



**MEETING** : EXECUTIVE  
**VENUE** : COUNCIL CHAMBER, WALLFIELDS, HERTFORD  
**DATE** : TUESDAY 27 JUNE 2017  
**TIME** : 7.00 PM

**MEMBERS OF THE EXECUTIVE**

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

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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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## AGENDA

1. Apologies

*To receive apologies for absence.*

2. Leader's Announcements

3. Minutes (Pages 7 - 12)

*To approve the Minutes of the meeting held on 16 May 2017.*

4. Declarations of Interest

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

5. Leisure Facilities Strategy Part 1: Proposed future direction of travel for Council managed leisure facilities and Part 2: Proposal to develop leisure and sports provision in Bishop's Stortford (Pages 13 - 176)

6. Request for Area Designation for Neighbourhood Planning: Bengoe Ward, Hertford Town Council (Pages 177 - 186)

7. Request for Area Designation for Neighbourhood Planning: Thundridge, Thundridge Parish Council (Pages 187 - 198)

8. Furneux Pelham Conservation Area Character Appraisal and Management Proposals (Pages 199 - 300)

9. Council Tax Reduction Scheme 2018/19 (Pages 301 - 316)

10. Risk Management Monitoring - Quarter 4 (January - March 2017) (Pages 317 - 326)

11. Authorisation to make a Compulsory Purchase Order on an empty home (Pages 327 - 350)

*Note – Essential Reference Papers 'B' and 'C' of this report are enclosed*

*for Members only as they contain exempt information as defined by paragraphs 1 and 3 of Part I of Schedule 12A to the Local Government Act 1972.*

12. Urgent Business

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

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MINUTES OF A MEETING OF THE  
EXECUTIVE HELD IN THE COUNCIL  
CHAMBER, WALLFIELDS, HERTFORD ON  
TUESDAY 16 MAY 2017, AT 7.00 PM

PRESENT: Councillor L Haysey (Chairman/Leader)  
Councillors E Buckmaster, G Jones,  
G McAndrew, S Rutland-Barsby and  
G Williamson.

ALSO PRESENT:

Councillors S Bull, M Casey, P Ruffles,  
T Stowe and J Wyllie.

OFFICERS IN ATTENDANCE:

Isabel Brittain	-	Head of Strategic Finance and Property
Martin Ibrahim	-	Democratic Services Team Leader
Helen Standen	-	Director
Kevin Steptoe	-	Head of Planning and Building Control Services
Alison Stuart	-	Head of Legal and Democratic Services
Adele Taylor	-	Director
Liz Watts	-	Chief Executive
Ben Wood	-	Head of Communications, Strategy and Policy

21 **BISHOP'S STORTFORD TOWN CENTRE PLANNING FRAMEWORK**

**The Executive Member for Economic Development**

**submitted a report seeking support for the finalised Bishop's Stortford Town Centre Planning Framework.**

**The Executive recalled that the Council had engaged consultants, Allies and Morrison, to formulate a Planning Framework for the town centre in the early part of 2016. In their work, the consultants had analysed the historic development of the town, its current economic and commercial position and the strengths of its geographical position. Following an initial round of consultation, they had identified a number of themes around which future decisions for the town should be based. These themes, along with a more detailed approach to potential opportunities provided by three key development locations were then subject to a further round of consultation toward the end of 2016.**

**The Executive Member sought endorsement of the Framework and to establish that weight could now be assigned to the document in the various decisions that the Council (and others) make, including planning decisions, in relation to the town centre.**

**The Executive supported the recommendation now detailed.**

**RECOMMENDED – that the Bishop's Stortford Town Centre Framework (March 2017) be approved for Development Management decisions.**

## **22 LEADER'S ANNOUNCEMENTS**

The Leader welcomed the press to the meeting and reminded everyone present that the meeting was being webcast.

## **23 MINUTES**

**RESOLVED – that the Minutes of the Executive meeting held on 4 April 2017 be approved as a correct record and signed by the Leader.**



## 24 DECLARATIONS OF INTEREST

In respect of some aspects of Minute 25 – Sustainable Transport – Report of the Task and Finish Group, Councillor G Williamson declared a Disclosable Pecuniary Interest in that he was employed by Hertfordshire County Council. He remained in the chamber whilst the matter was discussed, but abstained from consideration of Recommendation (K).

## 25 SUSTAINABLE TRANSPORT - REPORT OF THE TASK AND FINISH GROUP

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The Executive considered the report of the Sustainable Transport Task and Finish Group and its recommendations, which had been supported by Environment Scrutiny Committee.

Councillor J Wyllie, as the Chairman of the Task and Finish Group, thanked everyone who had contributed to the work which had culminated in the recommendations before the Executive. He highlighted the importance of improved bus services and extending rail services to Buntingford. He also spoke of reducing congestion in Bishop's Stortford by extending rail links to Stansted Airport from Great Dunmow and Braintree.

In response to questions raised on electric charging points, the Executive Member for Environment and the Public Space outlined the good progress being made in their provision, which had been boosted by bidding successfully for DEFRA/DoT funding that had been obtained. He also referred to a pilot electric vehicle car club that would be running in Bishop's Stortford and Hertford, to promote the benefits of electric cars and to encourage greater use.

The Executive approved the recommendations now detailed.

RESOLVED - that (A) in principle, revenue funding be committed to actively promote sustainable transport platforms and campaigns within the District;

(B) in partnership with Hertfordshire Highways, the cost and benefits of a charging mechanism for use of the road infrastructure, targeting certain types of vehicles (e.g. HGVs) or journeys taking place at certain times of the day (e.g. during rush hour), be considered;

(C) a charge for use of the car park at the East Herts Council offices, alongside an incentive scheme for those who car share or use lower emissions vehicles, be considered;

(D) as part of an overall work programme supported by revenue funding, the park and stride model to schools in Hertford, Ware, Buntingford and Bishop's Stortford, be rolled out;

(E) further consultation with members of the public (building on responses already received) about what specific improvements to the current cycling and walking networks would encourage more journeys (e.g. electric charging points, cycling lanes, track improvements, etc) be undertaken;

(F) investment in minor changes to the cycling and walking networks to encourage greater use, be supported;

(G) cycling and walking networks be promoted in conjunction with the County Council and the bike and go scheme in Bishop's Stortford be pro-actively marketed;

(H) volunteering opportunities to maintain and improve cycling and walking routes be considered with East Herts Council's volunteering policy;

(I) uptake of CVS community transport options be encouraged;

(J) working in partnership with the University of Hertfordshire's Smart Mobility Research Unit to look at

mobility as a service business model for East Herts, viable on demand business models and driverless technology, be considered;

(K) the marketing and promotion of the Intalink mobile app to rural communities in East Herts, be supported;

(L) work in partnership with strategic bodies such as the County Council, LEP and LSCC to lobby the Department for Transport) for an East/ West light rail route, including a link to Buntingford and extending Stansted Airport links to Great Dunmow and Braintree, be supported;

(M) work in partnership with strategic bodies such as the County Council, LEP and LSCC for commuters to “think train” as well as lobby train service providers to “think customer”, be supported;

(N) the Council continues to ensure that, through the District Plan, travel planning and sustainable transport is an early consideration for any new development; and

(O) the Council continues to make further provision for electric car parking and charging points within its car parks and encourages their inclusion in all future housing developments.

(Note – Councillor G Williamson abstained from consideration of recommendation (K) – Minute 24 refers)

The meeting closed at 7.33 pm

Chairman	.....
Date	.....

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EAST HERTS COUNCIL

EXECUTIVE – 27JUNE 2017

REPORT BY: EXECUTIVE MEMBER FOR HEALTH AND WELLBEING

LEISURE FACILITIES STRATEGY PART 1: PROPOSED FUTURE DIRECTION OF TRAVEL FOR COUNCIL MANAGED LEISURE FACILITIES

WARD(S) AFFECTED: ALL

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## **Purpose/Summary of Report**

- To provide an overview of the proposed mix of leisure facilities to be provided by East Herts Council over the next 20 years.
- To outline the options considered by the Task and Finish Group and the criteria against which the options were assessed.
- To highlight the key areas of risk for the Council
- To enable the Executive to consider the views expressed by the Community Scrutiny Committee at its meeting on 13<sup>th</sup> June and consider its recommendations to the Council.

## **RECOMMENDATIONS:**

**That the Executive makes the following recommendations to Council:**

<b>(A)</b>	<b>Note the views of the Overview and Scrutiny Committee meeting of 13 June 2017 (as set out in section 10 of this report).</b>
<b>(B)</b>	<b>Approve the principles of investment and development for Grange Paddocks including costs for the submission of outline planning permission.</b>
<b>(C)</b>	<b>Approve the principles of investment and development for Hartham leisure centre including costs of the submission of outline planning permission.</b>
<b>(D)</b>	<b>Approve the principles of investment and development for Ward Freman.</b>
<b>(E)</b>	<b>Approve Option B (no long term capital investment) in respect of Fanshawe Pool.</b>
<b>(F)</b>	<b>Approve the future direction of travel for Leventhorpe as described in para 3.75 and 3.76 of this report.</b>
<b>(G)</b>	<b>Approve the Design, Build, Operate and Maintain model for Grange Paddocks Leisure Centre.</b>
<b>(H)</b>	<b>Approve the Design, Build, Operate and Maintain model for Hartham Leisure Centre.</b>

(I)	<b>Approve the leisure operating contract (with minor works included) model in respect of Ward Freman Centre.</b>
<b>That the Executive:</b>	
(J)	<b>Notes that the Head of Operations in consultation with the Head of Legal and Democratic support services negotiate the terms and conditions of a contract extension with the current leisure provider.</b>
(K)	<b>Endorse the principles of the physical activity strategy being including within the vision for leisure facilities outlined in para 2.2. and 2.3 before a further detailed revision is produced after public consultation.</b>
(L)	<b>Approve the extension of the Leisure Task and Finish Group to support the development of the leisure service specification in relation to key service policy considerations such as concessionary pricing policy, health and well-being and community development.</b>

## 1.0 Background

1.1 The Council's corporate strategic plan includes an action to 'Produce a leisure strategy to determine future direction and planning for the Council's two leisure centres and the three joint use swimming pools'. This sits within the core priority to: 'Improve the Health and Wellbeing of our communities'.

1.2 At its meeting in June 2016 the Community Scrutiny Committee received a report from the Leisure Task and Finish Group and concluded that the proposed direction of travel should be endorsed. In summary this is as follows:

### 1.2.1 **Stream 1 – Joint use Pools**

The development of an outline business case for the management and operation of the Joint Use Facilities or if this is not feasible, alternatives based on a rationalisation proposal

### 1.2.2 **Stream 2 - Hartham and Grange Paddocks Leisure Centres**

The development of an outline business case for the management and operation of the two Council owned sites based on:

- I. Capital costs
- II. Revenue impact
- III. Contract management arrangements
- IV. Contribution to Health and Wellbeing Objectives
- V. Risk assessment

### 1.2.3 **Stream 3 - Health and Wellbeing**

The development of initiatives through the new leisure management contract which enable the operation of leisure facilities to address key issues identified within the Council Health and Wellbeing Strategy.

- 1.3 The main issues identified in the report were as follows:
- a. Ageing facility stock
  - b. Deteriorating facilities and capital investment requirements
  - c. Increased population particularly in Bishop's Stortford
  - d. Changing leisure trends resulting in demand for different activities and higher customer expectations
  - e. Demand for existing activities to be delivered in different ways for example the increasing popularity of all-weather floodlit pitches
  - f. Increased revenue support for ageing facilities and maintenance expenditure
  - g. Joint Use facilities are subject to significant financial risk arising from the potential loss of Education Funding Agency (EFA) contribution
- 1.4 The key conclusion reached in June 2016 was that the option of continuing to operate the existing mix of facilities was unsustainable. In particular the Joint Use facilities are subject to significant financial risk arising from the potential loss of Education Funding Agency (EFA) contribution. EFA funding covers the cost of the school's and County's contribution to the operation of the three Joint Use sites which amounts to 40% of total operating expenditure. In 2015 this amounted to £255,000. The difficulty for EHC is that the Council cannot let a long term Leisure Management contract for potentially 10+ years if the schools anticipate a withdrawal from the Joint Use Agreements. In these circumstances the Council would potentially face a very large claim for compensation from its contractors.
- 1.5 The District Council cannot absorb the schools 40% costs under the existing arrangements as the Council would effectively be funding education which could potentially be acting 'ultra vires' i.e. beyond its legal power and authority.
- 1.6 The facilities operated at Grange Paddocks (East of the District) and Hartham (West of the District) are owned by EHC and are therefore not exposed the financial risks associated with Joint Use sites. They do however require significant capital investment to reduce the deficit to the Council.
- 1.7 In July 2016 the Executive agreed to explore the future direction of travel for its leisure facilities and the joint use pools in preparation for the contract renewal for the operational management of the sites.

## 2.0 Report

### **Work streams 1 and 2**

The Council has engaged leisure consultants, Max Associates to undertake a detailed appraisal of each facility and the options for each site. The brief included providing a business case that seeks to:

- Reduce the revenue costs of operating the leisure facilities
- Increase participation
- Contribute meaningfully to the Council's Health and Well-being agenda

- 2.1 In considering the future mix of leisure facilities across the Districts there are a number of variables to consider including:
- Population Growth and Demographics

- Demand and Supply
- Review of Current Performance
- Travel times

This report focusses on these key considerations to determine the future facility mix for the District. Due to the technical nature of this information a summary is provided below:

- The population of East Herts is projected to increase from 143,000 to 178,000 by 2039, with the biggest increase in the 60+ age group.
- A number of studies and assessments were used to determine the following findings:
  - There is a current and future oversupply of swimming pool provision in the District, however Bishop's Stortford as a catchment will require additional provision in the future
  - There is a current oversupply of sport halls in the District however these are attached to educational or private sites which do not provide significant access for community use including casual use. As the biggest growth town, Bishop's Stortford will require a sports hall in the future to meet local need, however it is recognised that providing this directly as a Council may not be a viable option.
  - There is an urgent need for artificial (all weather) pitches across the District with further requirement for Bishop's Stortford.
  - There is demand (at varying levels) for more fitness and gym activity in all centres
  - Competitor analysis on alternative leisure provision such as Spa and trampolining suggested there could be scope to develop a climbing activity at Hartham.
- The current performance of the leisure centres was also reviewed and provided the following findings:
  - In Grange Paddocks and Hartham fitness income is greater than swimming
  - Hartham is the best performing site in relation to income fitness per station, suggesting there is further demand for this type of activity.
  - Swimming income is the greatest in Hartham followed by Grange Paddocks per m<sup>2</sup> of water
  - Ward Freman is the least cost effective site in terms of staff and income ratio.
  - Grange Paddocks has the greatest utility costs and repairs and maintenance due the condition of the building.
  - The overall ratio of income to expenditure is greatest at Hartham, this suggests Hartham is generating more income than what it expends.
- An analysis of each site was also provided with the proposed facility mix.

### *Vision for Leisure Facilities*

- 2.2 In order to provide the guiding principles for the proposed direction of travel it was important to work with a vision for leisure centres across East Herts. It is proposed that the vision is one of enabling everyone to have the opportunity to participate. The Council has a pivotal role in providing pay and play opportunities which traditionally are not provided through other sectors. In this



context the suggested vision is as follows:

“The Council will provide attractive facilities available to the whole community which complement the wider provision of recreation opportunities in the community and voluntary sector. In addition, it will ensure that leisure facilities contribute fully to the health and wellbeing objectives of the Council.”

2.3 The aims of the Leisure Strategy are as follows:

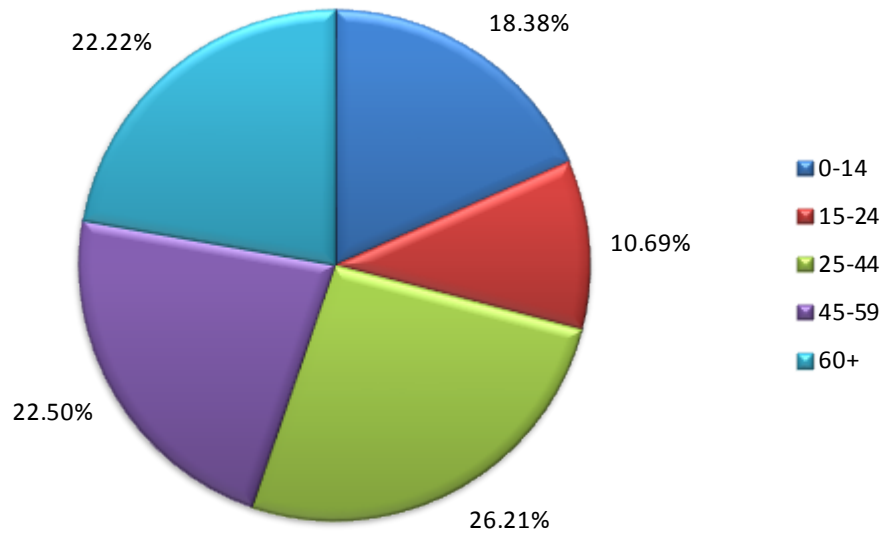
- a) To achieve closer integration with the objectives and processes of the health sector through a range of commissioning links. This will include for example electronic patient referral and delivery of specific programs where there is an identified health need such as weight reduction and mental health.
- b) To achieve closer integration with the voluntary sector, town and parish councils. The aim would be to close the gap between contract delivery and the work being carried out by the voluntary and community sector.
- c) To provide outreach programmes linking indoor leisure facilities to outdoor and community based activity, recognising the rural character of the district.
- d) To align leisure services delivery to the demographic trends and population growth recognising that the council imports and exports leisure demand to adjoining authorities.
- e) To reduce barriers to participation and improve customer satisfaction.

#### *Population Growth and Demographics*

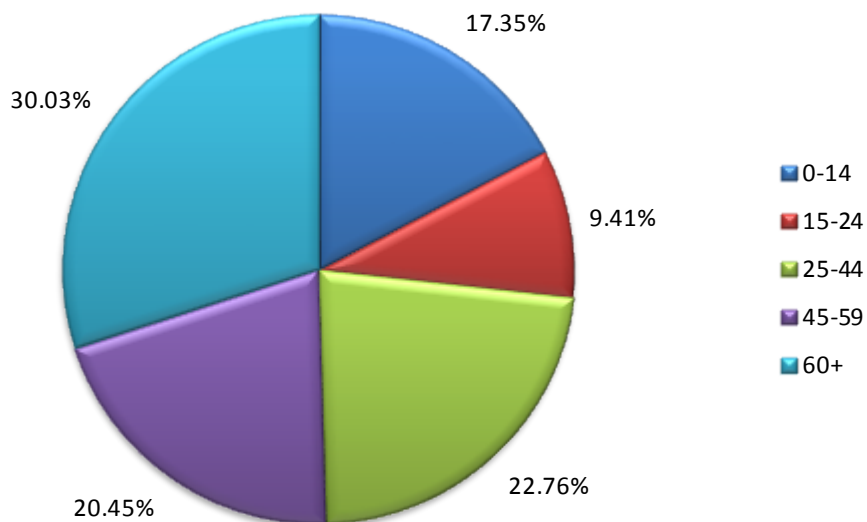
2.4 The projected increase in population for East Herts is 34,483 up to 2039 from 143,000 to 178,000 with each age grouping showing an increase between 2k-5k, except for the 60+ which is showing an increase of 21k, increasing the share for this group from 8% increase from 22% to 30% by 2039. The charts below highlights the increase in each age group.

#### ***Chart 1. ONS 2014-based Subnational population projections by age group***

## 2014



## 2039



2.5 While the overall increase in population will add to the demand for sports facilities, the significant increase for the 60+ age group will impact the services considerably. While people are working for longer, the importance of keeping active (and healthy) is becoming more important to people as they retire or keep working as they get older.

2.6 The importance of swimming and fitness for older groups is demonstrated from the Sport England market segments, along with walking and cycling.

Team sports are less attractive to these age groups.

- 2.7 Population growth coincides with housing development, a summary of Housing development across the District near to current leisure facilities operate can be found in Appendix A.
- 2.8 To better understand the immediate catchment for all five of the leisure centres consultants reviewed the Mosaic Reports for the local catchment within a few miles of each centres, reducing the catchment where there was an overlap to other facilities. A further review using a wider catchment of 30 minutes for both Grange Paddocks and Hartham was undertaken due to the nature of the leisure centres. The Mosaic reports categorises consumers into one of 66 types and 15 different groups. A summary of these groupings can be found in Appendix B

### *Leisure Demand and Supply*

#### *Swimming pool provision*

- 2.9 The Sport England Facility Planning Model (SEFPM) undertaken in June 2016 identified 17 pools across 13 sites, with a total water space of 3522m<sup>2</sup>. Once this has been scaled to show available hours in peak periods it equates to 2478.1m<sup>2</sup>. To compare the capacity of the swimming pools with the demand the SEFPM converts the water space into 'visits per week in peak period' (VPWPP), which for East Herts the supply has been calculated at 21,485 VPWPP.
- 2.10 The demand for swimming pools, based on the existing population is 9,393 VPWPP.
- 2.11 The SEFPM suggests for a population of 144,822 there is a need for 1,559m<sup>2</sup> of water space, and with a supply of 2,478m<sup>2</sup>, there is an oversupply of 919m<sup>2</sup>. This does not include the imported and exported activity, which is a net position of 422m<sup>2</sup> of water space required.
- 2.12 This therefore suggests there is an oversupply of water space in East Herts for the current population of 497m<sup>2</sup>, equivalent to a standard main pool and teaching pool.
- 2.13 Concurrent to this outline business case, the Council commissioned an Open Space and Sports Facility Assessment (OSSFA), which is looking in more detail at the requirements for pools across the district.
- 2.14 Whilst there is an oversupply of water, some pools are membership only and have restricted opening due to being on educational sites. Details of the additional pools on education sites (outside of East Herts control) are highlighted in Appendix C
- 2.15 An analysis of actual pool usage was undertaken and the report has concluded that the current oversupply, by area totals 288m<sup>2</sup> as detailed below:

- Bishop's Stortford area: 44m<sup>2</sup>
- Sawbridgeworth area: 73m<sup>2</sup>
- Hertford and Ware area: 106m<sup>2</sup>
- Buntingford area: 65m<sup>2</sup>

### *Future need for swimming pools*

2.16 The Open Space and Sports Facility Assessment has calculated the increased number of dwellings (on the basis of the strategic sites set out in the draft District Plan) and applied a multiplier to estimate the likely additional residents. From this it assessed the increased demand for pools and offset it against the current oversupply, the table below sets out the summary of the volume of increased/decreased demand, in areas around current facilities. This suggests that additional swim pool provision is required in Bishop's Stortford and that there is still an oversupply in the other areas of East Herts.

**Table1. Future pool facility requirements**

Area	Future swimming facility requirements
Bishop's Stortford	+64m <sup>2</sup>
Sawbridgeworth	-59m <sup>2</sup>
Gilston	+273m <sup>2</sup>
Hertford and Ware	-53m <sup>2</sup>
East of Welwyn Garden City	+37m <sup>2</sup>
East of Stevenage	+16m <sup>2</sup>
Buntingford	-35m <sup>2</sup>

### *Sports Halls*

2.17 The Council has no sports halls within the two leisure centres it owns. All provision is with schools and privately managed centres. This is relatively unusual and means that decisions about investment into sports halls, opening times and access are out of the control of the Council. Educational sites, especially those that are now academies have different priorities from those of the Council. In addition, access to school sports halls for community use is limited as facilities are not always suitable for use by school children and public simultaneously (particularly during schools hours). This is due to safeguarding arrangements and quality of ancillary facilities.

2.18 The Sport England Facility Planning Model (SEFPM) undertaken in June 2016 identified 19 halls across 11 sites, with a total of 78.5 courts. Once this has been scaled to show available hours in peak periods it equates to 57.2. To compare the space available with the halls with the demand the SEFPM converts the hall space into 'visits per week in peak period' (VPWPP), which for East Herts the supply has been calculated at 15,617 VPWPP.

2.19 The demand for sports halls, based on the existing population is 8,742 VPWPP.

- 2.20 The SEFPM suggests for a population of 144,822 there is a need for 40.03 courts and with a supply of 57.2 courts, there is an oversupply of 17.17 courts. This does not include the imported and exported activity, which is a net position of an additional 5.22 courts required. This brings the suggested oversupply down to 11.95 courts.
- 2.21 This therefore suggests there is an oversupply of sports halls in East Herts for the current population.
- 2.22 The report states that the distribution of facilities is not ideal, leading to unmet demand in some areas. The areas of the authority with least good access to sports hall space at peak time are at Bishop’s Stortford, Sawbridgeworth, and on the borders of Stevenage and Welwyn Hatfield. However, as the demand is wide spread, it would not be sustainable to directly provide sports hall to address this specific issue.
- 2.23 The East Herts Built Facility Assessment identifies that nine of the eleven sport halls are located on educational sites and while they are identified as having community access, in real terms this does have some restrictions for public access as shown in Appendix C
- 2.24 It is unlikely that there will be much investment into improving sports facilities from educational resources, which could impact community use continuing to use the educational sites.
- 2.25 The OSSFA has identified the increased sports hall requirement given the housing growth and the table below sets this out.

**Table2. Future additional sports hall facility requirements**

Area	Future additional sports hall requirements
Bishop’s Stortford	2.8 courts
Sawbridgeworth	0.3 courts
Gilston	7 courts
Hertford and Ware	1.4 courts
East of Welwyn Garden City	0.9 courts
East of Stevenage	0.4 courts
Buntingford	0.8 courts

- 2.26 The OSSFA notes that there are proposals for several new halls at existing secondary school sites, and there are also proposals for new secondary schools in some of the identified growth locations. New four court halls with some community use are currently proposed in Ware (Chauncy) - now built, Hertford (Richard Hale) and Bishop’s Stortford (Hertfordshire and Essex). These facilities could help to meet the future needs of the growing communities in these areas at weekends and in the weekday evenings, so long as the community use is assured during evenings and weekends and the hire policies of the schools support high levels of use. This may need to be via appropriate planning conditions, but also critical will be appropriate design to enable and support community use.

## *Artificial Pitches*

2.27 Consultation with the consultants completing the OSSFA in relation to artificial pitches revealed the following summary in relation to the centres.

2.28 Overall need: There is an urgent need for more third generation/ '3G' pitch provision in the district. 3G synthetic grass sports pitches are extremely popular throughout the UK and are often used as an all-weather alternative to natural grass surfacing. Due to the advancement in technology, 3G grass surfaces can be used for competitive matches and ensure that games are no longer called off due to wet weather. They require less maintenance compared with real grass, and can be used much more frequently without becoming damaged. 3G sports pitches are a rubber granule filled carpet with a 40mm pile height. 2G pitches on the other hand, are sand-based astro-turf. These suit sports such as hockey but are less favourable for football though often used for training.

2.29 Based on the FA's guideline of one '3G' pitch per 42 teams, there should be 8.78 pitches in the district, compared with current provision of one full-sized (Wodson Park) and one 9v9 (Birchwood HS).

Therefore, provision of pitches at any of the facilities would be beneficial.

2.30 At Bishop's Stortford, there are currently 87 teams based there, which suggests a need for 2.07 pitches locally. However, there are several clubs considering the provision of new facilities.

2.31 The FA's highest regional facilities priority is to secure a fixed base for Bishop's Stortford Community FC. The club currently plays at several dispersed sites, several of which are poor quality. The club has ruled out Grange Paddocks as a suitable location. A possible solution would be anchor tenants with a long-term user agreement at a school site, possibly with a dedicated clubhouse, which would still serve their requirements.

2.32 Birchwood High School has an aspiration to provide a full-sized '3G' pitch at their detached playing field. At present, Bishop's Stortford Community FC makes almost exclusive use of the 9v9 '3G' pitch on the main school site outside of school hours.

2.33 Other school sites: The new secondary school at Bishop's Stortford North has a playing field allocation by the A120 and this could be explored as an alternative/supplementary option to Birchwood High School. Herts and Essex High School are seeking a 2G pitch on Beldham's Lane (more information provided in Part 2 of the leisure strategy report).

2.34 Grange Paddocks: To provide community access to an artificial pitch, provision at Grange Paddocks would be sensible. Providing a full-sized '3G' pitch would offer the greatest flexibility, because it can be subdivided for small-sided pitches when needed.

2.35 There is currently less need for sand filled pitches for hockey as Bishop's

Stortford Hockey Club has achieved planning consent for a new AGP at the BS Sports Trust site at Cricketfield Lane and the project was initially awarded £500k by Sport England, although this has now 'timed out'. A hockey pitch is being investigated at Herts and Essex school, however substantial funding has yet to be allocated (more information in part 2 of the leisure strategy report).

### *Fitness*

- 2.36 The Build Facilities Assessment included a review of fitness, however consultants have commissioned a more commercial assessment of latent demand for fitness. This is due to the impact that fitness facilities have on the income able to be generated. It is critical that the size of the gyms is sufficient to maximise income generation. Appendix D provides a map that shows the Council's facilities and all public and private competition with a description of these against each of the 5 centres managed by the Council.

### *Latent demand for Fitness*

- 2.37 In estimating the latent demand for fitness, the following populations have been used. An adjusted two mile radius of Fanshawe Pool and Gym (excluding 2 mile overlap with Hartham), a two mile radius for the Leventhorpe facility, a three mile radius for both Grange Paddocks and Hartham and a four mile radius for the Ward Freman Pool, which is the most isolated of the facilities. In each case, the number and types of people living in the area, plus competing fitness gyms have been considered.

### *Hartham*

- 2.38 The overall demand for Hartham Leisure Centre is estimated to be 3,087. This includes allowance for 25% of the total to travel from outside the catchment area but also some negative consideration for the competition in the area (and particularly those people on the edges of the catchment who have other options closer to home).
- 2.39 The centre currently has around 2,575 members, so the estimate shows potential to increase this by 512.

### *Grange Paddocks*

- 2.40 The overall demand for Grange Paddocks Leisure Centre is estimated to be 3,505. This includes allowance for 25% of the total to travel from outside the catchment area. The circa 4,000 new homes which will be built in the area, within 3 miles of Grange Paddocks have been factored in. (It is assumed that these will house around 6,000 adults). The centre currently has around 2,700 members, so the estimate shows potential to increase this by 805.

### *Fanshawe Pool and Gym*

- 2.41 The overall demand for Fanshawe Pool and Gym is estimated at 961. This includes allowance for 30% of the total to travel from outside the catchment area, a larger proportion than for Hartham due to concentrating on a tighter

catchment. Some negative consideration has been factored in for competition in the area as there are a number of alternative options available.

- 2.42 The centre currently has around 750 members, so the estimate shows potential to increase this by 211.

#### Leventhorpe Pool and Gym

- 2.43 The overall demand for the Leventhorpe Pool & Gym is estimated to be 476. This includes allowance for 30% of the total to travel from outside the catchment area but also some small negative consideration for competition, mainly to allow for the bigger gym at Leventhorpe Leisure Centre next door.

- 2.44 The existing centre currently has around 370 members, so the estimate shows potential to increase this by 106.

#### Ward Freman Pool

- 2.45 There is currently no gym provision on this site. The latent demand for Ward Freman Pool is estimated to be 495. This is the total number of members that could be achieved if a gym and studio were added. This includes allowance for 20% of the total to travel from outside the estimated catchment area.

#### *Competition Analysis – Trampoline Park, Spa, Adventure Play and Clip and Climb*

- 2.46 To determine if other complementary facilities could be included within the facility mix at Grange Paddocks or Hartham Leisure Centre a competition analysis for these alternative facilities has been undertaken, which is summarised below.

#### Grange Paddocks

- 2.47 There are six spa facilities within 30-minutes of Grange Paddocks, the nearest being Urban Spa in Bishop's Stortford, only a few minutes' drive away.

- 2.48 There are six adventure indoor play facilities within 30-minutes, the nearest being Adventure Play Barn in Sawbridgeworth.

- 2.49 There is one indoor clip n climb facility in Cambridge and a new outdoor high ropes course has recently opened in Welwyn Garden City. A new facility has for Chelmsford opened in December 2016.

- 2.50 There are three indoor trampoline parks within 40-minutes, the nearest being Air Space Stevenage.

- 2.51 Therefore, the catchment is reasonably well catered for these types of activities.

#### Hartham

- 2.52 There are six spa facilities within 20-minutes of Hartham Leisure Centre, the



nearest being Hanbury Manor Hotel and Country Club in Ware.

- 2.53 There are two indoor trampoline parks within 30-minutes, the nearest being Gravity Force in St Albans, but Air Space Stevenage is of a similar drive time as well.
- 2.54 There are ten adventure indoor play facilities within 30-minutes, the nearest two being less than 15-minutes from Hartham; Get Wild in Hatfield and Soft Play City in Welwyn Garden City.
- 2.55 There are no Clip n Climb facilities with 30-minutes, but a new outdoor high ropes course has recently opened in Welwyn Garden City. Therefore, there is potential opportunity for a climbing type activity in Hartham.
- 2.56 A map illustrating commercial facilities within a 20 – 30-minute drive of Hartham Leisure Centre can be found in Appendix E

#### *Swimming Pool Modelling - Grange Paddocks*

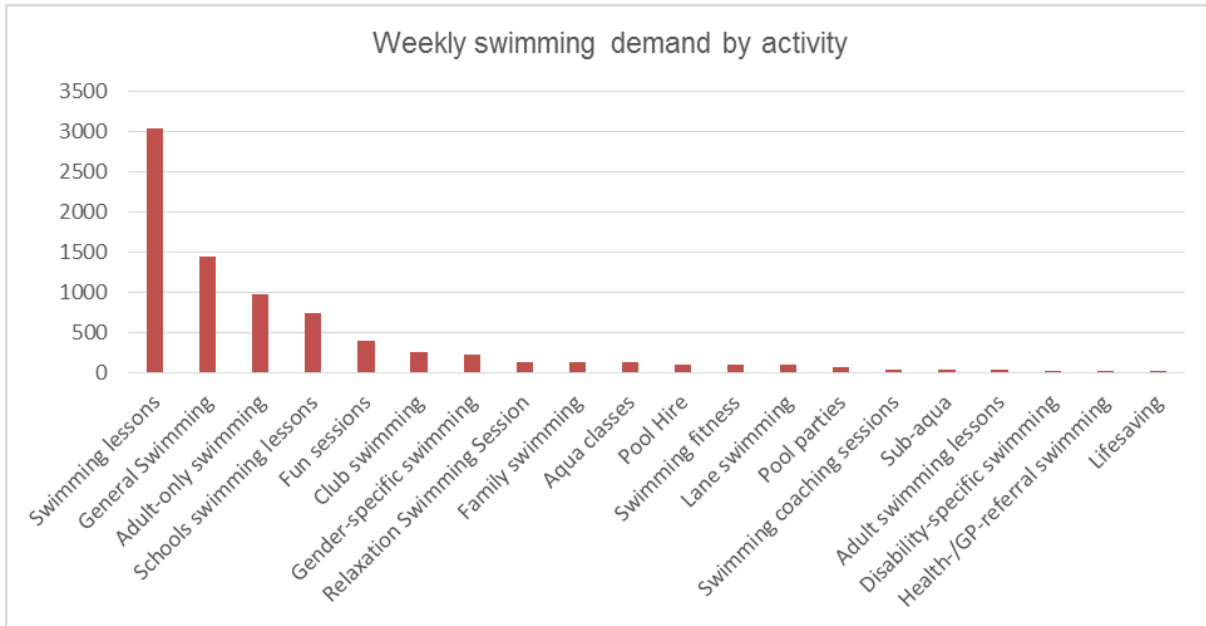
- 2.57 The demand and supply analysis carried out by consultants demonstrated a need for further pool water at Grange Paddocks. To determine whether it would be best value for the council to improve the existing provision or build new, further analysis was undertaken to assess the likely usage of the pools by comparing the usage of comparable demographics across the country and the type of use the pool was most likely to attract. Consultation was then undertaken with stakeholders.
- 2.58 The objective was to understand the most suitable configuration of the pools to ensure it met the future needs of the whole community.
- 2.59 A ten-stage process was followed to determine the recommended pool capacity and possible pool programming:
  - 1. Swim member 'datahub' sample (National sample of swim members by age, gender, postcode and programme);
  - 2. mosaic type by postcode;
  - 3. swim population;
  - 4. drive time catchments;
  - 5. travel time decay;
  - 6. local supply of pool facilities;
  - 7. demand;
  - 8. facility demand;
  - 9. pool capacity recommendation; and
  - 10. programme requirements.

The methodology is illustrated in Appendix F.

- 2.60 It is projected that there will be 8,014 swims each week and an ideal sized pool to accommodate this would total 710m<sup>2</sup>.
- 2.61 The projected total weekly visits have been mapped against likely activity. This has been assessed by comparing typical visits to pools of those within the

Data hub club of comparable demographics.

**Graph 1. Weekly swimming demand at Grange Paddocks**



2.62 Whilst this break down will need to be specific to the requirements for Grange Paddocks, it is a good starting position to help determine the optimum lay out of the pools and requirements for moveable floors.

2.63 An example of the configuration of this amount of water would be:

• 8-lane main pool – 25m x 17m	425m <sup>2</sup>
• teaching pool (larger for lessons) – 20m x 10m	200m <sup>2</sup>
• water confidence pool – free form	100m <sup>2</sup>
<b>Total</b>	<b>725m<sup>2</sup></b>

2.64 The larger teaching pool would support the demand for swimming lessons, the 8-lane pool would support adult only and club swimming and a water confidence area would provide for early years' introduction to swimming.

### *Sports Hall Modelling*

2.65 As the Council was considering the need for a sports hall at Hartham Leisure Centre and the OSSFA suggested a need of 1.4 courts, a further review of the requirements was undertaken for the centre.

2.66 Consultants completed latent demand maps for the centre by super output area. An estimate of the unmet demand that could be absorbed by a sports hall at Hartham was considered, considering travel time. Projected visits per week, by age and gender were considered and this provided the recommended size of hall.

2.67 In summary, the findings revealed that the centre could support a 5-7 court hall, however, this demand would be transferred from other existing sports

halls in the surrounding area. If it is assumed that the demand would remain in the existing centres, the new demand would only be for 1-2 courts.

2.68 Given the proposed plans for the new sports hall at Herts and Essex school, this analysis has not been completed for Grange Paddocks.

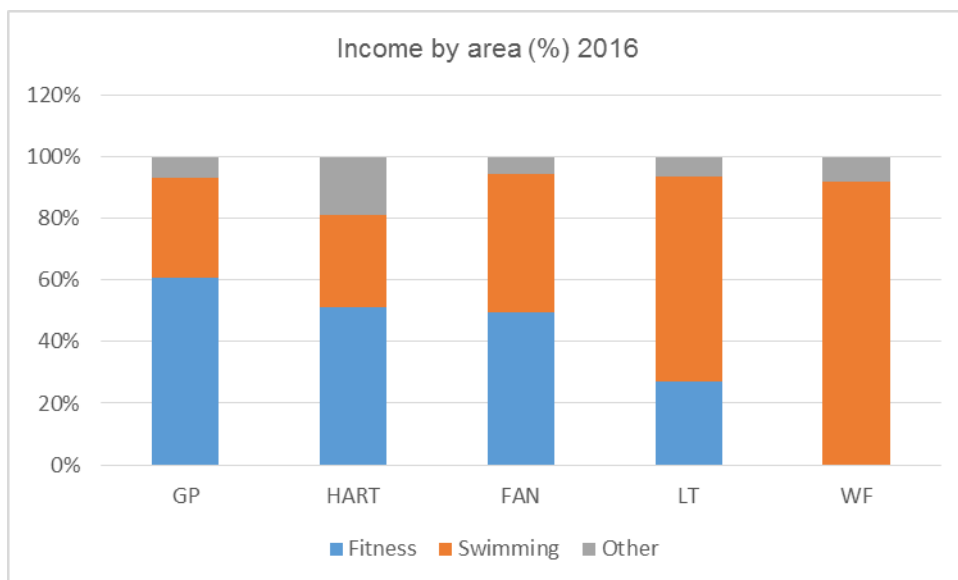
*Review of Current Performance*

2.69 A review of the financial performance of the five leisure centres has been undertaken to assess the current performance and to ascertain a 'base line' position to develop business plans for the development options. These have been compared to national benchmarks and have been used to assess the potential investment opportunities at the centres to increase participation whilst reducing the net cost.

2.70 The key areas of income reviewed were fitness income and swimming income, as these are the key facilities at each centre.

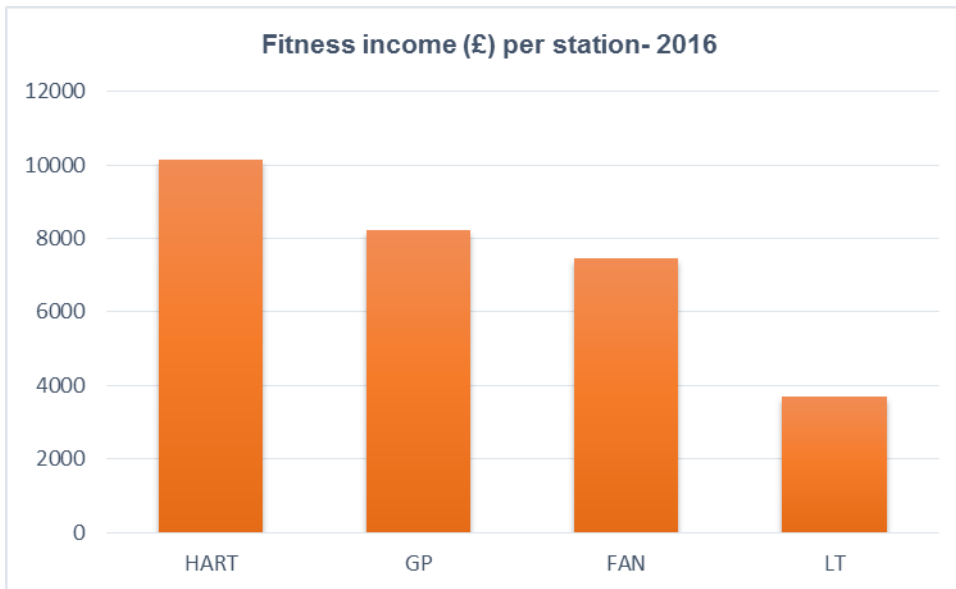
*Income*

2.71 The Income by facility area is set out in the chart below for each centre. Where centres have both gyms and pools, the income from the gym, (although an overall smaller area) is higher than that generated from the pools. Fitness income is over 50% of total income at Grange Paddock and Hartham. The graph below demonstrates income by area.

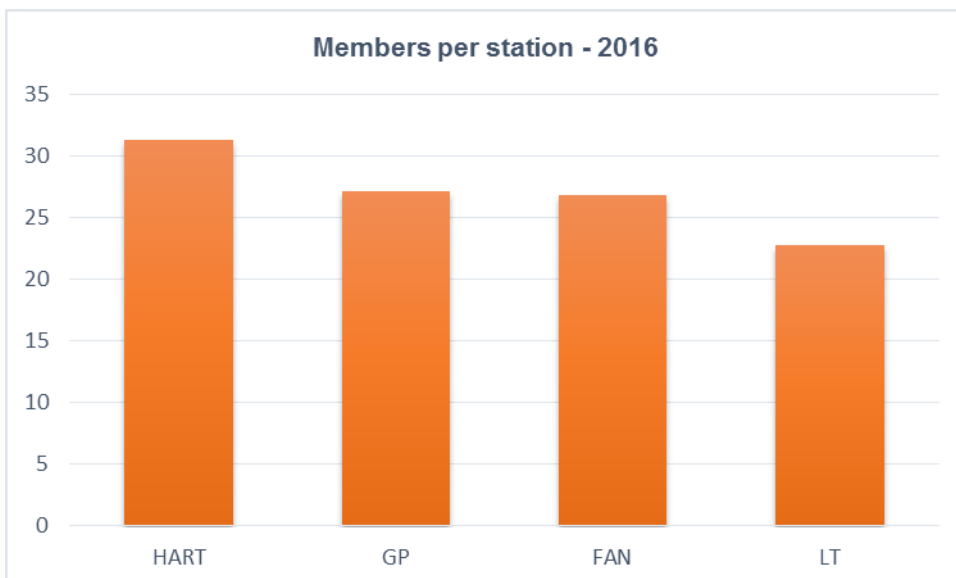


*Fitness income*

2.72 The graph below set outs the fitness income per station for each of the centres. Hartham is the best performing site, with fitness income in the region of £10k per fitness station. It would be expected that a well performing gym with good studio and ancillary provision would be able to achieve in the region of £10k - £15k per station, therefore there are further opportunities at each of the centres, given the latent demand (with appropriate facilities to meet customer expectations).

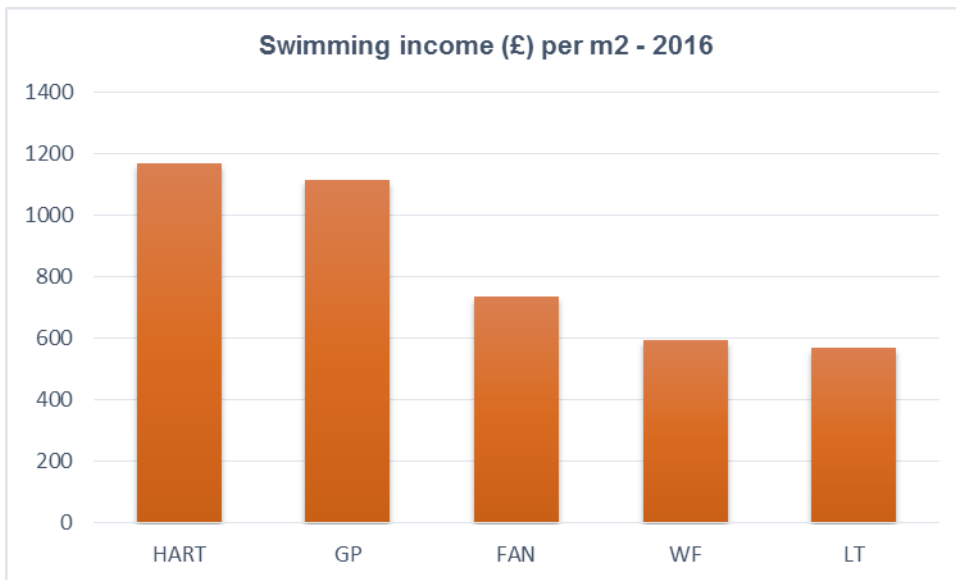


2.73 The graph below sets out the members per station at each of the centres. Centres generally operate in the region of 19 - 25 members per station. Therefore, Hartham will be operating at over capacity, with Grange Paddocks and Fanshawe at capacity levels, with the latent demand this demonstrates the requirements for larger fitness suites at each centre except for Leventhorpe.



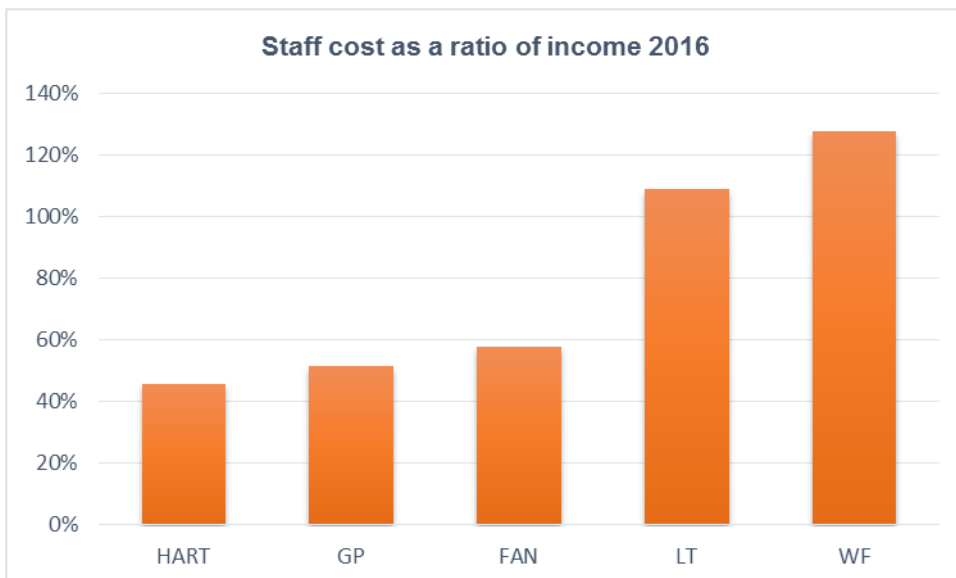
### Swimming Income

2.74 The graph below sets out the swimming income per m2 for each of the swimming pools. It would be expected that a pool hall comprising a main and teaching pool could generate in the region of £1,000 - £1,500 per m2. Both the main leisure centres are performing at this level, at just under £1,200 per m2, with the smaller joint use centres operating at a lower level.



### Staff costs

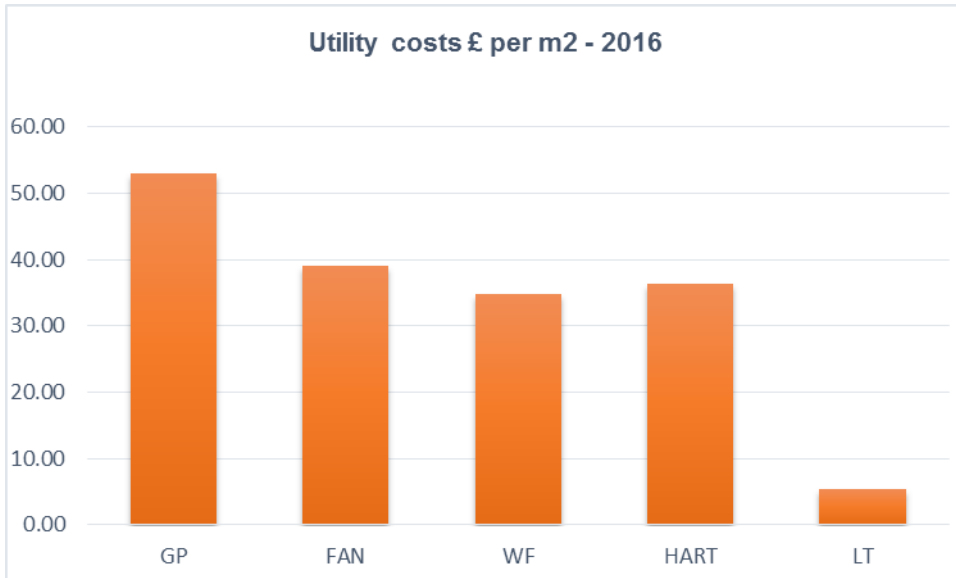
2.75 Staff costs are generally the largest expenditure cost of managing leisure centres. To assess the efficiency of staffing, total staff costs are compared to the income generated of the centre. The table below sets this ratio out for each centre. Leventhorpe and Ward Freman have the poorest ratios, where staff costs are higher than income generated. Pools generally have high ratios, due to the lifeguarding requirements and relatively low price of swimming. Therefore, facilities such as gyms and studios are added to pools, to increase the income (without significantly increasing staffing costs).



### Utility costs

2.76 The graph below sets out the utility costs per meter square for each centre. Given that the joint use centres are only pools, (which are the largest utility consumption area), it would be expected that the joint use pools, would have the highest cost per m2. However, Grange Paddocks costs are very high at just under £53 per meter square, suggesting an inefficient building. Typical costs would be in the region of £35-£40 per m2, increasing to £45 for wet only

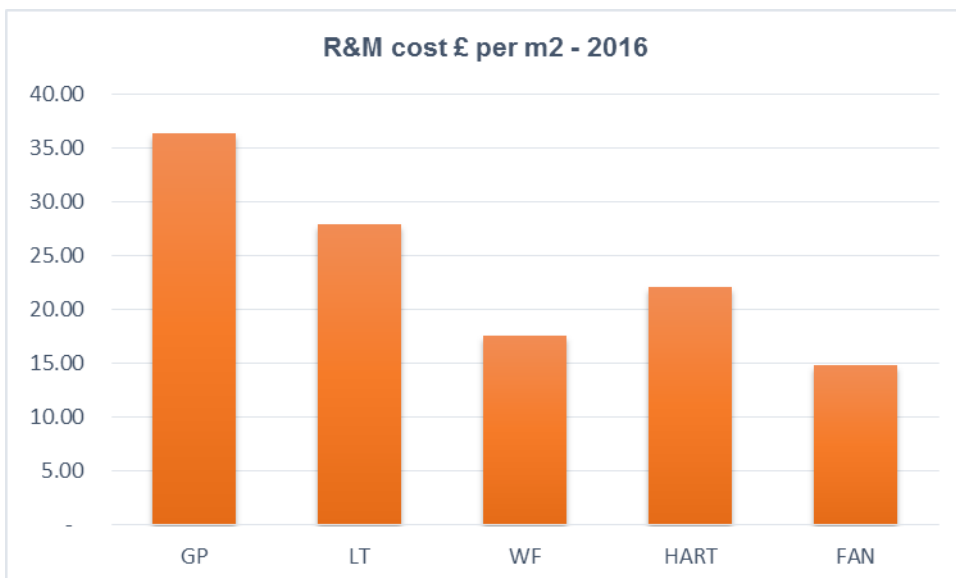
centres.



Therefore, there are opportunities at all centres to improve energy consumption.

### *Repairs and Maintenance Costs*

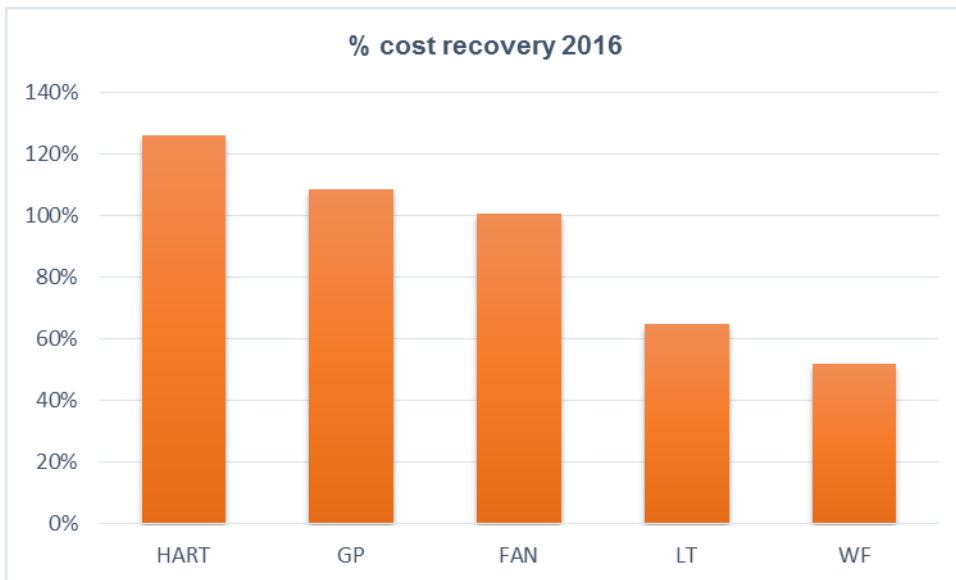
2.77 Repairs and maintenance costs range from between £15 to £36 per meter square, as shown in the graph below. Median costs as per the Sport England national benchmarking service are in the region of £18 per meter square. As the centres have small 'dry' parts to the facility and are predominantly pools, the overall costs would be higher than mixed wet and dry centres, however the costs are high, reflecting their age and condition.



### *Cost Recovery*

2.78 The overall ratio of income to expenditure for the centres is set out below. The median levels (as per Sport England National benchmarking) are at 108%; income more than covers expenditure so the centres operate at a surplus.

Leventhorpe and Ward Freman are the two centres in East Herts requiring a subsidy.



2.79 This high-level review of the centres' current financial performance will inform the future facility considerations, particularly:

- There are opportunities at each centre to increase the fitness offer; this will meet demand and increase income the centres generate. Hartham, Grange Paddocks and Fanshawe are all at capacity for fitness members, therefore larger gyms are required.
- Swimming income is performing well at the two main facilities, but less well at the joint use pools, likely to be reflecting both the over-supply and poorer ancillary facilities.
- Staff costs as a proportion of income is good at Hartham and Grange Paddocks, however poor at Leventhorpe and Ward Freman. This KPI will be most easily improved by increasing income, as staff costs are relatively fixed due to lifeguarding requirements.
- Utility costs are higher than expected at Grange Paddocks and Fanshawe, therefore there are energy savings opportunities here.
- Repair and maintenance costs are high at all the centres, and there are significant future condition survey costs required. This reflects the age and current condition of the centres.
- Cost recovery proportions are low at the three joint use sites, reflecting the overall high staffing, maintenance and utility costs in comparison of income the centres generate.

### 3.0 Site Analysis and Facility Mix Options

3.1 Given the above analysis and stakeholder consultation, for each centre a facility mix has been identified and agreed by the Task and Finish Group. This has considered the council's strategic outcomes for the service, demand and supply analysis, competition analysis, consultation and financial performance review. The summary is set out for each centre below.

## Grange Paddocks

- 3.2 The existing leisure centre at Grange Paddocks is situated in open parkland located within walking / cycling distance of Bishop's Stortford Town Centre. The existing 25m and learner pools are nearing the end of their practical lifespan, with recent refurbishment / extension of the centre to create redecorated wet change and new studio / dry sports spaces. User demand on this centre is very high, with congestion at certain times between school groups and the general public.
- 3.3 The current facility is located on the eastern bank of the river Stort, on the edge of open parkland containing a number of playing pitches. The site is accessed via a narrow access road over the river, leading to two car parks between the centre and the river.
- 3.4 The buildings are located within flood zone 1 and 2, whilst the car parks sit within flood zone 3.
- 3.5 There are residential properties on the west bank of the river that have overlooking views over the river, into the park and of the centre / pitches. Consideration will need to be given to these properties from:
- noise breakout from any new facilities
  - potential light pollution from any proposed floodlighting of pitches
  - sensitive design of new facilities in terms of visual amenity
- 3.6 The fitness latent demand suggests that a new Grange Paddocks Leisure Centre would have a demand for 3,505 members, which based on 25 members per fitness station, would require 140 stations and approximately 700m<sup>2</sup> for gym space.
- 3.7 To complement the fitness suite, additional studios to provide group exercise will provide the ability to have a balanced programme attracting a larger part of the community and to drive revenue.
- 3.8 The swimming pool modelling, based on the catchment, drive times and population growth suggests demand of approximately 8,000 visits a week, requiring 710<sup>2</sup> of water. These pools would provide total water space of 725m<sup>2</sup>. Confidence water will also be provided for babies and toddlers. Design of the pools has been undertaken in consultation with the clubs and ASA. The leisure task and finish group was keen that the confidence water and larger teaching pool be provided to meet demand. Due to the requirements of a much larger pool hall and the age of the existing pool, that is nearing the end of its useful life, a new build centre was considered over and above a refurbished pool hall.
- 3.9 Given the increase in water space and fitness facilities required at Grange Paddocks, it was determined that a new build centre, would be more suitable than trying to extend the current pool tank and hall and fitness facilities.
- 3.10 Site options were assessed for the new centre at Grange Paddocks and the location of a new build within flood zone 1 was deemed the most suitable.



Further surveys will be required to determine viability of location.

3.11 Any new replacement facility would need to consider the following:

- The sensitive nature of the open park setting
- Location of the facility close to the river Stort
- Location of the existing facility which currently sits within flood zone

3.12 The preferred facility mix is set out in Appendix G.

#### Hartham Leisure Centre

3.13 Similar to Grange Paddocks, the existing leisure centre at Hartham is situated in open parkland. This park is located on the outskirts of Hertford

3.14 The current facility is located between the Rivers Beane and Lea, on the southern edge of open parkland. The centre is accessed via a road running along the northern bank of the River Lea.

3.15 Whilst the existing centre lies within flood zone 2, the proposed options need to link in with the existing facilities. As such the proposed new construction will have to lie within the flood zone 2. However, flood resilience can be designed into the scheme at the next stage, through the inclusion of items such as robust finishes.

3.16 The existing 33m and learner pools were existing external pools, until covered over with the current pool hall.

3.17 User demand on this centre is quite high, with congestion at certain times between school groups and the general public.

3.18 Any new replacement facility would need to consider the following:

- The sensitive nature of the open park setting
- Location of the facility close to the rivers Beane and Lea
- Location of the existing facility which currently sits within flood zone 2

3.19 Analysis of the demand for sports halls has demonstrated that demand isn't sufficient (given the local supply) for another four court sports hall.

