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Alison Stuart Head of Legal and Democratic Services

MEETING : EXECUTIVE

VENUE: COUNCIL CHAMBER, WALLFIELDS, HERTFORD

DATE: TUESDAY 11 DECEMBER 2018

TIME : 7.00 PM

MEMBERS OF THE EXECUTIVE

Councillor Linda Haysey - Leader

Councillor Eric Buckmaster - Executive Member for Health and

Wellbeing

Councillor Jan Goodeve - Executive Member for Housing

Councillor Gary Jones - Deputy Leader and Executive Member for

Economic Development

Councillor Graham McAndrew - Executive Member for Environment and

the Public Realm

Councillor Suzanne Rutland-

Barsby

Councillor Geoffrey Williamson

Executive Member for Development

Management and Council Support

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.)

Public Attendance

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

Audio/Visual Recording of meetings

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AGENDA

1. Apologies

To receive apologies for absence.

- 2. Leader's Announcements
- 3. <u>Minutes</u> (Pages 7 20)

To approve as a correct record the Minutes of the meeting held on 23 October 2018.

4. <u>Declarations of Interest</u>

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

5. <u>Update from Overview and Scrutiny Committee</u> (Pages 21 - 26)

To receive a report of the Committee Chairman.

6. <u>Update from Joint Meeting of Performance, Audit and Governance</u> <u>Scrutiny Committee and Overview Scrutiny Committee</u> (Pages 27 - 34)

To receive a report of the Committee Chairman.

- 7. <u>Budget Report and Service Plans 2019/20 2022/23</u> (Pages 35 86)
- 8. East Herts Health and Wellbeing Strategy 2018-2023 (Pages 87 124)

- 9. <u>Harlow and Gilston Garden Town Vision and Design Charter</u> (Pages 125 312)
- 10. <u>Draft Affordable Housing Supplementary Planning Document</u> (Pages 313 350)
- 11. Quarterly Corporate Healthcheck Quarter 2 (September 2018) (Pages 351 398)
- 12. Old River Lane (Pages 399 424)

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

13. Exclusion of Press and Public

If needed, to move that under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the discussion of item 12 on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the said Act of the following description:

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

14. 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 23 OCTOBER 2018, AT 7.00 PM

PRESENT: Councillor L Haysey (Chairman/Leader)

Councillors E Buckmaster, J Goodeve, G Jones, G McAndrew, S Rutland-Barsby

and G Williamson.

ALSO PRESENT:

Councillors A Alder, D Andrews, P Ballam, S Bell, P Boylan, R Brunton, S Bull, M Casey, Mrs R Cheswright, B Deering, I Devonshire, B Harris-Quinney, R Henson, J Jones, J Kaye, M McMullen, P Moore, T Page, M Pope, S Reed, P Ruffles, M Stevenson, T Stowe, N Symonds, K Warnell and J Wyllie.

OFFICERS IN ATTENDANCE:

Simon Aley - Interim Legal

Services Manager

Jonathan Geall - Head of Housing

and Health

Martin Ibrahim - Democratic

Services Team

Leader

Jess Khanom - Head of

Operations

Nick Kirby - Enforcement and

Inspection Manager E

Kay Mead - Principal Planning

Officer

George Pavey - Principal Planning

Officer

Jenny Pierce - Principal Planning

Officer

Claire Sime - Service Manager

(Planning Policy)

Helen Standen - Deputy Chief

Executive

Kevin Steptoe - Head of Planning

and Building

Control Services

Liz Watts - Chief Executive

233 LEADER'S ANNOUNCEMENTS

The Leader welcomed Members, Officers and the public to the meeting and reminded everyone that the meeting was being webcast. She advised the public of the fire exits should the alarm sound.

Finally, she reminded Members that an Extraordinary Council meeting would be held after this Executive meeting to consider recommendations on the District Plan.

234 MINUTES

Councillor G McAndrew moved, and Councillor S Rutland-Barsby seconded, a motion to approve the Minutes of the previous meeting as a correct record. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

RESOLVED – that the Minutes of the Executive meeting held on 11September 2018 be approved as a correct record and signed by the Leader.

235 UPDATE FROM OVERVIEW AND SCRUTINY COMMITTEE

The Executive received a report from the Overview and Scrutiny Committee detailing its comments and recommendations on various matters considered at its meeting held on 18 September 2018, including on:

- Executive Member of Development Management and Council Support – Presentation
- Draft Community Transport Strategy 2018 2021
- Economic Development Vision: Update 2016/17 to 2019/21
- Overview and Scrutiny Work Programme

The Executive received the report.

<u>RESOLVED</u> – that the report be received.

236 UPDATE FROM PERFORMANCE, AUDIT AND GOVERNANCE SCRUTINY COMMITTEE

The Executive received a report from the Performance, Audit and Governance Scrutiny Committee detailing its comments and recommendations on various matters considered at its meeting held on 4 September 2018, including on:

- Annual Leisure Report
- Quarterly Corporate Health check Quarter One, 2018-19
- Annual Treasury Review 2017/18 Outturn
- Shared Internal Audit Service Annual Report
- Shared Internal Audit Service Progress Report
- Performance Audit and Governance Work Programme.

The Executive received the report.

<u>RESOLVED</u> – that the report be received.

237 FUTURE MANAGEMENT OF HERFORD AND WARE MARKETS

The Executive Member for Economic Development submitted a report on the future management of Hertford and Ware markets. He advised on the outcome of engagement with traders and other stakeholders and suggested a way forward based on the use of street trading consents.

The Executive was reminded that Bishop's Stortford Town Council had been operating its own market since 2015 and that East Herts Council had sought to devolve management to Hertford and Ware Town Councils on a similar basis. However, both town councils had declined this opportunity, thus the proposal to suspend the market service delivered through the Food Act 1984 and to instead support traders with the use of street trading legislation.

Various Members expressed their support for the proposals. The Leader expressed her thanks to Officers.

Councillor G Jones moved, and Councillor G McAndrew seconded, a motion that the proposals now detailed in the report submitted, be approved. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

The Executive approved the proposals now detailed.

<u>RESOLVED</u> - that (A) the results of the engagement exercise with the traders relating to the street trading consent proposals be noted;

- (B) the use of street trading consents for managing Hertford market be approved;
- (C) the use of street trading consents for managing Ware market be approved; and
- (D) the implementation date for (B) and (C) be January 2019.

238 <u>COMMUNITY TRANSPORT STRATEGY</u>

The Executive Member for Economic Development submitted a report introducing the Council's first Community Transport Strategy. This outlined the proposed vision for community transport in East Herts along with the Council's three key priorities:

- to provide practical support and advice to those considering the need for community transport in their locality;
- to assist with funding new and existing services;
 and

 to promote the importance of community transport.

The Executive Member for Health and Wellbeing referred to the successful scheme run in Sawbridgeworth, which involved sponsorship from various partnerships. He expressed concern that smaller schemes in smaller parishes might prove to be unsustainable. He commented on the importance of flexibility, the role of the masterplanning process and the need for towns and parishes to take the initiative to link their communities.

Various Members commented on the deterioration of bus services generally, especially in the evenings, and the impact this had on vulnerable groups.

In response to Members' questions, the Executive Member for Economic Development referred to the twice yearly conference with town and parish councils and undertook to engage directly on this Strategy.

Councillor G Jones moved, and Councillor E Buckmaster seconded, a motion that the recommendation now detailed be supported. After being put to the meeting and a vote taken, the motion was declared CARRIED.

The Executive supported the recommendation now detailed.

<u>RECOMMENDED</u> - that the draft Community Transport Strategy 2018-2021, as now submitted, be approved. E E

239 MEAD LANE AREA MASTERPLANNING FRAMEWORK

The Executive considered a report on the Masterplan Framework for the Mead Lane Area (HERT2) in Hertford.

The Executive Member for Development Management and Council Support commented on recent public statements suggesting that up to 380 units would be delivered on this site. She emphasised that in the District Plan that would be considered later in the meeting, around 200 units had been identified for this site.

In response to comments from Councillor T Page, the Leader and the Head of Planning and Building Control both reiterated the role of masterplans and the certainty they provided to residents and developers.

Councillor S Rutland-Barsby moved, and Councillor E Buckmaster seconded, a motion that the recommendation now detailed be supported. After being put to the meeting and a vote taken, the motion was declared CARRIED.

The Executive supported the recommendation now detailed.

<u>RECOMMENDED</u> – that the Masterplan Framework for the strategic allocation, Mead Lane Area, as detailed at Essential Reference Paper 'B' to the report submitted, be agreed as a material consideration for Development Management purposes.

240 EAST END GREEN CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

The Executive Member for Development Management and Council Support submitted a report on the East End Green Conservation Area Appraisal and Management Plan.

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

She reminded Members that this had been deferred previously to enable consideration to be given to a late objection. She detailed the outcome of those further considerations and the alternative options for the Conservation Area boundary line.

The Executive Member also proposed an additional recommendation that a full survey of trees in any area excluded from the Conservation Area be undertaken to determine the need for any tree preservation orders.

The Leader moved, and Councillor S Rutland-Barsby seconded, a motion that Alternative 2 be supported, along with an additional recommendation on surveying trees. After being put to the meeting, and a vote taken, this motion was declared CARRIED.

The Executive supported the recommendations now detailed.

RECOMMENDED – that (A) the responses to the public consultation, the Officer responses and proposed changes to the East End Green Conservation Area Character Appraisal and Management Proposals and Alternatives 1 and 2 described in the report submitted, be noted;

- (B) authority be delegated to the Head of Planning and Building Control, in consultation with the Executive Member for Development Management and Council Support, to make any further minor and consequential changes to the document which may be necessary;
- (C) the East End Green Conservation Area Character Appraisal and Management Proposals, as set out in Alternative 2 described in the report submitted, be approved; and
- (D) a full survey of trees in any area excluded from the Conservation Area be undertaken to determine the need for any tree preservation orders.

241 QUARTERLY CORPORATE HEALTHCHECK – QUARTER 1 JUNE 2018

The Executive considered and noted a report on finance and performance monitoring for April – June 2018.

<u>RESOLVED</u> – that (A) the projected revenue budget forecast underspend of £16k in 2018/19 be noted;

(B) the capital budget for 2018/19 of £4.485m be

noted; and

(C) the reported performance and actions for the period April 2018 to June 2018 be noted.

242 ADOPTION OF THE EAST HERTS DISTRICT PLAN 2018

The Leader submitted a report recommending that the Executive support the District Plan. She commented that, once adopted, the District Plan would be at the heart of the planning system and would help to shape future growth and development in East Herts.

The Plan presented an ambitious vision and framework for East Herts, which the Inspector had concluded to be sound. The holding direction issued by the Secretary of State had served to reiterate the importance of having a Plan and to be able to demonstrate a five year land supply in order to deter speculative applications.

The Leader thanked Officers and all partners involved in the work undertaken to lift the holding direction. She referred to a similar direction that had prevented Stevenage Council from adopting its Plan for nearly a year. She committed the Council to continue to support them in their bid to lift the direction order.

In lifting the direction order for East Herts, the Secretary of State had confirmed the Plan as sound, positive and consistent with national planning policies.

The Leader referred to the importance of the masterplanning process that would be undertaken for all the strategic sites. This would support the Plan and

provide the framework to better manage development. The adoption of the Plan would also provide certainty for residents, developers and partners.

The Leader acknowledged that for some residents and Members, the process had been challenging. However, without a sound Plan, the challenges would have been far more difficult.

Finally, the Leader reiterated her appreciation to the Planning Policy team, including former employees who had taken their knowledge and experience elsewhere. She also referred to the invaluable contribution of former Councillor Mike Carver, who had set the process in motion.

The Leader commented that this was a sound and balanced Plan that should be commended to Council.

The Executive Member for Environment and the Public Realm also paid tribute to everyone involved in the production of the Plan and the work undertaken to lift the holding direction.

The Leader moved, and Councillor S Rutland-Barsby seconded, a motion that the recommendations now detailed, be supported. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

The Executive supported the recommendations now detailed.

