. Lych gate. Circa 1895. Ashlar, oak framing, wood shingled hipped roof with gablet, erected in memory of Robert Smith of Goldings, died October 1894.**



Picture 51. Church of the Holy Trinity, New ~~Street~~-Road. A typical Victorian church from the mid 19th century set in extensive grounds with prominent boundary wall.

**5.96. The Old Pest House corner of Fanshawe/ Byde Street. Grade II. Built as Isolation Hospital. Mid 18th century, altered and embellished late 19th century. Red brick, Flemish bond, old tiled roof with brick parapeted ends, and half Dutch gables at rear. Elaborate brick chimneystacks left and right with moulded bands and oversailing caps. Central raised tile hung flat-roofed rear extension above lower slope of low swept-slip roof. The Old Pest House was built in 1763 as an isolation hospital against smallpox by Thomas Dimsdale (1712-1800) who lived at Port Hill House.**



Picture 52. The Old Pest House, a former isolation hospital built by Thomas Dimsdale. A grade II listed building of pleasing design.

5.97. Scheduled Ancient Monuments. There are none in Area 2.

5.98. Areas of Archaeological Significance. Most of Area 2 is not so designated apart from a small area in the south, south of the former railway line at Port Vale and the allotment site in the far north of the conservation area.

5.99. Important buildings within the curtilages of Listed Building. Whilst none have been specifically identified in this area by this appraisal it is possible some may emerge through the detailed processing of future applications.

5.100. Other non listed buildings that make an important architectural or historic contribution. This Appraisal identifies large numbers of other buildings of high quality that are not listed but that should be retained. These principally date from the late 19th/early 20th centuries 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. Many are terraces. Any Important architectural features they possess and worthy of retention are identified.

5.101. Garden House, Warren Park Road. Large detached residence dating from the early 20th century principally of brick construction with tiled roof. Good quality chimney stacks and decorative woodwork detailing. A fine property set in treed garden. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.102. Warren Hoe, Warren Park Road. Large detached house of brick construction, appears on late 19th century mapping as single detached property opposite a cricket pitch which existed the other side of Warren park road at that time. Good quality chimneys decorative barge boarding and other woodwork decoration. Bay window to ground floor with balcony above. Distinctive entrance. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 53. Warren Hoe, Warren Park Road - good quality detail worthy of retention. A late 19th century detached property, during which period it was located opposite a cricket pitch which existed at that time.

**5.103. High Mead, Warren Park Road. Large detached 19th century residence. Two storey of brick construction with slate roof and chimneys. Decorative finials and barge board detailing. Bay windows with slate roofs to front. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.104. Bengo Grange and Tunley, Warren Park Road. Large residential building set back from road. Red brick with slate roof and chimneys. Deep eaves with decorative detailing. 2 No. distinctive bay windows with balconies above. Very decorative barge boarding. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.105. Nos. 22-28 Trinity Grove. Group of two storey late 19th/early 20th century dwellings of yellow brick construction with slate roofs, prominent chimneys with pots. Decorative red brick, ridge tile, recessed doors, stone and finial detailing. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**



Picture 54. Late 19th/early 20th century housing at Trinity Grove which retains much of its original character.

**5.106. Nos. 13-19 Trinity Grove. Late 19th century grouping of brick and render slate roof chimneys with pots, some early sympathetic vertical sliding sash windows. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.107. Nos. 22-40 Bengoe Street. Group of five pairs, late 19th century, gable ends to street. Red brick construction with unusual yellow brick detailing. Each with tiled roof and pair of chimneys with pots. Replacement windows. Central plaque to Nos.26-28 reads ALEXANDRA PLACE 1863. Unusual Rat Trap bonding that should not be painted or rendered. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**



Picture 55. Rat trap brick bonding to Nos. 22-40 Bengoe Street that is most unusual and which should not be rendered or painted over. This bonding of bricks laid on edge provided a stable and cheaper form of construction sometimes used in the 19th century.

**5.108. Nos. 8-18 Bengoe Street.** A 19th century terrace of yellow brick construction with slate roofs and chimneys with pots. Modern windows and porch detract from historic detailing. Nevertheless the overall mass contributes positively to the Conservation area. Central plaque WATERLOO TERRACE PORT HILL 1851 adds to historical relevance. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

**5.109. Nos. 4-6 Bengoe Street.** Tall 19th century pair with slate roof and chimneys. Rendered. Ridge tile and finial detailing. Distinctive bay windows to ground and first floors. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

**5.110. Bengoe Mews.** A tall prominent red brick building with tiled roof of early 20th century appearance and principally dating from this time. Many good quality early/original/ sympathetic detailing including rubbed brick lintels, windows, rainwater goods and other detailing. Formerly the site of Bengoe Cottage which burnt down in 1907 with the new house being built shortly after. In 1939 this became a residential nursery for the then Borough of Tottenham.

The arch through to development at the rear was created in 1984. Now divided into flats, features are protected by normal development control legislation.



Picture 56. Bengoe House early 20th century. Picture provided by Cllr. Peter Ruffles.



Picture 57. Bengoe Mews as it is today. Arch provided in later 20th century to provide access to rear.

**5.111. Nos. 154-158 Bengoe Street. Group of late 19th century cottages of yellow brick construction with slate roof and chimneys (one a replacement). Modern replacement windows but similarity of design reduces impact. Distinctive lintel detailing. On balance the mass of this group makes a positive contribution to the street scene. Central window to first floor bricked up. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.112. The Greyhound PH, appears as such on late 19th century mapping and is of historic interest. Rendered with slate roof and two prominent chimneys. Some early windows. Being in commercial use existing planning controls apply.**

**5.113. Nos. 3-8 Grove Walk. Three two storey pairs of 19th century cottages of yellow and red brick construction along narrow path, chimneys with pots. Early/sympathetic window detailing and common door types indicative of single ownership. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**



**Picture 58. Nos. 3-8 Grove Walk - an attractive 19th century grouping largely unspoilt.**

**5.114. No 120 Bengoe Street. Large rendered house, probably of late 19th century date, set back from road. Slate roof, two prominent chimneys, modern replacement windows. The roovescape is important to the street scene and should be protected by Article 4 Direction subject to further consideration and notification.**

**5.115. Nos. 7- 9 and 13-15 Bengoe Street. Two pairs of large 10th century properties constructed of yellow/red brick/ with red/yellow brick decoration respectively. Slate and tiled roofs. Good quality detailing includes bargeboarding, finials, entrance and bay window detailing. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**



Picture 59. Good quality detailing that should be retained.

**5.116. Property to the north and adjacent to No. 13 Bengoe Street. Large imposing detached property of yellow brick with recessed entrance, slate roof and chimneys. 2 No. bay windows to ground floor. Property under renovation associated with new development to rear at time of survey. Unless flat development, an Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.117. No. 17 Bengoe Street. Large detached mid/late 20th century dwelling. Render with tiled pyramidal roof and chimney stacks. Central entrance. Largely unaltered and representative of its era. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**



Picture 60. No. 17 Bengoe Street. Some mid/late 20th century properties representative of their age add interest and diversity to the street scene.

**5.118. Nos. 39-53 Bengoe Street. Of 19th century date and of yellow brick construction with slate roofs and prominent alignment of chimneys with pots. Some early canopies worthy of preserving. Unfortunately some later porches**

and window detailing which detract. On balance the contribution the mass of the block makes to the conservation area is considered to outweigh the impact of the later and less satisfactory alterations. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

**5.119. Nos. 69-73 Bengoe Street. Large prominent block in street scene dating from early/mid 20th century. No. 73 was formerly a shop with window appropriate to that use remaining. Tiled roof and chimneys with pots. Brick with significant area of render and decorative wooden detailing to part first floor. Recessed entrances, one unfortunately enclosed. Dormers to roof detract. On balance the contribution the mass of the block makes to the conservation area is considered to outweigh the impact of the later and less satisfactory alterations. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**



Picture 61. Nos. 69-73 Bengoe ~~Read~~Street. An example in the fieldworker's opinion where the positive contribution of the overall mass of this group outweighs some of the less satisfactory later alterations.

**5.120. Nos. 75- 81 Bengoe Street. 19th century group of yellow brick with red brick detailing. Later tiled roof, prominent chimney stacks with pots. Some good quality barge boarding and 3 No. bay windows to ground floor. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.121. No. 121, The Yews, Bengoe Street. Tall prominent detached yellow brick house probably of 19th century date, pyramidal slate roof with chimneys. Fine window detailing with central recessed entrance. An Article 4 Direction to**

provide protection for selected features may be appropriate subject to further consideration and notification. Fine tree of Wellingtonia species to front.



Picture 62. The Yews - a tall prominent property on Bengoe Street.

**5.122. No. 123 Bengoe Street. Detached house of 19th century origin, render with slate roof and central chimney; early/original windows. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.123. Nos. 135-139 Bengoe Street. Three detached houses of yellow brick construction with some decorative detailing. Some early features but also some more recent replacements. Nevertheless this grouping is a strong feature in the local street scene and worthy of retention. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.124. Nos. 1-3 Duncombe Road. Tall distinctive late 19th century pair of red brick with yellow brick detailing, and slate roof and tall chimney stacks. Rubbed brick lintels, recessed entrances, 2 No. bay windows to ground floor and early/original windows. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**



Picture 63. Nos. 1-3 Duncombe Road an important and prominent 19th century building that retains many of its original features most worthy of retention and protection.

**5.125. Nos. 5-11 Duncombe Road. Group of early 20th century dwellings; slate/tiled roofs with prominent chimneys with pots. Some brick some render. Generally modern window replacements. Some vertical tile detailing. One plaque inscribed with date 1927 noted. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**



Picture 64. Despite modern window replacements these earlier 20th century properties make a positive contribution to the street scene.

**5.126. Nos. 19-59 Duncombe Road. A variety of early 20th century houses with predominately slate roofs and prominent chimneys with pots. Many with bay windows principally to ground floor. Many original features including**

decorative wood detailing, finials, bargeboarding, recessed entrances and original/early windows. Some later alterations. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.127. Nos. 2-12 Tower Street. Terrace of 4 and pair. Slate roofs with prominent chimneys with pots. Render finish painted with different colours. Mainly replacement windows/doors. Notwithstanding this the mass of the group makes a positive contribution to the street scene and is worthy of retention. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.128. Bengoe Parish Church Hall, Duncombe Road. Dates from the early 20th century. Of red brick construction with some decorative brick detailing. Some early windows. An interesting building with early 20th century historical association.

5.129. Nos. 87-111 Duncombe Road. A wide variety of early 20th century properties principally of brick and slate construction with prominent chimneys with pots. Many decorative features of ~~quality including~~ quality include bay windows, decorative canopies, scalloped slate and wood detailing. Some original windows but many replacements. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.130. No. 1 The Drive and Nos. 64-126 and Westfield House, Duncombe Road. Principally of early 20th century, mainly slate roofs with prominent chimneys with pots. Some good quality detailing such as recessed entrances decorative barge boarding and ridge tiles. A combination of traditional and less acceptable window types. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.131. Lynwood and Le Jardin? 60 Duncombe Road. Dating from early 20th century, of yellow brick construction with slate roof and chimney with pots. Decorative vertical hung tile detailing, deep eaves detail and bay windows to both floors at southern end. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.132. Wisteria Place, corner Duncombe Road Church Road. Large early 20th century detached pebble dashed residence with steeply sloping tiled roof and tall chimney stacks. Original/early/sympathetic windows. Distinctive and unusual. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 65. Wisteria Place, a large 20th century detached residence of quality and distinctive unusual design.

**5.133. Nos. 6-32 Church Road. A variety of early/mid 20th century detached and semi detached dwellings. A combination of slate and tiled roofs with prominent chimneys and pots. Brick render and pebbledash. A considerable number of high quality original/early features including window detailing, vertically hung tiles, decorative wooden detailing, finials and recessed entrances. A high quality environment which is largely unspoilt. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**



Picture 66. Good quality early/mid 20th century detailing to typical semi detached property on Church Road.

**5.134. No. 4 Fanshawe Street.** Tall yellow brick with slate roof and chimney stack with pots. Bay windows to ground floor. Recessed door approached by flight of seven steps. Original/early windows. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

**5.135. Nos. 1-9 Church Road.** A group of three, two being of late 19th century, the other mid 20th. Tiled and slate roofs; all with prominent chimneys. Brick render and painted brickwork. Some decorative wooden detailing. Modern replacement windows. Overall mass and roofscape particularly makes an important contribution to the street scene. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

**5.136. Nos. 1-25 Elton Road.** Of late 19th and early 20th century date. Two storey terraces semi detached and detached dwellings with slate roofs and prominent chimneys with pots. Many good architectural features including decorative ridge detailing, recessed entrances, bay windows with scalloped slate detailing over. Fine box shaped bay windows and many early/original windows of traditional design. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 67. Nos. 15-21 Elton Road, part of a street that has retained many early features of quality.

**5.137. Nos.2-4 and 1-23 Eleanor Road.** Various types principally yellow brick with red brick detailing, slate roofs and chimneys with pots. Some modern unsympathetic detailing to some properties but the long terrace with its strong red brick banding and other red brick detailing presents a strong feature

worthy of retention and preservation. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

**5.138. Yew Villa and Nos.4-36 and 1-37 Parkhurst Road. A late 19th/early 20th century street characterised principally by long terraces of two storey yellow brick cottages with slate roofs and prominent chimneys with pots. A number of bay windows provide strong features in some locations. Some inappropriate detailing but much of street remains intact. Early street sign attached to No.36. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**



Picture 68. View along Parkhurst Road, a pleasant historic street with strong architectural rhythm provided by roofscape and repetitive bay windows.

**5.139. Nos. 1-7 Ives Road. Of early 20th century date. Various types. Nos. 3-6 is terrace of four of red brick with yellow brick detailing. Slate roofs with strong chimney features. Bay windows, decorative wooden detailing. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.140. Nos. 10-26 and 30-46 Fanshawe Street, north side. A variety of housing types from the late 19th/early 20th century. Some slate roofs; others tiled. Good quality detailing includes prominent chimneys, recessed entrances with house names inscribed in stone arches above; bay windows to both floors with barge board and finial detailing. Some replacement windows. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**



Picture 69. Good quality bay window detailing and recessed entrances, Fanshawe Street.

**5.141. Nos. 1-37 Fanshawe Street. Late 19th/early 20th century housing, detached, semi detached and terraced. Slate roof with chimneys and pots. Variety of window types including bay windows to both ground and both floors. Particularly fine window detailing to No.33. Nos. 7-17 strong feature in street scene with canopies and detailing to upper windows. Some replacement windows. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.142. Nos. 29-31 Byde Street. Pair of yellow brick with slate roof and central chimney. Good quality arched entrance and window surrounds. Modern window type to one property detracts to a degree. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.143. Nos. 45-57 Wellington Street. Late 19th/early 20th century date two storey yellow brick with slate roof and chimneys with pots. Decorative bay windows to ground floor, recessed entrances; a mixture of traditional and replacement windows. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**



Picture 70. Interesting decorative feature above keystone.

5.144. No. 29 Woodside Cottage, Wellington Street. Late 19th century two storey property with slate roof and single chimney. Yellow painted brickwork. Bay window to ground floor. Sympathetic window detailing. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.145. Nos. 9-19 Wellington Street. Late 19th century two story terrace with slate roof and 2 No. prominent chimneys with pots. Of yellow brick construction with pleasant contrasting rubbed brick lintel detailing. Principally replacement windows but overall mass and particularly the roofscape makes a positive contribution to the street scene. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.146. No. 3 Wellington Street. An early 20th century two storey detached house with pyramidal slate roof; of yellow brick construction with red brick detailing. 2 No. bay windows to ground floor with tiled roofs above with scalloped detailing. Recessed entrance with decorative wooden canopy. Sympathetic window detailing. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.147. Nos. 26-44 Wellington Street. A late 19th century two storey grouping with slate roofs and prominent chimneys. Various types. Yellow brick predominately, prominent chimneystacks with pots. Good features include some decorative bay windows and arched entrances. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.148. Nos. 68-74 Wellington Street. Terrace of late 19th/early 20th century date. Of two storey dwellings constructed of yellow brick with red brick detailing; slate roof and prominent chimneys with pots. Rubbed red brick detailing. Early windows and probably early doors. Largely unspoilt. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.149. Nos. 2-26 Molewood Road. Late 19th/early 20th century mixture of two storey dwelling types, principally of yellow brick with slate roofs and prominent chimneys. Many have bay windows to ground floor, some with scalloped slate roof detailing above. As usually is the case some replacement windows. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.150. Nos. 7-31 and 23-39 (excluding Nos.21A-21B) Molewood Road. Early 20th century high quality long two storey terraces with slate roofs and prominent chimneys. Of yellow brick construction with strong horizontal

banding; rubbed lintels; regrettably some modern inappropriate replacements but many early/sympathetic remain. Arched entrance points to rear. A strong and attractive streetscape. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 71. Molewood Road most attractive terraces of early 20th century date to the south side.

**5.151. Nos. 2-18 Nelson Street.** Grouping of early 20th century two storey dwellings of brick construction with slate roofs and prominent chimneys. Some other good quality detailing worthy of retention including bay windows, rubbed brick lintels and red brick detailing. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

**5.152. Nos. 23-29 Nelson Street.** A group of early 20th century two storey properties of red brick construction with slate roof and prominent central chimney; finial and ridge tile detailing. Original and decorative window detailing. Central stone plaque reads Coronation Terrace 1902. Early street sign affixed to wall. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

**5.153. Nos. 1-21 Nelson Street and No. 8 Wellington Street.** Variety of types of late 19th/early 20th century date. Two storey with slate roofs and prominent chimney stacks. Some bay windows. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

**5.154. Beninghoe, corner of Byde Street and ~~Farquar~~ Farquhar Street.** Multi storey late 19th century detached house in large treed grounds. Of red brick construction with tiled roof and very prominent tall decorative chimney stacks. Some vertically hung tiles. Reference on gate reads 1898 which is consistent

with historic mapping. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.155. Nos.10-12 off ~~Farquar~~Farquhar Street. A tall 20th century building that appears in this location on the 1920-24 mapping. Very tall building of render with areas of decorative wooden detailing. Steeply sloping roof with chimneys. A visually interesting building.



Picture 72. Nos.10-12 off ~~Farquar~~Farquhar Street an interesting building probably dating from the 1920's.

5.156. Nos. 31-37 ~~Farquar~~Farquhar Street. Group of two storey early 20th century dwellings of yellow brick construction with some red brick detailing. Some painted brick. Slate roofs with chimneys; variety of window types including some replacements. An early street sign affixed. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.157. Grafton Towers Bengeo Street. Tall 2/3 storey 19th century yellow brick building with slate roof and some decorative bargeboarding. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.158. Nos. 3-5 Bengeo Street. Of 19th century date, two storey render and painted brickwork; slate roof and central chimney. Bay windows to both floors, distinctive porch details. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.159. South west corner Cross ~~Street~~Road /Duncombe Road. Tall 2/3 storey red brick house with multitude of chimneys with pots, decorative finials and ridge tiles. Prominent in street scene. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

**5.160. Nos. 6-34 Balfour Street. Continuous two storey yellow brick 19th century terrace with slate roofs, prominent chimneys with pots. Some early porch detailing. Some early/sympathetic windows, other altered. Despite this the overall mass of the group outweighs individual unsympathetic alterations. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**



Picture 73. Balfour Street a typical 19th century street with some early porch detailing still remaining. Wouldn't it be nice to carefully replicate this detail above other entrances?

**5.161. Nos. 1-5 ~~Farquar~~ Farquhar Street. 19th century group of yellow brick dwellings with hipped slate roofs and chimneys with pots. Bay windows to ground floor. Decorative metal porch may be contemporary with age of building. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.162. Nos. 65-89 Port Vale. Yellow brick and subsequently rendered late 19th century two storey terrace with slate roofs and prominent chimneys with pots. A mix of sympathetic and inappropriate window types. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.163. Nos. 37-43 and 45-57 Port Vale. Two terraces of late 19th century two storeys in height with slate roofs and prominent chimneys with pots. Nos. 37-43 have decorative bay window and some recessed entrance detail and sympathetic/ early windows. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**



Picture 74. Distinctive window detailing to Nos. 37-43 Port Vale most worthy of retention.