3.20 The latent demand for this centre is lower than that of Grange Paddocks, due to the additional competition, with a total demand of just over 3,000, and when taking the existing membership into account, the estimated increase is just over 500 members. Based on 25 members per fitness station, the gym would need to be able to accommodate 120 stations, and be approximately 600m<sup>2</sup>. The addition of a larger second studio, would allow for more group exercise classes and the ability to have a crèche.

3.21 What does stand out though is the population within thirty minutes of the site, with over 1.2m people in total, more than double that of Grange Paddocks. Furthermore the 0-9 year olds account for almost 14% of the population, which is higher than the England average of 12.5%. This younger population provides opportunities for the provision of more child friendly facilities, such as

clip n climb and water based activities. Indoor soft play is well catered for within short drive times, so is not recommended to be included in Hartham Leisure Centre.

- 3.22 The existing swimming pool is in need for refurbishment, in order to be able to continue to be attractive to fitness swimmer, but particularly for families for swimming lessons and fun activities.
- 3.23 Adding in a fixed floor to the diving end of the pool will provide a second area for teaching. This will allow for further lessons, although will impact on the current water polo use. (This will be offset within the district with new facilities in Grange Paddocks).
- 3.24 The facility mix option schedule suggests that the swimming pools would need to be retained. As such, the intention behind the options at Hartham is to retain the existing pool hall and redevelop the reception area.
- 3.25 Minor redecorations / retiling are included for the existing pool hall, with the pool tanks relined / retiled. The boom is to be fixed towards the shallow end of the main pool, diving the 33m pool into a 25m pool and 6m wide pool.
- 3.26 The existing reception is proposed to be demolished. New studios and an extension to the gym are proposed to be constructed in its place.
- 3.27 The preferred facility mix is set out in Appendix G

#### Fanshawe Pool and Gym

- 3.28 Fanshawe pool and gym is located on the outskirts of Ware, and is a shared facility between public and the Chauncy School (secondary school). Nearby is also St.Catherines Church of England Primary School.
- 3.29 The facility is a single storey building on the western edge of car parking serving Chauncy School.
- 3.30 Current uses located in the building are:
  - Reception / staff area
  - Small fitness gym
  - Dry change areas
  - Small meeting room
  - Wet change areas
  - 25m main pool with elements of spectator seating
- 3.31 The building sits on the western edge of Chauncy School's car parking, and is surrounded by open land to the west / north, assumed to be part of the School's demise. To the south lies the access road, Park Road.
- 3.32 Lying to the west and south are residential developments, as such, there is limited / no scope for external expansion.
- 3.33 Parking for users of the facility is restrained, and becomes extremely congested at school drop-off and pick-up times.

- 3.34 The site is level and the building lies away from areas of flood risk.
- 3.35 The facility mix option schedule suggests that potential membership could be increased to over 950 members. This can be achieved through a larger fitness suite and improved changing facilities (both wet and dry).
- 3.36 The proposed option increases the fitness gym area, but reduces / refurbishes the associated dry change areas which have been deemed oversized for the member numbers.
- 3.37 Through an internal reconfiguration of the oversized wet change areas, a new studio can also be introduced.
- 3.38 The wet change, as noted, has been reconfigured / condensed, and now has group change facilities included within the layout.
- 3.39 The pool hall refurbishment works would consist of re-tiling of pool tank and hall walls.
- 3.40 Rearrangement of the car parking to accommodate more users' needs to be included through the use of kerb re-alignment / removal. This will be investigated further at the next design stage.
- 3.41 Fanshawe Pool and Gym is performing well financially and has a good catchment of over twenty thousand adults over the age of fifteen within two miles of the site. The local competition, consisting of three private clubs and one public facility suggests a good customer base for fitness facilities. With the latent demand suggesting that the existing gym membership could be increased by approximately 200, there is an opportunity to increase the size of the fitness facility at this site. With internal layout changes to increase the size of the gym, creating 40 – 50 fitness stations, along with changing rooms and welfare facilities refurbishment, this site could remain competitive in the local market and should be able to continue to generate a revenue surplus.
- 3.42 The preferred facility mix is set out in the Appendix G

#### Ward Freman Pool

- 3.43 Ward Freman pool and gym is located on the outskirts of Buntingford, and is a shared facility between public and the Freman College (secondary school).
- 3.44 The facility consists of single storey changing / staff accommodation off a central reception area, opening out onto a double height pool hall with 25m pool.
- 3.45 The facility is located on the college grounds, on the western edge of car parking mostly used by and for Freman College.
- 3.46 Current uses located in the building are:
- Reception / staff areas
  - Small kitchen

- Wet change areas
  - 25m main pool
- 3.47 The building sits on the western edge of Freman College's car parking, and is bounded to the west and north by existing Academy buildings. To the south lies Buntingford Cricket Club.
- 3.48 The car parking (and pool) is accessed from Bowling Green Road which lies to the east of the site.
- 3.49 Lying to the south-west, and separated from the College by a tree belt, are residential developments. As such, there is no scope for external expansion.
- 3.50 Parking for users of the facility is restrained, and becomes extremely congested at school drop-off and pick-up times. The site is level and the building lies away from areas of flood risk.
- 3.51 The existing swimming pool is needed for this part of the district to satisfy the demand for swimming. Refurbished changing rooms and toilets would make the swimming pool a more attractive offering for the community.
- 3.52 The catchment for this facility is much lower than the other centres and the demand for fitness is low. There is only one local private fitness competitor offering a small gym, which does also suggest there is little demand for additional fitness.
- 3.53 Reconfiguring the existing floor space at Ward Freman Swimming Pool to improve the changing rooms and to provide a small fitness room would help to satisfy the estimated local demand for this site of 495, but 100m<sup>2</sup> would be needed to be able to provide a gym with approximately 20 fitness stations. It would be unlikely to be able to provide this amount of space within the existing footprint of the building. Consideration has been given to providing fitness on the roof of the changing rooms, but this was not considered given the capital costs and resulting impact on income.
- 3.54 The schedule of facility mix options identifies there is a latent demand for fitness of 495. This could be satisfied with a small fitness suite of approximately 25 stations.
- 3.55 With the proposed option, internal configurations of the existing change accommodation can provide a small fitness suite, and refurbished wet change areas which include group change.
- 3.56 The pool hall refurbishment works would consist of re-tiling of pool tank and hall walls.
- 3.57 The preferred facility mix is set out in the Appendix G

#### Leventhorpe Pool and Gym

- 3.58 Leventhorpe pool and gym is located on the outskirts of Sawbridgeworth, and

is a shared facility between public and the Leventhorpe School Academy (secondary school).

- 3.59 The facility is a single storey building on the western edge of car parking mostly used by and for Leventhorpe School Academy.
- 3.60 Current uses located in the building are:
- Reception / staff area
  - Small fitness gym
  - Dry change areas
  - Small meeting room
  - Wet change areas
  - 25m main pool with elements of spectator seating
- 3.61 The building sits on the western edge of Leventhorpe School Academy's car parking, and is bounded to the west and north by existing Academy buildings. It is surrounded by open land to the south, assumed to be part of the Academy's demise.
- 3.62 The car parking (and pool) is accessed from Cambridge Road which lies to the east of the site.
- 3.63 Lying to the south are residential developments. As such, there is limited scope for external expansion.
- 3.64 Parking for users of the facility is restrained, and becomes extremely congested at school drop-off and pick-up times.
- 3.65 The site is level and the building lies away from areas of flood risk.
- 3.66 The facility lies very close to Grange Paddocks and other facilities. As such, usage of the site is low. The building, and its finishes, has become tired and worn. Due to the limited use of the facility, the proposed option allows for minimal redecorations and creation of an external canopy for parents to view children's swimming lessons.
- 3.67 Internal redecorations would occur to the existing wet change areas.
- 3.68 The pool hall refurbishment works would consist of re-tiling of pool tank and hall walls.
- 3.69 Leventhorpe has the lowest usage of all of the facilities and has the highest usages of its users from outside of the district. The pool does not have any spectator viewing for parents, which impacts the ability to deliver swimming lessons.
- 3.70 The Leventhorpe Pool and Gym is on an educational site (Leventhorpe School) that also has a separate facility (Leventhorpe Leisure Centre), which is currently run by another provider. This facility has a sports hall, fitness suite, studio and ATP. Having two separate facilities on the same site, run by different operators is confusing for residents and is not providing the best return for investment and operational expenditure.

- 3.71 Based on the current membership and the local competition, there is very little additional demand for fitness, so improving or expanding the offer at this site would provide little overall benefit.
- 3.72 Leventhorpe is within a 15 minute drive time to Grange Paddocks, and for residents further south, Leventhorpe is only a 15 minute drive to Harlow Leisurezone. The emerging Open Space and Sports Facility Assessment is suggesting that by 2030 a new leisure centre will be required in the Gilston area, depending on the exact site, Leventhorpe would also fall within this 15-minute drive time.
- 3.73 To address the lack of swimming pool viewing, for parents during swimming lessons a simple external canopy could be constructed, to at least provide some shelter for parents viewing from the external windows. Retiling of the pool hall and refurbishment of the changing rooms could also be considered.
- 3.74 Despite the investment into the facility it is projected that usage will fall from 66,663 in 2016 to 46,664 in a mature year when a new Grange Paddocks has built and operationally working well.
- 3.75 However, for the level investment, continued capital costs and the projected decrease in customer visits, the Leisure Task and Finish Group considered rationalisation of the facilities and felt that not investing in Leventhorpe would be the most viable choice and to explore a mutually agreeable exit strategy with the school.
- 3.76 The management contract for the Leventhorpe Leisure Centre currently run by another provider could be managed with the existing portfolio of facilities under the School's control, which would allow for better use of the facilities across the whole of the school site, alternatively there maybe another community use facility better tailored for the area to explore. It is important to note that the natural migration of users to a newly developed Grange Paddocks would be the key trigger point in deploying an exit strategy. Should investment be approved it is anticipated that this migration could take place after 2022.

#### **4.0 Capital Costs**

- 4.1 Capital costs have been developed for each of the facility developments. The costs include:
- construction costs
  - abnormal and external works
  - main contractor preliminaries
  - main contractor profit and overhead
  - contingency
  - professional fees and surveys
  - inflation Q1 2017 to Q1 2019

- 4.2 The estimates exclude loose fixtures, fittings and equipment. (The costs of

these are included within the revenue business plans).

- 4.3 To progress with any developments at the joint use centres, the Council must agree long term agreements with the schools / County to protect the council's investment and community use access. Officers are currently undertaking consultation with the schools and County to assess their willingness to provide mutually agreeable new agreements and disband the current agreements. If the outcomes are not positive, the Task and Finish Group recommendation is to not progress the investment into those centres.
- 4.4 To date initial conversations with HCC regarding Ward Freman are positive. The County's key concerns are in relation to safeguarding and the proposed facility mix and whether it would meet Sport England requirements and building regulations. The County will also be exploring their 'school use' requirements which may impede on community access and therefore revenue position for this site. It has been highlighted to county colleagues that the proposed facility mix provides a framework for the District's decision making body in relation to investment levels and that detailed designs will come later as part of the procurement process.
- 4.5 In relation to Chauncy School regarding Fanshawe Pool and Gym, the School have stipulated the following non-negotiable items for a new agreement:
- 4.5.1 Free use of the pool for Chauncy School pupils during the school day, determined by an annual forecast of times/dates.
  - 4.5.2 For the Council to reconfigure the School and leisure centre car parking area at no cost to the school to ensure better flow of vehicle movement during school drop off times and greater use for leisure centre members throughout the day and evenings.
  - 4.5.3 The Council to pay a fee for annual rent of approximately £5000
  - 4.5.4 The school would not pay towards ongoing repairs and maintenance costs on a newly developed site.
- 4.6 The costings below cover two options in relation to Fanshawe Pool and Gym:
- Option A – investment from the Council based on long term agreement and lease at ideally a peppercorn rate to the Council
  - Option B: No investment, continue with the provision in the current model until development at Hartham is completed and a large portion of users migrate to Hartham.
- 4.7 As previously mentioned, given the impact of Grange Paddocks and declining customer visits the Task and Finish Group concluded that investing in Leventhorpe was not a viable option moving forward.
- 4.8 The summary capital costs for each centre are set out in the table below.

Centre	New build / redevelopment	Key facilities	Capital cost
<b>Grange Paddocks</b>	New build	• 8 lane 25m pool	£21,997,939

<b>Leisure Centre</b>		<ul style="list-style-type: none"> <li>• teaching pool with moveable floor</li> <li>• confidence water</li> <li>• 140 station gym</li> <li>• 3 studios</li> <li>• café</li> <li>• 3G</li> </ul>	
<b>Hartham Leisure Centre</b>	Redeveloped dry side for enlarged fitness and climbing	<ul style="list-style-type: none"> <li>• New dry side to create 140 station gym</li> <li>• 3 studios</li> <li>• new dry changing rooms</li> <li>• retile pool tanks</li> <li>• Redecorate pool hall</li> <li>• provide a fixed boom and false floor to the diving end to increase use of this water space for teaching</li> <li>• Fixed Shelf</li> <li>• Clip and climb</li> </ul>	£7,113,000
<b>Ward Freman</b>	Redeveloped internal change areas	<ul style="list-style-type: none"> <li>• Include a 25-station gym on the ground floor</li> <li>• Refurbish / remodel changing areas</li> <li>• Re-tile pool surrounds</li> <li>• Redecorate the pool hall</li> </ul>	£881,000
Subtotal (without investment in Fanshawe)			£29,991,939



Fanshawe Option A and Option B

<b>Fanshawe Option A</b>	–	Redeveloped internal change areas	<ul style="list-style-type: none"> <li>Extend the size of the gym and add a small studio</li> <li>Refurbish changing rooms</li> <li>Retile pool and redecorate the pool hall</li> </ul>	£1,268,000
<b>Option B</b>		None	None	£0
Total with Fanshawe Option A				£31,259,939

Investment in Leventhorpe Not Recommended by Leisure Task and Finish Group

<b>Leventhorpe</b>		Improve the pool hall and changing areas	<ul style="list-style-type: none"> <li>Refurbish the changing rooms.</li> <li>Redecorate the pool hall</li> <li>Provide external canopy for viewing</li> </ul>	£398,000
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4.9 It is important to note that should investment be approved for developments, the funding will be required at different stages of a new leisure contract. Also, given the timescales required for procurement it is likely that the current leisure contract will need to be extended for approximately 1 year (currently contract expires December 2022). Therefore it is unlikely that any development and investment will take place prior to 2020. Should funding be approved the Head of Operations in conjunction with the Head of Legal and Democratic support services will negotiate the terms and conditions of an extension with the current provider.

4.10 The Council will need to proceed with the submission of an outline planning application for Grange Paddocks and Hartham leisure centres prior to the procurement of a new leisure contractor. This will mitigate concerns from the leisure providers and ensure the contract is attractive to the market. In addition to the capital funding for developments, funding will be required to submit an outline planning application. Detailed costs for all surveys prior to submission will be required. It is estimated that this could be in the region of £150k.

4.11 The relatively minor works proposed for Ward Freman Pool may not require planning approval. The project will be discussed with the appointed leisure management contractor and brought forward as a separate project. If planning approvals are necessary, applications will be made at the appropriate time.

## **5.0 Revenue Business plans and whole life costs**

5.1 Indicative revenue business plans have been developed for each of the centres considering the redevelopments and new build at Grange Paddocks. The business plans set out total income and expenditure projected for each centre from the completion of the development works.

5.2 A number assumptions were made to shape this work:

- To assess the overall net financial cost of the developments to the Council, the capital costs (opportunity cost), cost of borrowing, repayment and revenue position were assessed together. This has been factored into the whole life cost analysis at the rate of 2.3% for capital costs for Grange Paddocks and 2.74% on the rate of borrowing and repayment over 20yrs for the remaining facilities. It is important to note that these figures provide a framework of costs, usage and facility mix options which will be used as a base for the procurement process should investment be approved. Providers submit design, build, operating and maintenance solutions that meet the Council's requirements at a capital investment cost to the Council that is no more than those described in para 4.8. The final investment mix will be proposed by the Head of Strategic Finance and Property in conjunction with the Executive member for finance and support services.
- To provide high level figures on the whole life costs it was assumed that the contract will be structured such that the Council will pay the capital costs. In this way, it is assumed that the VAT on the capital developments will be able to be reclaimed by the Council.
- It was assumed that the centres will be managed by an organisation similar to current incumbents, such that there are comparable VAT and NNDR benefits.
- Increases for inflation have not been included within the projections at this stage.
- Pricing for the activities and memberships were based on the existing prices, however for new activities, prices have been benchmarked with surrounding facilities and other local authority facilities
- Projections allow for growth of the developments over the first five years of a new contract, to a mature year position
- It is assumed that the Council reaches appropriate agreements with each of the relevant joint use schools to extend the community use arrangements over the next 10 – 15 years to ensure payback for the Council's investment is recovered.
- There will be a loss of income for each of the centres whilst the development works are completed and this will need to be fully assessed during the procurement process to identify the medium term financial implications for the Council. The disruption will be most significant at Hartham, where it is planned

that the existing reception and gym is knocked down and replaced.

5.3 In projecting the potential income streams, consultants considered the following:

- the detailed assessment of the existing centres' performance, to understand the income each of the key facilities currently generates;
- future demand and supply assessments for key facilities; swimming pools and sports halls;
- latent demand for fitness for each centre, this was compared to existing members, so that the growth in each centre's memberships could be projected;
- membership pricing and average income per month each member currently generates to project future income generation;
- pricing structures for casual use; and
- a new swimming programme was developed for the pools at Grange Paddocks considering future use of clubs, swimming lessons and casual use.

5.4 Expenditure projections were based on the following:

- the detailed assessment of the existing centres' performance, to understand the current expenditure of each centre;
- existing staffing costs and structures of the centres and uplifting this taking into account new facilities;
- implications for increased maintenance, utilities and equipment costs;
- costs above the rate of inflation have been included for utilities given the volatility of the market; and
- operator overheads and surplus were included at industry averages.

5.5 A summary of the initial mature year position once each of the centres' developments are complete are set out in the tables below.

5.6 For option A approximately 70% of the income and expenditure from Leventhorpe has been absorbed into the Grange Paddocks figures.

5.7 In option B approximately 70% of swimming and 60% membership income and expenditure from Fanshawe has been transferred into the costs for Hartham.

#### Option A with developments at Fanshawe

New Centres	Mature Year
<b>Fanshawe Pool &amp; Gym</b>	
Income	568,100
Expenditure	500,360
Net	<b>67,740</b>
Capital repayment	<b>64,000</b>
Interest on borrowing	<b>35,000</b>
Rent to School	<b>5,000</b>
Annual cost	<b>104,000</b>
Net benefit	<b>-36,260</b>
<b>Grange Paddocks Pool &amp; Gym</b>	
Income	2,635,987
Expenditure	1,977,136
Net	<b>658,851</b>

Annual lost interest on capital	<b>506,000</b>
Net benefit	<b>152,851</b>
<b>Hartham Leisure Centre</b>	
Income	2,187,420
Expenditure	1,714,608
Net	<b>472,812</b>
Capital repayment	<b>356,000</b>
Interest on borrowing	<b>195,000</b>
Annual cost	<b>551,000</b>
Net benefit	<b>-78,188</b>
<b>Ward Freman Pool</b>	
Income	336,500
Expenditure	412,150
Net	<b>-75,650</b>
Capital repayment	<b>45,000</b>
Interest on borrowing	<b>25,000</b>
Annual cost	<b>70,000</b>
Net benefit	<b>-145,839</b>
<b>TOTAL</b>	
Income	<b>5,728,006</b>
Expenditure	<b>4,604,254</b>
<b>Net</b>	<b>1,123,753</b>
Annual lost interest on capital	<b>506,000</b>
Annual Capital repayment	<b>465,000</b>
Annual Interest on borrowing	<b>255,000</b>
Annual cost (inc rent to School)	<b>1,231,000</b>
Net benefit	<b>-107,247</b>

### Option B without developments at Fanshawe

<b>New Centres</b>	<b>Mature Year</b>
<b>Grange Paddocks Pool &amp; Gym</b>	
Income	2,635,987
Expenditure	1,977,136
Net	<b>658,851</b>
Annual lost interest on capital	<b>506,000</b>
Net benefit	<b>152,851</b>
<b>Hartham Leisure Centre</b>	
Income	2,527,420
Expenditure	1,804,608
Net	<b>722,812</b>
Capital repayment	<b>356,000</b>
Interest on borrowing	<b>195,000</b>
Annual cost	<b>551,000</b>
Net benefit	<b>171,812</b>
<b>Ward Freman Pool</b>	
Income	336,500
Expenditure	412,150
Net	<b>-75,650</b>
Capital repayment	<b>45,000</b>
Interest on borrowing	<b>25,000</b>
Annual cost	<b>70,000</b>
Net benefit	<b>-145,839</b>
<b>TOTAL</b>	
Income	<b>5,499,907</b>
Expenditure	<b>4,193,894</b>

<b>Net</b>	<b>1,306,013</b>
Annual lost interest on capital	<b>506,000</b>
Capital repayment	<b>401,000</b>
Interest on borrowing	<b>220,000</b>
Annual cost	<b>1,127,000</b>
Net benefit	<b>179,013</b>

5.8 It can be seen therefore that the total income is projected to be in the region of £5.5m -£5.7m in a mature year, with expenditure between £4.1m- £4.6m, giving a payment to the Council of £1.1m- £1.3m. Once the annual loss of interest, repayment of borrowing and interest is considered, there is a net position in the region of -£107k (deficit) to £179k (surplus).

5.9 The Council currently pays a management fee to its current operator, in 2016 this was £222k, therefore there will be an additional revenue benefit of not having to pay this fee. Therefore the net improvement on the revenue budget for leisure will be between £115k - £401k (depending on what option is approved).

5.10 These developments will allow the Council to reduce its property repairs and maintenance budget from £35k per annum to 20k once developments have been completed; this provides an additional improved net position of £15k.

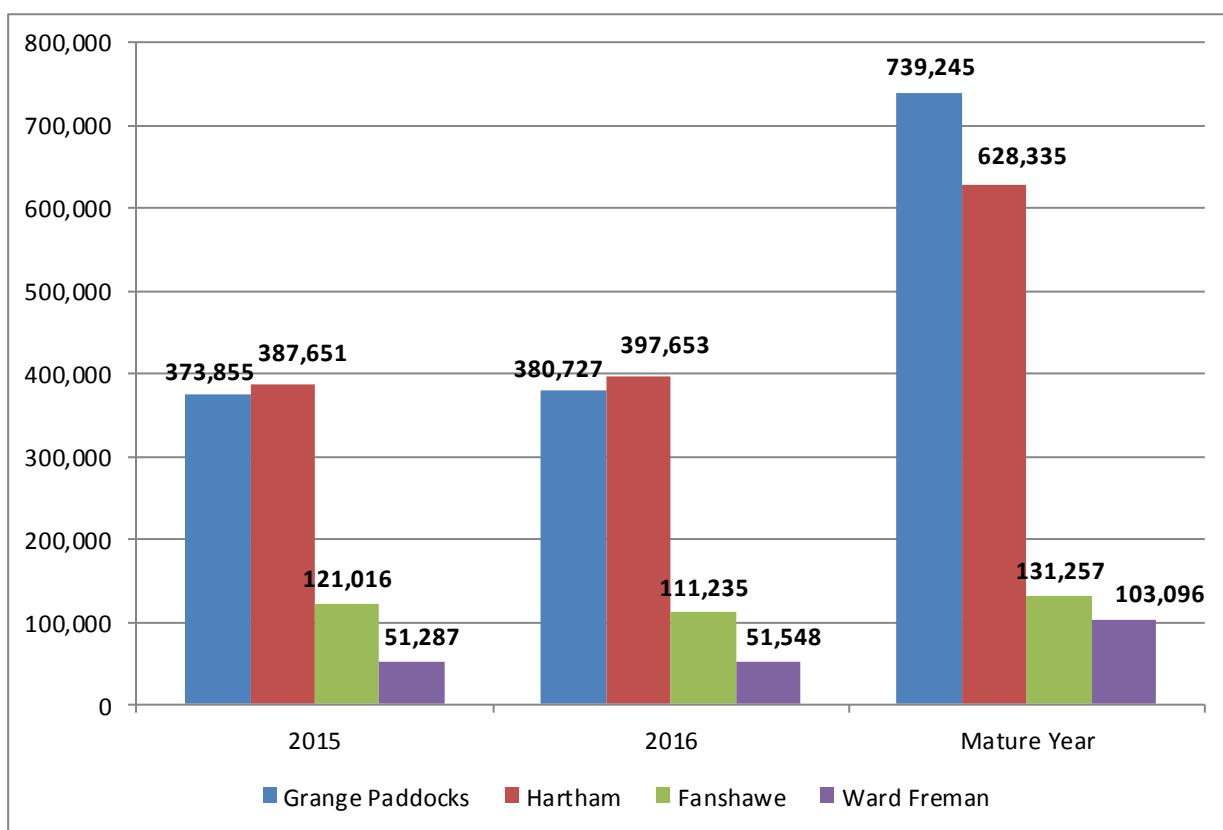
5.11 To provide a greater understanding on the impact on the Council's budget assumptions has been made on that:

- Repairs and maintenance costs at Grange Paddocks will continue until the new leisure centre is built
- with a new build Grange Paddocks, the repairs and maintenance costs will be transferred to the new leisure operator
- capital works at each of the sites will reduce some of the capital programme requirements for the leisure centres.
- the cost of doing nothing will result in on-going revenue subsidy from the Council with increasing capital costs for major repairs and replacement of equipment as the buildings get older.

5.12 Using the conditions surveys of each site and projected capital works required over the next 5years it is anticipated that should investment be provided, up to £700,000 of projected works over 5yrs would not be required at the centres.

## 6.0 Usage

6.1 The aim of the new facilities is to increase usage, the below chart below illustrates the current and projected total visits of the centres. As mentioned previously despite the investment into the facility at Leventhorpe it is projected that usage will fall from 66,663 in 2016 to 46,664 in a mature year when Grange Paddocks has been developed and usage is up to the projected figures.



6.2 Current total visits are in the region of one million, it is projected that with the new Grange Paddocks centre, including the 3G and a re-developed Hartham, that the projected usage will increase to over 1.6m in a mature year. In addition of the projected 46,664 visits at Leventhorpe, if 70% of the visits transferred to a new developed Grange Paddocks this will add to the overall increase in visits by approximately 32,000 visits.

6.3 If option B was to be the preferred direction of travel it is anticipated that 60% of the projected visits for Fanshawe would be transferred to Hartham once developments were completed.

## 7.0 Travel Times

7.1 Travel times are important because people are less likely to travel long distances if their local pool is no longer available. Sport England considers that a drive time of up to 20 minutes is acceptable. A table of drive times is shown below.

JUP Facility to nearest EHC Facility	Drive Time	Distance
Leventhorpe Pool to Grange Paddocks	13 mins	6 miles
Fanshawe Pool to Hartham	13 mins	5 miles
Ward Freman Pool* to Hartham	27 mins	15 miles

\* Ward Freman is also 9 miles (15 mins) from Royston Leisure Centre in North Hertfordshire DC.

7.2 Given the drive times is it possible to provide adequate leisure provision through three public use leisure centres across the District.

## **8.0 Risks**

There are several key delivery risks of the leisure centre developments. These are listed below.

### *Sites*

8.1 Both Grange Paddocks and Hartham are on sites that are particularly sensitive to develop.

8.2 The key risks for the sites are;

- Planning; green belt sites, landscape impact, residential impact, loss of playing pitches (at Grange Paddocks). However, officers from leisure team are working closely with the planning team mitigate the risks before submission of an outline planning application.
- Ground conditions; flood risk, (contamination if the 3G is located on the old tip site at Grange Paddocks)

8.3 At this outline business case stage, consultants have undertaken initial site analysis, consultation with the environment agency, planners and landscape officers.

8.4 The Council is concurrently undertaking a playing pitch study to assess the future need for playing pitches across the council-area. The final recommendations of this study will impact the Grange Paddocks site. The location of the new build is sited on existing playing pitches, pitches could be lost. Therefore, the future site requirements for playing pitches needs to be determined (both number of and type), to assess whether there will be a loss of provision and whether the 3G can re-provide the provision to the satisfaction of Sport England who are a statutory consultee for planning permission.

8.5 Given the sensitivities of the sites and issues of playing pitch provision at Grange Paddocks, leisure officers will progress with seeking outline planning permission for the centres prior to procurement

8.6 Issues with either planning permission or the ground conditions could significantly impact on the capital costs of the projects.

### *Joint Use Centres*

8.7 As mentioned previously, to progress with any developments at the joint use centres, the Council must agree longer term agreements with the schools / county to protect the council's investment and community use access. Officers are currently undertaking consultation with the schools to assess their

willingness to provide these agreements. If the outcome is not positive, the Council is unlikely to progress the investment into the centres.

### *Financial Risks*

8.8 The key financial risks to the Council are the capital and revenue costs. The two are interlinked, as a higher capital cost, will result in a higher loss of interest on capital. The largest risk in the capital costs are the ground conditions at Grange Paddocks due to the flood risk. Therefore, as part of the next stage officers will be working on the following surveys:

- Landscape and visual impact assessment;
- Flood Risk Assessment;
- Arboricultural Implication Assessment;
- Site Contamination Report (and for tip site is being considered);
- Transport Assessment / Statement;
- Travel Plan/Statement;
- Energy Assessment / Renewables;
- Light & Noise Assessments; and
- Archaeological Assessment.

8.9 The revenue cost risk to the Council is that the centres will not generate the net revenue position projected at each of the centres. However, this has been mitigated by the benchmarking and analysis of the latent demand and current performance and usage the centres are attracting. It is noted that neither Leventhorpe nor Ward Freman are contributing to the overall position. Furthermore as mentioned previously, the developments at Grange Paddocks and the other leisure centre on the Leventhorpe site, the Task and Finish group have considered and agreed the recommendation to explore an exit strategy for management of the School's leisure provision, once Grange Paddocks has been completed. This would contribute to an improved overall performance and mitigate any risk of not achieving the mature year revenue position.

8.10 The Council will still be responsible for the on-going lifecycle costs of the centres and funds should be allocated for this.

### Contract Options

8.11 Should funding be approved the Executive will need to consider the preferred contract option. Traditionally, leisure contracts are described as 'leisure operating contracts' for operational management of leisure facilities. Contracts requiring some building work to be led by the leisure operator would opt for a 'leisure operating contract with minor works' for all centres apart from Grange Paddocks the two contracts above would be sufficient.

8.12 In relation to a new build Grange Paddocks, there are three potential options available which will need to be determined for preparation of tender documents. In all scenarios the Council would require a project team consisting of: Leisure, Legal, Finance, Property, Planning, Leisure Consultants. The options are described in the table below:



<p><b>Option 1 Traditional Build</b> The Council contracts a design professional/architect to design the facility.</p> <p>The Council then enters a separate contract to with a construction/building contractor to build the facility</p> <p>The Council in parallel would procure an Operator to manage the facility once completed (and manage the other centres)</p>	<p><b>Option 2 Design and Build</b> The Council enters a contract with a building contractors who takes he responsibility for both the design and construction of the facility</p> <p>Requirements are built to a particular Design stage (RIBA stage 2 or 3)</p> <p>The Council in parallel would procure an Operator to manage the facility once completed (and manage the other centres)</p>	<p><b>Option 3 Design, Build, Operate and Maintain</b> The Council enters a single contract covering all facility requirements, technical requirements and a service specification</p> <p>Usually a consortium bid where by the consortium work together for an optimal solution in terms of design, construction and operation ensuring they balance capital costs and revenue costs.</p>
<p><b>Benefits</b> Council would have a high level of control for design of facility</p> <p>Larger number of leisure operators available for this option (operating and maintaining a facility)</p>	<p><b>Benefits</b> Council would have some control of the design</p> <p>Larger number of leisure operators available for this option (operating and maintaining a facility)</p>	<p><b>Benefits</b> Revenue /Capital costs are certain from the outset</p> <p>Requires one procurement process</p> <p>The market will determine the best design to meet revenue savings / profit share arrangement and operational requirements of customers.</p> <p>One set of consultants</p> <p>Operator responsible for all snagging issues</p> <p>Repairs and maintenance passed over to Operator for Grange Paddocks</p> <p>Risk passed over to contractor in terms of programme overrunning – Council could be compensated</p> <p>Less procurement cost and officer time required</p>
<p><b>Risks</b></p> <p>Requires 3 separate procurement processes and contracts (therefore contract management of these), increased cost.</p>	<p><b>Risks</b></p> <p>Requires 2 separate procurement processes and contracts (therefore contract management of these), increased cost.</p>	<p><b>Risks</b></p> <p>Smaller market of operators</p> <p>Council has less control over the detailed Design of the facility</p>

<p>Potentially requires 3 sets of consultants/specialist support to /shape verify spec and procurement docs.</p> <p>More resource intensive on officer time</p> <p>Council will be required to ensure programme does not overrun and therefore impact the revenue benefits and contract agreement with operator</p> <p>Council responsible for all snagging issues post works</p> <p>Uncertainty over revenue benefits against capital spend.</p>	<p>Council responsible for all snagging issues post works</p> <p>Resource intensive on officer time</p>	
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8.13 The leisure market may be best placed to determine the design and build of facilities in line with industry and customer trends to ensure centres operate optimally for a mutually beneficial financial return on investment, balanced with greater number of visits and health and well-being priorities. Officers will have the opportunity to dialogue with contractors during the procurement process to shape outline solutions before final solutions are submitted for evaluation. Balancing the benefits and risks and given that the drivers of this work were to:

8.13.1 Reduce the revenue costs of operating the leisure facilities

8.13.2 Increase participation

8.13.3 Contribute meaningfully to the Council's Health and Well-being agenda; the Design, Build, Operate and Maintain (DBOM) option would appear to be the best solution.

## 9.0 Work stream 3

9.1 During the exploration for future options of the leisure centres and joint use pools it was identified by the Leisure Task and Finish group that there is a need to draft a physical activity strategy for East Herts that would provide a set of principles that could underpin future leisure provision development. The strategy aims to demonstrate our strategic vision and commitment to shaping future physical activity opportunities. This allows us to be clear about our overarching objectives and approach to ensure future provision is appropriate and accessible to all sectors of our community. This work which sits under work stream 3 ran in parallel with the facilities development (works streams 1 and 2) and was presented at the Community Scrutiny Committee for member views ahead of public consultation on 28<sup>th</sup> March 2017. A copy of the draft physical activity strategy can be found in **Essential Reference Paper B**.

9.2 After consultation with key stakeholders the strategy will be submitted to the Executive for endorsement as part of the wider health and well-being agenda.

9.3 Additional work is required to ensure the service specification of the contract

includes the promotion of our Health and well-being objectives through physical activity. To this end the Task and Finish group would like to extend its work to the development of key service policy items for the service specification for the leisure operating contract including concessions, community development and health and well-being. **Essential Reference Paper C** provides a proposed terms of reference.

## **10.0 Views of the Overview and Scrutiny Committee**

- 10.1 Members of Overview and Scrutiny Committee debated the proposed future direction of travel for Council Managed Leisure facilities at length and acknowledged that leisure and its contribution to the health and wellbeing of its residents was important to support. Members acknowledged the investment proposed was a large sum of money but that some of its managed facilities specifically Grange Paddocks were not currently meeting the needs of the local population currently. These problems will be amplified further as a result of Bishop's Stortford North and other proposed housing developments.
- 10.2 Concerns were expressed regarding EFA funding which would be provided via the school investment and what could happen if this was withdrawn. Members also referred to the need to consider investment in infrastructure to address the impact of traffic on Rye Street in Bishop's Stortford.
- 10.3 Members of Overview and Scrutiny Committee were fully supportive of the investment proposal with the exception of the option A in relation to Fanshawe Pool and Gym which they felt they could not support in terms of further investment. They expressed a preference for option B which does not include proposals for long term investment at Fanshawe Pool.
- 10.4 Members endorsed the view that the existing joint use facilities should remain in operation wherever possible until compensating investments had been made at Hartham and Grange Paddocks.

## **11.0 Conclusion**

- 11.1 The work of the consultants in conjunction with the task and finish group and officers was a thorough analysis of the leisure facilities provision in East Herts. The proposed options present exciting and challenging opportunities for the future landscape of leisure in the District. The members of the Council's Overview and Scrutiny Committee received a report on the proposed future direction of travel for the Council owned leisure facilities on Tuesday 13<sup>th</sup> June 2017. It is important to remember that this work is about providing a sustainable leisure offer across the District not necessarily an offer in every Town. We have an opportunity to not only develop flexible and dynamic leisure facilities for the future but also to protect leisure services and secure the offer for residents long term.

## Implications/Consultations

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

## Background Papers

N/A

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## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATIONS –

Leisure Strategy Part 1 – Proposed Direction of travel for Council managed leisure centres.

Contribution to the Council's Corporate Priorities/ Objectives:	<p>Priority 1 – Improve the health and wellbeing of our communities</p> <p>Priority 2 – Enhance the quality of people's lives</p>
Consultation:	<p>This report was prepared in consultation with the members of the leisure Task and Finish Group.</p> <p>Schools and County as owners of the joint use pools have been informed of the possible direction of travel.</p> <p>In addition, key stakeholders to consultation were swimming clubs, Judo club and our current leisure contractor.</p>
Legal:	<p>The key legal implications to this report relate to the risks surrounding the joint use agreements. Future educational funding for the 40% of operating, repairs and maintenance costs which the schools and County currently pay is uncertain after Aug 2019. Re-negotiation of these agreements will be key in securing the future direction of travel for leisure.</p>
Financial:	<p>The Capital costs for this project total approximately £30m -£31.2m at current estimations.</p> <p>Funding for the project would need to be a combination of reserves currently held by the authority with an element of PWLB borrowing.</p> <p>The cost of funding this project has been calculated below.</p> <p>The modelling performed is based on a number of assumptions including;</p> <ul style="list-style-type: none"><li>• the current PWLB rates,</li><li>• the return on current investment</li><li>• a combination of both borrowing and use of</li></ul>

## reserves

This modelling was based on the capital costs of development being charged over the lifetime of the final assets.

In reality these assumptions could change over the life of the project and may affect the overall financial outcomes.

<u>Leisure Strategy</u>	Option A	Option B
<b>Cost of Investment</b>		
<b>Approx. Total Capital cost</b>	<b>31,200,000</b>	<b>30,000,000</b>
Interest Cost	255,000	220,000
Principal repayment	465,000	401,000
Loss of Interest	506,000	506,000
Rent to School	5000	0
<b>Total Annual cost</b>	<b>1,231,000</b>	<b>1,127,000</b>
Additional income	(1,123,753)	(1,306,013)
<b>Total Additional Annual income</b>	<b>(1,123,753)</b>	<b>(1,306,013)</b>
<b>(Surplus) Deficit</b>	<b>£107,247</b>	<b>(179,013)</b>

However, based on the assumptions referred to and the improved income position of the refurbished and rebuilt Leisure facilities it can be assumed that there will be a net positive impact on the revenue income of approx. **£180k.**

As with most financial modelling the assumptions may change over time and the impact of the development on the revenue budget may cause additional pressure or generate additional receipts.

For option B our modelling has included sensitivity analysis based the following changes; 0.25% increase in PWLB interest rate, 5% variations in revenue income and a 80/20 split resulting in a higher proportion of borrowing required.

Each of these examples of sensitivity resulted in a negative variation to the net income stream but always within the breakeven point.

Human Resource:	N/A
Risk Management:	<p>A project risk register has been produced. Key areas are:</p> <ul style="list-style-type: none"> <li>- Public perception</li> <li>- Legal agreements with JUPs</li> <li>- Ongoing revenue and capital costs of leisure facilities</li> </ul>
Health and wellbeing – issues and impacts:	<p>Under the National Health Service Act 2006, each local authority has a duty to ‘take such steps as it considers appropriate for improving the health of the people in its area’. Further subsections set out the wide-ranging steps which may be taken to fulfil this duty, including providing information and advice, and making available the services of any person or any facilities.</p>

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# Draft East Herts Physical Activity Strategy 2017 -2022



# Introduction

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

We introduce this Sport and Physical Activity Strategy to demonstrate our aspirations and commitment to this vision.

## Background: Our District

The population of East Herts is approximately 145,000. Approximately, 20.5% people are currently physically inactive. People who are inactive have a much higher risk of long term conditions including cardiovascular disease, diabetes, osteoporosis and some cancers. In addition they are more likely to suffer from depression loneliness and dementia.

The average age of East Herts residents is marginally over 40, which is slightly above the average age of England at 39.6 but lower than that of East England. Its demographic is predominantly 'White British' with over 95% which is far higher than both the East of England and England as a whole. The ageing population in East Herts very much mirrors patterns found across England. The rural nature of the District coupled with an aging population may cause bigger problems than that are found in other, more urban, Districts with social isolation likely to be an issue. Car usage is very high in the District.

The key health statistics for East Herts are as follows:

- Excess weight in children (reception) 18.4%
- Excess weight in children (Year 6) 23.9%
- Excess weight in adults 63.6%
- Physically active adults 64.5%
- Physically inactive adults 20.5%
- 4.9% of recorded cases of diabetes (17yrs +)
- 3433 (per 100,000) injuries due to falls for 80yrs+ (males)
- 5981 (per 100,000) injuries due to falls for 80yrs+ (females)

Physical activity is essential for overall health and well-being. It benefits both mental and physical health directly and indirectly. It is associated with a reduction in mortality, long term conditions and diseases such as diabetes, heart disease and bones disease. It also positively impacts mental health, stress, depression, excess weight, community cohesion and promotes a positive outlook on life.

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

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

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

## Our Vision

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

## Our objectives:

To work with partners to ensure appropriate and accessible physical activity provision and information is available for:

- a) children and young people to support the reduction in excess weight and promote physical activity as part of a healthy lifestyle
- b) adults and older people to achieve a year-on-year increase in adult participation in physical activity 2017 – 2022\*
- c) adults and older people to achieve a year-on-year reduction in the number of adults who are inactive 2017 – 2022\*

\*measured via Sport England Active Lives Survey

## Our Journey:

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

In order to support our residents in becoming more active and receiving the vast benefits of becoming physically active we need to take a whole system approach to physical activity which requires working in partnership with key stakeholders. The development of leisure centres alone will not create an environment that all sectors of our community wish to participate in. A whole system approach recognises that it is everybody's responsibility to encourage physical activity not just those who work within the industry of leisure and sport.

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

- **Active Living**, encouraging our residents to build physical activity into their everyday lives
- **Active Travel**, influence infrastructure plans to make active travel an easy and convenient option for our residents
- **Active Recreation**, investing in leisure facilities, parks and open spaces to provide our residents with a range of affordable leisure opportunities across the district
- **Active Sport**, provide a facilitation role to local sports clubs and voluntary organisations to support their Health and Well-being offer to the community.

The Council recognises that there are a number of organisations, facilities and committed volunteers delivering a vast range of sport and physical activity schemes and interventions and intends to build upon those successes in collaboration with stakeholders to ensure the health and well-being of all members of our community is improved.

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

- Public Health England – Everybody Active Every Day
- Department of Culture Media and Sport – Sporting Future: A New Strategy for an Active Nation
- Sport England – Towards an Active Nation
- Hertfordshire County Council – Physical Activity and Sports Framework

A detailed action plan will be produced following consultation and contributions from partners and this will be reviewed annually. A summary of the key actions are highlighted below

Theme	Key actions
Active Living	<ul style="list-style-type: none"> <li>- Supporting national and regional campaigns promoting physical activity</li> <li>- Exploring social prescribing for physical activity</li> <li>- Member champions for physical activity/health and well being</li> </ul>
Active Travel	<ul style="list-style-type: none"> <li>- TBC Actions to be agreed through sustainable travel work</li> <li>- Actively influence partners and developers to think creatively about opportunities to encourage physical activity in terms of travel i.e. footpaths, cycle lanes</li> <li>- Development of a cycle hub</li> </ul>
Active Recreation	<ul style="list-style-type: none"> <li>- TBC Actions to be agreed through sustainable travel work</li> <li>- Actively influence partners and developers to think creatively about opportunities to encourage physical activity in terms of travel i.e. footpaths, cycle lanes</li> <li>- Development of a cycle hub</li> </ul>
Active Sport	<ul style="list-style-type: none"> <li>- Commit investment where funds are available (e.g Section 106) to develop the infrastructure of sports facilities and open spaces to meet the needs of a growing population as identified in the indoor and outdoor sports spaces assessment.</li> <li>- Work with partners across the County to seek external funding via Sport England / Herts Sports Partnership</li> </ul>

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

## Essential Reference Paper C

### Terms of Reference – Extension of Leisure Task and Finish Group

The suggested terms of reference for the Task and Finish Group are as follows:

1.	<u>Contract Services Specification</u> The Task and Finish group will maintain an overview of the emerging contract services specification and act as a sounding board in respect of emerging issues. It will specifically consider the role of leisure providers in contributing to the Councils emerging Physical Activity Strategy and wider health and wellbeing objectives.
2.	<u>Concessionary Charges</u> The Task and Finish Group will review the concessionary charges policy and practices in respect of leisure facilities and bring forward a report to the overview and scrutiny committee between September 2017 and April 2018.
3.	<u>Performance Criteria</u> The Task and Finish Group will work with officers to identify a series of performance criteria against which the performance of the leisure contract will be assessed. This will include an assessment of <ol style="list-style-type: none"><li>Inputs e.g. Delivery of services</li><li>Outputs e.g. Number of participants and customer feedback</li><li>Outcomes e.g. Number of Physically inactive people in East Herts</li></ol>
The Task and Finish Group will be provided with regular updates on progress towards the procurement of a new leisure contract in order to inform its deliberations.	
The Task and Finish Group will liaise regularly with the portfolio with responsibility for Health and Wellbeing.	

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## **Appendix A – Housing development**

### District Plan (Pre-Submission Version)

The Pre-Submission District Plan underwent public consultation during November and December 2016.

The District Plan has currently outlined the following areas of the District for housing and the necessary associated education and leisure provision.

#### Bishop's Stortford

The Bishop's Stortford development will accommodate 2,529 homes between 2017 and 2033 (650 home to be delivered between 2017 and 2022; 1,250 home between 2020 and 2027; and 300 homes between 2027 and 2033).

The site west of Hoggate's Wood be accommodated 850 homes, and shall include the provision for:

- a primary school (two form entry);
- a neighbourhood centre (shops and other services);
- outdoor playing pitches; and
- play areas.

The site between Hoggate's Wood and Farnham Road will accommodate 1,350 homes, and shall include the provision for:

- a primary school (two form entry);
- a secondary school (six form entry), to include indoor and outdoor sports facilities (with community use);
- a neighbourhood centre (shops, business unit's health facilities); and
- play areas and open spaces.

The site east of Farnham Road will accommodate 329 homes, and shall include the provision for:

- a primary school (one form entry); and
- public open space.

#### Buntingford

Since 2011 the development of 1,100 dwellings has been approved. The development strategy has identified the need for additional educational and leisure on facilities.

The educational requirements will be met by the expansion of Freman College and Millfield first and middle School, plus a new two form entry first school.

Leisure provision will be met by the additional of new playing pitches and public open space as part of the development north of the town.

### Hertford

Hertford is expected to accommodate 950 new homes between 2011-2033. These developments will be spread across five locations across the town, with developments ranging from 50 dwellings to 300 in size. The Mead Lane Area has been allocated to provide 200 homes by 2017, and its location is close to the Hertford Leisure Centre, being just a short walk away. The other sites identified are further out from the town and they include enhancements to open space and the measures to improve walking, cycling and outdoor fitness.

The developments in Hertford will be required to contribute to the provision of junior football and mini-soccer pitches in Hertford and Ware.

### Ware

Developments in Ware are expected to accommodate 1,000 homes between 2011 and 2033, with a further 500 post 2033. The development is expected to be on the outskirts of the North-East side of the town.

The development will include a new six form entry secondary school and a new primary school, and a neighbourhood centre with retail and healthcare services.

The development in Ware will be required to contribute to the provision of junior football and mini-soccer pitches in Hertford and Ware, and contribute to off-site sport and recreation as appropriate (according to policy). The proximity to Hertford Leisure Centre, Fanshawe Pool and Gym, and Wodson Park Sports Centre provide several options for off-site contributions to support the housing development.

### Sawbridgeworth

Developments in Sawbridgeworth will accommodate 500 new homes across three sites, and will contribute to the expansion of Mandeville Primary School to a two-form entry.

### Uttlesford District Council



Uttlesford District Council lies to the east of Bishop's Stortford and is in the catchment of Grange Paddocks.

The Local Plan is still in development, but 4,600 new homes are required to be built in the area up to 2033. These will be from sites that already have planning permission and the development of small sites across the district. The sites that have been identified suggest that this figure could be considerably higher; in the region of 30,000.

Potential new settlements are:

- Great Chesterford – 24 minutes from Bishop's Stortford (5,000 new residential dwellings)
- Elsenham – 12 minutes from Bishop's Stortford (4,000 new dwellings)
- Easton Park - 16 minutes from Bishop's Stortford (Great Dunmow - 10,000 new dwellings)
- Andrewsfield - 24 minutes from Bishop's Stortford (7,500 new dwellings)
- Boxton Wood - 26 minutes from Bishop's Stortford (4,500 new dwellings in total - this site is partly in Braintree, but would have 3,400 dwelling within Uttlesford)

While there will be sport and recreation, along with education facilities included within these developments if they were to go ahead, the location of most of them would mean that the Grange Paddocks site would be within a reasonable catchment. This would likely mean that the residents from these new properties may choose to use sports facilities in East Herts over the facilities in Uttlesford, as is true of some of the existing residents from this area (data from the existing membership base shows that sports centre uses are coming from outside of the East Herts District).

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## **Appendix B – Mosaic Summary**

### **Fanshawe Pool and Gym**

Within a two-mile radius of the Fanshawe Pool and Gym there are estimated to be just over 20,000 adults aged 15+. The largest Mosaic groups in the catchment are those which are home to thriving families who are busy bringing up children and following careers (i.e. those is group G – Domestic Success). A good proportion also fall into group B (Prestige Positions), which are likely to slightly older, but not yet retired and likely will be well established in the area living upmarket lifestyles. There is also a reasonably high proportion of younger households (under 35) within group H of Aspiring Home Makers, who are likely to full-time employed and have children.

### **Leventhorpe Pool and Gym**

Within a two-mile radius of the Leventhorpe Pool and Gym there are estimated to be just over 11,000 adults aged 15+. The largest two Mosaic groups in the catchment are the same as for Fanshawe; those is group B and group G. The group B Prestige Position is higher than group G of Domestic Success. There is also a reasonable amount of older people (66+) on lower incomes and younger people (under 35) who will likely be renting.

### **Ward Freman Pool**

Within a four-mile radius of the Ward Freman Pool there are estimated to be just under 10,000 adults aged 15+. While there are again well represented by the Mosaic group B (Prestige Positions) and G (Domestic Success), these are not as dominant as Fanshawe and Leventhorpe. Group C (Country Living) make up over 40% of the population, and these are likely to retired and have a high income. There is also a high representation of group D (Rural Reality) on lower incomes, but working, aged 46-55 and living alone.

## Hartham Leisure Centre

There is a much larger population within a three-mile radius of Hartham, with just over 45,000 adults aged 15+. With the larger population within this catchment there is a greater mix of groups, but group G (Domestic Success) makes up about 25%; this is almost three times higher than the national average figure. 'Domestic Success are high-earning families who live affluent lifestyles in upmarket homes situated in sought after residential neighbourhoods. Their busy lives revolve around their children and successful careers in higher managerial and professional roles'.

Group B (Prestige Positions) also stands out and is represented at much higher than average levels; almost 18% are classified as such. These are some of most affluent people in society, described as 'affluent married couples whose successful careers have afforded them financial security and a spacious home in a prestigious and established residential area. While some are mature empty-nesters or elderly retired couples, others are still supporting their teenage or older children'.

Group O (Rental Hubs) also stands out but really, it's one particular type within this group: O61 (Career Builders) is the most prominent type in the catchment population (12%). They tend to be young singles and couples with good incomes and good prospects. The other group which highlights a young population is H (Aspiring Homemakers); almost 10% fall into this group and again, most are in their 20s and 30s and some will have bought their first home.

Within 30 minutes' drive of Hartham, there are 1,294,385 people in total, 1,039,069 of which are adults aged 15+. In terms of age, it can be seen that the number of children (in all age bands) are represented at above average levels; 0-9 year olds accounts for almost 14% of the population, compared to a figure of 12.5% in England as a whole. There is a dip when it comes to young adults though, those aged 18-29; it could be that these people are going off to university and then can't afford to move back into the area.

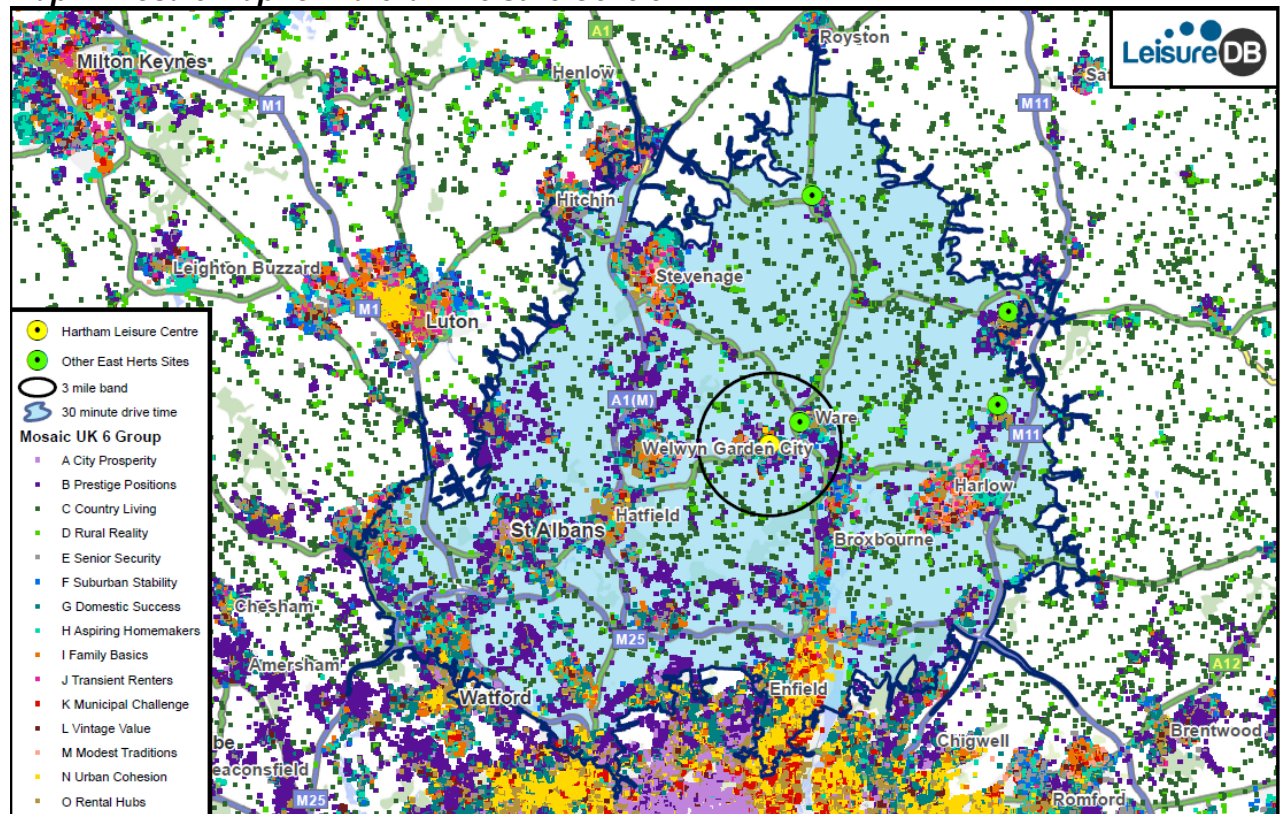
35-49 year olds are also above average which is what is expected; these are the parents of the children in the area. Numbers of people aged 60+ are below average though.

A mosaic report on a much wider catchment often dilutes the demographics because it covers a number of other towns and areas which could contain a lot of less affluent people, for example. In the case of Hartham, numbers have increased exponentially from 45k to over 1 million and yet Mosaic groups G (Domestic Success) and B (Prestige Positions) still stand out and account for almost a third of all people; this is an affluent part of the country.

Group O and in particular, type O61 (Career Builders) is also still a prominent part of the population but other groups and types also feature when you're looking at a wider area. N (Urban Cohesion) accounts for 10% of the wider population, much higher than the national average figure (less than 6%). Those in group N are described as 'settled extended families and older people who live in multi-cultural city suburbs. Most have bought their own homes and have been settled in these neighbourhoods for many years, enjoying the sense of community they feel there'. They tend to live on the outskirts of major towns and cities and you can see from the Mosaic map that most live in the southern part of the catchment, within the M25; they are represented by the yellow dots you can see around Enfield.

Mosaic type I36 (Solid Economy) is the most prominent in the 30-minute drive time, making up 9% of locals (compared to a national average of 2.5%). These are represented as orange dots on the map and are mainly found in Stevenage, Harlow and Hemel Hempstead.

**Map 1. Mosaic Map for Hartham Leisure Centre**



## Grange Paddocks Leisure Centre

Like Hartham, Grange Paddocks has a larger population within a three-mile radius, with just over 41,000 adults aged 15+. There is a much wider mix of Mosaic groups, but again two stand out as being dominant; B (Prestige Positions) and G (Domestic Success) makes up almost 50% between them. The difference here is that the group B (Prestige Positions) is made up of a wider mix of subgroups, with a higher proportion of 'Alpha Families' which are of a younger age, most likely with on high incomes, with school aged children and likely having both parents still perusing their careers.

From the Mosaic Group O (Rental Hubs), the subgroup type O61 (Career Builders) makes 9% and these are the young singles and couples on good incomes. The young singles and couples in group H (Aspiring Homemakers) again make up 10% of the population and these are people setting up homes for the first time, some of whom will have young children.

The map overleaf shows a 30-minute drive time around Grange Paddocks Leisure Centre and also, the 3-mile radius . It can be seen from this that although 30 minutes' extends further north, it doesn't cover as wide an area as the same drive time around Hartham. It just reaches the M25 via the M11, but doesn't include any population within it. Instead, 30 minutes extends furthest to the east (reaching Braintree) and north (including Saffron Walden and Great Abington). To the west, it reaches Ware and Hertford, but not Welwyn Garden City or Stevenage.

Within 30 minutes' drive of Grange Paddocks, there are 433,218 people in total, 351,594 of which are adults aged 15+. In terms of age, it's a similar story to Hartham with the number of children (in all age bands) represented at above average levels; however, here it is the 10-15 year olds which are the most above average age group (7% of the population, compared to a figure of less than 6.5% in England). There is a similar dip when it comes to young adults; numbers of those aged 18-34 are some way below average.

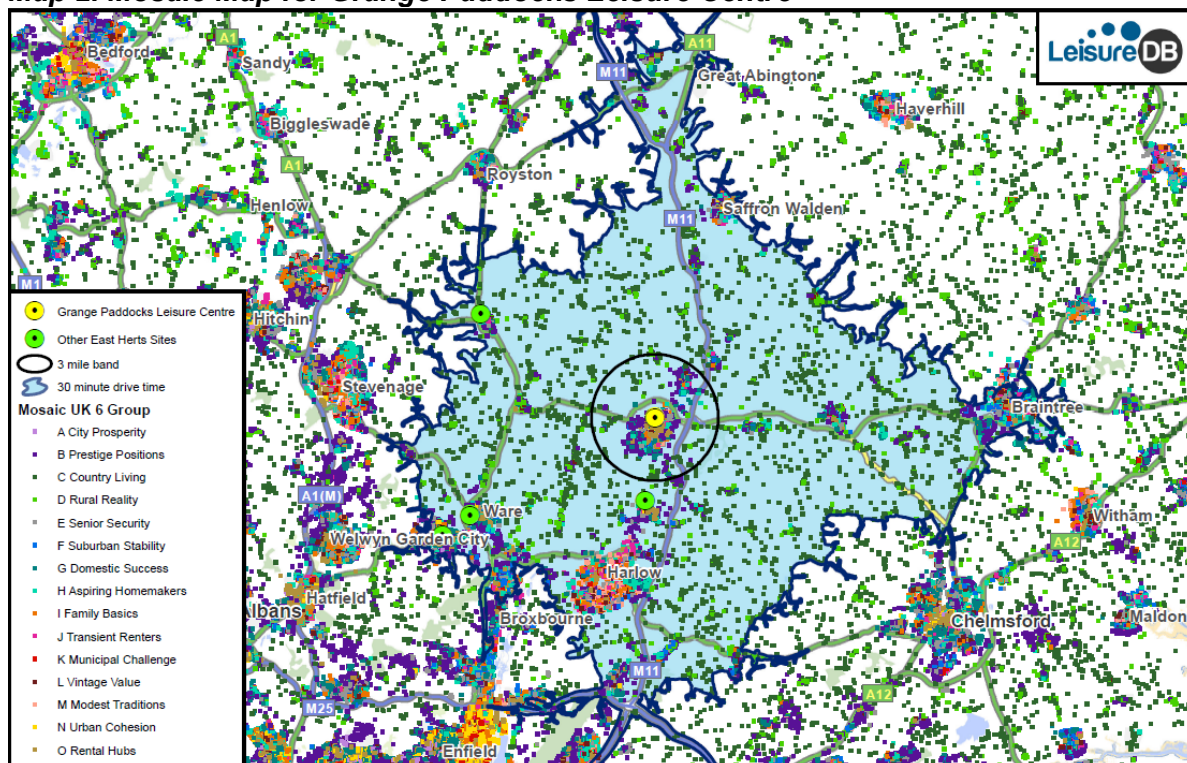
35-59 year olds are also above average which is what is expected; these are the parents of the children in the area and they are slightly older than around Hartham, in line with the older children mentioned above. Numbers of those aged 60+ are higher here than around Hartham; either higher than or close to the national average.