<u>RECOMMENDED</u> – that (A) the content of the Inspector's Report (and associated Appendix detailing the Main Modifications) as set out in

Essential Papers 'B' and 'C' of the report submitted, be noted; and

(B) the East Herts District Plan as set out in Essential Reference Paper 'E' of the report submitted, incorporating the main modifications and minor changes as set out in Essential Reference Papers 'C' and 'D', be adopted.

243 EAST HERTS DISTRICT PLAN - SUSTAINABILITY APPRAISAL ADOPTION STATEMENT

The Leader submitted a report recommending the Sustainability Appraisal Adoption Statement for publication alongside the District Plan. This document communicated the likely significant effects of an emerging plan, and the reasonable alternatives considered during the plan-making process. It aimed to inform and influence the plan-making process with a view to avoiding or mitigating negative effects and maximising positive effects.

Councillor Haysey moved, and Councillor S Rutland-Barsby seconded, a motion that the recommendations now detailed, be supported. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

The Executive supported the proposals now detailed.

<u>RECOMMENDED</u> – that (A) the content of the Sustainability Appraisal Adoption Statement as set out in Essential Reference Paper 'B' of the report submitted, be noted; and

(B) the Sustainability Appraisal Adoption Statement

E

be published alongside the adopted District Plan 2011-2033 in accordance with Regulation 16 of the Strategic Environmental Assessment Regulations 2004.

The meeting closed at 7.46 pm

Chairman	
Date	



Agenda Item 5

EAST HERTS COUNCIL

EXECUTIVE - 11 DECEMBER 2018

REPORT BY OVERVIEW AND SCRUTINY COMMITTEE VICE-CHAIRMAN

OVERVIEW AND SCRUTINY COMMITTEE UPDATE

WARD(S) AFFECTED:	All	

Purpose/Summary of Report

 This report summarises the discussions and recommendations made by the Overview and Scrutiny Committee meeting on 6 November 2018.

RECOMMENDATION:

(A) That Executive notes the recommendations of the Overview and Scrutiny Committee contained in the report.

1.0 Background

- 1.1 The Overview and Scrutiny Committee met on 6 November 2018 and considered the following items:
 - Shared Services: Revenues and Benefits;
 - Homeless Strategy;
 - Exec Member Update: Jan Goodeve, Executive Member for Housing; and
 - OSC Work Programme.

A summary of their discussions and recommendations is set out below.

2.0 Update from the Executive Member for Housing

- 2.1 The Executive Member for Housing provided Members with a presentation on issues within the remit of her portfolio. She provided Members with a summary of points affecting the housing service. Members considered the key statistics provided and raised a number of queries in relation to the presentation.
- 2.2 It was noted that the Housing Options team now sent a weekly list of properties which had become available for people to bid on. This change had been driven by the Housing Association.
- 2.3 The issue of Universal Credit was raised. Councillor D Abbott suggested that Members might benefit from training on this new benefit system to ensure that they were better informed and could help residents in their ward if asked. The Scrutiny Officer undertook to discuss this with the Member.
- 2.4 The Vice Chairman, on behalf of Members thanked the Executive Member for Housing for the presentation.
 - RESOLVED that the presentation be received.

3.0 Shared Services: Revenues and Benefits

- 3.1 The Head of Strategic Finance and Property and the Head of Revenues and Benefits Shared Service submitted a report in relation to the Revenues and Benefits Shared Service arrangements. The Head of Strategic Finance and Property explained that the supporting Essential Reference Paper "B" showed that the service was very well run and provided benchmarked information which helped illustrate that it was a robust service and that both Councils paid their share of the service.
- 3.2 Clarification was sought by Councillors on the following:
- 3.2.1 The debt position in relation to Council Tax and the processes the Council undertook to recover debt including applications

to the Magistrates Court, seizure of property, attachment to earnings, accessing HMRC data and making arrangements with individuals (covering a number of years), to secure the return of debt:

- 3.2.2 The £5M increase in the collectable debit and how this was generated from increases in each of the precepts.
- 3.2.3 Assurances that help would always be available for those unable to use the online housing benefit claim form and that nationally, the CAB would be providing support for those applying for Universal Credit from April 2019. The Head of Revenues and Benefits Shared Service acknowledged the additional help which was needed to support the vulnerable and homeless.
- 3.2.4 Declining housing benefit claims and escalating overpayments and how a change in an individual's circumstances could impact (within a short time frame) and result in the generation of an overpayment.
- 3.2.5 The timeframes achieved for processing housing benefit claims. There was assurance that these reflected harmonisation of performance across the two Councils.
- 3.2.6 The delivery of the service in relation to revenue savings in a full operating year. The Head of Strategic Finance and Property explained that approximately £50-£70K had been achieved in the first year, adding that further information would be available on 5 December 2018 which could be circulated to Members.
- 3.2.7 The debt status as at 31 March 2018 of Live / Dormant /Fraud HB overpayments.
- 3.2.8 Recruitment within the service. The Head of Revenues and Benefits Shared Service explained that staff numbers had been increased for two years (2015 and 2016) reflecting the

- additional work generated by the Government's welfare reforms.
- 3.3 It was moved by Councillor M McMullen and seconded by Councillor D Andrews that the recommendations, as detailed, be approved. After being put the meeting and a vote taken, the recommendations were declared CARRIED.

RESOLVED that:

- A. The value for money assessment of the Shared Revenue and Benefits Service be noted; and
- B. The Annual Report as detailed within Essential Reference Paper 'B' be noted and any comments be forwarded to the Head of Strategic Finance and Property and the Head of Revenues and Benefits Shared Services.

4.0 Homeless Strategy 2019-2024:

- 4.1 The Service Manager, Housing Services submitted a draft of the Council's new Homeless Strategy 2019-24 and sought Members' endorsement of the strategy for the purpose of consultation. The Service Manager provided an overview of the report and summarised the objectives of the revised strategy to take account of the Homeless Reduction Act 2017 and the Welfare Reform and Work Act 2016.
- 4.2 The following issues were discussed:
- 4.2.1 The fact that people who would like to down-size their homes and release them for larger families, but were prevented from doing so because the rent on a smaller property was often higher and not affordable. The Service Manager explained the constraints within which housing associations had to work in relation to rents charged and affordability.

- 4.2.2 The Government's involvement in the rental sector and housing stock which he felt, had generated a negative approach to making accommodation affordable and useable.
- 4.2.3 That Hertfordshire was one of the most expensive places to buy and rent and that more should be done in relation to Help to Buy schemes adding that it was cheaper to buy than to rent in some instances.
- 4.2.4 The challenges posed by the occupants of some rental properties with anti-social behaviour and mental health problems and the need to work closer with partners.
- 4.2.5 Why the number of homeless people had changed within the table from 92 to 54 and what type of accommodation was used to provide those who were unintentionally homeless. She had concerns that homelessness would probably rise as a result of Universal Credit. The Service Manager Housing agreed that she could foresee an increase in homelessness, but that the Council would continue to work with its partners to help mitigate the situation.
- 4.2.6 The issue of rough sleepers. The Housing Manager Services explained that it was likely to be higher than the estimate (of 3) last year.
- 4.3 It was moved by Councillor D Andrews and seconded by Councillor H Drake that the recommendation, as detailed be supported. After being put to the meeting and a vote taken, the recommendations were declared CARRIED as follows:

RESOLVED - that:

- A. The Homeless Strategy 2019-24 be received, and
- B. The draft Homelessness Strategy be endorsed for the purpose of consultation with external partners and

stakeholders, prior to its submission to Council for adoption.

5.0 Work Programme Update

- 5.1 The Committee received a report providing an update on the current status of their ongoing Work Programme for 2018-2019, including Task and Finish Groups.
- 5.2 The Committee approved the ongoing Work Programme for 2018- March 2019

Background Papers

None

<u>Contact Member:</u> Councillor Jeff Jones, Vice-Chairman, Overview

and Scrutiny Committee jeff.jones@eastherts.gov.uk

<u>Contact Officer</u>: Alison Stuart– Head of Legal and Democratic

Services, Tel Ext 2170

alison.stuart@eastherts.gov.uk

Report Author: Michael Edley – Scrutiny Officer

Mike.edley@eastherts.gov.uk

Agenda Item 6

EAST HERTS COUNCIL

EXECUTIVE - 11 DECEMBER 2018

REPORT BY JOINT OVERVIEW AND PERFORMANCE AUDIT AND GOVERNANCE SCRUTINY COMMITTEES CHAIRMAN

JOINT OVERVIEW AND PERFORMANCE, AUDIT AND GOVERNANCE SCRUTINY COMMITTEE UPDATE

WARD(S) AFFECTED:	All	

Purpose/Summary of Report

 This report summarises the discussions and recommendations made by the joint meeting of the Overview and Performance Audit and Governance Scrutiny Committee meeting on 20 November 2018.

RECOMMENDATION:

(A) That Executive notes the discussions and recommendations of the joint OSC and PAGSC contained in the report.

1.0 Background

- 1.1 The Overview and the Performance Audit and Governance Scrutiny Committees, in a joint meeting on the 20 November 2018, considered the following items:
 - Medium Term Financial Plan, Budget Report and Service Plans 2019/10; and
 - Progress Report on the Old River Lane Development.

A summary of their discussions and recommendations is set

out below.

2.0 Medium Term Financial Plan, Budget Report and Service Plans 2019/10

- 2.1 Isabel Brittain, Head of Strategic Finance provided a summary of the report which sets out and updates:
 - Draft Service Plans for 2019/20;
 - The Medium Term Financial Plan 2019/20 2022/23;
 - The 2019/20 to 2022/23 Capital Programme; and
 - Proposals for a 2.5% uplift to the 2019/20 Schedule of Charges.
- 2.2 It was noted that proposals should be considered within the national context of continued financial uncertainty and risk for local government.
- 2.3 The following issues were discussed:
- 2.3.1 The pragmatic approach to service's budgets that took account of wage realignments and the NJC pay review increments but assumed zero inflation in the cost of goods and services;
- 2.3.2 The relatively healthy state of the pensions reserve and likely impact on future contributions;
- 2.3.3 The correlation between the decline in the Revenue Support Grant and in the increase in the New Homes Bonus;
- 2.3.4 Inclusion of Fanshawe Pool in the Leisure Facilities Capital Programme;
- 2.3.5 Clarity of some performance measures: E-Taxis, fly-tipping, Herts and Ware Business Improvement District, Economic Planning Objectives;

2.3.6 The merits of the Council's Green Travel plan and associated modal shift ambitions.

The joint committee endorsed the Executive to recommend the following for approval by Council:

- A The draft service plans for 2019/20;
- B That the East Herts share of Council Tax be increased by £5 for 2019/20;
- C The updated position on the Medium Term Financial Plan and Budget for 2019/20 including the budget pressures and risks;
- D The new savings in 2019/20 as shown in Table 9;
- E Implementation of the Capital Programme as set out in Essential Reference Paper 'B'; and
- F A 2.5% uplift to the schedule of charges for 2019/20.