**5.164. No. 35 Port Vale.** Tall two storey corner building dating from early 20th century. Of red brick construction with slate roof and chimneys. Recessed entrance and stone detailing. Ornate decorative entwined plaque reads AD 1904. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

**5.165. Mill Mead School** (early element at eastern end of site). Dating from the early 20th century constructed of red brick with slate roof and prominent chimneys. Tall original windows worthy of retention in original form and possibly subject to an Article 4 Direction subject to notification and further consideration. The remainder of the school site is not visually pleasing (see below).



Picture 75. Early 20th century historic element of Mill Mead School.

**5.166. Nos. 11-19 Port Vale.** Two story terrace dating from 19th century, painted brickwork with slate roofs and prominent chimneys. Mix of sympathetic and inappropriate windows. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

**5.167. Nos. 6-28 Port Vale and Russell Court Mews.** 19th century terraces of yellow brick construction and principally slate roofs (some tile replacement). Prominent chimneys; one prominent shop window; a number of original steps.

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



Picture 76. A well worn slate step to Port Vale terraced house.

5.168. Nos. 6-24 and Nos. 5-29 George Street. Terraces of 19th century date of yellow brick construction with slate roofs and prominent chimneys with pots. A variety of window types, some sympathetic, others not historically sensitive. Solar panels to one roof detract. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.169. The Two Brewers PH corner of George Street - No.48 Port Vale. 19th century two storey terrace of yellow brick with slate roofs, prominent chimneys with pots. Rubbed brick lintel detailing. An Article 4 Direction to provide protection for selected features on residential properties may be appropriate subject to further consideration and notification.

5.170. Nos. 8-20 Russell Street. Two storey 19th century terrace of yellow brick cottages with slate roofs and prominent chimneys with pots. Mix of sympathetic and historically insensitive window replacements. General mass adds significantly to quality of street scene. An Article 4 Direction to provide protection for selected features on residential properties may be appropriate subject to further consideration and notification.

5.171. ~~The Millstream PH~~ - No. 56 Port Vale - ~~The Millstream PH~~ - Various various typed including two 19th century terraces. Of yellow brick construction with slate roofs and prominent chimneys with pots. A mix of traditional and less satisfactory window replacements. Some porch additions but quality of overall mass and its contribution to street scene still worthwhile and worthy of retention and additional protection. An Article 4 Direction to provide protection for selected features on residential properties may be appropriate subject to further consideration and notification.

5.172. Nos. 100-112 Port Vale. 19th century yellow brick terrace with slate roof and prominent chimneys with pots. Solar panels on roof to one property. Some porch additions detract from originals historic quality. Bricked up window detailing to first floor. Overall mass contributes to street scene. An

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

**5.173. Nos. 29-31 Port Hill. Imposing three storey pair probably dating from late 19th/early 20th century with later sympathetic extensions. Prominent building in the local street scene of yellow brick construction with slate roof and large central chimney. Early/ sympathetic windows. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**



**Picture 77. Nos. 29-31 Port Hill a prominent pair with sympathetic window detailing.**

**5.174. Nos. 47-55 and 59-69 Port Hill. Two narrow terrace groups that 'climb' up this steep hill. Probably of 19th century date with shallow pitched slate roofs with chimneys. Rendered/painted brickwork and a prominent feature in the street scene. Various window types, some historically inappropriate. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.175. No. 57A Port Hill. Treetops, a large yellow brick house in an elevated location overlooking Port Hill. Probably of early 20th century date. Red brick detailing and decorative deep eaves with painted bargeboarding. Decorative cill detailing and early/sympathetic vertical sliding sash windows to first floor. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.176. No. 57B Port Hill. A large residence of contemporary design occupying a prominent elevated position. See photo earlier in document.**

**5.177. Whitacre Lodge. Top end of Port Hill adjacent public footpath link. Probably dates from the late 19th/early 20th century with later alterations/additions. Two storey red brick construction with tiled roof and later windows. Nevertheless a pleasant dwelling in a key location with presumed historic associations with main listed property. An Article 4**

Direction to provide protection for selected features may be appropriate subject to further consideration and notification if this property is deemed not to be in the curtilage of a listed building.

5.178. Nos. 15-17 Cowbridge. Two storey yellow brick pair with tiled roof and 2 No. chimneys with pots. Of late 19th century date. Roofscape important in the local street scene. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.179. Nos. 27-41 Cowbridge. A group of properties principally in commercial use to ground floor in a strategic location. One property advertises the fact that a Captain Johns who was author and creator of Biggles lived here. The commercial properties would benefit from refurbishment and regeneration. There is some good quality window detailing and on balance it is considered the group warrants retention.



Picture 78. Plaque advising that Captain Johns, creator of Biggles lived here.

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

5.181. Boundary brick and flint wall to Holy Trinity Church Bengoe. About 1m in height. Would benefit from small areas of ivy being removed.

5.182. Boundary wall east side of Wadesmill Road, north of Bengoe Mews. Yellow brick wall about 2m in height and prominent feature that contributes to the local street scene.

5.183. Wall to front of Bengoe Parish Church Hall, Duncombe Road. Of single skin construction with buttresses to rear. 2 No. substantial entrance piers. Less than 1m in height and thus unprotected from demolition. Adds to character and variety of street scene. An Article 4 Direction to provide protection may be appropriate subject to further consideration and notification.



Picture 79. Brick wall to front of Bengoe Parish Hall which on balance is considered worthy of retention and additional protection subject to further consideration and notification.

5.184. Wall to front of No. 121 Bengoe Street (The Yews). A yellow brick wall of about 2m in height and prominent in the street scene.

5.185. Brick wall to front of No. 139 Bengoe Street. Approx 2m in height.

5.186. Brick wall to Duncombe Road frontage and return to No. 2 Church Road (Wisteria Place). Brick piers, pebble dash panels, unusual.



Picture 80. Unusual 20th century wall detailing to Wisteria Place.

5.187. Railway Bridge. Typical brick arched construction across footpath track. Shows on mapping dating from 1920-1924 as being part of the Enfield and Stevenage Loop Line.



Picture 81. Bridge forming part of Enfield and Stevenage Loop Line.

**5.188. Metal plaque near No. 4 Fanshawe Street whose lettering is interpreted as reading Hertford Municipal Borough Boundary the alignment of which appears in this location on the 1874-1894 mapping.**



Picture 82. Interpreted as being a 19th century boundary marker for Hertford Municipal Borough.

**5.189. Long uninterrupted run of yellow brick wall west side of Byde Street. About 2m in height and a highly important visual feature in the street scene.**



Picture 83. Long uninterrupted run of 19th century brick wall which makes a significant visual contribution to the quality of Byde Street.

**5.190. Edward VII pillar letter box, corner of Elton Road/ Church Road.**

**5.191. Traditional railings on wall dating from early 20th century to front of Nos. 45-51 Wellington Street.**



Picture 84. Very good quality early 20th century railings that are protected and which should be retained.

**5.192. Brick walls various locations opposite Byde Street (including public footpath 85 to Bengoe Street). Various heights. Add interest particularly to footpath access.**



Picture 85. Walls enclosing public footpath 85.

**5.193. Wall to curtilage of No.29 ~~Farquar~~ Farquhar Street (The Hythe). Rendered about 2m in height.**

**5.194. Wall to Pillteway Walk. Assumed to be in school ownership; approaching 2m in height, of yellow brick construction with piers. In need of repair.**

**5.195. Flint and brick wall to front of Port Vale car park, about 2m in height.**

**5.196. Railway bridge south end of Bengoe Street. Used as covered residents parking area. Graffiti needs removing.**

**5.197. Red brick wall from corner of Russell street west, prominent in street scene approaching 2m in height.**

**5.198. Walls of varying heights enclosing small well treed open space, south end of Port Hill, some with flat triangular capping detail; other similar but half rounded detail. This site appears on the late 19th century mapping as a Friends Burial Ground. This site is somewhat overgrown with a number of mature trees. It is understood that the land is in private ownership and that the grave markers have been removed to the Friends Meeting House in the 1970's.**

**5.199. Two long lengths of brick walls of varying height about 1.5m. -In part capped with clinker/industrial waste. Many bricks seem to have industrial residue attached and may be 'seconds'. It is believed this process resulted to those brick surfaces exposed to excessive heat in the manufacturing process.**



Picture 86. Interesting wall detailing on west side of Port Hill. Some bricks appear to be malformed with clinker residue attached.

5.200. Length of low wall of random construction corner of Bengoe Street and Warren Park Road.



Picture 87. Interesting wall of random construction.

5.201. Tall red brick wall approx 3m in curtilage of Beane River View Elderly Persons Home.

5.202. Important Open Spaces Churchyard to Holy Trinity Bengoe. An important open space well maintained with tradition churchyard trees and gravestones dating from the 19th century.



Picture 88. Holy Trinity churchyard - an important open space in a dense built up urban area that is well maintained containing traditional churchyard trees and gravestones dating from the 19th century.

**5.203. Large tract of open space to east of Railway line, north of Beane Road and west of Molewood Road. An important open space through which runs the River Beane. The area represents a significant environment and visually attractive feature surrounded by urban development. Mature willow trees scattered through out. The land appears to be in private ownership and the fieldworker wonders if this is the case Is there any community interest in seeking to achieve public accessibility? Identified on the District Plan as one of the Hertford Green Fingers. Part also identified as a Wildlife site (see below).**





Pictures 89-90. Attractive open space between railway and Molewood Road crossed by the River Beane.  
Is there any interest in considering public accessibility?

5.204. Large tract of open space to the south west of Millmead Way and playing field to east. This extensive area is more formal in character to the above but nevertheless can be considered as an important area of open space which together with the river forms part of the special character of the town. During survey work the fieldworker received a local representation regarding the detrimental effect of ivy on many of the trees in this much used open space. The Millmead Way development itself is modern but of a coordinated design which reflects the characteristics of the nearby late 19th/early 20th century developments. In itself it is of generally pleasing design for its period ~~and whilst~~ but cannot be considered of special architectural or historic interest. It is located in a key location adjacent to a well used open space network. Its removal from the conservation area could not be achieved without very odd boundary consequences. On balance therefore no changes to the boundary in this location are proposed.





Pictures 91-92. Very well used open space to the west of Millmead way. Top picture shows the river and its western bank which forms the conservation area boundary in this location. The lower picture shows trees with ivy cover that needs removing.

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**5.205. Wildlife Sites.** Part of the 'Green Finger' is Beane Marsh Wildlife Site. It is described as containing a complex of habitats on the floodplain of the River Beane, dominated by species rich neutral to acidic wet grassland with some tall swamp vegetation. Many species recorded, scattered hawthorn and small groves of Willow.

**5.206. Particularly important trees and hedgerows.** Those trees that are most important are shown very diagrammatically on the accompanying plans.

**5.207. Important views.** A selection as shown on accompanying plans very diagrammatically, occur through out the area.

**5.208. Elements out of character with the Conservation Area.** Bengo Car Centre and store. This is a prominent site in the street scene and linear part of the Conservation Area. No doubt it performs an important commercial and community function but its appearance does detract. Practically any meaningful improvements could only be secured by redevelopment. Historically the site would appear to have been developed in the late 19th century, assumed as houses. Opportunities to achieve improvements to the existing site are limited but could include reducing the impact of the prominent red paintwork by a more restrained colour choice.



Picture 93. The Bengo Car Centre site detracts from this part of the Conservation Area. Opportunities for improvements are worthy of pursuing with the owner.

**5.209. Overgrown and untidy open space being part of former railway line to the south east of Nelson Street. This site is untidy and overgrown. What is its future? It is no exaggeration to observe that some of the nearby streets are overwhelmed by traffic and parked cars. Could the site assist in this regard for example? It is suggested proper research be undertaken exploring all options. Leaving it in its current condition is not an option however.**



**Picture 94. Former railway line now abandoned overgrown and untidy. What views does the community have regarding its future?**

**5. 210. Millmead school Port Vale. In part an unattractive site and boundary detailing that detracts from the quality of the conservation area in this location. Would benefit from comprehensive improvements.**



**Picture 95. Part of Millmead school site detracts from quality of the conservation area and would benefit from comprehensive improvements.**

5.211. Opportunities to secure improvements. Remove ivy from Holy Trinity boundary wall whilst task remains minor. Consider future of Bengoe Car Centre site. Consider future of former railway line south east of Nelson Street which is overgrown and untidy. Following site survey representation, remove ivy as necessary from selected trees on open space land to the south west of Mill-mead Way. Repair yellow brick wall of late 19th/early 20th century date, adjacent to ~~Pilleway~~ Pitteway Walk (assumed to be in ownership of Millmead School). Seek to achieve comprehensive visual improvements to selected parts of Millmead school site. Remove graffiti on railway bridge supports, south end of Bengoe Street.



Picture 96. Wall at ~~Pilleway~~ Pitteway Walk in need of repair.

5.212. Suggested boundary changes. These details are shown ~~on~~ on accompanying plans. 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.

5.213. It is proposed to exclude: Nos. 9-12 Grove Walk. Currently these Housing Association single storey residential properties lie on the back edge of the boundary. There is another similar block adjacent but outside the conservation area boundary. The properties are mid/late 20th century and have no architectural or historic interest and with justification should be removed from the conservation area.



Picture 97. Nos. 9-12 Grove Walk proposed to be removed from the Conservation Area.

**5.214. Explanation of Boundary retention.** An area of mid 20th century housing on the north side of New Road and extending north along Bengoe ~~Read~~Street has been retained within the conservation area. Although this housing is unremarkable its repetitive nature of materials design and roofs with central chimneys is not unpleasant. It is in close proximity to a listed church and important open space and also links the northern part of the conservation area with the main body of it. On balance it remains within.

**5.215. Other actions.** ~~Explore correct extent of Archaeological designation on the Development Plan.~~ Amend EHDC records in respect of building on Port Hill to immediate north of The Oak Veterinary Service (formerly listed as The reindeer PH) – it is not individually listed, to be regarded as curtilage listed.

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### **AREA 3 THE NORTH EAST QUADRANT**

**5.216. General overview.** Positive attributes. There is scattering of listed buildings including the important grade I St. Leonards Church, also McMullens brewery illustrated on this documents front cover. Hartham Common, a 'Green Finger' extends deeply into the conservation area and is a most important visual and community asset. A number of non listed heritage assets have been identified to be retained including the delightful grouping known as The Folly.

**5.217. Negative attributes.** Several untidy sites have been identified.

**5.218. *Individually Listed Buildings.*** A selection of Listed Buildings with abbreviated descriptions based on the National list is provided below.

**5.219. Church of St Leonard Grade 4I.** 12th century origin. Alterations 13th to 15th centuries. 18th century porch, late 19th and early 20th century restoration. Flint rubble with ashlar, clunch and Barnack stone long and short quoins and red brick stitching, traceried stone windows. Chancel windows, 13th century. Nave with 19th century collared roof, west end with arch bracing. 12th century chancel arch. Paintings on wall of chancel arch discovered 1938. The church was held by the de Tany family in the 12th century and was given to the Priory of Bermondsey, remaining their property until the Dissolution. The church passed to the Byde and Fanshawe families and in 1846 the Abel Smiths of Woodhall purchased the rectorial tithes and turned the living into a rectory.



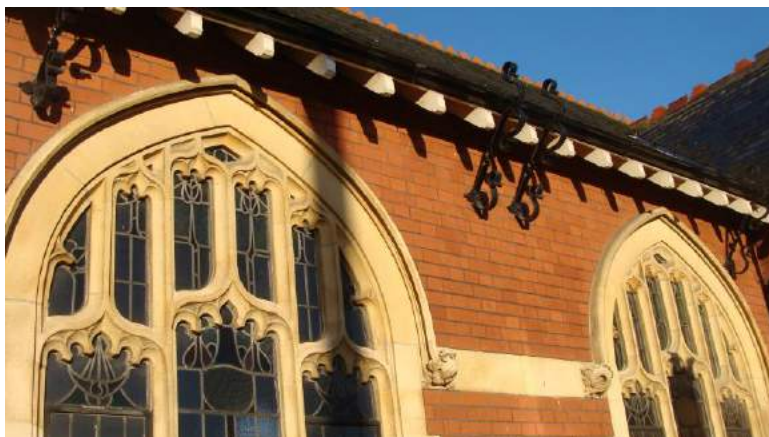
Picture 98. Church of St Leonard an ancient church dating from the 12th century with later alterations.

**5.220. The Vineyard, Bengoe - Grade II. Cottage.** Early 19th century altered and extended later. Stuccoed brickwork, flint with yellow brick quoins, thatched reed roof with block patterned ridge, and slate roofs with lead roll hips. Picturesque style. Ridge in need of repair; may be eligible for grant assistance.



Picture 99. The Vineyard - thatched ridge appears in need of repair which may be eligible for EHDC grant assistance.

**5.221. Hertford Baptist Church, church hall and attached railings, Cowbridge - Grade II. Non-conformist church, and attached hall. 1905-6. Red engineering brick, laid to Flemish bond with black pointing, with stone bands, dressings, windows and cupolas, beneath Welsh slated roof, with steep-profile red clay ridge tile in Perpendicular Gothic revival style with Arts and Crafts overtones. Cast-iron railings, with curved braced supports at intervals, and arches over spearheads and scroll and spade ties, run around western boundary of site where Cowbridge turns into Port Hill.**



Picture 100. A finely detailed early 20th century listed building - the Hertford Baptist Church, Cowbridge.

**5.222. McMullens Brewery, Hartham Lane - Grade II. 1891 with 20th century alterations. Red brick, laid to English bond, with blue engineering brick plinths. Welsh slated and tiled roofs, hipped over main building with lantern, slated upper roof and wrought-iron arched cupola and flagpole. Cast-iron cupola with**

ogee lead roll roof, on lower building incorporates a clock of 1829 by Moore & Son. Single storey, 2-storey and 5 storey buildings. Cast-iron screen along frontage with spearhead railings with conical heads, gate posts of 4 clustered shafts. McMullens Brewery was founded in 1827 by the son of a Scottish nurseryman in Back (now Railway) Street. The firm moved to Hartham Lane in 1891, and built new premises. The move to Hartham adjoining the old Great Northern Station reflected the increasing use of rail for delivery of raw materials and distribution of finished products. *See picture on front cover.*

5.223. Great Northern Works, Hartham Lane - Grade II. Former furniture showroom circa 1905. Brick covered by stucco and artificial stone, Welsh slated and flat roofs behind parapet. Centre has arcade with stucco Tuscan columns forming loggia. Built as commercial premises on the approach to the former Cowbridge Station (demolished circa 1980), the building takes its name from the Great Northern Railway which served Hertford from 1858. It became the headquarters of a local building contractor, Ekins & Co shortly after its construction.



Picture 101. A fine early 20th century listed building on Hartham Lane.

5.224. Church of Our Lady and St Joseph, St. John's Street. Recipient of Hertford Civic Society Award - for work done principally to the Sanctuary.



| Picture 102. The new (1994) scheme of decoration of the sanctuary St Joseph's church. The original was recorded and sealed (source Church guide).

**5.225. Scheduled Ancient Monuments** There are none in Area 3.

**5.226. Areas of Archaeological Significance**. There are two such areas: firstly an area at the north eastern extremity based on St. Leonards church and secondly an area in the south centred around The Folly.

**5. 227. Important buildings within the curtilages of Listed Building**. The process of determining whether or not a building is curtilage listed is notoriously difficult. The Presbytery and Church Hall are two buildings directly associated with St. Josephs Church St John Street have been so identified on a preliminary basis. If this is challenged in the future and an alternative status is assigned to them, they remain important heritage assets. The 19th century church hall is constructed of flint and brick with numerous buttresses, tiled roof. Good early window detailing that makes a valuable contribution to the street scene.