For Grange Paddocks, going from 3 miles to 30 minutes means that population numbers have increased from 41k to just over 350k. However, even with this population increase, the same two Mosaic groups G (Domestic Success) and B (Prestige Positions) are still the most dominant and account for almost 30% all people; lower than in the 3 mile radius but still a large proportion for a wider catchment.

Numbers in group O (Rental Hubs) are much lower but 'Aspiring Homemakers' (group H) still accounts for 10% of the wider population. One other group which comes to the fore in the wider population is C (Country Living); it accounts for over 11% of those in 30 minutes, but just 3% of those in 3 miles. These are described as 'well-off homeowners who live in the countryside often beyond easy commuting reach of major towns and cities'. Some people are landowners or farmers, others run small businesses from home, some are retired and others commute distances to professional jobs. It can be seen from the Mosaic map that these people live in the small villages in the catchment, rather than the main towns; they are represented by the dark green dots scattered all over the catchment.

Mosaic type I36 (Solid Economy) is again the most prominent in this 30-minute drive time, making up 7% of locals (compared to a national average of 2.5%). However, coming in second is type C10 (Wealthy Landowners) which makes up over 6% of the catchment population.

**Map 2. Mosaic Map for Grange Paddocks Leisure Centre**



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## Appendix C -Swimming Pool and Sport Hall Access

**Table 1. Extracted from the Build Facility Strategy 2016**

Site	Pool	Availability	Access
Bishop's Stortford College	Swimming Pool (25m x 14m and 14m x 7m)	Available 17.00 - 21.00 Monday - Friday, 16.00 - 20.00 Saturday and 10.00 - 16.00 Sunday.	Available for local groups only, no casual hire, 50% peak utilisation rate but no scope to extend
Haileybury and Imperial Service College	Swimming pool (25m x 13m)	Available 07.00 - 22.00 Monday - Friday, 07.00 - 19.00 Saturday - Sunday. Times within range vary dependent on school use.	Use by members and 'pay-and-play', 80% peak utilisation rate
Hertfordshire and Essex High School	Swimming Pool (25m x 8m)	Available 18.00 - 21.00 Monday - Friday, 09.00 - 13.00 Saturday -Sunday.	Club and organisations use only, 50% peak utilisation rate.
St Edmund's College	Swimming Pool (20m x 10m)	Available 17.00 - 18.30 on Mondays	Club and organisations use only, 100% peak utilisation rate.
Site	Pool	Availability	Access
Simon Balle Academy	Swimming Pool (25m x 8m)	Available 18.00 - 21.00 Monday - Friday, 09.00 - 21.00 Saturday -Sunday.	Club and organisations use only, 50% peak utilisation rate

## Sports Hall Access

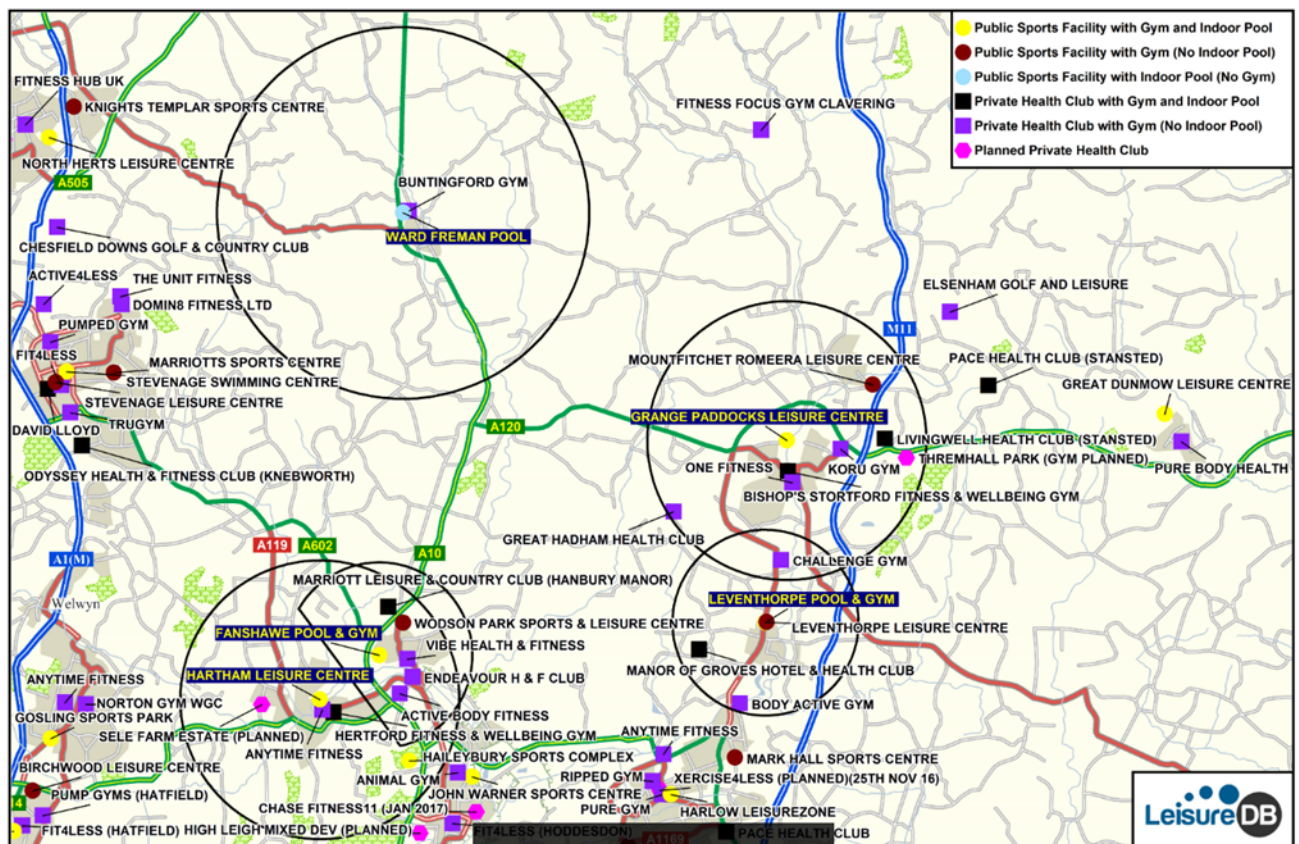
**Table 2. Extracted from the Build Facility Strategy**

Site	Sports Hall	Availability	Access
Birchwood High School	Sports Hall (33m x 18m)	Available 18.00 - 22.00 Monday - Friday, 08.30 - 17.00 Saturday - Sunday	Advance bookings only, 95% peak utilisation rate
Bishop's Stortford College	Sports Hall (32m x 17m)	Available 17.00 - 21.00 Monday - Friday, 16.00 - 20.00 Saturday and 10.00 - 16.00 Sunday.	Available for local groups only, no casual hire, 25% peak utilisation rate but no scope to extend
Bishop's Stortford High School	Sports Hall (41m x 21m)	Available 18.00 - 22.00 Monday - Friday, 09.00 - 18.00 on Sunday.	Available for local groups only, no casual hire, 50% peak utilisation rate
Site	Sports Hall	Availability	Access
Freman College	Sports Hall (33m x 18m)	Available 17.00 - 22.00 Monday - Friday, 09.00 -	Available for local groups only, no casual hire, 25% peak

		21.00 Saturday - Sunday.	utilisation rate
Haileybury and Imperial Service College	Sports Hall (40m x 31m)	Available 17.00 - 22.00 Monday - Friday, 07.00 - 19.00 Saturday - Sunday.	Use by members and 'pay-and-play', 80% peak utilisation rate
Leventhorpe Business and Enterprise Academy	Sports Hall (45m x 35m)	Available 17.30 - 21.00 Monday - Friday, 09.00 - 16.00 Saturday - Sunday.	Managed by Nuffield Health and Fitness. 'Pay-and-play' access, 70% peak utilisation rate
Presdales Academy	Sports Hall (33m x 18m)	Available 18.00 - 22.00 Monday - Friday, 09.00 - 15.00 Saturday - Sunday.	Club and organisations use only, 50% peak utilisation rate
St. Mary's Catholic School	Sports Hall (33m x 18m)	No public access	No public use
St Edmund's College	Sports Hall (27m x 18m)	No public access	No public use

## Appendix D

### Fitness facilities and competition



#### Hartham Leisure Centre

Aside from Fanshawe Pool and Gym, there are no other public competitors within two miles of Hartham Leisure Centre. The closest private competitor is Anytime Fitness, located on Railway Street, less than a 5-minute walk away. The 24-hour club opened at the beginning of October with a 25-station gym and studio. It has a price point of £34.95 per month and already has around 700 members and is known to have impacted usage and income at Hartham Leisure Centre.

The other option nearby is the Fitness & Wellbeing Gym operated by Nuffield Health, but with a 12-month contract price of £71, its main target will be the premium end of the market (over 2,500 members).

Around two miles to the north east, there are a cluster of private independent gyms on the other side of the A10, these are closer to Fanshawe Pool & Gym.

The two public options in the catchment are found close to the edge of the three-mile radius; Wodson Park Sports & Leisure Centre to the north east and Haileybury Sports Complex to the south east. The latter is based at the Haileybury College in the village of Hertford Heath. Its 30-station gym and 25m pool are open outside of school hours (500 members, £31 per month).

There is one planned facility in the catchment at Sele Farm Estate. Plans have been submitted for a club including a gym, indoor & outdoor pool, indoor tennis centre and golf course; the decision on this is currently still pending.

### **Grange Paddocks Leisure Centre**

Just over half a mile to the south is the Fitness & Wellbeing Gym in the centre of Bishops Stortford, operated by Nuffield Health. The club offers a 100-station gym, 20m indoor swimming pool, spa area and studios. Monthly membership is £48 for a 12-month contract (c. 2,200 members).

Other close options include two independent private gyms. Just under a mile to the south is One Fitness, which has a c. 50 station gym and studio for £28.99 per month. Alternatively, Koru Gym, just over a mile to the east on the outskirts of town, has a 30 station gym for £35 per month.

Slightly further out, is the LivingWell Health Club at Stansted, on the eastern side of the M11 (around 500 members, £37 per month), or on the fringes of the catchment to the south west is the Great Hadham Health Club. It has just over 500 members and charges £35 per month.

The closest public facility is Mountfitchet Romeera Leisure Centre operated by 1Life on behalf of the council (just over 2 miles to the north east). However, the gym is small with only 40 stations and there are no wet facilities available

### **Fanshawe Pool and Gym**

Just under a mile to the north east is the only public competitor in the catchment; Wodson Park Sports and Leisure Centre. Operated by the Wodson Park Trust, it offers a large range of indoor and outdoor facilities; 45 station gym, sports halls, studio, running track, outdoor courts and 3G pitch. Monthly membership is around £40 and we believe it has just under 1,000 members.

The main private options in Ware come from three independent clubs; Vibe Fitness, Endeavour Health & Fitness Club and Active Body Fitness. They all offer 20-30 station gyms for between £40 - £45 per month. We believe all have fewer than 500 members.

Alternatively, just over a mile to the north, is the Marriott Club at Hanbury Manor. Indoor facilities include a 30-station gym, 17m indoor swimming pool and studio (around 500 members) and it also has a golf course and tennis courts.

### **Leventhorpe Pool and Gym**

The main competition comes from the Nuffield Health operated Leventhorpe Leisure Centre, also located at The Leventhorpe School. Its dual use facilities include a 35-station gym, studio, sports hall and artificial turf pitch. It charges £28 per month and we believe has just over 400 members.

Alternatively, there are two private independent gyms within the catchment; Challenge Gym located to the north and Body Active Gym to the south. Both offer large gyms and classes to their members for £35 per month. Between them they have over 2,500 members.

The only other competitor within two miles is the health club at the Manor of Groves Hotel, just over a mile and a half to the west. It offers wet and dry facilities (75 station gym, studio, 20m indoor swimming pool, spa area and golf). This premium health club charges over £60 per month (1,500 members).

Around three miles to the south is Harlow town centre which has a few fitness options including the large LeisureZone, Pure Gym and Xercise4Less which is due to open imminently.

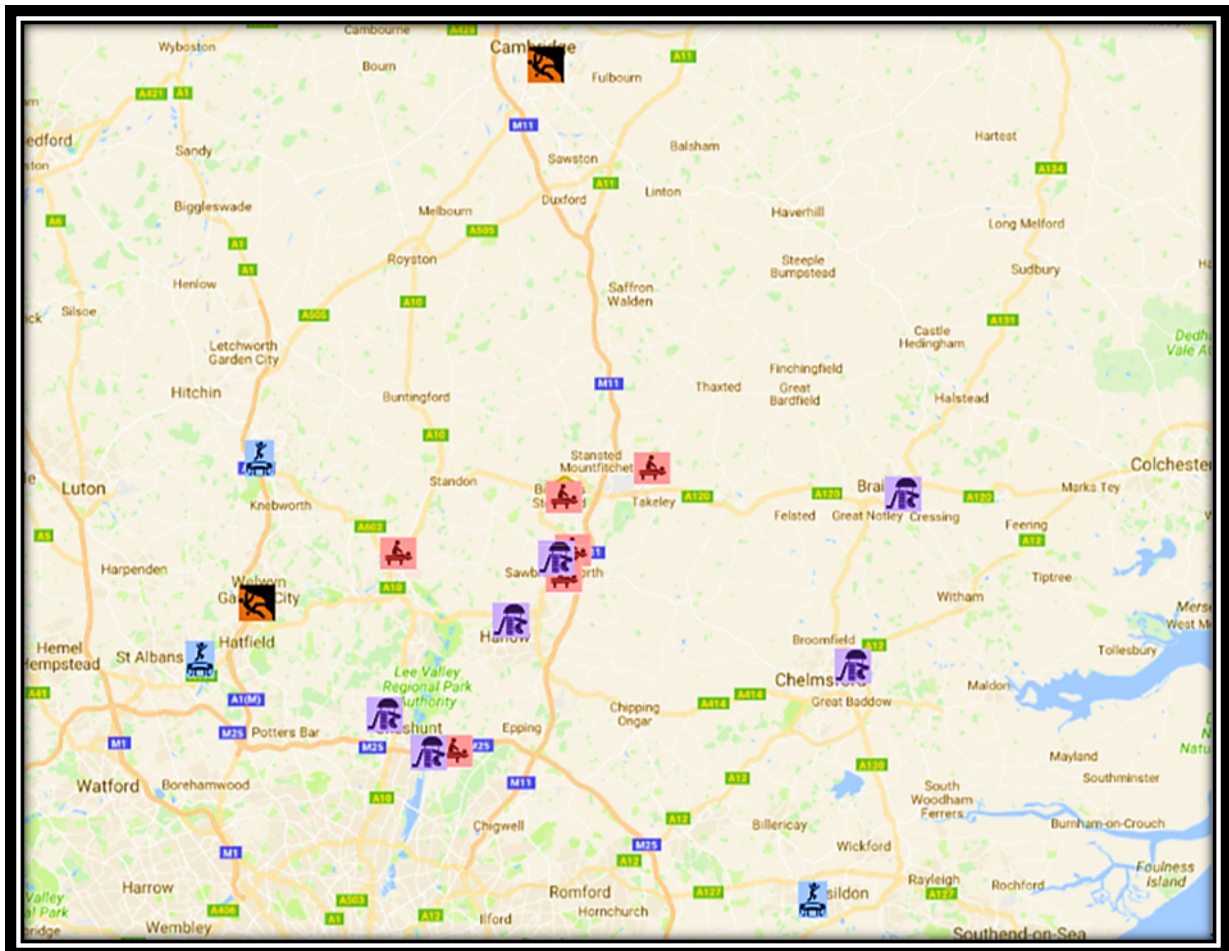
#### **Ward Freman Pool**

There is just one fitness gym in the catchment area; Buntingford Gym, a small private independent club. Based at the Park Farm Industrial Estate, it offers a small 10 station gym for £40 per month. We believe it has fewer than 500 members.

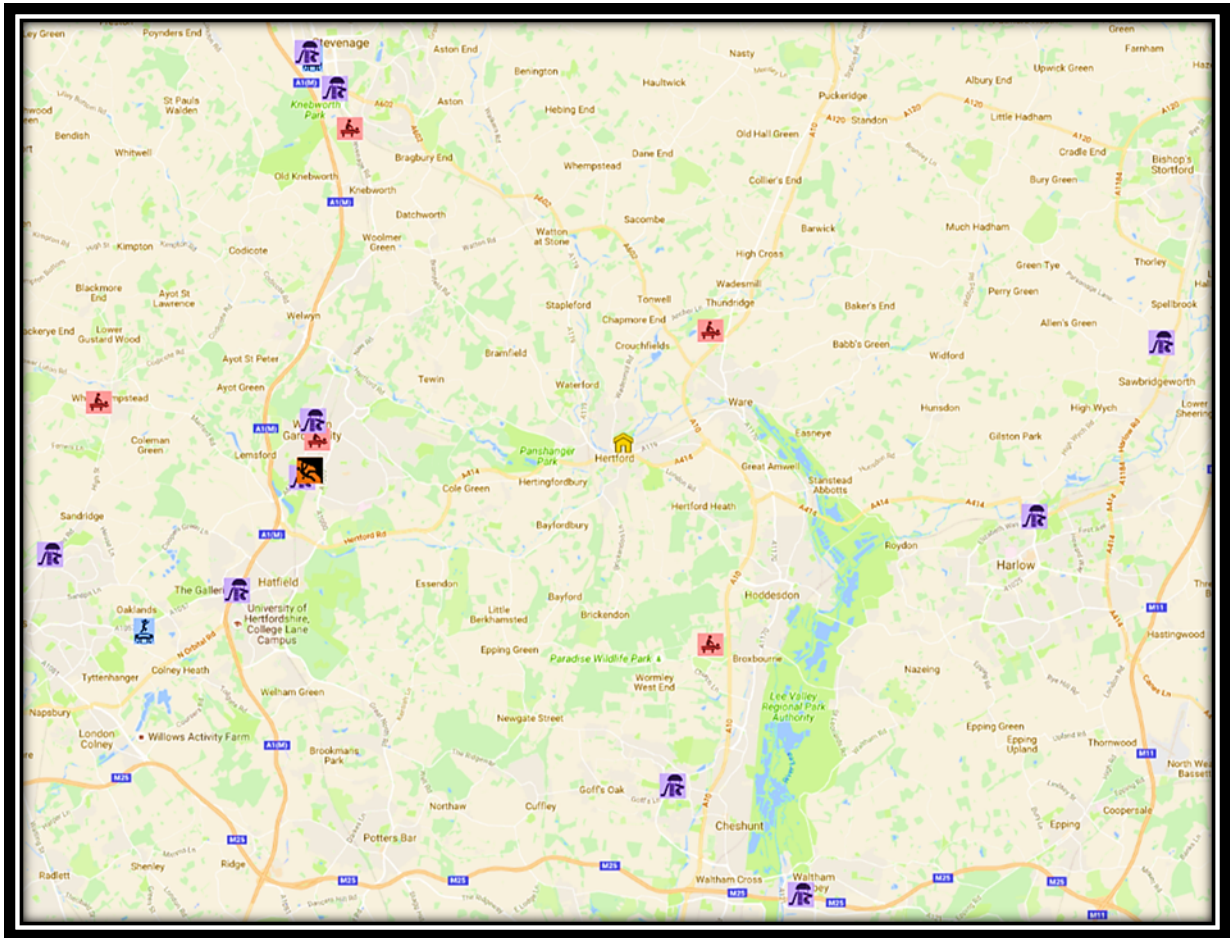
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## Appendix E

Leisure Competitors Spa, Adventure Play within 30 minutes and Trampoline Park, Clip n Climb within 40 minutes' drive from Grange Paddocks



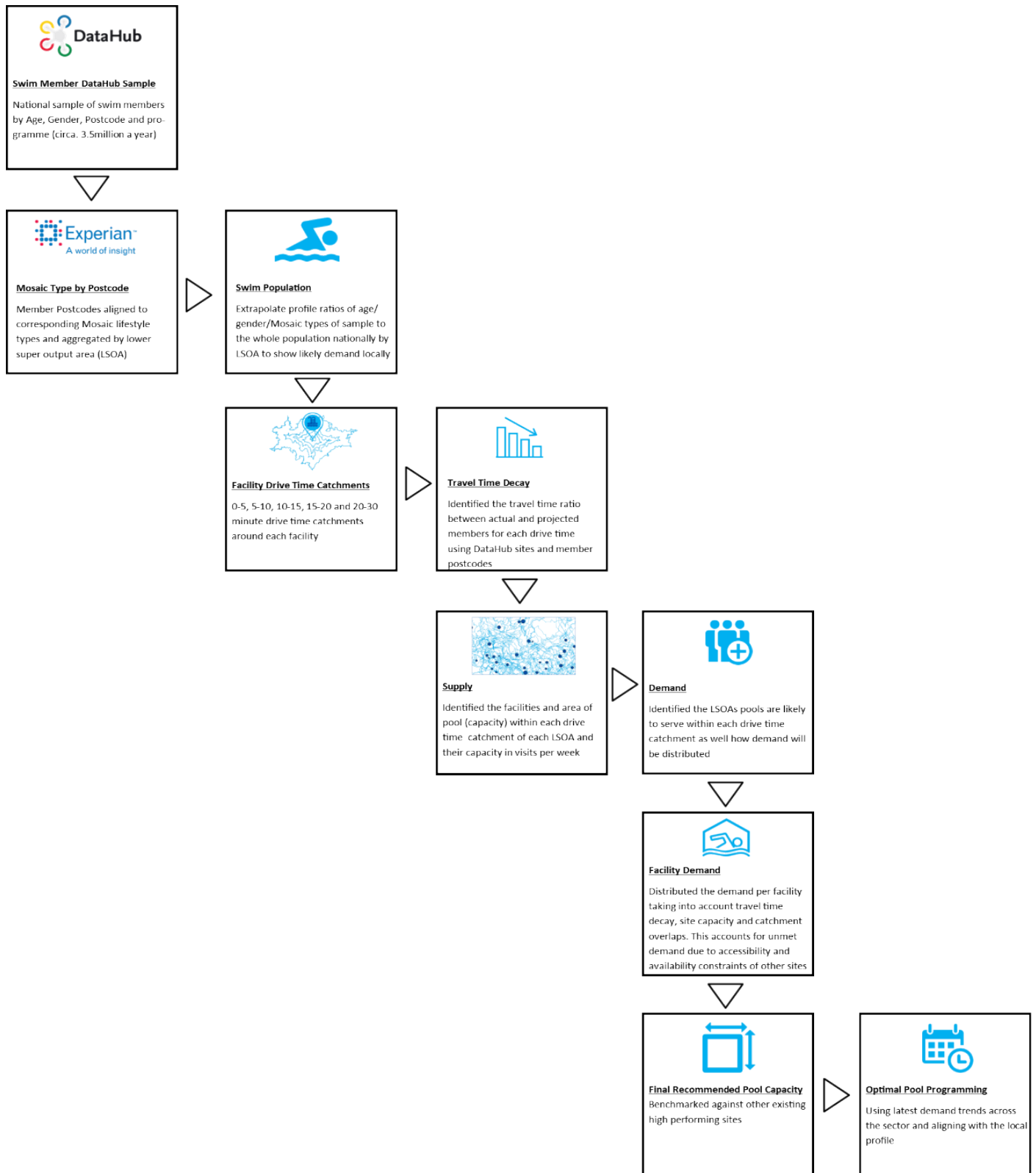
Spa within 20 minutes and Trampoline Park, Adventure Play and Clip n Climb within 30 minutes' drive





# Appendix F

## Demand for swimming methodology at Grange Paddocks



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Appendix G

Grange Paddocks Proposed Facility Mix

Grange Paddocks Leisure Centre				
Existing Facility	Size	New Build	Size	Notes
Main Swimming Pool	25m x 12.5m	8 lanes competition pool. No moveable floor Minimum depth 1m	25m x 17m	The additional population growth for Bishop's Stortford and the condition of the existing pool, combined with a lack of changing at the site, suggests the need for a new pool. A larger pool will satisfy the increased demand, and will make swimming a more attractive offer, which will increase participation. The moveable floor will provide a flexible approach to programming and use by clubs. The size and configuration of pools is supported by the ASA. (Although it is noted ideally a 21m width pool would be provided)
Teaching Pool	12.5m x 7.5m	Teaching Pool Moveable floor	20m x 10m	
		Fun / confidence pool - Free form	100m <sup>2</sup>	
		Pool spectator seating	250	
Fitness Suite	100 station	Fitness Suite	700m <sup>2</sup> / 140 stations	Fitness demand is high for this area, which is shown by the existing membership. Based on the latent demand, it is suggested that the membership could increase by 800 further members to a total of 3,500. At an average of 25 members per station, a 140 station gym will be required with accompanying studios and quality dry changing.  Judo requirements to be provided for at the school - or in the multi-purpose rooms in the centre.
Studio		Studio 1	160m <sup>2</sup>	
		Studio 2 (spin studio)	75m <sup>2</sup>	
		Studio 3 - multipurpose room / studio	150m <sup>2</sup>	
Crèche		Separate crèche (as currently)		

Changing rooms / toilets		Separate wet and dry changing (including wet side group changing to accommodate schools)		
Reception		Reception area		
Football change	7 units	Football changing provision to replace existing (male and female toilets and showers, and consider adult and junior provision being accessible at the same time)		Football changing to be part of the main building - but separate entrance.
		Café – ground floor, opening onto the park		
		Secure cycling storage	30 units	
		Staff room for leisure centres and health hub staff		
		Health Hub (to be located next to gym) to include consultation room and small administration office		

Grange Paddocks Leisure Centre				
Existing Facility	Size	New Build	Size	Notes
Outdoor pitches	Grass pitches	Artificial pitches	1 x full size 3G floodlit football pitch  2 x small sided floodlit football pitches	To meet the current under supply of pitches in Bishop's Stortford.  Resulting grass pitches (depending on site layout)

## Hartham proposed Facility Mix

Hartham Leisure Centre				
Existing Facility	Size	Proposed additions / works	Size	Notes
Main Pool	25m x 13m	Refurbish existing pool, retaining current pool dimensions	As is	The Swimming pools are providing for the catchment in and around Hartham and would need to be retained, as the second main swimming facility in the district. Further provision is not required.  Improvements as set out by the swimming club.
Teaching Pool	12m x 6m	Replacement of pool liners in main pool and teaching pool. (As existing or tiled)  Option to improve viewing onto the teaching pool.	As is	
Diving Pool	13m x 8m	Retiling of pool surround and spectator areas for swimming pools. Option to provide a fixed boom and new floor to provide additional teaching space.	As is	
Pool Hall		Redecoration of pool hall		
Fitness Suite	85 stations	Larger Fitness suite include areas for functional training	750m <sup>2</sup> / 150 stations	The latent demand for fitness suggest the existing membership could be increased by a further 500 members, as there is the demand for over 3000. At 25 members per station, this equates to 120 stations, plus space for functional and strength training.
Studio		Studio 1 – suitable for 50 people	200m <sup>2</sup>	
		Studio 2 - suitable for 30 people	120m <sup>2</sup>	
		Studio 3 - suitable for 30 people / crèche during day	120m <sup>2</sup>	
Strength Room		Within new gym		
Changing rooms / toilets		Wet change refurbishment		

		Larger fitness change (based on increased gym capacity)		
		Clip n Climb - clip n climb reception point and briefing room	16-20 units	The demographics for this area support activities for the younger age group, and with the lack of provision locally, an indoor climbing facility would add to the commercial potential of the site.
		Catering provision (part of reception to offer hot drinks and prepacked snacks only – no hot food prep)		Only a small catering provision would be needed, due to the existing local outlets in Hartford.
		Health Hub (to be located next to gym) to include small consultation room		
Outdoor		Provide secure cycle provision to encourage more cycle use	30 units	
		Reconfiguring of existing car park, to create more spaces (possibility at rear of building). Remove the existing 'mound'.		

## Fanshawe proposed Facility mix

Fanshawe Pool and Gym				
Existing Facility	Size	Proposed additions / works	Size	Notes
Main Swimming Pool	25m x 10m	Retiling of pool tank and walls		A good performing site, with potential to increase membership to over 950, based on the latent demand. A larger fitness suite and improved fitness changing facilities would be needed. While the site's catchment is crossing over with Hartham, the site is performing well and could be improved further with an improved swimming offer.
Fitness Suite	30 stations	Internal reconfiguration to create larger fitness suite	225m <sup>2</sup> / 45 stations	
Multi Activity Room		Internal reconfiguration to create studio	depending on space	
Wet changing rooms		Wet changing room refurbishment (new lockers)		
Dry changing rooms		New dry changing room created		
		Refurbishment reception area, and improved external entrance area		
		Additional car parking (reconfiguration of existing and removal of curbs)		



Ward Freman proposed facility mix

Ward Freeman Swimming Pool				
Existing Facility	Size	Proposed additions / works	Size	Notes
Main Swimming Pool	25m x 10m	Retiling of pool tanks and walls		The existing pool is needed to satisfy the demand for swimming in this area.
		Wet change refurbished		
Reception Area		Reception refreshed		
Changing rooms and toilets		Dry change		
		Ground Floor fitness suite / studio	125m <sup>2</sup> gym	The demand for fitness is quite low, but there is a latent demand for fitness in is 495, which could be satisfied with a small fitness suite of approximately 25 stations. Consider whether a small gym can be provided for in the ground floor.

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EAST HERTS COUNCIL

EXECUTIVE - 27 JUNE 2017

REPORT BY: THE EXECUTIVE MEMBER FOR HEALTH AND WELL-BEING

LEISURE STRATEGY PART 2: PROPOSAL TO DEVELOP LEISURE AND SPORTS PROVISION IN BISHOP'S STORTFORD

WARD(S) AFFECTED: WARDS WITHIN BISHOP'S STORTFORD

**Purpose/Summary of Report**

- To outline the proposals for facility developments at Herts and Essex School set within the context of the emerging leisure facility requirements, physical activity strategy, and the Bishop's Stortford North Section 106 Sports Investment Strategy.

**RECOMMENDATIONS FOR EXECUTIVE:**

**That the Executive:**

<b>(A)</b>	<b>Note the views of Overview and Scrutiny Committee;</b>
<b>(B)</b>	<b>Consider investment to expand the leisure and sports provision in Bishop's Stortford through the development of a sports hub at Herts and Essex School; and</b>
<b>(C)</b>	<b>Subject to recommendation B, refer the decision to Council for funding approval.</b>

1.0 Background

1.1 Bishop's Stortford will see a significant increase in population over the next 10 years. Developments to the north and south of the town will comprise of some 3,500 homes and increase the population of the town by an estimated 10,000 people.

1.2 The increase in population will bring with it a range of opportunities and challenges for Bishop's Stortford and surrounding areas. One of these challenges will be to meet the future leisure and sports needs of a growing population.

1.3 In December 2015, the Council commissioned a study; the Bishops' Stortford North 106 Sports Investment Strategy (by Plozajski Lynch Consulting Ltd,

PLC) to provide an initial framework for the growing population and leisure and sports requirements of Bishop's Stortford North. The strategy was received by the District Planning Executive Panel in February 2016, with recommendations to the Executive and Council to approve the project prioritisation criteria and agree that the strategy form part of the evidence base to inform and support the preparation of the East Herts District Plan and for Development Management purposes. The recommendations were approved by Council in May 2016.

- 1.4 The strategy identified a range of projects which could serve to meet the future leisure and sports needs of Bishop's Stortford. The strategy advised that these could be provided through three possible arrangements:
  1. A single sports hub
  2. A multiple sports hub or
  3. Through the enhancement of existing sites
  
- 1.5 The report to the District Planning Executive Panel recognised that each option provides both positive and negative considerations. These were summarised as:
  1. A single sports hub would involve the creation of a new facility built to high specifications which would have the operational economies of scale and would be able to meet the majority (if not all) of facility needs in one location. However, this would require a large area of land.
  2. A multiple sports hub arrangement would involve meeting all the main facility needs in several locations, including enhancing existing sports facilities as well as providing new sites. This option may be more deliverable on a number of smaller sites that may be more feasible to obtain permission and be located more centrally.
  3. The enhancement of existing sites option would involve enhancing existing or already secured sites. This option has several advantages, namely secured land holdings, established facility management options and in most cases existing clubs, management, coaching and competitive structures, and an active membership, all of which are well placed to accommodate the needs arising from BSN subject to this enhancement.
  
- 1.6 The report emphasised that the strategy does not seek to determine which of the options presented in are the most appropriate, but sets out a Project Prioritisation Criteria list which the Council approved in May 2016.
  
- 1.7 A number of projects proposals were identified within the strategy totalling approximately £22.8 million. An overview can be found in **Essential Reference Paper B**.

- 1.8 In addition to the Bishop’s Stortford North 106 Sports Investment Strategy, the Council over the last three years has commissioned a number of studies and worked with partners such as Sport England work to identify future demand and supply of leisure provision across the district and in Bishop’s Stortford. These are summarised in the table 1 below:

Table 1: Leisure provision studies in East Herts

<b>Study</b>	<b>Purpose</b>
Bishop’s Stortford North Section106 Sports Investment Strategy	Identifies key priorities for a potential £3m investment arising from the Bishop’s Stortford North development.
Open Space and Sports Facility Assessment (due to be completed in June 2017)	This is a district wide study which identifies current and future supply and demand for indoor leisure, playing fields and open space.
Facility Planning Model (FPM)	The FPM is a detailed analysis of provision for sports halls and swimming pools within East Herts and adjoining districts. This work is undertaken by Sport England
Leisure Facilities Strategy	This work identifies a proposed mix of facilities to be provided by EHC based on an Outline Business Case.
Physical Activity Survey	900 person survey of people across East Herts which identifies attitudes towards physical activity and potential barriers

- 1.9 The Council now has available to it very detailed information about the demand and supply for a range of facilities. These studies and assessments will allow the Council to determine the appropriate level of sport and leisure provision to be made for the future to meet the needs of its community.

## 2.0 Report

- 2.1 The Facility Planning Model (FPM) indicates a short fall in access to sports halls for the wider community. There are a number of sports halls across the District however these are not available for public use. Sports halls are mainly provided by schools with the exception of Wodson Park in Ware. In Bishop’s Stortford, Birchwood High School is the only School that actively makes their facilities available to the public for casual users. As a consequence this facility is in very high demand.

2.2 The Council has no sports halls within the two leisure centres it owns. As mentioned in previous report of the leisure strategy (part 1), there is an oversupply of sports halls in District though access is restricted. The demand for access is wide spread and therefore it would not be sustainable to directly provide/invest in a sports hall within the Council owned facilities i.e. at Grange Paddocks to address this specific issue. In addition, a sports hall at Grange Paddocks would increase the footprint of the building in the greenbelt. It is however recognised that access to sport halls is poor in the Bishop's Stortford area and therefore a partnership arrangement for a sports hall may address this access issue.

### 3.0 Overview of Proposal

3.1 Two organisations identified within the Bishop's Stortford North 106 Sports Investment Strategy, seeking new facilities were Herts and Essex High School and Bishop's Stortford Judo Club. Herts and Essex School hopes to provide a dual use facility including a sports hall, 6 netball/tennis courts and a hockey pitch at Beldams Lane. The Judo Club is seeking a dedicated Dojo as it has outgrown a number of previous facilities. The Council's leisure team brokered several meetings to bring these two organisations together to explore a possible partnership arrangement on the school's site.

3.2 In addition, discussions have taken place with Bishop's Stortford Hockey Club and a number of local netball clubs who would be keen to be part of a hub site proposal.

3.3 The proposal from Herts and Essex School is to develop a Sports Hub catering for a number of sports which could support the development of leisure and sports provision in Bishop's Stortford. As mentioned previously the development of such a hub site could provide economies of scale in terms of operational overheads whilst providing a broad offer for local people.

3.4 The School's Business Plan to the Council is attached in **Essential Reference Paper C** for funding consideration. In the context of the wider leisure facilities work within the District it was recommended by the Head of Operations that the proposal be brought to Overview and Scrutiny for consideration ahead of the Executive meeting and Council decision in June and July of 2017 respectively.

3.5 The proposal includes provision for casual use which is a key problem in terms of access to sports halls across Bishop's Stortford.

3.6 Herts and Essex High School is a girl's school. Participation by women and girls in sport is traditional low and is a Sport England priority. Providing such a facility with a strong programme of activities within a girls' school will provide a greater opportunity to engage women and girls in sports provision outside of the curriculum and potentially reduce post 16 drop off in sport for this cohort in

the Bishop's Stortford area. Given that the proposals link well with Sport England priorities there are good prospects for partnership funding from Sport England.

3.7 The proposal is to place the following sports facilities onto the School's land at the Beldam's lane site:

3.7.1 A Sports Hall Complex, containing:

3.7.1.1 A large (4 badminton court) Sports Hall.

3.7.1.2 A permanent matted Dojo which is sufficient to host regional competitions.

3.7.1.3 Three sets (three pairs) of changing rooms and associated toilet and shower facilities.

3.7.1.4 A club/social room adjacent to a balcony, with a catering kitchen and a bar area (upstairs).

3.7.1.5 A reception area and refreshment area with viewing panels into the Sports Hall (downstairs).

3.7.1.6 A theory classroom.

3.7.1.7 Staff rooms, staff changing facilities, office space and storage areas.

3.7.2 A 2G sand filled full size hockey pitch with floodlights and viewing area. This can also be used by football clubs.

3.7.3 6 x netball courts with floodlights. These can also be used as tennis courts.

3.7.4 Sufficient parking for the whole hub

3.8 The projected increase in club membership as a result of the development for each club are:

3.8.1 Bishop's Stortford Hockey: 981 members in 2021 from 589 in 2016/17

3.8.2 Bishop's Stortford Judokwai: 205 members in 2021 from 125 in 2016/17

3.8.3 Saffron Hawes and Crosskeys Netball Club: 135 in 2021 from 100 in 2016/17

3.9 It is anticipated that the sports hub will provide approximately 30% of the hours available to the local sports clubs and 47% of the hours available to the general community, totally 77% of community use.

3.10 The funding request from the School to the Council is £2,750,000. A summary of these costs are provided below:

<b>Beldams Lane Funding Request to EHDC</b>	<b>Build cost incl. Fees</b>
<b>Sports Hall</b>	
EFA funded Sports Hall, changing and support facilities	0
Additional field changing rooms and public facilities	651,000
Dojo facility including enhanced public facilities	995,000
Tennis/ netball	220,000
All weather Pitch	442,500
<b>Other facilities</b>	
Site clearance	0
Car Parking / coach drop off Essential	110,000
Car parking overflow	110,000
footpaths /boundary treatments	220,000
<b>Total funding request</b>	<b>2,748,500</b>

- 3.11 The proposal is for a 20yr agreement (with scope for longer) with the development of a management committee which will include EHDC members and representatives of the other lead partner organisations. It is anticipated to be a Local Governing Body.
- 3.12 Discussions have taken place with the School to explore a potential annual financial return on the Council's investment through a portion of the surplus income generated at the site, a figure of approximately £8000 was discussed. This is based on 20% of the school's surplus being ring fenced for strategic developments and a 50:50 arrangement on the remaining income surplus. This income could support other health and well-being projects such as social prescribing. This income stream will be the only financial return on this



investment should the Council decide to fund the community access aspect of the project.

#### **4.0 Key Considerations**

4.1 A key consideration for the Council is funding.

4.2 Given that these proposals were explored within the Bishop's Stortford North Section 106 Sports Investment Strategy, section 106 could be used as a potential source of funding. However there are two key issues:

4.2.1.1 This project would absorb a very large portion of the S106 funding available (£3m) to the Bishop's Stortford North area, leaving little room for other developments.

4.2.1.2 The release of BSN Section 106 funding is unlikely to be available for some years as it is linked to the house building construction programme. The first phase of funding prior to the occupation of any dwelling is likely to be in the region of £50,000 followed by £450,000 prior to the occupation of the 500<sup>th</sup> dwelling which could be 2020 at the earliest. The development of this sports hub cannot realistically be aligned with the house building programme. There is also no certainty as to when the developers will meet the trigger points for payment. As with all major developments, there remains a risk that the developers may seek to re-negotiate the 106 payments or reduce the number of dwellings developed. Indicative timelines suggest the £3m allocation could be received in phases by 2025.

4.3 In order to assist financially it could be possible for the Council to provide interim funding which could be reimbursed to the Council when the Section 106 funding becomes available.

4.4 Assisting such projects financially needs to be managed carefully to ensure the council achieves outcomes for local communities while mitigating potential risks.

4.5 The Council would need to consider its principles for providing financial assistance including:

4.5.1 Securing a robust long term partnership agreement that is linked to an agreed community use and health and well-being annual service plan

4.5.2 Ensuring no ongoing maintenance, operating costs or building or programme liabilities to the Council

- 4.5.3 Consideration for a financial claw back system for under performance of community and health and well-being programmes/outcomes.
  - 4.5.4 East Herts representation on a management board /committee
  - 4.5.5 East Herts are involved in the annual review of service plan outcomes part of the planning process to forecast ongoing plans
  - 4.5.6 General public access for casual use
  - 4.5.7 Long term agreement to ensure public benefit from EHC contribution
  - 4.5.8 Partner funding streams secured
  - 4.5.9 Planning permission achieved
  - 4.5.10 Funding provided based on evidence of actual cost requirements and an agreeable payment schedule.
  - 4.5.11 A separate legal agreement in respect of forward funding
- 4.6 As the proposal does not provide the Council a significant financial return on investment, the Council would need to consider the implications of loss of interest through capital financing or repayment via prudential borrowing. As an indication the loss of interest for £1m is £23k annually and the repayment on borrowing plus interest over 20yrs is approximately £77k annually. Should funding be approved the final investment mix will be proposed by the Head of Strategic Finance and Property in conjunction with the Executive member for finance and support services.
- 4.7 The funding request of £2.7m is significant. The Council will need to consider from the School's Business Plan, its ability to deliver on the agreed community use outcomes. In addition, the school's ability to commission and deliver both the design and construction of such a facility and track record to operate and maintain the dual use facility whilst managing a number of stakeholders. It is however, noted that 3yrs of consultancy support will be provided through the Active East Herts partnership which is a highly reputable organisation within East Herts with a good track record for delivery.
- 4.8 When considering the School's proposal against the approved prioritisation criteria set out in the Bishop's Stortford North Section 106 Sports Investment strategy the proposal does seek to meet a number of these including:
- 4.8.1 Governance arrangements
  - 4.8.2 Readiness to proceed
  - 4.8.3 Range of activity offer to meet needs
  - 4.8.4 Sustainable running costs
  - 4.8.5 External support for the project
  - 4.8.6 Partner funding secured

#### 4.8.7 Inclusiveness

- 4.9 Other prioritisation criteria that will need to be taken into account are:
- 4.9.1 The breadth of needs met against the scale of funding requested in terms of section 106 'value for money'
  - 4.9.2 Location in relation to Bishop's Stortford North developments
  - 4.9.3 Potential for attracting additional partnership funding should the Council provide a contribution towards the total funding request or no funding. It should be noted that anything less than the £2.7m will lead to a reduced facility development. The Dojo offers the school the least amount of curriculum activity
- 4.10 Irrespective of the potential funding source, the agreed approach to BSN 106 projects proposals where by the steering group in conjunction with the Executive member for health and well-being are empowered to make recommendations to Council on future investment opportunities has been applied where practically possible. As a result of the leadership team restructure the officer leads have changed however these are now covered by similar roles and functions. Some members of the Sounding Board established as part of the BSN 106 strategy were consulted through the work of the School. Should this proposal be agreed and funded from section 106 then consultation with the Sounding board will take place more formally.

#### 5.0 Views of the Overview and Scrutiny Committee

- 5.1 Members of Overview and Scrutiny Committee supported the proposal from Herts and Essex school in the development of leisure and sports provision in Bishop's Stortford. The main areas of concern were of the impact on Beldams Lane and the need to ensure the development of supportive infrastructure.

#### Conclusion

The proposal from Herts and Essex School together with the investment proposals for Grange Paddocks will provide significant improvement to meet the facility and health and well-being needs of Bishop's Stortford. While complementary they are not a comprehensive solution. Further partnership work will be necessary to address existing shortfalls in provision such as all-weather pitches and those which will be created by an expanding population with changing needs.

#### 5.0 Implications/Consultations

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

#### Background Papers

School's Business Plan and associated appendices added as **Essential Reference Paper C**

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## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATIONS –

#### Leisure Strategy Part 2 – Leisure strategy Proposal for Bishop's Stortford

Contribution to the Council's Corporate Priorities/ Objectives:	<p>Priority 1 – Improve the health and wellbeing of our communities</p> <p>Priority 2 – Enhance the quality of people's lives</p>
Consultation:	<p>This report was prepared in consultation with the members of the leisure Task and Finish Group.</p> <p>Schools and County as owners of the joint use pools have been informed of the possible direction of travel.</p> <p>In addition, key stakeholders to consultation were swimming clubs, Judo club and our current leisure contractor.</p>
Legal:	<p>The key legal implications to this report relate to the risks surrounding the joint use agreements. Future educational funding for the 40% of operating, repairs and maintenance costs which the schools and County currently pay is uncertain after Aug 2019. Re-negotiation of these agreements will be key in securing the future direction of travel for leisure.</p>
Financial:	<p>The Capital costs for this project total approximately £30m -£31.2m at current estimations.</p> <p>Funding for the project would need to be a combination of reserves currently held by the authority with an element of PWLB borrowing.</p> <p>The cost of funding this project has been calculated below.</p> <p>The modelling performed is based on a number of assumptions including;</p> <ul style="list-style-type: none"><li>• the current PWLB rates,</li><li>• the return on current investment</li><li>• a combination of both borrowing and use of reserves</li></ul>

This modelling was based on the capital costs of development being charged over the lifetime of the final assets.

In reality these assumptions could change over the life of the project and may affect the overall financial outcomes.

<u>Leisure Strategy</u>	Option A	Option B
<u>Cost of Investment</u>		
<b>Approx. Total Capital cost</b>	<b>31,200,000</b>	<b>30,000,000</b>
Interest Cost	255,000	220,000
Principal repayment	465,000	401,000
Loss of Interest	506,000	506,000
Rent to School	5000	0
<b>Total Annual cost</b>	<b>1,231,000</b>	<b>1,127,000</b>
Additional income	(1,123,753)	(1,306,013)
<b>Total Additional Annual income</b>	<b>(1,123,753)</b>	<b>(1,306,013)</b>
<b>(Surplus) Deficit</b>	<b>£107,247</b>	<b>(179,013)</b>

However, based on the assumptions referred to and the improved income position of the refurbished and rebuilt Leisure facilities it can be assumed that there will be a net positive impact on the revenue income of approx. **£180k.**

As with most financial modelling the assumptions may change over time and the impact of the development on the revenue budget may cause additional pressure or generate additional receipts.

For option B our modelling has included sensitivity analysis based the following changes; 0.25% increase in PWLB interest rate, 5% variations in revenue income and a 80/20 split resulting in a higher proportion of borrowing required.

Each of these examples of sensitivity resulted in a negative variation to the net income stream but always within the breakeven point.

Human Resource:	N/A
Risk Management:	A project risk register has been produced. Key areas are: <ul style="list-style-type: none"> <li>- Public perception</li> <li>- Legal agreements with JUPs</li> <li>- Ongoing revenue and capital costs of leisure facilities</li> </ul>
Health and wellbeing – issues and impacts:	Under the National Health Service Act 2006, each local authority has a duty to ‘take such steps as it considers appropriate for improving the health of the people in its area’. Further subsections set out the wide-ranging steps which may be taken to fulfil this duty, including providing information and advice, and making available the services of any person or any facilities.

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**ESSENTIAL REFERENCE PAPER B:  
MEETING THE BSN DEVELOPMENT'S SPORTS NEEDS**

**1.1 Introduction**

This section sets out existing project proposals for sports facilities projects in Bishop's Stortford and examines the extent to which they might address the needs of the BSN development.

**1.2 Current project proposals**

<b>Project promoter</b>	<b>Proposed development</b>	<b>Estimated cost</b>	<b>Potential funding sources</b>	<b>Needs addressed</b>	<b>Risks</b>
Herts and Essex High School	New sports complex on 2 sites at Beldham's Lane including: <ul style="list-style-type: none"> <li>• A sports hall.</li> <li>• A 25m pool</li> <li>• Health and fitness</li> <li>• Dance studio/ancillary hall</li> <li>• '3G' football turf pitch(es)</li> <li>• Tennis/netball courts</li> <li>• Grass football pitches</li> <li>• (Athletics training facility)</li> </ul>	£7,700,000	<ul style="list-style-type: none"> <li>• Education Funding Authority</li> <li>• Sport England</li> <li>• Football Foundation</li> </ul>	<ul style="list-style-type: none"> <li>• All the facilities proposed would meet identified needs arising from the BSN development.</li> <li>• Potential to accommodate club needs including BS Judo Club, BS Netball Club, BS Running Club</li> </ul>	<ul style="list-style-type: none"> <li>• No funding yet secured.</li> <li>• Land purchase required for part of the proposed development.</li> <li>• Planning consents.</li> </ul>
Bishop's Stortford Sports Trust	New facilities at the Trust's Cricketfield Lane site, including: <ul style="list-style-type: none"> <li>• A sports hall.</li> <li>• 1.5 synthetic turf pitches for hockey</li> <li>• New pavilion</li> <li>• Health and fitness</li> <li>• Cover for 2 tennis courts</li> <li>• Convert 3 outdoor tennis courts to artificial clay</li> <li>• 1 Youth football pitch</li> </ul>	£3,375,000	<ul style="list-style-type: none"> <li>• Sport England (£500,000 secured)</li> <li>• LTA (£70,000 secured)</li> </ul>	<ul style="list-style-type: none"> <li>• Most proposed facilities would meet identified needs arising from the BSN development (no clear case for 0.5 hockey pitch or covered tennis courts).</li> <li>• Close proximity to the BSN development.</li> </ul>	<ul style="list-style-type: none"> <li>• Planning consents for floodlights in the Green Belt.</li> <li>• Proposed loss of allotment land.</li> </ul>
Birchwood High School	New facilities at the School's adjacent detached playing field site, including: <ul style="list-style-type: none"> <li>• 1 '3G' football turf pitch.</li> <li>• A 1km closed road circuit for cycling and running.</li> <li>• New pavilion with</li> </ul>	£7,750,000	<ul style="list-style-type: none"> <li>• Sport England</li> <li>• Football Foundation</li> <li>• British Cycling</li> </ul>	<ul style="list-style-type: none"> <li>• All the facilities proposed would meet identified needs arising from the BSN development.</li> <li>• Potential to accommodate club needs including BS</li> </ul>	<ul style="list-style-type: none"> <li>• No funding yet secured.</li> <li>• Planning consents.</li> </ul>

	conference facilities. <ul style="list-style-type: none"> <li>• Ancillary hall for BS Judo Club.</li> </ul>			Judo Club	
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<b>Project promoter</b>	<b>Proposed development</b>	<b>Estimated cost</b>	<b>Potential funding sources</b>	<b>Needs addressed</b>	<b>Risks</b>
Herts County Council	New secondary school sports facilities on the BSN development, including: <ul style="list-style-type: none"> <li>• A sports hall.</li> <li>• Health and fitness</li> <li>• 2 dance studios/ancillary halls</li> <li>• Tennis/netball courts</li> <li>• 5.5ha of grass football and cricket pitches</li> </ul>	Unknown	Developer contributions	<ul style="list-style-type: none"> <li>• Facilities designed to serve education needs (BB98) but could be enhanced for community use.</li> <li>• Potential to accommodate club needs including BS Judo Club, BS Netball Club, and possibly BS Community FC.</li> </ul>	No obvious risks
Bishop's Stortford Rugby Club	Improved provision at the Silverleys Trust/BSRFC site, including: <ul style="list-style-type: none"> <li>• Converting 2 football pitches to rugby pitches and improving drainage (depending on BS Swifts FC relocating).</li> <li>• Extended changing and catering facilities.</li> <li>• Longer term plan for a new 2-storey pavilion.</li> </ul>	£365,000	<ul style="list-style-type: none"> <li>• S106 funding from Fire Station site</li> <li>• Club fundraising</li> </ul>	<ul style="list-style-type: none"> <li>• Would solve current pitch capacity problems and facilitate team expansion.</li> <li>• Close proximity to the BSN development.</li> </ul>	Contingent on BS Swifts FC moving to new pitches at the BSN development.
Bishop's Stortford Swifts FC	Relocation to two grass football pitches and changing pavilion provided by the BSN developers.	Unknown	Developer contributions	<ul style="list-style-type: none"> <li>• Would solve current pitch capacity problems and facilitate team expansion.</li> <li>• Part of the BSN development.</li> </ul>	No obvious risks
Bishop's Stortford Community FC	Two '3G' pitches and a clubhouse at a single site to meet all the pitch needs of BS Community FC at one of the following sites (in order of preference: <ul style="list-style-type: none"> <li>• Land south of Beldham's Lane (same</li> </ul>	£2,000,000	Football Foundation (potentially £500,000)	Would solve current pitch capacity problems and enable the club to operate from a single site.	<ul style="list-style-type: none"> <li>• No funding yet secured.</li> <li>• Land purchase required at one site.</li> <li>• Planning consents.</li> </ul>

	site as Herts & Essex HS proposals). <ul style="list-style-type: none"> <li>• Jobbers Wood playing fields.</li> <li>• Grange Paddocks Leisure Centre.</li> <li>• Birchwood High School (with addition to the existing '3G' pitch at the site.</li> </ul>				
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<b><i>Project promoter</i></b>	<b><i>Proposed development</i></b>	<b><i>Estimated cost</i></b>	<b><i>Potential funding sources</i></b>	<b><i>Needs addressed</i></b>	<b><i>Risks</i></b>
Bishop's Stortford Judo Club	Establishment of a permanently matted hall for the club (and other local martial arts clubs) with dedicated storage and catering capacity, as part of a wider facilities complex.	Unknown	Club (£40,000 raised)	<ul style="list-style-type: none"> <li>• Would enable the club to develop and expand.</li> <li>• Designation as a Centre of Excellence for the Home Counties North.</li> </ul>	<ul style="list-style-type: none"> <li>• No obvious risks.</li> <li>• Several other project proposals include provision for ancillary halls.</li> </ul>
Bishop's Stortford Canoe Club	Clubhouse extension and new water access pontoon.	Unknown	Unknown	<ul style="list-style-type: none"> <li>• Deficiency with current facilities.</li> <li>• Improved disabled access.</li> </ul>	No identified funding sources.
BMX track	Provision of a formal BMX track at Ash Grove at a site used informally at present.	Unknown	Unknown	Provision for young people.	No identified funding sources.
Bishop's Stortford Town Council	Provision of a formal BMX track at Sworders Field.	£70,000	Unknown	Provision for young people.	No identified funding sources.

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## ESSENTIAL REFERENCE PAPER C

*The Hertfordshire & Essex High School and Science College*

### **BUSINESS CASE**

#### **Introduction**

This Business Case for Beldams Lane Sports Hub is written on behalf of the following lead partner organisations: The Hertfordshire & Essex High School, Bishop's Stortford Hockey Club, Bishop's Stortford Judo Club, Crosskeys Netball Club and Hawks Netball Club. Other partners are included later in this Business Case.

This document is written in response to a request from East Herts District Council (EHDC). The intention behind it is to present a clear and compelling Business Case to EHDC with a view to a partnership capital investment in the new sports hub to be created at Beldams Lane, Bishop's Stortford. There are 11 appendices, all of which are important contributions to the overall content and message.

#### **Contents of this Business Case**

- A. Project summary
- B. A summary of the current financial position (capital costs)
- C. Projected usage
- D. Revenue business plan
- E. Social return
- F. Strategic review
- G. Consultation
- H. Planning considerations
- I. Risks
- J. Leadership, management and governance

## **A. Project summary**

The project comprises two main development areas:

### **1. Beldams Lane Playing Field**

This is a 10-acre site, currently grass sports fields. It is the property of Herts & Essex. It is in Hertfordshire and is not in the green belt.

The proposal is to place the following sports facilities onto the site:

- A Sports Hall Complex, containing:
  - i. A large (4 badminton court) Sports Hall.
  - ii. A permanent matted Dojo which is sufficient to host regional competitions.
  - iii. Three sets (three pairs) of changing rooms and associated toilet and shower facilities.
  - iv. A club/social room adjacent to a balcony, with a catering kitchen and a bar area (upstairs).
  - v. A reception area and refreshment area with viewing panels into the Sports Hall (downstairs).
  - vi. A club briefing room.
  - vii. Staff rooms, staff/officials changing facilities, office space and storage areas.
- A 2G sand filled full size hockey pitch with floodlights and viewing area. This can also be used for football.
- 6 x netball courts with floodlights. These can also be used as tennis courts.
- Sufficient parking for the whole hub.

### **2. Bowling Lane Field**

This is an 11-acre site on the other side of Beldams Lane, opposite the Playing Field described above. It is in Essex (Uttlesford) and the green belt. It is currently the property of a local farming family. HCC holds an option for its purchase, which will go ahead in tandem with the development of Beldams Lane. Herts & Essex (and therefore the partnership) will have a 125 year lease for its use.

The following sports facilities, depending on the time of year, are planned for the site:

- Rugby pitch
- Two football pitches
- 400 metre running track
- Rounders pitch

Plans of Beldams Lane and Bowling Lane are attached as APPENDIX 1: Beldams Lane Plan. APPENDIX 2: Bowling Lane Plan

### **B. A summary of the current financial position (capital costs)**

<b>Capital costs:</b>	
Construction costs (APPENDIX 3)	£5,200,000
Beldams Lane Land (as sports field)	£1,000,000 *
Bowling Lane (as sports field)	£1,100,000
<b>Total:</b>	<b>£7,300,000</b>

<b>Funding secured</b>	
EFA – sports hall and 6 fe expansion	£1,400,000
Herts CC – sports hall and 6fe expansion	£300,000
Herts & Essex – Beldams Lane Land	£1,000,000 *
Herts CC – Bowling Lane land purchase	£1,100,000
Sports Clubs and England Hockey	£160,000
<b>Total secured to date:</b>	<b>£3,960,000</b>

\* This value for Beldams Lane is estimated from the current market value for sports fields; if sold for housing/development, the value would be in excess of £17,000,000. It is currently the property of Herts & Essex. This asset will effectively be shared with EHDC in future.

<b>Funding applied for</b>	
EHDC (for Beldams Lane)	£2,750,000
Sport England	£150,000
Uttlesford DC (for Bowling Lane)	£440,000
<b>Total applied for:</b>	<b>£3,340,000</b>

<b>Funding:</b>	
<b>Total of secured and applied for:</b>	<b>£7,300,000</b>

Some points of clarification:

- The outcome of the application to Sport England for funding will be known later in the summer.
- Any funding from Uttlesford DC will not affect the development at Beldams Lane. The request for funding to UDC will be for the development at Bowling Lane. In the meantime, one can proceed without the other.
- The funding from sports clubs and England Hockey is made up from three sources: Bishop's Stortford Hockey Club, Bishop's Stortford Judo Club and England Hockey.
- All the capital costs have been provided by two independent Quantity Surveyors. The estimates for the Dojo in particular attracted a great deal of scrutiny, because they initially appeared high. It is true to say that building costs are currently high and the dojo has been designed to level 3 competition specification. The designers have worked closely with England Judo to minimise the cost, while maximising the facility's potential.
- The two story part of the build was also subject to a great deal of debate. A hypothesis was made that building one story would be cheaper. The QS confirmed that there is a small saving to be made by building one story. This is because the extra foundations and extra roofs for one story are not quite as expensive as the staircases and lifts needed for two. However, there are several drawbacks to one story, including the fact that the foundations could not bear the weight of a further floor at a later date. Also, it would mean that a second sports hall could never be added in the future. On balance, the advantages of two stories outweigh the advantages of single story.
- All costs are indicative and subject to design and construction once work is tendered out. The school and its partners are working hard to minimise the square meterage (and therefore the overall cost), as well as ensuring that the materials chosen are durable and robust, but of minimum cost.