3.0 Old River Lane Development

- 3.1 The Chief Executive provided an overview of the project, its progress to date and the associated decision timeline.
- 3.2 The Chief Executive then presented the report which included the key milestones reached or required with respect to:
 - A draft Heads of Terms to be signed with the development partner for ORL and an update on the process of selection (through the competitive dialogue route);
 - A final brief and estimated budget for the Arts and Entertainment Centre;

- The estimated budget and final business cases for the Multi Storey Car Park and attached residential and commercial units at Northgate End and an update on the procurement of the design team, surveys and investigations; and
- The land required that is currently in the ownership of Hertfordshire County Council and Bishop's Stortford Town Council.
- 3.3 Discussions centred on the following:
- 3.3.1 The fact that running costs, capital investment etc are estimated and are dependent on the final investment by EHC, HCC, BSTC, and the winning developers design and bid. The Chief Executive confirmed that these details will become clearer over the next few months and will be in place for the final Council decision in March 2019;
- 3.3.2 The retention of the green space in the north east of the site for recreational purposes;
- 3.3.3 Concern about whether two pieces of land to be purchased have effectively become ransom strips. The council's property advisor noted that given the nature of the development being one that is in the public benefit of the whole of Bishop's Stortford, and the fact that the two pieces of land are both in public ownership, it is anticipated that all parties will work together to deliver fair value for any land in order to enable the delivery of the project.
- 3.3.4 The potential delay that could be caused by the Judicial review and the mitigation measures being undertaken to remove the risks posed by this process. The Chief Executive noted that in order to save time the proposed strategy is to request that the High Court quashes the original planning permission and that a variation to the planning application is submitted which should be considered by Development Management

Committee in January 2019;

- 3.3.5 The low expectations for financial return on the councils investment given the project's main ambitions are socioeconomic improvements for Bishop Stortford;
- 3.3.6 The legal status of the draft Heads of Terms document, where clarification was given that while not legally binding, the Heads of Terms sets out the broad terms of the agreement between the Council and the final developer which will form the basis of a legally binding document known as the 'Development Agreement'. It was agreed that the council's Legal Services manager will provide clarification to this effect;
- 3.3.7 The default and termination terms that will need to be clarified. Officers confirmed that there will be a significant amount of detail to add to the final Development Agreement, such as these terms; and
- 3.3.8 That a members briefing would be welcome providing clarification on these issues before full council.
- 3.4 The Joint Overview and Performance, Audit and Governance Scrutiny Committee brings to the Executive's attention that the committee:
 - A Noted the update on the competitive dialogue procurement which is currently underway for a development partner at Old River Lane (Section 2.0);
 - B Scrutinised the latest brief for the Arts and Entertainment Centre (ERP B), the estimated budget for the centre and the likely funding partners, and forwards any comments to the Executive (Section 3.0);
 - C Scrutinised the draft Heads of Terms for the Development Agreement on the ORL main site (Exempt ERP C);

- D Scrutinised the final business case for the Multi Storey Car Park and adjoining residential/commercial units at Northgate End (Exempt ERP D), known as the 'Northgate End Developments', the estimated capital allocation for the build costs of these developments and the proposal to procure a contractor (Section 5.0);
- E Noted that the commencement of construction of the Northgate End Development is conditional upon the following:
 - Removal of the challenge to the planning permission granted in July 2018 or a new permission being granted (currently subject to judicial review);
 - ii. Capital funding being allocated by Council on 19 December 2018; and
 - iii. The final Heads of Terms for the main ORL site being approved by Council on 5 March 2019 and subsequently signed by the Council and Developer; and
- F Noted the land assembly requirements relating to land owned by Hertfordshire County Council and Bishop's Stortford Town Council. (Section 6.0)

4.0 Meeting of the Performance, Audit and Governance Scrutiny Committee

- 4.1 Following the Joint Meeting the Performance, Audit and Governance Scrutiny Committee held a short formal meeting to sign off the minutes of their meeting on 4 September 2018 and agree their work programme going forward.
- 4.2 There were no recommendations for Executive arising from this meeting.

Background Papers

None

<u>Contact Member</u>: Councillor Mark Pope, Chairman, Joint Overview

and Performance Audit and Governance Scrutiny

Committees

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Report Author: Michael Edley – Scrutiny Officer

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Agenda Item 7

EAST HERTS COUNCIL

EXECUTIVE - 11 DECEM	IBEK	2018
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REPORT BY EXECUTIVE MEMBER FOR FINANCE AND	SUPPORT
SERVICES	

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

WARD(S) AFFECTED:	ALL	

Purpose/Summary of Report

- The report updates and sets out proposals for Joint Committee (Performance, Audit & Governance Committee and Overview & Scrutiny Committee) recommendations on the following:
 - The Medium Term Financial Plan 2019/20 2022/23
 - o The 2019/20 to 2022/23 Capital Programme
 - o The 2019/20 Schedule of Charges
- All decisions and recommendations will be considered within the national context of continued financial uncertainty and risk for local government.
- The report sets out recommendations for Joint Committee to make to Executive for budget proposals for a balanced four year Medium Term Financial Plan and approval of the Council Tax for 2019/20.

RECOMMENDATIONS FOR EXECUTIVE: to recommend the following for approval by Council:	
(A)	the draft service plans for 2019/20;
(B)	the East Herts share of Council Tax for a band D in 2019/20 be set at £169.09;

(C)	the updated position on the Medium Term Financial Plan and Budget for 2019/20 including the budget pressures and risks;
(D)	the new savings in 2019/20 as shown in table 9;
(E)	implementation of the Capital Programme as set out in Essential Reference Paper 'C'; and
(F)	the schedule of charges set out in Essential Reference Paper 'D' with an overall increase of 2.5% for 2019/20.

1 <u>Background</u>

- 1.1 This report sets out the Council's approach to setting the budget for 2019/20 and the revenue and capital budget proposals for the four years commencing 2019/20.
- 1.2 Throughout the past few months Finance has met with members and senior officers to discuss the issues and opportunities that this year's budget setting process will present.
- 1.3 The principal objective of the process was to consider previous and current budget decisions the Council has made and then ensure that they were both robust and able to deliver a sustainable Medium Term Financial Plan.
- 1.4 Some of the key issues discussed throughout this time included the long term national financial outlook and the impact this will have on local budgets and the ability to produce income streams for a future balanced budget.
- 1.5 The report sets out the proposals and outcomes that officers have arrived at to ensure that East Herts Council maintains a sustainable budget position for the future.

- 1.6 The Council's strategic aims and priorities drive the medium term financial planning process, with changes in resource allocation determined in accordance with policies and priorities. The Medium Term Financial Plan (MTFP) provides the framework for the development of annual budgets in line with the aims of the Council's Corporate Strategy.
- 1.7 As part of last year's budget process it was noted that grant funding cuts since 2010 has meant that the Council has delivered net savings of £2.6m.
- 1.8 Additional budget efficiencies required over the next four years could be in excess of £3m dependant on the outcomes of a number of government initiatives including the Business Rate Retention Policy, Fairer Funding Regime and reliance on grants. This will present a significant challenge for the Council and where possible, the Council has looked to minimise the impact on front line services.
- 1.9 The report contains the following sections and Essential Reference Papers:

Rep	Report Sections				
2	Budget Components				
3	Budget Pressures and Risks				
4	2018/19 Budget Preparation and				
	Engagement				
5	Service Plans				
6	Reserves				
7	Capital				
8	Schedule of fees & charges				
9	Advice from the S151 officer				
10	Implications/ Consultations				

Ess	Essential Reference Papers				
Α	Implications/Consultation				
В	Reserves – not available at present				
С	Capital				

D	Schedule of charges
Е	Service Plans

2 Budget Components

2.1 The council's revenue budget comprises of five major 'building blocks' as follows:

Net Cost of Services

Corporate Budgets

Contributions to/from Reserves

Sources of External Funding

Council Tax

- **2.1.1 Net Cost of Services:** these are the direct costs incurred by the council in delivering services, less any specific income generated. Included in the Net Cost of Services is use of the Councils reserves to fund these services.
- 2.1.2 Corporate Budgets: these are the costs incurred and income received by the council that are not service specific e.g. Pension Fund deficit contributions, interest income and payments. Also included in this heading are the Contingency and New Homes Bonus Priority Spend budgets which are not allocated to specific services at the beginning of the financial year.
- 2.1.3 Contributions to/from Reserves: this represents funding within the revenue Budget from Earmarked Reserves, which have been allocated to fund specific purposes. The impact of the use of Reserves is a reduction in the total income demand on Council Taxpayers. Reserves are, however, a finite source of funding and their use should represent value for money.

- **2.1.4 Sources of External Funding:** these income budgets are general and non-service specific income sources. They include funding from Central Government and Non-Domestic Rates income (also known as Business Rates).
- 2.1.5 **Council Tax:** this income is also a general and non-service specific source of income. Only once budgets for the other 'building blocks' have been established can the amount required from Council Tax be calculated, known as the 'Demand on the Collection Fund'.

2.2

Net Cost of Services

The Net Cost of Services is the total cost of all the services delivered by the Council net of any specific income streams. The total cost of services for 2019/20 will be capped at £14.3m as part of the cash limit budget process. This is comparable to last year's budget of £13.8m. This decision allows Heads of Service to work within their own service delivery requirements and service plans to make the best use of the resources available. This revised budget includes pay and contract inflation assumptions as detailed in section 3 of this report. The breakdown of these costs for the Medium Term Financial Plan is set out in the table on the following page:

Table 2 - Net Cost of Services

	2019/20	2020/21	2021/22	2022/23
	£000	£000	£000	£000
Chief Executive	389	396	403	410
Department				
Communications,				
Strategy & Policy	1,131	1,151	1,171	1,191
Human Resources	495	503	510	518
Strategic Finance &	1,727	1,966	2,005	2,045

Property				
Democratic & Legal	1,266	1,281	1,297	1,313
Services				
Housing & Health	2,271	2,308	2,346	2,383
Planning	725	759	794	829
Operations	3,757	3,956	4,159	4,366
Revenues & Benefits	906	934	963	992
Business & Technology	1,636	1,643	1,652	1,659
Net Cost of Services	14,303	14,897	15,300	15,706

2.3

Corporate Budgets

Corporate budgets are those that cannot be directly attributable to specific services and are costs to the authority as a whole. Income collected from the Council's wholly owned company is also included in this budget. A breakdown of these proposed income streams/costs for 2019/20 onwards is set out below:

Table 3 – Corporate Budgets

	2019/20	2020/21	2021/22	2022/23
	£000	£000	£000	£000
Fees & Charges	(51)	(191)	(243)	(283)
NHB to Parish and	697	696	775	943
Towns				
Interest Payments	669	207	133	133
Investment Income	(990)	(640)	(440)	(390)
Pension Fund deficit	696	796	796	796
contribution				
Total	1,021	868	1,021	1,199

2.4

Contributions to/from Reserves

The budget process invariably includes items that are not annually re-occurring and that require financing from the council's reserves, an example of this is the Elections Reserve which is only used to fund election costs in election year but a contribution is made to it every year. The proposed Earmarked Reserve contributions (except those included in the Net Cost of Services) are summarised in the table below for 2019/20 onwards.

Table 4 – Earmarked Reserves Contributions

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

2.5
Sources of External
Funding

- 2.5.1 The table below shows the external sources of funding available to East Herts Council over the last 4 years and the projected available for 2019/20. As revealed below, over the 5 years from 2014/15 to 2019/20 the cumulative reduction in annual funding available to East Herts is £2.4m.
- 2.5.2 This has had a direct impact on the resources available to deliver services.

Table 5 - External Sources of Funding

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

- 2.5.3 The key information presented in the table includes the Revenue Support Grant removal over the 5 year period and that the New Homes Bonus has in part replaced that funding in the latter years.
- 2.5.4 The previous budget decisions to freeze or reduce Council Tax for East Herts residents has meant that Council Tax income has **not** kept in line with inflation. This has had the effect of eroding the council's tax base over a period of 5 years (as inflation has increased annually but council tax income has remained the same).

2.5.5 New Homes Bonus

- 2.5.5.1 The New Homes Bonus was introduced in 2011 with the objective of encouraging housing growth with a local authority payment.
- 2.5.5.2 "The New Homes Bonus is designed to create an effective fiscal incentive to encourage local authorities to facilitate housing growth. It will ensure the economic benefits of growth are more visible within the local area, by matching the council tax raised on

increases in effective stock. This will redress the imbalance in the local government finance system, whereby resources for growth areas did not keep pace with growth."

DCLG February 2011

2.5.5.3 East Herts Council has used the NHB Bonus funding to support the General Fund budget for the last 6 years (50%) and to support both Parish and Town Councils (25%). The remaining 25% has been has been contributed to reserves to fund investment and one off schemes.