**5.228. Other non listed buildings that make an important architectural or historic contribution**. This Appraisal identifies other buildings of high quality that are not listed but that should be retained. These principally date from the 19th/early 20th 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. Any important architectural features they possess and worthy of retention are identified.

**5.229. Nos. 28-30 St. Leonard's Road**. Two storey cottage pair probably of 19th century date. Red brick with old tiled roof and large central chimney. Although modern window and door detailing this property represents an historic property whose quality is made more important virtue of being flanked by mid 20th century development of neutral quality. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

**5.230. Nos. 9-19 Warren Terrace.** Terrace of late 19th century two storey properties which are dominant in the street scene. Red brick with decorative brick detailing, pebble dash; chimney stacks with pots; decorative barge boarding and central decorative porch with steeply sloping roof and intricate wooden detailing. Some modern windows detract. Nevertheless overall mass and selected detail contributes to the street scene. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 103. Nos. 9-18 Warren Terrace - a prominent grouping that provides visual and historic interest to this late 19th century street.

**5.231. Nos. 33-51 Warren Terrace.** Late 19th century terraces of brick construction with slate roofs (some brickwork painted, some roofs with later replacement tiles), chimneys and pots. Some modern windows detract. Interesting early canopies supported by metal brackets which add to the group's character and architectural diversity. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 104. Early canopies on metal bracket supports which add to the interest of the street scene and which are worthy of retention.

**5.232. Nos. 10-16 Warren Terrace.** Two storey later 19th terrace of brick construction with slate roofs and chimneys with pots. (Some later render application and replacement tiles to No.10. Some modern window detailing.

**5.233. Nos. 6- 8 Warren Terrace.** No. 8 is a tall and prominent building in the street scene; No. 6 is subservient in scale. Of yellow brick construction with slate roofs and chimneys with pots. Central entrance to No.8 approached by steps. Modern windows. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

**5.234. Nos. 18- 20 ~~Ware Park New~~ Road.** Late 19th century building now divided into flats. Tall and very prominent in street scene. Some original windows, some replacements. Ashlar finish with decorative concrete detailing simulating wood to first floor. Slate roof, chimneys with pots, barge board detailing and porch detailing to both side elevations. An unusual and good quality building most worthy of retention; features protected by existing legislation, virtue of being flats.



Picture 105. Nos. 18-20 ~~Ware Park Road~~**New Road**. An unusual building of quality in this part of the Conservation Area.

**5.235. Nos. 22 - 24 ~~Ware Park~~**New Road**. Two storey late 19th century pair of yellow brick construction with pyramidal slate roof; central chimney with pots. Stone quoin and other stone detailing including window surrounds and scrolled hood moulds. Entrances set back to both sides. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.236. Daneshill Cottage (No.6), south side Warren Park Road. A single storey yellow brick building probably of late 19th century date with decorative tiled roof and chimney. Replacement windows detract. The decorative tiled roof is a feature worthy of consideration for protection by an Article 4 Direction.**

**5.237. Duncombe School south side of Warren Park Road. Is identified as Danehill on contemporary late 19th century mapping. A tall yellow brick building, now used as school, with slate roof chimneys and a 'tower' feature at western end. Later additions but generally sympathetically executed.**

**5.238. Nos. 38-40 Port Hill. Two ornate buildings probably of 19th century date. Two storey variously with slate and tiled roofs, chimneys; both with ornate detailing including barge boarding and finials. No. 40 has decorative hung tiles to first floor. No. 38 also known as Warren Lodge appears on late 19th century mapping as *Lodge*. Two delightful buildings and prominent in the street scene. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**



Picture 106. Ornate porch detailing to Warren Lodge.

**5.239. Nos. 13-27 Chambers Street. Simple terrace dating from the early 20th century. Brick/painted brick/render with slate roofs, chimneys with pots. Common lintel detailing. Mix of traditional sympathetic/ historically inappropriate window types. A simply designed terrace of overall pleasing appearance despite some modern window replacements. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.240. Nos. 12-22 Chambers Street. Simple 19th century terrace. Of brick/painted brick and render originally all with tiled roofs and chimneys. Very tall chimney to No.12. Some replacement tiled roof material. Mix of appropriate and inappropriate window types. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.241. Nos. 1 Conrads Yard east to and including No.4 Cowbridge. A fine group of large town houses principally of 19th century date. Of yellow brick construction with slate roofs and chimneys with pots. Good door surround and window detailing. A very fine group and most worthy of retention. An Article 4 Direction to provide protection in relation to residential properties**

(excluding flats) for selected features may be appropriate subject to further consideration and notification.



Picture 107. Fine town houses on Cowbridge whose visual contribution to the street scene is considerable, both in terms of mass and detail.

**5.242. Hertford Town Church, south west corner of Hartham Lane. Dating from the late 19th century this pleasantly proportioned building is of yellow brick construction with distinctive double door entrance. Slate roof and chimney. Modern windows detract.**

**5.243. Group of three buildings south of the McMullens principal listed building, south east corner Hartham Lane. Two are typical 19th century industrial buildings of good quality yellow brick construction, some early windows; some red brick detailing. The third building principally fronting onto Cowbridge has an exceedingly handsome façade probably of late 19th century date in classic revival style with pilasters with Ionic capping detail. Rustication and other fine decorative detailing. Of very significant value to the street scene that must be protected.**



Picture 108. Part of the McMullen complex. Although not individually listed this building is one of the finest such buildings in Hertford and one most worthy of retention.

**5.244. Folly Island. Principally of late 19th century date (some modern replacements). Consists of The Folly, Thornton Street, Old Hall Street and Frampton Street. Most streets are tree lined and some terraces front onto the river. Two storey and of yellow brick construction with slate roofs and prominent chimneys. A mixture of traditional and historically inappropriate window detailing together with some porches and roof lights noted. Overall a most delightful area and one worthy of careful protection. Parking on streets detracts. In this respect would there be support for making some addition such provision on the adjoining allotment land? An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**



Picture 109. The delightful late 19th century area of Folly Island.

**5.245. Nos. 8-20 St. John's Street. Late 19th century two storey terrace of yellow brick construction with red brick banding; slate roofs with prominent chimneys. Occasional porch detail detracts. All good quality early/sympathetic window detailing. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.246. St Johns Court, St John's Street. Tall early 20th century yellow brick and render with box shaped windows to two floors. Slate roof, decorative barge boarding. As flats protected by existing planning controls.**

**5.247. Powell Funeral Service (No.83, corner Railway Street/ St. John's Street). 19th century corner building nicely proportioned with good upper window and corner entrance detailing and horizontal banding. Worthy of retention in an area of ongoing redevelopment.**

**5.248. Supporting Herts. Project office and Hertford Optometry and Contact Lens Practice corner Railway Street/ Priory Street. Handsome yellow brick building of 19th/early 20th century date with good window detailing. Most worthy of retention and details administered by normal planning control.**



Picture 110. Handsome building corner Railway/Priory Street; most worthy of retention.

**5.249. Nos. 4-10 Priory Street. Two storey late 19th century terrace of yellow brick construction with slate roofs, chimney. Good quality vertical sliding sash windows. Situated in an area of ongoing redevelopment and as thus most worthy of retention. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5. 250. The Old Barge PH. The Folly. Of 19th century date and appears as Inn on 19th century mapping. Of red brick construction with 2 No. bay windows to ground floor, good window detailing elsewhere and central entrance to The Folly.**

**5.251. Historic building of 19th/early 20th century date opposite The Old Barge PH successfully incorporated into Coopers Court.**

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

**5.253. Brick wall St. Leonard's Road. Prominent and important wall in the street scene height approximately 2m.**



Picture 111. Prominent brick wall fronting a Listed building that is an important element in the street scene.

**5.254. Brick and flint and brick wall to Revels Hall. Height varies.**



Picture 112. Attractive curved brick wall to Revels Hall. Adds to the quality of the street scene near St. Leonard's church.

**5.255. Railings surrounding St. Leonard's churchyard. Iron railings on dwarf wall probably of mid 20th century date. Attractive and most worthy of retention.**



Picture 113. Attractive railings probably of mid 20th century date but which make a very positive contribution to the street scene in this location.

**5.256. Edward VII Pillar Letter Box, south side Warren Park Road. Pillar letter box from the brief reign of Edward VII with decorative royal cipher inscription below crown. Note broken element on top which may have been housing for a telephone directional sign.**



Picture 114. A fine example of an Edward VII pillar letter box that may once had a telephone directional sign on top.

**5.257. Prominent wall to south side of Warren Park Road. Of yellow brick construction with piers and dentil detailing. Height varies, approx. 2m. Important in the street scene.**



Picture 115. Prominent brick wall important to the quality of Warren Park Road.

**5.258. Gates to Hartham Common, Port Hill. Ornate metal gates and descriptive metal plaque at entrance to Hartham Common. Plaque reads *The Warren Meadows Lodge & these gates were presented to the town of Hertford by Philip Raynsford Longmore 1928-35*. Gates need cleaning and adjacent surface could be improved.**



Picture 116. Decorative metal gates assumed to date from the earlier part of the 20th century are imposing and a strong feature in the street scene. Minor remedial works required.

**5.259. Early street lamp outside No.12 Chambers Street. In need of repainting and refurbishment. Should be retained.**



Picture 117. Detail of base of early street lamp on Chambers Street in need of refurbishment. Several of these have been noted.



Picture 118. Throughout the conservation area, principally on 19th century terrace developments early/original street names can be found. They are part of the rich tapestry of the town that should be retained.

**5.260. Wall forming west boundary of Hertford Town Church site. Red brick boundary wall. If height less than 2m an Article 4 Direction may be appropriate.**

**5.261. Important Open Spaces. St. Leonard's Garden managed by Hertford Town Council. A small but important open space where some additional and appropriate boundary planting might be worthy of consideration to screen and limit impact of adjoining modern development. An entry available on line written by the Hertford Civic Society briefly sets out the genesis of its creation and purpose part of which was to preserve and enhance the setting of the nearby ancient church. Additional planting as suggested might also be relevant in this respect.**



Picture 119. St Leonard's Garden - a small but important open space where additional planting to reduce the impact of modern development is worthy of consideration.

**5.262. St. Leonard's churchyard. A well kept churchyard with some mature trees and many tombstones, some chest and one such chest tomb in urgent need of repair. Iron railings to front (see above).**



Picture 120. Important and well kept churchyard with many interesting tombstones.

**5.263. Hartfordham Common. Hartham Common is a 'Green Finger' and an extensive area of open space of high quality which provides recreational and accessible open space some of which is of great environmental, wildlife and ecological importance. It is crossed by the River Beane and the River Lea and its woodlands, open areas and playing fields are accessed by an extensive network of footpaths actively used by pedestrians, joggers, cyclists, sportspersons and fishermen. There is a large Leisure Centre and car parking**

area in the southern part of the site. It is of significant importance to the well being of the town for the wide variety of reasons briefly referred to above.



Picture 121. Hartham Common, an accessible recreational area of great environmental and communal interest to the town. Its retention is most important.

**5.264. ~~Bengeo Trinity Football Club~~ Bengeo Sports Association ground New Road.** A gently sloping recreational open space bounded by hedges on north and west sides and which is completely surrounded by mid 20th century properties. Despite its enclosed nature the site with its hedges and trees makes a positive contribution in an otherwise neutral part of the Conservation Area.

**5.265. The churchyard of Our Lady and St. Joseph, St. John's Street.** A small open space in a dense urban area with gravestones. Site of former Benedictine Priory. Traditional churchyard trees.



Picture 122. St Joseph's churchyard, St John's Street, a delightful small space in a densely built up area.



Picture 123. Hertford Basin - visually most attractive.

5.266. **Wildlife sites.** One such site is shown being the River Beane.

5.267. The River Beane is described as a system of watercourses including strips of riverside vegetation, some large willow pollards and riverside Alder.

5.268. It is also highlighted that Otter, Water Vole and a range of bird and bat species have been recorded.

5.269. Historic Parks and Gardens. Bengoe Old Hall/Vicarage/Revels Hall. Description in Supplementary Planning document 'Historic Parks & Gardens' reads 18th century, old Yew hedges, walled kitchen garden, 1920 ha ha.

5.270. **Particularly important trees and hedgerows.** Those trees that are most important are shown very diagrammatically on the accompanying plans. Trees make a particularly important contribution in some locations, for example in the densely built up area of The Folly.

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

5.272. **Elements out of character with the Conservation Area.** Walton Motors site Cowbridge. A single storey car showroom and open car storage land to the rear adjacent to Chambers Street with a miscellany of boundary types. Site occupies a strategic location and may be a potential candidate for appropriate redevelopment.

5.273. Small play area relating to Hertford Town Church corner of Cowbridge and Hartham Lane. Would benefit from general improvement; repairs to boundary fence necessary.

**5.274. Large untidy site opposite The Hertford Brewery listed building, one of Hertford's iconic landmarks. This site seriously detracts from one of the town's iconic landmarks and adjoins another, namely the Ekins & Co. listed building. The site is bounded by untidy fencing supported by concrete posts parked vehicles and signage. Permission has been granted and appropriate redevelopment of this site is highly desirable.**



**Picture 124. Untidy site opposite The Hertford Brewery, an iconic Hertford landmark. This site is in urgent need of appropriate redevelopment. Planning permission has been granted.**

**5.275. Opportunities to secure improvements. Consider addition planting at St. Leonards Garden to reduce impact of adjoining modern development. Consider repairs to damaged chest tomb at St. Leonard's churchyard and in this respect and without prejudice to outcome, grant assistance may be available. Similarly consider grant assistance to thatched roof The Vineyard. Consider minor refurbishment to ornate entrance gates to Harham Common. Port Hill. Refurbish early street lamp Chambers Street. Repair boundary fence to Hertford Town Church play area. Redevelop untidy site opposite The Hertford Brewery.**



Picture 125. Damaged chest tomb at St. Leonard's churchyard in urgent need of repair which may be eligible for grant assistance from EHDC.

**5.276. Suggested boundary changes.** None are proposed in Area 3.

#### **AREA 4 THE SOUTH EAST QUADRANT**

**5.277. General overview.** Positive Attributes. The south side of Area 4 is dominated by the grade II\* All Saints Church set in an extensive churchyard with many high quality tombstones. There are concentrations of quality non listed buildings worthy of retention notably on Queens Road, Highfields Road and Morgans Road. An important 'Green Finger' is of considerable visual and strategic interest in the role it fulfils in separating groups of housing. Trees are important throughout.

**5.278. Negative attributes.** The large gateway site to Hertford corner of Gascoyne Way and London Road consists in part of a large undistinguished 20th century building, open land parking areas and other low key buildings.

**5.279. Individually Listed Buildings.** A selection of Listed Buildings with abbreviated descriptions based on the National list is provided below.

**5.280. Wallfields - Grade II.** Circa 1810 with late 19<sup>th</sup> century alterations and extended in 1965. Built for Thomas Nicholson. Wallfields served as the offices of the former Hertford RDC before being taken over by East Hertfordshire District Council in 1974. Large extensions to west not of special interest.

**5.281. Church of All Saints with St John - Grade II\* (*All Saints*). Parish church. 1893-95, replacing earlier building destroyed by fire in 1891, west tower added 1905, Memorial Chapel completed 1934. Architects Paley, Austin and Paley of Lancaster. Of pink Runcorn sandstone with plain clay tiled and lead roll roofs in Northern Gothic Revival perpendicular style. All Saints Parish dates from prior to the 10th century and in the 11th century was joined with the Liberty of Brickendon which was held by Waltham Abbey under a charter from Edward the Confessor. The 'old' All Saints church had been rebuilt in the 15th century but caught fire in December 1891 and was completely gutted. The tower was completed in 1905, as the Victoria Tower in memory of Queen Victoria. The Memorial Chapel was dedicated in 1934.**



Picture 126. Beautiful external sandstone detailing of All Saints.

**5.282. Two gravestones 8 metres west of north porch of church of All Saints - Grade II. 18th century and fashioned from used millstones, with incised inscriptions: the first, 'Robert Fincher of this town, Millwright, died the third of March 1777 in the 86 year of his age; the second, 'Elizabeth, Wife of Robert Fincher Millwright died the 18th July 1764 aged 60 years'.**



Picture 127. Most unusual gravestone markers fashioned from millstones.

**5.283. Chest tomb north of vestry door of church of All Saints - Grade: II. 1774. White Portland stone with black marble slab. Elaborate chest tomb in mid 18th century style. Panel on north side records that stone to be maintained in perpetuity by Trustees of Green Coat School. *In need of repair.***



Picture 128. 18th century Benson tomb in need of repair. ~~Potential candidate for entry~~Now included -on the Council's Heritage at Risk Register.

**5.284. Harrison Almshouses - Grade II. Almshouses, originally a block of 6 but now refurbished as 3. Dated 1854, with 20th century alterations. Red brick, Flemish bond, with cream brick dressings, Welsh slated roof with single and double diagonally shafted chimneystacks with band and oversailing cap.**



Picture 129. Typical almshouses with attractive chimney detail.

**5.285. Scheduled Ancient Monuments. There are none in Area 4.**

5.286. Areas of Archaeological Significance. The principal area unsurprisingly is around the All Saints church and the lower part of Queens Road in the south. There is a further area at the southern end of Mangrove Road.

5.287. Important buildings within the curtilages of Listed Building. The issue of deciding whether or not a building is 'curtilage listed' can sometimes be problematic and there is no exact legal definition of a building's curtilage. Detailed information submitted through the planning process may change assumptions made in this document. It is possible others could materialise through the processing of future applications.

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5.288. Building in The Rivers Education Support Centre site. The extension to the frontage listed building dates from the early 20th century and is of single storey red brick construction with steeply sloping tiled roof with narrow decorative spire supporting weather vane. Good quality window and window surround decoration.

5.289. Other non listed buildings that make an important architectural or historic contribution. This Appraisal identifies other buildings of high quality that are not listed but that should be retained. A number date from the 20th 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. In the fieldworkers opinion it is time to recognise many such 20th century buildings. Any Important architectural features they possess and worthy of retention are identified.

5.290. Nos. 8, 12 Morgans Road (set back some distance from road and accessed by cul de sac), 14, Foxrock, 16 (Nortonbury set back from road with private access), 18A, and 22 Morgans Road. Large detached houses of 20th century date, some from the earlier part of the century of various constructions (brick, render, pebbledash); with hipped tiled roofs and frequently prominent chimneys with pots. Other architectural features of note including decorative brick and entrance detailing. The whole group make a valuable contribution to the street scene. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 130. Quality 20th century housing on Morgans Road, note impressive chimney detail.

**5.291. No. 2 Morgans Road. Probably dates from the mid 20th century. Single storey with huge steeply pitched roof chimneys. Imposing building and representative of its type and period. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**



Picture 131. A single storey building with imposing roof probably dating from the mid 20th century constructed of good materials and playing its role in painting a picture of the towns more recent history.

**5.292. Queens Hill House, Morgans Road. Of late 19th century date. Large detached tall house constructed in red brick with darker brick pattern. Tiled roof and chimneys; barge boarding and highly decorative wood and render detailing. Interesting decorative iron work structure to front which may be contemporary with original house? Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.293. No. 66 Bullocks Lane. Probably of mid 20th century date. Large detached house with tiled roof and chimneys. Early/sympathetic windows. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.294. Highfield Road. North side- Highfield Court, Nos. 4-18 (omit 18A) and No. 20. South side - Nos. 1, 3A and 5. A variety of housing types, mostly large two storey detached; some date from earlier 20th century, others later 20th century. Of render/red brick construction with tiled roofs and chimneys. Many quality details include turrets, decorative tile detailing, finials barge boarding, balconies, recessed entrances, bay windows some good window detailing. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**



Picture 132. Good quality 20th century housing at Highfield Road, north side, displaying many interesting features typical of the period.