### **C. Projected usage**

Usage is anticipated to be very high indeed. There is a huge amount of interest and excitement about the project in the town.



In APPENDIX 4: Sports Facilities Bookable Usage, usage has been projected. This spreadsheet includes sheets for sports hall bookings, netball/tennis courts, dojo and the astro-pitch. The calculations are prudent ones; the usage is based on usage of similar facilities elsewhere and assurances made by clubs which have already been consulted. In the view of the partner organisations in this project, this will be the absolute minimum usage of the new facilities. The spreadsheets in APPENDIX 5 show that while the lead partner organisations will use 30% of the community hours available, a further 47% will be available for smaller organisations to make bookings and for informal ‘pay and play’, drop-in and casual use.

During the period of public examinations in the summer, for approximately 3 school weeks, the sports hall would not be available to the community for 4 evenings per week. Friday evenings and weekends would proceed as usual during that period, as would the dojo and all external facilities. This would be planned and booked ahead. The school would also be required to pay for the sports hall on those evenings. Overall, given that the calculations have been as if there are 50 weeks per year, whereas the facility will be available for 51.5 weeks per year, the percentages of community use are unaffected by this. The difference the exam period makes is negligible.

Projected increases in membership numbers is attached as APPENDIX 6. All three lead partner organisations are projecting immediate increases in members from current waiting lists: Hockey from 589 to 981, Judo from 125 to 205, netball from 100 to 135. They anticipate that new local facilities will lead to significantly greater interest and participation.

#### **D. Revenue business plan**

APPENDIX 7 shows a spreadsheet which is a detailed model of income and expenditure. These are cautious figures: minimum for income and maximum for expenditure. Its summary is below:

#### **Summary Income and Expenditure:**

<b>Income:</b>	
Sports Hall	£59,040
Netball/tennis courts	£30,000

All weather pitch	£34,930
Dojo	£30,995
Herts & Essex contribution	£53,200
Total	£208,165

<b>Expenditure:</b>	
Staff costs	£92,000
Sports Hall – general running cost	£30,000
Grounds maintenance	£20,000
All weather pitch maintenance	£10,000
Netball pitch maintenance	£4,000
Sports Hall reserve	£12,000
All weather pitch reserve	£12,000
Dojo reserve	£5,000
Total	£185,000

Some points of clarification:

- The difference of approximately £23,000 is an annual projected profit figure. The expectation is that any profit will have 20% saved towards strategic developments (such as a future hard surface running track). The remainder will be split 50: 50 between reinvestment into the facility (such as upgrading current facilities) and EHDC.
- Lead partner organisations which have invested capital into the project (Judo and Hockey) benefit in this model from reduced hire charges.
- The catering aspect has neither income nor expenditure against it, because they are anticipated to contra. At the time of presenting this Business Case neither a profit nor a loss is projected for that aspect of the facility. However, if a profit is made, then it would be subject to the same division between EHDC and the facility as are the sporting aspects.

## **E. Social return**

All lead partners (EHDC, Herts & Essex, Bishop's Stortford Hockey Club, Bishop's Stortford Judo Club and both Netball Clubs) share a keen interest in:

- Increasing participation of girls and women.
- Increasing participation of those with disabilities.

- Increasing participation of children and young people.
- Increasing the activity of those who are currently inactive.

In relation to the opening and closing times of the sports facilities, the current plan is as follows:

All facilities will be open to all partners, other clubs and casual users from 9am every day.

The outdoor facilities will close at 10pm Monday to Thursday, 9pm Friday, 7pm Saturday and 5pm Sunday.

The indoor facilities will close at 10pm on Monday to Thursday, 11pm on Friday and Saturday, and 8pm on Sunday.

The objectives of all lead partners in relation to social return, health and well-being resonate well with the Town, District, County and National aims and priorities; they also provide synergy. Sport England's priorities also match these well, so there are good prospects for partnership funding from that source.

## **F. Strategic review**

This project meets many of the strategic requirements of local and national bodies.

### ***EHDC***

East Herts District Council's Corporate Strategic Plan for 2016-2017 to 2019-2020, has as its Priority 1: Improve the Health and Well-being of our communities. Under "Residents living active and healthy lives", the following actions are identified:

- Provide sports facilities for the over 50s in our towns and villages
- Invest in our parks and open spaces to encourage health and fitness
- Provide a leisure strategy

### ***Bishop's Stortford Town Council***

In addition, Bishop's Stortford's Neighbourhood Plan states that it aims to "increase opportunities for sport" in the town. In its vision and summary document, the need and the desire for extra sports facilities feature heavily: "there is a high demand for additional or enhanced space, both indoor and outdoor, and a relatively low public satisfaction rating for current sports facilities within the town. The competing demands for land use create real challenges in meeting the need." It

states a need to “provide and enhance accessible indoor and outdoor community facilities, compliant with Sport England standards, to meet the needs of the residents, as well as to encourage appropriate use of the town’s surrounding Green Belt by the strategic location ... of new outdoor sport, leisure and community facilities”.

### ***Sport England (SE)***

SE wants to “ensure children and young people from the age of five are able to enjoy the benefits of sport and physical activity. We want them to feel more motivated, confident and able to get active – which will also increase the likelihood of being active later in life.” On the topic of disability sport, SE states that this is a key focus of their work. A national priority is to promote health and tackle inactivity. SE says that “many of the leading causes of ill health could be prevented if people were to play more sport and increase their overall levels of physical activity. Tackling inactivity is one of the key pillars of our strategy Towards an Active Nation.” In addition, SE is keen to promote women in sport. Their “Active People Survey” results show that women are less likely to take part in sport than men. They state that they “are working hard to persuade more women to get active. Not only does regular activity improve women’s own physical and mental health, but women have a strong influencing role within their own families.”

### ***HCC***

The Hertfordshire Lifestyle and Legacy Partnership aims to attract investment and funding for sport, recreation and culture into the county. It is committed to the same philosophies about increasing the participation of the inactive, of women, young people, disabled people and of maximising participation rates. Its plan resonates well with that of the school, and with those of East Herts DC, Sport England and Bishop’s Stortford TC (Neighbourhood Plan).

## **G. Consultation**

A number of consultation events have occurred, which have culminated in overwhelming support for this project. Lead partners and some details around their current circumstances are described later in this section. Other supportive clubs and organisations include:

- Badminton England
- Bishop’s Stortford Running Club
- Bishop’s Stortford Swimming Club

- British Judo
- Crosskeys Netball Club
- England Netball
- Hadleigh Park
- Hertfordshire Archery Association
- Hertfordshire Cricket
- Saffron Hawks Netball Club
- Stortford Gymnastics
- Stortford Snipers (basketball)
- UK Ultimate

Letters of support from these partners are included as APPENDIX 8.

### **Lead Partners:**

#### ***East Herts District Council***

EHDC wants to create and/or upgrade sports facilities in the Bishop's Stortford area. The following points may help to reassure EHDC that the Beldams Lane project is an excellent opportunity:

- Jan Stock from Wodson Park is an experienced and successful Sports and Leisure Centre Manager who has agreed to provide consultancy services to the project for the next three years.
- Beldams Lane field is a valuable resource to be given to the community of Bishop's Stortford as a contribution to this partnership.
- Other lead partners will be investing capital funds.
- The combination of several different sources of capital funding is powerful in that it creates economies of scale in the initial build itself.
- All partner organisations will continue to benefit from those economies of scale well into the future, as a result of having multiple sporting opportunities on the same site.
- The aims of all the lead partners are very much in tune with EHDC's own aims.
- The participation of those who do not engage with sport already will be increased.
- There is a determination to increase participation of people with disabilities, of older people, of young people and of girls and women.

- Additional partnerships with organisations such as Grove Cottage in Bishop's Stortford, with Wheelchair Basketball, with Amwell View and with 'Fitness for Mums' already places the partnership in a strong position in relation to achieving these aims.
- The Service Level Agreements between the various partners will be transparent and agreed by the legal advisors of the partner organisations, so that all can be sure that the contributions they are making will meet the long-term objectives of their organisation.
- A Management Board/Local Governing Body will be established, to include representation from all lead partner organisations. Its role will be to track and monitor the activities of the Sports Hub, as well as to provide strategic leadership.

### ***Herts & Essex***

- Herts & Essex is a high-performing secondary comprehensive school of 1220 students, 90% of whom are girls. The school is currently one of the most successful in the UK in terms of the progress its student make, the standards they achieve and the quality of their post-school destinations. It is oversubscribed and partly as a consequence of this and partly as a consequence of the shortage of school places in Bishop's Stortford, it has been granted £3,000,000 (£2,400,000 from the DfE and £600,000 from HCC) towards the provision of new school places. Some is needed to be spent at the school's main site. £1,700,000 has been allocated for the purpose of developing sports facilities at its Beldams Lane field.
- Benchmarking shows that the school's annual budget of over £7,000,000 is well-managed and provides excellent value-for-money.
- The school is an Academy, and is therefore independently professionally audited (by MacIntyre Hudson). The audited accounts are available for public scrutiny.
- The school's track record is not limited solely to the high quality education it provides to its students and to the careful management of its finances; it also has a long history of successfully letting out its existing sports facilities. For example, its swimming pool is let out every evening and during every weekend.
- Ofsted's judgement is that leadership and management at Herts & Essex is outstanding. EHDC can feel confident that the leaders and managers of Herts & Essex have both the experience and the

capacity to deliver the Beldam's Lane sports hub project and to ensure that it meets its aims and objectives.

### ***Bishop's Stortford Hockey Club (APPENDIX 9 and 10)***

Bishop's Stortford Hockey Club (BSHC) currently operates across two sites:

1. Hockerill Anglo-European College hosts their pitch, which is jointly owned.
2. Bishop's Stortford Sports Trust at Cricketfield Lane (1.5 miles from the pitch) provides joint use of its clubhouse.

BSHC has ambitions to extend its reach. Members would like to provide opportunities for informal 'pay and play', for older participation through 'walking hockey', and for special provision for the disabled. A partnership with Grove Cottage, Bishop's Stortford's Mencap, has been forged to this end. There is also a desire to increase the participation of girls, women and children/young people. With a dedicated club room, a full engagement plan, increased parking and changing facilities and a further hockey astro pitch (2G, sand filled), these ambitions could be realised.

### ***Bishop's Stortford Judo Club (APPENDIX 11)***

The Judo Club is a large and successful organisation in the town. Membership is significant and standards are high, including a number of national and international champions. The club's requirement is a permanent matted fighting area, with a viewing area and social facilities. The matted area is very suitable for dance and gymnastics. It would be well-used by the school during school hours and by Judo during out-of-school hours. During spare time, dance, gymnastics, fitness clubs and other martial arts could make excellent use of it. The Senior Judo Coach will reinstate women's fitness classes for older women and for mothers of school-age children.

### ***The Netball Clubs (APPENDIX 12)***

Netball currently enjoys the highest participation rate of girls and women in the UK of all sports. Both the Hawks and Crosskeys Netball Clubs are Bishop's Stortford clubs. Those who run them, coach in them, and play in them are residents of the town. However, neither club is able to train or play in Bishop's Stortford. This is due to the total lack of sufficiently high quality facilities. Nonetheless, both clubs are bursting at the seams with waiting lists made up of Hertfordshire residents who want to play. In the case of the Hawks, they want to extend beyond adults to include

girls' participation. Crosskeys want to introduce informal 'pay and play' and 'walking netball' for older women. Hertfordshire Netball would like to introduce netball for disabled people; plans are also in place for the introduction of wheelchair netball.

### ***Wodson Park***

Professional sports and leisure manager, Jan Stock, has agreed to provide consultancy for three years in relation to the setting up of the facility, branding, marketing and its management. Our vision is to create a similar (albeit smaller) facility and community provision to the development led by Jan at Wodson Park.

## **H. Planning considerations**

### ***The Beldams Lane site***

The Beldams Lane site is located in East Herts District and is within the urban area, but is designated as a school playing field in the adopted local plan (and the emerging local plan). It is currently only capable of being used in the summer months due to poor ground conditions.

Policy LRC1 (adopted plan) and Policy CFLR8 (emerging plan) protects against the loss of playing fields/community facilities unless suitable alternative facilities in terms of quantity, quality and accessibility are provided in the locality to the ones that would be lost. The proposals for Beldams Lane will intensify and improve the use of the site for sports use and so the proposals will be compliant in principle with this planning policy. Sport England has been consulted and is in support of the proposals (APPENDIX 13 – Meeting note with Sport England). Other planning and site constraints are being addressed through technical studies which will propose mitigation as necessary and which will be submitted with the planning application.

As the proposals for Beldams Lane are linked to the expansion of the school to provide additional school places, a detailed Regulation 3 planning application will be made to Hertfordshire County Council. A pre-application meeting was held with HCC planning and highway officers. East Herts planning officers have been informally consulted. There was a final pre-application meeting held on 22 May, at which the proposals were signed off prior to public exhibitions on 14/15 June.

A planning application will be submitted at the end of June.



### ***The Bowling Lane site***

The Bowling Lane site is located in Uttlesford District and is in the Green Belt being designated as such in the adopted local plan (Policy S6). As playing pitches are not “appropriate development” in the Green Belt it is necessary to demonstrate that there is a need for the development and that there are no other more suitable sites for the development.

A BB103 assessment has been undertaken which proves that the school is currently under-provided for in terms of formal grassed playing pitches. This loss will be exacerbated once the school expands to 6FE and the new sports hub is built. In qualitative terms the school will also lose the playing pitches at Beldams Lane so the additional playing pitches and athletics track are needed to make up both the quantitative and qualitative existing and proposed deficiencies, particularly for summer month sports.

An alternative sites assessment has been undertaken to assess the potential of more suitable sites within and outside the urban area. This study has concluded there are no more suitable sites and as HCC has an option to purchase this site to enable the school to meet its BB103 requirements, this is the best and most appropriate location. Other planning and site constraints are being addressed through technical studies which will propose mitigation as necessary and which will be submitted with the planning application. Sport England has been consulted and is in support of the proposals (APPENDIX 13 – Meeting note with Sport England).

As the proposals for Bowling Lane are also linked to the expansion of the school to provide additional playing pitch and athletics track requirements in accordance with BB103, a detailed Regulation 4 planning application will be made to Uttlesford District Council. A pre-application meeting with UDC went ahead on 2 May and the application proposals will be exhibited alongside the Beldams Lane proposals at the 14/15 June exhibitions.

A planning application will be submitted in parallel with the Beldams Lane application at the end of June.

## **I. RISKS**

### **1. Planning Risks**

There is a risk that the project will not be successful in obtaining planning permission. However, the risk is extremely small for the following reasons:

- a) The planning consultant on the project is highly experienced in this area.
- b) Every possible potential problem has been reviewed and solved. A great deal of time and money has been invested in surveys and reports. Any difficulty arising from these has been mitigated or dealt with through the detailed plans.
- c) Beldams Lane is not in the Green Belt. It could be developed for housing. Development for sports facilities is preferable for local residents to development for housing.
- d) The application is being made by Hertfordshire County Council (HCC) to HCC. Therefore, the worse-case scenario is that the application will be withdrawn. The reason the application is being made to HCC rather than EHDC is that the overarching driver for the project is the need for extra school places in Bishop's Stortford and school places are the responsibility of HCC. This development enables extra school places at Herts & Essex.

### **2. Revenue Funding Streams**

#### **a) Competing Projects**

There are potential developments at Grange Paddocks and at other local secondary schools. However, the Grange Paddocks plans are different from those at Beldams Lane and compliment them well. Other local secondary schools either already have sports facilities, or cannot provide the wide community use and the hub model which will be available at Beldams Lane. Therefore, this is an opportunity to combine HCC and EFA (DfE) funding for school expansion with EHDC funding for community sports facilities to create a good and cost-effective solution.

b) Insufficient usage

Clearly, the whole project is redundant if the new facilities are not well-used. The usage projections are based on the outcomes of a series of meetings with local and national sports clubs and organisations. Letters of support have been secured. Assurances and requests of bookings and usage have been numerous and are built into the usage calculations. The majority of sports clubs and organisations with which we have met have been extremely supportive and encouraging of the development. Some have decided that the facility does not quite meet their needs. Overall, however, analysis shows that the demand for the facilities is far more likely to exceed supply than to lead to under usage.

### 3. Capital Funding Streams

These are already certain from Herts & Essex, EFA, HCC, Hockey and Judo. They are less certain from Sport England, EHDC and Uttlesford DC.

a) Sport England (SE)

The maximum amount which can be applied for, from SE, is £150,000. The advisor from SE who supported the application described the chance of success as a 'no-brainer'.

b) EHDC

It is sincerely hoped that the combination of the following will convince EHDC members to support this application for a financial contribution:

- The need for sports facilities in Bishop's Stortford
- The financial incentive; economies of scale
- The meeting of EHDC priorities
- The involvement of EHDC members(s) on the Management Committee/Local Governing Body
- The profit-share with EHDC
- The claw-back agreement
- A robust Service Level Agreement will be in place, and will be monitored and reviewed annually by the MC/LGB

c) Uttlesford DC

Given that the funding from UDC is planned to enable the development of Bowling Lane, that part of the project can be delayed if necessary. HCC is purchasing Bowling Lane and planning permission for its conversion from Green Belt into a sports facility is highly likely. Therefore, the development of Beldams Lane can go ahead without immediate investment in Bowling Lane.

All risks have been considered carefully in the formulation of this project. There is a number of risks, but all have been mitigated.

## **J: LEADERSHIP, MANAGEMENT AND GOVERNANCE**

Service Level Agreements, which will last for 25 years are under construction between:

Bishop's Stortford Hockey Club
Bishop's Stortford Judo Club
Hawks Netball Club
Crosskeys Netball Club
East Herts District Council
Herts & Essex

A management committee (MC) of 7 or 8 people, anticipated to be a Local Governing Body (LGB), will include:

The Chair of the Trust

EHDC members (either 1 or 2)

Representatives of the lead sports partners (1 from each of Hockey, Netball and Judo)

Trust Business Manager

Sports Centre Manager

This group will conduct an annual review of relevant service level agreements. It may be that profit shares, clawback arrangements and objectives will need to be altered annually. The whole facility will be subject to close monitoring by this committee. All members will input to its decisions and actions.

**APPENDIX 1**



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*The Hertfordshire & Essex High School  
and Science College*

PROPOSED MASTERPLAN  
SPORTS HALL DEVELOPMENT  
DWG No. 106.1C

Playing Fields

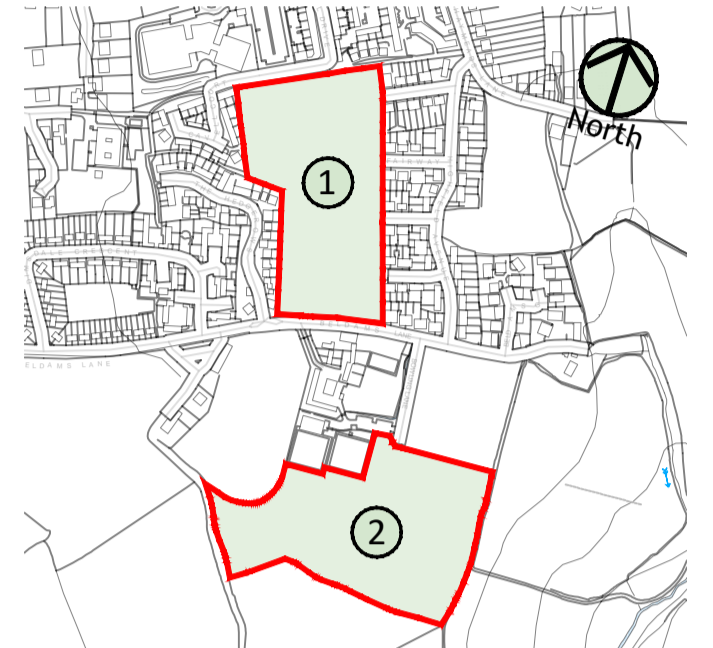
(Proposed to the south of Beldams Lane)

- Grass Playing Fields - Athletics, Football, Rounders, 100m, 200m & 400m running tracks
- 2 x Grass football pitches

N.B. Dotted line on west pitch indicates smallest official competition-sized pitch

Proposed Fencing Key

- 5-6m high fencing & netting to bowling club boundary with double gated entrance to the playing fields
- 2m high Weld Mesh fencing either side of 3m wide pathway with gate at either end



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Beldams Lane		CIF FUNDED				Funding Request from EHDC			
		CIF Funded project		Concept Design Project		Funding Request		Remarks	
Sports Hall Drawings									
Masterplan									
COSTS		£		£		£			
Archer Building Consultancy price									
	m2	£/m2	£/m2	£/m2	£/m2				
EFA funded Sports Hall, changing and support facilities	1,170	1,581,000	1,351	1,581,000	1,351				
Additional field changing rooms and public facilities	500			600,000	1,200	600,000	651,000	Additional field changing for public use and field sports	See note 1
Dojo facility including enhanced public facilities	720			919,000	1,276	919,000	995,000	Dojo facility and additional support facilities	See note 2
		2,390		3,000,000	1,235				
<b>Other facilities</b>									
Site clearance									
Car Parking / coach drop off Essential				100,000		100,000	110,000	Minimum car parking for use of Sports Hall as community facility	See note 3
Car parking overflow				100,000		100,000	110,000	Additional overflow car parking for Dojo and Field Sports	See note 4
footpaths /boundary treatments				200,000		200,000	220,000	Access footpaths and disabled and emergency access to facilities	See note 5
<b>Archer's cost Plan</b>									
Sub Total		1,581,000		3,400,000		1,919,000	2,086,000		
Tennis/ netball				200,000		200,000	220,000	Provision of tennis netball facility	See note 6
Allweather Pitch				500,000		400,000	442,500		See note 8
Additional Surveys not covered by CIF bid scope									
Total		£ 1,581,000		4,100,000					
<b>Consultants Fees</b>									
Archer's Fees		149,000		336,000		187,000		Fee proportions associated with project facilities increase	See note 7
Archer's fees for Allweather hockey Pitch				42,500		42,500			See note 8
V & G Fees				26,000					
Other surveys				48,000					
Structural Fees				30,000					
Statutory Fees				42,500					
<b>BELDAMS LANE SITE TOTAL</b>		1,730,000		4,625,000		2,748,500	2,748,500		
<b>Bowling Lane</b>									
Grass Pitches				450,000					
Archer's				38,250					
V & G Fees				13,415					
Other surveys				21,000					
Structural Fees				10,000					
Statutory Fees				22,000					
Total		1,730,000		5,179,665		2,748,500	2,748,500		
SAY		1,700,000 SAY		5,200,000 SAY		SAY 2,750,000	2,750,000		

Potential Funding:

	£	£
<b>Funds secured:</b>		
EFA - Sports Hall	1,400,000	
Herts C.C. - Sports hall/ 6FE expansion	300,000	
Sports clubs and England hockey	150,000	1,850,000
<b>Applied for:</b>		
EHDC	2,750,000	
Sport England	150,000	2,900,000
Uttlesford D.C. / shortfall		450,000
<b>Total</b>	<b>£</b>	<b>5,200,000</b>

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APPENDIX 4

Dojo Bookings

Bookable times	Monday			Tuesday			Wednesday			Thursday			Friday		
	Club	Participants	Spectators	Club	Participants	Spectators	Club	Participants	Spectators	Club	Participants	Spectators	Club	Participants	Spectators
5.15 - 6.15	Judo	30	30				Judo	30	30						
6.15 - 7.15	Judo	30	30	Dance	40	20	Judo	30	30	Judo	30	30	Dance	40	20
7.15 - 8.15	Judo	15	15	Dance	40	20	Judo	15	15	Judo	15	15	Dance	40	20
8.15 - 9.15	Judo	15	15				Judo	15	15	Judo	15	15	Dance	40	20
9.15 - 10.15															

Totals 90 90 90 80 40 90 90 90 90 120 60

Bookable Times	Saturday			Sunday		
	Club	Participants	Spectators	Club	Participants	Spectators
9.15-10.15	Judo	30		Judo	50	
10.15-11.15	Judo	30		Judo	50	
11.15-12.15	Judo	30		Judo	50	
12.15-1.15	Judo	30		Judo	50	
1.15-2.15	Judo	30		Judo	50	
2.15-3.15	Judo	30		Judo	50	
3.15-4.15	Judo	30		Judo	50	
4.15-5.15	Judo	30				
5.15-6.15	Judo	20				
6.15-7.15	Judo	20				
7.15-8.15	Judo	20				
8.15-9.15	Judo	20				
<b>Totals</b>		<b>320</b>	<b>200</b>		<b>350</b>	<b>200</b>

Analysis of facilities use between school, sports clubs and community use

Sports Hall				
Herts & Essex [38 weeks weekdays]	Sports Clubs [evenings + w/ends]	General community [school hols etc]	Total	Remarks:
HRS 1,520	HRS 1,200	HRS 1,655	HRS 4,375	EFA funding £1,700,000 71
% 35	% 27	% 38	% 100	EHDC contribution : £700,000 29
			Total	£2,400,000 100

Judo Hall				
Herts & Essex [38 weeks weekdays]	Judo Club [evenings + w/ends]	General community [school hols etc]	Total	Remarks:
Minor use for Dance	[regional events]	[school hols etc]		EFA funding £0 0
HRS 580	HRS 1,400	HRS 2,395	HRS 4,375	Judo Club contribution : £60,000 6
% 13	% 32	% 55	% 100	EHDC contribution : £990,000 94
			Total	£1,050,000 100

Hockey Pitch				
Herts & Essex [38 weeks weekdays]	Hockey Club [evenings + w/ends]	General community [school hols etc]	Total	Remarks:
	Limited summer use	[school hols etc]		Sport England: £150,000 27
HRS 1,520	HRS 900	HRS 1,955	HRS 4,375	Hockey club & Hockey England contribution: £100,000 18
% 35	% 21	% 45	% 100	EHDC contribution : £300,000 55
			Total	£550,000 100

Netball/ Tennis				
Herts & Essex [38 weeks weekdays]	Sports Clubs [evenings + w/ends]	General community [school hols etc]	Total	Remarks:
	[regional events]	[school hols etc]		EFA funding £0 0
HRS 1,520	HRS 1,400	HRS 1,455	HRS 4,375	EHDC contribution : £250,000 100
% 35	% 32	% 33	% 100	Total
			Total	£250,000 100

Car parking and Site works [for community use]				
Herts & Essex	Sports Clubs [evenings + w/ends]	General community [school hols etc]	Total	Remarks:
	Limited summer use	[school hols etc]		EFA funding £0 0
HRS 0	HRS 1,600	HRS 2,775	HRS 4,375	EHDC contribution : £350,000 100
% 0	% 37	% 63	% 100	Total
			Total	£350,000 100

Summary				
Herts & Essex [38 weeks weekdays]	Sports Clubs [evenings + w/ends]	Community Public [school hols etc]	Total	Totals:
				EFA £1,700,000 37
HRS 5,140	HRS 6,500	HRS 10,235	HRS 21,875	Hockey £100,000 2
% 23	% 30	% 47	% 100	Judo £60,000 1
			Total	Sport England £150,000 3
				EHDC £2,590,000 56
				£4,600,000 100

Notes: total available hours per annum assumed to be as follows:

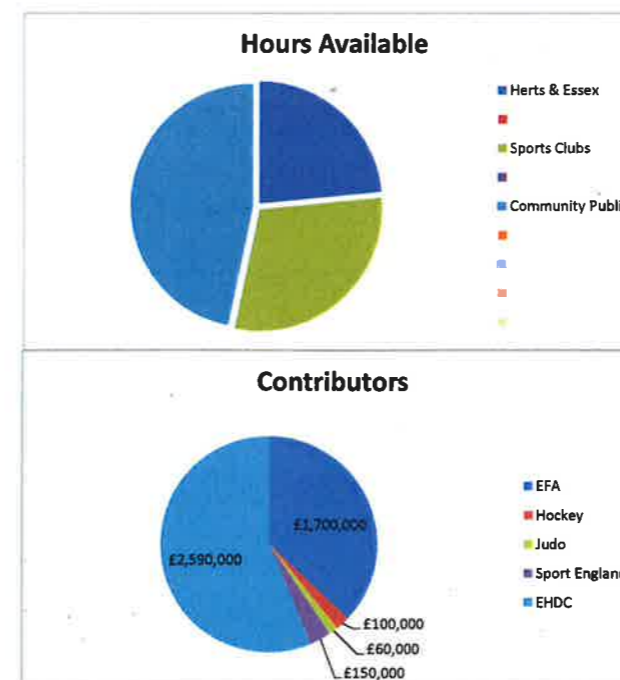
Monday - Friday 9.00 a.m. - 10.00 p.m.  
 Saturday 9.00 a.m. - 10.00 p.m. [differs slightly for each facility]  
 Sunday 9.00 a.m. - 7.00 p.m.  
 Total hours per annum [assuming 50 week year]  
 approximately 4,375 hours  
 Sports Hall 4,375 hours  
 Judo 4,375 hours  
 Hockey Pitch 4,375 hours  
 Netball/ Tennis 4,375 hours  
 Total available 21875 hours

Summary:

H & E usage 23%, the community use (sports clubs + general public use) 77%, well exceeds the 56% funding we are seeking from EHDC.

Notes:

H&E contributions are from several sources including the Judo and Hockey Clubs and Hockey England

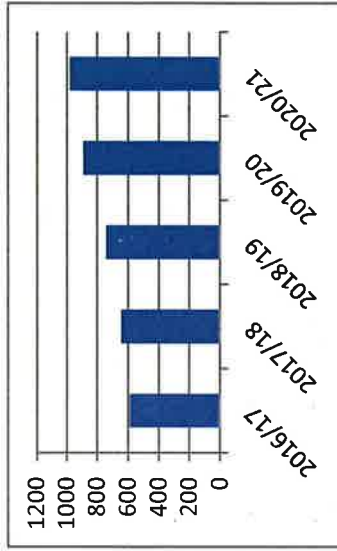


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**Projected increases in membership numbers**

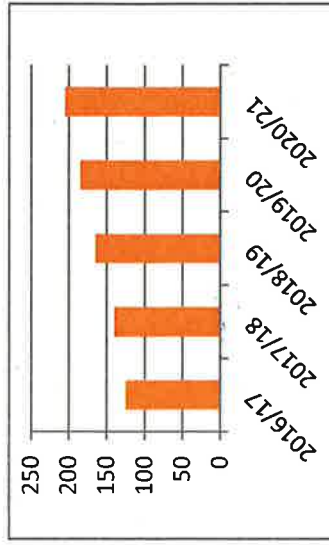
**Bishop's Stortford Hockey club**

	2016/17	2017/18	2018/19	2019/20	2020/21
M	238	261	300	360	396
F	351	386	443	531	585
<b>Total</b>	<b>589</b>	<b>647</b>	<b>743</b>	<b>891</b>	<b>981</b>
<b>% increase</b>		<b>9%</b>	<b>9%</b>	<b>8%</b>	<b>10%</b>



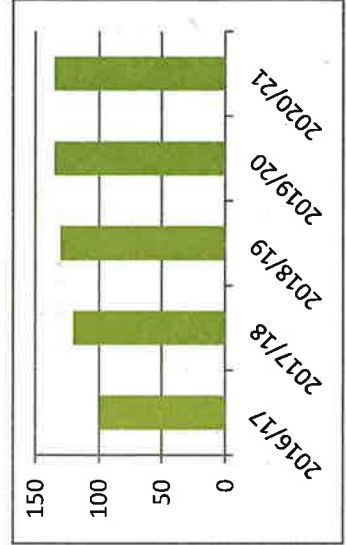
**Bishop's Stortford Judokwai**

	2016/17	2017/18	2018/19	2019/20	2020/21
Minis	45	50	60	70	80
Juniors	45	50	60	70	80
Seniors	35	40	45	45	45
<b>Total</b>	<b>125</b>	<b>140</b>	<b>165</b>	<b>185</b>	<b>205</b>



**Saffron Hawkes/Crosskeys**

	2016/17	2017/18	2018/19	2019/20	2020/21
F	100	120	130	135	135
<b>Total</b>	<b>100</b>	<b>120</b>	<b>130</b>	<b>135</b>	<b>135</b>



Final figures for netball to be confirmed

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											ANNUAL EXPENDITURE		
											No	£	
<b>Hockey Club</b>													
<b>Hockey Pitch</b>													
Evenings	28	2	5	280	10	2,800	90%	2,520					
Weekends	28	2	7	392	10	3,920	90%	3,528					
Summer	10	1	3	30	10	300	75%	225	6,273				
<b>Club room</b>													
Weekends	28	2	7	392	20	7,840	90%	7,056					
Evenings	28	2	4	224	20	4,480	90%	4,032	11,088				
<b>Herts &amp; Essex School</b>													
Sports Hall	38	5	7	1330	20	26,600	100%	26,600					
Hockey Pitch	38	5	7	1330	10	13,300	100%	13,300					
Netball /Tennis	38	5	7	1330	10	13,300	100%	13,300	53,200				
									<u>208,165</u>				

											ANNUAL EXPENDITURE		
											No	£	
<b>Sinking fund</b>													
Hockey Pitch													
Sports hall									0.4% of Capital cost				
													<u>161,000</u>
													<u>185,000</u>

NOTE:

Income and expenditure exclude :  
 Bar  
 catering  
 kiosks/ vending

Beldams Lane

Sports Hall

	Weeks No	Days/week No	Hours No	total hours No	Rate £	Per annum £	Letting Percentage	Annual Income £	
<b>Main Hall</b>									
Evenings	48	5	5	1200	40	48,000	81%	38,880	
Weekends	48	2	7	672	40	26,880	75%	20,160	59,040
<b>Dojo</b>									<b>ANNUAL INCOME</b>
Dojo Club Evenings	38	3	4.5	513	25	12,825	100%	12,825	<b>External / Community</b> £
Events Weekends	38	1	8	304	25	7,600	100%	7,600	Sports Hall 59,040
National Weekend	10	1	7	70	25	1,750	100%	1,750	Dojo Club 22,175
<b>Martial Arts /Dance ?</b>									Martial Arts /Dance 4,320
Holiday Club	48	1	3	144	40	5,760	75%	4,320	holiday Club Dojo 4,500
	10	5	6	300	30	9,000	50%	4,500	Netball /tennis 27,000
									holiday club netball 3,000
<b>Netball / Tennis</b>									Hockey Pitch 17,569
Evenings	48	5	4	960	25	24,000	75%	18,000	<u>137,604</u>
Weekends	48	2	5	480	25	12,000	75%	9,000	<b>Hockey Club</b>
Holiday club	10	5	6	300	20	6,000	50%	3,000	Hockey Pitch 6,273
<b>Hockey Pitch</b>									clubroom 11,088
<b>Community</b>									<b>Herts &amp; Essex</b>
Evenings	30	2.5	5	375	55	20,625	75%	15,469	Sports Hall 26,600
Weekends	10	1	7	70	40	2,800	75%	2,100	Hockey Pitch 13,300
									Netball /Tennis 13,300
									<u>208,165</u>
									<b>210,000</b>
									SAY

## **Appendix 8**

### **LETTERS OF SUPPORT**

Badminton England

Bishop's Stortford Running Club

British Judo

Crosskeys Netball Club

England Netball

Hadleigh Park

Hertfordshire

Archery Association

Hertfordshire Cricket

Saffron Hawks Netball Club

Stortford Gymnastics

Stortford Snipers (basketball)

UK Ultimate

24 MAR 2017



21<sup>st</sup> March 2017.

Mrs C Tooze,  
Headteacher,  
The Hertfordshire & Essex High School and Science College  
Warwick Road,  
Bishop's Stortford,  
Hertfordshire,  
CM23 5NJ.

Dear Cathy, Re: Letter of Support for Hertfordshire & Essex High School and Science College

Many thanks for arranging the meeting last week to show us the future plans for the sports facilities at The Hertfordshire & Essex High School and Science College.

I think the planned facilities will offer the residents of Bishops Stortford a much improved set of sports and exercise facilities, which will no doubt lead to a healthier local population in due course. From the Bishop's Stortford Running Club's perspective, we can see several opportunities in the proposed facilities for our members.

Firstly I think it would help if I explain our membership profile and our activities.

#### Membership Profile.

We have 60+ children, boys and girls, from age 9 years to age 17 years, and we take children of all abilities. Our adult members, men and women, are from age 18 years on to 70+. We have about 130 women and 120 men members, and about 100+ members of both sexes over the age of 50. We take adults of all abilities. We have several coaches who have attained England Athletics and British Triathlon Federation qualifications.

#### BSRC Activities.

We are involved in both running activities and multisport activities.

The running activities include road running, cross-country, hill and fell running.

Multisport activities include Triathlon, Duathlon and Aquathon, as well as adventure events.

We have formal training sessions each week carried out by our club coaches. These sessions include junior children training, interval training, endurance training, swimming training, bike turbo and paced groups of both runners and cyclists.

We also run a Beginners Class every summer, introducing 20 to 30 adults to running.

So we are very interested in the development all your facilities, and in particular the running track and the Sports Centre.

The AstroTurf is also good for interval training, especially if it has lights during the winter.

The sports hall is ideal for conditioning (core strength, bike turbo, general gym) training.

The car parking area would also be helpful for us to use when we host races at our clubhouse.

Please feel free to come back to me with any questions you may have,

Yours Faithfully,  
Ian McClymont,  
Secretary BSRC.

Suite B  
Technology Centre  
Epinal Way  
Loughborough  
LE11 3GE

t: (01509) 631670

f: (01509) 631680

e: [hja@britishjudo.org.uk](mailto:hja@britishjudo.org.uk)

[www.britishjudo.org.uk](http://www.britishjudo.org.uk)

1<sup>st</sup> June 2016

To Whom it May Concern

I am pleased to inform you that British Judo is fully supportive of the proposal to create a purpose built judo facility. Having discussed the plans proposed by Bishops Stortford Judo Club we believe it to be a viable project and we are willing to help by sharing our expertise as required.

We believe it will meet a strategic need for our sport and we look forward to supporting the development of the wide range of activities that the facility will provide. There is a need for the establishment of such a venue in this location and we can see many opportunities for British Judo to become involved and to use it as a Regional Centre for the delivery of a range of judo activities.

Based on our knowledge of the judo club and their excellent track record in developing the sport at all levels, we have every confidence in their ability to greatly increase participation and deliver a high quality sporting experience.

We look forward to working with you as the project develops.

If you require further information, please do not hesitate to get in touch.

Sincerely

Colin McIver  
Sport Director

**Sent:** 18 July 2016 09:39  
**To:** H. Jones  
**Subject:** RE: Support for Herts & Essex

Morning Cathy & Hayley

Thank you for taking the time last Wednesday to speak to me about the very exciting, proposed development of sport at Herts & Essex. This is a long-awaited and long overdue venture in the Bishop Stortford area.

As I said to you both, Herts & Essex support the development of netball by sending girls from your school to our club (Crosskeys) where they can train, play and develop into better players. The success heaped upon the school already is amazing with many of your girls gaining places at satellite and county academies. A Centre of Excellence for netball based at your school facilities would enable you and us to improve our provision to the club and wider community as well as "casting our net wider". Crosskeys would definitely be looking to use the centre on a regular basis and I'm sure other clubs/groups would also. Bishop Stortford League are currently looking for a better venue and I know this would also meet their needs.

I have already set the wheels in motion to see if there is any way that we can assist you with gaining funding for the project. Unfortunately responses to requests for money never seem to be hurried! I make no promises but I am very optimistic that something can be done to help.

Netball is the biggest participation sport for women in the country and runs in many different guises. I can see that from your project many varied opportunities could arise. Not just established club usage but also the building of new clubs, Back 2 Netball sessions, Play Days for younger children, Walking Netball, Tournaments, Regional Matches. The possibilities are endless!

Crosskeys NC are 100% supporting you in this and if we can be of anymore assistance to you throughout this please don't hesitate to ask. We are very excited and proud to be included in the plans for the future.

Kind regards

Marion Hooke - Chairperson of Crosskeys Netball Club



## BISHOPS STORTFORD JUDOKWAI

### Information/Services available from BSJK

- Letter of endorsement from Colin McIver, Director of Sport, British Judo
- £40k investment from the club

New appointment to assist in the development of the project: Leanne King – BSJK PD Coordinator. Leanne is responsible for maintaining the paper trail of the project and leading specific fund raising events within the club.

List of volunteer services and skills to support the development of the dojo:

Danny King - Electrics

Paul Husk - Plumbing

Anthony Pink - Plans/Design consultancy

Ray Barnett - His company will supply the hot water cylinders at a very good rate

John Tancock - Carpentry. Approached Jewsons to sponsor the ply wood for the sprung floor

Danial & Anna Sedgebeer - Owners on Prontaprint, will supply materials for launch etc

Andrew Clark - Works in leisure industry (BETTER, formerly GLL)

Gareth Rees - Internal wiring of phones/internet

Price Bailey Chartered Accountants - Liaising with Tracy Parker (club treasurer)

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E2 County Hall  
Chelmsford  
Essex  
CM1 1QH

15<sup>th</sup> July 2016

[administration@activeessex.org](mailto:administration@activeessex.org)  
[www.activeessex.org](http://www.activeessex.org)

Dear Sir / Madam

**The Herts & Essex High School and Science College**

I am writing to support the facility development project from The Herts and Essex High School and Science college. This development would ensure the school and community club partners, can sustain and increase the number of people taking part in Sport and physical activity in the local area.

Local insight shows the projected increases in population and additional housing requirements this bring to the local area, which will create further increased demand. Local Leisure Strategic Indoor plans and also Playing pitch plans for surrounding Essex Districts, (Uttlesford in particular) point to an under provision of facilities.

A high quality facility would address these local issues and Active Essex would be keen to see a focus on women and girls sport, as there is growing demand in the market for this.

We believe that this would be a wise investment to help increase and sustain participation in Essex, ensure that there is no drop-off from those who already participate, and ask that you would look upon this application favourably. Governing bodies of sport have also been consulted and are providing feedback to the project.

Kind Regards,

Rob Hayne  
Strategic Lead Business Operations  
Active Essex





17<sup>th</sup> July 2016

Dear Hayley

I write in support of the proposed development of the Herts & Essex High School and Science College sports hall. Across Hertfordshire there are 111 clubs with over 4000 affiliated members which require

The plans to develop a new 4 court sports hall will enable the following activities to develop;

- Support club development in the area for both training & matches
- Additional school activity and competition
- Courses for coaches, officials, teachers and parents
- Back to Netball sessions
- Walking Netball sessions
- Opportunities for new netball clubs to develop.

East Hertfordshire, in which the Herts & Essex High School sits, is an integral area for netball participation. From an NGB perspective, having access to a good quality indoor sports hall courts is invaluable in giving us the tools to provide countless netball opportunities to the community in the area. This facility could allow us to host 'Back to Netball' and 'Walking Netball' sessions, which are integral to re-introducing women back into the sport. Since 2010, Back to Netball has engaged over 60,000 women in the UK. An improved netball facility will undoubtedly inject some enthusiasm into the local community to engage in the NDO's work, and the indoor court will enable year round usage, which is vital for the league to run and clubs to train.

I would be delighted to provide further details if required.

Kind Regards

**Sarah Beattie**  
**East Regional Manager**  
**England Netball**  
**Tel: 07818 036799**



Ben Wallis – Head of Development & Operations  
Mobile: 07920 055996 Email: ben.wallis@hertscricket.org

Hayley Jones  
Subject Leader – PE, Herts & Essex High School  
Warwick Road  
Bishop's Stortford  
Hertfordshire  
CM23 5NJ

15 July 2016

Dear Hayley,

**Re: The Hertfordshire & Essex High School – Facility Development Project**

Thank you for updating us on the status regarding the development of your proposed new facilities for The Hertfordshire & Essex High School. It was great to hear of your successful application for funding with regard to the project

Over the last 3 years, that school has been actively involved in Hertfordshire Cricket's Development programmes including the Chance to Shine schools programme, Lady Taverner's Schools Indoor Competition, Sport England Satellite Club programme and the Chance to Compete "Super 8's" Outdoor competition. This has allowed a vast number of students at the school to participate in both training and competition programmes.

The students are actively involved in leadership programmes, which support both the Chance to Shine and Satellite Club programmes. In 2016-2017, the school will again be participating in the above programmes across the academic year.

Looking at this potential development in the context of recreational cricket within Hertfordshire, we wholeheartedly support the school's facility aspirations and the opportunities this would develop for the local club's and organisations within the surround area and the local community.

This project clearly supports Hertfordshire Cricket's Strategic Outcomes Framework in line with our:-

**Intermediate Outcomes**

Increasing the level of external investment into cricket

Participants who enjoy the game

New People Playing Cricket

Enhanced satisfaction for everyone involved in the game

**Service Outcomes**

Facilities

Playing

Clubs

Schools and Volunteers



## Hertfordshire Archery Association

The association of target archery clubs in Hertfordshire

Hayley Jones  
Subject Leader – PE, Herts & Essex High School Warwick Road  
Bishop's Stortford  
Hertfordshire  
CM23 5NJ

Dear Hayley,

Re: Letter of Support for The Herts & Essex High School and Science College

I am writing to offer support on behalf of the Hertfordshire Archery Association for the proposed plans for The Herts & Essex High School and Science College sports field and hall.

The archery community is always looking out for well maintained and secure facilities to use for archery competitions. As a county organisation, we hold a number of competitions each year and one of the biggest blocks we face is finding suitable facilities to hold events. Local clubs also face the same problems with sufficient well-maintained facilities being available.

Any new facilities that are produced within the county for use by local clubs and organisations with a view to encouraging more people to get involved in sport can only be an advantage for all the community.

Hertfordshire Archery Association is happy to put their support behind your bid for funding and look forward to future partnership working.

Good luck in your bid for funding.

Yours sincerely

Tracey Jackson

Secretary

Hertfordshire Archery Association



## **Saffron Hawks Netball Club**

*Founded 2009*

Mrs H Jones  
The Hertfordshire & Essex High School and Science College  
Warwick Road  
Bishop's Stortford  
Hertfordshire  
CM23 5NJ

25<sup>th</sup> October 2016

Dear Hayley,

It was lovely meeting you and Cathy Tooze. We are very excited to hear about your plans to build 6 new floodlit netball courts and confirm that we would like to use your facilities when it goes ahead.

I also confirm that we would very much look forward to working along side you in developing netball within The Herts & Essex High School and the wider community within Bishop's Stortford.

As you know, we set up our Bishop's Stortford division of our junior netball club in May 2015. Our first session saw 30 girls turn up and join, 18 months later we have now doubled that number to 60 members. We were overwhelmed with the interest and desire for children of the age of 9 years onwards to play netball. By the way, half of our members are actually students from Herts & Essex!

Unfortunately, the venue we were using, Birchwood High School, does not have adequate facilities and we have been unable to find facilities in Bishop's Stortford large enough for our training requirements. We have now had to move our training outside of Bishop's Stortford to the 1Life Mountfitchet Romeera Leisure Centre in Stansted Mountfitchet, which defeats our objective of setting up our club in Bishop's Stortford.

We cannot wait until your courts have been built and would very much like to be 'first' on the list to hire out your facilities and work alongside you in promoting netball in Bishop's Stortford.

Finally, if there is anything more we can do to help you with delivering this facility please let me know.

Yours sincerely,

Rosemarie Bannister  
Saffron Hawks Netball Club

\*Please see attached Hertfordshire Cricket's Strategic Outcome's Framework

The school and its development plans are clearly aligned to Sport England's Growth agenda, around increasing participation from 11 – 24 year olds as outlined in the "new" strategy "*Towards an Active Nation*". They also clearly align to the England and Wales Cricket Board's (ECB) priority around *player retention* and "*more people playing more frequently in teams*" as outlined in "*Cricket Unleashed*" the game's new Strategy.

I hope that the funding agencies you apply to supplement this project will also see the clear sporting and community benefit this development will generate as it presents a fantastic opportunity to enhance the facilities for The Hertfordshire & Essex High School and indeed the community as a whole.

The school is extremely well run, has good governance, structure, development plans and vision in place, which clearly link into Hertfordshire Cricket's Outcomes Framework.

As the county governing body for cricket, we are very confident, that if the school is able to attract the additional funding required, it will greatly improve the local sporting offer, which will in turn support cricket aims and objectives around increasing participation and retaining current players.

Hayley, Hertfordshire Cricket will aim to support you in any way we can to help progress this project so if you require any further assistance then please do not hesitate to contact me.

Yours sincerely

**Ben Wallis**  
**Head of Development & Operations**

Attached:  
Hertfordshire Cricket Strategic Outcomes Framework  
Sport England – Towards an Active Nation  
Cricket Unleashed



Jeremy Catchpole, Head Coach  
Stortford Snipers Basketball Club

stortfordsnipers@gmail.com

22 October 2016

Mrs C Tooze  
The Hertfordshire & Essex High School and Science College  
Warwick Road  
Bishop's Stortford  
Hertfordshire  
CM23 5NJ

Dear Mrs Tooze

**Sports Facilities – Sports Hall**

It was a pleasure to meet with yourself and Hayley Jones on Monday and I am delighted that your school be building a sports hall that you would like to open for the wider Bishops Stortford community to use.

For our club to expand as we plan to we would be keen to make use of the sports hall. Currently we have had difficulty securing time slots other than late in the evening at other Bishops Stortford venues.

In the medium term we aim to start a junior section and a ladies section and enter teams in the Hertfordshire leagues. Being able to book a sports hall for regular training slots in the early evening and for matches at the weekends would be essential to these plans.

The requirements for us for sport hall dimensions would be as per the club section of the datasheet:

<https://www.sportengland.org/media/4585/basketball-data-sheet-march-2012.pdf>

In addition spectating seating would be very useful. This seating would need a minimum separation of two metres from the court. For more details please see the seating arrangements section of:

<http://img.basketballengland.co.uk/media/BasketballEnglandWeb/Docs/CoachingOfficiating/HealthSafetyGuidelines.pdf>

The club supports your wish to develop the sports hall in a way that would be of benefit to the community and will support you in this development.

Yours sincerely

Jeremy Catchpole

**From:** Stortford Gymnastics <[enquiries@stortfordgymnastics.com](mailto:enquiries@stortfordgymnastics.com)>

**Date:** 28 March 2017 at 20:15:18 BST

**To:**

**Subject:** Herts & Essex new Sports Facilities

Dear Ms Jones

Thank you very much for meeting with me last week and for sharing with us your plans for your new Sports Hall. We are delighted to hear that this is going ahead and feel that this is most definitely a facility that is needed in Bishops Stortford, not just for gymnastics but for many different sports. We really hope that this becomes a Sports Centre that can be used by the whole community and we offer our support wholeheartedly to this project.

You have asked me to provide you with an idea of how we would possibly use the facilities. As we are still a new and growing club, having opened in January 2016, it is difficult for us to know the exact extent of our requirements. However, our club at the moment has low ceilings, and is really only suitable for children of Primary School age so we could be looking for additional premises in the near future. Also, we have extensive waiting lists, as does the other gymnastics club in Bishops Stortford and gymnastics continues to grow in popularity as our GB team go from strength to strength. As you know that Gymnastics is not only a valued sport in itself but it is a foundation sport for other sports, as it improves co-ordination, core strength, stamina and balance.

We envisage in the first instance that we may like to hire your Sports Hall for one evening a week from 4pm until 8pm. This would allow us to offer our classes to 11 upwards. This would open up gymnastics to a significant number of young people in Bishops Stortford. At the moment keen gymnasts travel to the other side of Harlow, but many other children drop the sport at this age. We have many ideas of how to keep young people active and involved in the sport, for example Cheerleading, FreeStyle Gymnastics and Tumbling so we could possibly need to hire the hall for additional evenings. We would also endeavour to introduce an apprentice scheme where older gymnasts can train to become coaches, hence ensuring that Bishops Stortford continues to provide quality gymnastics classes long into the future.

We would require gymnastics mats and Vaulting equipment as a bare minimum but would also require Uneven Bars, a Beam and an Air Track, to become a sought-after club in the area. The main consideration at this stage would be adequate storage space for this equipment.

In addition we can see an opportunity for Trampolining. We do not offer this at the moment, due to the size of our gym, but we could move into this area as many of our coaches are also qualified trampoline coaches. Alternatively we would be happy to work alongside a Trampolining Club, if there is anyone who is interested in becoming involved. The potential for this is also huge, as there are no clubs in the area at the moment. I would suggest initially one evening a week would be required, again from 4pm to 8pm in addition to a Saturday morning, 9 til 12. It would be possible to do this in quarter/half the hall space.

So in summary, we fully support your application for funding for this project. We would be interested in hiring your facilities for 1 evening a week for gymnastics classes from 4 til 8 and if we expanded into Trampolining we would need another evening a week and also a Saturday morning.

We look forward to hearing from you and to working with you on this project.



UK Ultimate Ltd

26 July 2016

Dear Ms Jones and Herts and Essex High School,

I am writing in support of the development of new sports facilities at Herts and Essex High School

The project sounds like it will be of great benefit to both the school and the local community. UKU fully supports the development and provision of additional facilities for the growth of outdoor team sports, such as Ultimate. Affordable training venues are often sought by new Ultimate clubs and teams looking for somewhere to establish regular training sessions.

I hope the campaign is a success, please keep us updated with the progress.

Kind regards,

Simon Hill  
*UK Ultimate*



**APPENDIX 9**

**BSHC Membership**

Bishop's Stortford Hockey Club (BSHC) exists to provide good quality, structured hockey and coaching for all abilities, ages and genders in the local community. We are an Inclusive club and actively encourage all aspects of the hockey including providing a social hub for all our members and seek to grow the sport for all players young and old in conjunction with local schools and organisations.

**Our Membership**

BSHC has a total membership of nearly 600 running 5 men's & 4 ladies sides on Saturdays in addition to several summer league, junior, mixed, veterans and indoor teams. The club has seen growth in all sections but substantial growth in junior numbers since our pitch was built at Hockerill Anglo European College (HAEC) in 1993. The club now boasts over 366 juniors from 5yrs old and 190 in the 14-25 age group.

We have seen particularly significant growth in membership numbers in the years following the London 2012 Olympics with our overall membership increasing by 35% between the 2013/14 and 2016/17 seasons. This has been most notable in the junior section which has seen a 61% increase during the same period. As a result, BSHC is now the 28<sup>th</sup> largest hockey club in England and officially recognised by England Hockey as one of 54 'Big Clubs' nationally.

	2013/14			2014/15			2015/16			2016/17		
	M	F	Total	M	F	Total	M	F	Total	M	F	Total
5-10	30	31	61	20	54	74	29	48	77	35	65	100
11-13	39	75	114	23	47	70	32	78	110	42	99	141
14-16	6	29	35	28	48	76	25	29	54	28	48	76
17-18	11	7	18	15	37	52	13	23	36	20	29	49
19-21	13	10	23	7	12	19	6	6	12	9	10	19
22-25	20	15	35	20	20	40	18	16	34	22	24	46
26-35	35	25	60	40	30	70	24	25	49	27	18	45
36-45	25	15	40	20	20	40	36	33	69	20	26	46
46+	25	25	50	20	20	40	20	15	35	35	32	67
<b>Total</b>	<b>204</b>	<b>232</b>	<b>436</b>	<b>193</b>	<b>288</b>	<b>481</b>	<b>203</b>	<b>273</b>	<b>476</b>	<b>238</b>	<b>351</b>	<b>589</b>

*BSHC England Hockey Affiliation Numbers*

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**Bishop's Stortford Hockey Club**  
(Affiliated to England Hockey and Hertfordshire County Hockey Association)  
[www.bshc.hitssports.com](http://www.bshc.hitssports.com)



04 May 2017

Dear Cathy and Bob

**Beldams Lane Sports Development**

Thank you for your recent update on the latest proposals for the development of a new sports complex at Beldams Lane. As you know from our ongoing discussions, BSHC remains committed to securing a facility that both co-locates a home pitch and clubhouse and at the same time enables us to meet the growing demand for hockey in the town.

BSHC has already seen significant growth in recent years, attributable both to increased national prominence following Olympic success in 2012 and 2016 but also to our excellent junior programme. We are keen to expand this further both through outreach to schools in the area where hockey is not a mainstay of the PE or extra-curricular offer but also to other groups such as our new initiative in partnership with Grove Cottage to offer disability hockey for the first time.

We are extremely excited by the prospect of being a lead sport partner in these proposals and confident that they will enable us not only to sustain our increasing membership base but also to broaden our offer of community sport for all in the town and beyond. Our current facilities have served us well to this point, but the opportunities that come from co-location of our clubhouse and principal pitch, additional pitch capacity, and the synergy with other potential sport partners in the development offer the chance to grow the sport for the next generation of hockey players.

As a club, we very much look forward to our continued collaboration.

Yours sincerely

David Butcher  
BSHC Chairman

Cathy Tooze, Headteacher  
Bob Fielden, Chairman of Governing Body  
Hertfordshire & Essex High School  
Warwick Road  
Bishop's Stortford  
CM23 5NJ



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## BISHOPS STORTFORD



## JUDOKWAI

Local Infrastructure Needs for Judo

Bishops Stortford, Hertfordshire



## Background

Bishops Stortford Judokwai outgrew our current provision at Birchwood High School over two years ago. With limited facilities within Bishops Stortford and the requirement of needing a sprung floor we started to consult with the local authority in structured meetings around developing a sports strategy for Bishops Stortford and East Herts.

The origins on the club started in Water Lane Church Hall, in 2012 the club had completely out grown this space and was lucky to find a new home at Birchwood High School. The school was the only option for the club, due to all size and storage required. However we had to compromise enormously on the floor, which is concrete and not suitable for high volume practices or older participants.

In 2014 the club's lead coaches, Joe and Nicole Nunn, were winners of the UK Children's Coach of the Year Award at the Sports Coach UK Coaching Awards. In 2015 Bishops Stortford Judokwai was the winner of the Club of the Year Award at the East Herts Council Community Sports Awards.

The club is thriving, with over 100 members, the coaching team and volunteer workforce has grown to support the club.

Most of the club compete at regional level with around 20% of the membership competing at a national level, with five players in the England U15 Squad, five in the U18 England Squad, one in both the England and the GB U21 GB Squad and two veteran players in the GB Masters Squad.

The club has open communication with British Judo (NGB) Active East Herts and Herts CSP, all of which support our quest to find a permanent facility.

## East Hertfordshire Open Spaces and Sports Facilities Assessment

***Bishops Stortford Judokwai has been referenced in the East Hertfordshire Open Spaces and Sports Facilities Assessment Technical Study – Part 2, Build Facilities Assessment, December 2016.***

“The Hertfordshire and Essex High School in Bishop’s Stortford has secured £2.4 million from the Department for Education and £600,000 from Hertfordshire County Council, to provide a new sports hall at its playing fields on Beldam’s Lane. It is possible that redevelopment of its main campus will result in the closure of the existing swimming pool. The school is currently being approached by both judo and netball national governing bodies to explore the options of providing specialist facilities on site.”

“The Hertfordshire and Essex High School is already in detailed discussion with netball and judo about the design and use of the proposed hall. The outcome of these discussions will need to be taken into account before the design of the two planned sports halls on school sites at Bishop’s Stortford North and South are confirmed. However, in principle, it can be assumed that the Herts and Essex High School will operate their facility on a club booking basis, and therefore the need of the housing growth cannot be met solely by this facility. At least one of the new secondary schools should therefore have a sports hall and ancillary facilities designed for community use and appropriately located on the school site to facilitate community access.”

“This club has about 115 members, about 40 of which are minis, 40 are juniors and the 35 seniors and veterans. The minis travel up to about 20 minutes to the club but all of the other age groups travel for up to 30 minutes. About 90% of the members come from Bishop’s Stortford and its surrounding villages, and most of the remainder come from elsewhere in the district. The club has grown in the last 5 years and expects to grow further in the next 5. The club has a short waiting list for each age group which for the minis and juniors is 5-10 people, but with less than 5 on the waiting list for seniors and veterans. The club has a development plan which includes the development of a permanent dojo as the lack of access to facilities means that the club is operating at full capacity.”