2.6 Council Tax

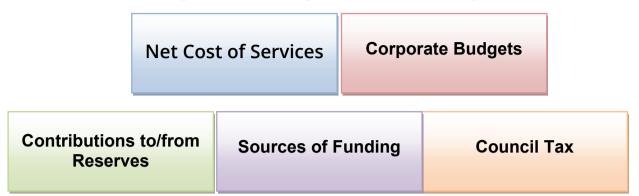
2.6.1 Council Tax is a local tax on domestic properties which East Herts collects on behalf of Hertfordshire County Council, Hertfordshire Police and also Town and Parish Councils. The split of this collection for 2018/19 is set out in the table below:

Table 6 - Council Tax Split

	2018/19 split
HCC	76.98%
EHC	9.57%
Police	9.56%
Town & Parish	3.89%

2.6.2 East Herts increased Council Tax by £5 in 2017/18, only the second increase in 6 years. It is proposed that for 2019/20 onwards East Herts will increase its share of the Council Tax by £5 per year, the maximum increase allowed in any year. This level of increase will be built into the Medium Term Financial Plan on an ongoing basis to mitigate the effect of the frozen rates in previous years.

2.7 Consolidating the 5 Building Blocks of the budget



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

Table 7 - Budget Summary

	Revised
	Budget
	2019/20
	£000
Net Cost of Services	14,303
Corporate Budgets	1,021
Contributions to Reserves	558
Total Expenditure	15,882
Sources of Funding	(5,463)
Council Tax	(10,298)
Revised Budget Gap	(121)

- 3 <u>Budget Pressures and Risks</u>
- 3.1 The Council's Medium Term Financial Plan is a complex model subject to many factors and the forecasts which are by necessity subject to continuous review and refinement to reflect the latest information as it emerges.
- 3.2 Specific service issues are monitored by the Heads of Service who are responsible for identifying pressures and

- opportunities that will impact on service delivery and have financial implications.
- 3.3 The following issues have been reviewed and items included as a provision in the Medium Term Financial Plan only where the financial impact is assessed as being quantifiable and unavoidable. Where the financial impact is unclear or subject to significant uncertainty, specific provision may not be made but be included as financial risks that if costs materialise in year will be met from the available reserves or balances.
- 3.4 Pay Awards / NJC Pay review
- 3.4.1 In recent years the Government's public sector pay cap has been followed when negotiating local government pay awards. This has been necessary as the government has assumed the same pay restraint will be followed by local government when determining annual local government spending limits and finance settlements.
- 3.4.2 Last year's announcement of a two year 2% + 2% pay offer to local government unions has meant an additional pressure on the previous reported funding gap.
- 3.4.3 Coupled with this announcement was the necessity for Local Authorities to consider and implement a new spinal point option that would eradicate the outstanding National Living Wage (NLW) issues. The implications are that nationally this will require a 2.5-4.0% increase in the national pay bill for 2019/20, the impact for East Herts has thus been considered within the context of the Medium Term Financial Plan.
- 3.4.4 Although salary increase of 1% is generally included within the Medium Term Financial Plan budget planning process, and previous information had led to additional provision being included in the MTFP the proposed changes will cost EHDC an additional £318k in 2019/20. An independent advisor is currently working with our finance team to verify these figures

and ensure the budget requirments are robust. It is possible that these figures may change prior to Council in December 2018.

- 3.5 Inflation and Growth
- 3.5.1 Provision for inflation has been made in the MTFP for all contractual uplift costs based on terms and conditions set out in contractual agreements and for inflation on business rates in respect of Council owned properties.
- 4 <u>2019/20 Budget Preparation and Engagement</u>
- 4.1 During November and December 2018, Members and Officers will be encouraged to participate in a number of "Have your Say Part 2" budget workshops to look at the authority's Medium Term Financial Plan and to explore both money saving and money making opportunities to bridge the funding gaps in future years . These workshops will look at prioritising spend in the future and exploring alternative income streams. The results will feed into the 2020/21 Medium Term Financial Plan budget setting process.
- 4.2 The Budget Gap and Savings Proposals

An initial review of the Medium Term Financial Plan set out a funding gap of £2.8m across the 4 years with £121k attributable to 2019/20. The work carried out by officers has changed a number of these figures and has found solutions to some of the early year budget gap especially in 2019/20

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

is shown below:

Table 8 - Budget Gap

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

4.5 The budget paper for 2018/19 presented at Council on the 2nd March 2018 detailed a number of potential savings projects (**ERP C**) that were investigated throughout 2018/19. In addition to this work an updated business plan for the council's wholly owned company Millstream has proposed an additional income stream. The report to agree this is also included in the December Council agenda. The result of these pieces of work is that £121k of savings/additional income has been identified and these are detailed in the table below. Agreement of these savings will ensure a balanced budget for 2019/20.

Table 9 – savings proposals

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

5.0 Service Delivery Priorities

- 5.1 Alongside the budget setting process, heads of service in conjunction with portfolio holders have identified service delivery priorities for 2019/20. These can be found at **Essential Reference Paper 'E'**. The service plans outline in detail the key actions that are to be delivered over the next year and the means by which they will be monitored. These are proposed in the context of both the 2019/20 budget and the key priorities within the Council's Corporate Strategic Plan which was agreed by Members in February 2016:
 - Priority 1: improve the health and wellbeing of our communities (changed to "people")
 - o Residents living active and healthy lives
 - Support for our vulnerable families and individuals
 - o Communities engaged in local issues
 - Priority 2: enhance the quality of people's lives (changed to "places")
 - Attractive places
 - Future development best meets the needs of the district and its residents (changed to "future places")
 - Priority 3: Enable a flourishing economy (changed to "businesses")
 - o Support for our businesses and the local economy
 - Vibrant town centres
 - Working with others, to have achieved the right infrastructure for our businesses and communities

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

6 Reserves

- 6.1 The reserves are an important part of the budget setting process, there are minimum requirements set out for General Fund Reserves, however authorities are also expected to maintain a level of Earmarked Reserves to fund one off projects and initiatives. The emphasis for this Medium Term Financial Plan is to ensure the longevity of the Council's funding and provide investment funding for future income generating initiatives.
- 6.2 The table below set out the proposed contributions to and from reserves over the next four years including the increasing contribution from New Homes Bonus, including reserve usage to fund items within the net cost of services.
- 6.3 It is essential for the Medium Term planning that reliance on reserves for ongoing costs is removed and that the funding is used for more appropriate investment purposes. Re-occurring items that have previously been funded through reserves in the MTFP have now been included in the revenue budget on an ongoing basis.

Table 9 – Reserves

	2019/20	2020/21	2021/22	2022/23
	£000	£000	£000	£000
Contributions to				
<u>Reserves</u>				
NHB Priority Spend	697	1,393	2,324	2,829
District Election	28	28	28	28
House Condition	14	14	14	14
Survey				
Sub-total	<u>739</u>	<u>1,435</u>	<u>2,366</u>	<u>2,871</u>

Contributions from				
<u>Reserves</u>				
Revenue Budget	(85)	(86)	(86)	(86)
Pension Deficit	(96)	(96)	(96)	(96)
Sub- total	<u>(181)</u>	<u>(182)</u>	<u>(182)</u>	<u>(182)</u>
Total Reserves	558	1,253	2,184	2,689
movement				

7 <u>Capital Programme</u>

- 7.1 The Capital Programme for 2019/20 to 2022/23 is included in this report.
- 7.1.1 The forecast outturn for the 2018/19 capital programme is £5.8m.
- 7.1.2 The details on the movement expenditure for the Capital Programme are monitored and reported quarterly to Executive within the Healthcheck report.
- 7.2 Any slippage on significant capital projects during 2018/19 will be considered at the end of the financial year
- 7.2.1 The capital programme for 2019/20 onwards contains a number of newly agreed capital schemes and also the rolling schemes agreed in previous years.
- 7.2.3 Currently the review of the Capital programme is undertaken as part of the quarterly health-check report. Any additions to the programme require a funding request to be made through the appropriate governance process. This process is defined by the value of the capital bid.
- 7.2.4 The council is likely to undertake a number significant capital schemes within the medium term including Old River Lane, Bishop's Stortford. The scope and funding arrangements of

such schemes are still in the early stages of project planning. However it should be noted that East Herts may need to give careful consideration to its reserves provision in the forthcoming years and will potentially require a borrowing facility within this medium term financial period.

- 7.2.5 As any of these schemes are agreed and the funding requirements become more definite these schemes will be included in the capital programme presented within the quarterly health-check report.
- 7.2.6 The complete proposed capital programme can be found in **Essential Reference Paper C** including schemes already approved in previous years.
- 7.3 Prudential Code Implications
- 7.3.1 The council is required under the Local Government Act 2003 to 'have regard' to the requirements of the CIPFA Prudential Code which requires that certain performance indicators and limits known as Prudential Indicators are calculated.
- 7.3.2 The Prudential Indicators must be approved by Council before the beginning of each financial year. Their purpose is to help the council ensure that its capital investment plans are affordable, prudent and sustainable.
- 7.3.3 It is recommended that the capital programme being proposed in this budget report is affordable, prudent and sustainable. The Treasury Mangement Strategy for 2019/20 will address any funding requirements for future years.
- 8. <u>2019/20 Revenue Schedule of Fees & Charges</u>
- 8.1 The proposed schedule of charges is set out in **Essential Reference Paper D**.
- 8.2 The fees and charges budgets (excluding charges for pay and

display car parking) included in the 2018/19 Net Cost of Services totalled £2.028m.

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

Table 10 – Fees & Charges

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

Hostels			
	120,000	3,000	123,000
Bed & Breakfast			
	16,100	400	16,500
Residents' Parking			
	115,100	2,900	118,000
Parking - Season			
Tickets	31,200	800	32,000
Total			
	2,028,350	50,700	2,079,050

- 8.4 The fees and charges included in **Essential Reference Paper D** have increased by an average of 2.5%, the estimated impact of this increase is additional income of £50.7k in 2019/20.
- 8.5 Pay and Display charges have not been increased for 2019/20, this is in line with the budget policy agreed at a previous Council, and will be reviewed in 2020/21.
- 9. Advice from the Section 151 Officer
- 9.1 Section 25 of the Local Government Act 2003 requires the Statutory Section 151 Officer (Head of Strategic Finance & Property) to give advice to the Council on the levels of reserves held and the robustness of the budgets at the time Council makes its decision on the budget proposals.
- 9.2 It is the advice of the Head of Strategic Finance and Property that these budget proposals are prudent, sensible and robust. In determining the budget proposals:
 - Funding sources have been extensively modelled
 - A zero-based salary budget has been produced
 - The MTFP model and assumptions have been considered and refreshed
 - The council's Earmarked and General Reserves have been reviewed

- The revenue impact of the capital programme has been considered
- The key financial risks facing the council have been identified and assessed
- The budget proposals meet the requirements of the Local Government Finance Act 1997 for a balanced revenue position
- 9.3 Throughout this report attention has been drawn to the uncertainty of the local government funding regime and the potential impact on East Herts. The assumptions made in the preparation of this report and the MTFP are based on the best information available at the time.
- 10. <u>Implications / Consultations</u>
- 10.1 Information on any corporate issues and consultation associated with this report can be found within Essential Reference Paper A.