**5.295. Nos. 69- 103 Queens Road. Of mid 20th century date. Not as imposing as others in Highfield Road for example but nevertheless typical of their type and price range for the period. Principally two storey but not exclusively so. A variety of types of brick and render with tiled roofs and chimneys with pots. Many replacement windows but not withstanding this, their overall mass contributes to the street scene. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5. 296. Property at far southern extremity of Morgans Road/ Queens Road to south west of No.121. Late 19th century date and appears as Hertford Lodge on mapping of same period. Two storey red brick to ground floor and plaster with vertical decorative detailing to first floor. ~~Currently appears unoccupied.~~ Tiled roof with large central chimney stack. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.297. Mangrove Hall. Imposing tall property identified as same on mapping from 1874-1894. Notwithstanding impact of modern surrounding development, this is a building of high quality that makes a significant contribution to the street scene. Of yellow brick construction with slate roof and chimneys. Some good window detailing. An Article 4 Direction to provide protection for**

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

5.298. ~~Mango~~-Mangrove Lodge. Of 19th century date and appears as Lodge building to Mangrove Hall on 1874-94 mapping. A small yellow brick building with slate roof and central chimney with porch to side. Early/sympathetic vertical sliding sash windows and heraldic device (not inscribed?) to front. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.299. No.20 Mangrove Road. Appears as ~~Mango~~-Mangrove Cottage on late 19th century mapping. Of contemporary date to this period. Tall yellow brick house with tiled roof and prominent chimney. Fine decorative barge boarding to front. Rubbed lintel detailing and prominent in street scene. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.300. Springfield Lodge, Mangrove Road/ Hagsdell Road. Dating from the 19th century this tall 3/4 storey yellow brick building with decorative tiled roof and chimneys dominates the local street scene. Many decorative features including barge boarding. Unusual feature with metal detailing protrudes above roof and overlooks the town which may have been an observation tower. Now divided into flats and thus protected by normal development control.



Picture 133. Springfield Lodge. Is the curious 'tower' for purposes of observation and overlooking the town? Is there any local knowledge?

5.301. Nos. 3-33 Queens Road (formerly Bayley Hall Road). A variety of building types and heights dating from the late 19th century onwards. Mixture

of roof materials and chimneys. Good quality detailing throughout includes prominent bay windows, date plaques, recessed entrances and some original glass detail. Various of yellow brick with red brick banding; red brick, some render with decorative wooded detailing. Window detailing is generally sympathetic. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 134. Recessed entrance detailing to properties east side of Queen's Road.

**5.302. Scott House, Hagsdell Road.** Of 19th century date and shows as Elmsfield on mapping from this period. Larger yellow brick structure with slate roof and chimneys. Decorative entrance and window detailing to front entrance. Used by Home Start which is a local charity that supports parents facing challenging times.

**5.303. Holly Lodge (corner of Queens Road/Hagsdell Road) and also Elmsfield Cottage to east.** Of 19th century date, brick to ground floor pebble dash and decorative wooden detailing. Tiled roof chimney; prominent barge boarding, some stone window surround detailing. -An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

**5.304. Nos. 16 - 46 Queens Road.** Distinctive range of residential properties principally dating from the late 19th century. Various constructed of red or yellow brick with slate or tiled roofs. Good quality detailing includes recessed entrances, decorative woodwork, bay windows and porch and canopy detailing. Windows generally sympathetic. An Article 4 Direction to provide

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



Picture 135. Highly decorative late 19th century detailing to properties west side of Queens Road.

**5.305. No. 52 Queens Road. Dates from the late 19th century. Of red brick construction with render and decorative wooded detailing to first floor. Tiled roof and chimney; bargeboards, decorative porch detailing and some stone window surrounds. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.306. Abel Smith primary school building (shows as *Smith Memorial School (Girls)* on mapping 1874-1894. Red brick with yellow brick door and window detailing; slate roof.**

**5.307. Glebe House (entrance from Hagsdell Road). Shows as Vicarage on mapping from 1897. Large late 19th century house of brick with tiled roof and many prominent chimneys. Good window detailing with some stone window surrounds. Dark brick banding. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

5.308. Old Stable, North West corner Hagsdell Road and Mangrove Road. A single storey building of yellow brick construction with sympathetic windows, scalloped tiled roof and ridge tile detailing. Dating from the early 20th century. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.309. The Dell, Hagsdell Road. Large detached house probably dating from the first half of the 20th century. Render with tiled roof, tall chimneys with pots. Good window detailing. Typical of type and period. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 136. The Dell, Hagsdell Road - probably from first half of 20th century, nice proportions.

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

5.311. Red brick wall with triangular slate capping detail. South side of Highfield Road returning round Morgans Road. Height varies, prominent in street scene.

5.312. Letter Box corner of Highfield Road/ Morgans Road. Dating from mid 20th century, an iconic piece of British identity. Crown and POST OFFICE to top; GR to bottom. GR denotes George V but may have been used in George VI's reign when these earlier post boxed were 'used up' before the new ornate design for George VI was introduced.



Picture 137. GR wall mounted letter box, an iconic item of British identity.

**5.313. George VI letter box, Hagsdell Road. A more decorative intertwined lettering design when compared with earlier models.**



Picture 138. A George VI letter box, note more decorative lettering detail.

**5.314. High quality metal gates supported by robust metal posts with ball finials atop. Access to ~~unoccupied~~ Hertford Lodge (? see above).**



Picture 139. Access gates to Hertford Lodge (?)

**5.315. Walls lining public footpath 82 which links Mangrove Road and Hagsdell Road. A well used high quality enclosed urban space bounded by walls of varying heights and construction. Some taller elements of wall constructed of brick capped with industrial clinker waste. 2 No. bollards defining entrance points probably of 19th century date.**



**Pictures 140-141. Good quality bollard probably dating from the 19th century and brick wall capped with industrial clinker waste defining public footpath 82. An important and well used component of the urban scene.**

**5.316. Wall north east corner of All Saints churchyard, of red brick construction about 2m in height.**

**5.317. Railings and entrance point, South west boundary All Saints churchyard and nearby bollard. Probably of 19th century date. Constructed of 2 No. horizontal railings supported by metal posts about 2m centres.**



Picture 142. Boundary railing detail and entrance point to All Saints churchyard, south western corner.

**5.318. Similar to above, south eastern boundary of churchyard. 3 No. horizontal bars. Selectively modified in places to allow access to nearby houses.**

**5.319. Wall to front of Scott House, Hagsdell Road. About 1.5 m in height of yellow brick construction with piers. Prominent in the street scene.**

**5.320. Wall to rear of St John's Hall. About 2m. In height and of red brick construction with buttresses.**

**5.321. Dwarf wall with entrance piers, Greencoates returning north along side footpath.**

**5.322. Tall wall to playing field of Abel Smith School adjacent to footpath. Graffiti needs removing.**



Picture 143. Wall forming boundary to Abel Smith playing field and adjacent to footpath need graffiti removing.

**5.323. Important Open Spaces.** Tract of grassland and treed areas between Queens Road and Mangrove Road and to the south of a well used metalled footpath connecting the above two roads. This land consists of grass fields and heavily treed areas which include visually important specimens including a number of Scots Pine. The land acts as a buffer between several principal blocks of development. It is distinct from the open countryside beyond both to the south and north. Its function and visual importance are reasons for it properly remaining within the conservation area. It is one of Hertford's 'Green Fingers'.



Picture 144. Open and treed land of considerable visual importance and which separates blocks of residential development from each other.

**5.324. Southern end of Queens Road.** Accessible to the public This tree lined street adds great visual quality to this part of the street scene that would otherwise be neutral.



Picture 145. The high environment quality of the southern end of Queens Road is almost entirely due to the tree lined street.

**5.325. All Saints churchyard.** All Saints churchyard is a most important open space in the heart of the urban area and well used by pedestrians. It contains many trees of typical churchyard species and is generally well maintained. There are many tombstones and chest tombs of various types representing a wealth of local historic information. A number of tombstones are individually listed. However there are a number which are covered in ivy that completely obscure them and whose condition is unknown. Several other headstones have collapsed and others are in need of repair. It is suggested that a comprehensive restoration plan be drafted and potential sources of funding explored. There may be opportunities to source grant assistance.



Pictures 146-147. Upper picture shows tombs, All Saints churchyard, completely covered by ivy (condition and type unknown); lower picture shows chest tomb in need of repair and in earlier stages of being enveloped with ivy.

**5.326. Green finger of trees at north east side of Mangrove Road.** This treed area is visually most important and in part is an environmental island within a heavily trafficked area and a very well used pedestrian route, particularly for school children.

**5.327. Wildlife sites.** There are two such sites in Area 4.

5.328. All Saints churchyard. Briefly described as containing rough neutral grassland with one very large False Acacia tree. A number of plant species are supported including Rue-leaved Saxifrage, an uncommon species in Hertfordshire.

5.329. Valley Close area The Wildlife Inventory for East Herts. 2013 simply notes the area has building and environs important for Protected Species.

5. 330. Particularly important trees and hedgerows. Those trees that are most important are shown very diagrammatically on the accompanying plans.

Selected trees on the development site to the north of Mangrove Drive and at Ashbourne Gardens are acknowledged to be important.

5.331. Important views. A selection as shown on accompanying plans. Trees are an important visual element of Area 4.

5.332. Opportunities to secure improvements. Consider preparing a comprehensive improvement plan for ~~St. John's~~ All Saints churchyard. Remove graffiti from wall forming boundary to Abel Smith playing field and adjacent to well used footpath.

5.333. Suggested boundary changes. These details are shown on accompanying plans. 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.

5.334. It is proposed to remove ~~two~~the areas which ~~are~~ is described below.

~~(a) Open land to the north of Mangrove Drive; also Ashbourne Gardens and properties between the latter and footpath 78 (Nos. 30A-36 Mangrove Road). The open land is identified in the emerging District Plan as a housing site. Ashbourne Gardens and the other properties proposed for exclusion are principally modern with limited historic or architectural qualities.~~

~~(b)~~ Large ~~G~~gateway site to Hertford corner of Gascoyne Way and London Road. This site has potential for long term redevelopment opportunities at least in part. It currently consists of a large undistinguished 20th century building open land parking areas and other low key buildings. There is also a residential element called Gwynns Walk consisting of modern terraces.



Picture 148. View across undistinguished site corner of Gascoyne Way and London Road. The commercial element may have some potential for long term redevelopment so as to improve this gateway site.

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## **AREA 5 THE SOUTH WEST QUADRANT**

**5.335. General overview.** Positive attributes. In terms of the built environment the area is dominated by listed buildings including the prominent and large scale County Hall complexes and, on a more domestic scale, listed properties at the eastern end of West Street. Several groupings of non listed buildings have been identified to be retained. Open space and wooded areas in and around County Hall is very important as is the 'Green Finger' which extends from the railway viaduct right through to the town centre at Gascoigne Way.

**5.336. Negative attributes.** There are areas of outdoor storage and areas that appear to have been fly tipped around the Hertford Football ground in the vicinities of a well used public access, Cole Green Way.

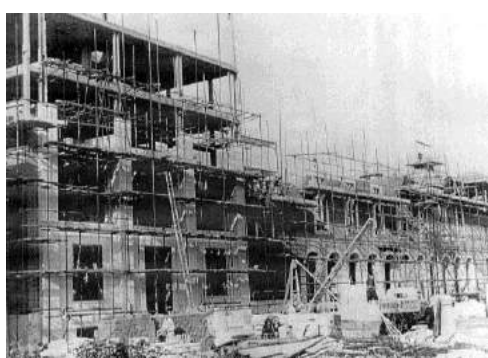
**5.337. Individually Listed Buildings.** A selection of Listed Buildings with abbreviated descriptions based on the National list is provided below.

**5.338. County Hall including terraces and fountain - GV II\*.** County Council Offices, Council Chamber and Committee Rooms. 1935-39. Architects James and Bywaters and Rowland Pierce. Design influenced by Swedish Romantic and Neo-classical architecture of the earlier 20th century and the work of Sir John Soane. In centre of courtyard is a fountain with a raised scalloped centre, 12 sided outwards curving basin, with recessed plinth, on a raised circular step; raised stone curbs to lawns at either side. County Hall resulted from the decision of the County Council to seek a unified headquarters. The Clerk to the Council, a Hertford solicitor Sir Charles Longmore purchased Bailey Hall in 1930 to supplement the inadequate Shire Hall in Fore Street, and in 1934 Leahoe

House with its extensive grounds was purchased. The following year an architectural competition under the assessor Robert Atkinson was organised, and produced 62 entries. The winners, James and Bywaters and Rowland Pierce were also successful in the competitions for Norwich City Hall and Slough Town Hall. The Hertford competition was one of the most important of the 1930s, and the result, slightly modified from the competition plans represented a skilful blend of progressive classicism with Swedish accent. A separate block for the Motor Tax department and County Library was also designed by the same architects and built at the same time. Construction began in ~~Spring~~spring 1937 by C Miskin & Son of St Albans. Work accelerated in the summer of 1939 to ensure completion before the outbreak of the Second World War, and the building was opened without ceremony.



Picture 149. County Hall Architects James and Bywaters and Rowland Pierce. Design influenced by Swedish Romantic and Neo-classical architecture of the earlier 20th century and the work of Sir John Soane.



Picture 150. County Hall under construction in 1938. (Reproduced courtesy of Hertfordshire Archives and Records).

**5.339. Forecourt to County Hall including bas relief drum, lamp posts and boundary marker - Grade II. External sculpture, lamp posts, gate piers and boundary curb. 1938-9. Architects as above. Bas relief cast-iron drum, with figure of Diana the Huntress, harts and hounds stands on York stone paving adjoining the Members' car park outside the main entrance portico of County Hall: Lamp posts purpose designed with bronze lanterns with conical copper tops. The gateways are flanked by dwarf Portland stone octagonal piers with moulded caps; Portland stone moulded boundary curb with steles at intervals. Several of the listed lamp posts have lantern missing which should be replaced.**



Picture 151. Bas relief drum to front of County Hall.

**5.340. Record office - Grade II. Former Motor Tax Office and County Library Headquarters. 1936-39. Architects as above. 2 storeys. First floor; 12 bays with squat 12-pane sash windows recessed beneath brick rubbed flat arches. Ground floor with tall 20-pane sashes. The Motor Tax block, with the County Library was a modification to the 1935 competition winning design for County Hall itself. The revisions formed part of the overall tender of March 1937, and the buildings were completed in the summer of 1939 with the main County Hall block.**

**5.341. Bridgeman House, West Street - Grade II\*. 1649 with 18th century extensions, 19th century alterations and extensions. 2 storeys and attics over basement. 7-bay front, arcaded, with tall, slender pilasters. Central projecting square plan wooden porch supported by 4 Tuscan columns on tall plinths which form balustraded sides. Bridgeman House lay on the outskirts of**

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Hertford and its site lay for many years within the Brickendon Liberty. Its name is taken from Charles Bridgeman, organist of All Saints Church from 1791 to 1872, who died circa 1874, aged 96.

5. 342. Scheduled Ancient Monuments There are none in Area 5.

5 343. Areas of Archaeological Significance. The area to the eastern end of West Street is so identified.

5.344. Important buildings within the curtilages of Listed Building. Interpretation of the law relating to 'curtilage listing' is notoriously difficult and no buildings have been so far identified. However some may emerge through submission of applications associated through the planning process.

5.345. Other non listed buildings that make an important architectural or historic contribution. This Appraisal identifies other buildings of high quality that are not listed but that should be retained. These date from both the 19th and 20th centuries make a contribution to its built form and historical evolution. Any important architectural features they possess and worthy of retention are identified.

5.346. Nos. 39 - 47 West Street and 57-99 West Street. 19th century grouping principally being a long red brick terrace with slate roof and chimneys, many with pots missing. Set back higher than the road, access to the rear is provided by enclosed alleyways. Many early/sympathetic vertical sliding sash windows. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.347. Leahoe House. An imposing 19th century property most worthy of retention. Of red brick construction with impressive stone entrance detailing and stone horizontal banding. Early original vertical sliding sash windows, some in deteriorating condition. Decorative slate roof detailing with semi circular topped dormers. Many distinctive chimneys and tower feature. A fine building in deteriorating condition. Some windows boarded up. Advertised as HCC Staff Social Club but now appears to be unused.



Picture 152. Leahoe House within the County Hall complex. A fine 19th century building in declining condition whose retention is important and whose future needs ascertaining.

**5.348. Original Richard Hale School.** Interpretation of mapping indicates the original school building was erected about mid 20th century. A tall red brick prominent building with tiled roof. Elaborate main entrance detailing approached by steps with pediment containing ornately carved heraldic detail with cupola above.



Picture 153. Imposing entrance to Richard Hale School, interpreted as being of mid 20th century date.

5.349. Nos. 171-201 Hornsmill Road. Various of brick, render and painted brickwork with slate roofs and prominent chimneys with pots. Many early/sympathetic vertical sliding sash windows; decorative lintel and cill detailing. One local shop. An Article 4 Direction to provide protection for selected features on residential properties may be appropriate subject to further consideration and notification.

5.350. Nos. 2 (?) - 48 Bullocks Lane. A variety of types principally of buff or red brick construction; some with painted brickwork or pebbledash. Slate roofs with prominent chimneys. Nos. 14-18 has bay windows to both floors and recessed entrances with names painted/inscribed above. Other bay window detailing. Some decorative wooden detailing. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

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

5.352. Memorial to front of Richard Hale School. Simple four sided tapered commemorative stone.

5.353. Decorative railings on wall to front of Nos. 16-18 Bullocks Lane. Atop yellow brick wall with red brick piers. Removal of ivy would be beneficial.

5.354. Decorative railings atop brick wall with triangular slate capping to fronts of Nos. 39-47 West Street.

5.355. Yellow brick wall with buttress pier supports forming boundary to former Maltings building east end, north side of West Street.

5.356. Important Open Spaces. The Bowling Club site to south of EHDC offices. A small exceptionally well kept Bowling Green which is important to the setting of the listed council offices.

5.357. Playing fields to south of Richard Hale School. In addition to serving as an essential sports facility this open space, although shielded by boundary hedge when viewed from Pegs Lane, the site makes a positive contribution to this part of the Conservation Area, particularly in respect of the adjoining historic properties at Highfield Road.

5.358. Area of open land to the west of County Hall and south of Leahoe House. This open space provides an important setting for both of these buildings of historic and architectural quality and is also used as playing field.

The adjacent woodland area and its mature trees extending to Hornsmill Road and Bullocks Lane is a visually important area, part of which is a Wildlife Site.

5.359. The extensive area of open land to the east of the railway line extending south to Hornsmill Road, surrounding Hertford football club and extending as far east to Gascoyne Way. The area is traversed east to west by the well used footpath, Cole Green Way. Also includes allotment land. Most of this site is designated as a Hertford Green Finger. It is traversed by the River Lea and consists in the main of grassland and trees.



Picture 154. Part of the extensive area of highly attractive open land to the east of the railway and west of Tanners Crescent housing area, a significant environmental asset to the town and conservation area.

5.360. Wildlife sites. There are three such sites.

5.361. Meadow and River Lea by Leahoe Viaduct. The Wildlife Inventory describes this as being an area of unimproved acid/neutral grassland supporting a good diversity of flora. Near to the River Mimram there is marshy grassland supporting other species. The stretches of river are important for Otter and Water Vole and it is noted Grass Snakes have also been recorded.

5.362. Lea Hoe Meadow, County Hall grounds. Described as unimproved neutral to calcareous meadow which supports a good range of identified grasses and herbs.

5.363. Riversmeet, northern boundary of conservation area. Described simply as building and environs important for protected species.

5.364. Particularly important trees and hedgerows. Those trees that are most important are shown very diagrammatically on the accompanying plans.

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

**5.366. Elements out of character with the Conservation Area.** Selected rear garden sheds/fencing etc to some properties on West Street, particularly adjacent to public footpath running between the latter and County Hall.