“The club uses Birchwood High School’s old gym as their home site year round and 3-6 times a week, weekdays evenings and weekend daytimes. The hall is described as being in poor condition with the floor requiring repair. The floor is concrete (not sprung) so this makes it unsuitable for the sport. The club uses mats and there is storage on site for these as part of the hire agreement. The changing facilities are poor (showers are available but in a separate building) and the other ancillary facilities on site are of average condition. Car parking is an issue at peak time.”

## Needs & Objectives

- To continue to progress players through the NGB pathway the club needs a permanent facility with a sprung floor, this will allow us to increase the session durations and the volume of throwing, which is essential for our performance athletes.
- The permanent mat (which should include 2 contest areas) will support a much needed local competition infrastructure within Bishops Stortford and Hertfordshire.
- To be able offer additional sessions, junior beginner, adult beginner, self-defence, inclusive delivery, judo fitness sessions. We are currently at capacity and have not advertised for over 2 years.
- To explore the school club links and increase delivery provision to primary and secondary school children.
- To be able to offer coaching for curriculum activity, lunch time, after school clubs.
- Link with British Judo to deliver regional performance sessions to support the England Programme.

## Performance

Currently, there are a number of judo clubs in and around London and the Northern Home Counties who run Regional Randori sessions. These sessions are hosted by large judo clubs with good facilities for those judoka who want to improve and develop their judo own performance standards and are often run by high level performance coaches and are designed for competitive Judoka who are currently on, or aspire to be involved on The British Judo Performance Pathway.

As these sessions are held on a regional level, they often bring together a number of players and coaches from different clubs. They represent an opportunity for players from smaller clubs to engage with different training partners whilst encouraging the sharing of coaching practices and ideas.

As it stands, Bishops Stortford Judokwai have 11 players on the England Squad and our Lead Coaches, Joe and Nicole Nunn, are England Squad Support Coaches. We have the player base and the coaching quality required to host Regional Randori sessions but we do not have required standard of facilities. However; if the club was to relocate to a purpose built facility, we feel that we (geographically and performance speaking) excellently placed to host these vitally important performance sessions. This would allow our players to develop their performance level and our support coaches to develop their technical knowledge.

## Disability / Inclusion

If the club was to be successful in relocating to the proposed new permanent facility, it would enable us to deliver specific standing alone Disability / VI (Visually Impaired) Inclusion sessions. In our current temporary facility we are unable to accommodate any additional participants with SEN (Special Educational Needs) or physical disabilities. Based upon discussions with our National Governing Body (BJA), we believe there is a high latent demand within the local disability for specific sessions in addition to the mainstream provision.

In order for the club to attract additional participants with physical disabilities, there is a requirement for improved facility access. In addition to this the improvement to the standard of natural and artificial lighting, will make the club even more attractive to those with visual impairments.



## This Girl Can

Bishops Stortford Judokwai have proven to be very successful in recruiting, retaining and developing female participants at every level of participation. We have two players in the England U15 Girls Squad, five players in the England U18 Girls Squad and one player in both the England and GB U21 Womens Squad.

Nicole Nunn is a very experienced and successful Judo coach and player in her own right. The club has aspirations to provide 'This Girl Can' sessions, these will create a female only environment for currently inactive females from the local community to engage in physical activity. This will have a focus on engaging those who are 'Thoughtful Improvers' & 'Cautious Introvert', (Sport England – Youth Personalities Research 2016).

Bishops Stortford Judokwai also hope to reach out to the local ethnic communities and those from cultural backgrounds that will not allow females to participate unless it is within a female only environment.

## British Judo Supporting Statement

**Nick Shepherd, Regional Development Officer, British Judo**

We are in complete support of Bishop Stortford Judokwai's relocation to the Hertfordshire & Essex High School & Science College.

Bishop Stortford Judokwai are one of the most successful Judo clubs in the United Kingdom. The club offer a complete pathway from grassroots through to national and international representation, achieving successful results at all levels.

Our insight work on Judo clubs in Temporary vs Permanent facility suggests the participation levels increase dramatically, as do levels of retention, when clubs are operating out of a purpose-built facility. The club have reached what we believe to be the ceiling on participation figures for a club in a temporary environment. It will not be possible to grow the club further and offer additional opportunity without relocating to a permanent purpose built facility.

We're able to evidence a lack of permanent dojo provision in the South East on England, as a result, we struggle for suitable coach education venues, the proposed new facility would go some way to addressing this issue and provide additional income to the school for external usage / hire.

Our development focus for the club long term, is to offer a community outreach programme, this isn't currently possible, as we don't have capacity to signpost participants into the club.

I would be pleased to offer additional insight, information in support of this proposed development.

## Partnerships

- National Governing Bodies
  - Sport England
  - British Judo Association
  - Northern Home Counties (NHC) Area Committee
  - British Judo Trust
  - England Judo Programme
  - Sports Aid
  
- Local Authorities
  - Hertfordshire Sports Partnership (CSP)
  - East Herts Local Authority
  - East Herts Active
  
- School Club Links
  - Hertfordshire & Essex High School & Science College
  - Birchwood High School – Sports Partnership
  - Manor Fields Primary School, Birchwood High School
  - University of Hertfordshire – TASS Funding
  
- Private Sponsorship / Support
  - Estbury Basements Ltd
  - Aquatec Ltd - Plumbing
  - Dantech Ltd – Electrical
  - Jon Tancock – Carpentry

## Demographics

- Population projections by local authority area (2012-2018) (000s) suggests that;
  - Due to expansion of Bishops Stortford North development, the population is expected to increase in the by approx. 20% in our target market of Under 14 years of age.
  - East Hertfordshire is projected to have a 6% population increase.

### Local Sport Profile: East Hertfordshire

*In some cases, a table may display an asterisk (\*) instead of a data value. This means that the value has been suppressed due to confidentiality or reliability (sample size) issues.*

See [Data Guidance](#) for more information on suppressed values.



## Demographics

### Demographics (000s)

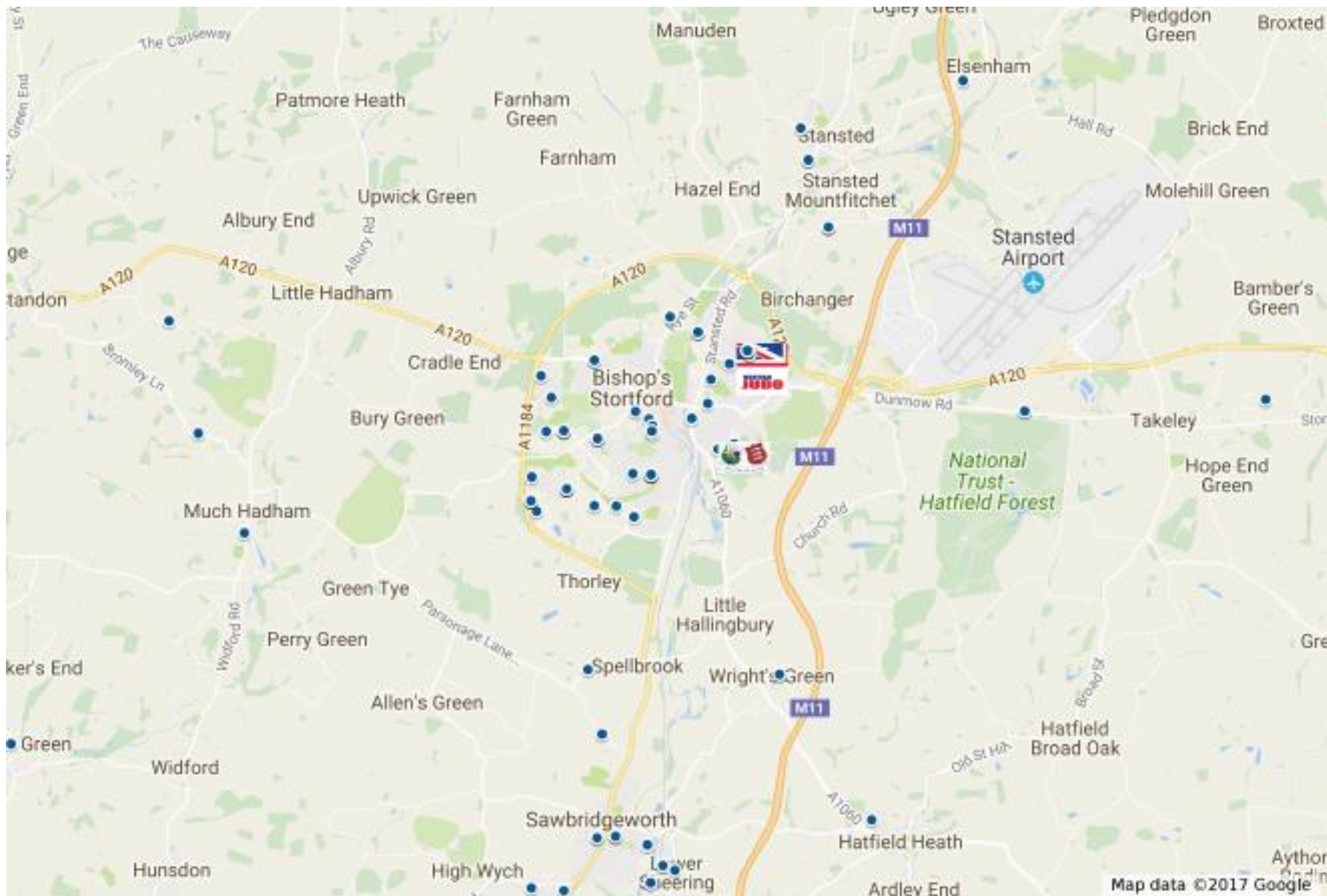
Indicator	East Hertfordshire			East of England			England		
	2008	2011	2014	2008	2011	2014	2008	2011	2014
<b>Male</b>	52.6	54.8	58.6	2,229.3	2,272.3	2,380.8	20,056.9	20,468.3	21,115.1
<b>Female</b>	56.8	57.2	57.9	2,336.4	2,369.5	2,455.0	21,028.4	21,365.1	21,874.9
<b>0-13</b>	23.6	23.8	24.4	944.1	965.0	1,004.6	8,405.2	8,743.5	9,068.1
<b>14-15</b>	3.9	3.7	3.8	141.3	144.5	138.5	1,261.1	1,286.6	1,235.4
<b>16 to 19</b>	5.2	6.9	4.4	284.8	277.3	266.9	2,647.5	2,581.5	2,452.2
<b>20 to 24</b>	5.8	5.8	5.9	340.7	335.3	352.7	3,449.5	3,554.3	3,567.0
<b>25 to 34</b>	21.9	20.7	21.6	689.8	712.9	784.5	6,630.4	6,912.2	7,466.3
<b>35 to 49</b>	31.2	29.9	33.9	1,259.5	1,254.3	1,226.2	11,283.4	11,195.4	10,818.7
<b>50 to 64</b>	24.6	26.3	25.6	1,059.4	1,080.8	1,117.1	9,166.7	9,356.8	9,614.3
<b>65+</b>	20.7	22.4	25.2	930.9	981.1	1,088.5	7,904.1	8,233.4	9,071.5
<b>White or White British- 16+</b>	105.8	109.3	111.6	4,259.6	4,334.2	4,482.3	36,599.9	37,052.0	37,617.8
<b>BME - 16+</b>	3.6	2.7	4.7	302.3	307.6	318.0	4,457.6	4,781.5	4,767.9
<b>Both DDA &amp; work-limiting</b>	5.2	5.6	8.7	349.3	389.8	463.1	3,460.7	3,955.1	4,474.4
<b>DDA only disabled</b>	4.4	3.5	13.3	188.3	216.4	590.0	1,649.4	1,779.6	4,407.3
<b>Work-limiting only disabled</b>	2.8	3.8	1.1	117.2	133.2	75.5	1,014.2	1,133.9	636.3
<b>Not disabled</b>	76.2	76.7	92.8	2,978.0	2,921.2	3,590.1	27,043.9	26,731.5	30,996.4
<b>Total (16+)</b>	109.4	112.0	116.6	4,565.3	4,641.8	4,835.8	41,083.8	41,833.5	42,990.0

Source: Annual Population Survey. Measure: Total adult population (16+) by gender, age band, ethnicity, and disability (000s). Source: Mid-Year Population Estimates. Measure: Child population (000s) by age band (0-13, 14-15). Time Period(s): 2008, 2011, 2014.

[For more information click here](#)

## Current Membership location in relation to new facility

This confirms that the proposed new facility is well placed for our current members and proves that we are servicing the local community and surrounding areas.



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## Junior Netball

Local Infrastructure Needs for Junior Club and School Netball

**Bishop's Stortford**, Hertfordshire

Local Needs Presentation – March 2017

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The Hertfordshire & Essex High School and Science College

East Herts District Council

Saffron Hawks Netball Club

## Current and future needs

Page 168  
East Hertfordshire District Council, Bishop's Stortford North S106 Sports Investment Strategy – December 2015....

### Netball Courts

Conclusion on current provision...

**“Current levels of provision of netball courts in Bishop's Stortford are insufficient to allow the expansion of the game locally.”**

Assessment of future provision...

**“There is no effective spare capacity at the current courts”**

- There are over **8,000** children aged **under 16** living in Bishops Stortford
- Bishop's Stortford North development predicted to increase U14 age population by **20%**
- Total population increase from development predicted at **6,000**

## Real Evidence

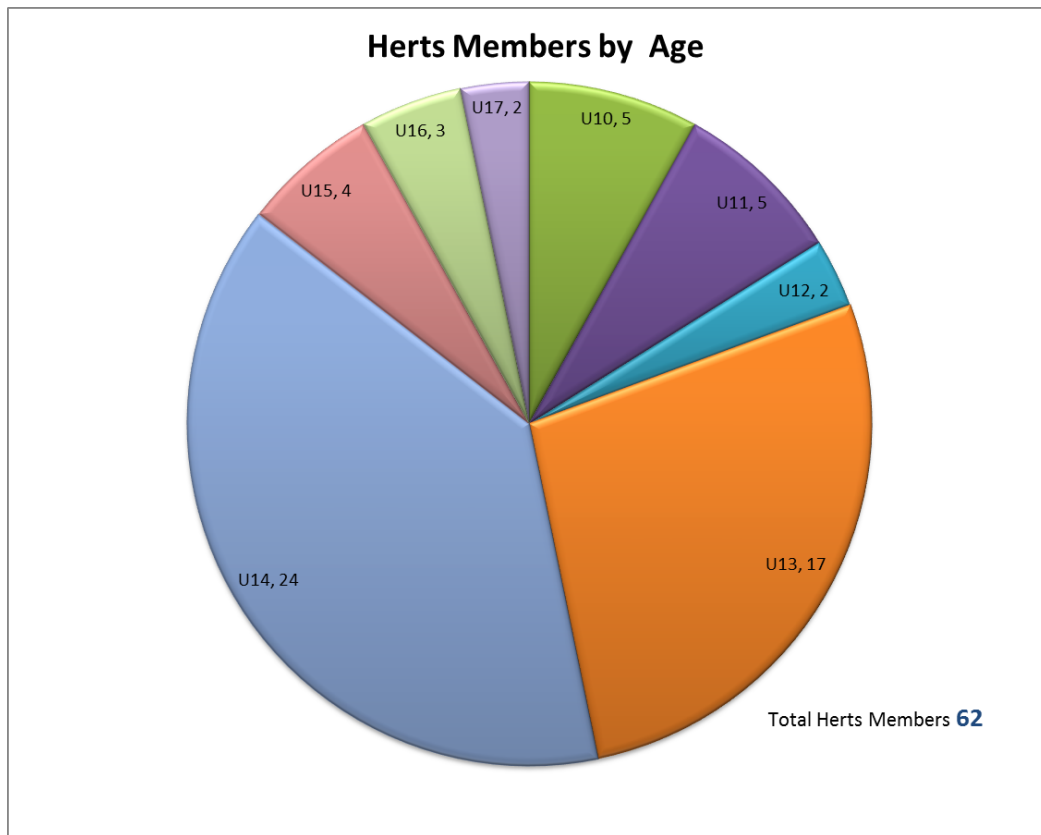
- Saffron Hawks **Bishop's Stortford section** has recruited over **60 new members** age under 16 yrs.
- Due to inadequate training facilities the club has been forced to relocate training to outside of Bishop's Stortford.

## Social Responsibility

- 24.6% of children aged 10-11 in East Herts are classified as overweight or obese\*
- Overweight and obese children are more likely to become obese adults with current trends suggesting that 80% of children who are obese at age 10-14 will become obese adults.\*



# Club Demographics – Herts Members by age

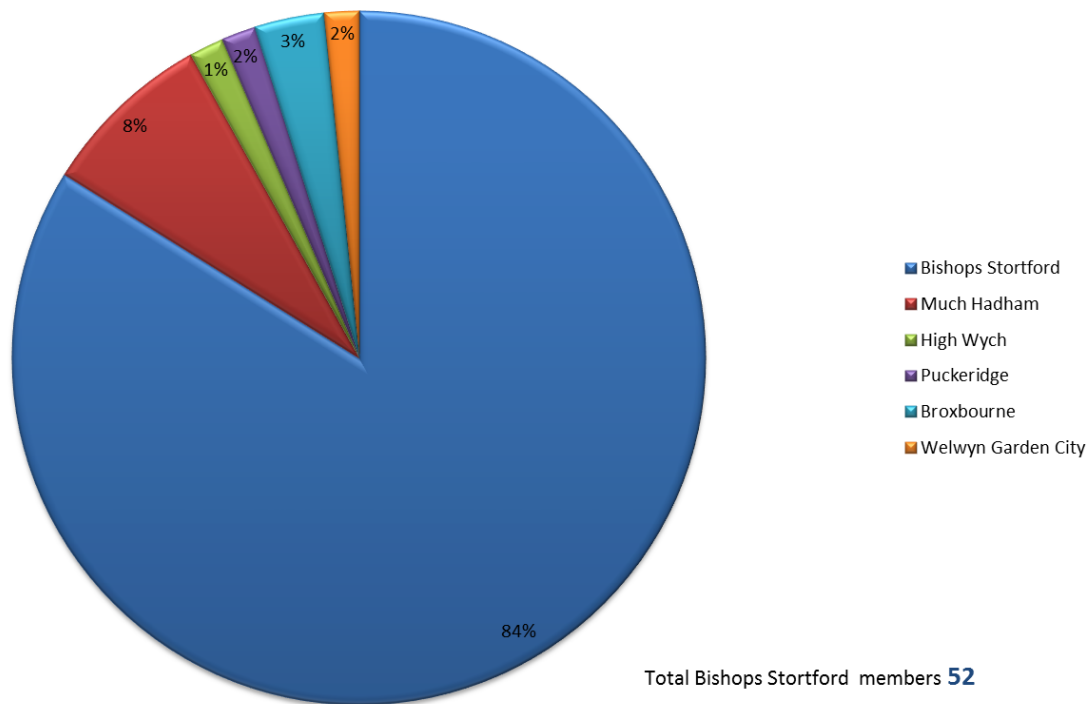


- Over the last 18 months Saffron Hawks Bishop’s Stortford section has recruited over 60 new members age under 16 yrs.
- Member waiting list due to lack of facilities
- Members from Bishops Stortford and surrounding villages travel out of the county to Essex for training

RESIDENCE	TEAM AGE GROUP										
	U8	U9	U10	U11	U12	U13	U14	U15	U16	U17	U18
County											
Herts			5	5	2	17	24	4	3	2	62

# Club Demographics – Herts Members by town

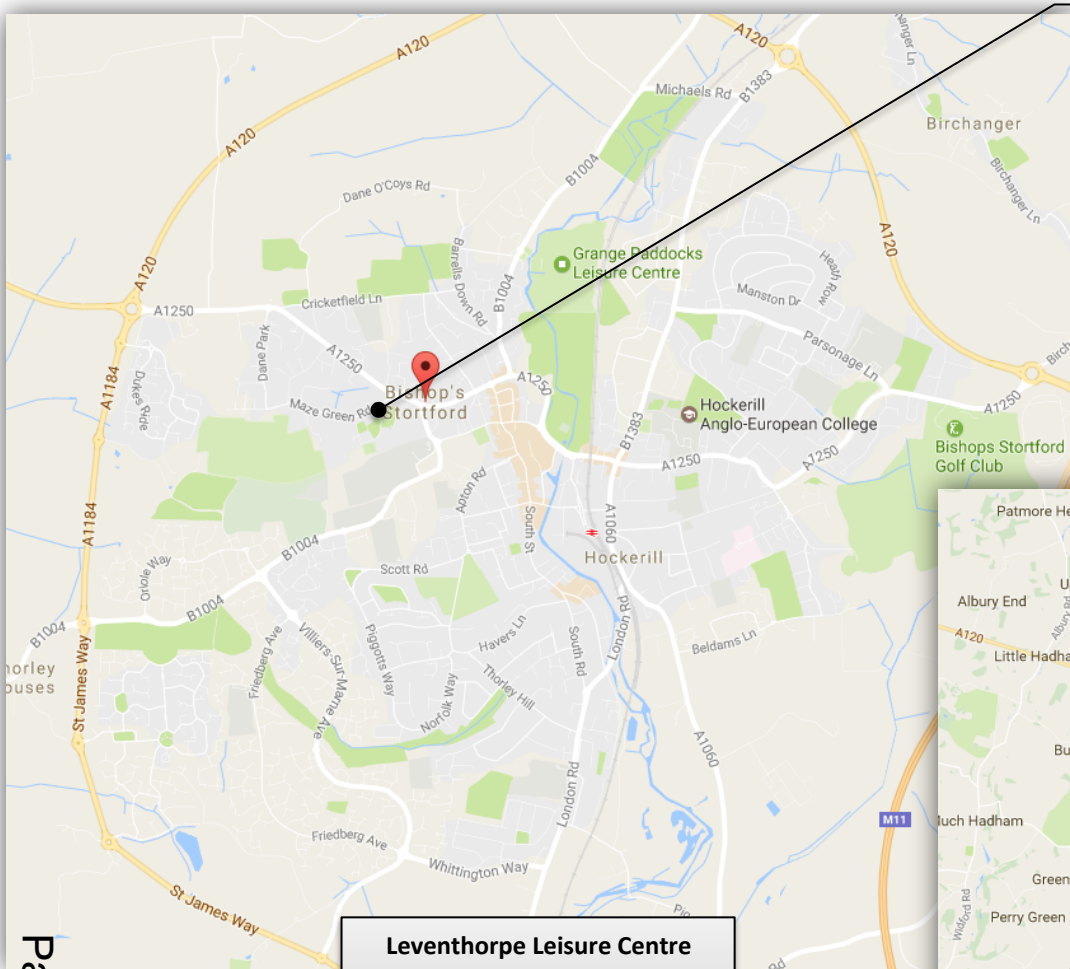
Herts Members by Residence



Town	Members
Bishops Stortford	52
Much Hadham	5
High Wych	1
Puckeridge	1
Broxbourne	2
Welwyn Garden City	1

- ❑ Ove 90% attending the Bishops Stortford training sessions are from within the town and surrounding villages
- ❑ Due to the lack of netball infrastructure within the town, players, parents, and coaching staff travel to Chelmsford, Cambridge, and Broxbourne for competition matches every Saturday and Sunday.
- ❑ ALL popular team sports provided for in Bishops Stortford have training and competition facilities within the town;
  - Football
  - Rugby
  - Hockey
  - Cricket
 with the exception of **NETBALL**

# Netball Courts, Bishop's Stortford – local area availability floodlit courts



**Bishop's Stortford College**  
Bishop's Stortford

- 1 new floodlit court
- Expensive to hire
- Facilities too small

**Mountfitchet Romeera Leisure Centre**  
Stansted Mountfitchet  
**ESSEX**

- 2 floodlit courts
- Distance – 5.1 km



**Leventhorpe Leisure Centre**  
Sawbridgeworth

- 2 floodlit courts
- Distance - 5.4 km

# Invitation

You are very welcome to attend and observe one of our Bishops Stortford netball training sessions.

Players, coaches and parents will be on hand to answer any questions.

Date: **Wednesday 8<sup>th</sup> March**  
Time: **6.30pm-8pm**  
Where: **Mountfitchet Romeera Leisure Centre**  
**Forest Hall Road, Stansted CM24 8TZ**



**“The Bishop Stortford area does not currently have the facilities to support the development of netball, be this through clubs, programs (e.g. walking netball, netball now or back to netball), junior sessions or disability sessions. The new facility at H&E School will allow for the targeted delivery of such sessions in the community.”**

England Netball

**“Currently across Herts there is a problem with accessible facilities and access in to clubs. Many facilities do not have the equipment or booking space to hold new sessions, an example of which is Cerebral Palsy netball, learning disability netball, and mental health netball, all of which are programs being piloted in Herts with a vision to be hosted at H&E School.”**

England Netball

**“This problem of access is also extended to able bodied sport and the provision of junior clubs spaces in Herts, many clubs are hugely over subscribed with long waiting lists, the development of this new centre will allow for new junior netball groups and programs aimed at youth netball.”**

England Netball

## APPENDIX: 13

### NOTE OF MEETING WITH SPORT ENGLAND

30.11.16

#### Present:

Roy Warren, Sport England  
Ruth Gray, Vincent +Gorbing

#### INTRODUCTION

RG gave an overview of the Schools vision to deliver a wider sports curriculum that provided for their own needs as well as those of the local community, setting out the deficiencies of the existing Beldams Lane facilities (summer use only) and the need to expand to 6FE with a view to 8FE in the future but not part of this planning application. RG explained technical work was underway and this would inform the site plans.

#### BELDAMS LANE SITE (MASTERPLAN REV D OPTION 1)

Overall the package provided on Beldams Lane would be supported by Sport England. It would be an improvement on the existing facilities. It would need to be supported by a reasoned argument that PE curriculum can be effectively delivered with the walking distance between the two sites. RG explained this has been addressed and will be covered in the application.

#### All Weather 2G hockey pitch

- SE would support this provision which makes sense in the context of the schools needs and would meet exception policy E5
- Look at potential realignment of pitch to make more use of the residual western area which could then be marked out for informal training in its current condition
- Potentially re-align footpath to run directly north/south
- Lux levels on a hockey pitch need to be higher but low spillage technology can assist with this – lighting assessment submitted with the application may assist
- Noise levels on a hockey pitch tend to be higher because of ball rebound – noise consultant needs to look at SE guidance on mitigation (diagrams on mitigation)
- Noise assessment + mitigation may determine levels of community use (hours/duration)
- **Action: RW to send RG link to guidance for noise consultant**

#### Sports Hall

- SE would support this provision which would be an exception to SE Policy E5
- Two entrances are a good solution would be supported by SE
- Two changing rooms (indoor/outdoor) would be supported by SE
- Dimensions of sports hall appear to be satisfactory for the sports listed
- Normally reception area is adjacent to office use (consider re-positioning)
- Foyer size is good and would be supported by SE

- Check on viewing into hall
- First floor Judo – check Judo club are happy with current design especially storage and obtain this in writing for planning submission
- Judo/dance – to what extent will the school use the space for Judo and dance? – meet school needs first, community needs second
- The current configuration may prejudice the long –term potential for the additional swimming pool which would effectively be segregated from main reception (and would imply the need for 2 separate receptions which could be difficult to fund and manage); consider whether reception could be re-positioned to service future swimming pool and current sports hall
- Check out affordable leisure centres design guidance by SE
- **Action: RW to send RG link to leisure centre guidance for architect**
- **Action: RG to speak to School about formal written consultation with netball and judo clubs on current scheme design ahead of a pre-application submission**
- **Action: RG to clarify extent of school use of Judo/dance**

#### **Tennis courts**

- SE would support this provision which would meet exception policy E5
- Look at marking out for netball use
- Look at floodlighting which could meet the weekday evening needs of League netball (the site has the potential to be a community hub for league netball)
- **Action: RW can consult netball facilities manager about design specification**

#### **Conclusion: Beldams Lane**

Sport England would in principle deploy exceptions policies E4 and E5 and would not object to the application taking account of the above comments. As such no off site provision would be required at Bowling Lane. However there would be increased support of the Beldams Lane proposal if the qualitative loss of the grass playing fields was re-provided at Bowling Lane. Even though SE may not object RFU and FA may object to loss of playing fields due to loss of community use potential (if the quality of the pitches were improved) – a planning authority may choose to pick this out of a sport England non-objection as a reason for refusal (this has happened elsewhere). Also, if no replacement playing field is proposed at Bowling Lane this position is subject to the school demonstrating how it will meet its grass pitch needs for athletics, football and rugby as we would need to assess how the impact will be mitigated even if our overall view is that we would not object.

#### **BOWLING LANE MASTERPLAN**

Overall the package on Bowling Lane would be supported by Sport England. It would need to be supported by a reasoned argument that PE curriculum can be effectively delivered with the walking distance between the Warwick Road site and the Bowling Lane site (with the changing facilities at Beldams Lane being a potential stopover). RG explained that this has been addressed and will be covered in the application. In particular, how will time taken to get to changing facility and then to pitches be addressed.

#### **Running track/Rounders'/summer use**

- SE would support this provision as it replaces what would be lost at Beldams Lane and recognises that it could be used for fixtures during the summer months
- Could this area be marked out for summer cricket too and used for cricket fixtures e.g. artificial wicket?
- Does the school really need the whole of the Bowling Lane site?
- What is the community need for summer use grass pitches?

- The playing fields will need to be constructed to withstand the proposed intensity of summer community use
- **Action: RG to discuss mix of summer uses and potential for community/school cricket use/ explore needs of adjoining Cricket Club – do they need extra facilities which could be shared here?**

#### **Football pitches/winter use**

- SE would support this provision as it replaces what would be lost at Beldams Lane and could be used during the winter months
- Is there a need for rugby?
- Could there be one rugby/one football?
- The playing fields will need to be constructed to withstand the proposed intensity of winter community use

#### **Other matters:**

- RG set out Green Belt issues and need for VSC which was agreed by RW
- RW explained that school curriculum need was the key to the need case in the absence of pupil numbers need
- RW supported the BB103 assessment as the means to formalising the schools 6FE quantitative and qualitative playing pitch needs plus confirmation of school pitch needs to meet curricular/extra-curricular needs which could be used for the VSC case and RW noted that other COU GB applications were being approved on this basis providing the level of GB impact was acceptable and consider landscaping scheme for visual protection
- RW considered that this could be supplemented by community need (generally and specifically)
- RW advised to beware BS Football Club – were they looking still and did they have an option to purchase this land? – what would their reaction be to a planning application by the School (they are looking for AWP + clubhouse facilities) – check this out
- **Action: RG to look at Ploszajski Lynch report (EHDC) – methodology not supported by SE but “issues” of playing pitch deficiencies may be useful supporting arguments**
- **Action: RG to speak to School about BS Football Club intent and minimise risk of objection and also consider BS Town Council (Neighbourhood Plan)**
- 
- **Action: progress BB103 assessment to support qualitative argument – which will form the basis of the needs justification + potential need for landscaping**

#### **Conclusion**

Sport England would support any package of re-provision here if playing fields are properly constructed to enable the proposed level of school and community use.

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## EAST HERTS COUNCIL

EXECUTIVE – 27 JUNE 2017

REPORT BY THE LEADER OF THE COUNCIL

REQUEST FOR AREA DESIGNATION FOR NEIGHBOURHOOD  
PLANNING: BENGEO WARD, HERTFORD TOWN COUNCIL

WARD(S) AFFECTED:        HERTFORD BENGEO

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

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

<b><u>RECOMMENDATION FOR EXECUTIVE:</u> that</b>	
<b>(A)</b>	<b>the application for the designation of a Bengoe Neighbourhood Area, submitted by Hertford Town Council, be supported.</b>

### 1.0 Background

1.1 Hertford Town Council submitted an application for the designation of a Neighbourhood Area to the Council on 29 March 2017.

Agreement to the designation of a Neighbourhood Area is required by the District Council as Local Planning Authority (LPA) before a Neighbourhood Plan can be formulated.

1.2 The application was made in the form of a letter from Hertford Town Council with an attached plan setting the area to which the application relates. The letter and plan form **Essential Reference Paper 'B'** to this report.

### 2.0 Consultation

2.1 The Council has undertaken the appropriate consultation with regard to the application submission.

- 2.2 No comments have been received in response to the area designation application.
- 3.0 Considerations
- 3.1 Two main areas of consideration to be taken into account when determining an application for the designation of a Neighbourhood Area are set out in Schedule 9 of the Localism Act 2011. One of these is that the authority determining the application must have regard to the desirability of maintaining the existing boundaries of neighbourhood plan areas already designated.
- 3.2 No weight needs to be given to this consideration in this case as no other Neighbourhood Areas overlap with the proposed Bengoe Neighbourhood Area.
- 3.3 The other area of consideration is the desirability of designating the whole of the parish as the Neighbourhood Area.
- 3.4 In this case, the area proposed only covers Bengoe ward of the parish, a known and existing boundary which does not conflict with neighbouring ward/parish boundaries. This has been proposed by Hertford Town Council and does not preclude any further Neighbourhood Plans coming forward in other areas across the parish in the future. Members will recall that a Neighbourhood Area designation for Sele ward has already been agreed on the 5 April 2016.
- 3.5 It should be noted that Hertford town centre is partially covered by this area designation and this will need to be taken into account if policies specific to the town centre are proposed.
- 3.6 Furthermore, a large area to the north of Hertford is designated as a preferred area for mineral extraction in the Hertfordshire Minerals Local Plan 2007. A planning application for a mineral extraction on this land has recently been refused. The Neighbourhood Planning team are aware that the Neighbourhood Plan cannot deal with county matters (mineral extraction and waste development) as these are classed as excluded development in the Neighbourhood Planning legislation.
- 3.7 No specific comments were received during the consultation and as Neighbourhood Plans can be developed alongside the

emerging District Plan, it is proposed that the proposal be fully supported.

3.8 The District Council encourages Neighbourhood Plans to be developed in a positive and proactive manner in order to support the strategic objectives of the emerging District Plan. It is the District Council's role to advise and support Neighbourhood Plans as they progress. It is also recognised that it is within the Town Council's interests to work with and alongside the emerging District Plan.

#### 4.0 Conclusion

4.1 Neighbourhood Planning is now an integral part of the planning system with legislative backing through the Localism Act. The LPA is charged with determining applications for the designation of Neighbourhood Areas. In this case, designation of a ward area for neighbourhood planning purposes is supported.

#### 5.0 Implications/Consultations

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

#### Background Papers

None

Contact Member: Councillor Linda Haysey – Leader of the Council  
[linda.haysey@eastherts.gov.uk](mailto:linda.haysey@eastherts.gov.uk)

Contact Officer: Kevin Steptoe – Head of Planning and Building Control  
01992 531407  
[kevin.steptoe@eastherts.gov.uk](mailto:kevin.steptoe@eastherts.gov.uk)

Report Author: Carol-Anne Taylor – Neighbourhood Planning Officer  
[carol-anne.taylor@eastherts.gov.uk](mailto:carol-anne.taylor@eastherts.gov.uk)

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## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives:	Priority 1 – Improve the health and wellbeing of our communities  Priority 2 – Enhance the quality of people's lives  Priority 3 – Enable a flourishing local economy
Consultation:	The application for the designation of a Neighbourhood Area was the subject of consultation.
Legal:	The formulation of a Neighbourhood Plan is established in the Localism Act 2011.
Financial:	The formulation of a Neighbourhood Plan, if it progresses to the stages of referenda and adoption will lead to costs for the Council. Local Planning Authorities are able to claim some financial support from the Department for Communities and Local Government.
Human Resource:	There will be a requirement for Planning Officers to provide advice and guidance in relation to the formulation of any Neighbourhood Plan.
Risk Management:	The issues which are favourable or otherwise to the formulation of a Neighbourhood Plan are considered in the report.
Health and wellbeing – issues and impacts:	The link between planning and health has long been established. The built and natural environments are major determinants of health and wellbeing.

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## HERTFORD TOWN COUNCIL

Mr Kevin Steptoe  
 Head of Planning and Building Control  
 East Herts District Council  
 Wallfields, Pegs Lane  
 Hertford  
 SG13 8EQ



Dear Kevin,

### **Proposed Neighbourhood Plan for Bengoe Ward Hertford – Application for Designation of a Neighbourhood Area**

I am writing you with regards to the application for the designation of the Bengoe Ward, Hertford as a neighbourhood area.

To assist with this application, I am pleased to confirm the following:

- The enclosed plan identifies the area to which this application relates.
- A Neighbourhood Plan for the Bengoe Ward would allow the local community to have a direct say about the challenges that the local community has identified (such as pressures on green space, transport, schooling and healthcare, and the need to accommodate a growing population in East Herts). The purpose of the Neighbourhood Plan will be to help ensure that development makes a positive and beneficial contribution to the wider community and is supported by improvements to local services and infrastructure.
- Hertford Town Council is a relevant body for the purposes of Section 61G of the 1990 Planning Act.

Yours sincerely,



Joseph Whelan  
 Town Clerk  
 Hertford Town Council

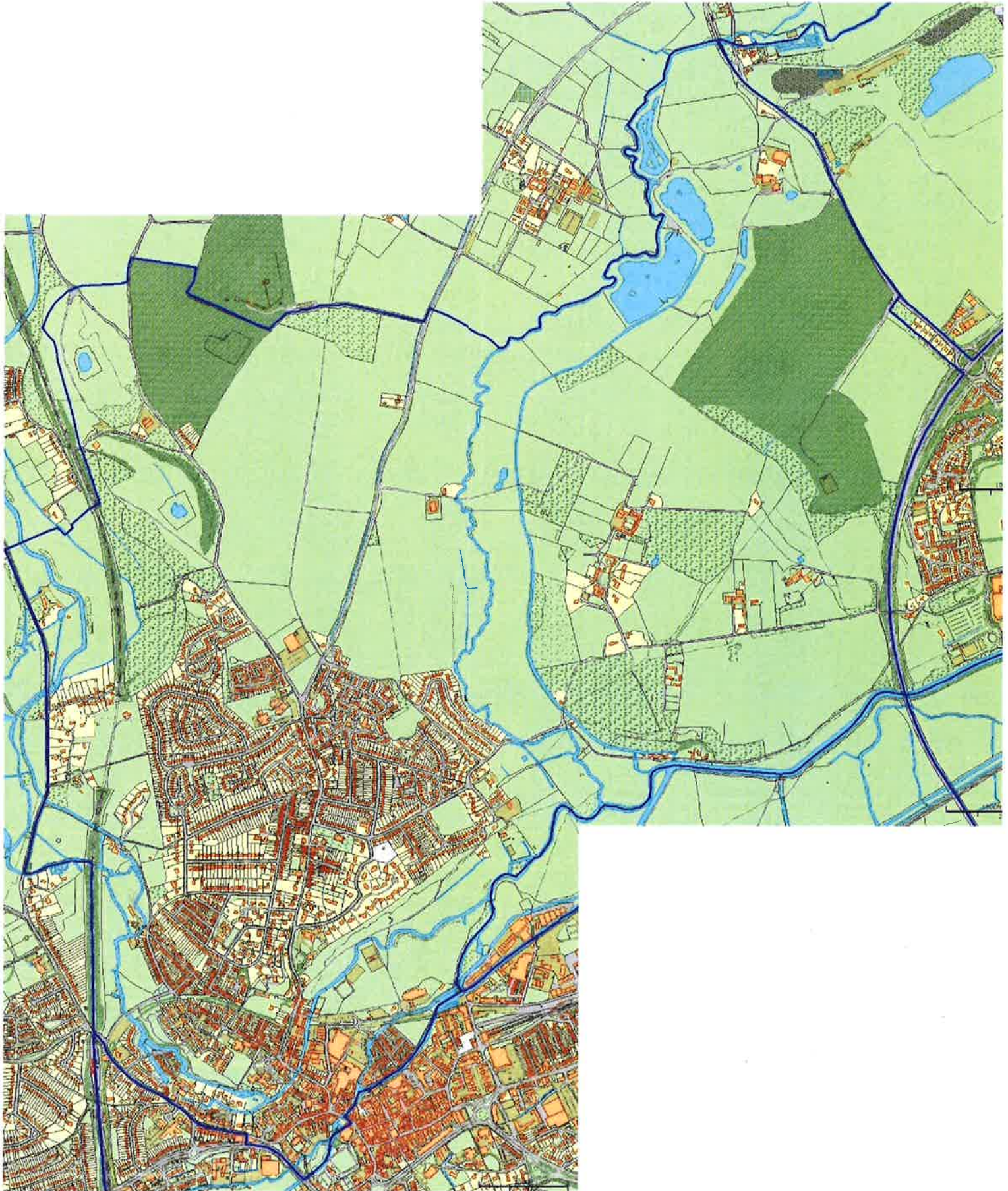
Enc.

TOWN CLERK - JOSEPH WHELAN MBA

The Castle • Hertford • SG14 1HR • Tel: 01992 552885 • Fax: 01992 505876 • Email: town.clerk@hertford.gov.uk

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## EAST HERTS COUNCIL

EXECUTIVE – 27 JUNE 2017

REPORT BY THE LEADER OF THE COUNCIL

REQUEST FOR AREA DESIGNATION FOR NEIGHBOURHOOD  
PLANNING: THUNDRIDGE, THUNDRIDGE PARISH COUNCIL

WARD(S) AFFECTED: THUNDRIDGE

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

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

<b><u>RECOMMENDATION FOR EXECUTIVE:</u> that</b>	
<b>(A)</b>	<b>the application for the designation of a Thundridge Neighbourhood Area, submitted by Thundridge Parish Council, be supported.</b>

### 1.0 Background

1.1 Thundridge Parish Council submitted an application for the designation of a Neighbourhood Area to the Council on 6<sup>th</sup> February 2017. Agreement to the designation of a Neighbourhood Area is required by the District Council as Local Planning Authority (LPA) before a Neighbourhood Plan can be formulated.

1.2 The application was made in the form of a letter from Thundridge Parish Council with an attached plan setting the area to which the application relates. The letter and plan form **Essential Reference Paper 'B'** to this report.

### 2.0 Consultation

2.1 The Council has undertaken the appropriate consultation with regard to the application submission.

- 2.2 No comments have been received in response to the area designation application.
- 3.0 Considerations
- 3.1 Two main areas of consideration to be taken into account when determining an application for the designation of a Neighbourhood Area are set out in Schedule 9 of the Localism Act 2011. One of these is that the authority determining the application must have regard to the desirability of maintaining the existing boundaries of neighbourhood plan areas already designated.
- 3.2 No weight needs to be given to this consideration in this case as no other Neighbourhood Areas overlap with the proposed Thundridge Neighbourhood Area.
- 3.3 The other area of consideration is the desirability of designating the whole of the parish as the Neighbourhood Area.
- 3.4 In this case, the area proposed only covers part of Thundridge Parish which includes the villages of Thundridge, High Cross and Wadesmill and the surrounding rural area excluding land within that part of the Parish which the District Council has identified to fulfil the land requirements for the proposed development to the North and East of Ware (District Plan Policy WARE2).
- 3.5 The Area has been proposed by Thundridge Parish Council and does not preclude the remainder of the Parish being included within a Neighbourhood Plan for Ware/Wareside in the future.
- 3.6 No comments were received during the consultation and as Neighbourhood Plans can be developed alongside the emerging District Plan, it is proposed that the proposal be fully supported.
- 3.7 The District Council encourages Neighbourhood Plans to be developed in a positive and proactive manner in order to support the strategic objectives of the emerging District Plan. It is the District Council's role to advise and support Neighbourhood Plans as they progress. It is also recognised that it is within the Parish Council's interests to work with and alongside the emerging District Plan.

#### 4.0 Conclusion

4.1 Neighbourhood Planning is now an integral part of the planning system with legislative backing through the Localism Act. The LPA is charged with determining applications for the designation of Neighbourhood Areas. In this case, designation of Thundridge Neighbourhood Area, for neighbourhood planning purposes is supported.

#### 5.0 Implications/Consultations

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

#### Background Papers

None

Contact Member: Councillor Linda Haysey – Leader of the Council  
[linda.haysey@eastherts.gov.uk](mailto:linda.haysey@eastherts.gov.uk)

Contact Officer: Kevin Steptoe – Head of Planning and Building Control  
01992 531407  
[kevin.steptoe@eastherts.gov.uk](mailto:kevin.steptoe@eastherts.gov.uk)

Report Author: Carol-Anne Taylor – Neighbourhood Planning Officer  
[carol-anne.taylor@eastherts.gov.uk](mailto:carol-anne.taylor@eastherts.gov.uk)

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## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives:	Priority 1 – Improve the health and wellbeing of our communities  Priority 2 – Enhance the quality of people's lives  Priority 3 – Enable a flourishing local economy
Consultation:	The application for the designation of a Neighbourhood Area was the subject of consultation.
Legal:	The formulation of a Neighbourhood Plan is established in the Localism Act 2011.
Financial:	The formulation of a Neighbourhood Plan, if it progresses to the stages of referenda and adoption will lead to costs for the Council. Local Planning Authorities are able to claim some financial support from the Department for Communities and Local Government.
Human Resource:	There will be a requirement for Planning Officers to provide advice and guidance in relation to the formulation of any Neighbourhood Plan.
Risk Management:	The issues which are favourable or otherwise to the formulation of a Neighbourhood Plan are considered in the report.
Health and wellbeing – issues and impacts:	The link between planning and health has long been established. The built and natural environments are major determinants of health and wellbeing.

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# THUNDRIDGE PARISH COUNCIL

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*Belinda Irons, Clerk, 14 Crawley End, Chrishall, Nr Royston, Herts, SG8 8QL*

*Tel: 01763 838732*

*email: [clerk@thundridgeparishcouncil.org.uk](mailto:clerk@thundridgeparishcouncil.org.uk)*

East Herts District Council,

7th February 2017.

Wallfields,

Pegs Lane,

Hertford,

Herts

Dear Ms Pattison,

## **THUNDRIDGE: NEIGHBOURHOOD AREA DESIGNATION APPLICATION**

Please find attached the above application, with a map detailing the area to be included within the designated area.

If there are any issues which require clarification, please do not hesitate to contact me

Yours sincerely



Belinda Irons

**THUNDRIDGE PARISH COUNCIL**  
**THUNDRIDGE PARISH NEIGHBOURHOOD PLAN**  
**Neighbourhood Area Application**

6th February 2017

**Introduction**

LOCALISM ACT 2011 (SCHEDULE 9) AND TOWN AND COUNTRY PLANNING ACT 1990 (SECTIONS 61F & 61G)

NEIGHBOURHOOD PLANNING (GENERAL) REGULATIONS 2012

Thundridge Parish Council, as a "relevant body", hereby formally submits an application to East Herts District Council as the local planning authority, for the designation of a Neighbourhood Area pursuant to the preparation of a Neighbourhood Development Plan (NOP).

**Background**

On 6th February 2017, Thundridge Parish Council at its full Council meeting passed a motion to instigate proceedings to establish a Neighbourhood Planning Group to lead on the formulation of a NOP for the Parish of Thundridge. An application is hereby submitted under Regulation 5 of the Neighbourhood Planning (General) Regulations 2012.

The designation of the Neighbourhood Area is seen as the first formal step in the process of producing the NOP. Regulation 5 requires the submission of the following documents as part of the application:

- (a) A map which identifies the area to which the application relates;
- (b) A statement explaining why the area is appropriate to be designated as a Neighbourhood Area; and
- (c) A statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the Town and Country Planning Act 1990 (as amended).

**Neighbourhood Area Map**

A map is attached showing the area to which this application relates.

**Justification for Designation**

The proposed area covers the substantive part of the administrative boundary of Thundridge Parish Council, and includes the villages of Thundridge, High Cross and Wadesmill and the surrounding rural area excluding land within part of the Parish which East Herts District Council has identified to fulfil the land requirements for the proposed Ware North and East proposed development. Schedule 9 of the Localism Act 2011, and Section 61G of the Town and Country Planning Act 1990, state that neighbourhood areas may not overlap. There are no known overlaps with other relevant bodies with the exclusion stated above, being advised by East Herts Council. In determining the application for designation, the local planning authority must have regard to the desirability of designating the

whole of the area of a parish council as a neighbourhood and the desirability of maintaining the boundaries of already designated neighbourhood areas.

It is believed that there are compelling reasons why the neighbourhood area indicated on the attached map should be given favourable consideration. These are as follows:

- The draft East Herts District Plan (Policy DPS8) states that the District Council will give positive support to development brought forward through Neighbourhood Development Plans;
- Thundridge, Wadesmill and High Cross are categorised as Group 2 villages in the draft District Plan, where Parish Councils are encouraged to produce a Neighbourhood Plan to develop a shared vision for the village and deliver the sustainable development they need (Policy VILL 2);
- High Cross has experienced significant housing development in the recent past when it was categorised as Group 1, and there is a need to re-assess the amount and types of dwelling required to provide for local housing needs;
- Thundridge Parish has two designated employment areas in the draft District Plan (Policy VILL 5): there is a need to assess the opportunities for job creation and the stimulation of the local economy.
- There is a need to protect, manage and enhance the quality of the surrounding rural landscape.

### **Statement in relation to the 'Relevant Body'**

Under Section 61G of the Town and Country Planning Act 1990, a relevant body is defined as a parish council or an organisation or body which is, or is capable of being designated as, a neighbourhood forum.

This application for designation is submitted by Thundridge Parish Council, which is considered to be a relevant body under the terms of Section 61G (2a) of the Town and Country Planning Act 1990.

### **Conclusion**

For the reasons outlined above, the proposed neighbourhood area, as shown on the attached map, is considered to be appropriate and justified. Under Section 61G of the Town and Country Planning Act 1990, Thundridge Parish Council is considered to be a "relevant body" for the purposes of this application. The Parish Council therefore respectfully request East Herts District Council to process this application in accordance with Regulation 6 of the Neighbourhood Planning (General) Regulations 2012.

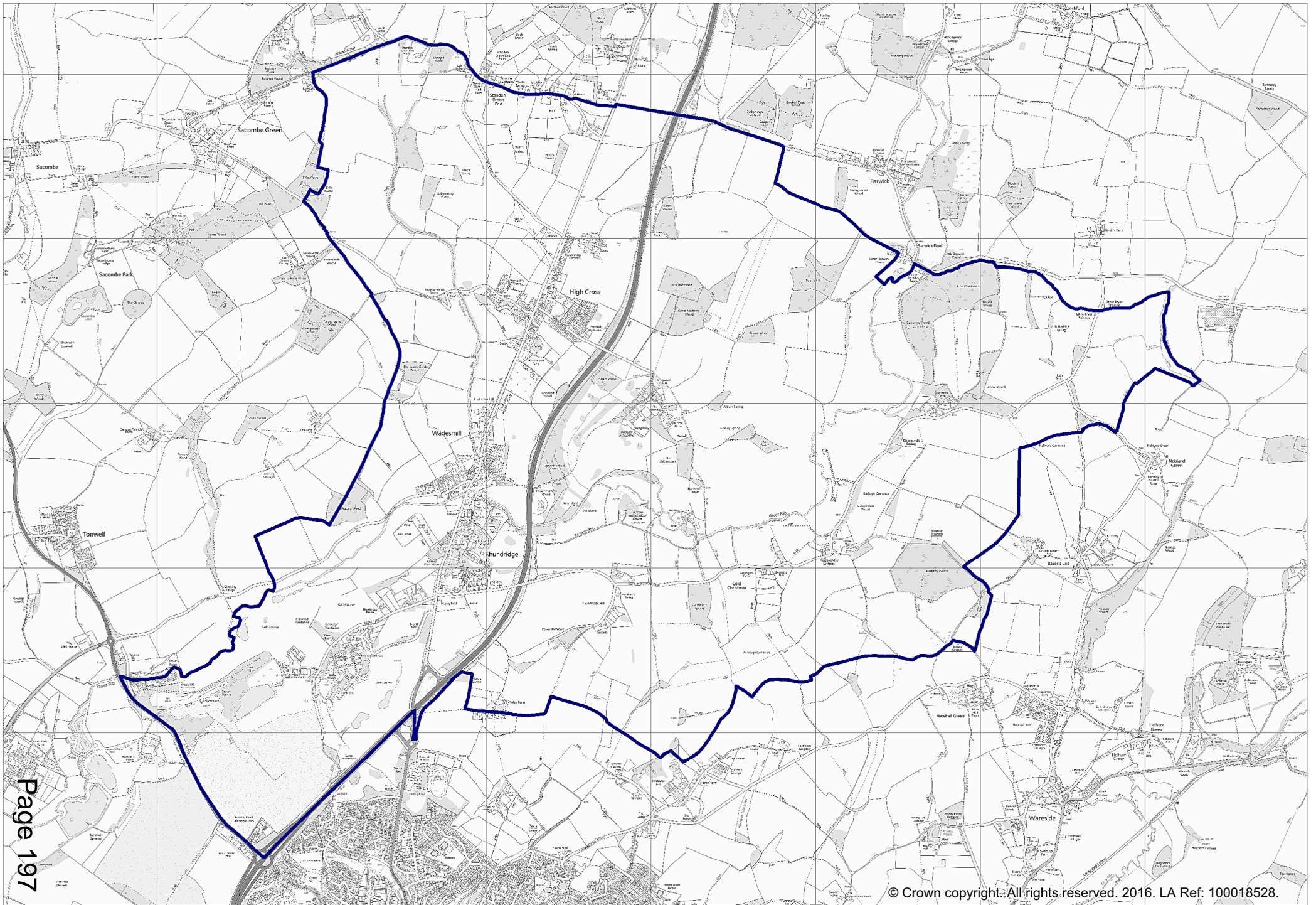
Signed

A solid black rectangular box used to redact the signature of Belinda Irons.

Belinda Irons

Clerk to Thundridge Parish Council

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EAST HERTS COUNCIL

EXECUTIVE - 27 JUNE 2017

COUNCIL - 18 JULY 2017

REPORT BY EXECUTIVE MEMBER FOR DEVELOPMENT  
MANAGEMENT AND COUNCIL SUPPORT

FURNEUX PELHAM CONSERVATION AREA CHARACTER  
APPRAISAL AND MANAGEMENT PROPOSALS

WARD(S) AFFECTED: LITTLE HADHAM

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**Purpose/Summary of Report**

- To enable Members to consider the Furneux Pelham Conservation Area Character Appraisal and Management Proposals following public consultation and consideration of the comments received.

<b><u>RECOMMENDATIONS FOR COUNCIL:</u> That Council</b>	
<b>(A)</b>	<b>notes the responses to the public consultation and support the Officer responses and proposed changes to the Furneux Pelham Conservation Area Character Appraisal and Management Proposals;</b>
<b>(B)</b>	<b>delegates authority 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>approves for adoption the Furneux Pelham Conservation Area Character Appraisal and Management Proposals.</b>

## 1.0 **Background**

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

## 2.0 **The Furneux Pelham Conservation Area Character Appraisal and Management Proposals.**

- 2.1 The Furneux Pelham Conservation Area was designated in 1973 and reviewed in 1981.
- 2.2 The production of Management Proposals is a statutory duty under s.71 of the Planning (Listed Buildings and Conservation Areas) Act 1990. The associated Character Appraisal is a necessary stage in the devising of Management Proposals as it analyses and describes the character and appearance of the conservation area that the Management Proposals seek to preserve and enhance.
- 2.3 S.71 of the Act requires that Councils put the Management Proposals to a public meeting, considers the responses received and makes any appropriate amendments before adopting the document.



2.4 The Furneux Pelham Conservation Area Character Appraisal and Management Proposals were drafted in 2016 and put to a public meeting in Furneux Pelham Village Hall on the 8 February 2017. The meeting featured an exhibition showing the proposals and a Conservation Officer was there to answer any questions. The meeting was well attended with 21 residents coming to view the proposals. There followed a period of public consultation from 8 February to 24 March 2017.

2.5 The 'Consultation Draft' document included a number of amendments to the boundary of the Conservation Area. These are designed to include areas of special interest and make the Conservation Area more logical and defensible, particularly in the context of Planning Appeals. They are detailed in 8.1 of the Management Proposals on p. 79. A large map showing these boundary amendments was displayed at the public meeting and has been included, along with the revised document, in Essential Reference Paper C to this report.

### 3.0 **Public consultation responses.**

3.1 The Parish Council did not provide any comments or table any further management proposals. Two consultee responses were received during the consultation period. These have been carefully considered and are detailed in **Essential Reference Paper B**. The headline responses and officer comments are as follows:

1/ One respondent commented on highway matters and dog waste.

Officers comment. These issues are outside the scope of this report, and should be directed to the Parish Council, who may wish to direct the highway matters to Hertfordshire County Council Highways Department if considered appropriate.

2/ Only one respondent commented on the proposed boundary changes but did not table new evidence that might weigh in favour of their argument.

Officers comment. The document has been amended at 4.11 and 5.18 to more fully explain current government policy and the rationale for the proposed boundary changes. To summarise:-

*The National Planning Policy Framework (2012) and associated Planning Practice Guidance (2014) including the current Historic England Advice Note 1 'Conservation Area Designation, Appraisal and Management' (2016) are consistently clear that areas of no architectural or historic interest should not be included within conservation areas. Paragraph 127 of the NPPF is explicit:-*

*'127. When considering the designation of conservation areas, local planning authorities should ensure that an area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest'.*

The East Herts Local Plan and emerging District Plan both underline this position. The above policies require that the boundary should describe a clear change in character or appearance such that it is both logical and defensible in law. Consequently, the Management Proposals include a number of boundary changes necessary to make the Conservation Area consistent with the above national and local policies.

The proposed boundary changes will not remove the appropriate controls on housing development in and around the village – these planning controls lie within the existing Local Plan, the emerging District Plan and Neighbourhood Plans.

3/ There were no objections to the proposed Article 4 direction.

Officers comment. Noted. This and other Management Proposals will be considered for action in due course.

4.0 **Adoption of the Furneux Pelham Conservation Area Character Appraisal and Management Proposals document.**

4.1 No other relevant considerations have come to light since the public consultation and, as amended, the Furneux Pelham Conservation Area Character Appraisal and Management Proposals document is recommended for adoption by the Council. It can be found at **Essential Reference Paper C** to this report.

4.2. Further minor changes will be incorporated reflecting the status of the final document once Members have considered it for adoption.

4.3 Implications/Consultations

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

Background Papers

Representations received from the 2017 consultation exercise:  
<http://democracy.eastherts.gov.uk/mglIssueHistoryHome.aspx?Ild=20496&J=2>

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

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[kevin.steptoe@eastherts.gov.uk](mailto:kevin.steptoe@eastherts.gov.uk)

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## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives :	<p>Priority 1 – Improve the health and wellbeing of our communities.</p> <p>Priority 2 – Enhance the quality of people's lives.</p>
Consultation:	Undertaken with residents and local stakeholders and summarised in Essential Reference Paper B.
Legal:	Preparation of the Character Appraisal and Management Proposals fulfils statutory requirements.
Financial:	<p>Costs associated with the preparation of the document are met from within existing staffing and operational budgets.</p> <p>The Management Proposals suggest works and actions which could be undertaken to enhance the character and appearance of the Conservation Area and to seek to remove those detracting elements which would generally be the responsibility of individual owners. Actions such as the possible introduction of an Article 4 Direction might result in additional cost. The Council is not yet committed to undertaking such further action in the Furneux Pelham Conservation Area and any identified costs can be further assessed should such a decision be reached.</p>
Human Resource:	No additional staffing implications.
Risk Management:	No significant risk issues.
Health and Wellbeing – issues and impacts:	The Character Appraisal and Management Proposals seek to identify, protect and enhance the character and appearance of the area.

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**Essential Reference Paper B**

<b>Respondent</b>	<b>Representations made</b>	<b>Officer comment</b>
To note	The Parish Council did not respond, and did not table any further Management Proposals for inclusion in the document.	Noted.
Resident A	States that they would like Violet's Lane to be blocked to motor vehicles to avoid land erosion and danger to pedestrians.	This proposal is outside the scope of this report. If the PC shares these concerns they should be directed to Hertfordshire County Council Highways Department.
Resident A	States that they would like a weight restriction to be introduced for HGVs which use the roads, and would like a permit scheme to be introduced for permission to use the roads for HGVs.	This proposal is outside the scope of this report. If the PC shares these concerns they should be directed to Hertfordshire County Council Highways Department.
Resident A	States that they would like Dog Waste Bins to be installed.	This proposal is a matter for the PC.
Resident B	States that they "appreciate and support the Council's efforts to up-date the designation".	Noted.