Background Papers

None

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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate	Priority 1 – Improve the health and wellbeing of our communities
Priorities/ Objectives:	Priority 2 – Enhance the quality of people's lives
	Priority 3 – Enable a flourishing local economy
	The report proposes the budget and service plans for the Council in 2019/20 and the medium term financial plan which contributes to all the Corporate Priorities.
Consultation:	Member training and briefings have been undertaken
Legal:	There are no legal implications.
Financial:	There are no direct financial implications arising from the report.
Human Resource:	No specific implications arise from this report
Risk Management:	The Budget report considers emerging risks to the funding the Council receives and sets out the mitigation of those risks.
Health and wellbeing –	No specific implications arise from this report.
issues and impacts:	
Equality impact assessment required?	No



ESSENTIAL REFERENCE PAPER C

CAPITAL PROGRAMME 2019/20 TO 2022/23

APPROVED SCHEMES	2019/20	2020/21	2021/22	2022/23
	Original	Original	Original	Original
	Budget	Budget	Budget	Budget
	£000	£000	£000	£000

Head of Strategic Finance & Property				
Investment in operational assets	250	250	250	250
Total Strategic Finance & Property	250	250	250	250
Head of Shared Business & Technology Services				
Rolling programme to be utilised on ICT projects subject	450	450	450	450
to ITSG review				
Total Head of Shared Business & Technology Services	450	450	450	450
Total Head of Sildred Busiliess & Technology Services	450	450	430	450
Head of Operations				
Leisure Facilities Strategy				
Grange Paddocks Leisure Centre	11,000	10,000	648	0
Hartham Leisure Centre	4,000	2,863	0	0
Ward Freman	0	881	0	0
Hertford Theatre	5,000	8,190	0	0
Open Space Improvements at the Wash, Hertford	50	0	0	0

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

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

TOTAL	40,643	23,117	1,831	1,183
Strategic Finance & Property	250	250	250	250
Shared Business & Technology Services	450	450	450	450
Operations	20,465	22,004	718	70
Housing & Health	390	358	358	358
Planning & Building Control	55	55	55	55
		•	•	
TOTAL	21,610	23,117	1,831	1,183

NEW SCHEMES (submitted for approval to this committee)

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

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





Basis of Charge	Unit of Charge

2018/19 Charge
£

2019/20 Charge £

VAT

Misc Development Management Charges

Misc Development Management Charges						
Copies of any documents		per black & white A4 sheet	0.10	0.10	n,	/a
Copies of any documents][per colour A4 sheet	0.20	0.20	n,	/a
Copies of any documents		per black & white A3 sheet	0.20	0.20	n/	/a
Copies of any documents		per colour A3 sheet	0.40	0.40	n/	/a
Copies of any documents		per black & white A2 sheet	1.00	1.00	n,	/a
Copies of any documents		per colour A2 sheet	2.00	2.00	n,	/a
Copies of any documents		per black & white A1 sheet	1.50	1.50	n,	/a
Copies of any documents		per colour A1 sheet	3.00	3.00	n/	/a
Copies of any documents		per black & white A0 sheet	2.00	2.00	n,	/a
Copies of any documents		per colour A0 sheet	4.20	4.30	n/	/a
Copies of documents provided on an electronic disc		per disc provided	16.30	16.70	n/	/a
Historical Research (where records available)		per hour (or part)	83.00	85.00	n/	/a
Legal obligation agreements - clause monitoring fee		per obligation issue	-	-	n/	/a
Legal obligation agreements - confirmation of compliance by third parties or where the monitoring fee has not been paid		per hour (or part of) after first hour	81.00	83.00	n,	/a
Fee for discharge of or compliance with a condition		per request (any number of conditions) relating to works of extension or alteration to an existing dwelling	28.00	28.00	n,	/a
Fee for discharge of or compliance with a condition		per request (any number of conditions) all other developments	97.00	97.00	n/	/a
Retieval of externally stored microfilmed records		per microfilmed record	4.90	5.00	n,	/a
		•				—

PRE-APPLICATION ADVICE

Householder proposals	
Householder proposals	

Initial fee
Secondary fee

126.05	1	29.16
56.67	Pag	58.08 7 6 6

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DRAFT 2019/20 FEES & CHARGES



	Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
			£	£	
Request for informal confirmation that proposed development comprises 'permitted development'. (Not Lawful Development Certificate)		Initial fee	113.75	116.58	S
Request for informal confirmation that proposed development comprises 'permitted development'. (Not Lawful Development Certificate)		Secondary fee	-	-	S
Largescale Major Development Proposals		Initial fee	Individually Quoted Price	Individually Quoted Price	S
Largescale Major Development Proposals		Secondary fee	-	-	S
Smallscale Major Development Proposals		Initial fee	Individually Quoted Price	Individually Quoted Price	S
Smallscale Major Development Proposals		Secondary fee	-	-	S
Minor Development (single new or replacement dwellings and other development of less than 50sqm floorspace)		Initial fee	315.00	322.91	S
Minor Development (single new or replacement dwellings and other development of less than 50sqm floorspace)		Secondary fee	-	-	S
Minor Development (all other minor development)		Initial fee	393.33	403.16	S
Minor Development (all other minor development)		Secondary fee	-	-	S
Minor Development (all other minor development)		Initial fee	393.33	403.16	S
Minor Development (all other minor development)		Secondary fee	-	-	S
Any development where affordable housing is required by virtue of the Council's planning policies and is to be provided		Initial fee	-	-	S
Other Development		Initial fee	105.00	107.66	S
Other Development		Secondary fee	52.50	53.83	S
Advertisement proposals		Initial fee	87.50	89.71	S
Advertisement proposals		Secondary fee	-	-	S
Heritage advice		Initial fee	113.75	116.58	S
Heritage advice		Secondary fee	56.88	58.33	S
Meetings - major and minor developments			Included in quoted fee	Included in quoted fee	
Meetings - all other development types		per officer present / per hour	37.63	38.58	S
Provision of urgent advice		within 5 working days	2 X quoted fee	2 X quoted fee	



DRAFT 2019/20 FEES & CHARGES

Basis of Charge	Unit of Charge

2018/19 Charge
£

_	2019/20 Charge
	£

VAT

n/a

n/a

Letting of Council Offices

Council Chamber - Hertford	
Other Rooms - Hertford	

per hour
per hour

31.00
20.00

32.00	
20.50	





Charas	Unit of Charge







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

FOI Request	Statutory	Under 18 hours of staff time	ŀ	No charge other than disbursements	No charge other than disbursements	
FOI Request	Statutory	In excess 18 hours of staff time		£25 an hour	£25 an hour	

• However, where possible, we will assist the applicant to refine the request and determine what might be achieved within the £450 limit. If this is not possible, EHDC will issue a Fees Notice detailing the full cost of the request. The request will not be progressed until the fees have been paid. The time taken to pay the fees does not count as part of the 20 working day target for responding to requests.

Disbursements (photocopying, copying to different media, postage etc)			Free up to £10, above this will be charged at the full cost	Free up to £10, above this will be charged at the full cost	
EIR Request	Statutory	Under 18 hours of staff time	No charge other than disbursements	No charge other than disbursements	
EIR Request	Statutory	In excess 18 hours of staff time	£25 an hour + any additional fees identified in departmental fee structures	£25 an hour + any additional fees identified in departmental fee structures	

DRAFT 2019/20 FEES & CHARGES

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

LAND CHARGES

Registration of a charge in Part II of the register	Statutory	per charge	£67.00	67.00	os
Filing a definite certificate of the Lands Tribunal under rule 10 (3)	Statutory	per certificate	£2.50	2.50	os
Filing a judgement or order, or written request for the variation or cancellation of any entry in Part 11 of the register	Statutory	per item	£7.00	7.00	os
Inspection of documents filed in the register under rule 10, in respect of each parcel of land	Statutory	per parcel of land	£2.50	2.50	os
Office copy of any plan or other document filed pursuant to the rules	Statutory	per copy	Individual Charge	Individual Charge	os
Standard search fee (LLC1 + CON29)		Fixed	£116.35	£116.35	S
Extra parcel fee with standard search		Fixed	£21.00	£21.00	S
Standard search including all CON29O questions		Fixed	£364.15	£364.15	S
LLC1		Fixed	£22.05	£22.05	Z
CON29		Fixed	£94.30	£94.30	S
Con29O Qu.4 -21		Fixed	£12.60	£12.60	S
Con29o Qu.22		Fixed	£21.00	£21.00	S
Extra parcel fee (LLC1)		Fixed	£5.25	£5.25	Z
Extra parcel fee (Con29)		Fixed	£15.75	£15.75	S

LEGAL CHARGES

Authorised Guarantee Agreement	Discretionary	Fixed	£504.17	516.75	S
Commercial lease assignment	Discretionary	Fixed	£682.50	699.58	S
Leases	Discretionary	Fixed	£787.42	807.08	S
Licences	Discretionary	Fixed	£367.50	376.66	S
Deed of covenants	Discretionary	Fixed	£475 PLUS 3%	£486.87 PLUS 3%	S
Landlord licence	Discretionary	Fixed	£575.40	589.80	S
Deed of variation (complex)	Discretionary	Fixed	£1,050.00	1,076.24	S
Easements	Discretionary	Fixed	£1,050.00	1,076.24	S
Drafting Rent Reviews	Discretionary	Fixed	£262.50	269.07	S
s.106 TCPA 1990 – simple	Discretionary	Fixed	£1,050.00	1,076.24	S
s.106 TCPA – complex	Discretionary	Fixed	£2,625.00	2,690.63	S
Deed of Surrender	Discretionary	Fixed	£630.00	645.75	S
Transfer of Open Space	Discretionary	Fixed	£840.00	861.00	S
Licence of alternations	Discretionary	Fixed	£735.00	753.33	S
Licence to assign leasehold premises	Discretionary	Fixed	£735.00	753.33	s
Notice of Assignment	Discretionary	Fixed	£86.00	88.16	S
Notice of charge	Discretionary	Fixed	£86.00	88.16	S
Postponement of Charge	Discretionary	Fixed	£86.00	88.16	S
Sale of land	Discretionary	Fixed	£787.50	807.17	S
Footpath/Bridleway Creation or Diversion Agreement	Discretionary	Fixed	£1,575.00	1,614.37	S

Electoral Registration Fees

	Fee for sale of the full register and notices of alteration
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	per sale
Statutory	provided
	electronically

DRAFT 2019/20 FEES & CHARGES

	Basis of Charge	Unit of Charge	2018/19 Charge £	2019/20 Charge	VAT
and an additional	Statutory	per thousand or part thousand entries	£1.50	£1.50	Z
Fee for sale of the full register and notices of alteration	Statutory	per sale printed	£10.00	£10.00	Z
and an additional	Statutory	per thousand or part thousand entries	£5.00	£5.00	Z
Fee for sale of the open Register	Statutory	per sale provided electronically	£20.00	£20.00	Z
and an additional	Statutory	per thousand or part thousand entries	£1.50	£1.50	z
Fee for sale of the open Register	Statutory	per sale printed	£10.00	£10.00	Z
and an additional	Statutory	per thousand or part thousand entries	£5.00	£5.00	Z
Fee for sale of the list of overseas electors	Statutory	per sale provided electronically	£20.00	£20.00	Z
and an additional	Statutory	per hundred or part hundred entries	£1.50	£1.50	z
Fee for sale of the list of overseas electors	Statutory	per sale printed	£10.00	£10.00	Z
and an additional	Statutory	per hundred or part hundred entries	£5.00	£5.00	Z
Fee for sale of the marked document (register or absent voters list)	Statutory	per sale provided electronically	£10.00	£10.00	Z
and an additional	Statutory	per thousand or part thousand entries	£1.00	£1.00	Z
Fee for sale of the marked document (register or absent voters list)	Statutory	per sale printed	£10.00	£10.00	z
and an additional	Statutory	per thousand or part thousand entries	£2.00	£2.00	z
Photocopies of Election expense returns	Statutory	Per side copied	£0.20	£0.20	Z
Certificate of Registration	Discretionary	per elector per year	£20.00	£20.00	Z

Street Name & Numbering

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





2018/19 Charge	
£	

2019/20 Charge £ VAT

Environmental Health Licences

Riding Establishments (excl. vet fees)
Animal licences - Grant or renewal cost of one licensable activity
Animal licences - Grant or renewal cost per additional licensable activity
Animal licences - Additional annual inspection fee for the hiring of horses, where a renewal inspection is not due (invoiced annually after each inspection)
Animal licences - Minor variation of a current licence (no site visit)
Animal licences - Variation of a current licence (involving site visit)
Animal licences - Re-evaluation of a licenced premises star rating
Animal licences - Re-evaluation of a licenced premises star rating per additional licensable activity
Animal licences - Additional charge for businesses found to be operating without a valid licence
Zoos - New Licence (excl. vet fees)
Zoos - Year 3 renewal licence inspection (excl. vet fees)
Zoos - Year 6 renewal licence inspection (excl. vet fees)
Zoos - Transfer of Licence
Dangerous Wild Animals (excl. vet fees)
Dog breeding establishments (excl. vet fees)
Animal boarding establishments (exc. vet fees)
Home boarding establishments (excl. vet fees)
Dog creche / day care (excl vet fees)
Pet Shops (excl. vet fees)
Registration for Skin Piercing (Static/Home Business)
Registration for Skin Piercing (Person)
Registration for Peripatetic Skin Piercing
Update to an existing Skin Piercing registration
Street Trading: Occasional Registered Charity (up to one month)
Street Trading: Occasional (up to one month)
Street Trading: Peripatatic (e.g. ice cream van)
Street Trading: Static (e.g. burger van)