Picture 155. A mixture of fencing and dilapidated garden sheds in some locations adjacent to this public footpath detract.

**5.367. Area around Hertford Town FC.** This area is located within the Hertford Green Finger and adjacent to the well used Cole Green Way well used by walkers, cyclists and horse riders. The football club itself is bounded by a variety of fencing types including corrugated iron, breeze block and prefabricated horizontal concrete slabs supported by posts. Nearby are miscellaneous stabling and other poor quality buildings together with areas of outdoor storage or material that has either been dumped or fly tipped. The whole is in much need of improvement. Such improvements could take place at several levels, ~~with the minimal being removal of tipped material.~~



**Pictures 156-158. Areas adjacent to Cole Green Way in and around Hertford FC where modest action could achieve significant improvements.**

5.368. Opportunities to secure improvements. Seek selected owners' cooperation in improving selected rear garden environments - adjacent footpath between West Street and County Hall. Removal of ivy to expose historic railings of quality to front of 16-18 Bullocks Lane. Seek improvements to area around Hertford Football Club. Discuss with HCC prospect of replacing missing lantern to listed lamp posts at County Hall.

5.369. Suggested boundary changes. These details are shown on accompanying plans. 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.

5.370. It is proposed to exclude the following area:

(a) Buildings and land at Hillside Terrace. This is an area accessed by a narrow road and track and in the main consists of single storey bungalows generally of no historic interest or architectural value. The area to be excluded consists of: Preview, Watersmeet, Orchard Cottage and Nos.1-7 Hillside Terrace and adjacent land to west of No. 7.



Picture 159. Examples of properties at Hillside Terrace proposed to be excluded from the Conservation Area.

## AREA 6. WARE ROAD

5.371. General overview. Positive attributes. The scatter of listed buildings includes the late 19th century East Station and the 1935 former Addis factory. Most importantly there are significant numbers of late 19th and early 20th century houses, many of them terraces.

5.372. Negative attributes. The south west corner and western edge of Area 4 consists of modern commercial and retail developments and car parking which detract in varying degrees. Similar comments apply to a car servicing facility on the south side of Ware Road.

5.373. Individually Listed Buildings. A selection of Listed Buildings with abbreviated descriptions based on the National list is provided below.

5.374. Signal Box east of Hertford East Station - Grade II. 1888. The building lies just beyond the conservation area and is on the Council's Heritage at Risk Register. Timber-framed and weatherboarded with gabled Welsh slated roof with brick chimney on north-east corner. Built by the Great Eastern Railway, a typical example of their standard design introduced in the 1880s. The Great Eastern line was run into Hertford East in 1888 from its 1843 Eastern Counties Railway terminal on Railway Street. Permission has previously been granted for its removal in 2008. The building lies just beyond the conservation area and is on the Council's Heritage at Risk Register. Discussions regarding its future should be initiated. Ideally it needs repair. If it cannot usefully remain in its current location it could perhaps be moved to a railway associated location elsewhere in the town. Could it be converted to a meaningful and appropriate alternative use?

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Picture 160. Signal box from late 19th century, lies just beyond the conservation area and is on the Council's Heritage at Risk Register. Could it be suitably moved to an alternative location in the town and provided with an appropriate alternative use?

5.375. Hertford East Station - Grade II. Railway station with terminal booking hall, concourse, 1888, with 20th century alterations. Built for the Great Eastern Railway. Architect W. N. Ashbee. Orange-red brick with stone windows, bands, dressings and cornices. Hertford East replaced the earlier Eastern Counties Railway Station further east along Railway Street, but this survived as a goods terminal until 1964.



Picture 161. Hertford East railway station built in 1888, listed grade II.

**5.376. The Saracen's Head Public House, Ware Road - Grade II. Mid 19th century, extended late 19th century. Yellow stock brick, Flemish bond, ground floor orange-red glazed brick, Flemish bond. Hipped Welsh slated roof. The 'Saracen's Head' was probably built as a house.**



Picture 162. The Saracen's Head PH, a colourful listed building adding character to the street scene.

**5.377. The former Addis Factory, western range - Grade II. Office range, formerly part of factory (workshops now demolished). 1935 with late 20th century alterations. By Douglas Hamilton for the Addis Company. Red brick with profiled concrete detailing, continuous steel framed glazing and a flat concrete roof. Main body of office building to the west, with curved north-west corner. Full-length expanse of steel framed glazing. An increasingly rare example of a streamlined 'moderne' design of the 1930s, as applied to industrial architecture.**



Picture 163. Former Addis factory, an increasingly rare example of modern architecture from the 1930's.

**5.378. Scheduled Ancient Monuments** *There* are none in Area 6.

**5.379. Areas of Archaeological Significance.** Most of Area 6 is so identified.

**5. 380. Important buildings within the curtilages of Listed Building.** Whilst none have been specifically identified in this area by this Appraisal it is possible some may emerge through the detailed processing of future applications.

**5.381. Other non listed buildings that make an important architectural or historic contribution.** This Appraisal identifies other buildings of high quality that are not listed but that should be retained. These principally date from the late 19th/early 20th centuries and add significantly to the high environmental quality of the conservation area and make a contribution to its built form and historical evolution. Any Important architectural features they possess and worthy of retention are identified. From a more recent historical perspective a representation advises serious damage to some properties, principally on Tamworth Road, occurred during 1940 when a land mine was dropped in the locality of Ware Road and Tamworth Road.

**5.382. Nos. 98-104 Railway Street.** Early 20th century pebble dash with slate roofs and distinctive chimneys with pots. Bay windows and recessed entrances with brick decoration. Modern replacement windows prevail but nevertheless the general mass is pleasing. Mostly common and perhaps original door detailing. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

**5.383. Nos. 106-118 Railway Street.** 19th century group. Both red and yellow brick with pebble dash. Slate roofs and prominent chimneys. Recessed entrances, mainly sympathetic windows. Some bay windows. Early street name plaque. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

**5.384. Nos. 3-37 Villiers Street west side. Very attractive 19th century group with variety of types of yellow brick construction with slate roofs and chimneys with pots. Heights vary including one prominent three storey building. Bay windows. Good canopy, window surrounds and recessed entrance details noted. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**



Picture 164. West side of Villiers Street, an attractive grouping with a wide range of good quality detailing most worthy of retention and preservation.

**5.385. Nos. 4- 36 Villiers Street east side. 19th century group principally of yellow brick construction with slate roofs and chimneys mostly with pots, some missing. Various heights. Many early/ sympathetic windows and arched entrance detail. Two storeys in height above ground - a number with basement accommodation below street level. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.386. Nos. 3-33 and 35/35A Townshend Street west side. Two storey 19th century group of various types, principally of yellow brick with some render and pebbledash. Slate roofs with prominent chimneys. A mix of window types and several other elements visually disruptive including dormers and solar panels. Quality features include distinctive entrances to some properties. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.387. Nos. 4-48 Townshend Street - east side and property corner of Townshend Street/Railway Street. Various dates from late 19th/early 20th century. Mixture of types and materials include red brick, yellow brick, render and pebble dash. Also mix of roofing materials, including some inappropriate**

modern tile. Both traditional and visually inappropriate modern window replacements; bay window detailing, some with original slate roofs above. Some decorative lintel detailing. Metal plaque inscribed Coronation Villas 1902 noted. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.388. Former Maltings building Railway Place. Appears as a Brewery on mapping from 1874-1894. Assumed to be in commercial use, which being the case, details are protected by normal planning control.

5.389. Hide House 2B Railway Place. A modern 'eco' solution. The owner advises this house is super insulated with solar panels, air source heat pump system, heat recovery system and controlled lighting (additional information and picture elsewhere [earlier](#) in [this appraisal](#) document).

5.390. Nos. 3-27A - Railway Place. Long 19th century two storey terrace. Principally of yellow brick; some render. Principally slate roofs and chimneys with pots. Various window types, many modern replacements. Several bricked up windows (presumed window tax, repealed 1851) noted. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.391. Nos. 6-14 Railway Place. Late 19th century two storey group of yellow brick construction, slate roofs and prominent chimneys with pots. Recessed entrances, bay windows. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.392. Nos. 1-5 and Nos. 9-29 Talbot Street. A variety of types and of varying heights of late 19th century date. Principally of yellow brick with slate roofs and chimneys with pots. Some bay windows and recessed windows. Mix of window types. Stone plaque Talbot Cottages 1895 noted. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.393. Nos. 4-22 and 28-54 Currie Street. Terraces of 19th century date principally of yellow brick slate roofs and prominent chimneys with pots. Limited replacement roofs. Some recessed entrances. A mix of traditional and replacement windows. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.394. No.3 Currie Street, dating from the 19th century of yellow brick with red brick decoration; slate roof and chimney. Replacement windows.

5.395. Nos. 25-39 Currie Street. Dating from the 19th century. Of yellow brick construction. No. 25 has traditional tiled roof, the remainder slate roofs with chimneys and pots. High quality window and recessed door detailing (one

regrettably enclosed). A most attractive grouping most worthy of retention and preservation. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 165. Nos. 25-39 Currie Street, an imposing 19th century terrace that makes a significant contribution to the street scene.

**5.396. No. 27 and Nos. 29-35 Raynham Street.** The latter of early 20th century date and of yellow brick construction with red brick detailing. Slate roof chimneys with pots, decorative ridge tiles. Stone plaque reads East View Terrace. E.R.K. No. 27 of late 19th century date with gable end to road. Also three No. boundary walls below 2m at right angles to road; worthy of retention. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

**5.397. Nos. 11-21 and 12-24 Raynham Street.** Date from the late 19th century. Slate roofs with prominent chimneys and pots. Bay windows to ground floor; recessed entrances (some enclosed at later date); red brick banding detail. Window types vary but despite this the mass and overall appearance contributes to the quality of the street scene. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

**5.398. Nos. 77-93 Ware Road.** Group dating from late 19th and early 20th centuries. A variety of types of red brick construction principally with slate roofs, some tiled. Chimney, finial and ridge tile, turret and decorative wooden detailing and one date plaque 1903 noted. Good quality wall detail at right angles to road, height varies unprotected less than 2m. No. 77 is in commercial use. An Article 4 Direction to provide protection for selected features on residential properties may be appropriate subject to further consideration and notification.

**5.399. Nos. 73-75 Ware Road.** Of late 19th century date. Red brick with tiled roof and chimneys. Recessed entrances, bay windows to both floors, barge boards, decorative vertical hung tile detailing. Fine carving dated 1897

interpreted as being portrait of Queen Victoria commemorating her Diamond Jubilee. One property is a Dental Clinic. An Article 4 Direction to provide protection for selected features on residential properties may be appropriate subject to further consideration and notification.



Picture 166. Bust interpreted to be of Queen Victoria dated and commemorating her Diamond Jubilee.

**5.400. Nos. 65A-71 Ware Road. Tall three storey 19th century group. Yellow brick with slate roof (one tiled replacement) and prominent chimneys. Bay windows to ground floor. Good window surround detail. Variety of window types but overall mass and appearance pleasing and generally harmonious. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.401. Nos. 47-63A Ware Road (includes The Old School, set back from road). A 19th century group of yellow brick with slate roofs, prominent chimneys with pots. Some recessed entrances, some bay windows. Also 2 No. walls at right angles to road, height varies under 2m. Nos. 51-53 have highly decorative**

detailing. Mix of window types. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 167. Decorative detailing to Nos. 51-53 Ware Road. Note boundary wall worthy of retention.

**5.402. Nos. 23-39 Ware Road. A mixed 19th century group of yellow brick construction with slate roofs and prominent chimneys. Height varies. Window types vary. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**

**5.403. Nos. 19/19A Ware Road and No. 2 Townshend Street . A tall three storey yellow brick building probably dating from the late 19th century. Slate roof and chimneys. High quality window detailing, imposing entrances and deep eaves detailing. A very fine building which if not flats, should be protected by Article 4 Direction subject to further consideration and notification.**



Picture 168. Very fine unspoilt building corner of Ware Road and Townshend Street that makes a most imposing presence in this part of the conservation area.

5.404. West corner of Ware Road/ Townshend Street. Three storey 19th century yellow brick commercial building worthy of retention, details of which are administered by normal planning controls.

5.405. Ware Road - Pioneer Hall and adjoining building, east corner of Villiers Street. Pioneer Hall is red brick building 19th century building with steep slate roof, ornate protruding entrance, good window detailing and horizontal banding. The adjacent corner building of similar date is of yellow brick construction with red brick window surround detailing and in commercial use. Bay windows to ground floor. The group is strategically located and worthy of retention.

5.406. Nos. 4-6 Ware Road. Two storey with slate roofs and dormers; chimneys. Decorative entrance detail, bay windows extend to both floors. If in conventional residential use should be protected by Article 4 Direction subject to further consideration and notification.

5.407. Flats, south side of Ware Road - part of Newland Gardens complex? Red brick and tiled roof with chimneys; two storeys dating from the early 20th century. Turret, rubbed brick lintels and panel detailing; inscribed Beechleigh. If flats administered by normal development control.

5.408. Nos. 98-100 Ware Road. Tall two storey red brick building dating from the early 20th century. Slate roof and chimneys. Box shaped windows to both floors with bargeboarding and decorative wooden detailing above. Good quality window surround detailing; pair of recessed entrances, centrally located. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

Within proposed extension to Conservation Area.

5.409. Nos. 6-12 Tamworth Road. Two storey late 19th century group of yellow brick construction with red brick banding. Slate roofs and prominent chimneys. Recessed entrances (some regrettably enclosed). Decorative bay and box windows to ground floor. Mix of window types. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.410. Nos. 80-102 Tamworth Road. Two storey group probably of early 20th century date of yellow brick construction with red brick banding. Slate roofs and prominent chimneys; unusually entrances are to sides. Mix of window types but many of traditional vertical sliding sash design. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 169. Nos. 80-102 Tamworth Road. Simple cottages of pleasing whose entrances are to the sides.

**5.411. Nos. 111-159 Ware Road (excluding Nos. 127-129 necessary correction to be consistent with mapping): ~~Large~~ 20th century properties of various types and designs. Tiled roofs and slate roofs with chimneys. Various brick, render and pebbledash. Some box shaped windows to both floors. Barge board, finial, decorative eaves detailing and date plaque 1907 noted. Some three storey with decorative detailing, balconies. Nos.111-115 have fine boundary walls. Some properties are flats. An Article 4 Direction to provide protection for selected features on conventional residential properties may be appropriate subject to further consideration and notification.**



Picture 170. The eastern extent of the proposed extension to the conservation area on Ware Road comprising of mixed 20th century housing of pleasing design with trees to the frontages combine to create a quality environment.



Picture 171. Good quality three storey early 20th century housing, Ware Road, within the eastern end of the extended conservation area.

5.412. Nos.30- 46A Tamworth Road. Principally dDate from the early 20th century principally with slate roofs. During consultation advice was received that Nos. 30-32 were built in 1947 following the area being bombed in WW II. This being the case the pair has been rebuilt in similar style to those adjacent, although perhaps not quite as elegantly. Recessed entrances, names of properties inscribed /painted; bay windows to both floors, mixed window types. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.413. Nos. 66-74 and 76-78 Tamworth Road. Of early 20th century date with slate roofs and chimneys with pots. Bay windows to both floors; others to ground floor. Recessed entrances some with names inscribed above. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.414. Nos. 9-11 Fairfax Road. An unusual early 20th century grouping of pebble dash finish with slate roof and chimneys. A decorative range of brick features above window and door range to ground floor, each with keystone feature. Two oriel windows. Date plaque 1914 with initials E.R.K. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 172. An unusual and attractive early 20th century group being Nos. 9-11 Fairfax Road.

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

**5.416.** High quality boundary wall/railing detail to Nos. 5.9, 15-31 and 33 Villiers Street. Some original gates and piers.

**5.417.** Historic and later railings to frontages of Nos. 4-16 Villiers Street and frontage and return to No.36. The former define and enclose accommodations below ground whilst the latter are more recent but interpreted as being erected on earlier dwarf wall capped with engineering bricks.



Picture 173. High quality railings to front of Nos. 14 -16 Villiers Street. Note basement accommodation below ground level.

**5.418. Ornate railings to front of 108-110 Railway Street.**

**5.419. Wall to front of No. 35 Townshend Street. Relatively short length but nevertheless worthy of retention. Of yellow brick construction about 1.5 m in height with triangular capping detail.**

**5.420. High quality railings surrounding property corner Townshend Street/ Ware Road.**

**5.421. Tall yellow/red brick wall; red brick banding and buttresses - corner of Tamworth Road/ Raynham Street.**

**5.422. Dark brick wall with triangular capping detailing - corner Currie Street/ Talbot Street. Properly retained to enclose later development.**



Picture 174. Dark brick wall with triangular capping detailing.

**5.423. Wall to Ware Road frontage of Tesco car park. Substantial railings on dwarf brick wall supported by piers surmounted by stone capping detail. Prominent and important in local street scene.**



Picture 175. Prominent historic railings are important features surrounding what is now Tesco's car park.

**Within proposed extension to Conservation Area.**

**5.424. Wall to frontages of Nos. 84-100 Tamworth Road. Less than 1m and thus unprotected. Of unusual clinker construction. Also boundary walls of similar construction forming boundaries at right angles to road. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.**



Picture 176. Unusual clinker wall construction to front of properties on Tamworth Road, worthy of retention and additional protection.

**5.425. Metal box, probably that of a utility company corner of Ware Road/ Rowley's Road.**



Picture 177. Unusual unidentified item corner of Ware Road/ Rowley's Road, possibly that of a utility company. Does the reader have any information?

5.426. Good quality boundary walls to front and forming right angle boundary divisions to Nos. 111-115 Ware Road. Worthy of retention and where appropriate an Article 4 Direction subject to further consideration and notification.



Picture 178. Good quality boundary and division walls to Nos. 111-115 Ware Road within the proposed extended conservation area.

5.427. Wall to No. 135 Ware Road, returning into Fairfax Road. Height varies mostly over 1m but some being unprotected under 1m. Of clinker construction with coarse concrete/ aggregate capping detail.



Picture 179. Unusual clinker wall of historic interest that adds variety to the local street scene and worthy of retention. Wall of similar construction on Tamworth Road.

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5.428. Important open spaces. None have been identified in Area 6.

5.429. Wildlife sites. None have been identified in Area 6.

5.430. Particularly important trees and hedgerows. Those trees that are most important are shown very diagrammatically on the accompanying plans.

5.431. Important views. A selection as shown on accompanying plans.

5.432. Elements out of character with the Conservation Area. Garage complex to west side of Davies Street. A combination of this garaging complex and very narrow street with parked vehicles degrade this part of the conservation area. Even if only limited visual improvements could be made this would represent a worthwhile achievement.

5.433. Opportunities to secure improvements. Discuss further the potential of improving the visual appearance of garaging at Davies Street. Seek to secure repairs to the signal box located just beyond the conservation area near Railway Street (see picture above).



Picture 180. Garaging Davies Street. Is there any interest in negotiating some improvements here?

5.434. Formula 1 Autocentres, Ware Road. This large flat roof building does little to improve the street scene where the potential of appropriate redevelopment might be an option to consider as a catalyst for achieving improvements.



Picture 181. The potential of appropriate redevelopment of this site might be worthy of consideration to improve this part of the conservation area.

5.435. Although proposed for exclusion from the conservation area it is suggested additional landscaping could benefit the EHDC car park corner of Ware Road and London Road. Trees of appropriate species to provide height and additional screening could make improvements in the longer term.



Picture 182. One of several potential areas within the car park where tree planting could provide additional height and replace low shrubs whose visually contribution is limited.

**5.436. Suggested boundary changes.** These details are shown on accompanying plans. 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.