Resident B	<p>Objects to “de-designating two patches of land on the eastern and western sides of The Causeway”. The resident states that there is “no evidence and no argument to support the alleged lack of ‘special interest’ of this area”. The resident states “development of this area would radically damage the character and appearance of this part of the Conservation Area and of the approach to the village, and might incidentally lead to development of other land nearby”.</p>	<p>The document has been amended at 4.11 and 5.18 to add a full explanation of the NPPF and other policies that require the proposed changes. The Executive Report also explains the underlying requirement and logic behind the boundary changes. The proposed boundary changes do not remove the appropriate controls on housing development in and around the village – these planning controls lie within the existing Local Plan, the emerging District Plan and the Neighbourhood Plan.</p> <p>The qualities of these elements of the surrounding natural environment are not disputed. However, they fall outside the criteria to be used when designating a conservation area, which is, ‘does the area have special architectural or historic interest?’ The respondent does not identify any such special interest on these patches of land which might justify their inclusion. There is an important difference between the conservation of the built environment (which is the purpose here) and the protection of the natural environment – a separate matter not covered under conservation area legislation. Therefore no amendment is required.</p>





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## **FURNEUX PELHAM CONSERVATION AREA**

### **CHARACTER APPRAISAL AND MANAGEMENT PROPOSALS**



**Adopted 18 July 2017**

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

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# **FURNEUX PELHAM CONSERVATION AREA CHARACTER APPRAISAL AND MANAGEMENT PROPOSALS**

**Adopted 18 July 2017**

This Character Appraisal has been produced by officers of East Herts District Council to identify the special architectural or historic interest, character and appearance of the Furneux Pelham Conservation Area, assess its current condition, identify threats and opportunities related to that identified special interest and any appropriate boundary changes.

The Management Proposals section puts forward initiatives for the Conservation Area designed to address the above identified threats and opportunities that will preserve and enhance its character and appearance.

A public meeting was held in Furneux Pelham Village Hall on 8 February 2017 to consider the draft Character Appraisal and the Management Proposals – for the latter, as required under section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990. The draft document was then put to public consultation between 8 February and the 24 March 2017. This document was formally adopted by full council on 18 July 2017 upon the recommendation of the Executive Committee.

## **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 over 4,000 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 places which are considered worthy of protection as a result of a combination of factors such as the quality of the environment, spatial characteristics, the 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 special interest, character and appearance of a conservation area.

1.6. This Character Appraisal recognises the importance of these factors and considers them carefully. Once approved, this document will be regarded as a 'material consideration' when determining (deciding) planning applications. The Management Proposals section puts forward simple practical initiatives that would preserve the Conservation Area from identified harm and also any appropriate projects and proposals that would, as and when resources permit, enhance its character and appearance.

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

1.8. This Conservation Appraisal:

- Identifies the special architectural or historic interest, character and appearance of the Conservation Area;
- Identifies elements that make a positive contribution to the above special interest, character and appearance of the Conservation Area that should be retained, preserved or enhanced;
- Identifies those other elements that might be beneficially enhanced or, alternatively, replaced by something that makes the above positive contribution;
- Identifies detracting elements it would be positively desirable to remove or replace;
- Reviews the existing boundaries to ensure that they clearly define the Conservation Area and align with distinct changes of character with outside areas such that the Conservation Area is both cohesive and defensible;
- Identifies threats to the Conservation Area's special interest, character and appearance and any opportunities to enhance it.

1.9. The Management Proposals section:

- Puts forward any required boundary changes to omit or add areas to the Conservation Area that would make it both cohesive and defensible;



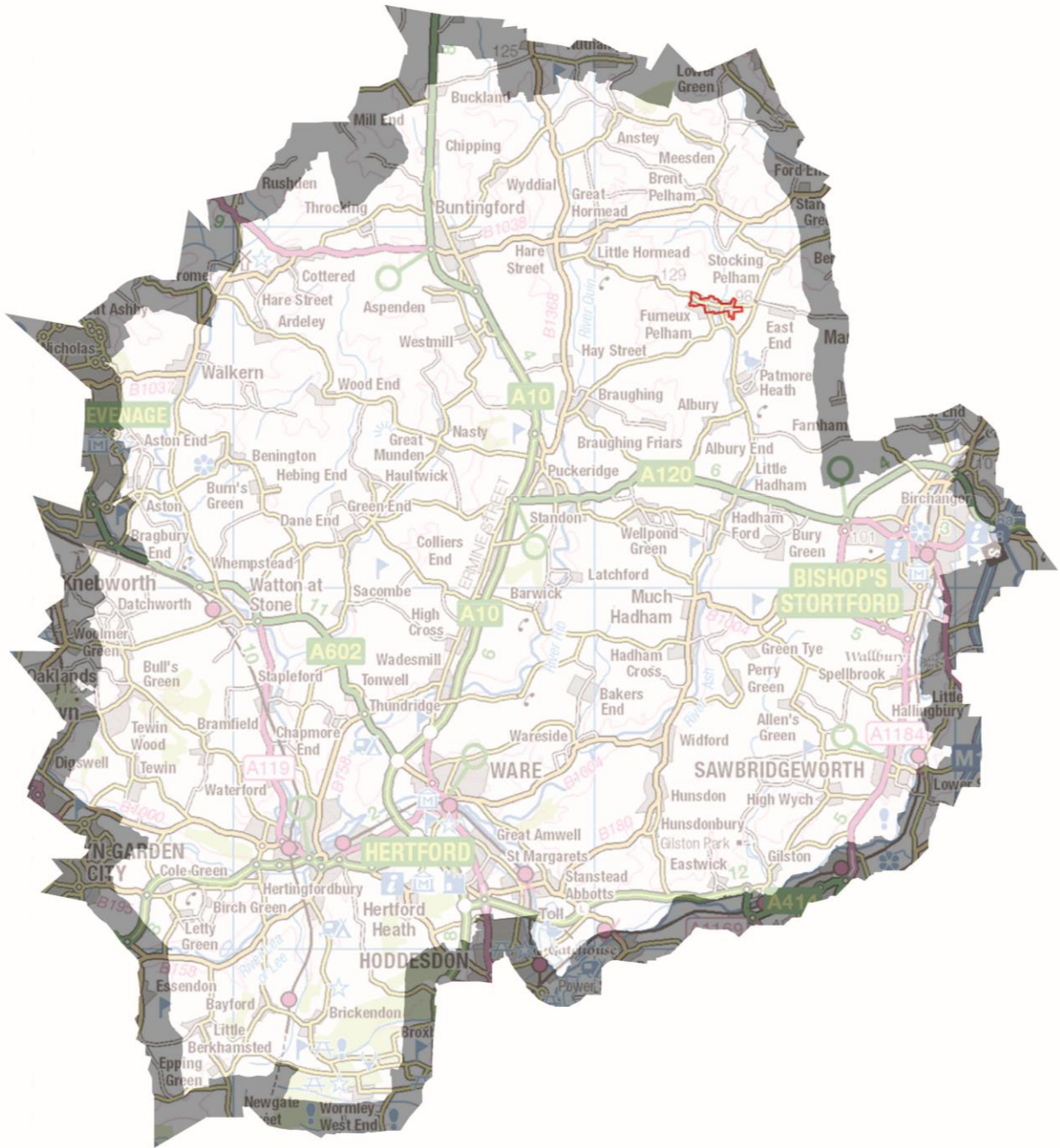
- Proposes measures and initiatives that address the threats to the Conservation Area's special interest, character and appearance identified in the Character Appraisal;
- Proposes initiatives and projects that exploit the opportunities identified in the Character Appraisal that both preserve and enhance the Conservation Area's special interest, character and appearance;
- Puts forward appropriate enhancement proposals mindful of any funding constraints.

1.10. The document was prepared with the assistance of members of the local community and includes additional input from the Parish Council and the public through the public meeting and the consultation exercise..

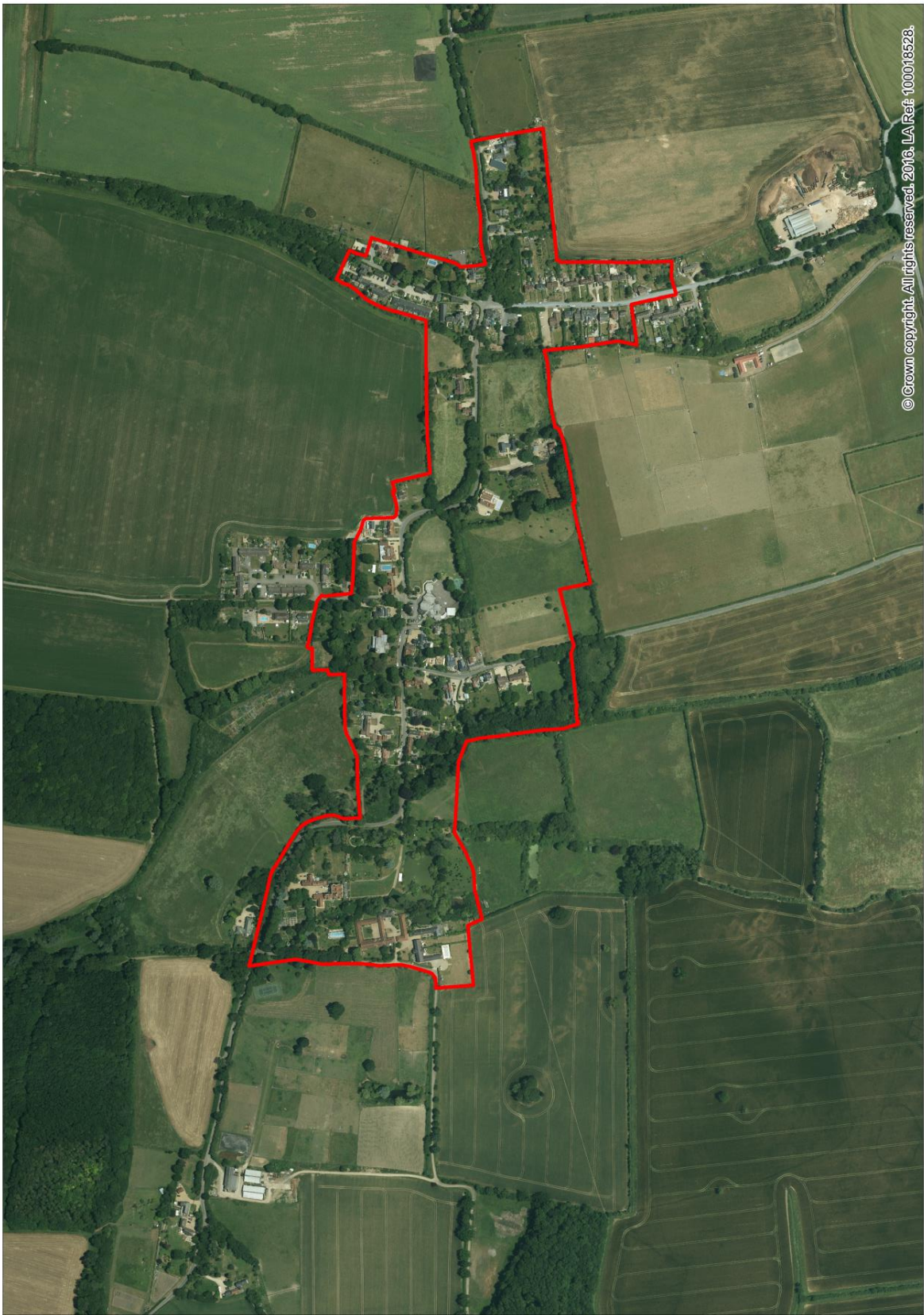
1.11. We would like to thank the staff at Hertfordshire County Council's Historic Environment Unit and the Archives and Local Studies Department, all of which have been very helpful. All historical documents referred to in this document are publically accessible at the Archives and Local Studies Centre at County Hall in Hertford.

1.12. This document is written in three parts:

- Part A – Context.
- Part B – Conservation Area Character Appraisal.
- Part C – Conservation Area Management Proposals.



Map 1: Location of the Conservation Area in East Herts District



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Fig. 1: Aerial Photograph from 2015

## PART A – CONTEXT

### 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 (now defined as 5 years) review its area and designate any parts that are of ‘*special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance*’ and to designate those areas as conservation areas.

2.2. Section 71 of the Act requires Councils to, from time to time (5 years), ‘*formulate and publish proposals for the preservation and enhancement*’ of conservation areas, hold a public meeting to consider them and have regard to any views expressed at the meeting concerning the proposals.

2.3. The production of a Conservation Area Character Appraisal, which identifies the special interest and the threats and opportunities within a conservation area, is an essential prerequisite of the production of s.71 Management Proposals (although, interestingly, it is the production of the latter that is the statutory duty).

2.4. Planning Controls. Within conservation areas there are additional planning controls. If these are to be justified and 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.

2.5. 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 legal provisions within the 1990 Act) 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 Character 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.*

2.6. 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.

2.7. Permitted Development. The Town and Country Planning (General Permitted Development) (England), Order 2015 defines the range of minor developments for which planning permission is not required. 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.

2.8. However, even within conservation areas there are other minor developments associated with many non-listed buildings that do not require planning permission. Where further protection is considered necessary to preserve a conservation area from harmful alterations carried out under such 'Permitted Development Rights', 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 architectural features that are identified as being important to the character or appearance of a conservation area (such as chimneys, traditional detailing or materials, porches, windows and doors or walls or railings) can be 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 Character Appraisal, consideration will be given as to whether or not such additional controls are appropriate.

2.9. 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 Character Appraisal diagrammatically identifies only the most significant trees or groups of trees that make an important contribution to the character or appearance of the Conservation Area, particularly when viewed from the public realm. Other trees not specifically identified may still be suitable for statutory protection through a Tree Preservation Order. Some trees in the Conservation Area have already been made subject to Tree Preservation Orders.

2.10. Some hedges may be protected by the Hedgerow Regulations 1997. This legislation is particularly 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. Whilst the Regulations do not apply to domestic garden hedges, such garden hedges which are considered to be visually important have been identified. It is hoped their qualities are recognised by owners and the community and will be retained.

2.11. National Planning Policy Framework. The principle emphasis of the framework is to promote 'sustainable development'. Economic, social and environmental factors should not be considered in isolation because they are mutually dependent and collectively define sustainable development. 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 (unless, of course the conservation area is of a homogenous architectural style – which is not the case with Furneux Pelham) it is considered proper to reinforce local distinctiveness.

2.12. 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 includes designated heritage assets and assets identified by the local planning authority (including local listings)' and non-designated assets – for example archaeological assets.*
- 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.

2.13. East Herts' Environmental Initiatives and Local Plan Policies. East Herts Council 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 a 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. Further details are available on the Council's website.

2.14. In respect of the above the Council has produced a number of leaflets and guidance notes that are available on the Council's website. 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.

2.15. The Council also has a 'Heritage at Risk Register', originally produced in 2006, updated in 2012/2013 and again in 2016. This document is available on the Council's website. There are no such buildings identified as being 'At Risk' within the Furneux Pelham Conservation Area.

2.16. 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 8.3).

2.17. 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, and once adopted it will contain all of the relevant Council planning policies. As currently drafted this emerging District Plan advises that new development in a conservation area should, *inter alia*, conform to the content of the relevant Character Appraisal.

2.18. Furneux Pelham Conservation Area was first designated in 1973 and was reviewed in 1981.

## PART B – CONSERVATION AREA CHARACTER APPRAISAL

### 3. Origins and Historical Development

3.1 Within the existing conservation area boundary there are 30 records held on the Historic Environment Record by the County Archaeologist. Many of these relate to listed buildings, which are detailed later in this document, other notable historic buildings and a number of archaeological sites and associated finds. Together they demonstrate the diversity of Furneux Pelham's heritage and its considerable time depth. They include:-

- A general entry for the village.
- An entry for North View and South View on Violets Lane
- An entry for the Site of Bowyers farmstead (now gone, demolished mid-C20th).
- An entry for a possible remnant of a moat at Furneaux Pelham Hall
- An entry for the site of the village well (now gone, demolished mid-C20th).
- An entry for the site of a ford and footbridge which had been removed by 1898.
- An entry for two parallel ditches near Cranston Cottage which includes one in which pottery dating from C9th to C13th was found. The other appears to be later, perhaps late medieval to early post-medieval. They are possible former plot boundaries.
- An entry for the site of a large post-medieval pond in the grounds of what was the Yew Tree PH, but is now known as The Chantry House. The pond was filled in and laid to grass mid-C20th.
- An entry for the site of a village pound, which was removed prior to 1897.
- An entry for medieval ditches around the school, which were found to contain pottery dating from the mid-C12th to C14th, animal bones, oyster shells, daub, and fragments of tile and iron.
- An entry for the Old School, which was converted to a private house when the new school was built next door.
- An entry for a medieval ditch by the former White Lion PH, now White Lion House, which contained 3kg of medieval pottery, a worn piece of Roman pottery and two fragments of Roman tile.
- An entry for a post-medieval pit next to 3, The Street. It contained medieval peg tiles, post-medieval pottery and a clay tobacco pipe stem.
- An entry for a post-medieval pit next to the Old School House. It contained pottery dating from the C12th to C16th, a copper alloy dress pin, and animal bones from cattle, sheep and pigs.



3.2 Prehistoric. Britain has been intermittently inhabited by members of the Homo genus for about 750,000 years and Homo sapiens for about 40,000 years. The evidence suggests that the various genus lived side-by-side for many thousands of years before Homo sapiens, more intelligent, adaptable and, probably, aggressive, became predominant. The introduction of farming, when people learned how to produce rather than acquire their food, is widely regarded as one of the biggest changes in human history. The concept of farming reached Britain between about 5000-4500 BC. The first bronzes appear in Britain in the centuries just before 2500 BC. The Middle Bronze Age sees the introduction of field systems, which suggests that there was pressure on the land as the population increased. The Late Bronze Age (1250-800 BC) sees the start of the Celtic way of life, and is marked by new styles of metalwork and pottery<sup>1</sup>. It is known that Celtic tribes were in Hertfordshire from 700 BC. The Iron Age saw the gradual discovery of iron working technology, although iron artefacts did not become widespread until after 500-400 BC<sup>2</sup>. The population of Britain grew substantially during the Iron Age and probably exceeded one million. This population growth was made possible by the introduction of new crops and improvements to farming techniques, such as the introduction of the iron-tipped ploughshare. In the century immediately before the Roman conquest Hertfordshire was occupied by groups of late Iron Age people growing cereal crops and raising sheep, cattle and horses<sup>3</sup>. The steady expansion of the Roman Empire during the C1st BC resulted in successive waves of refugees from the continent crossing to southern Britain, and Hertfordshire was on the receiving end of a constant stream of new stimuli and processes. Rome appears to have established diplomatic relations with a number of tribes and may have exerted considerable political influence before the Roman conquest of England in AD 43.

3.3 Roman. After AD 43, all of Wales and England south of the line of Hadrian's Wall became part of the Roman Empire. Rome brought a unity and order to Britain that it had never had before. Prior to the Romans, Britain was a disparate set of peoples with no sense of national identity beyond that of their local tribe. In the wake of the Roman occupation, every 'Briton' was aware of their 'Britishness'<sup>4</sup>. However Roman rule started to dissolve due to the repeated withdrawal of troops to defend various interests on the Continent from attacks by powerful tribes such as the Goths<sup>5</sup>. In the year 406, the last remnants of the army were withdrawn, and in 409 the inhabitants of Roman Britain decided to take responsibility for their own defences, effectively ending Roman rule in Britain. Some contacts, particularly regarding the church were maintained, but new supplies of coin ceased to come into the country, with the consequence that trade quickly collapsed. Due to the loss of trade, the local population quickly had to become almost entirely self-sufficient, and had to rely on subsistence farming to make ends meet, so villas fell into disrepair and towns shrank in size.

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<sup>1</sup> Pryor, 2011

<sup>2</sup> Richards, 2011

<sup>3</sup> Niblett, 1995

<sup>4</sup> Ibeji, 2011

<sup>5</sup> Niblett, 1995

3.4 Anglo-Saxon. Initial contact with the Saxons was gradual and peaceful<sup>6</sup>. The Anglo-Saxon period stretched over 600 years, from 410 to 1066. It refers to settlers from the German regions of Anglia and Saxony, who made their way over to Britain after the fall of the Roman Empire. Anglo-Saxon settlers were effectively their own masters in a new land and they did little to keep the legacy of the Romans alive. They replaced the Roman stone buildings with their own wooden ones, and spoke their own language, which gave rise to the English spoken today. The county of Hertfordshire is an artificial creation of the late Saxon period, with boundaries that were determined by the military and administrative requirements of the time<sup>7</sup>. Within Hertfordshire Celtic names are extremely rare, which suggests that Anglo-Saxon settlement ultimately obliterated earlier British life<sup>8</sup>. Pela (or Peola), a Saxon leader, set up an observation post to defend against the Danes who had arrived by 689 AD. A moated site was built around the area of what is presently Stocking Pelham Hall. The Pelhams were repeatedly under siege until about 912 AD when the Danes were finally defeated. Stocking Pelham, the 'stockaded' ham of Pela's, was the centre of the Pelham district, and Brent Pelham and Furneux Pelham are later settlements<sup>9</sup>. Anglo-Saxon rule came to an end in 1066, soon after the death of Edward the Confessor, who had no heir. He had supposedly willed the kingdom to William of Normandy, but also seemed to favour Harold Godwinson as his successor. Harold was crowned king immediately after Edward died, but he failed in his attempt to defend his crown, when William and an invading army crossed the Channel from France to claim it for himself. Harold was defeated by the Normans at the Battle of Hastings in October 1066, and thus a new era was ushered in.

3.5 Domesday Book. The Domesday Book was a census commissioned by William I in 1086, after the Norman Conquest. There was only one Pelham mentioned at this time, but there are seven separate entries for different parts of it, which are detailed below. The Victoria County History<sup>10</sup>, states "Furneux Pelham cannot be certainly distinguished in the Domesday Survey from the other Pelhams, all of which were held of the Bishop of London in 1086 and afterwards. Since, however, it was in the 14<sup>th</sup> century in the same tenure as Hixham Hall, it may be conjectured that in 1086 it was comprised by the holding of Ranulf, then a tenant of the Bishop in Hixham and in Pelham".

The following images were created by Professor John Palmer and George Slater, and are accessed from the [opendomesday.org](http://opendomesday.org) website, and are reproduced here legally under a Creative Commons license. The accompanying explanatory quotes are from the reference 'Domesday Book: Hertfordshire'<sup>11</sup>.

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<sup>6</sup> Niblett, 1995

<sup>7</sup> Ibid

<sup>8</sup> Gover, Mawer, and Stenton, 1970

<sup>9</sup> Bailey, 2000

<sup>10</sup> Page, 1917

<sup>11</sup> Morris, 1976

In pelehā ten' Radulf de epō. i. hid 7 i. uirg. Tpa ē pōc.  
 v. car. In dñio sunt. ii. 7 iii. pōc fieri. Ibi. ii. uilli 7 iii. bord  
 hnt. ii. car. Ibi. v. serui. 7 i. cot. pasta ad pec. Silua. xx.  
 porc. Val 7 ualut. iiii. lib. T. R. E. v. lib. Duo fr̄ tenuer  
 boē Asgari. 7 uende potuer.

Entry 1: In Pelham Ralph holds 1 hide and 1 virgate from the Bishop. Land for 5 ploughs. In lordship 2; a third possible. 2 villagers and 3 smallholders have 2 ploughs. 5 slaves; 1 cottager. Pasture for the livestock; woodland, 20 pigs.

In pelehā ten' Pagan' de epō. i. hid. Tpa ē. iii. car. In dñio  
 sunt. ii. 7 i. uills b̄ dim' car. 7 dim' pōc fieri. Ibi. iii. bord.  
 7 iii. cot. Silua. vi. porc. Val 7 ualut. xl. sol. T. R. E. l. sol.  
 hoc cō tenuit Alured hō Asgari. 7 uende potuit.

Entry 2: In Pelham Payne holds 1 hide from the Bishop. Land for 3 ploughs. In lordship 2. 1 villager has half plough; half possible. 3 smallholders; 3 cottagers. Woodland, 6 pigs. The value is and was 40s; before 1066, 50s. Alfred, Asgar the Constable's man, held this manor; he could sell.

In pelehā ten' Rannulf de epō. ii. hid 7 dim. Tpa ē. viii.  
 car. In dñio sunt. ii. 7 vii. uilli cū v. bord hnt. vi. car.  
 Ibi. vi. cot 7 vi. serui. p̄tū. i. car. pasta ad pec. Silua. xxx.  
 porc. Val 7 ualut. x. lib. T. R. E. xv. lib. hoc cō tenuer  
 ii. teign. hōz un' hō Anschil 7 alt' hō Goduini. uende potuer.

Entry 3: In Pelham Ranulf holds 2 and a half hides from the Bishop. Land for 8 ploughs. In lordship 2. 7 villagers with 5 smallholders have 6 ploughs. 6 cottagers; 6 slaves. Meadow for 1 plough; pasture for the livestock; woodland, 30 pigs. The value is and was £10; before 1066 £15. 2 thanes held this manor. One of them was Askill of Ware's man, the other Godwin Benfield's man. They could sell.

In pelehā ten' Gullebe' 7 Ranulf' de epō. i. hid' 7 i. uing'.  
 7 pa. ē. iii. car'. In dño. ē una. 7 i. uill' cū. iii. bord' 7  
 .i. car'. 7 alia pot' fieri. Ibi. vii. coc'. p'cū dim' car'. pasta  
 ad pec'. Silua. c. porc'. Val' 7 ualut. xl. sol. T. h. E. lx. sol.  
 Duo fr' tenuer' 7 uende potuer'. Vñ hō Alfar. 7 al' ab' de Ely.

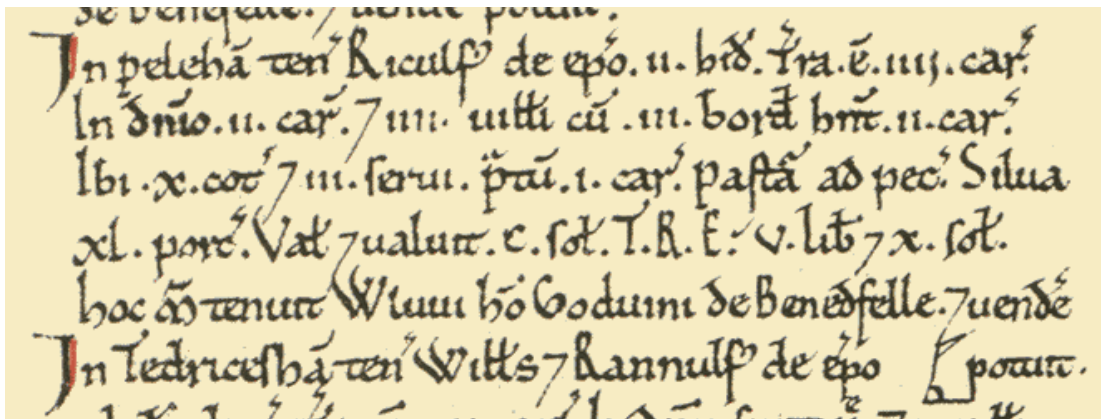
Entry 4: In Pelham Gilbert and Ranulf hold 1 hide and 1 virgate from the Bishop. Land for 3 ploughs. In lordship 1; 1 villager with 3 smallholders has 1 plough; another possible. 7 cottagers. Meadow for half a plough; pasture for the livestock; woodland, 100 pigs. The value is and was 40s; before 1066, 60s. 2 brothers held it; they could sell. One was Asgar the Constable's man, the other the Abbot of Ely's.

In pelehā ten' .ii. milites de epō. iii. hid' 7 i. uing'. 7 pa. ē  
 vii. car'. In dño sunt. iii. 7 p'br' cū vii. uill' hñc. iii. car'.  
 Ibi. vii. bord' 7 vi. coc'. 7 i. seruus. p'cū. ii. car' 7 dim'.  
 pasta ad pec'. Silua. c. porc'. Val' 7 ualut. v. lib. T. h. E.  
 vi. lib. hoc ad tenuer'. ii. reigri. Vñ hō Alchi. 7 al' hō Almar.  
 7 Et al' v. socii de soca regis. E. ii. uing' habuer'. 7 uende potuer'.

Entry 5: In Pelham 2 men-at-arms hold 3 hides and 1 virgate from the Bishop. Land for 7 ploughs. In lordship 3. A priest with 7 villagers have 4 ploughs. 7 smallholders; 6 cottagers; 1 slave. Meadow for 2 and a half ploughs; pasture for the livestock; woodland, 100 pigs. The value is and was £5; before 1066 £6. 2 thanes held this manner. One was Askell of Ware's man, the other Aelmer of Bennington's man. With them, 5 Freeman of King Edwards's jurisdiction had 2 virgates; they could sell.

In pelehā. ten' Eldred' de epō. i. hid'. 7 pa. ē. ii. car'. Ibi  
 una 7 dimid'. 7 dimid' pot' fieri. Ibi. viii. bord' 7 ii. serui.  
 p'cū. i. car'. pasta ad pec'. Silua. xx. porc'. Val' 7 ualut  
 .xx. sol. T. h. E. xl. sol. hanc tñ tenuit Alwin' hō Goduin  
 de Benefelle. 7 uende potuit.

Entry 6: In Pelham Aldred holds 1 hide from the Bishop. Land for 2 ploughs; 1 and a half there; half possible. 8 smallholders; 2 slaves. Meadow for 1 plough; pasture for the livestock; woodland, 20 pigs. The value is and was 20s; before 1066, 40s. Alwin, Godwin of Benfield's man, held this land; he could sell.



Entry 7: In Pelham Riculf holds 2 hides from the Bishop. Land for 4 ploughs. In lordship 2 ploughs. 4 villagers with 3 smallholders have 2 ploughs. 10 cottagers; 3 slaves. Meadow for 1 plough; pasture for the livestock; woodland, 40 pigs. The value is and was 100s; before 1066 £5 10s. Wulfwy, Godwin of Benfield's man, held this manor; he could sell.

3.6 Interpretation: A 'Hide' was a standard unit of land measurement interpreted to be about 120 acres, and a 'Virgate' was a quarter of a 'Hide', or about 30 acres. A 'villan' (or villager) was a peasant legally tied to land he worked on and of higher economic status than a 'bordar' (or smallholder) or 'cottar' (or cottager). The latter occupied a cottage in return for services provided. A slave (or serf) were without resources of their own, and were there to perform the bidding of the landowner. A 'thane', meaning "one who serves", was a free man in the late Anglo-Saxon period that owned land. 'Demesne' (or lordship) essentially means land belonging to the lord of the manor which normally related to their home farm<sup>12</sup>. The Pelhams were located within the Edwinstree hundred, which is now defunct. Hundreds were used from the C10th until the end of the C19th. A hundred is defined as a district within a shire, were notable residents and representatives for villages met about once a month, normally in the place for which the hundred was named<sup>13</sup>.

3.7 The origin of the name. Although there was only one area called Pelham in the 1086 Domesday Book, with seven separate entries identifying the dispersed settlements, in the centuries that followed three distinct population centres emerged: Brent, Stocking and Furneux. The division between them was probably established in the C12th, and there is evidence of Furneux and Brent Pelham in 1181, and of Stocking Pelham in 1278<sup>14</sup>. Hadley<sup>15</sup> states that "*Furneux has usually been pronounced as 'Furnicks' since at least the 16<sup>th</sup> Century. Some villagers prefer the spelling 'Furneaux' and the pronunciation 'Furno'*". The village sign opposite the Blacksmith's Cottage spells Furneux with an extra 'a'. Hadley<sup>16</sup> states that "*Furneux with an extra 'a' became a popular spelling with some of the squirearchy in the late 18<sup>th</sup> Century as it was believed to be more 'correct', since the name originally derived from the Norman-French landowners. This Frenchifying or hyper-foreignism was a common practice at the time and many place-names which had evolved naturally over centuries had their spellings changed on maps and in deeds to make them*

<sup>12</sup> Palmer, 2010b

<sup>13</sup> Morris, 1976

<sup>14</sup> Page, 1914

<sup>15</sup> Hadley, 2008

<sup>16</sup> Hadley, 2012

*more 'grammatically correct' (although the correct French spelling would actually be Fourneaux with an extra 'o' as well)".*

3.8 The reference 'The Place-Names of Hertfordshire'<sup>17</sup> advises several variations of the spelling of the name which are included below.

For the Pelhams, the following variations have been used:

- Peleha – 1086
- Pelleham – 1190
- Pellen – 1587
- The Pelhams – 1646

For specifically Furneux Pelham, the following variations have been used:

- Furnelle - 1240
- Forneys - 1291
- Furneus - 1293
- Forneus - 1303
- Fourneaux - 1324
- Furnex - 1428
- Furnysshe - 1541
- Furnax - 1630
- Furnish - 1700

3.9 The Place Names of Hertfordshire states that "the first element is probably the personal name Peol(a) or Piol(a)"<sup>18</sup>. They also state that "Furneux Pelham was held by Simon de Fornell in 1232 but the family appears earlier in the neighbourhood, a Richard de Furneals being mentioned in the 12<sup>th</sup> Century in connection with Barkway". The Victoria County History<sup>19</sup> states "In 1175-6 there is a mention of Ralph de Furnell in the Pipe Roll for Hertfordshire. Again Ralph de Furneus or Furnell occurs in 1197 as a tenant in the county, and is mentioned in 1199-1200. It is likely he was succeeded by his son, Simon de Furneus, who is mentioned in 1235 as holder of a vill in Pelham, and of whose court in Furneux Pelham is mentioned between 1229 and 1241. Over time the manor was passed to descendants and then other families".

3.10 It was from this period, across the whole of England, that the parish churches, oak-framed timber buildings and general urban layout that forms the structure and surviving key heritage assets of our modern-day historic towns and villages was firmly established. Furneux Pelham is no different. In the mid-C13th the chancel of the Church of Saint Mary the Virgin was erected, in the C15th the majority of the existing church was built, with the South chapel added in the early-C16th. The list of vicars in the church starts with Robert de Drayton in 1291. In the late-C16th Furneux Pelham Hall was built, with considerable alterations and extensions undertaken in the late C17th. Hall Cottage, the former Yew Tree Inn (now The Chantry House), the barn at Tinkers Hill Farm, The Well House and the former Star PH were built in the C16th or C17th. A seven-bay barn was built next to Furneux

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<sup>17</sup> Gover, Mawer, and Stenton, 1970

<sup>18</sup> Ibid

<sup>19</sup> Page, 1914

Pelham Hall, and Bowyers Cottage was built on The Street in the C17th. Many street names were in place by this time, and others were evolving into the names we now recognise. Violets Lane is mentioned as Phyllot Lane in 1607 and 1651, and was Violet Lane by 1664<sup>20</sup>. Barleycroft End is mentioned as Barleycote End in 1676<sup>21</sup>. Shepherds Cottage, Quainty, Ye Olde Thatch, Cranstone Cottages and Pelham Lodge (now Tinkers Hill Farmhouse) were all built in the C17th or C18th. The White Lion PH, The Vicarage, Cock House and Thatch End were built in the C18th. A nine-bay barn was built near to Furneaux Pelham Hall in the C19th.

3.11 In the 1851 census the population of the Parish of Furneaux Pelham was 668<sup>22</sup>. The Post Office appeared sometime between 1855 and 1859<sup>23</sup>. Lodge Farm Cottage, Blacksmith's Cottage, and The Brewery Tap PH were built in the late-C19th, as was the former Rayment's Brewery. William Rayment, who owned the brewery, is mentioned in the 1859 Kelly's Directory as a "brewer, maltster, farmer, brick and drainpipe maker". Many other houses around the Conservation Area, as well as the school were all also built in the C19th. In the 1861 census the population of the Parish of Furneaux Pelham was 620<sup>24</sup>, demonstrating a decline of 48 people, or 7%, over a ten year period. In 1867 the average school attendance was 68 children<sup>25</sup>, which is 11% of the total population. In the 1871 census the population of the Parish of Furneaux Pelham was 618<sup>26</sup>, which is only 2 less than ten years before, suggesting new economic opportunities have been created in the village, such as the opening of the brewery. In 1873 a Methodist Chapel was built in Barleycroft End<sup>27</sup>.

3.12 A picture of the settlement as it can be recognised today is set out in Kelly's Directory of 1874 which refers as follows: "*Furneaux Pelham is a parish and village, 8 miles north-west from Bishop's Stortford, 4 north-east from Braughing station, 5.5 east-south-east from Buntingford, and 32 from London, in Edwinstree hundred, Bishop's Stortford union and county court district, rural deanery of Buntingford, archdeaconry of St. Albans, and diocese of Rochester. The chancel of the church is Early English; nave and aisles Perpendicular Gothic, and there is a priest's chamber over the porch, now restored and used as the vestry: in the chancel are the ancient sedilia of stone, and the piscine, also the recess of the aumbrie, and the staircase and door which lead to the rood-loft: there are two other piscinae in the eastern ends of the aisles: on the south is a chapel built by Robert Newport, in 1518, in which a fine but mutilated brass, a broken alter tomb, and three stone coffins, disinterred when the church was repaved; one of these bears the inscription, 'Simonis de Furneux filius', and contains the body of the heir of that family: fragments of an ancient tomb have been, for preservation, built into the wall under the west window: there is a peal of 5 bells, one of which was cast before the Reformation, and bears the inscription, in black letter, 'Sancta Katarina, ora pro nobis'. The register dates from 1538, and there exists a record of a Visitation in the year 1297, which gives a complete account of the furniture, books and vestments of the church at that date.*

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<sup>20</sup> Gover, Mawer, and Stenton, 1970

<sup>21</sup> Ibid

<sup>22</sup> Kelly, 1855

<sup>23</sup> Kelly, 1859

<sup>24</sup> Kelly, 1862

<sup>25</sup> Kelly, 1867

<sup>26</sup> Kelly, 1874

<sup>27</sup> Kelly, 1910

*The living is a vicarage, consolidated with Brent Pelham, joint yearly value £420 in the gift of the treasurer of St Paul's Cathedral, and held by the Rev. Woolmore Wigram, M.A., of Trinity College Cambridge. There is a National school, average attendance 83; there are Primitive and Independent chapels. Caryl's charity of £7 15s. yearly is for bread. The trustees of the late G. Shaw, esq., are lords of the manor. The landowners are Mrs. Calvert, her son, Felix Calvert, esq., and Henry Swarder, esq., with many others. Furneaux Pelham Hall, the seat of Mrs. Calvert, is a fine old structure in the pre-Elizabethan style, and is situated on the west side of the village. The soil is clay and chalk. The principal crops are wheat and barley. Here are a brewery and maltings, and bricks and drainpipes are made in the neighbourhood. The area is 2,535 acres; gross estimated rental, £4,632 15s.; rateable value, £4,153 17s.; the population in 1871 was 618".*

3.13. Kelly's Directory of 1874 lists the commercial entries; farmer, brewer, maltster, miller, shoemaker, beer retailer, millwright, butcher, blacksmith, shopkeeper, surgeon, carrier (post), carpenter, grocer, draper; and identifies the population in 1871 was 618. From the varied numbers of local trades it can be seen that such level of self-sufficiency in Furneaux Pelham is entirely consistent with other rural communities of similar size at the time.

3.14 In the 1881 census the population of the Parish of Furneaux Pelham was 571, and the average school attendance was 80 children<sup>28</sup>. This is a reduction of 47 people, or 8%, over a ten year period, suggesting there were less economic opportunities, and people were leaving for towns and cities. The increase in school attendance in this time means that some 14% of the total population were children attending school. In the 1891 census the population of the Parish of Furneaux Pelham was 540, and the average school attendance was 75<sup>29</sup>. This is reduction of 31 people, or 5%, over a ten year period, so over the preceding twenty years the population has decreased by 78 people, or 13%. The number of children attending school has decreased proportionately with the population decreased, and remains at 14% of the overall population.

3.15 Evidence of the evolution of the village from historical maps shows that on the 1878 OS map, a ford outside Well House was still present, and The Causeway passed to the West of Well House, along the stream. On the 1897-1898 OS map, more buildings appeared around Barleycroft End, and North View and South View had been built to the East of the Brewery site. We can also see that the ford outside Well House had been removed and the road diverted to pass to the East side of Well House.

3.16 In the 1901 census the population of the Parish of Furneaux Pelham was 449, and the average school attendance was 71<sup>30</sup>. This represents a decrease in population of 91 in a ten year period, or 17%. By 1906 the average school attendance had further fallen to 65<sup>31</sup>. In the 1911 census the population of the Parish of Furneaux Pelham was 437<sup>32</sup>. This represents a decrease in population of 12 in a

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<sup>28</sup> Kelly, 1882

<sup>29</sup> Kelly, 1895

<sup>30</sup> Kelly, 1902

<sup>31</sup> Kelly, 1906

<sup>32</sup> Kelly, 1914



ten year period, or 3%, which suggests a levelling off of the large number of people leaving the village in the late C19th. In the First World War, 5 men from the Parish of Furneux Pelham were killed.

3.17. Evidence of the evolution of the village from historical maps shows that on the 1921-1923 OS map, Bowyer's Farm was still visible to the North of Bowyers Cottage. It should be noted that the Victoria County History, published 1917, mentions that "many of the cottages are thatched", so it was not until the inter-war years that many cottages were slated or tiled. This change drastically and permanently altered the character and appearance of the village.

3.18 In the 1921 census the population of the Parish of Furneux Pelham was 412<sup>33</sup>, which represents a reduction of 25, or 6%, over the preceding ten year period. Kelly's Directory of 1926 lists the commercial entries; confectioner, sub-postmaster, shopkeeper, inn keeper, poultry farmer, farmer, assistant assessor of taxes, physician and surgeon, beer retailer, farm bailiff, brewer, brewery engineer, bricklayer, builder, and dress maker. It can be seen that there is a significant decline in trades and self-sufficiency when compared to the 1874 directory.

3.19 In the 1931 census the population of the Parish of Furneux Pelham was 373<sup>34</sup>. This represents a population decrease of 39, or 9%, over a ten year period, and a reduction of 295 since 1851, which is a 44% decrease. This huge population decrease reduced the locally available labour, and drove farmers into further mechanisation, ripping up more and more hedging and trees to create larger and larger fields for arable crops. Although areas vary, it is thought that North-East Hertfordshire has lost over two thirds of the hedges that it had in the late-C19th. Unfortunately none of this prevented an agricultural depression in the 1930s.

3.20 In the Second World War, 4 men from the Parish of Furneux Pelham were killed. After the war successive governments, mindful of Britain's dependence on cheap food imports before the war, the grave danger of starvation that was only narrowly averted during the war and the post-war grinding unpopularity of food rationing, enthusiastically embraced the newly developed agricultural technologies and chemicals, leading to the intensive industrialisation of food production. Many farmers did well, but this industrialisation led to the further loss of hedges and trees.

3.21 Evidence of the evolution of the village from historical maps shows that by the time of the 1946-1950 OS map, the large Bowyer's Farm site had been demolished, more houses had been built in Barleycroft End, and Dingley Dell had been built. However, many changes evident today had not yet occurred, for example Tinkers Hall Farm was still referred to as Pelham Lodge, the Yew Tree Inn PH and the historic village pond next to it still existed, there was still a footpath along the West side of the current school site, the village well was still shown opposite Well House, and the Methodist Chapel still appears in Barleycroft End.

3.22 In the late-1950s, instead of demolishing and replacing old houses, it became more common to repair and restore them. Gradually, the conservation-based

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<sup>33</sup> Kelly, 1926

<sup>34</sup> Kelly, 1933

approach to the historic environment took hold, notably from the mid-1960s. We are the beneficiaries of this movement as witnessed by the substantial number of listed buildings and other historic structures that still grace the village, to be enjoyed by residents and visitors alike.

3.23 The historical maps show that by the time of the 1977 OS map Furneux Pelham as we see it today was mostly in place. Many modern houses had been built on various sites around the village, including on Whitebarns Lane, Barleycroft End, opposite Hall Cottage, and opposite The Star PH. The new Furneux Pelham C of E Primary School building had been built to the East of the former school building. The Yew Tree Inn had been converted to The Chantry House, the Post Office was now annotated as The Former Post Office, the well had been removed from opposite Well House, and the Methodist Chapel in Barleycroft End had disappeared. Pelham Lodge was referred to as Tinkers Hall Farm, and a barn to the South had partly been converted into the Roman Catholic Chapel of the Annunciation. The house known as Barleys was erected in 1961.

3.24 In the late-1980s the brewery closed down and a key source of local employment and opportunity was lost. It was converted into residential use in the late-1990s, with a large separate building of dwellings erected immediately to the North in a thoughtful homage to the historic brewery building. In the mid-1990s, The Star PH closed and was converted to a residential use, renamed as The Star.

3.25 In the 2001 census the population of the Parish of Furneux Pelham was 437<sup>35</sup>. This represents an increase of 64, or 17%, since 1931. In the 2011 census the population of the Parish of Furneux Pelham has risen again and was 553<sup>36</sup>, which represents a dramatic increase of 116, or 27%, in a ten year period. Since the lowest population figure in 1931 this represents an increase of 180 residents, or 48%. However, interesting, the 2011 population total actually shows a 17% decrease when compared to the historic population in 1851. In 2013 the Catholic Chapel of the Annunciation held its final service before closing.

3.26. This Character Appraisal seeks to identify the special architectural interest, character and appearance of the Conservation Area so that it can be better preserved and enhanced. Fortunately, even though there were many changes throughout the C20th, Furneux Pelham has retained much of its local character and distinctiveness, epitomised by the cryptic inscription on the tower of the Church of Saint Mary the Virgin; "TIME FLIES, MIND YOUR BUSINESS".

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<sup>35</sup> Office for National Statistics, 2016

<sup>36</sup> Ibid

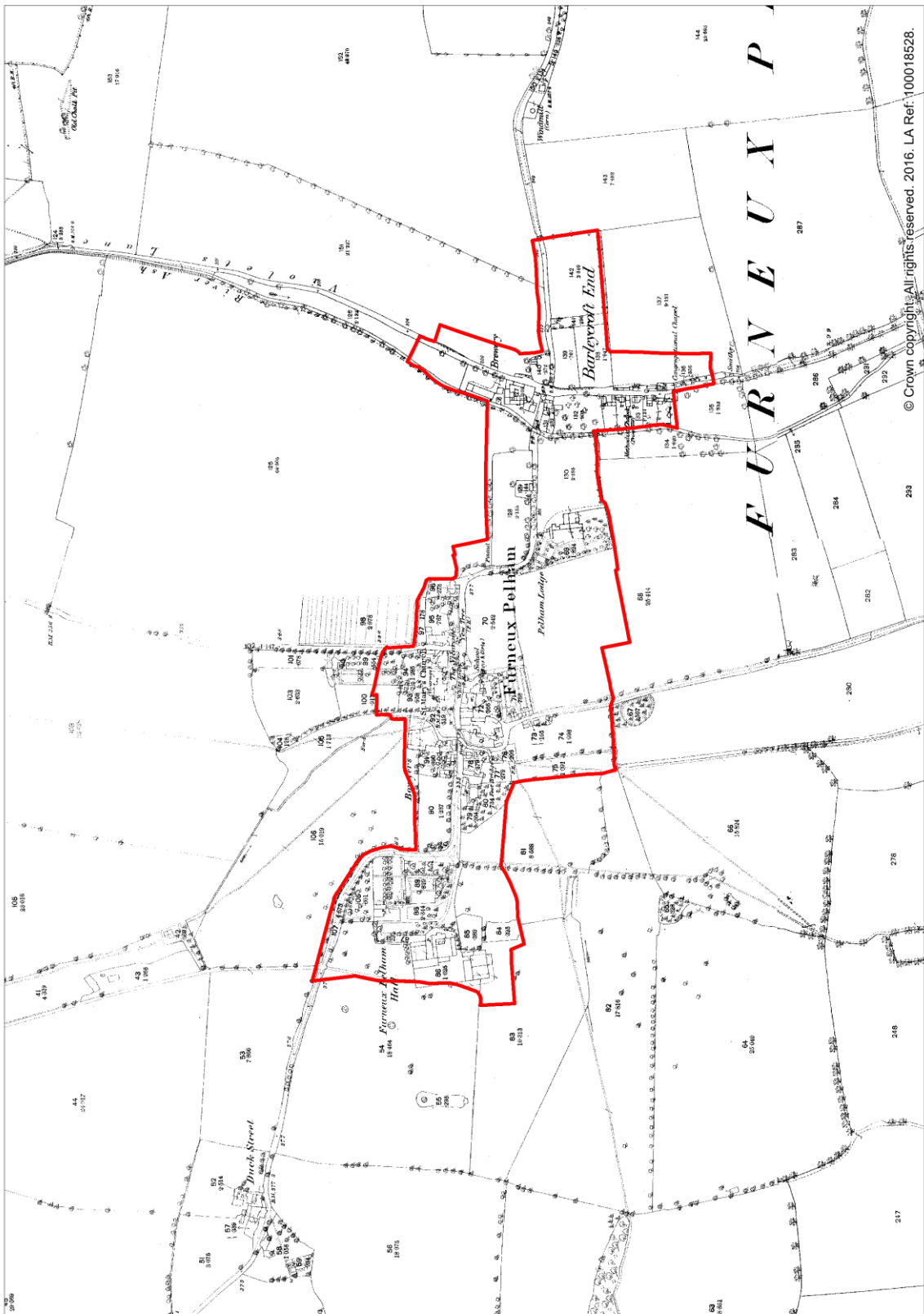


Fig. 2: 1878 Historic Ordinance Survey Map

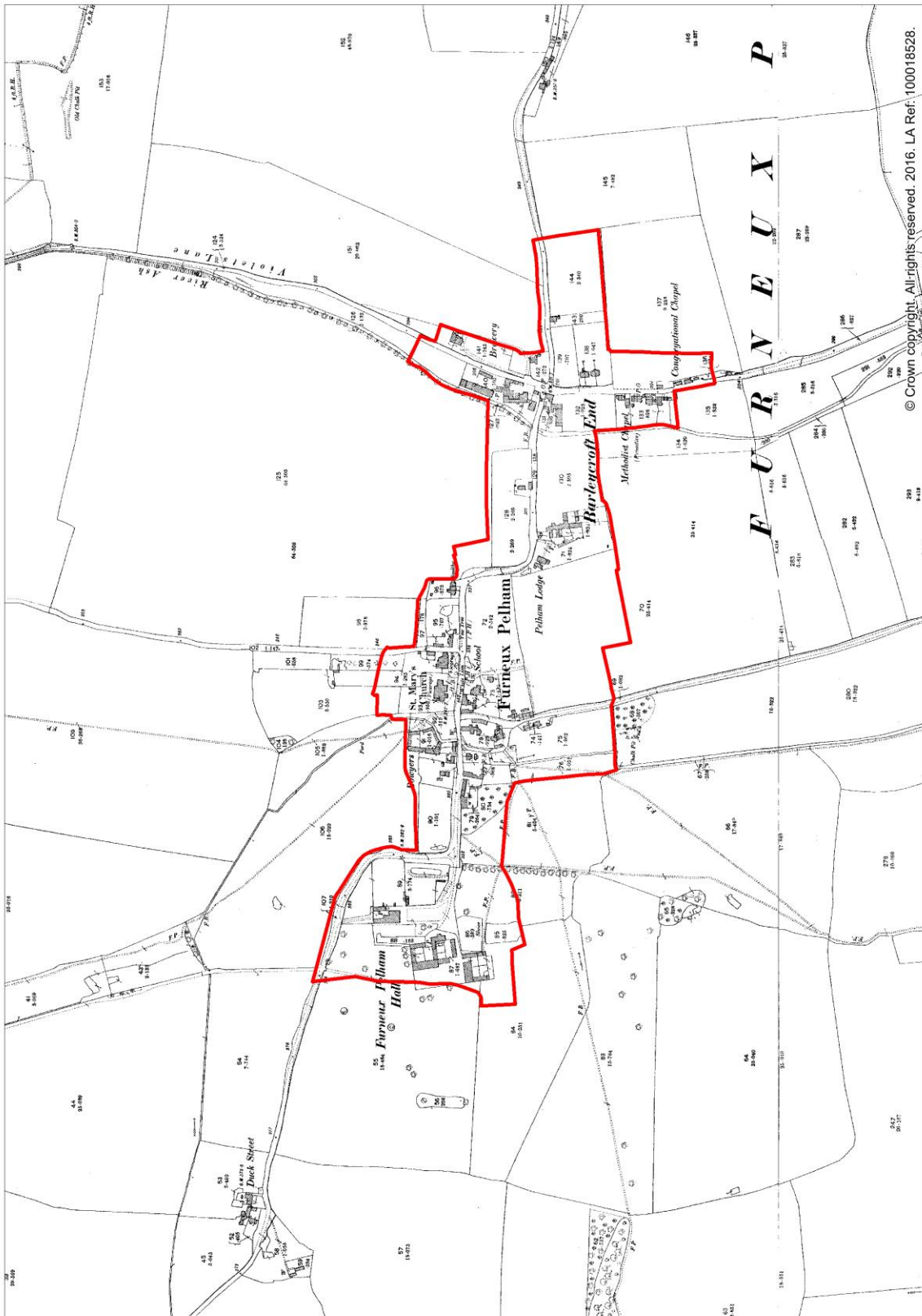
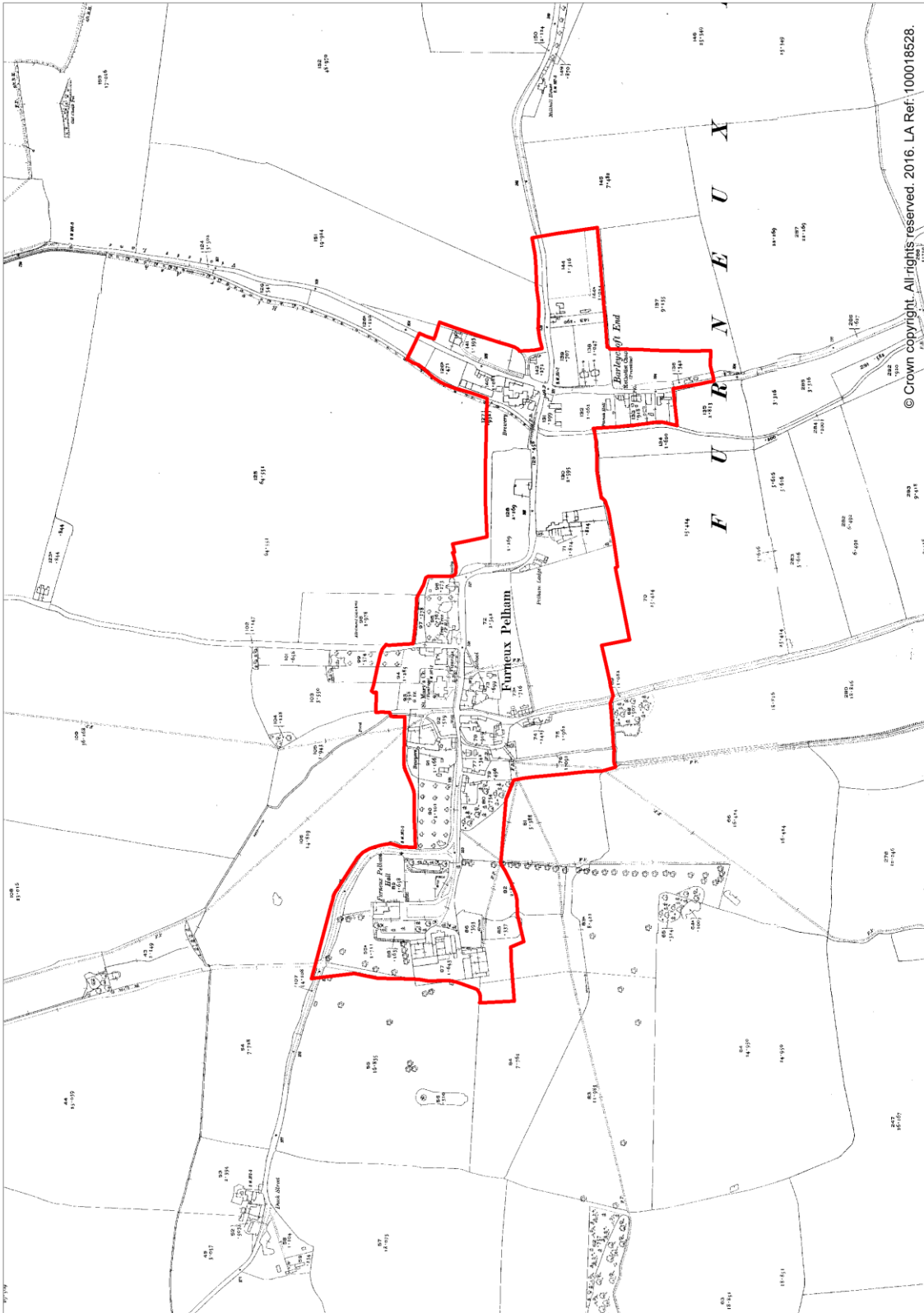


Fig. 3: 1897-1898 Historic Ordinance Survey Map



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Fig. 4: 1921-1923 Historic Ordinance Survey Map

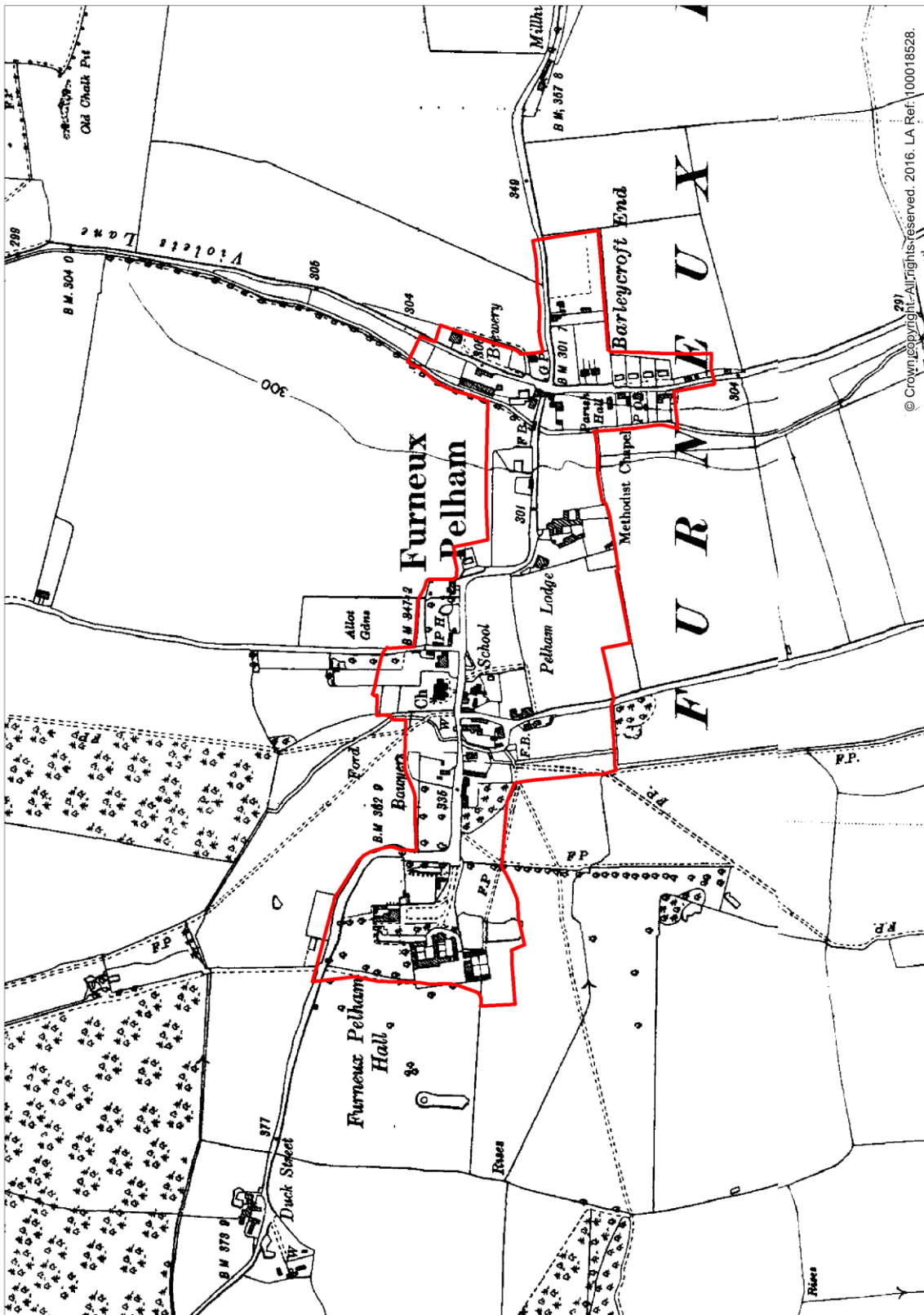


Fig. 5: 1946-1950 Historic Ordnance Survey Map

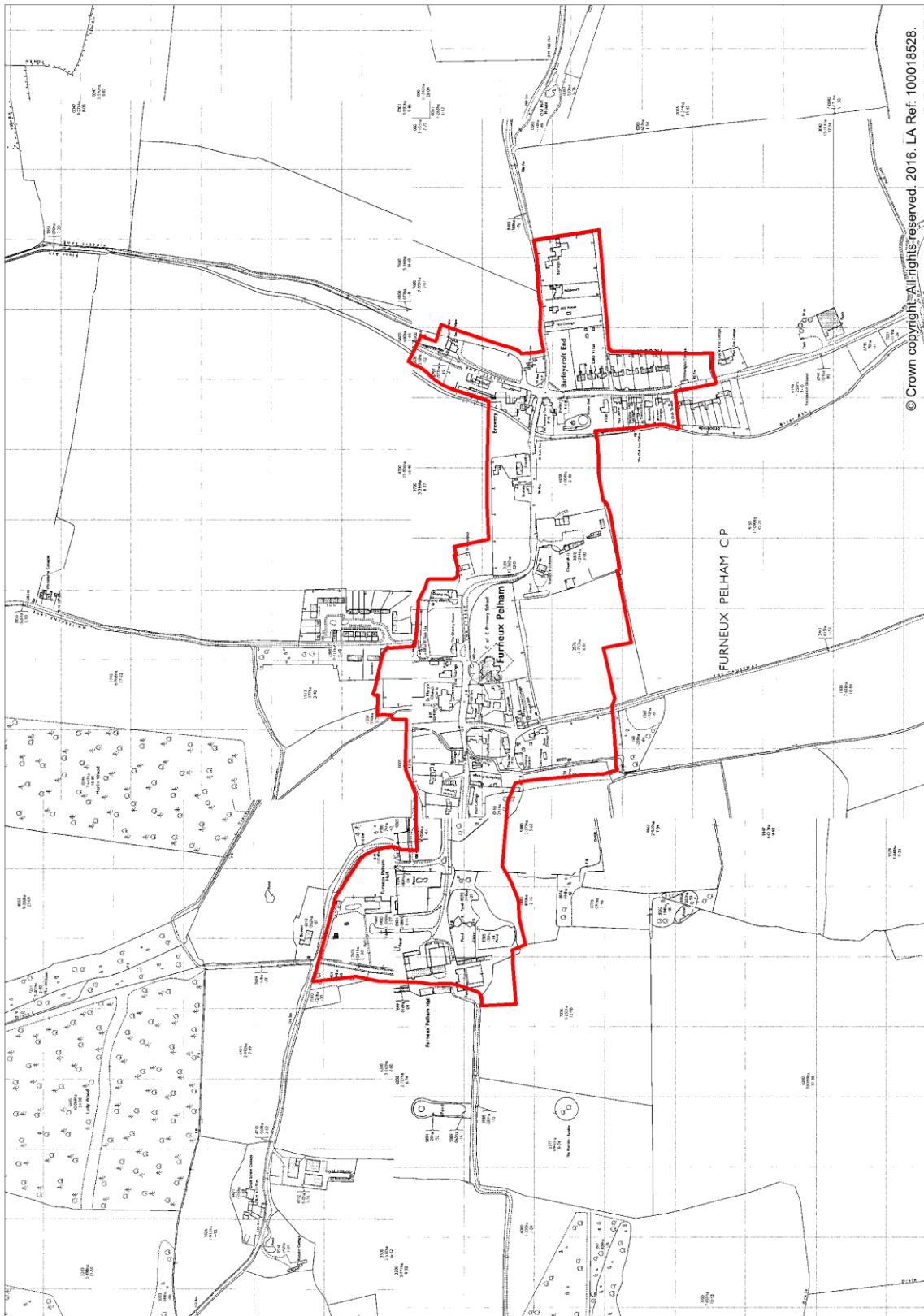


Fig. 6: 1977 Historic Ordinance Survey Map

#### **4. Heritage and Environmental Designations and the criteria used to identify other important features.**

These can be seen plotted and annotated on the Character Analysis Map on p32.