Cost Recovery	per annum	447.70	N/A	os
Cost Recovery	Every 1 to 3 years	338.00	346.45	os
Cost Recovery	Every 1 to 3 years	215.00	220.38	os
Cost Recovery	Every 1 to 3 years	187.00	191.68	os
Cost Recovery	per variation	30.70	31.47	os
Cost Recovery	per variation	187.00	191.68	os
Cost Recovery	per inspection	187.00	191.68	os
Cost Recovery	per inspection	187.00	191.68	os
Cost Recovery	per premises	46.00	47.15	os
Cost Recovery	per 4 year registration	46.00	47.15	os
Cost Recovery	per inspection	1,670.00	1,711.80	os
Cost Recovery	per 6 years	1,670.00	1,711.80	os
Cost Recovery	per transfer	848.00	869.20	os
Cost Recovery	per 2 years	265.00	271.60	os
Cost Recovery	per annum	265.00	N/A	os
Cost Recovery	per annum	265.00	N/A	os
Cost Recovery	per annum	125.00	N/A	os
Cost Recovery	per annum	265.00	N/A	os
Cost Recovery	per annum	216.00	N/A	os
Cost Recovery	per business	212.00	217.30	os
Cost Recovery	per person or premises	133.00	136.30	os
Cost Recovery	per business	212.00	217.30	os
Cost Recovery	per update	133.00	136.30	os
Cost Recovery	per month	62.50	64.00	os
Cost Recovery	per month	122.75	125.80	os
Cost Recovery	per annum	354.00	362.80	os
Cost Recovery	per annum	359.50	Page 56	os
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DRAFT 2019/20 FEES & CHARGES

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East Herts Council	

Risk Assesment (Desktop)

(East) Herts Council	BIAL 1 2019/201 E20 & OTTAKO20				
	Basis of Charge	Unit of Charge	2018/19 Charge £	2019/20 Charge	VAT
			Σ.	£	\Box
Additional Licence fee for second reminder letter	Cost Recovery	per letter	25.00	25.60	os
Additional Licence fee for chasing applications after the expiry of current licence	Cost Recovery	per licence	53.90	55.20	os
Replacement of any enviromental health licence or	Cost Recovery	per licence	53.90	20.50	os
Training Courses					
Foundation Level Food Safety Training	Cost Recovery	per person	40.00	41.00	os
Foundation Level Food Safety Training (Online Course)	Cost Recovery	per person, per course	15.00	15.00	os
Foundation Level Food Safety Training (up to 10 places at customer's premises)	Cost Recovery	per course	360.00	369.00	os
Cancellation Fee (less than 10 working days before course)	Cost Recovery	per person, per course	100% of fee	100% of fee	os
Food Hygiene and Safety		!	<u> </u>		
Food register	Cost Recovery	per single entry	14.00	14.00	os
Food register	Cost Recovery	per category	29.00	30.00	os
Food register	Cost Recovery	per full copy	85.00	87.00	os
Issue of certificate following surrender of food (excl. disposal costs)	Cost Recovery	per hour or part	54.00	55.00	os
Food export health certificate	Cost Recovery	per hour or part	54.00	55.00	os
Replacement Food Hygiene Rating certificate	Cost Recovery	per certificate	20.00	20.50	os
Letter confirming food premises registration	Cost Recovery	per letter	20.00	20.50	os
Food Hygiene Rating Scheme Rescoring Visit	Cost Recovery	per visit	159.00	163.00	os
Safer Food, Better Business Coaching Visit	Cost Recovery	per visit	159.00	163.00	os
Cancellation Fee for SFBB Coaching Visit (less than 10 working days before course)	Cost Recovery	per visit	100% of fee paid	100% of fee paid	os
Miscellaneous Fees & Charges		-			
Contaminated Land/ additional land charge enquiry	Cost Recovery	per hour or part	67.00	68.50	os
Statement of fact for civil cases	Cost Recovery	per hour or part	53.86	55.17	S
Attendance at Exhumations	Cost Recovery	per hour or part	53.86	55.17	S
Private Water Supplies					
Risk Assesment (smaller supplies - Regulation 10)	Cost Recovery	per assessment	up to 500	N/A	os
Risk Assesment (smaller supplies - Regulation 10)		per hour or part	N/A	55.17	os
Risk Assesment (larger supplies - Regulation 9)	Cost Recovery	per assessment	up to 500	N/A	os
Risk Assesment (larger supplies - Regulation 9)		per hour or part	N/A	55.17	os
76.44					

Cost Recovery per assessment

up to 500

os



East Herts	
Council	
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Herts F					
	Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
			£	£	
Risk Assesment (Desktop)		per hour or part	N/A	55.17	os
Sampling Visit (excl. analysis costs)	Cost Recovery	per visit	100.00	N/A	os
Sampling Visit (excl. analysis costs)		per hour or part	N/A	55.17	os
Investigation (excl. analysis costs)	Cost Recovery	per investigation	100.00	N/A	os
Investigation (excl. analysis costs)		per hour or part	N/A	55.17	os
Granting of Authorisation	Cost Recovery	per authorisation	100.00	100.00	os
Granting of Authorisation		per hour or part	N/A	55.17	os
Analysis Costs (Regulation 10)	Cost Recovery	per set of samples	up to £25	full cost charged by laboratory	os
Analysis Costs (Check Monitoring)	Cost Recovery	per set of samples	up to £100	full cost charged by laboratory	os
Analysis Costs (Audit Monitoring)	Cost Recovery	per set of samples	up to £500	full cost charged by laboratory	os
Private Sector Housing	_				
Standards inspection for immigration	Cost Recovery	per inspection	161.50	165.50	S
Housing Notices	Cost Recovery	fixed charge	371.30	380.60	os
Fixed penalty for failure to belong to an approved redress scheme		fixed charge	5,000.00	5,000.00	os
Licence for a HMO with no more than 5 bedrooms (initiated by applicant without LA intervention)	Cost Recovery	per licence	887.90	910.00	os
Licence for a HMO with no more than 5 bedrooms (initiated by applicant with LA intervention)	Cost Recovery	per licence	1,205.00	1,235.00	os
Additional bedrooms	Cost Recovery	each	16.20	16.60	os
Variation of licence	Cost Recovery	per variation	134.50	137.90	os
Renewal of HMO Licence	Cost Recovery	per licence	737.20	755.60	os
Confirmation of empty home status for VAT reduction	Cost Recovery	per letter	82.90	85.00	os
HMO Confirmation Letters	Cost Recovery	per letter	20.00	20.00	os
Housing Advice Visit	Cost Recovery	per inspection	159.00	159.00	S
Miscellaneous Engineering Fees					
Sewer Records/Plans		per item	29.00	30.00	os
OTHER LICENCES					
Sex Establishments		per annum	2,814.00	2,884.40	os
Sex Establishments		per renewal	2,491.50	Páge 6	os
Sex Establishments		transfer	80.75	82.75	os



Fast	
East Herts Council	
Council	

Council					
	Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
			£	£	
Hypnotism Act 1952 - Occasional licensed premises			150.70	154.50	os
Hypnotism Act 1952 - Occasional unlicensed premises			581.00	595.50	os
Scrap Metal Site Licence		per licence granted	264.80	271.42	os
Scrap Metal Site Licence		per licence renewed	197.00	201.90	os
Scrap Metal Site Licence - Variation, Name Change, Change of Site		per change	46.80	48.00	os
Scrap Metal Collectors Licence		per licence granted	239.50	245.50	os
Scrap Metal Collectors Licence		per licence renewed	171.40	175.70	os
Scrap Metal Collectors Licence - Variation, Name Change		per change	46.80	48.00	os
TAXI LICENSING					
Private Hire vehicle (new) - 1 year		per new licence	290.00	290.00	os
Private Hire vehicle (renewal) - 1 year		per renewal	280.00	280.00	os
Vehicle - either Hackney Carriage or Private Hire (new) HC only - 1 year		per new licence	376.00	376.00	os
Vehicle - either Hackney Carriage or Private Hire (renewal) HC only - 1 year		per renewal	290.00	290.00	os
Dual Driver or Private Hire Driver (new) - 3 year PH			391.00	391.00	os
Dual Driver or Private Hire Driver (renewal) - 3 year PH			289.00	289.00	os
Dual Driver (new) - 3 year			391.00	391.00	os
Dual Driver (renewal) - 3 year			281.00	281.00	os
Private Hire Operator - 5 year (new & renewal) (new only)			284.00	284.00	os
Private Hire Operator - 5 year (new & renewal)			268.00	268.00	os
Each additional vehicle above 6			-	-	os
Change of vehicle (new vehicle on old plate number)			54.00	54.00	os
Change of vehicle (courtesy car)			83.00	83.00	os
Private Hire Driver converted to Dual Driver			50.00	50.00	os
Private Hire Driver converted to Hackney Carriage			99.00	99.00	os
Cange of vehicle proprieter			37.00	37.00	os
Change of DVLA details (registration number etc)			56.00	56.00	os
Change of Drivers address			11.00	11.00	os
Knowledge test and training day (all new applicants)			97.50	97.50	os
Resit of both routes and rules & regulations tests			52.00	52.00	os



East Herts Council

	Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
			£	£	
Resit of routes test only			35.00	35.00	os
Update training for existing drivers			58.75	58.75	os
Enhanced DBS Online			62.00	62.00	os
Basic Disclosure Online			43.00	43.00	os
Roof light (complete)		per light	75.00	75.00	S
Roof light (top cover or base plate)(new cost for top cover only)		per light	37.00	37.00	S
Roof Light (base)			29.00	29.00	S
2nd hand top or base			-	-	S
Replacement badges			24.00	24.00	S
Replacement plate (or additional for a trailer)			41.00	41.00	S
Roof light bulbs			3.00	3.00	S
Magnets (sold as a pair)			6.00	6.00	S
Executive Disc (private hire vehicles only)			11.00	11.00	S
Refund per full calendar month of unexpired drivers licence PH (new)			1.60	1.60	os
Refund per full calendar month of unexpired drivers licence PH (renewal)			1.30	1.30	os
Refund per full calendar month of unexpired drivers licence HC (new)			1.60	1.60	os
Refund per full calendar month of unexpired drivers licence HC (renewal)			1.30	1.30	os
Refund per full calendar month of unexpired vehicle licence PH (new)			3.70	3.70	os
Refund per full calendar month of unexpired vehicle licence PH (renewal)			3.70	3.70	os
Refund per full calendar month of unexpired vehicle licence HC (new)			3.70	3.70	os
Refund per full calendar month of unexpired vehicle licence HC (renewal)			3.70	3.70	os
Refund per full calendar month of unexpired operators licence (new)			10.40	10.40	os
Refund per full calendar month of unexpired operators licence (renewal)			10.40	10.40	os
PREMISES LICENCES					
4			1	1	1

Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band A - rateable value £0-£4,300

Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band B - rateable value £4,301-33,000

Statutory Fee per band A premises	100.00	100.00	0
Statutory Fee per band B premises	190.00	190.00	0
		Page 71	-



Foot	
Herts Council	

Interim authority notice

Application for making of a provisional statement

Application for copy of certificate or summary on theft, loss etc of certificale and for certificate of summary on the state of certificate of summary on the state of certificate of summary on the state of certificate or summary or state or summary or summary