5.437. It is proposed to make the following amendments:

(a) Include ~~E~~extensive area to east of existing conservation area to include Nos. 6-102 Tamworth Road, Fairfax Road and Nos. 97-159 Ware Road. This area contains a mixture of interesting early 20th housing types varying from smaller properties on Tamworth ~~Road~~ and Fairfax Roads to large properties on the Ware Road. Selected properties contain a wealth of good quality detailing worthy of preservation and a number of other features, including interesting walls that significantly add to historical and architectural interest (see previous pictures).

(b) Exclude Nos. 1-8 Albion Close and adjoining garage block north west corner of Currie Street and properties Nos. 16-24 Railway Place. These properties date from the 20th century and have little architectural and historic qualities.



Picture 183. Mid/late 20th century properties proposed for exclusion from the conservation area.

(c) Exclude small area to south side of Ware Road to better reflect existing geography (previous alignment bisected the Nuffield Health building).

(d) Exclude area corner of Ware Road and London Road which includes Yeomans Court, The Rotunda, Stag House, WVRs building and EHDC car park. This area occupies a strategic entrance to the town and is occupied by a number of modern buildings in commercial and other uses. Their qualities, styles and heights vary but none can lay claim to be of architectural or historic interest. For the most part the buildings are large scale and tall. The later ones are better designed. Centrally located is an EHDC car park, the landscaping of which could be improved (see above).





**Pictures 184-185. The WVRS building and Stag House part of the complex proposed for exclusion from the conservation area.**

## **6. OVERALL SUMMARY.**

**6.1. Hertford conservation area is of high quality and considered worthy of its status as a Conservation Area subject to making a number of modifications to its boundary involving a significant extension along Ware Road and elsewhere a number of reductions. It is assuredly considered to be *'special architectural or historic interest, the character or appearance of which it is desirable to conserve or enhance'*.**

**6.2. In relation to the requirement relating to conserving its character there are large numbers of listed buildings of the highest quality principally concentrated in the historic core. Whilst many of Hertford's early buildings have been altered over the centuries and have later facades, their variety and the contribution they make to the townscape and narrow streets is very considerable. Unusually there are a number of very high quality 20th century listed buildings that need particular care and attention so their architectural qualities are preserved for future generations to appreciate.**

**6.3. The special relationship the Conservation area enjoys with the 'Green Fingers' is visually and communally most important. These spaces must not be eroded or compromised by development pressures.**

**6.4. Most importantly this Appraisal has identified very large numbers of late 19<sup>th</sup>/early 20<sup>th</sup> century non listed buildings that add considerably to the town's heritage and which are most worthy protection from demolition. Their retention through the planning process is essential. Many are terraces dating from the late 19th century; others are larger villas of a later date. Their locations are spread throughout the whole conservation area.**

6.5. Many of the above buildings still have early and original architectural detailing and features worthy of protection and preservation. However in some cases the exercise of Householder Permitted Development Rights have eroded such qualities by the insertion of inappropriate modern windows, doors, erection of porches and changes of roofing materials, sometimes to a significant degree.

6.6. There is no doubt this process will continue unless checked and a key proposal of this Appraisal is that additional controls would be appropriate and well justified, subject to Members detailed further consideration.

6.7. Such controls are known as Article 4 Directions, commonly used elsewhere, which could be applied selectively and sparingly and could, inter alia, protect windows, chimneys and other selected architectural detailing and materials following notification of owners and further consideration.

6.8. There are also a considerable number of other features of importance that should be retained. These include railings and walls that add to the quality and diversity of the Conservation Area. Some walls constructed of or incorporating industrial clinker are particularly interesting and unusual.

6.9. Open spaces that are important to retain have been identified and set out in summary form in the Management section below. Their numbers are considerable and it is important they are protected. The high importance of the Green Fingers is worth reiterating. Some smaller spaces in key locations are in need of improvement where good quality urban design and landscaping advice should be obtained.

6.10. Throughout the conservation area trees play a particularly important role in visually enhancing the townscape.

6.11. In relation to the requirement to enhance many such improvements have been identified which are set out in summary tabular form in the Management section below. It is considered particular attention should be paid to improving Maidenhead Street and examining whether the visual dominance of the Gascoyne Way car park can be reduced.

6.12. The suggested improvements, both large and small, will principally be implemented by the goodwill and with the co-operation of individual owners. However the Council may be able to offer advice and guidance and, subject to staff resources will be prepared to do so, as and when appropriate. Some improvements are very minor indeed but each single visual improvement will be worthwhile.

6.13. The quality of shop fronts and associated fascia signage varies considerably and there are some areas where it detracts to a significant degree. In other areas greater consideration has produced much better results.

6.14. New development. The design solutions of new development in the Conservation Area vary considerably. As demonstrated earlier some are tradition whilst others are more contemporary. Some conversions using contemporary materials have been most successful.

6.15. Several alterations to the Conservation Area boundary have been proposed and these are identified below.

## PART C - MANAGEMENT PROPOSALS.

### 7. MANAGEMENT PROPOSALS.

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

(a) Extend to east of existing conservation area to include Nos. 6-102 Tamworth Road, Fairfax Road and Nos. 97-159 Ware Road (Identity area 6).

(b) Exclude Nos. 9-12 Grove Walk (Identity Area 2).

~~(c) Exclude open land to the north of Mangrove Drive and Ashbourne Gardens and properties between the latter and footpath 78 being Nos. 30A-36 Mangrove Road (Identity Area 4).~~

~~(dc)~~ exclude site to south west corner of Gascoyne Way and London Road which includes Post Office building and residential element of Gwynns Walk. (Identity Area 4).

~~(ed)~~ Exclude site to corner of Ware Road and London Road which includes Yeomans Court, The Rotunda, Stag House, WVRs building and EHDC car Park (Identity Area 6).

~~(fe)~~ Exclude Preview, Watersmeet, Orchard Cottage and Nos.1-7 Hillside Terrance and adjacent land to west of No. 7 (Identity Area 5).

(gf) exclude Nos. 1-8 Albion Close and adjoining garage block north west corner of Currie Street and properties Nos. 16-24 Railway Place (Identity Area 6).

(hg) Exclude small area to south of Ware Road to better reflect existing geography; previous alignment bisected the Nuffield Health building (Identity Area 6).

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

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

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

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

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

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

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

**7.5. Planning Control - Potential need to undertake an Archaeological Evaluation.** Within the sites designated as being a Scheduled Ancient Monument or within an Area of Archaeological Significance (as shown on either the adopted Local Plan or emerging District Plan), the contents of policies BH1, BH2 and BH3 are particularly relevant.

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

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

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

**7.9. These buildings are:**

**IDENTITY AREA 1.** Nos. 52-90 Hertingfordbury Road; Sele Mill; Nos. 14-36 Hertingfordbury Road; River Day Nursery North Road; No. 6 North Road; No. 3 Cowbridge; Nos. 1-21 Dimsdale Street; ~~Pavilion in grounds of Hertford Castle;~~ No. 28 Castle Street; frontage to Workingmens Unionist Club building; The Woolpack PH, Mill Bridge; group of commercial properties Mill Bridge, includes No.4 and Frying Pan; various shops Maidenhead Street, on north side Kings Group through to Well Pharmacy; on south side, Keech Care and Paul Martin; Bull Plain, prominent group of commercial properties, south west corner of Bull Plain; Pretty Gorgeous Cakes, No. 8 Parliament Square; Lord Haig PH; Hertford Flooring, The Creative Sanctuary and Simply Homes; Toni & Guy and Clock Cards building corner of Market Street/ Railway Street; Nationwide and HSBC buildings Fore Street.

**IDENTITY AREA 2.** Garden House, Warren Park Road; Warren Hoe, Warren Park Road; High Mead, Warren Park Road; Bengoe Grange and Tunley, Warren Park Road; Nos. 22-28 Trinity Grove; Nos. 13-19 Trinity Grove; Nos. 22-40 Bengoe Street; Nos. 8-18 Bengoe Street; Nos. 4-6 Bengoe Street; Bengoe Mews; Nos. 154-158 Bengoe Street; The Greyhound PH; Nos. 3-8 Grove Walk; No. 120 Bengoe Street; Nos.7-9 and Nos.13-15 Bengoe Street; property to the north and adjacent to No. 13 Bengoe Street; No. 17 Bengoe Street; Nos. 39-53 Bengoe Street; Nos. 69-73 Bengoe Street; Nos. 75- 81 Bengoe Street; No. 121, The Yews , Bengoe Street; No. 123 Bengoe Street; Nos. 135-139 Bengoe Street; Nos. 1-3 Duncombe Road; Nos. 5-11 Duncombe Road; Nos. 19-59 Duncombe Road; Nos. 2-12 Tower Street; Bengoe Parish Church Hall, Duncombe Road; Nos. 87-111 Duncombe Road; No. 1 The Drive and Nos. 64-126 and Westfield House, Duncombe Road; Lynwood and Le Jardin?, 60 Duncombe Road; Wisteria Place, corner Duncombe Road/Church Road; Nos. 6-32 Church Road; No. 4 Fanshawe Street; Nos. 1-9 Church Road; Nos. 1-25 Elton Road; Nos.2-4 and 1-23 Eleanor Road; Yew Villa and Nos.4-36 and 1-37 Parkhurst Road; Nos. 1-7 Ives Road; Nos. 10-26 and 30-46 Fanshawe Street, north side; Nos. 1-37 Fanshawe Street; Nos. 29-31 Byde Street; Nos. 45-57 Wellington Street; No. 29 Woodside Cottage, Wellington Street; Nos. 9-19 Wellington Street; No.3 Wellington Street; Nos. 26-44 Wellington Street; Nos. 68-74 Wellington Street; Nos. 2-26 Molewood Road; Nos. 7-31 and 23-39 (excluding Nos.21A-21B) Molewood Road; Nos. 2-18 Nelson Street; Nos. 23-29 Nelson Street ; Nos. 1-21 Nelson Street and No. 8 Wellington Street;

Beninghoe, corner of Byde Street and ~~Farquar~~ Farquhar Street; Nos.10-12 off ~~Farquar~~ Farquhar Street; Nos. 31-37 ~~Farquar~~ Farquhar Street; Grafton Towers, Bengoe Street; Nos. 3-5 Bengoe Street; house ~~S~~south west corner Cross ~~Street~~Road/Duncombe Road; Nos. 6-34 Balfour Street; Nos. 1-5 ~~Farquar~~ Farquhar Street; Nos. 65-89 Port Vale; Nos. 37-43 and 45-57 Port Vale; No. 35 Port Vale; Mill Mead School (early element at eastern end of site); Nos. 11-19 Port Vale; Nos. 6-28 Port Vale and Russell Court Mews; Nos. 6-24 and Nos. 5-29 George Street; The Two Brewers PH corner of George Street through to No.48 Port Vale; Nos. 8-20 Russell Street; No. 56 Port Vale - The Millstream PH ~~The Millstream PH through to No. 56 Port Vale~~; Nos. 100-112 Port Vale; Nos. 29-31 Port Hill; Nos. 47-55 and 59-69 Port Hill; No. 57A Port Hill, Treetops; No. 57B Port Hill; Whitacre Lodge, Port Hill; Nos. 15-17 Cowbridge; Nos. 27-41 Cowbridge.

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IDENTITY AREA 3. Nos. 28-30 St. Leonard's Road; Nos. 9-19 Warren Terrace; Nos. 33-51 Warren Terrace; Nos. 10-16 Warren Terrace; Nos. 6- 8 Warren Terrace; Nos. 18- 20 Ware Park Road; Nos. 22 - 24 Ware Park Road; Daneshill Cottage(No.6), south side Warren Park Road; Duncombe School south side of Warren Park Road; Nos. 38-40 Port Hill; Nos. 13-27 Chambers Street; Nos. 12-22 Chambers Street; Nos. 1 Conrads Yard east to and including No.4 Cowbridge; Hertford Town Church, south west corner of Hartham Lane; group of three buildings south of the McMullens principal listed building, south east corner Hartham Lane; Folly island, consists of The Folly, Thornton Street, Old Hall Street and Frampton Street; Nos. 8-20 St. John's Street; St Johns Court, St John's Street; Powell Funeral Service (No.83, corner Railway Street/ St. John's Street); Supporting Herts Project office and Hertford Optometry and Contact Lens Practice corner Railway Street/ Priory Street; Nos. 4-10 Priory Street; The Old Barge PH, The Folly; historic building of 19th/early 20th century date opposite The Old Barge PH successfully incorporated into Coopers Court.

IDENTITY AREA 4. Nos. 8,-12 Morgans Road (set back some distance from road and accessed by cul de sac), 14, Foxrock, 16 (Nortonbury set back from road with private access), 18A, and 22 Morgans Road; No. 2 Morgans Road; Queens Hill House, Morgans Road; No. 66 Bullocks Lane; Highfield Road, north side - Highfield Court, Nos. 4-18 (omit 18A) and No. 20, south side - Nos. 1, 3A and 5; Nos. 69- 103 Queens Road; property at far southern extremity of Morgans Road/ Queens Road to south west of No.121; Mangrove Hall; Mango Mangrove Lodge; No.20 Mangrove Road; Springfield Lodge, Mangrove Road/ Hagsdell Road; Nos. 3-33 Queens Road; Scott House, Hagsdell Road; Holly Lodge (corner of Queens Road/Hagsdell Road) and also Elmsfield Cottage to east; Nos. 16 - 46 Queens Road; No. 52 Queens Road; Abel Smith primary school building; Glebe House (entrance from Hagsdell Road); Old Stable, north west corner Hagsdell Road and Mangrove Road; The Dell, Hagsdell Road.

IDENTITY AREA 5. Nos. 39 - 47 West Street and 57-99 West Street; Leahoe House; original Richard Hale School; Nos. 171-201 Hornsmill Road; Nos. 2 (?) - 48 Bullocks Lane.

IDENTITY AREA 6. Nos. 98-104 Railway Street ; Nos. 106-118 Railway Street; Nos. 3-37 Villiers Street west side; Nos. 4- 36 Villiers Street east side; Nos. 3-33 and 35/35A Townshend Street west side. Nos. 4-48 Townshend Street - east side and property corner of Townshend Street/Railway Street; Former Maltings building Railway Place; Hide House 2B Railway Place; Nos. 3-27A - Railway Place; Nos. 6-14 Railway Place; Nos. 1-5 and Nos. 9-29 Talbot Street; Nos. 4-22 and 28-54 Currie Street; No.3 Currie Street; Nos. 25-39 Currie Street; No. 27 and Nos. 29-35 Raynham Street; Nos. 11-21 and 12-24 Raynham Street; Nos. 77-93 Ware Road; Nos. 73-75 Ware Road; Nos. 65A-71 Ware Road; Nos. 47-63A Ware Road (includes The Old School, set back from road). Nos. 23-39 Ware Road; Nos. 19/19A Ware Road and No. 2 Townshend Street ; building west corner of Ware Road/ Townshend Street; Pioneer Hall and adjoining building, Ware Road east corner of Villiers Street; Nos. 4-6 Ware Road; flats (?) part of Newland Gardens complex; Nos. 98-100 Ware Road.

IDENTITY AREA 6 - Within proposed extension to Conservation Area.

Nos. 6-12 Tamworth Road; Nos. 80-102 Tamworth Road; Nos. ~~111~~97-159 Ware Road (excluding Nos. 127-129); Nos.30- 46A Tamworth Road; Nos. 66-74 and 76-78 Tamworth Road; Nos. 9-11 Fairfax Road.

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**7.10. Planning Control – Other unlisted distinctive features that make an Important Architectural or Historic Contribution.** This Appraisal has identified a number of railings and walls that make a particular contribution to the character of the Conservation area. Some are protected from demolition virtue of exceeding the specified heights relevant to conservation area legislation or by Listed Building legislation. Any proposal involving their demolition is unlikely to be approved. Removal of other PD rights involving alteration is also an available option. Other distinctive features that contribute to the quality of the environment are also identified. These should be protected within the parameters of existing legislation.

**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 notification

separately at a later date. This would be associated with further detailed consideration and possible refinement.

**7.12. Planning control - Wildlife Sites.** A number have been identified as set out in the main appraisal text. Any development that adversely affects wildlife species occupying such sites will not normally be permitted and would need clear justification. Proposals will be considered against Policies ENV 14 and ENV 16.

**7.13. Planning Control – Important Historic Parks and gardens.** EHDC Supplementary Planning Document ‘Historic Parks and Gardens’ has identified four such sites that are locally important. These are Hertford Castle Grounds, North Road House, Sele House (?) and Bengoe Old Hall/Vicarage/Revels Hall. Proposals that significantly harm such gardens special character will not be permitted and will be considered against Policy BH16.

**7.14. Planning Control – Important open land, open spaces and gaps.** This Appraisal has identified the following particularly important open spaces:

River courses throughout and Hertford Basin; churchyard, Church of St Andrew; Castle grounds; Moat Garden; Hertford Millennium Sculpture open space; Holy Trinity churchyard; open space north of Beane Road; open space west of Millmead Way; St Leonards Garden; St Leonards churchyard;

Hartford Hartham Common; Bengoe Trinity football ground; Bengoe Sports Association ground, New Road; churchyard of Our Lady and St. Joseph; open land between Queens Road/ Mange Mangrove Road; All Saints churchyard; treed area, north east side of Mange Mangrove Road; Bowling Green near EHDC offices; playing field south of Richard Hale School; open land to the west of County Hall; open land east of Railway line, centred on Hertford Town football ground. Tree lined street south end Queens Road.

These open spaces will be protected.

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

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

**7.17. 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. Through the process of consultation the Town Council has very helpfully expressed interest in considering what role they might be able to assist.

Detracting element	Location	Proposed Action.
Selected commercial signs and shop front facias.	Principally concentrated in main commercial locations.	Consider means of securing improvements. Such options could include the investigation of best practice elsewhere and supplementing advice currently available. Increase awareness at local level by liaising with local shopkeepers and interested parties and through the determination of applications.
Diminishing quality of several 19th century terraces principally damaged by the exercise of Permitted Development Rights.	Various locations.	If through the consultation process there is support, consider an initiative whereby Council officers in association with residents draw up proposals to improve one such terrace. Such proposals to be implemented by residents on a voluntary basis.
Random brick and clinker wall.	To front of County Hospital site.	Discuss potential for modest repair works with owners.
Redundant site, unused and boarded up.	<u>Former</u> Emmaus Superstore site between North Road and Hertingfordbury Road.	An appropriate solution will be achieved when planning permission is implemented.