##### 4.1. Scheduled Ancient Monuments (a National designation).

There are no Scheduled Ancient Monuments within the Furneux Pelham Conservation Area.

##### 4.2. Areas of Archaeological Significance.

These are designated locally by East Herts District Council on advice from Hertfordshire County Council. There are two within the Furneux Pelham Conservation Area as per the adopted Local Plan and the emerging District Plan. However, the identification and refinement of such areas is an ongoing process.

##### 4.3. Listed buildings (a National designation).

There are three grades of listed buildings; in descending order of special interest, Grade I (approximately 2.5% of the national total), Grade II\* (approx. 5.5%) and Grade II making up the rest. Listed buildings are protected from unauthorised demolition, alteration or extension. They are protected both internally and externally. Structures, including railings and walls, within the curtilage of listed buildings, if they are pre-1948, are also subject to the same controls as listed buildings. Individually listed buildings within the Conservation Area have been identified, plotted and are briefly described, such abbreviated descriptions being based on the national list. Full descriptions can be obtained online at Historic England's website:  
[List.HistoricEngland.org.uk](http://List.HistoricEngland.org.uk)

##### 4.4. Non-listed buildings of quality and worthy of protection.

A number of non-listed buildings and structures make an important positive contribution to the architectural or historic interest of the Conservation Area and are identified in this Character 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?

Historic England, in its Advice Note 1 'Conservation Area Designation, Appraisal and Management' (2016) provides a useful check list to identify elements in a conservation area which may contribute to the special interest. The checklist is reproduced in Appendix 1.



#### 4.5. Important trees and hedgerows.

These are identified by this Character Appraisal and shown on the Character Analysis Map on p.33. The basic criteria for identifying important trees and hedgerows are:-

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

#### 4.6. Open spaces or important gaps.

Those that contribute to the character and appearance of the Conservation Area and where development would be inappropriate are identified by this Character Appraisal and on the Character Analysis Map on p.33. The basic question asked in identifying such areas is does the open space or gap form an important landscape feature contributing to the spatial quality, special interest and character and appearance of the Conservation Area? Private open spaces forming an important setting for an historic asset and unkempt spaces that have the potential to be enhanced are candidates for selection subject to complying with the principle question.

#### 4.7. Other distinctive features.

Those that make an important contribution to the special architectural or historic interest, character and appearance are identified by this Character 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.

#### 4.8 Enhanced controls.

Reference has previously been made to the potential of introducing Article 4 Directions to control minor development in conservation areas in justified circumstances. The character appraisals undertaken to date for other conservation areas have identified that while many architectural and historic features remain unaltered on some non-listed buildings, the exercise of Permitted Development rights has eroded or seen removed such important features in many areas, causing substantial and accumulating harm to the special interest of those conservation areas. Should Members decide to proceed with such an initiative, such important historic detailing including features as identified below could justifiably be retained and inappropriate alterations to them controlled. In time some of the lost architectural detailing could then be restored.

- Chimneys, in good condition, contemporary with the age of the property and prominent in the street scene.
- Windows and doors visible from the street/s, where they make a positive contribution to the special interest and character and appearance of the Conservation Area. An Article 4 Direction made through a Section 71 Conservation Area Management Proposal can be an effective tool in

controlling the loss of such features and, where already lost and replaced with inauthentic modern replacements, their restoration.

- 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 character or appearance of the Conservation Area. It may be appropriate to introduce Article 4 Directions to control the size and design of hard standings and the use of front gardens for off-street car parking.
- It may be appropriate to introduce Article 4 Directions to prevent the installation of PV and solar panels on prominent roof-slopes.
- It may also be appropriate to introduce Article 4 Directions to retain quality buildings below the prescribed Permitted Development threshold.

#### 4.9. Negative features.

Buildings and features that are out of character with the Conservation Area and detract from or harm its special interest or are in poor repair are identified by the Character Appraisal and on the Character Analysis Map on p.33.

#### 4.10. Important views.

These are identified by the Character Appraisal and on the Character Analysis Map on p.33.

#### 4.11. Conservation Area boundaries.

In common with many of our village conservation areas, the Furneux Pelham Conservation Area included a number of outlying fields. This was government policy in 1967 when the Civic Amenity Act, that created conservation areas, was passed – the advice to councils being at that time to designate any conservation areas as quickly as possible so the protection was in place but to cast a wide net so that nothing was potentially missed; the boundaries could be tightened-up later when there was more time. That advice has clearly informed the making of the original boundaries of Furneux Pelham Conservation Area, which includes a number of fields and pieces of land outside the village. However, that subsequent ‘tightening-up’ review has not happened before now.

Government policy and guidance since 1967, including the current Historic England Advice Note 1 ‘Conservation Area Designation, Appraisal and Management’ (2016) has been consistent with that ‘tightening-up’ approach – the National Planning Policy Framework (2012) and associated Planning Practice Guidance (2014) are clear that areas of no architectural or historic interest should not be included within conservation areas. Paragraph 127 of the NPPF is explicit:-

*“127. When considering the designation of conservation areas, local planning authorities should ensure that an area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest”.*

The East Herts Local Plan underlines this position. The above policies require that the boundary should describe a clear change in character or appearance such that it is both logical and defensible in law.

Consequently, the Management Proposals include a number of boundary changes necessary to make the Conservation Area consistent with the above national and local policies (see Part C – Conservation Area Management Proposals from p.79).

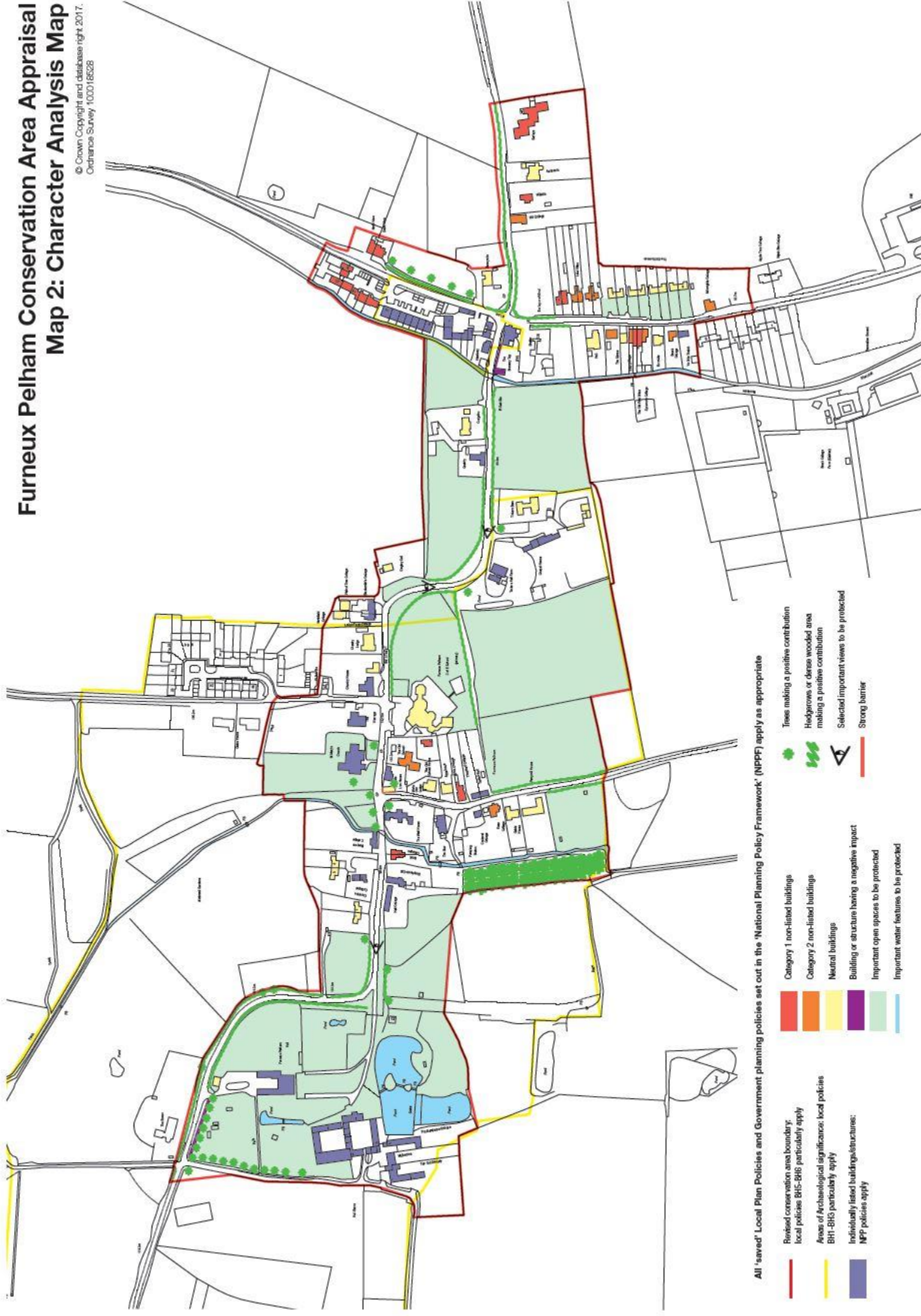
In making these revisions the principal consideration has been given as to whether or not the land or buildings in question form part of the area of 'special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance'.

Boundaries normally, but not always, follow existing features on the ground and property boundaries. Where appropriate, it also follows the crown of the road. In addition, where conservation area legislation protects features such as wall/railings or trees that would otherwise form part of a conservation area boundary the latter is extended a small but obvious distance beyond the protected feature in question to avoid any ambiguity in interpretation as to whether or not it lies within the conservation area.

# Furneux Pelham Conservation Area Appraisal

## Map 2: Character Analysis Map

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Ordnance Survey 100018626



Map 2: Character Analysis Map

## 5. Character Analysis.

### 5.1 General Landscape setting.

In terms of its wider setting, the Landscape Character Assessment produced in 2007 as a Supplementary Planning Document designated Landscape Character Areas. The Furneux Pelham Conservation Area is split between two of these areas, namely Area 146, Hormead Wooded Plateau, and Area 147, Upper Ash Valley.

The part of the document referring to Area 146 describes the wider area as:-  
*'Undulating plateau area with arable farmland and frequent woodland blocks especially on east side. In contrast the west side more open. Settlements of Little Hormead and Furneux Pelham are located on the edges of the plateau with no settlements other than occasional isolated farms in the centre of the plateau. Area has a quiet and empty feel with few roads or traffic. The woodland blocks create important features on the horizon especially when seen from adjacent interfluves. Furneux Pelham Hall and the estate of the former Albury Hall include clusters of ponds and relics of parkland'.*

The part of the document referring to Area 147 describes the wider area as:-  
*'Narrow valley, locally very constricted by landform and woodland. To the north, open arable slopes run down to embryonic watercourse and ancient Violets Lane trackway which is densely lined with trees and shrubs. To south, valley is more open with the watercourse less defined and scattered woodland blocks on the upper edges of the valley slopes. The area includes the small, nucleated settlements of Clapgate and Barleycroft End located close to crossing points on the River Ash but little other settlement within the valley. Mixed native species hedgerows are widespread especially along lanes'.*

5.2 General overview. Furneux Pelham is a typical rural village approximately 5.1 miles from Buntingford and 6.8 miles from Bishop's Stortford. The urban layout runs mostly West to East along 'The Street', with access towards Little Hormead to the West, and access to East End as well as the road to Stocking Pelham, to the East. Whitebarns Lane and Violets Lane head towards Brent Pelham to the North. To the South, Violets Lane leads to the road to Patmore Heath, and The Causeway leads to Braughing. The varying undulating lanes, with historic sunken lanes in places, are a key part of the memorable character and appearance of the Conservation Area.

Furneux Pelham is evidence of the typical decline of rural villages and village life across Hertfordshire since the War. The village once served a largely self-sufficient rural area with shops, pubs, a post office and a brewery to support the village, its outlying farms and the rural community. Today, it is increasingly a dormitory for commuters into the nearby towns, this characteristic only dampened by the lack of a railway line and station. Today, apart from the single surviving pub, the range of shops, other pubs, and businesses have gone, out-priced by house values, with their memory only retained in the often rather fey names now adopted by the displacing householders. Denied many of the retail and work-settings for village life, civic life, as in so many villages, is now increasingly centred on the church and school and the surviving pub.

An interesting characteristic of Furneux Pelham is the patchiness of historic development, with a number of fields mixed into the heart of the village. Outside the Conservation Area boundary, the mid-C20th estate on Whitebarns Lane lacks integration into the wider village, a common fault with many such post-war adjuncts to Hertfordshire villages, which took a piecemeal approach with poor permeability to the existing urban layout. This individual cul-de-sac lacks proper through linkages, which has left it in disjointed isolation. In addition the use of standard architectural designs lacking in local characteristics has left it with a suburban quality at odds with the rural character of the village. It should be ensured through the Planning process that all future additions to Furneux Pelham reference local characteristics and follow good urban design principles.

### 5.3 Scheduled Ancient Monuments.

There are no Scheduled Ancient Monuments within the Furneux Pelham Conservation Area.

### 5.4 Areas of Archaeological Significance.

There is an AAS across the whole of the central and western parts of the Conservation Area, which extends far past the Conservation Area boundary to the North and West. The majority of the East of the Conservation Area is not covered by an AAS, apart from the former brewery site on Violets Lane.

5.5 Individually Listed Buildings. There are 23 Listed Buildings within the Conservation Area. Of this total; one dates from the C15th or earlier (4%), three date from the C16th (13%); eight date from the C17th (35%), six date from the C18th (26%), and five date from the C19th (22%). The Church of Saint Mary the Virgin and Furneaux Pelham Hall are both Grade II\* buildings. All other Listed Buildings within the Conservation Area are Grade II.

A selection of Listed Buildings with abbreviated descriptions based on the National Heritage List for England entries, and some further information from the Victoria County History (Page, 1914) and Pevsner (1977), is provided below. Full details of the various listed buildings in the Conservation Area can be found on the Historic England website at: [list.historicengland.org.uk](http://list.historicengland.org.uk)

**GRADE II\***



**Fig. 7: Church of Saint Mary the Virgin**

A parish church which dates mostly from the C15th, except for the mid-C13th chancel and the early-C16th South chapel. There are North and South aisles with arcades of three bays, a two-storey South porch, and a West tower of three stages with embattled parapet and a lead 'Hertfordshire' spike. The chancel has C13th lancets, piscine and sedilia. There is a C15th tie beam roof to the nave and aisles with traceried spandrels and carved angels. The fittings include a C13th font of Purbeck marble (Pevsner, 1977), two altar tombs, especially one to Sir Walter and Lady de la Lee, c1420, which has two fine brass figures under canopy, and also another small brass to Robert Newport and his wife, c1518, who commissioned the South chapel. Pevsner (1977) states that there are stained glass windows of exceptional quality by Morris and Burne-Jones, which were installed in the South chapel in 1867 and on the East in 1874. There is a clock on the South side of the tower, and a sign that holds the cryptic inscription "Time Flies, Mind Your Business".



Fig. 8: Furneaux Pelham Hall

This is a late-C16th manor house of a largely brick construction, with a tiled roof. It was probably built by Edward Parker, Twelfth Lord Morley (Page, 1917). His son William Parker, Lord Monteagle (later Lord Morley), was the recipient of the letter that warned of the 1605 Gunpowder Plot, which directly led to the failure of the plot. During the late-C17th, probably after being purchased by Felix Calvert in 1677, Furneaux Pelham Hall underwent considerable alterations and was partly refaced. C19th additions were made to the North and East of the West wing. The house is of two storeys with attics, and is L-shaped with the main block to the South. The South and West elevations both have three curvilinear gables, which replaced earlier crenellated ones in the late-C17th. The gables on the North side of the main block and of the East side of the wing still retain their steepings. The main entrance is in the middle of the South front; it is of late-C17th date with wooden pilasters and a flat hood above. The chimney stacks are largely rebuilt, but some retain parts of octagonal shafts. The main staircase dates from late-C17th, and there is good C16th and C17th interior panelling.



**GRADE II**



**Fig. 9: Barn at Furneaux Pelham Hall**

C17th timber-framed and weather-boarded barn with plain tiled roof. It is double-aisled, has seven bays, and has a tiled gable over the main doorway.



**Fig. 10: Barn and Outbuildings at Furneaux Pelham Hall**

C19th, timber-framed, weather-boarded and slated barn of nine bays. It has C18th-C19th brickwork and attached weather-boarded stables and outbuildings. It has been converted into two dwellings.



Fig. 11: Cranstone Cottages

C18th or earlier, timber-framed detached cottage, which was formerly two cottages. It has rendered walls with a hipped thatched roof. It is of two storeys with a partially jettied first floor.



Fig. 12: Hall Cottage

C16th-C17th, timber-framed detached two storey cottage with a tiled roof. It is rendered, with modern pargetting patterns on the front. The main entrance has a flat moulded head on shaped brackets.



Fig. 13: Shepherds Cottage

C17th-C18th, timber-framed detached two-storey cottage with a thatched roof, with half-hip to North end. Single-storey tiled lean-to at Northern end. Central chimney stack and two later stacks. Modern extension to South with a tiled roof.



Fig. 14: Bowyers Cottage

C17th timber-framed cottage, with decorative panelled plasterwork and low-level weatherboarding, and a central doorway with a small flat hood. Formerly two houses, converted to one dwelling in the mid-C20th. Plain tiled roof, central axial chimney stack, and is of two-storeys, with four bays. Modern extension at the rear. Bowyers Farm was formerly directly to the North (see historic maps).



Fig. 15: The Well House

C17th or earlier, timber-framed, cottage. Rendered and weather-boarded with a tiled roof. Two-storeys. Main central range with a cross wing at the Southern end, gabled at each end. Modern timber canopy and supporting posts over main entrance doorway. Large early central chimney stack, with shafts set diagonally.



Fig. 16: The Star, listed as 'The Star Public House'

C17th or earlier former public house, now converted to a residential use. Timber-framed, with a brick clad main range and plain tiled roof. Ground floor and attics, two entrance doorways. Rear wing with gable stack and a modern extension to rear.



Fig. 17: Cock House (recently known as Cockerill Cottage)

C18th cottage, weather-boarded with a pantiled roof. Ground floor and attics, with two tiled gabled dormers, two gable chimney stacks. Weathervane at rear.



Fig. 18: Thatch End

C18th timber-framed cottage, formerly four cottages. Plastered with low level weatherboarding. Half-hipped thatched roof. Ground floor and attics, with a single-storey outshut to northern end. Two brick chimney stacks and small brick outbuildings to rear.



Fig. 19: White Lion House

C18th timber-framed building, formerly The White Lion PH, now in residential use. Two-storeys, decorative rendering and a hipped plain tiled roof. Central and one gable brick chimney stack, and a brick outshut at rear.



Fig. 20: The Vicarage

C18th house of two-storeys and a double-pile plan form. Painted brickwork with a slate roof, and four gable brick chimney stacks. The first floor has five 12-light sash windows, and the ground floor has a central doorcase with triglyph frieze and two large C20th projecting bay windows. There is a later wing and two brick and slate outbuildings to rear.



Fig. 21: The Chantry House

Formerly The Yew Tree Inn, now been converted to residential use. C16th-C17th origin altered in C18th and later. Timber-framed on a brick plinth, weather-boarded, plain tiled roof. Two-storeys and of a linear plan, central front entrance doorway with tiled porch. One axial and two gable brick chimney stacks.



Fig. 22: Lodge Farm Cottage and Blacksmith's Cottage

A pair of C19th picturesque cottages, two-storeys with a single storey extension to the East. Outstanding examples of Victorian country cottages of the period. Original Victorian metal windows and small tiled canopies over main front entrance doors. Lower storey in brickwork, upper storey and roof finished in decorative tile hanging. Two small dormers, a large first floor projecting gable, a central brick axial chimney stack and gable chimney stacks.



Fig. 23: Tinkers Hill Farmhouse

C18th or earlier farmhouse formerly known as Pelham Lodge. Timber-framed, with decorative plasterwork, and a plain tiled mansard roof. Two-storeys and attics, with two ground floor bay windows and entrance porch, all tiled. Three dormers, and two brick gable chimney stacks. Two-storey rear range with decorative plastering, tiled and possibly of an earlier date. Single-storey hipped and gabled, plastered and tiled extension forming a third range on the western side.



Fig. 24: Barn at Tinkers Hill Farm

C17th or earlier timber-framed barn, part weather-boarded and part rendered on a brick plinth, corrugated iron roof. A floor was inserted within the Northern half to produce a first floor place of worship, the Catholic Chapel of the Annunciation; however this use ceased in 2013. Fine carved main entrance door to the former place of worship in the Eastern elevation, and casement windows with curved heads.





Fig. 25: Quainty

C17th-C18th timber-framed cottage, plastered with a hipped thatched roof. Ground floor and attics, with a central thatched dormer, and central brick axial chimney stack. Large late-C20th extension to rear.



Fig. 26: Westway

C19th two-storey cottage, of red brick and slate, with a later addition constructed 1867. Sash windows, two gable and one central brick chimney stacks, and a modern porch.



Fig. 27: The Brewery Tap Public House  
C19th public house of two-storeys in brickwork with a slate roof and sash windows. Later two-storey wing at rear. A large piece of Hertfordshire Pudding Stone is attached on corner to junction (Fig. 28).



Fig. 28: Puddingstone at The Brewery Tap Public House



Fig. 29: The Brewery

C19th former brewery complex now been converted to residential use. The main brewery building and former malting building are of brick construction with slate roofs. The former coopers' shop is part brickwork, part weather-boarded, with a slate roof. The single-storey lodge is rendered and colour-washed with a slate roof.



Fig. 30: Ye Old Thatch

C17th-C18th timber-framed cottage, plastered with a thatched roof. Ground floor and attics, with casement windows, two eyebrow dormers, and a central brick axial chimney stack.

5.6. Important buildings within the curtilages of Listed Buildings.

It should be noted that s.2 of the Planning (Listed Buildings and Conservation Areas) Act 1990 extends the protection of the listing given to the main building to include curtilage structures, buildings and boundaries. These have, therefore, enhanced protection above that provided by being within a conservation area.

5.7. Non-listed buildings that make an important architectural or historic contribution.

This Character Appraisal identifies other buildings of high quality that are not listed but that should be retained. These principally date from the 19th century and are an important element in the built form and historic evolution of the Conservation Area and make a positive contribution to its special interest, character and appearance.

Category 1 buildings are shown red on the Character Analysis Map and are well-preserved and retain most important architectural features, for example good quality windows, chimneys and other architectural features that are considered worthy of additional protection through an Article 4 direction.

Category 2 buildings are shown in orange on the Character Appraisal Map and are good buildings, clearly worthy of retention but which have lost some key architectural features or have suffered modern replacements out-of-keeping with the building. These buildings are considered worthy of restoration which additional planning controls through an Article 4 direction would help deliver (and then, subsequently, retain).

***The Causeway. (S - N)***



Fig. 31: Rose Cottage (west side) – Category 2

Detached C19th two-storey house with a slate roof and two gable chimneys. Modern porch of unsympathetic design. Inappropriate PVCu windows harm the character of this historic building. Hopefully in the future these could be replaced with timber-framed windows of a traditional appearance.



Fig. 32: Brick Cottage (east side) – Category 1  
C19th rendered detached two-storey house with two gable chimneys. The entrance is to the left of centre, with a modern porch of unsympathetic design that could hopefully be improved in the future.

***The Street. (W – E)***



Fig. 33: Brick Cottages (south side) – Category 1  
C19th pair of semi-detached houses in painted brick with a slate roof and two gable chimneys.



Fig. 34: The Old School (south side) – Category 2

C19th former school now converted to a detached house. L-plan rendered building, with gable-end facing the street with four-light lancet windows, and gable-end facing modern school, with row of five lancelet windows. Pierced decorated barge boards. Much altered, notably the large plate-glass ground floor window facing street.



Fig. 35: The Old School House (south side) – Category 1

C19th detached house. L-plan with a gable facing the street with decorative bargeboards. Red brick with yellow brick quoins, and a central chimney.



Fig. 36: Hill Cottage (south side) – Category 2  
Late C19th detached house with plain rendered walls and a slate roof. Much altered.



Fig. 37: Hillside (south side) – Category 1  
C19th detached house. L-plan with a gable chimney stack. It is built in an imposing position overlooking the road. Good 2 over 2 sashes to bay on the front elevation.



Fig. 38: Barleys (south side) – Category 1

Large detached house, which has 1961 on a datestone. It is of an interesting architectural design that contributes to the character and appearance of the area.

***Violets Lane. (S – N)***



Fig. 39: Millwrights Cottage (east side) – Category 2

House shown on C19th historic maps, but now much altered. Red brick and slate roof, with a central entrance, and a gable chimney stack at each end. The south side elevation and the chimney stacks have been coated in a cementitious render. Two bay windows added to front with inappropriate PVCu windows with chunky frames.





Fig. 40: Brook Cottage (west side) – Category 2  
House shown on C19th historic maps now much altered. Rendered walls, weather-boarded side gables, tiled roof with a weathervane at the North end, and a central axial brick chimney stack. Modern front porch in brick with a tiled roof.



Fig. 41: Sycamore Cottage (west side) – Category 2  
End of terrace house, later than its attached neighbours, and appears to date from the early-C20th. Red brick and slate roof, with a gable chimney and a ground floor bay window.



Fig. 42: The Old Post Office (west side) – Category 1

Mid-terrace cottage shown on the C19th historic maps. Red brick and slate roof. Brick with slate roof modern porch. The windows should be retained. Later square bay (LHS) may date from when this cottage contained the village post office.



Fig. 43: Wrights Cottage (west side) – Category 1

Mid-terrace cottage shown on the C19th historic maps. Red brick and slate roof. Brick with slate roof modern porch. The windows should be retained.



Fig. 44: End Cottage (west side) – Category 2

End of terrace house shown on the C19th historic maps. Red brick and slate roof. Brick with slate roof modern porch. Inappropriate windows not in keeping with the terrace.



Fig. 45: The Stores (west side) – Category 2

Detached house shown as two dwellings on the C19th historic maps. Much altered and extended (see RHS front) leaving the brick axial chimney stack off-centre. Rendered walls with modern gettting, low level weatherboarding, and slate roof.



Fig. 46: 5 and 6 Lake Villas (east side) – Category 2  
 Two storey mid-C20th semi-detached houses with pebble-dashed render and tiled roof. Twin-gables fronting the street and arched brick detailing above the first floor windows. Three chimneys - central shared axial chimney and gable chimney each end.



Fig. 47: 3 and 4 Lake Villas (east side) – Category 2  
 Two-storey late-C19th semi-detached houses. Red brick with slate roofs. Prominent central brick axial chimney stack. Two first floor windows with gablets through broken eaves to front. Cementitious render to RHS part of No 4 which has spoiled the symmetry and harmed the character of the building.



Fig. 48: 1 and 2 Lake Villas (east side) – Category 1

Two-storey late-C19th semi-detached houses. Red brick with some burnt header diapering patterns. Large central brick axial chimney stack, and tiled roof with half-hipped gable ends. Two first floor windows with gablets through broken eaves to front. Symmetrical except for glazing bars to first floor windows and larger modern porch to number 1.



Fig. 49: North View and South View (east side) – Category 1

Two-storey late-C19th semi-detached houses in an elevated position overlooking Violets Lane. Whilst much altered and extended, they retain a character and features worthy of retention.



Fig. 50: Brewery Site Extension (west side) – Category 1

Modern building, built in association with the residential conversion of the brewery, which references the design, massing and materials of the listed brewery complex. A well-considered and thoughtful design worthy of retention.

#### 5.8 Walls, railings and gates that make an important architectural or historic contribution.

Walls, railings, and gates so identified are protected to varying degrees by virtue of exceeding specified height relevant to the Conservation Area or by being listed or within the curtilage of a listed building. Notable and attractive features include:

- a) The brick wall outside the Church of Saint Mary the Virgin.
- b) The decorative wrought iron gates outside the Church of Saint Mary the Virgin.
- c) The slender estate fencing outside Lodge Farm Cottage and Blacksmith's Cottage.
- d) The cast iron fence next to Furneux Pelham C of E Primary School
- e) The wrought iron gate outside Tinkers Hall Farm



Fig. 51: Brick wall outside the Church of Saint Mary the Virgin. It is in need of repairs.



Fig. 52: Wrought iron gates outside the Church of Saint Mary the Virgin.



Fig. 53: Slender Estate fencing outside Lodge Farm Cottage and Blacksmith's Cottage



Fig. 54: Cast iron railings and gates on the West side of Furneux Pelham C of E Primary School. They are in need of maintenance and painting.





Fig. 55: Fine wrought iron gate outside Tinkers Hall Farm.

5.9 Other distinctive features that make an important architectural or historic contribution.

There are various other distinctive features within the Conservation Area that make a positive contribution to its character and appearance. These include, but are not limited to, the following:

- a) The village sign
- b) Graves and memorials in the churchyard
- c) An elaborate decorative wooden door on the former Catholic Chapel of the Annunciation at Tinkers Hall Farm
- d) Decorative metalwork around the village.



Fig. 56: The village sign, on The Street opposite Lodge Farm Cottage and Blacksmith's Cottage. Note the alternative spelling of the name of the village.



Fig. 57: Grave of John Pottrell who died in 1810, surrounded by cast iron railings that are in need of maintenance and painting.



Fig. 58: There are many good quality historic gravestones in the churchyard. These are overgrown, and works should be undertaken to keep the churchyard clear.



Fig. 59: Elaborate decorative wooden door on the former Catholic Chapel of the Annunciation, on the barn at Tinkers Hall Farm.



Fig. 60: Furneux Pelham Parish War Memorial, in the churchyard.



Fig. 61: Decorative cast iron foot-scraper outside the Church of Saint Mary the Virgin. It and other foot-scrappers are in need of painting.



Fig. 62: The decorative wrought iron former sign surroudo to the former The Star PH is now attached to a side wall of an outbuilding next to The Star.

#### 5.10 Strong barriers.

A building has been identified that provides a strong barrier that reinforces the character and appearance of the Conservation Area, shown in figure 63 below.



Fig. 63: This outbuilding forms a strong barrier on the corner of The Street and The Causeway. Any changes to this building should retain this character.

5.11 Important Open Spaces. Within the Furneux Pelham Conservation Area there are various areas of open space identified as being of particular importance to the character and appearance of the Conservation Area. These are:

- a) The grounds of Furneux Pelham Hall
- b) The fields to the North and South of The Street, and the verges to The Street, just to the West of Hall Cottage
- c) The ground to the West of the Church of Saint Mary the Virgin
- d) The churchyard of the Church of Saint Mary the Virgin
- e) The field South of Perrymill House
- f) The field South of Thatch End
- g) The playing field of Furneux Pelham C of E Primary School
- h) The verges to The Street outside Lodge Farm Cottage and Blacksmith's Cottage
- i) The field West of Tinkers Hall Farm
- j) The field West of Quainty
- k) The field East of Craighdu
- l) The field South of Craighdu and Quainty
- m) The land outside the fronts of 1 to 8 The Old Common

These areas of open space should be protected from development that would harm their open character through the Planning Process.

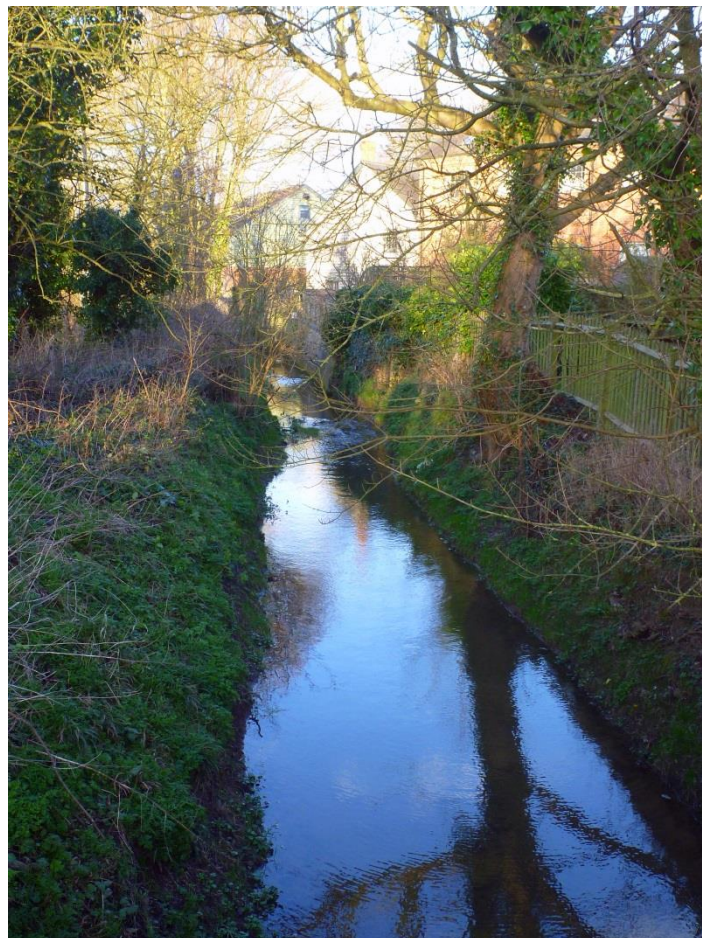


Fig. 64: The stream North of The Street, West of the former Brewery site

#### 5.12 Wildlife sites.

A wildlife site has been designated in a roughly 200m-wide circle centred on the Barns at Furneaux Pelham Hall. The majority of this area falls within the boundary of the Conservation Area.

#### 5.13 Historic Parks and Gardens.

A Locally Important Historic Park and Garden has been designated at the grounds of Furneaux Pelham Hall. This was identified as being of Local importance in the East Herts 2007 Historic Parks and Gardens Supplementary Planning Document. The majority of this identified area falls within the boundary of the Conservation Area.

#### 5.14 Particularly important trees and hedgerows.

Those trees that are most important are shown very diagrammatically on the Character Analysis Map on p.33. They are:

- a) Single tree to the North-West corner of the Conservation Area, to the South of The Street
- b) 17 trees to the North-West corner of the grounds of Furneaux Pelham Hall
- c) Single tree on the North side of The Street, opposite the rear entrance to Furneaux Pelham Hall
- d) 2 trees to the East of The Street, East of Furneaux Pelham Hall
- e) 2 trees to the South of The Street, in the field to the West of Hall Cottage
- f) Single tree to the North of The Street, just to the West of Hall Cottage
- g) 3 trees in a row, to the North of The Street, on the land to the West of the Church of Saint Mary the Virgin
- h) 2 trees within the churchyard of the Church of Saint Mary the Virgin
- i) Single tree within the grounds of The Well House
- j) Single tree within the grounds of White Lion House
- k) Single tree to the North of Tinkers Hall Farm, to the West of The Street
- l) Single tree to the East of Tinkers Hall Farm, to the South of The Street
- m) 5 trees to the East of Violets Lane, within the grounds of South View



Fig. 65: Important tree on Violets Lane, on the land South of South View



Fig. 66: Important tree on The Street, to the East of Tinkers Hall Farm





Fig. 67: Important tree on The Street, to the North of Furneaux Pelham Hall

The robust hedgerows that are typical of the area form strong boundaries, and enable a decisive change of character between the village and the open countryside beyond. Various important hedgerows which help define the boundaries of the village and positively influence the character and appearance of the Conservation Area have been identified on the Character Analysis Map on p.33. They are:

- a) Along The Street on both sides to the North of Furneaux Pelham Hall
- b) Along The Street on both sides to the East of Furneaux Pelham Hall
- c) Along The Street on both sides to the West of Hall Cottage
- d) Along The Causeway on both sides to the South of Thatch End
- e) Along the South side of The Street, around the school playing fields
- f) Along the path to the South of the school playing fields
- g) Along the North side of The Street opposite Tinkers Hall Farm
- h) Along the South side of The Street opposite Quainty
- i) Along the boundary to The Street of Craigdhu
- j) Along the East side of Violets Lane, to the South of South View
- k) Along both sides of Violets Lane, South of The Brewery Tap PH
- l) Along the South side of The Street, to the West of Hill Cottage
- m) Along the North side of The Street, to the North of Hill Cottage



Fig. 68: Robust hedgerows along The Street, to the North of Furneaux Pelham Hall

There is a dense wooded area by the stream, to the West of The Causeway, shown on the Character Analysis Map on p.33. This forms a strong defined boundary between the urban area along The Causeway and the open fields beyond, and has a positive impact on the character and appearance of the Conservation Area.

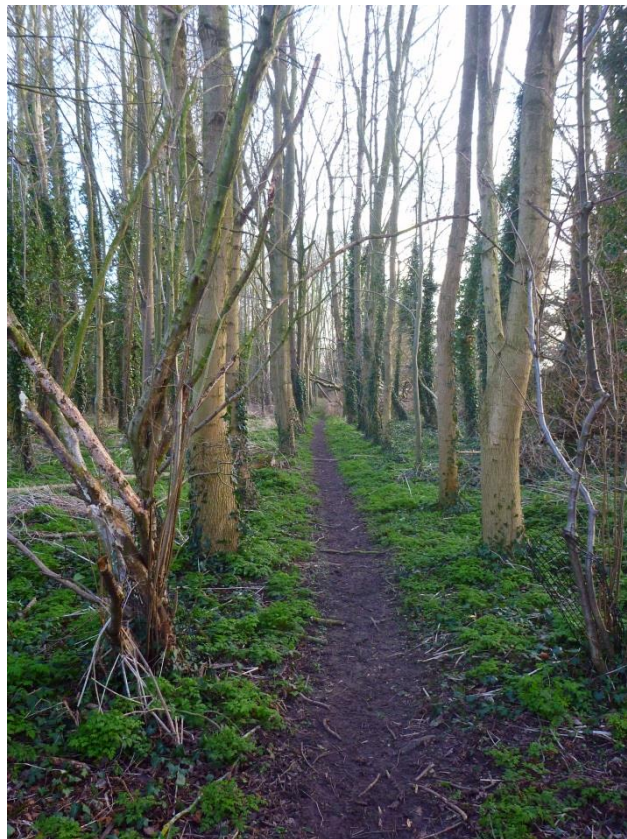


Fig. 69: Dense wooded area by the stream, to the West of The Causeway

### 5.15 Important views.

A selection of important views to be protected is shown on the Character Analysis Map on p.33. These are all located along The Street, which forms the West-East spine that runs through the village. As per the 'eye' symbol shown on the Character Analysis Map, they are:

- a) View looking East along The Street past Hall Cottage
- b) View looking East along The Street just past Tinkers Hall Farm
- c) View looking North along The Street, towards the village sign



Fig. 70: Important view looking East along The Street past Hall Cottage



Fig. 71: Important view looking East along The Street just past Tinkers Hall Farm



Fig. 72: Important view looking North along The Street, towards the village sign

### 5.16 Elements harmful to the Conservation Area.

The Character Analysis Map on p.33 shows buildings and places that make no particular contribution to the special interest of the Conservation Area ('neutral') and those that are actually harmful. The demolition of the former would not normally be a concern, subject to the details of the replacement being known and the opportunity to secure development that makes a positive contribution being taken. Often these are post-war infill properties where insufficient attention has been paid to reinforcing local building forms, character, architectural details and materials. For those features causing actual harm, it would be highly desirable to see these removed and replaced with forms of development of appropriate designs that make a positive contribution to the special interest of the Conservation Area. Whilst seeking such enhancements, we will need to be mindful of the South Lakeland Case, where the House of Lords decided that a development that merely maintains the status quo, perhaps by replacing a building that detracts from the character and appearance of the conservation area with a similarly detrimental building, would satisfy the statutory consideration. However, since that decision the NPPF has been adopted which seeks positive improvement in conservation areas. Therefore in order to comply with both the statutory consideration and the NPPF policies we are required to take into account the desirability of opportunities to enhance the character and appearance of a conservation area. As such, whilst the South Lakeland case is still relevant to the interpretation of statute, its effect on decision-making has been somewhat negated by the policies in the NPPF.



Fig. 73: The fence around the substation on The Street, just West of The Brewery Tap PH, is lacklustre in design, and the wire fencing to the side is damaged and insecure. The owner should be encouraged to enhance the site by erecting a new, more appropriate, boundary treatment.



Fig. 74: The fence along The Street to the North of Furneaux Pelham Hall does not form a positive welcome to the Conservation Area boundary from the West. The owner should be encouraged to plant a mixed native hedge in front of the fence to hide it or reduce its impact in views along The Street.



Fig. 75: The steps and path that runs from The Causeway to The Street, to the South of the school playing field, is unkempt and overgrown, leaving it nearly inaccessible. Works should be undertaken to clear the path, and to secure its future maintenance.

### 5.17 Threats and Opportunities

Examples of recent buildings that make a positive contribution to the character and appearance of the Conservation Area have been identified in this appraisal, including the new residential buildings to the North of the listed former Brewery. This example is very successful, as whilst it is clearly modern, it has been designed in a sensitive and thoughtful manner. It is important that all other new buildings that will fall within the Conservation Area boundary properly respond to their context. A threat to the character and appearance of the Conservation Area is inappropriate new development, using unsuitable architectural cues and/or inappropriate modern materials. New, sustainable buildings which fully respond to their context, with thoughtful, ambitious and memorable architectural designs, and a suitable choice of traditional materials or, where appropriate to the design, high quality tasteful modern materials are a real opportunity to enhance the character or appearance of the Conservation Area.

### 5.18 Suggested Boundary Changes.

Paragraph 4.11 above details the policy requirements in this regard under the National Planning Policy Framework (2012) and associated Planning Practice Guidance (2014) and the current Historic England Advice Note 1 'Conservation Area Designation, Appraisal and Management' (2016). Paragraph 127 of the NPPF is particularly pertinent.

Councils have a responsibility to ensure that conservation areas justify their continued designation and that their status is not devalued through the designation of areas that lack special architectural or historic interest. Prior to the proposed revisions set forth in this document, the boundaries of the Furneux Pelham Conservation Area have been unchanged since the area was last revised in 1981, and they reflected guidance at that time to 'cast a wide net initially which can then be tightened up later'. Consequently, those previous boundaries did not define where there is a clear change of character and a defensible boundary, thus making the Conservation Area vulnerable in planning law. This review has taken the opportunity to put this right.

The survey for this Character Appraisal revealed that while the majority of the boundary was appropriately located and sensibly defined where character changed from settlement to the surrounding countryside, some fields to the west and south were erroneously included. These surrounding fields were assessed and found to lack that necessary architectural or historic interest and were, therefore, removed from the Conservation Area. Thus the new boundary correctly defines the relevant change of character from settlement to countryside. Removing the fields and thereby designating the Conservation Area within logical and policy-compliant boundaries will strengthen it and make it more robust in planning law.

While some may be concerned at this change, the public should be reassured that the excluded fields have not been 'opened –up' for development – other national and local planning policies are still in place to defend them from inappropriate development. The wider issue of the required housing provision within East Herts is addressed through District and Neighbourhood Plans.

Other areas included for the first time were assessed to be of special interest and worthy of designation as part of the Furneux Pelham Conservation Area. The boundary changes detailed in Part C – Conservation Area Management Proposals on p.33 relocate the boundary to locations that correctly define the relevant change of character from settlement to countryside.

## **6. Summary of Special Interest of the Furneux Pelham Conservation Area**

The overall characteristics of the Conservation Area can be summarised as follows:

- a) A historic village with many significant buildings demonstrating layers of historic evolution. The surrounding landscape is largely farmland underlining the rural past of the village.
- b) The public realm is of a rural character, and the village has avoided excessive traffic management measures which have blighted many other villages in Hertfordshire.
- c) Buildings in general follow a clear building line along the street. They are mainly two storeys and of traditional construction, design and materials.
- d) The village is punctuated by fields and holdings that abut it or are visible immediately behind the array of houses – testimony to its rural origins and the ad hoc nature of development in the past.
- e) The village is quite visually enclosed with most long views being along the undulating roads. Views of the surrounding countryside mainly unfold beyond the line of houses although peeks between houses of trees are important. There are a number of good transverse views giving a sense of space and the rural setting.



## 7. Summary of Issues

Issues facing the Conservation Area at present can be summarised as follows:

- a) Many good quality historic houses have been harmed by poor quality alterations and the use of modern materials. Increasing public interest in photovoltaic (PV) and solar panels has much potential to cause harm. Such matters contribute to the declining quality and run-down appearance of parts of the Conservation Area. Consideration should be given to introducing an Article 4 direction to control minor development, arrest the decline of the area and, in time, restore those buildings presently harmed by poor quality alterations.
- b) The loss of timber windows and doors and other architectural joinery and their replacement with PVCu, aluminium or other inappropriate modern materials is a particular blight. The use of slim line double-glazed units in non-listed buildings is generally acceptable with, in many instances, the casements and sashes capable of adjustment to accommodate the units. If not, new double-glazed timber frames may be acceptable provided that the original window design and materials are replicated.
- c) It should be assumed that, as a popular and convenient village, that development pressure will continue that seeks to meet housing demand. Cul-de-sac development should avoid being overly self-contained and be designed to ensure good secondary links with adjacent sites. Much recent housing has been of only neutral quality that has diluted the character and appearance of the area. High quality design and materials that reinforces local character should be demanded of all future development within the Conservation Area.
- d) Where buildings are identified on the Character Analysis map as being 'neutral' it must be possible to redevelop to a high design standard such that the replacement property enhances the character and appearance of the Conservation Area.
- e) Reasonable steps should be taken to protect local facilities as a means of supporting village life.
- f) There are private gardens around many of the houses. These contribute greatly to views from and between the houses and are important for wildlife. Their loss to piecemeal development would have an adverse effect on the character of the area.

The issues raised above can be brought under planning control with an up-to-date and rigorously applied Article 4 direction. Steps to seek the restoration of lost vernacular features may also be sought both through local policy, and the persuasion of the owners.

## PART C – CONSERVATION AREA MANAGEMENT PROPOSALS

### 8. Management Proposals.

#### 8.1. Revised Conservation Area Boundary.

The revised boundary is shown on the Character Analysis Map on p.33 and includes the following amendments to the previous boundaries:-

- a) De-designate: Small area West of barn at Furneaux Pelham Hall.  
*To rationalise the boundary.*
- b) De-designate: Area of field to North-West of Furneaux Pelham Hall.  
*To remove areas of no special interest.*
- c) Designate: Small area to boundary to North side of The Street, North of Furneaux Pelham Hall.  
*To rationalise the boundary.*
- d) De-designate: Area of field to East of Furneaux Pelham Hall.  
*To remove areas of no special interest.*
- e) Designate: Small area North of Cranston Cottage.  
*To rationalise the boundary.*
- f) De-designate: Area of field to North of Bowyers Cottage.  
*To rationalise the boundary.*
- g) Designate: Small area North of the Church of Saint Mary the Virgin.  
*To rationalise the boundary.*
- h) De-designate: Small area North of Vicarage.  
*To rationalise the boundary.*
- i) Designate: Small area North of Chantry House and Lodge Farm Cottage.  
*To rationalise the boundary.*
- j) Designate: Area around Dingley Dell.  
*To rationalise the boundary.*

- k) Designate: Small strip of land along the field North of Quainty.  
*To rationalise the boundary.*
- l) Designate: Area North of new build residential at the Old Brewery site.  
*To include areas of special interest.*
- m) Designate: Land and buildings at Barleycroft End, including properties along Violets Lane and east end of The Street, being:-
- i. Violets Lane (West side);\_Ye Olde Thatch, Brook Cottage, Burnside, Sycamore Cottage, The Old Post Office, Wrights Cottage, End Cottage, Chapel House, The Stores, the Village Hall, land between The Village Hall and The Brewery Tap PH.
  - ii. Violets Lane (East side); Millwrights Cottage, Nos 1-8 (consecutive) The Old Common, 1 and 2, 3 and 4, 5 and 6 Lake Villas, North View and South View.
  - iii. The Street (east end, south side) Hill Cottage, Hillside, Ashbourn, Barleys.
- To include areas of special interest.*
- n) Designate: Small strip of land to South of Tinkers Hall Farm and Tinkers Barn  
*To rationalise the boundary.*
- o) De-designate: Small patches of land to West and East sides of The Causeway along Southern boundary of Conservation Area.  
*To remove areas of no special interest.*
- p) De-designate: Fields south of Hall Cottage and Furneaux Pelham Hall  
*To remove areas of no special interest.*
- q) De-designate: Small area south of Finchampstead House.  
*To rationalise the boundary.*
- r) Designate: Land to the South-West of the Old Granary.  
*To rationalise the boundary.*

## 8.2. 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 in the context of this document and the National Planning Policy Framework (NPPF) that the District Council will process applications. The NPPF is supplemented by Planning Practice Guidance. One such guidance note of particular relevance is 'Conserving and Enhancing the Historic Environment'. Historic England is also committed to the production of a series of 'Good Practice Advice' notes to supplement the above. In due course the 2007 Local Plan will be replaced by the District Plan whose policies will then have full weight.

## 8.3. Contact and advice.

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

Telephone: 01279 655261

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

## 8.4. Guidance Notes.

Applicants may also wish to refer to one of the several Guidance Notes previously referred to and available on the Council's website at:-  
[www.eastherts.gov.uk/article/34975/Conservation-Areas](http://www.eastherts.gov.uk/article/34975/Conservation-Areas)

## 8.5. Development Management - 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.

## 8.6. Listed Building Control and Good Practice.

Those buildings that are individually listed are identified on the Character Analysis Map on p.33 and within the text of this document. Other pre-1948 buildings, structures or walls within the curtilage of a Listed Building may be similarly protected in law. Please seek pre-application advice on this point. 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.

## 8.7. Development Management – Unlisted Buildings that make an Important Architectural or Historic Contribution.

This Character Appraisal has identified at 5.7 a number of unlisted buildings/ groups of buildings that make an important architectural or historic contribution to the character or appearance of the Conservation Area. Any proposal involving the demolition of these buildings is unlikely to be approved.

8.8. Development Management – Other unlisted distinctive features that make an Important Architectural or Historic Contribution.

This Appraisal has identified various railings, walls, and gates that make a particular contribution to the character of the Conservation Area. Some are protected from demolition by virtue of exceeding the specified heights relevant to Conservation Area legislation or by Listed Building legislation. Any proposal involving the demolition of these railings, walls, and gates is unlikely to be approved. Removal of other PD rights involving the alteration of non-listed railings, walls, and gates will be considered.

8.9. There are other distinctive features that are integral to some of the important unlisted buildings identified above that make an important architectural or historic contribution, including 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. Should the Council consider such a course of action appropriate there would be a process of notifying the affected owners separately at a later date. The Council would then consider any comments made before deciding whether to confirm or amend the Direction.

8.10. Development Management – Wildlife Sites. 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 ENV14 and ENV16 of the Local Plan.

8.11. Development Management – Important Historic Parks and Gardens. EHDC Supplementary Planning Document 'Historic Parks and Gardens' has identified the grounds of Furneaux Pelham Hall as being of local importance. Proposals that significantly harm such gardens special character will not be permitted and will be considered against Policy BH16.

8.12. Planning Control – Important open land, open spaces and gaps.

This Character Appraisal has identified the following particularly important open spaces:

- a) The grounds of Furneaux Pelham Hall.
- b) The fields to the North and South of The Street, and the verges to The Street, just to the West of Hall Cottage.
- c) The ground to the West of the Church of Saint Mary the Virgin.
- d) The churchyard of the Church of Saint Mary the Virgin.
- e) The field South of Perrymill House
- f) The field South of Thatch End
- g) The playing field of Furneaux Pelham C of E Primary School.
- h) The verges to The Street outside Lodge Farm Cottage and Blacksmith's Cottage
- i) The field West of Tinkers Hall Farm
- j) The field West of Quainty
- k) The field East of Craighdu
- l) The field South of Craighdu and Quainty
- m) The land outside the fronts of 1 to 8 The Old Common.

These open spaces will be protected. Other open spaces within the village, e.g. the school playing field, may have high amenity value but lack conservation special interest.

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

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

8.15. Enhancement Proposals. The Character 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 with the owner's co-operation.

#### 8.16 Schedule of Enhancement Proposals

<b>Detracting element</b>	<b>Location</b>	<b>Proposed Action.</b>
Fence in poor state of repair	Substation by River on The Street next to Brewery Tap PH	Request that the fence is replaced with a more secure fence of suitably quality for a Conservation Area location
Poor boundary treatment	Boundary to The Street, behind Brewery Tap PH	Requested that improvements are made to introduce a stronger boundary treatment, such as a mixed native hedge
Historic railings need maintenance and painting	To West side of Furneux Pelham C of E Primary School	Request railings are suitably restored by owners
Historic foot-scrappers outside Church need painting	Outside Church of Saint Mary the Virgin	Request that foot-scrappers are painted
Historic railings need maintenance and painting	Around grave of John Pottrell in churchyard	Request railings are suitably restored
Overgrown weeds and grass around graves	In churchyard of Church of Saint Mary the Virgin	Request that overgrown weeds and grass around graves are cut back and weeding takes place

Brick wall needs repairs	Outside Church of Saint Mary the Virgin along The Street	Request that this wall is suitably repaired
Footpath and steps are overgrown and difficult to access	Between The Causeway and The Street past the South of the school	Clear footpath and steps of vegetation and make path more accessible and usable
Inappropriate modern close boarded fence in a prominent location	Along The Street to the North of Furneaux Pelham Hall	Request that mixed native hedging is planted along the verge in front of the fence to shield it from views
Loss of local facilities that is eroding village life and changing the character of the area.	Extensive.	Through Neighbourhood Plan, planning system and associated protection measures.
Poor quality alterations and materials implemented under permitted development rights.	Scattered	Seek to implement an Article 4 direction. Protect and preserve surviving features and seek to restore previously lost features through future planning applications.
PVCu replacement window and doors and thick double glazing.	Scattered	Seek to implement an Article 4 direction. Retain historic originals and improve quality through future planning applications.
Modern development of neutral architectural quality harming the character and appearance of the CA.	Scattered	Seek better architectural quality that reinforces local styles and materials for future developments through the planning system.
Pressure for back-land development on gardens.	Scattered	Avoid harm through the planning system.
<b>Other Actions.</b>		
For discussion with Parish Council and community.		

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## Appendix 1

Historic England, in its Advice Note 1 'Conservation Area Designation, Appraisal and Management' (2016) provides a useful checklist to identify elements in a conservation area which may contribute to the special interest. The checklist is reproduced below:-

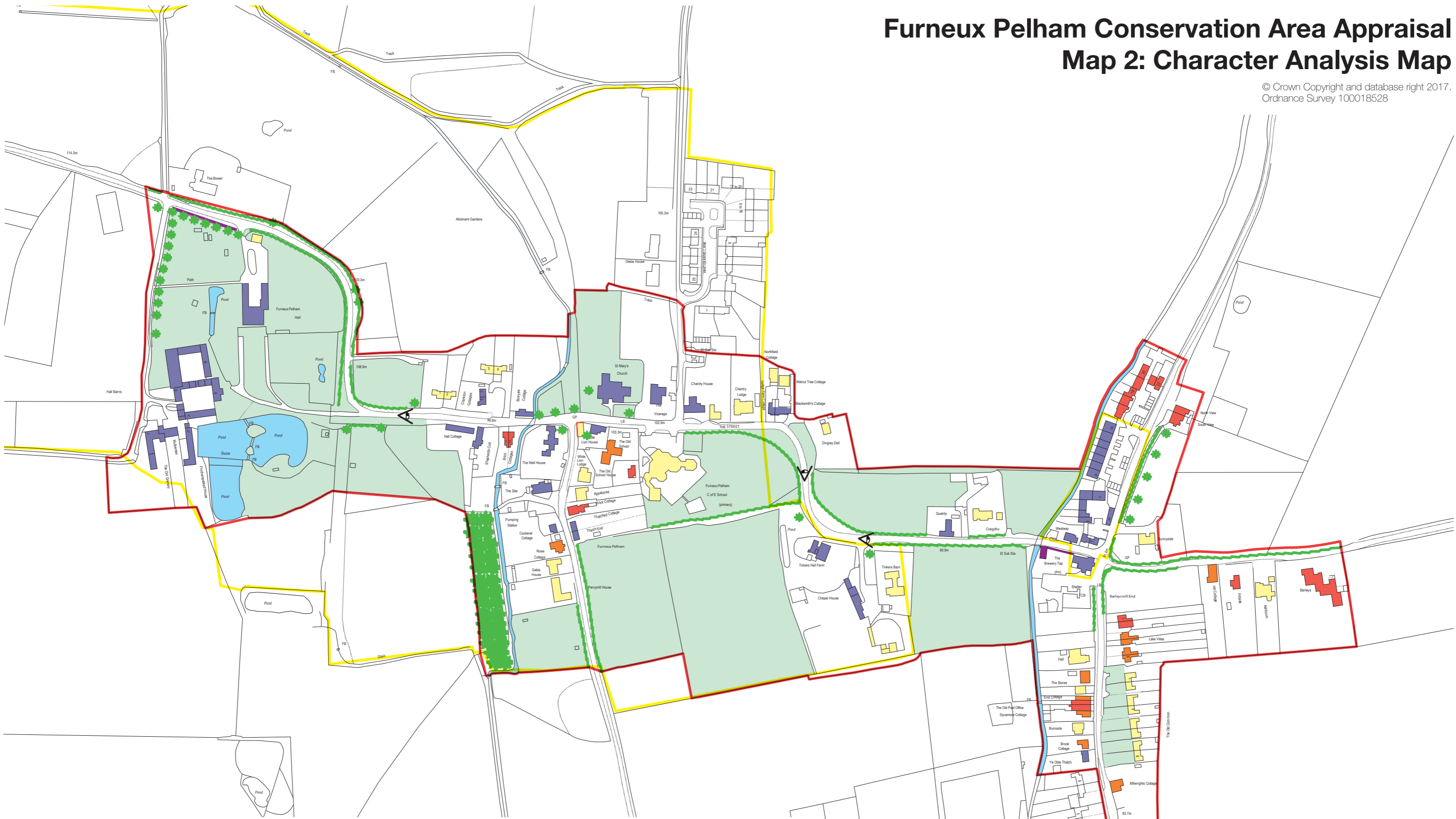
- Is it the work of a particular architect or designer of regional or local note?
- Does it have landmark quality?
- Does it reflect a substantial number of other elements in the conservation area in age, style, materials, form or other characteristics?
- Does it relate to adjacent designated heritage assets in age, materials or in any other historically significant way?
- Does it contribute positively to the setting of adjacent designated heritage assets?
- Does it contribute to the quality of recognisable spaces including exteriors or open spaces with a complex of public buildings?
- Is it associated with a designed landscape e.g. a significant wall, terracing or a garden building?
- Does it individually, or as part of a group, illustrate the development of the settlement in which it stands?
- Does it have significant historic association with features such as the historic road layout, burgage plots, a town park or a landscape feature?
- Does it have historic associations with local people or past events?
- Does it reflect the traditional functional character or former uses in the area?
- Does its use contribute to the character or appearance of the area?