Council					
	Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
			£	£	
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band C - rateable value £33,001-£87,000	Statutory Fee	per band C premises	315.00	315.00	os
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band D - rateable value £87,001-£125,000	Statutory Fee	per band D premises	450.00	450.00	os
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band E - rateable value £125,000 and over	Statutory Fee	per band E premises	635.00	635.00	os
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band A - rateable value £0-£4,300	Statutory Fee	per band A premises per annum	70.00	70.00	os
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band B - rateable value £4,301-33,000	Statutory Fee	per band B premises per annum	180.00	180.00	os
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band C - rateable value £33,001-£87,000	Statutory Fee	per band C premises per annum	295.00	295.00	os
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band D - rateable value £87,001-£125,000	Statutory Fee	per band D premises per annum	320.00	320.00	os
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band E - rateable value £125,000 and over	Statutory Fee	per band E premises per annum	350.00	350.00	os
PERSONAL LICENCE		per licence	39.83	40.83	os
OTHER FEES AND CHARGES	,	'			
Supply of copies of information contained in register		per black & white A4 sheet	0.11	0.11	S
Supply of copies of information contained in register		per black & white A3 sheet	0.22	0.22	S
Supply of copies of information contained in register		per black & white A0 sheet	1.19	1.22	S
Supply of copies of information contained in register		per colour A4 sheet	0.22	0.22	S
Supply of copies of information contained in register		per colour A3 sheet	0.54	0.55	S
Supply of copies of information contained in register		per colour A0 sheet	1.83	1.87	S
Application for copy of licence or summary on theft, loss etc of premises licence or summary	Statutory Fee	per application	10.50	10.50	os
Notification of change of name or address (holder of premises licence)	Statutory Fee	per change	10.50	10.50	os
Application to vary or to specify individual as premises supervisor	Statutory Fee	per application	23.00	23.00	os
Application to transfer premises licence	Statutory Fee	per application	23.00	23.00	os
	1				

per notice

per copy

per statement

Statutory Fee

Statutory Fee

Statutory Fee

23.00

315.00

10.50

23.00

315.00

10.50

os

os

OS



Herts Council	

	Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
			£	£	
Notification of change of name or alteration of club rules	Statutory Fee	per change	10.50	10.50	os
Change of relevant registration address of club	Statutory Fee	per change	10.50	10.50	os
Temporary event notice	Statutory Fee	per notice	21.00	21.00	os
Application of copy of notice on theft, loss etc of temporary event notice	Statutory Fee	per copy	10.50	10.50	os
Application of copy of licence on theft, loss etc of personal licence	Statutory Fee	per copy	10.50	10.50	os
Notification of change of name or address (personal licence)	Statutory Fee	per change	10.50	10.50	os
Notice of interest in any premises	Statutory Fee	per notice	21.00	21.00	os
Gambling Act 2005					
Bingo Premises		per licence	2,881.66	2,953.70	os
Bingo Premises		per variation	1,441.10	1,477.13	os
Bingo Premises		per transfer	988.00	1,012.70	os
Bingo Premises		Annual Fee	823.34	843.92	os
Adult Gaming Centre Premises		per licence	1,665.56	1,707.20	os
Adult Gaming Centre Premises		per variation	823.34	843.92	os
Adult Gaming Centre Premises		per transfer	968.00	992.20	os
Adult Gaming Centre Premises		Annual Fee	823.34	843.92	os
Betting Premises (Track)		per licence	2,058.87	2,110.34	os
Betting Premises (Track)		per variation	1,029.98	1,055.73	os
Betting Premises (Track)		per transfer	782.44	802.00	os
Betting Premises (Track)		Annual Fee	823.34	843.92	os
Betting Premises (Other)		per licence	2,475.38	2,537.26	os
Betting Premises (Other)		per variation	1,235.54	1,266.43	os
Betting Premises (Other)		per transfer	988.00	1,012.70	os
Betting Premises (Other)		Annual Fee	322.88	330.95	os
Family Entertainment Centre Premises		per licence	1,646.66	1,687.83	os
Family Entertainment Centre Premises		per variation	823.34	843.92	os
Family Entertainment Centre Premises		per transfer	782.44	802.00	os
Family Entertainment Centre Premises		Annual Fee	617.77	Page 7-	os
Temporary Use Notices		per notice	538.13	551.58	os



East Herts Council	

Council					
	Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
			£	£	
Temporary Use Notices		per copy	26.91	27.58	os
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per permit	50.00	50.00	os
Club Gaming Machine Permit 5 years (Up to 3 machines)	Statutory Fee	per permit	100.00	100.00	os
Club Gaming Machine Permit	Statutory Fee	Annual Fee	50.00	50.00	os
Small Lotteries		per setup	43.00	43.00	os
Small Lotteries	Statutory Fee	per renewal	20.00	20.00	os
CCTV Cameras					
Ware Town Council		per annum	11,408.25	11,693.50	os
Hertford Town Council		per annum	22,956.41	23,530.30	os
Bishop's Stortford Town Council		per annum	23,462.25	24,048.80	os
HOSTELS					
Hillcrest Hostel Single Room (excl. service charges)		per week	195.00	195.00	Z
Hillcrest Hostel Double Room (excl. service charges)		per week	220.00	220.00	Z
Hillcrest Hostel Family Room (excl. service charges)		per week	230.00	230.00	Z
Bed & Breakfast - Single person		per week	107.75	107.75	Z
Bed & Breakfast - Single person		per day	15.40	15.40	Z
Bed & Breakfast - Single person and one child		per week	142.80	142.80	Z
Bed & Breakfast - Single person and one child		per day	20.40	20.40	Z
Bed & Breakfast - Single person and two children		per week	155.20	155.20	Z
Bed & Breakfast - Single person and two children		per day	22.20	22.20	Z
Bed & Breakfast - Couple		per week	142.80	142.80	Z
Bed & Breakfast - Couple		per day	20.40	20.40	Z
Bed & Breakfast - Couple and one child		per week	167.60	167.60	Z
Bed & Breakfast - Couple and one child		per day	23.90	23.90	Z
Bed & Breakfast - Couple and two children		per week	176.70	176.70	Z
Bed & Breakfast - Couple and two children		per day	25.90	25.90	Z
Bed & Breakfast - Additional children up to 16		per week	14.70	14.70	Z
Bed & Breakfast - Additional children up to 16		per day	2.10	2.10	Z



Basis of Charge	Unit of Charge

2018/19 Charge
£

2019/20 Charge	
£	

VAT

REFUSE COLLECTION - Commercial Refuse Collection

Paid Collections (excl. HCC disposal costs)
Paid Collections (excl. HCC disposal costs)
Mixed Heriditaments - charged according to the proportion of trade waste collected.
Commercial Events - Cleansing / Refuse Collection

medium
large
per hour

79.84	81.67	S
164.83	169.17	S
Individual charge	Individual charge	
82.42	84.17	S

REFUSE COLLECTION - Domestic Refuse Collection

Bulky Waste Collection - 1 Item
Bulky Waste Collection - 2 Items
Bulky Waste Collection - 3 Items
Bulky Waste Collection - 4 Items
Bulky Waste Collection - Load - small
Bulky Waste Collection - Load - medium
Bulky Waste Collection - Load - large
Bulky Collection Cancellation Fee

per collection	27.50	28.00	n/a
per collection	38.00	39.00	n/a
per collection	48.00	49.00	n/a
per collection	59.00	60.00	n/a
per collection	69.00	71.00	n/a
per collection	102.00	104.00	n/a
per collection	152.00	156.00	n/a
per cancellation	10.50	11.00	n/a

REFUSE COLLECTION - Other

Cleansing private land - ad hoc litter picking
Abandoned Vehicles (end of life vehicles) surrendered and removed by LA
Abandoned Vehicles (end of life vehicles) surrendered and removed by LA
Cleaning graffiti on private land (chemical cleaning only. Subject to damage waiver from land owner and site survey. Graffiti removal from private land is at the discretion of the Head of Environmental Services and will not be undertaken where there is a risk of damaging surfaces, traffic management requirements or significant health and safety implications. Individual charges may be waived at the discretion of the Head of Environmental Services as part of campaigns or in the interests of preventing or discouraging significant levels of crime and disorder)
Cleaning graffiti - small items

Cleansing private land (Performance area - regular schedule)

	per linear metre per annum	25.21	25.83	S
	per hour	79.25	81.25	S
	per vehicle	44.17	45.00	S
	per caravan	68.33	70.00	S
	per m ²	58.00	59.00	n/a
_	per item	35.00	36.00	n/a

REFUSE COLLECTION - Clinical

Charge per site
Sharps containers
Sacks - trade (infectious waste)

per visit (max 26)	
per container	
per sack	

15.83	S
9.46 10.00	S
6.04 Pagê ² 7 5	S



Sacks - domestic (infectious waste)

Sacks - domestic (Offensive waste)

Sacks - trade (Offensive waste)

Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge £	VAT
		Ł	Ł	
	per sack	1.30	1.29	n/a
	per sack	3.70	3.75	S
	per sack	1.30	1.29	n/a
	per occasion	27.30	27.92	n/a

COMMERCIAL WASTE

Extra Sacks delivery charge

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

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



Basis of Charge	Unit of Charge

2018/19 Charge
£

2019/20 Charge £ VAT

Parking

Parking	. <u> </u>			
Off Street Resident Season Ticket - Port Vale		234.17	240.00	S
Off Street Resident Season Ticket - Crown Terrace		1,051.65	1,077.50	S
Off Street Resident Season Ticket - Baldock Street - Ware		820.84	841.25	S
Off Street Business Permit - Charrington's House BS Long Stay		1,060.00	1,086.66	S
On Street Resident Season Ticket - 1st Permit		40.00	41.00	n/a
On Street Resident Season Ticket - 2nd Permit		80.00	82.00	n/a
On Street Resident Season Ticket - 3rd Permit (only available where possible in B1 (Stansted Rd, BS), B2 (Dunmow Rd, BS), B3 (Windhill BS), B7 Chantry BS), W2 (Coronation Rd Ware))		80.00	82.00	n/a
On Street Resident Season Ticket - Motorcycle permit		19.00	19.00	n/a
On Street Resident Season Ticket - Contractor permit	per week	15.00	15.00	n/a
On Street Resident Season Ticket - Business permit	per annum	315.00	320.00	n/a
On Street Resident Season Ticket - Carers/ Special permits (discretionary)		36.00	36.00	n/a
On Street Resident Season Ticket - Vistors Vouchers	per hour	0.10	0.10	n/a
On Street Resident Season Ticket - Vistors Vouchers	per hour pensioners	0.05	0.05	n/a
On Street Resident Season Ticket - Charge for Temporary Dispensation from Parking Restrictions		15.00	15.00	n/a
On Street Residents Parking Permits - Folly Island - 2nd Permit		55.00	56.00	n/a
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid within 21 days	per PCN	35.00	35.00	os
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid after 21 days	per PCN	70.00	70.00	os
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid after service of charge certificate	per PCN	105.00	105.00	os
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid within 21 days	per PCN	25.00	25.00	os
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid after 21 days	per PCN	50.00	50.00	os
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid after service of charge certificate	per PCN	75.00	75.00	os
Penalty Charges issued under Regulation 10 of the General Regulations Higher Level Penalty Charge - Paid within 21 days	per PCN	35.00	35.00	os
Penalty Charges issued under Regulation 10 of the General Regulations Higher Level Penalty Charge - Paid after 21 days	per PCN	70.00	70.00	os
Penalty Charges issued under Regulation 10 of the General Regulations Higher Level Penalty Charge - Paid after service of charge certificate	per PCN	105.00	105.00	os
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid within 21 days	per PCN	25.00	Page 7	os



Herts	Basis of Charge	Unit of Charge	2018/19 Charge	2019/20 Charge	VAT
			£	£	
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid after 21 days		per PCN	50.00	50.00	os
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid after service of charge certificate		per PCN	75.00	75.00	os
Bishop's Stortford market traders' tariff - Link Road		per Thursday or Saturday	3.00	3.00	S
Bishop's Stortford market traders' tariff - Northgate End		per Thursday or Saturday	3.00	3.00	S
Bishop's Stortford market traders' tariff - Apton Road		per Thursday or Saturday	3.00	3.00	S
Old London Road - Hertford - Market Traders		per day	3.00	3.00	S
Old London Road - Hertford - Coach / Lorry tarriff		per visit	12.50	12.50	S
Old London Road - Hertford - Coach / Lorry tarriff		per visit	12.50	12.50	

ERP E DRAFT SERVICE PLANS 2019/ 2020

Please note: red text refers to performance indicators which will be used to monitor progress against the key actions. In some cases this will be done through the use of specific targets in other cases it will be done through monitoring trends and trajectories. Normal text refers to specific milestones or outputs that need to be achieved in order for the action to be achieved. When the service plans are adopted all indicators and milestones will be uploaded to the council's performance management portal which Members have access to.