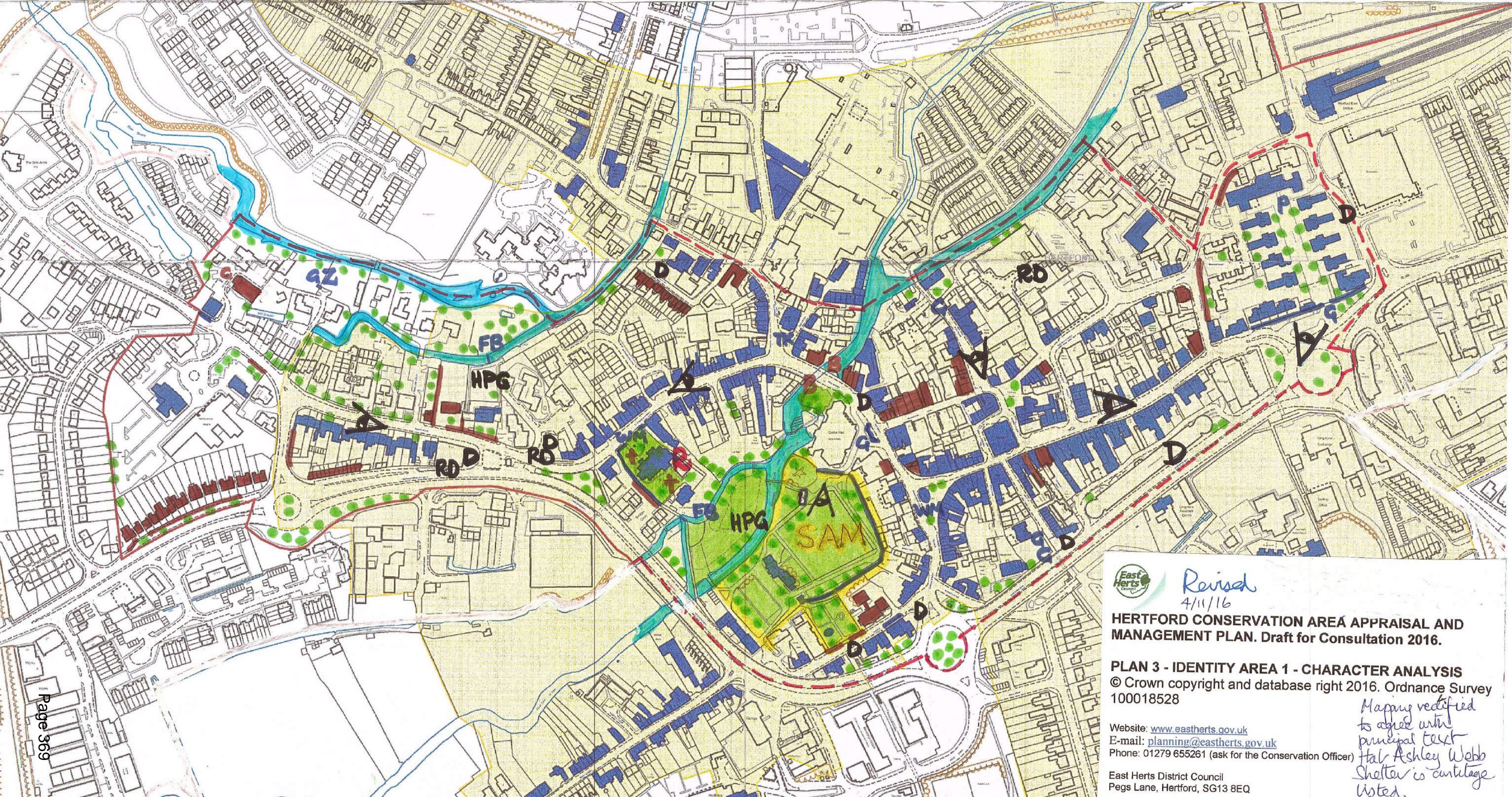
Low key underused site.	Noble cars, corner of <del>Neil</del> Neal Court North Road.	An appropriate solution will be achieved when planning permission is implemented.
Untidy car parking and area of unused buildings.	Dimsdale Street.	Further investigation needed; explore potential for appropriate re - use/condition of buildings; potential alternatives for the future of both sites.
Open space capable of enhancement.	Moat Garden, Castle Street.	It is suggested a landscape enhancement scheme be prepared, external urban design advice suggested.
Untidy area.	Subway access area, south side Castle Street.	Consider initiating improvements.
Untidy area.	Adjacent William H Brown building, Castle Street.	Discuss potential of improvements with owner
Area of open space capable of improvement.	Millennium Sculpture adjacent to the theatre.	Consider initiating landscape improvements, external urban design advice suggested.
Listed building façade in need of refurbishment.	No. 8 The Wash.	Discuss potential of improvements with owner.
Visually inappropriate fencing.	Boundary to Bluecoats complex, Mill Road.	Discuss potential of improvements with owner.
Listed gates in need of refurbishment.	End of Church Street.	Discuss potential of improvements with owner.
Visually unattractive car park.	Gascoyne Way.	Obtain external profession advice to reduce visual impact.
Damaged chest	St. Leonard's	<del>Discuss potential of grant</del>

tomb.	churchyard.	<del>assistance with church authorities in first instance.</del> <u>Town Council advise they are now pursuing.</u>
Thatched roof in need of repair.	The Vineyard, Bengo.	Discuss potential of grant assistance with owner.
Bengo Car Centre.	Bengo Street.	Discuss potential of improvements with owner.
Untidy and overgrown site.	Former railway line south east of Nelson Street.	Need to explore potential for securing improvements. Will be difficult to resolve satisfactorily. <del>A proper study needs undertaking to explore all options.</del> <u>Owner advised to pursue/develop options for consideration.</u>
Extensive ivy growth on selected trees.	Public open space to west of Millmead Way.	Discuss further with EHDC colleagues and seek resolution.
Wall in need of repair.	<del>Pilleway</del> <u>Pitteway</u> Walk.	Discuss potential of improvements with owner (possibly Millmead school).
Detracting site features and boundary detailing.	Millmead School site in part.	Discuss potential of improvements with owner.
Graffiti	Railway bridge structure, south end of Bengo Street.	Discuss potential of improvements with owner.
Minor remedial works to decorative entrance gates.	Entrance to Hartham Common, Port Hill.	Discuss potential of improvements with owner.
Early street lamp in	Chambers Street.	Approach Hertfordshire

need of repair.		County Council and seek to secure its appropriate refurbishment.
Mid 20 <sup>th</sup> century listed street lamps in need of repair/ lanterns missing.	County Hall.	Approach Hertfordshire County Council and seek replacement of several missing lanterns.
<u>Historic metal street name plaques.</u>	<u>Various.</u>	<u>Where appropriate consider protection by Article 4 Direction. Alternatively and or seek owners cooperation in their retention.</u>
Broken boundary fence.	Hertford Town Church, Cowbridge.	Discuss potential of improvements with owner.
Graffiti.	Adjacent to well used footpath near Abel Smith school site.	Discuss potential of removal with owner.
Dilapidated fencing and garden sheds etc.	Adjacent footpath between West Street and County Hall.	Discuss potential of improvements with owners.
Removal of ivy to expose historic railings.	To front of 14-16 Bullocks Lane.	Discuss potential of improvements with owners.
Untidy areas and outdoor storage/ dumped or fly tipped material.	In vicinity of Hertford <u>Football Club</u> .	Discuss potential for improvements with owners.
Modern garaging area.	Davies Street.	Discuss potential for improvements with owners.
Heritage at Risk, EHDC Register.	Signal box just beyond Conservation area,	Seek to secure retention and initiate repairs. Alternatively relocate

	near Railway Street.	locally and find meaningful use/ access.
Heritage at Risk, Historic England's Register.	St Andrew's church.	In first instance discuss issue with church and establish extent of problem (details now obtained – structural and roof, church seeking funding principally from Heritage Lottery Fund). Officers in discussion with church.
<b>Other Actions.</b>		
Explore the potential for improving the environmental qualities of Maidenhead Street, in addition to the general recommendation concerning signage and shop front facias.		
<u>Explore the potential of improving the visual appearance of Gascoyne Way car park and in this respect obtain external landscaping advice.</u>		
<u>Historic name plaques at various locations in the town. Some will be located on early non listed terraces identified to be retained and potentially subject to an Article 4 Direction. Should the latter be introduced the potential of protecting these early street signs can be explored. In the interim it may be appropriate to write to the owners.</u>		
Consider additional planting at St. Leonard's Garden to reduce impact of adjoining modern development.		
Consider removal of small amounts of ivy from boundary wall to Holy Trinity church Bengoe whilst task not too onerous.		
Large tract of open space to east of Railway line, north of Beane Road and west of Molewood Road. The area represents a significant environment and visually attractive feature surrounded by urban development. River meanders and mature willow trees scattered throughout. The land appears to be in private ownership. If there is community interest in seeking to achieve public accessibility, this may be worth considering further.		
Consider the potential of appropriate redevelopment for Walton Motors site, corner of Chambers Street/Cowbridge.		
Consider and encourage the potential of appropriate redevelopment for		

untidy site, opposite The Hertford Brewery.
Is there any support for provision of resident parking at Folly Island, using part of the adjoining allotment land?
Consider the preparation of a comprehensive improvement scheme for All Saints churchyard, particularly in respect of chest tomb restoration <u>including the Benson Tomb now included on the Council's Heritage at Risk Register.</u> Without prejudice, attention is drawn to the potential of grant assistance from selected sources. <u>The Town Council have advised they are seeking quotations for the repair of the Benson Tomb.</u>
Establish future of Leahoe House within HCC County Hall complex, a large impressive building that presently appears not to be in use. An important heritage asset <u>to be retained.</u>
Consider the potential of appropriate redevelopment of the Formula 1 Autocentres site on Ware Road.
Consider additional tree planting to provide height and to some extent screen buildings in the longer term- EHDC car park corner of Ware Road and London Road.
<del>Resolve issue of extent of Archaeological designation on Development Plan, e.g. Port Vale area.</del>
Amend EHDC records regarding building to north of The Oak Veterinary Practice (formerly the Reindeer PH), shown as being individually listed when in fact it is not.
Amend EHDC record regarding selected listed features at County Hall forecourt.



*Revised*  
4/11/16

**HERTFORD CONSERVATION AREA APPRAISAL AND  
MANAGEMENT PLAN. Draft for Consultation 2016.**

**PLAN 3 - IDENTITY AREA 1 - CHARACTER ANALYSIS**

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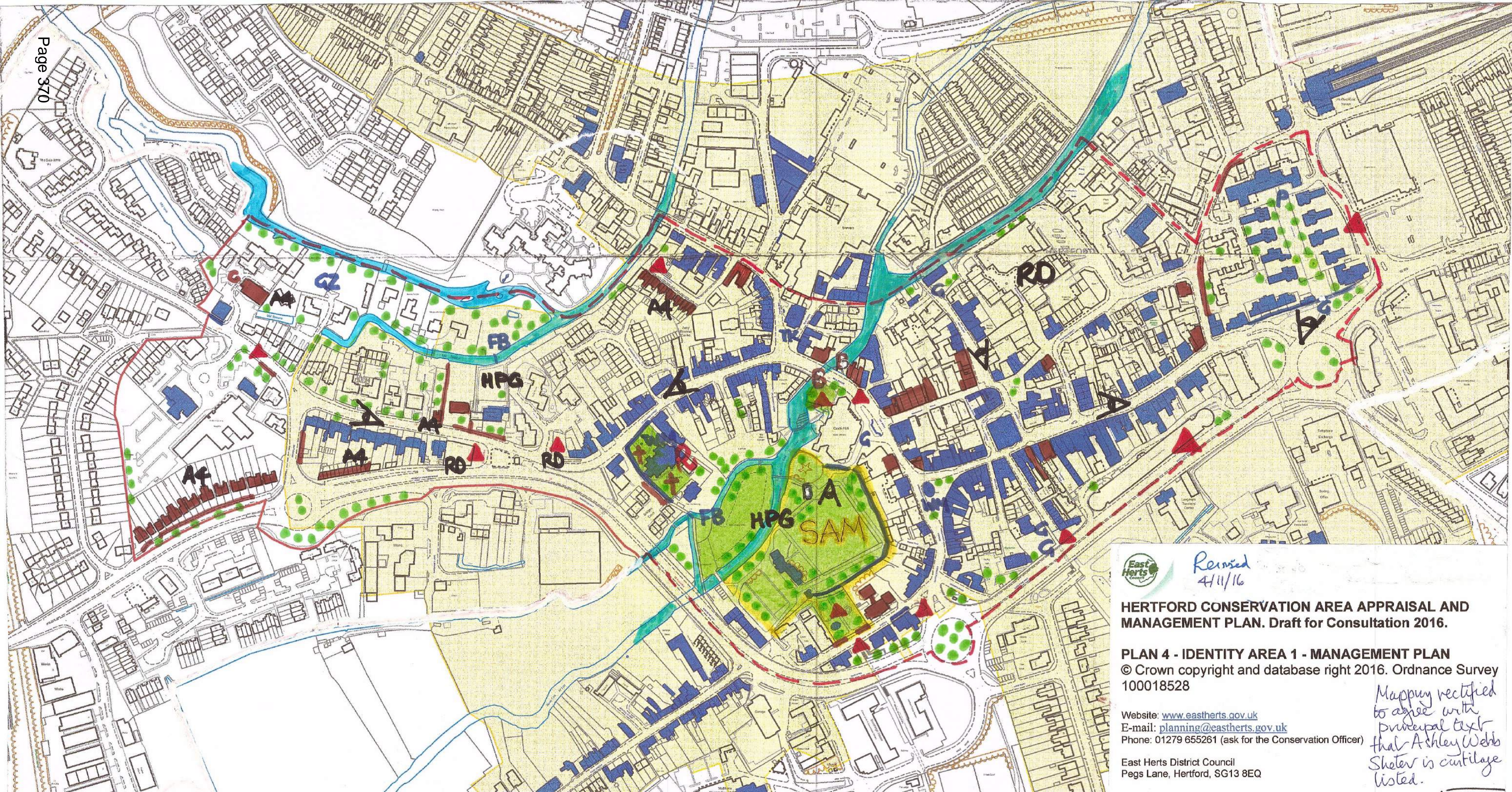
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*Mapping verified  
to agree with  
principal text  
Hal Ashley Webb  
Shelter is cartilage  
listed.*



Revised  
4/11/16

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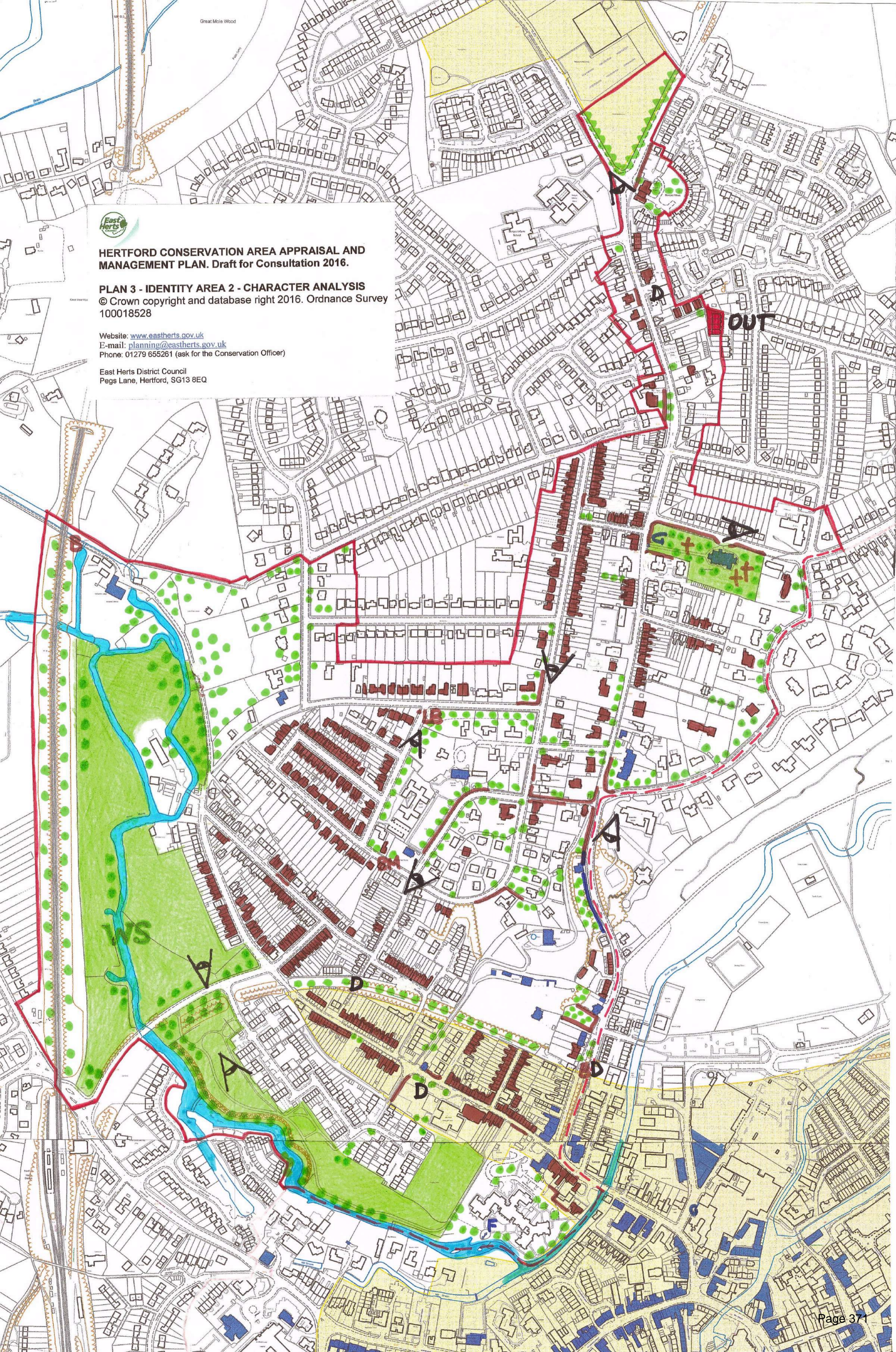


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**PLAN 4 - IDENTITY AREA 2 - MANAGEMENT PLAN**

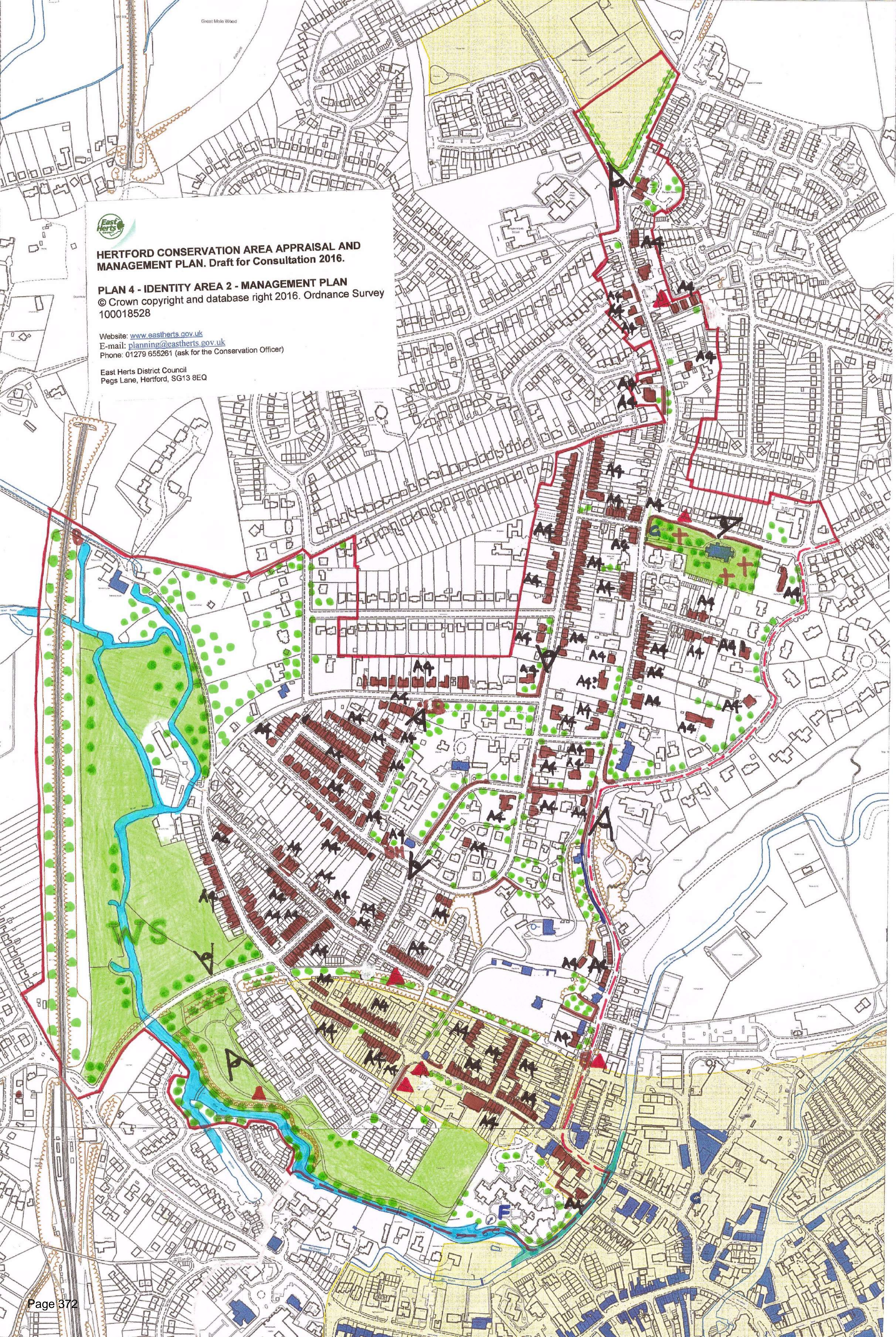
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## PLAN 3 - IDENTITY AREA 3 - CHARACTER ANALYSIS