A positive response to one or more of the following may indicate that a particular element within a conservation area makes a positive contribution provided that its historic form and values have not been eroded.

# Furneux Pelham Conservation Area Appraisal

## Map 2: Character Analysis Map

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Ordnance Survey 100018528



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

- Revised conservation area boundary: local policies BH5-BH6 particularly apply
- Areas of Archaeological significance: local policies BH1-BH3 particularly apply
- Individually listed buildings/structures: NPP policies apply
- Category 1 non-listed buildings
- Category 2 non-listed buildings
- Neutral buildings
- Building or structure having a negative impact
- Important open spaces to be protected
- Important water features to be protected
- ★ Trees making a positive contribution
- ~ Hedgerows or dense wooded area making a positive contribution
- A Selected important views to be protected
- Strong barrier

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## EAST HERTS COUNCIL

EXECUTIVE - 27 JUNE 2017

COUNCIL - 18 JULY 2017

## REPORT BY EXECUTIVE MEMBER FOR FINANCE AND SUPPORT SERVICES

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### COUNCIL TAX REDUCTION SCHEME 2018/19

WARD(S) AFFECTED: ALL

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

- To consider the latest available information around the current local Council Tax Support (CTS) scheme at East Herts and whether any changes to the scheme should be considered for 2018/19.

<b><u>RECOMMENDATION FOR EXECUTIVE:</u> that</b>	
<b>(A)</b>	<b>Executive recommends to Council that there be no changes to the scheme design for East Herts local Council Tax Support scheme for April 2018.</b>

## **1. BACKGROUND**

- 1.1 The Government made provision within the Local Government Finance Bill to replace the former national Council Tax Benefit (CTB) scheme from 1st April 2013 with localised schemes for Council Tax Reduction Schemes (CTS) devised by individual local authorities (LA's). The schemes are valid for one year and must be approved by Council before the end of January immediately preceding the financial year in which it is to take effect.
- 1.2 If the Council were to choose to consider any material revisions to the scheme, this would be the subject of public consultation, which would need to be considered by both those entitled to receive support as well as the general Tax payers of East Herts.

1.3 It may appear early to consider a scheme for 18/19 but bringing forward this report offers an opportunity to consider fully the implications of any changes on the wider financial health of the organisation.

## **2. REPORT**

### **2.1. The origins of Council Tax Support (CTS)**

2.1.1. Before April 2013, we administered Council Tax Benefit on behalf of the Government. This national scheme was specified in legislation and we were reimbursed by the Department of Work and Pensions (DWP) through a subsidy claim submitted annually and subject to audit.

2.1.2. The level of subsidy reimbursement varied dependant on whether benefit had been awarded, backdated or overpaid, but the point to note is that entitlement and subsidy were based on assessing entitlement on 100% of somebodies council tax liability, net of discounts (like a single person discount.)

2.1.3. The scheme was means tested and whilst the scheme differentiated between different client groups (providing extra support for disabled groups for example) there was little differential between Elderly and Working Age clients.

2.1.4. Clients fell into one of two groups, "Passported" and "standard claimants." A passported claim was one in which the DWP had already carried out a means test and then notified us that the customers income was at or below the minimum income level for their household composition. They would be automatically entitled to 100% of their Council Tax to be paid by Council Tax Benefit. A deduction would however be made from this entitlement where there were non dependants living in the home.

2.1.5. The second group were called 'standard claims'. These customers had their means testing done by the council and awarded Council Tax benefit in accordance with the national scheme criteria. These customers had income above the minimum requirements and would be required to pay something towards their council tax liability. A deduction would also be made from this entitlement where there were non dependants living in the home.

2.1.6. In very general terms the full expenditure on the scheme was reimbursed by the DWP.

## **2.2. The impact of changes from 1<sup>st</sup> April 2013**

2.2.1. The national scheme for Council Tax Benefit ceased, and Councils had to devise their own Council Tax Reduction Schemes for working age claimants. The Government continues to specify the scheme for Elderly customers through prescribed regulations.

2.2.2. Instead of the scheme being funded through a subsidy claim based on actual expenditure, the Government moved the funding into the Revenue Support Grant (RSG) settlement, fixing it at only 90% of the subsidy paid in a previous year. RSG is the amount of grant that Government give to Councils to support their wider service delivery, and makes up one part of the income of the Council in addition to Council Tax receipts, fees and charges and an element of Business rate collection. However the move away from RSG makes this funding link less obvious.

2.2.3. Each Council had to consider how to fund 100% of the cost of the Elderly 'national' scheme and provide a Working age scheme, whilst receiving 10% less funding.

2.2.4. We also have a duty to run a local CTS scheme within our area that must contain the following:

2.2.5. Pensioner claimants are protected from changes through the provision of a statutory scheme.

2.2.6. The protection for pensioner claimants will result in the 10% financial saving falling disproportionately on working-age claimants unless it can be met through other arrangements.

2.2.7. Schemes must support work incentives.

2.2.8. The DCLG Policy Statement of Intent does not give a recommended approach to be taken, but indicates the scheme should not contain features which creates dis-incentives to find employment. The current East Herts scheme complies with this statement.

2.2.9. LAs must ensure that appropriate consideration has been given to support for other vulnerable groups, including those which may require protection under other statutory provisions including the Child Poverty Act 2010, the Disabled Persons Act 1986 and the Equality Act 2010, amongst others.

2.2.10. The DCLG has issued Policy Statements that address a range of issues including the following:

- Vulnerable People and Key Local Authority Duties;
- Taking work incentives into account;
- Information Sharing and Powers to Tackle Fraud.

2.2.11. The Local Government Finance Bill stated that a Billing Authority must have regard to any guidance issued by the Secretary of State. Our current recommended scheme has sought to address these requirements.

### **Council Tax Reduction Scheme (CTS)**

2.2.12. The Council initially devised a scheme which replicated the previous national scheme but limited the Council tax liability that was used to assess entitlement to 90% for working age customers. The Government offered a one off transitional grant to Councils who would restrict the reduction to 91.5%, and accordingly the Council amended the proposal and took the one off transitional grant. The Council has maintained this position for the first 5 years of the scheme.

2.2.13. The cost of the scheme is reflected in the tax base, in the same way as other discounts which reduce the collectable debit.

2.2.14. The Government require that major preceptors (County and Police) are consulted each year, and if there is any change to the scheme a full consultation open to all tax payers in the district is required. There is no specific timescale prescribed but the period must allow for meaningful consultation.

2.2.15. Currently (2017/18) 76.81% of the Tax base income is precepted by Herts County and Council and 9.37% by the Police, and



accordingly they have a vested interest in the value of the CTS scheme as it directly impacts on their ability to raise funds. The lower the cost of the scheme, the higher the tax base on which they can precept.

2.2.16. Before the introduction of CTS there had been a number of years of constant case load increases, the caseload has since stabilised and begun to reduce, alongside a growing taxbase due to new developments in the area. The impact on the cost of the scheme is demonstrated below.

Year	Cost of the CTS scheme	
2013/14	£ 6,448,794.78	Actual
2014/15	£ 6,066,188.65	Actual
2015/16	£ 5,734,780.11	Actual
2016/17	£ 5,670,937.52	Actual
2017/18	£ 5,997,528.70	Estimate*

\*The Tax base is calculated in October of the preceding year. The Band D value of the 2017/18 taxbase increased by 4.3%

2.2.17. From 14/15 the 90% grant that was included in the RSG was no longer individually identifiable. Therefore calculating the total cost of the scheme i.e. the cost of the CTS scheme versus the CTS grant given by Government is now impossible, as the grant has been subsumed within the total RSG and NDR (Business Rates) figures.

2.2.18. What is certain however is that the level of spend on CTS has continued to reduce, mitigating in part the impact of overall reductions in income to the Council.

2.2.19. A large proportion of customers affected by the introduction of the CTS scheme had not previously had to pay anything towards their Council Tax bill. If they had been 'passported' under the Council Tax Benefit scheme their liability would have been discharged in full by a credit transfer onto their Council Tax account. Under the new arrangements all working age customer had to pay at least 8.5% towards their bill.

2.2.20. It continues to be a challenge to support and educate these customers into a regular payment arrangement. We have;

- Offered flexible repayment options,

- Given more time to pay,
- Worked on a project with the Citizens advice Bureau to support customers with repeated arrears,
- Promoted other debt and advice agencies.

2.2.21 The in-year collection rate for working age claimants who had only the minimum 8.5% liability to pay was 67.49% in 2014/15 and 73.18% for 2016/17.

2.2.22 The overall in-year collection rate for all working age CTS customers was 77.43% in 2014/15, and 79.95% in 2016/17. In contrast to the *all tax payers* in-year collection rate, which for 2014/15 was 98.2%, and 98.4% in 2016/17.

2.2.26 This means that whilst there, is an increasing level of arrears to be collected from CTS customers the in- year collection rates are improving. At 31.3.2017, 462 Working Age (WA) CTS households had a balance outstanding at the end of the year (2016/17) equal to or greater than their initial net liability, indicating that they had not paid their liability and or had incurred additional costs of recovery.

2.2.27 Many of these same customers were affected by other welfare reforms introduced at the same time including;

- the spare room subsidy scheme
- the new Benefit CAP,
- Reviews of disability benefits etc.

Many families find that they have increasing debts with their councils and landlords for bills that were previously paid for them.

### **2018/19 onwards**

2.2.28 At the time of writing a general election has just been called, so there is a degree of uncertainty about the future of currently planned for welfare reforms.

2.2.29 However in the autumn of 2016 some of these same households experienced further reductions in their incomes. The new lower Benefit CAP now affects 141 households instead of 36.

2.2.30 We make assumptions in respect of the level of non-payment of Council Tax when determining the tax base, alongside assumption

over each of the variable elements of its composition. The in-year collection for all Council Tax payers was 98.4% in 2016/17, but this was dampened by only 79.95% collected from those working age customers in receipt of CTS. Those customers who under the old scheme would have not paid anything towards their council tax (passporting customers) paid only 73.18%. These account for 69.7% of all working age customers.

2.2.31 The liability not paid in-year becomes arrears on which a bad debt provision has to be established, which is a further cost to the council. Where the outturn taxbase exceeds the estimated performance it generates a surplus on the collection fund, and conversely when the taxbase does not achieve its expected performance because of negative variations in the component elements, the collection fund would be in deficit. The Council is required to make precept payments during the year regardless of any in year variations.

2.2.32 Consideration of any variations to the existing scheme needs to consider;

- Variations in grant funding
- The reducing cost of CTS
- The impact of other welfare benefits reforms on the ability to pay
- The cost of increasing arrears and recovery costs
- The buoyancy of the taxbase generally
- The unknown budget and finance settlements

2.2.33 Any revision to a scheme must be made by the Council by the 31st January, immediately preceding the financial year in which it is to take effect and will require consultation with those affected. Additionally, consideration must be given to providing transitional protection where the support is to be reduced or removed. The financial impact of any decision on Council Tax Support also needs to be included when setting our budget and Council tax levels at the same time.

2.2.34 Corporate Business Scrutiny considered potential changes to the scheme for 17/18 in March 2016, but given the reducing cost of the scheme and the uncertainty around the upcoming welfare reforms were happy to recommend that the scheme remain unchanged for 2017/18.

2.2.35 The CTS scheme for 2017/18 can be summarised as follows:

- That the CTS scheme for all working age claimants will be based on 91.5% of their council tax liability.;
- All local discretions currently in place will continue e.g. war pension disregards;
- All other aspects of the new Council Tax Support scheme to mirror the previous Council Tax Benefit scheme.

2.2.36 In recognition of the fact that the additional Council Tax liability is more difficult to collect, a collection rate of 98.9% has been assumed. This is slightly higher than in 2016/17. (98.65%)

### **2.3 Options that could be considered in redesigning a scheme**

2.3.1 There are a number of options that could be considered when redesigning the scheme, although all revisions would affect working age customers only, given that pensioners have to be fully protected by our scheme.

2.3.2 The Government continues to make changes to the Housing Benefit regulations which are not currently mirrored in the CTS regulations. This means the schemes are no longer aligned. The frequency of changes to Housing Benefit and Universal credit schemes, make it almost impossible to mirror these in the CTS scheme, not least of which because of the difference in timing. The Housing Benefit and Universal Credit schemes are changed when needed during the year, and the CTS scheme can only be revised annually.

2.3.3 Consideration was given last year to align some of the more significant differences but the financial implications across the caseload would have been small, and the changes would have required a full consultation exercise, to achieve only a temporary alignment, and therefore this was rejected.

2.3.4 Our caseload for CTS indicates that the proportion of working age customers compared to pensioners is approximately an equal share, (53.69% WA :46.31% Elderly) although this does change

over time, especially given the national age threshold for becoming a pensioner is increasing.

2.3.5 The type of changes that could be made can be summarised as follows

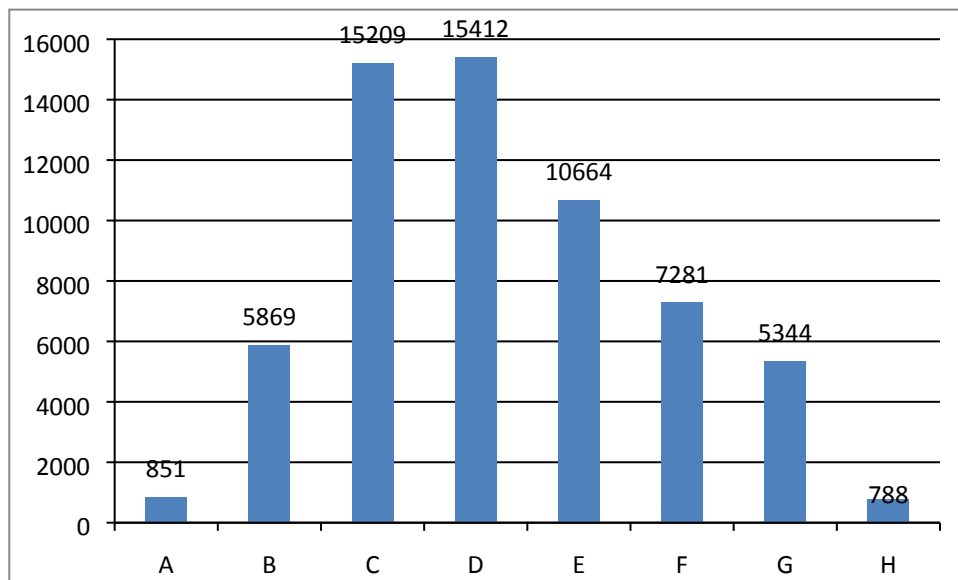
2.3.6 Changing the level of “minimum payment” for all working age customers

- a) The current scheme assumes that all working age customers are asked to pay at least something towards their Council Tax, and as described earlier the minimum payment is 8.5% of liability. The Council could consider making a change to that amount but in doing so, the full impact of that decision needs to be considered.
- b) If the Council chose to increase this minimum payment to say 10%, this does not mean a straight line reduction in the amount that the Council will spend out. For individuals already finding it difficult to pay at the current level, it can be seen that increasing this amount could increase their hardship levels further, especially as these customers are likely to be receiving other benefits, which have been affected by the on-going Welfare reforms.
- c) Given our latest information shows that the collection rate for those working age customers in receipt of CTS is already significantly lower than the overall rate, we would need to consider adding further amounts to our bad debt provision in respect of potential non-collection of our debts. Having done some indicative modelling, we estimate that increasing the minimum payment to 10% could result in a decrease in Council Tax spend of approximately £80k. This would be virtually wiped out by the need to increase bad debt provision.
- d) Conversely, if we were to consider reducing the minimum amount to be paid we would need to consider where we would find the additional amount that we would need to fund Council Tax Support and these impact upon the totality of the funding for the Council and importantly, other precepting bodies too. These impacts on their overall funding levels, and given we represent under 15% of the total cost of the

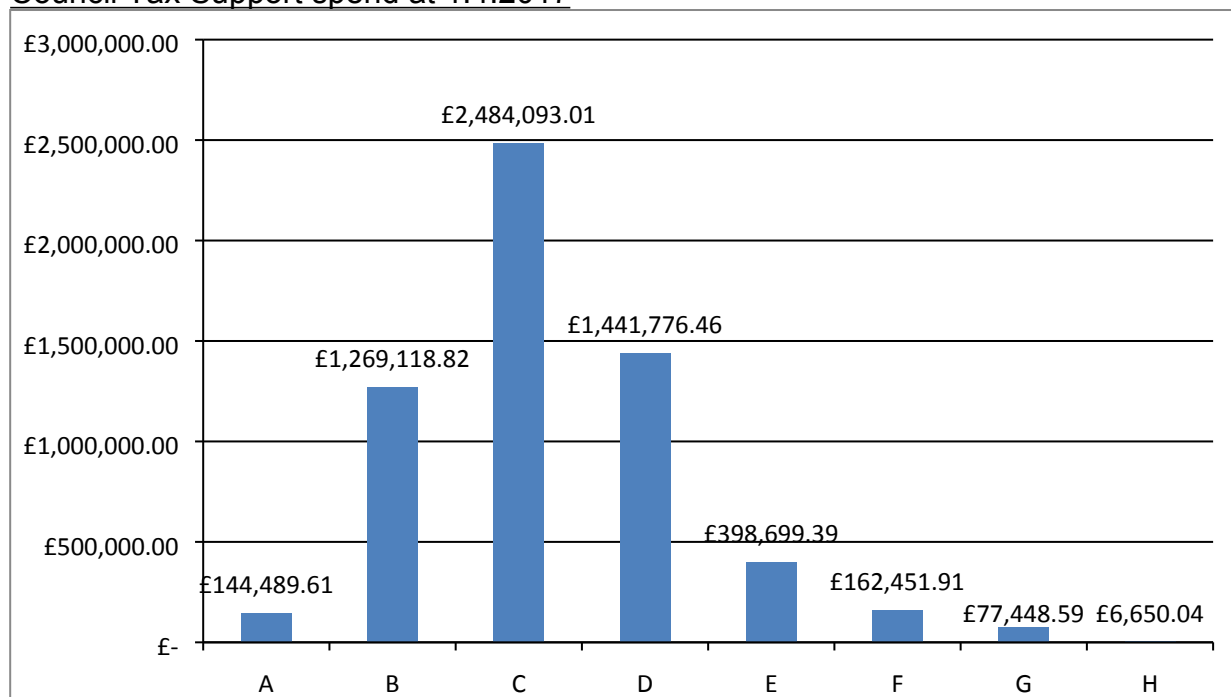
scheme, we need to consider the significant financial impact this could have on others. There would still be costs associated with administering the scheme whatever the level of award, as not everyone gets the full benefit so this would not mitigate the additional cost to the Council. On current estimates, we believe the additional burden could be around £300k.

### 2.3.7 Introducing a band cap (so limiting the amount that we would pay to a value of a lower property band, for example Band D)

Number of properties by band at 1.4.2017



### Council Tax Support spend at 1.4.2017



a) In some Local Authorities, they have introduced a band cap where the scheme will only pay up to the equivalent of say a Band D property, even if you are in a higher banded property. The above table demonstrates that this is unlikely to make significant changes to the overall cost of the scheme as the majority of those entitled will be within Band A-D properties anyway.

b) This could also disproportionately affect those with a requirement for a larger property as they have children, other dependents due to caring responsibilities or a disability. These groups could already have been hit by other areas of Welfare reform including the Benefit Cap and the Spare Room subsidy limitation.

### 2.3.8 Introducing a minimum amount we would pay out

a) In some Councils they have introduced a minimum level at which we will support residents. An example is that you have to be entitled to at least £5 a week to be supported. This means someone who is currently entitled to a lower amount, would not receive it, despite the fact that we have assessed them as currently requiring support. There are no real savings in terms of administrative costs because we would still have to undertake an assessment to find out that we wouldn't award. In addition, the fact that they are currently entitled to support indicates that they are

financially vulnerable and the likelihood of being able to collect that additional amount from those residents is low. Therefore the potential reduction in costs overall is minimal and outweighed by an increase in bad debt provision and recovery costs.

### 2.3.9 Changes around discretions for Disability, Children and other Dependents

- a) This would change the nature of the scheme overall. East Herts, when setting its original scheme were clear that all would contribute equally as the core scheme already differentiates preferentially to those with disabilities, children etc.
- b) Any complexity that is added to the way in which we calculate entitlement, will make the administration of the scheme both more complex for our officers to manage both in terms of calculation but more importantly, to explain to our residents.
- c) This would also mean that the general working age population may need to pick up an even greater share of the cost if the scheme is to remain affordable and equitable.

### 2.3.10 Other adjustments

- a) There are a number of other component elements of the scheme that could be adjusted including income tapers, non-dependent deductions, income disregards etc. but all would carry the same risk to bad debt provisions, potential recovery costs and costs of administration. The more complex the scheme, the more difficult it is to comply with and customers' levels of understanding could be compromised.
- b) Finally, the intention is, in time to move away from a means tested benefit towards a discount scheme. This would make administration more efficient and far less complex and time consuming for the customer. However, given we already have to operate a means tested Housing benefit scheme, the CTS calculation is produced simultaneously and



minimised the duplication of effort of officers as far as possible, changing to a discount scheme would introduce a new process and administration costs.

- c) Officers are keen to explore developments nationally in this area and will keep members informed of any developments. However, at this time there are no such schemes in existence which demonstrates the challenge that this presents.

### **3 Welfare Reform**

- 3.1 We know that further Welfare Reform will impact upon our residents, but at the time of writing this report we do not have any more details about who, or how, people will be affected as a result of the general election.
- 3.2 We would need to consider the impact of any of those changes on the ability of our residents in receipt of Council Tax Support to pay their liability. This could impact upon collection rates, costs of recovery etc. Remembering the need for full consultation on any proposed changes.

#### Background papers

None

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## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives:	Improve the health and wellbeing of our communities Support for our vulnerable families and individuals
Consultation:	May be required if Executive determine that changes should be considered
Legal:	The National Council Tax reduction scheme for pensioners will be determined by Central Government whilst the Local Council Tax Reduction scheme for working age applicants is determined by each Local Authority. The Scheme may be altered each year giving the Council the opportunity to take budget or local considerations into account.
Financial:	Only as referenced in the report.
Human Resource:	N/A
Risk Management:	Only as referenced in the report.
Health and wellbeing – issues and impacts:	N/A

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## EAST HERTS COUNCIL

EXECUTIVE - 27 JUNE 2017

REPORT BY THE EXECUTIVE MEMBER FOR FINANCE AND  
SUPPORT SERVICES

RISK MANAGEMENT MONITORING REPORT (JANUARY TO  
MARCH 2017)

WARD(S) AFFECTED: ALL

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

- This report relates to action taken to mitigate and control strategic risks in the period January to March 2017.

<b><u>RECOMMENDATION(S) FOR EXECUTIVE:</u> That:</b>	
<b>(A)</b>	<b>the risk management controls implemented be approved.</b>

#### 1.0 Background

1.1 The Strategic Risk Register was last considered by the Executive on 4 April 2017. (Period October to December 2016). The content of the register has been updated with controls implemented between January and March 2017 recorded. Please see **Essential Reference Paper 'B'**.

#### 2.0 Report

2.1 Risk management monitoring usually forms part of the Healthcheck, however an outturn report is presented to the Executive for quarter four so a separate risk report is required.

2.2 Controls implemented during the period January to March 2017 have been recorded. Scores have also been reviewed but remain unchanged. Please refer to Essential Reference Paper 'B' for more information.

2.3 The Strategic Risk Register was considered by Performance, Audit and Governance Scrutiny Committee on 23 May 2017. There are no comments to report.

2.4 All strategic risks can be viewed on Covalent.  
[www.covalentcpm.com/eastherts](http://www.covalentcpm.com/eastherts)

### 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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Executive Member for Finance and Support  
Services  
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## ESSENTIAL REFERENCE PAPER 'A'

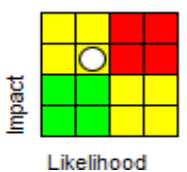
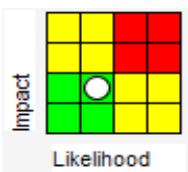
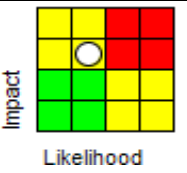
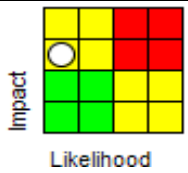
### IMPLICATIONS/CONSULTATIONS

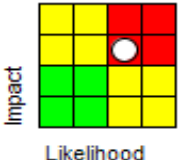
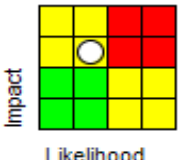
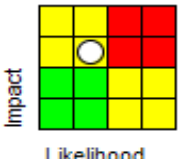
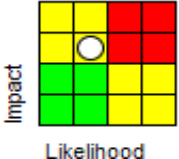
Contribution to the Council's Corporate Priorities/ Objectives:	Priority 1 – Improve the health and wellbeing of our communities  Priority 2 – Enhance the quality of people's lives  Priority 3 – Enable a flourishing local economy
Consultation:	There are no specific consultation implications arising directly from this report.
Legal:	There are no specific legal implications arising directly from this report.
Financial:	There are no specific financial implications arising directly from this report.
Human Resource:	There are no specific human resource implications arising directly from this report.
Risk Management:	There are no additional risk management implications to those already contained in this report. However, it should be noted that if East Herts did not have a risk management monitoring process, the Authority would be seen to be not managing risks appropriately, which would have a significant negative impact on recommendations made by the External Auditors through the Annual Audit Letter.
Health and wellbeing – issues and impacts:	There are no specific health and wellbeing implications arising directly from this report.

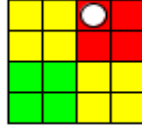
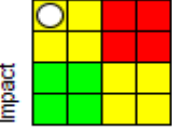
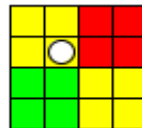
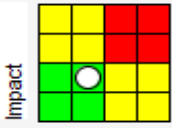

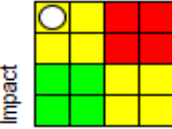
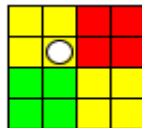
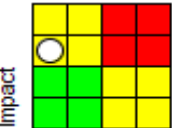
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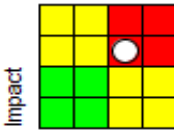
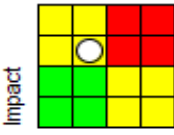
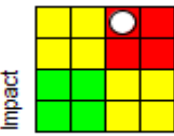
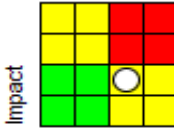
Code 16SR	Title	Description	Inherent Risk Matrix	Inherent Impact	Inherent Likelihood	Controls introduced in quarter four, and future controls planned	Residual Risk Matrix	Residual Impact	Residual Likelihood	Managed By
1a	Risk of significant deviation from plan in terms of funding. This is predominately a risk of a significant reduction but a significant increase could also cause risks to materialise.	There is uncertainty around future funding, both from Government and other areas such as income from commodities markets for recycled materials. There is some clarity on 2016/17 but little beyond then, particularly with the potential impact of leaving the EU and on trade relations. There are cost pressures combined with an increased awareness and scrutiny of financial position.		3	3	January to March 2017: The Healthcheck reporting process remains in place. Funding situation is being carefully monitored. Uncertainty going forward following announcement (in April) of the General Election.		3	3	Isabel Brittain
1b	Business rate income significantly reduced from planned anticipated level (and current levels).	Appetite and ability as a Council to influence economic development. Neighbouring authorities reducing rates. Revaluation and appeals. (Maximum liability circa £10m if all appeals were granted). Inability to influence economic regeneration. Economic vitality.		4	4	January to March 2017: There has been a freeze of position since the announcement of the General Election.		4	3	Isabel Brittain
2	Risk of not having capacity / capability and flexibility to continue to deliver service levels over time.	There are challenges to ensure the Council is fit for the future, in terms of workforce skills, capacity and flexibility.		3	3	January to March 2017: Services have restructured to ensure their services meet customer demand and are efficient and effective. Digital East Herts will support this transformation.		3	2	Emma Freeman
3	Risk that supplier / contractor or key third sector partner fails or fails to deliver.	A number of key services are delivered through major contracts, both directly and in consortia. This is both through private sector supply chains and in conjunction with the voluntary and third sector.		3	2	January to March 2017: No concerns reported with any major contracts or shared service. Waste tender progressing.		3	1	All Heads of Service

4	<p>Risk that investment and effort in alternative service delivery models does not deliver benefits and returns.</p>	<p>Moving more towards other delivery models in future with public sector partners. This is part of the wider context of the changing role of Local Government moving forward. Potential for lack of consistent political buy-in by all partners resulting in considerable effort without benefit. There is also a challenging skill set for managers due to the complexity.</p>		3	2	<p>January to March 2017: Report about potential Property Investment Company submitted to Executive for consideration April 2017.</p>		2	2	<p>All relevant Heads of Service</p>
5	<p>Information management: Misuse or loss of key information leading to breach. The potential disclosure of personal data inappropriately.</p>	<p>The Council handles a large amount of information and data which if not managed properly could be compromised. This could be perhaps through carelessness or hacking and security of the information could be compromised. Failure to comply with information governance principles. Action may be taken by the ICO. Individuals may suffer if their personal data, particularly sensitive personal data is disclosed.</p>		3	2	<p>January to March 2017: No reportable data breaches. Staff training programme continues.</p>		3	1	<p>Alison Stuart</p>

6	Impact of Housing and Planning Act.	<p>The key potential impacts are:</p> <ul style="list-style-type: none"> <li>• Introduction of Starter Homes as a form of affordable housing, with nationally prescribed percentages to be delivered through the planning process, is likely to reduce the supply of new affordable rented homes thus reducing housing options for those on no / low incomes. This could place increased pressure on existing housing stock and potentially increase homeless approaches to the Council, leading to higher workloads</li> <li>• The opening up of the planning application assessment process to third parties could see workloads/income drop for the Council and its influence in decision making reduced. Potential for significant impact on staff resources, income and the ability to support direct and back office services.</li> <li>• Provisions for the Government to determine district plans where local authorities have not done so within certain time limits could erode the Council's reputation and ability to shape local development.</li> <li>• Further provisions for flexibilities with regard to fee levels and self setting of fees if the Council continues to operate established performance levels.</li> </ul>	 <p>Impact</p> <p>Likelihood</p>	3	3	January to March 2017: Both service areas will continue to monitor the implementation of the Housing and Planning Act where secondary legislation is introduced. During this period, in relation to planning issues, most changes have been of a procedural or technical nature, and do not have significant implications for the operation of the Council's service. With regard to the District Plan, please refer to risk 7 below.	 <p>Impact</p> <p>Likelihood</p>	3	2	Jonathan Geall and Kevin Steptoe
7	Development of a District Plan that is acceptable to the community and the planning inspectorate.	<p>Risk of not being able to agree plan in timeframe meaning: Increased costs, Lack of effective development management, Cannot bid for funding for infrastructure, lost opportunity, open to challenge in meantime, legal / reputational / political issues. Impact on New Homes Bonus.</p>	 <p>Impact</p> <p>Likelihood</p>	3	2	January to March 2017: District Plan submitted to the government for examination.	 <p>Impact</p> <p>Likelihood</p>	3	2	Kevin Steptoe

8	<p>Significant development proposals at strategic sites (Welwyn Garden City, Bishop's Stortford) - need to ensure good quality developments securing all necessary infrastructure.</p>	<p>Ambitions not achieved. Ability of building industry to deliver, including contribution for infrastructure. Poor environment. Loss of development opportunity. Reputational risk.</p>	 <p>Impact</p> <p>Likelihood</p>	4	3	<p>January to March 2017: The Council endorsed a master planning approach to significant development sites. This will be applied, through continued dialogue with potential developers and through the evolution of development proposals in the run up to the Examination of the District Plan.</p>	 <p>Impact</p> <p>Likelihood</p>	4	1	Kevin Steptoe
9	<p>Failure to deliver Digital East Herts.</p>	<p>Risk that services are not provided across multiple channels to improve the customer experience and realise efficiency gains.</p> <p>Step change to digital basis for service delivery will not be made within the window of invest opportunity in the next two years.</p>	 <p>Impact</p> <p>Likelihood</p>	3	2	<p>January to March 2017: Individual projects being monitored via Digital East Herts project tracker through steering group and exception reporting in place on a monthly basis to Leadership Team to identify any resourcing issues or issues arising that could impact on overall programme delivery.</p>	 <p>Impact</p> <p>Likelihood</p>	2	2	Adele Taylor
10	<p>Compliance with the Childrens Act 2004.</p>	<p>Whilst the Council's self-assessment obtained ratings of at least 'adequate' there is a commitment to improve and thereby ensure the safety of children.</p>	 <p>Impact</p> <p>Likelihood</p>	4	2	<p>January to March 2017: The council has worked closely with the Police to prepare for the CSE Awareness Day in June.</p>	 <p>Impact</p> <p>Likelihood</p>	4	1	Jonathan Geall
11	<p>Safeguarding adults.</p>	<p>Maintain and develop interagency relationships, Council policy and training.</p>	 <p>Impact</p> <p>Likelihood</p>	3	2	<p>January to March 2017: SIAS carried out a review of the council's approach to safeguarding during qtr4. The draft report was issued on 30 March. SIAS can provide 'substantial assurance that there are effective controls in operation'. The Head of Housing and Health is providing the management response prior to the issuing of the final report.</p>	 <p>Impact</p> <p>Likelihood</p>	3	1	Jonathan Geall

12	Encouragement of economic vitality cross the District.	Risk that opportunities to develop and improve Bishop's Stortford and Hertford town centres are not maximised through the Old River Lane Planning Framework and Hertford Urban Design Study.  Also ensure regular dialogue with business and organisations representative of business. Interventions to be proposed where appropriate e.g. business improvement district opportunities.		4	2	January to March 2017: Feasibility on Bishop's Stortford business improvement district approved by Executive and proceeding to development phase. LEP contribution of £200,000 for HUDS agreed. Business Engagement Manager recruited.		4	1	Ben Wood
13	Extreme weather - Either unable to resource or prioritise emergency planning response and other mitigation measures.	Frequency of events likely to increase. Emergency planning response could be compromised. Impact on east/west travel in District and on infrastructure, especially transportation. Lack of resource for mitigation activity e.g. land drainage function. Impact on Council properties, particularly sites on flood plains.		3	3	January to March 2017: The Emergency Planning Duty Officer rota migrated to Rotacloud in quarter four which provides up-to-date details of on-call officers' shifts and improves overall resilience.		2	3	Jonathan Geall
14	Devolution - fail to engage, and influence partners to engage, leading to missed opportunities.	Hertfordshire not seen as a 'player' nationally and regionally. Unable to be proactive and engage early on in this agenda. Missed opportunities to maximise benefit.		2	3	January to March 2017: A five point action plan for Hertfordshire ('A Better Deal for Hertfordshire Residents') was signed off at a public sector leaders' meeting in March 2017. This takes up the areas which leaders thought required more collaboration across Hertfordshire without necessarily requiring devolution. Areas include: World class skills, Strategic Planning and Transport, Fully collaborative Health & Social Care, Safe and Cohesive Communities, and Maximising public sector assets. Work is overseen by a small steering group of leaders, and managed through the Chief Executive's Coordinating Group for Hertfordshire.		2	3	Liz Watts

15	Referendum vote to leave EU.	Further budget reductions likely. Potential impact on the economy, particularly employment and the housing market. Loss of EU funding for local schemes. Legislative changes.	 <p>Impact</p> <p>Likelihood</p>	3	3	January to March 2017: Rural Development Programme funding has been guaranteed by the Government up to the point at which the UK leaves the EU.	 <p>Impact</p> <p>Likelihood</p>	3	2	Ben Wood
16	Development of Old River Lane, Bishop's Stortford.	The acquisition of the Old River Lane site presents opportunities to revitalise and shape the town centre, but there are risks around undertaking large-scale development, including land use choices, viability, impact on other areas and functions of the town centre, etc.	 <p>Impact</p> <p>Likelihood</p>	4	3	January to March 2017: A&M commissioned to undertake final piece of work on options for the site; Property consultants appointed; Project Manager recruited (working full time on Bishop's Stortford projects).	 <p>Impact</p> <p>Likelihood</p>	2	3	Liz Watts

## EAST HERTS COUNCIL

EXECUTIVE – 27 JUNE 2017

### REPORT OF THE EXECUTIVE MEMBER FOR HEALTH AND WELLBEING

#### COMPULSORY PURCHASE OF A LONG TERM EMPTY PROPERTY

WARD(S) AFFECTED: Bishop's Stortford Central

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

- This report recommends that the Council gives authority for the acquisition of an empty property in Bishop's Stortford Central ward either with the voluntarily agreement of its owner or, if this is not possible, through the use of the Council's compulsory purchase powers. **Essential Reference Paper 'B'** gives the address of the property referred to in this report as Property X or 'the property'.
- The proposal for a Compulsory Purchase Order (CPO), should a voluntary agreement not be struck, is supported by outlining the housing need in this area and the current empty homes situation. The report provides the case history and the work already undertaken to bring this property into residential use.
- The reasons and justification for proposing this potential CPO are given, as are the Human Rights and Equalities considerations.

<b><u>RECOMMENDATIONS FOR EXECUTIVE: That:</u></b>	
<b>(A)</b>	<b>1. the land comprising the property be acquired by East Herts Council either with the voluntarily agreement of the owner or through a compulsory purchase process, with the purchase not proceeding only if the owner makes arrangements, to the Council's satisfaction, prior to acquisition for the property to return it to residential use, such that the full costs can be met from (i) onward disposal of the property, (ii) reimbursement from the sub-regional PLACE (Private Lease Agreements for Converting Empties) programme and (iii) existing budgets, with any future need to allocate additional resources subject to future</b>

**member approval**

- 2. should a voluntary agreement to purchase the property be made, authority be delegated to the Property Manager , acting in consultation with the Head of Housing & Health, to carry out the necessary processes to acquire the property for an acceptable consideration**
  
- 3. should compulsory purchase be required:**
  - a. authority be delegated to the Head of Housing & Health to make a compulsory purchase order to be known as the District Council of East Hertfordshire (Property X [address to be given in the order], Bishop's Stortford) Compulsory Purchase Order, under Section 17 of the Housing Act 1985 in respect of the land and property indicated on a map marked with the name of the Compulsory Purchase Order**
  
  - b. arrangements be made for the common seal of the Council to be affixed to the necessary documents**
  
  - c. authority be delegated to the Head of Housing & Health in consultation with the Head of Legal and Democratic Services to make an application to the Secretary of State for confirmation of the Order**
  
  - d. authority be delegated to the Head of Housing & Health in consultation with the Head of Legal and Democratic Services to confirm the Order following the passing of this responsibility from the Secretary of State**
  
  - e. authority be delegated to the Head of Legal and Democratic Services to prepare for a Public Inquiry and defend the Order should objections be made and the matter requires a public inquiry to proceed**
  
  - f. authority be delegated to the Property Manager, acting in consultation with the Head of Housing & Health, to acquire the necessary interests in**



	<p><b>the land and property included in the confirmed compulsory purchase order by means of a general vesting declaration, for an acceptable consideration or on terms ordered by the Lands Tribunal</b></p> <p><b>4. the property, if acquired, be sold on in the open market as soon as practicable and to enable this the Property Manager be required to (a) arrange for such essential works to the property while it is in the Council's possession so as to deal with any immediate issues of safety and security, (b) abate environmental nuisances, (c) prepare the property for marketing and (d) dispose of the freehold interest in the property, on the open market, by most suitable method to achieve best consideration on terms and conditions to be agreed with the Head of Strategic Finance</b></p>
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## REPORT

### 1.0 Background

- 1.1 Empty homes as well as being a wasted resource can have a negative impact on the neighbourhood and can cause a reduction in value of nearby properties. There is also the potential for rodent infestation, unauthorised entry and vandalism, fly-tipping and other anti-social behaviour.
- 1.2 The number of privately owned dwellings in East Hertfordshire that were empty for longer than six months was 413 in the Council Tax base return for October 2016 (out of a total number of 61,164 dwellings in the district).
- 1.3 East Herts Council's Empty Homes Strategy seeks to encourage owners of empty homes to voluntarily bring them back into use. We take great effort to contact owners and offer advice and support according to their aspiration for their property. The offer of grants, or the opportunity to make use of leasing schemes or other arrangements with housing providers are other options provided.
- 1.4 Where, after repeated attempts, we are unable to enter dialogue

with an owner or where an owner refuses to consider bringing back their property to use, we will consider taking enforcement action.

1.5 The Council is part of a Consortium of councils that are delivering the PLACE (Private Lease Agreements Converting Empties) project designed to bring long term empty properties back into use, in whatever way, using funding provided from central government. This finance can also be used for certain costs associated with enforcement action including the use of CPOs.

## 2.0 Case History

2.1 The address of the property is contained in **Essential Reference Paper 'B'**. The information is confidential because it has been judged to be personal information.

2.2 The property is a 3 storey mid terraced house in a road of similar properties that were built in 1901. It is situated in a mainly residential area within access of Bishop's Stortford town centre it is accessed via a footpath set back from the main road. The majority of the other properties within the area are in a good habitable condition, well maintained and occupied, however this property is in a particular state of disrepair.

2.3 The property has been empty since July 2008 apart from a six week period of occupancy in 2011. Several complaints have been made by adjoining property owners and other members of the public in regards to its poor condition and the negative effect the property is having in the vicinity.

2.4 The property is currently in a very neglected condition. The flat roof over the ground floor kitchen and bathroom is in a poor state with a partial ceiling collapse in the kitchen. Neighbours have tried to maintain the garden at the front of the property to the benefit of the terrace as a whole.

2.5 An internal inspection of the property has not been carried out as there has been no permitted access, although some of the ground floor is visible through the front and rear windows.

2.6 With regard to officers' actions to date to return the property to use, between 2010 and 2017:

- the Empty Property Officer has written to the owner at the last known address on several occasions and also at the empty property address (given as the owners address on the Land Register) and offered assistance to bring the property back into use
- a request was delivered for the completion and return of a Requisition for Information about the property's ownership served under Section 16 of the Local Government (Miscellaneous Provisions) Act 1976
- queries were made as to the owner's intentions on how the property was going to be brought back into use
- there has been no response from the owner over the past two years
- on two occasions the owner was served with notice of intended entry as required under the Housing Act 1985 and the Housing Act 2004 but on neither occasion did the owner attend the property. At the time of serving the notice, the owner was asked to make contact to discuss any help we could provide

2.7 In line with the Council's current Empty Homes Strategy a number of properties have been identified as high priority for further action based on factors including: the length of time the property has been empty, the property's location and condition of the property and the number of complaints received about the property. Officers are carrying out further work with each of these properties, endeavouring to enter into dialogue with the owners to bring the properties back into occupation.

2.8 The property considered in this report is included within the high priority group with a particularly high level of complaints. The lack of action to date by the owner coupled with the lack of engagement with the Council suggests that voluntary moves by the owner to bring this dwelling back into residential use are very unlikely.

2.9 In line with the Council's Private Sector Housing Enforcement Policy and the Empty Homes Strategy officers have carried out an exercise to determine the most appropriate method of enforcement for the property (see **Essential Reference Paper**

‘D’). The options considered as alternatives to Compulsory Purchase included:

- Enforced Sale using the Law of the Property Act 1925. This is primarily a debt recovery process and as there is no current debt to the council this option is not available for this property.
- Empty Dwelling Management Orders under the Housing Act 2004. This would allow the Council to take management control of the property for a period of up to 8 years. The property would have to be brought up to standard before any tenants could occupy the property and it was determined that the overall cost to the council may not be recovered through the rental income. Therefore an EDMO has not been pursued.

2.10 Thus, based on the lack of involvement by the owner of this empty property and the complaints received by neighbours, officers consider that there is a compelling case in the public interest for the acquisition of the property. Whilst compulsory purchase is considered an option of last resort, it is considered that the benefits compulsory purchase will bring outweigh any detriment that may be suffered by the current landowners. The proposed Compulsory Purchase Order is therefore considered to be compatible with the European Convention on Human Rights – see more detailed discussion of this below.

2.11 Officers have considered the use of the property should it be acquired by the Council. The options, along with officers’ views on each, are as follows:

Option	Officers’ comments
Retention by the Council for letting to those in housing need / homeless	<ul style="list-style-type: none"> <li>• The property will require extensive works to enable it to be let</li> <li>• The Council does not retain any properties for letting to this client group</li> <li>• Recovery of full costs from the PLACE project would not be possible as these are only available for onward sale</li> </ul> <p>Option REJECTED</p>
Onward sale to a housing company, should the Council	<ul style="list-style-type: none"> <li>• The Council has no such company at present</li> <li>• Such a company, if established,</li> </ul>

establish one in the future	would most probably wish to focus on properties particularly suited to the private rental market, such as smaller flats and houses, with parking (this house has no dedicated parking) Option REJECTED
Onward sale on the open market	<ul style="list-style-type: none"> <li>• The property could be sold on quickly following purchase with only minimal works to maintain security (which in all likelihood would be recovered from the onward sale price)</li> <li>• This option would be the quickest and poses the least risk of adverse price movement between purchase and sale</li> </ul> Option RECOMMENDED

2.12 As discussed in the table above, officers would recommend that once acquired, onward sale in the open market should commence as soon as possible.

### 3.0 Legal Powers and use of Compulsory Purchase

3.1 Section 17 of the Housing Act 1985 empowers local housing authorities to acquire land, houses or other properties by compulsion for the provision of housing accommodation. Acquisition must achieve a quantitative or qualitative housing gain. The main uses of this power have been to assemble land for housing and ancillary development, including the provision of access roads; to bring empty properties into housing use; and to improve substandard or defective properties.

3.2 Part XVII of the Housing Act 1985 applies, with modifications, the Acquisition of Land Act 1981 (compulsory purchase procedure), the Compulsory Purchase Act 1965 (post confirmation procedure) and the Land Compensation Act 1961 (amount and assessment of compensation).

3.3 The Council is obliged to act in a way which is compatible with the European Convention on Human Rights. The Convention Rights relevant to compulsory acquisition are Article 1, Article 6, Article 8 and Article 14. These rights are qualified rights and may be interfered with provided such interference is prescribed by law, is pursuant to a legitimate aim, is necessary in a democratic society

and is proportionate.

- 3.4 As with all empty homes work the Council would prefer to bring this property back into use with the cooperation of the owner. If the use of CPO powers is approved the owner will be written to requesting voluntary purchase of the property.
- 3.5 It is also possible that the owner may ask the council to withdraw the CPO to allow him to complete renovation of the property and either let, sell or occupy it himself. If this occurs it is proposed that the Council will proceed with the CPO but give an undertaking not to enforce it on condition that steps towards occupation are completed within given timescales.
- 4.0 Reasons for the Decision and the Justification for Making the Proposed CPO
- 4.1 The guidance on the compulsory purchase process and Crichel Down Rules provides guidance as to the factors the Secretary of State can be expected to consider when considering the CPO and explains the factors that should be included in a statement of reasons
- 4.2 Paragraph 9 of Appendix E (Acquisition of an empty property for housing use) to the Circular, states that “When considering whether to confirm a compulsory purchase order the Secretary of State will normally wish to know how long the property has been vacant; what steps the authority has taken to encourage the owner to bring it back into acceptable use; the outcome; and what works have been carried out by the owner towards its reuse for housing purposes”. Officers believe that the steps shown in the case history above will prove sufficient to justify the use of a CPO.
- 4.3 The key test is that a CPO should only be made where there is a compelling case in the public interest and that the purposes for which a CPO is made sufficiently to justify interfering with the human rights of those affected.
- 4.4 Given the assessment of options (**Essential Reference Paper ‘D’**) officers are of the opinion that there is a compelling case for intervention by means of a CPO as the property in question:
- has been left empty and is becoming derelict
  - has been subject to complaints from neighbours
  - is in an area of housing need

- could be returned to use as a much needed 3 bedroom family home, and
- as the owner has failed to cooperate with the Council's efforts to engage with him to bring the property back into use voluntarily.

## 5.0 Financial Considerations

5.1 The courses of action detailed in this report are in all probability cost neutral.

5.2 The estimated costs of making and implementing this CPO are as set out in **Essential Reference Paper 'C'** along with details of how the costs would be met from the proceeds of the onward sale and reimburse of associated costs, including stamp duty and various legal fees, through the PLACE scheme. The information is confidential as it contains estimates of the purchase price and costs of works and fees, consideration of which in public would fetter the Council's ability to achieve best consideration.

5.3 An estimated value of the property has been supplied by the Council's Assets and Estates Manager. This valuation is given in **Essential Reference Paper 'C'**. If it is necessary to proceed following confirmation of a Compulsory Purchase Order then independent valuations will be sought.

5.4 It is noted that there is a small risk that the cost of works undertaken before sale plus the negotiated compensation amount could be higher than the price achieved in the open market when sold. Any such risk would be mitigated by:

- undertaking only essential works to the property to maintain the security of the building
- swift onward sale, as recommended in this report,

5.5 It is probable that the PLACE scheme could cover any reasonable loss however, even if 10% of the original purchase price and cost of works could not be recovered on resale, this amount (detailed in **Essential Reference Paper 'C'**) is not of a level which is material to the Council's overall finances and could be met within existing allocated budgets.

5.6 Should, for whatever reason, resources in excess of 10% of the property purchase and works costs be required, member approval would be sought before proceeding.

## 6.0 Human Rights and Equality Act 2010 Considerations

- 6.1 The guidance on the compulsory purchase process and Crichel Down Rules advises acquiring authorities that compulsory purchase orders should only be made where there is a compelling case in the public interest. The purposes for which the order is made should justify the interference with the human rights of those with an interest in the affected land. In this case officers have considered the relevant factors and are satisfied that the benefits of acquiring the property provide a compelling case in the public interest for the use of CPO powers and outweigh the impact on the existing owner - see the discussion earlier in this report.
- 6.2 Officers acknowledge that this proposal will have an effect on the human rights of the owner of the property however, on balance officers recommend that the Members find the public benefit of the proposal to outweigh the impact on those affected. Regard has been taken in particular to the provisions of Article 1 of the First Protocol to the European Convention on Human Rights and to Articles 6 and 8.

### **Article 1 of the First Protocol**

- 6.3 Article 1 of the First Protocol provides that:

*“Every natural or legal person is entitled to the peaceful enjoyment of his possessions. No one shall be deprived of his possessions except in the public interest and subject to the conditions provided for by law and by the general principles of international law.*

*The preceding provisions shall not, however, in any way impair the right of a State to enforce such laws as it deems necessary to control the use of property in accordance with the general interest or to secure the payment of taxes or other contributions or penalties”*

- 6.4 The order will affect the Article 1 rights of the present owner if confirmed by the Secretary of State. However there shall be no violation of those rights as officers are content that the steps taken are in the public interest and lawful as required by the first protocol. Those directly affected by the order will be entitled to



compensation as provided by law, such compensation to be settled in absence of agreement by the impartial Upper Tribunal.

## **Article 6**

6.5 Article 6 of the Convention provides as follows:

*“In the determination of his civil rights and obligations..... everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law”*

6.6 The Order when made will be publicised and all those affected by the Order will be notified and have the opportunity to make objections and to be heard at a public inquiry before a decision is made on whether or not the Order should be confirmed. A right of legal challenge exists to this process in accordance with section 23 of the Acquisition of Land Act 1981. Any dispute as to compensation payable falls to be determined by the Upper Tribunal, a court established by law.

## **Article 8**

6.7 Article 8 of the Convention provides as follows:

*“(1) Everyone has the right to respect for his private and family life, his home and his correspondence*

*(2) There shall be no interference by a public authority with the exercise of this right except such as is in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic wellbeing of the Country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.”*

6.8 Article 8 is a qualified right and interference can be justified in appropriate cases with reference to Article 8(2).

6.9 The Order will be made pursuant to s17 of the Housing Act 1985 which authorises the Council to acquire land compulsorily subject to following the procedures laid down in the Acquisition of Land Act 1981. Whilst the Council could argue that an unoccupied and previously tenanted property does not provide its owner benefit from protection under this right, there is anyway a compelling

case in the public interest to acquire the Order Land and the public benefit will outweigh the private loss. In the circumstances, the compulsory acquisition of the Order Land will not conflict with Article 8 of the Convention.

### **Application of Human Rights to the Order**

- 6.10 In recommending this Order, Officers of the Council have carefully considered the balance to be struck between individual rights and the wider public interest.
- 6.11 To the extent that the Order would affect those individual rights, officers recommend that Members of the Executive find that the proposed interference with them would be in accordance with the law, proportionate and necessary in the public interest in order to secure the development of the Order Land and the improvements and benefits that the Scheme will bring.
- 6.12 All of those whose Article 1, Article 6 and Article 8 rights would be affected by the Order will have an opportunity to object to it and to have their objection considered at an independent and public hearing. Statutory judicial challenge provisions also exist.
- 6.13 Appropriate compensation will be available to those entitled to claim it under the relevant provisions of the compensation code and any disputes over compensation are determined by an impartial tribunal established by law.

### **Equality Act Considerations**

- 6.14 The Equality Act 2010 provides protection from discrimination in respect of certain protected characteristics namely: age, disability, gender re-assignment, pregnancy and maternity, race, religion or beliefs and sex and sexual orientation. It places the Council under a legal duty to have due regard to the advancement of equality in the exercise of its powers. In particular the Council must pay due regard to the need to:
- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
  - advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and

- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

6.15 The Council considers that the proposal is fully compliant with the Equality Act. The current property is not used disproportionately by any group with protected characteristics as the property is empty. The Order required to facilitate the proposal is not anticipated to have any additional effects. The requirements of the appropriate Council Enforcement Policies which take into account equality impacts have been followed.

## 7.0 Implications/Consultations

7.1 Information on corporate issues and consultation 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:	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:	No external consultation undertaken, internal consultation noted below.
Legal:	The legal requirements relating to the CPO process are explained within the report. The issues identified through consultation with the Legal Department have been incorporated or otherwise agreed.
Financial:	ERP C covers the financial aspects of the proposed CPO. Assumptions have had to be made taking advice from appropriate services within the council and external experts. Comments have been incorporated into the report from the Estates and Assets Manager and Risk Assurance Manager.
Human Resource:	It is intended that the legal aspects of the process will be managed within current staffing levels subject to workload within the legal team.
Risk Management:	Further to the financial considerations, close working with communications should help mitigate any concerns regarding adverse publicity.
Health and wellbeing – issues and impacts:	Good housing and good neighbourhoods are critical components of good health. Bringing an empty property in disrepair back into residential use will improve the local neighbourhood and provide another unit of housing in an area of high demand.

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

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

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## ESSENTIAL REFERENCE PAPER 'D'

### **Assessment of the potential methods of enforcement to bring Property X, Bishops Stortford back into use**

Property X is a three bed, three storey property, mid terraced and built in 1901. It is situated in a residential location near to the town centre. This property was empty from July 2008 until November 2011 according to Council Tax records and Long Term Empty status has been removed since that date. Due to complaints and inspections after this date all evidence suggests that no one resides in this property.

Initial complaints in regards to this property were received in January 2015 however subsequent complaints have been received since then.

A land registry search was conducted on 25 February 2016 and stated that the property was purchased by the current owner in July 2008 and has the owners address as the empty property. Council tax is being paid on the property and there is a forwarding address to which there is no reason to believe that the liable person does not reside there.

Several attempts have been made to the owner asking him to contact the Empty Homes Officer and these have included the offer of financial help and the possibility of enforcement if there was no cooperation with the owner. On two occasions the owner has been served with a Requisition for information under s16 of the Local Government (Miscellaneous Provisions) Act 1976 but no responses were received. Also twice, letters have also been served specifying the dates and times that the Empty Property Officer intended to enter the property to inspect its condition with a view to the possible need for enforcement action in accordance with the powers of entry under both the Housing Act 1985 (for possible Compulsory Purchase Order, CPO) and the Housing Act 2004 (for possible Empty Dwelling Management Order, EDMO). On neither occasion did the owner attend the property and therefore internal inspections of the property have not been carried out.

From the history of correspondence with the owner of the property and the lack of any response or any sign of resuming works at the property we have concluded that there is no reasonable likelihood of the property

being brought back into use in a reasonable timescale without further action from the Authority.

Actions available to the Authority for this property (taking into account what is known of its condition and appearance) include:

- The use of **Town and Country Planning Act** Powers to improve the appearance of the property (S 215). Given the reluctance of the owner to engage with the council to date this is unlikely, on its own, to result in the property being brought into use.
- **Enforced Sale** (using the Law of Property Act 1925) as there is currently no relevant debt owed to the Council, this approach is not available. Should the Authority pursue the option of undertaking works in default following the s 215 notice from the point above this could generate an appropriate debt however a debt following a s 215 notice does not take precedence over the existing mortgage and therefore it would be necessary to obtain the mortgage holders permission before the process could be followed and there is the risk that the owner could pay the costs and still not bring the property into use.
- **Empty Dwelling Management Order (EDMO)** (Housing Act 2004). Using these powers the Council could take control of the property for up to 8 years (a maximum of 1 year as an interim EDMO followed by 7 years of a final EDMO), undertake the necessary works to bring it to an appropriate standard and manage the property as a residential letting recovering the cost of works and other costs from the lettings income. Although no full internal inspection has been possible the necessary works have been estimated to include as a minimum:
  - Replacement windows throughout the property
  - Replacement kitchen
  - Replacement bathroom
  - Rewire
  - Repairs or replacement of flat roof
  - Redecoration

It is likely that it will also include:

- Renewed central heating
- Some repair to damp/damaged internal plaster
- Remodelling of the property to create a bathroom on the first or second floor of the house.

Taking into account the market rental range for a comparable sized property in Bishops Stortford to estimate a return for the property over the EDMO period together with estimated costs for refurbishment, management and repairs through this time it was shown that there is a high probability that the refurbishment and ongoing costs would exceed the rental income, it would also require considerable officer time to monitor the property through the EDMO period. Given the lack of cooperation from the owner to date, the option of pursuing an EDMO is not deemed appropriate.

- **Compulsory Purchase** powers appropriate for this property are available under either section 226 of the Town and Country Planning Act 1990 or section 17 of the Housing Act 1885. The 1985 Housing Act provides for the Compulsory Purchase of a house for the provision of housing accommodation and specifically includes the purchase of empty dwellings.

Using this power the Council would purchase the property and in this case it is expected that the Council would sell it immediately on the open market. It is expected that in this area and given the condition of the property a developer would purchase the property, complete the necessary repairs and upgrading and the property and put it onto the market either for sale or as a rental. The council could consider inserting a covenant to require improvement by a specified date and the need then to take reasonable steps to secure occupation.

Estimated costs for the CPO option were determined and are given in ERP C

Taking the different options into account officers have concluded that for this property the most appropriate method of enforcement to bring this property back into use is Compulsory Purchase.

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