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*Revised following consultation*

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## Revised for early consultation

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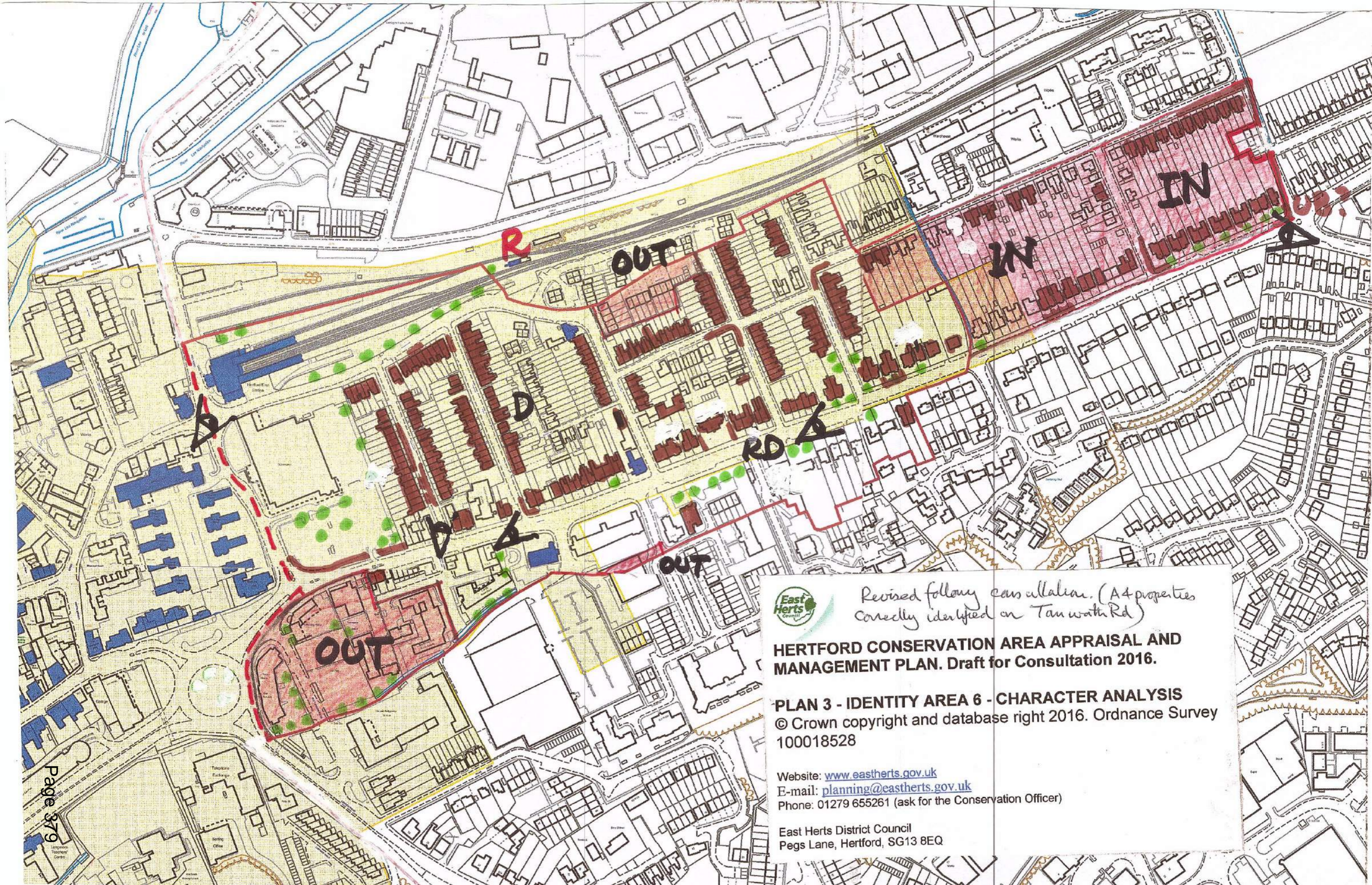


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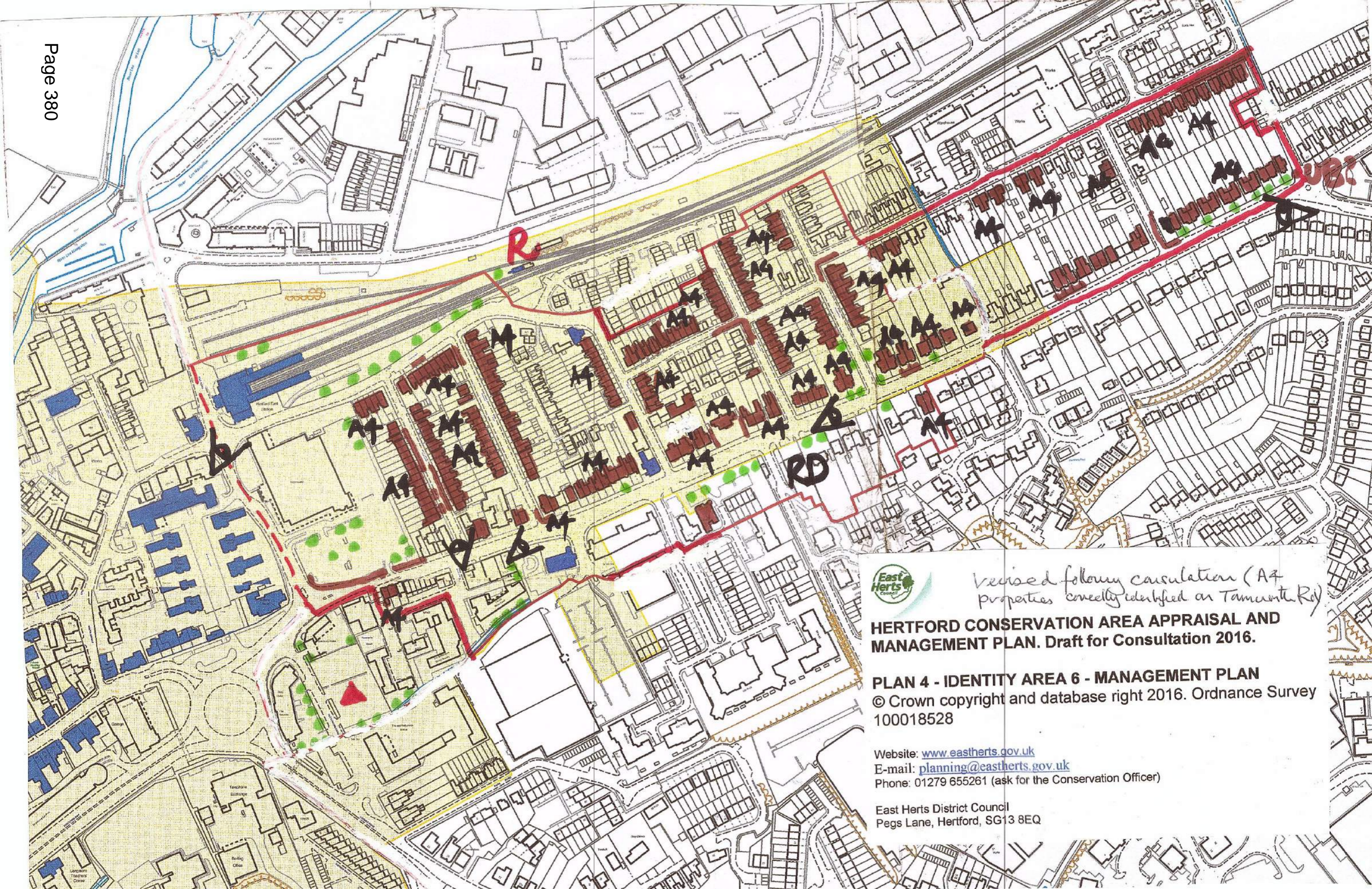
*Revised following consultation. (A4 properties  
correctly identified on Tanworth Rd)*

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*Revised following consultation (A4 properties correctly identified as Tamworth Rd)*

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**PLAN 4 - IDENTITY AREA 6 - MANAGEMENT PLAN**

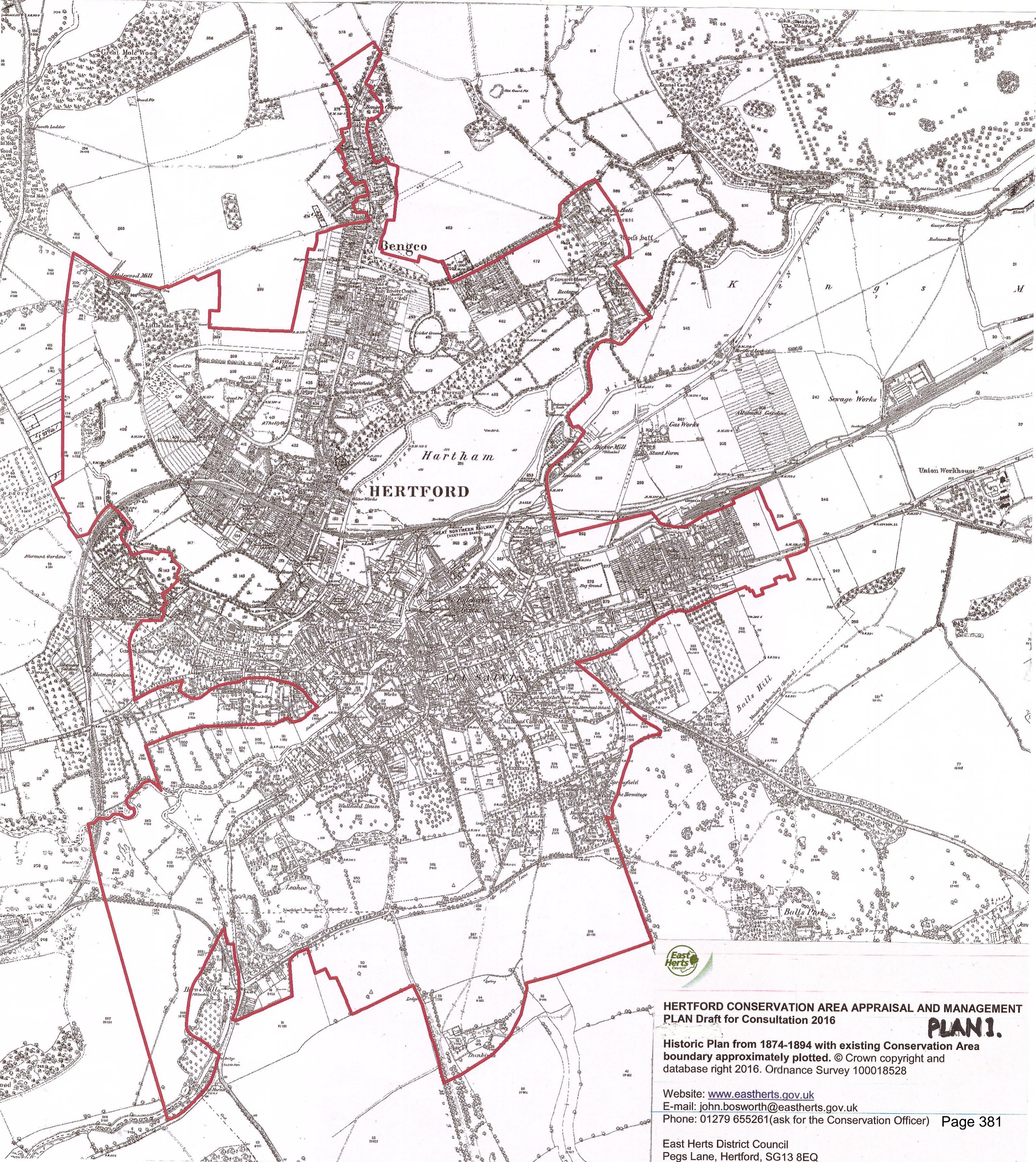
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# HERTFORD CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN Draft for Consultation 2016

## PLAN 1.

Historic Plan from 1874-1894 with existing Conservation Area boundary approximately plotted. © Crown copyright and database right 2016. Ordnance Survey 100018528

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CHARACTER ANALYSIS KEY

EXISTING CONSERVATION AREA BOUNDARY	
PROPOSED EXTENSIONS TO THE CONSERVATION AREA	
PROPOSED REDUCTIONS OF THE CONSERVATION AREA	
SCHEDULED ANCIENT MONUMENT	
AREAS OF ARCHAEOLOGICAL SIGNIFICANCE	
INDIVIDUALLY LISTED BUILDINGS/STRUCTURES	
OTHER INDIVIDUALLY LISTED FEATURES	
Walls/railings/ boundary kerb marker	
Tombstone	
Pump	
Drum 'statue'	
War Memorial	
Memorial	
Telephone Kiosk	
Gate	
Footbridge	
'Folly'	
Fountain	
Gazebo	
Street Lamp	

LISTED BUILDINGS 'AT RISK' OR OTHER CURTLAGE 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



Memorial  
Pillar Letter Box



Bridge



Chimney



Street Lamp



Bollard



Historic Boundary Plaque Marker



Historic Utility Box?



IMPORTANT OPEN SPACES



IMPORTANT WATER FEATURES



GENERAL LOCATION OF IMPORTANT TREES/HEDGEROWS



WILDLIFE SITES



IMPORTANT HISTORIC PARKS AND GARDENS



IMPORTANT VIEWS



ELEMENTS OUT OF CHARACTER WITH THE CONSERVATION AREA



POTENTIAL AREA OF REDEVELOPMENT



ALLOCATED HOUSING SITE

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MANAGEMENT PLAN KEY

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

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

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

SCHEDULED ANCIENT MONUMENTS AND 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/ boundary kerb marker
- Tombstone
- Pump
- Drum 'statue'
- War Memorial
- Memorial
- Telephone Kiosk
- Gate
- Footbridge
- 'Folly
- Fountain
- Gazebo
- Street Lamp

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

IMPORTANT BUILDINGS IN THE CURTLAGES 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
- Memorial
- Pillar Letter Box
- Bridge
- Chimney
- Street Lamp
- Bollard
- Historic Boundary Plaque Marker
- Historic Utility Box?

SELECTED FEATURES ON UNLISTED BUILDINGS WHERE ADDITIONAL CONTROLS ARE PROPOSED SUBJECT TO FURTHER CONSIDERATION AND NOTIFICATION (by Article 4 Direction). See text for exact locational details.

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

IMPORTANT HISTORIC PARKS AND GARDENS TO BE PROTECTED: Local policy BH16 particularly applies

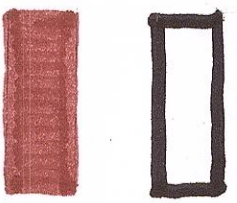
SELECTED IMPORTANT VIEWS TO BE PROTECTED

PROPOSED ENHANCEMENTS

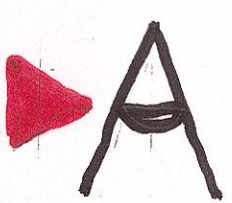
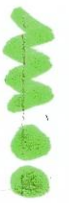
POTENTIAL AREA OF REDEVELOPMENT

ALLOCATED HOUSING SITE

- 
- SA
- 
- +
- Dr
- WM
- M
- TK
- G
- FB
- F
- Fn
- GZ
- SL
- R



- +
- M
- LB
- B
- C
- SL
- Bd
- BM
- UB
- AA



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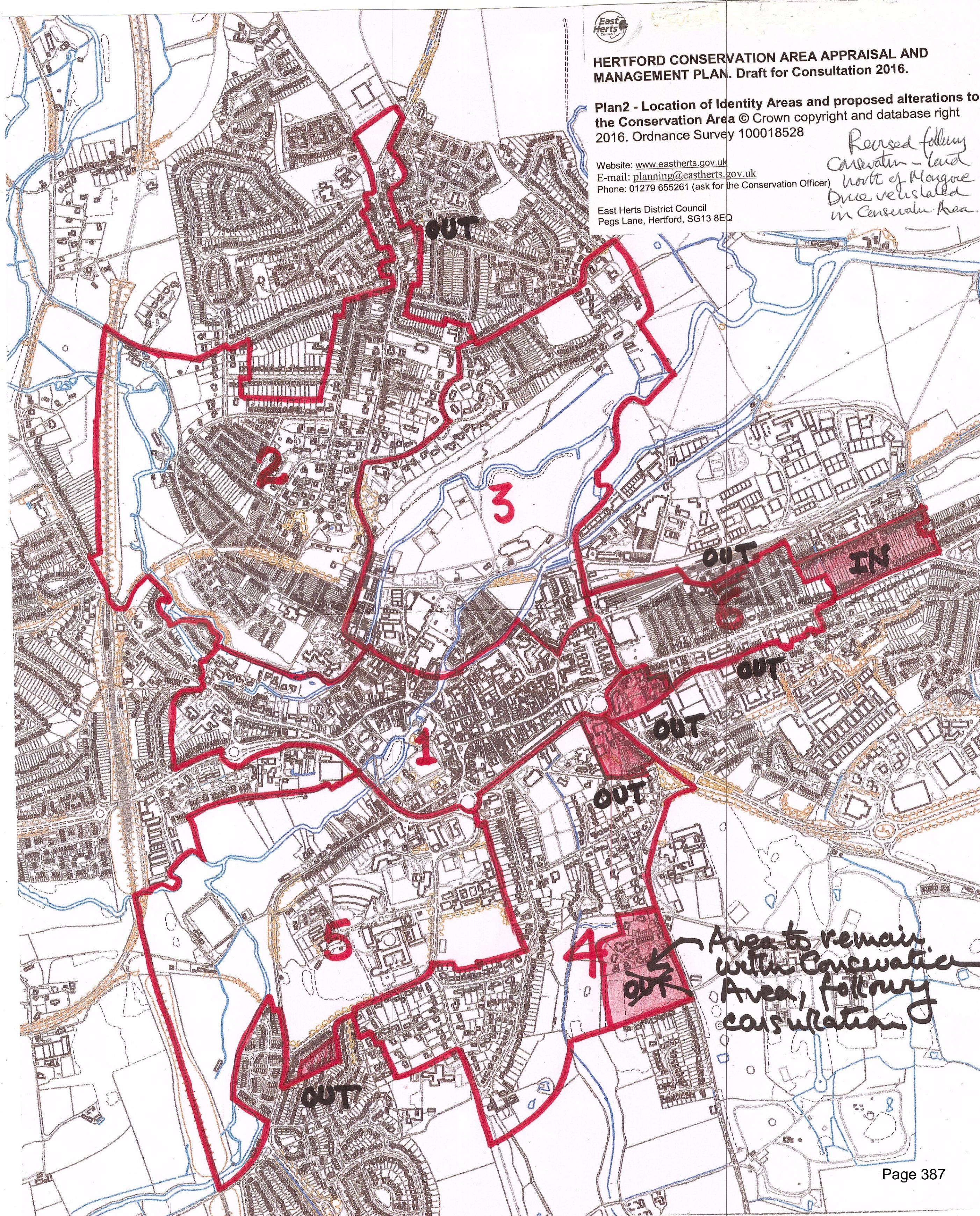
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**Plan2 - Location of Identity Areas and proposed alterations to  
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*Revised following  
conservation - land  
north of Mangrove  
Drive reinstated  
in Conservation Area*



*Area to remain  
within Conservation  
Area, following  
consultation*

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