In addition to the above there are a number of key actions to be delivered over the 2019/20 year which do not fit neatly within the Corporate Strategic Plan objectives. These tend to be 'back office' related actions which are not directly of interest to stakeholders but are critical to ensuring the council is able to deliver its objectives. Those actions are listed below and will form part of the information which Members can access on the performance management portal

Corporate Priority: People

Outcome: Communities engaged in local issues

Action:	Performance measures or project milestones:	Deadline:	Lead Officer:
Implement East Herts Community Lottery	£19,000 raised for good causes operating in East Herts	31 March 2020	Head of Strategic Finance and
			Property
Implement crowd funding initiatives	 £30,000 raised in supplementary budget for expanded works at Hartham common £50,000 raised in supplementary budget for expanded works at Hartham common (stretch goal if first target achieved) 	31 March 2020	Head of Strategic Finance and Property
Continue to grow social media channels and increase digital footprint	 No. of Twitter followers No. of Facebook likes No. of Instagram followers No. of Linkedin connections No. of subscribers to email marketing 	31 March 2020	Communications and Digital Media Manager

Corporate Priority: People

Outcome: Support for our vulnerable families and individuals

Action:	Performance measures or project milestones:	Deadline:	Lead Officer:
Ensure the council fulfils its Safeguarding responsibilities	Deliver the actions arising from the Safeguarding Adults Self-	31 March 2020	Service Manager – Community
	Assessment		Wellbeing and Partnerships
	Deliver the annual programme of safeguarding training	31 December	
		2020	
Minimise time elapsed to process new claims and changes in circumstances.	Time taken to process Housing Benefit new claims and change	31 March 2020	Head of Revenues and Benefits
	events achieved (target 10 days)		
Work with partners to provide support to customers in difficulty.	Utilise discretionary Housing Payments to alleviate transitional	31 March 2020	Head of Revenues and Benefits
	difficulties		
	Proactively work to avoid fraud and to ensure suspected cases are		
	investigated		
Work with partners to assist customers through the transition into universal	Customers assisted and signposted appropriately when	31 March 2020	Head of Revenues and Benefits

credit transitioned into universal credit.

Corporate Priority: People

Outcome: residents living active and healthy lives

Action:	Performance measures or project milestones:	Deadline:	Lead Officer:
To review the promotion of E-taxis within the district following the pilot	Measure to be developed	31 March 2020	Service Manager – Licensing and Enforcement
O2.1 Invest in our parks and open spaces to encourage health and fitness including improvements to parks.	• Subject to funding deliver agreed actions identified in management plan for Hertford Castle Grounds in partnership with the Town Council. (draft plan completed, public consultation in 2018/19).	March 2020	Leisure and Parks Development Manager
	Deliver a new destination play area at Hartham Common.	March 2020	
	Play area improvements to Trinity Close, Bishops Stortford funded through Redrow Homes Section 106 contributions	March 2020	
	 Further access improvements at Buryfields, Ware (following on from County cycle path funded from Asda development) funded through McCarthy and Stone Baldock Street section 106) 	March 2020	
	• Introduce revised programme to continue investment in the Council's play areas ensuring they are fit for use, providing good levels of play value with equipment in an acceptable condition.	March 2020	
£30m investment into leisure services in the district (Hartham and Grange Paddocks' Leisure Centres)	Procure a leisure operator contract for East Herts leisure facilities by October 2019.	Oct 2019	Leisure and Parks Development Manager

Corporate Priority: Places

Outcome: Attractive Places

Action:	Performance measures or project milestones:	Deadline:	Lead Officer:
Implementation of Master Planning process for all significant development	Number and % of Master Plans successfully completed and	31 March 2020	Service Manager (DM) Quality
sites	endorsed by the Council		Places
	 Achievement of policy objectives identified in District Plan 		
Harlow and Gilston Garden Town Development	Successful engagement with Garden Town	31 March 2020	Service Manager (DM) Quality
	Successful outcome of Gilston Concept Framework and Master		Places
	Planning processes		
	Continuing community engagement		
	Commencement and implementation of development		
Effective planning enforcement	% visits undertaken in relation to urgent cases within 2 workings	31 March 2020	Planning Enforcement
	days of 'start date'		Manager
	Quantitative and qualitative customer feedback		
Proactive Conservation and Urban Design service	Completion of remaining Conservation Area Assessment work	31 March 2020	Head of Planning and Building

			Control
Reduce fly tipping	Fly tipping action plan in place	31 March 2020	Enforcement and Inspection
	Removal fly tips within 2 days	and ongoing	Team Manager
Explore the implementation of tackling littering from vehicles	 NI 195 local environment quality inspections of litter by roads undertaken by joint waste client team. Consideration of adoption of new enforcement activities in line with the new legislation. Council officers trained in new legalisation 	March 2020	Enforcement and Inspection Team Manager
Review of Public Space Protection Orders	 Council agreement on orders which are to: Continue Amend Cease 	May 2019	Enforcement and Inspection Team Manager
Co-ordination and promotion of the arts and cultural offer in East Herts.	Engage with developments for the Year of Culture 2020	Sept 2019 – Dec 2020	Theatre Director with Marketing Manager
Hertford Theatre – Develop business models for expansion	Commission works for pre-construction stage of the expansion of Hertford Theatre	31 March 2020	Theatre Director with Project Team
Deliver successful Heritage Lottery Fund (HLF) Stage 2 bid for Castle Park, Bishop's Stortford.	 Deliver works of £1.2m+ (subject to successful application), as agreed with HLF to develop the site to a 'destination' status. Provide improved facilities for the community of Bishop's Stortford in partnership with the Town Council. Improve the attractiveness of the town as a place to visit. Install new tennis courts in Castle Park in partnership with the Town Council to offset loss of old courts and improve the quality 	Apr 2019 – Sept 2020 March 2020	Leisure and Parks Development Manager
	of provision (subject to HLF stage 2 approval and planning approval)		
Re-tendering of Grounds Maintenance Contract	Contract Start	1 Jan 2020	Leisure and Parks Development Manager
Fitness and Play Audit (Deliver 10 year re-audit of play areas across district with addition of open space fitness provision to measure success of improvements and to determine future projects.	Audit complete and options identified	31 March 2019	Leisure and Parks Development Manager
Deliver effective waste collection services	Less than 30 missed bins per 100,000	31 March 2020	Joint Waste service Manager
Maintain recycling rates above 50%	 Residual household waste per household Recycling rates at end of year above 50% 	31 March 2020	Joint Waste service Manager
Promote trade waste recycling	 Trade waste recycling introduction reviewed and expanded into other towns/Business areas 	31 March 2020	Joint Waste service Manager
Review of waste collection and cleansing services at events	Potential saving to Council as a result of not subsidising private events.	October 2019	Joint Waste service Manager
Review requests for new bins at developments and replacement bins	Potential saving to Council	October 2019	Joint Waste service Manager
Review of management of excess waste and contamination at flats	Potential saving to Council, through greater engagement from residents and managing agents	October 2019	Joint Waste service Manager
Review of provision of public conveniences	Potential saving to the Council by the introduction of the community toilet scheme or transfer of service in Buntingford and	October 2019	Joint Waste service Manager

	Sawbridgeworth		
Parks and Open Parks Strategy	Updated Parks and Open Spaces Strategy	March 2020	Leisure and Environment Service Manager

Corporate Priority: Places

Outcome: Future places

Action:	Performance measures or project milestones:	Deadline:	Lead Officer:
Support and develop future input into strategic planning role	 Strategy to consider development post 2031 across Hertfordshire through HIPP Continued engagement through Co-op for Sustainable Development Board (with Harlow, Uttlesford and Epping Forest). 	31 March 2020	Head of Planning and Building Control
Programme of Planning Policy work	 Formulation of work programme Delivery of agreed work programme 	31 March 2020	Service Manager, Planning Policy
Effective Development Management service	 % Processing of planning applications dealt with in timely manner- Other applications (target under 8 weeks). % Processing of planning applications dealt with in timely manner - Minor applications (target under 13 weeks) % Processing of planning applications dealt with in timely manner - Major applications (target under 13 weeks) Engagement through pre-application and PPA processes in accordance with PIs 	31 March 2020	Service Manager (DM) Quality and performance
Adopt and deliver the Millstream business plan	Properties purchased/developedIncome received	31 March 2020	Head of Housing and Health
Provide affordable housing (review options for maximising affordable housing and community-led housing delivery, revise the Affordable Housing Supplementary Planning Document in line with the District Plan timetable)	 % of Affordable homes delivered on section 106 developments in Towns against a 40% cumulative Planning Policy target % of Affordable homes delivered on section 106 developments in Villages 	31 March 2020	Housing Development and Strategy Manager
Neighbourhood Planning	 Continuing support and advice to Neighbourhood Plan Groups Successful examination and referendum of Neighbourhood Plans Neighbourhood Plans 'made' and policy objectives achieved 	Throughout year to April 2020	Service Manager, Planning Policy

Corporate Priority: Businesses

Outcome: Support for our businesses and the local economy

Action:	Performance measures or project milestones:	Deadline	Lead Officer
Continue to run the Launchpad facility in Bishop's Stortford and expand into	Number of businesses using the facility for more than 3 months	31 March 2020	Business Engagement
Hertford/ Ware	(target: 30)		Manager
	Total income generated from Launchpad users (target: £15,000)		
Manage SLA with Visit Herts to promote East Herts as a visitor destination	Total value of visitor economy to East Herts (annual)	31 March 2020	Business Engagement

	 Total number of day trips and overnight trips to district (annual) Total number of jobs in district attributed to visitor economy (annual) Vacancy rates in town centres 		Manager
 Deliver grants: Ensure residual EU Rural Development Programme monies are allocated Undertake evaluation of the business rates discretionary grants programme Investigate opportunities in the UK Prosperity Fund 	 No. of East Herts businesses successful in applying to RDP (annual) Amount of £ invested in East Herts through the RDP (annual) No. of new jobs in East Herts created through the RDP (annual) 	31 March 2020	Business Engagement Manager
Sponsor the CVS "dragons apprentice" event for entrepreneurs in schools	Amount (£) raised for local charities	31 March 2020	Head of Communications, Strategy and Policy
Cross-boundary working taxi enforcement	 Carry out cross-boundary taxi enforcement work Promote more consistent taxi licensing convictions policies across the region through the Herts and Beds Licensing Group Promote higher taxi standards from companies operating out of Stansted airport through joint work with Uttlesford District Council the Stansted Airport Consultative Group 	31 March 2020	Service Manager – Licensing and Enforcement
Review of Residential Parking Zones policy	review completed, funding opportunities investigated, outcomes reported	31 March 2020	Acting Parking Services Manager
Maintenance and consolidation of on-street Traffic Regulation Order	Biennial consolidation of Traffic Regulation Orders undertaken by the County Council	April 2019	Acting Parking Services Manager
Assist and support with the procurement of car park management system for new Northgate End MSCP	Installation of an appropriate car park management system to meet all requirements of ORL delivery board	June 2019	Acting Parking Services Manager
Review of parking enforcement policy	 Embed new enforcement contract Launch ANPR vehicle in East Herts for school zig zag enforcement Advertise and offer out of hours telephone parking enforcement request service 	April 2019 September 2019 April 2019	Acting Parking Services Manager
Play an active role in emerging Hertfordshire Growth Board	Growth projects supported in the district	31 March 2020	Head of Communications, Strategy and Policy

Corporate Priority: Businesses

Outcome: Vibrant town centres

Action:	Performance measures or project milestones:	Deadline:	Lead Officer:
Develop Old River Lane site:	Development Agreement signed with preferred with developer for	31 March 2020	Chief Executive
Old River Lane mixed use development scheme (masterplanning, viability	ORL site		
assessment, consultations, design, planning, procurement, construction) and	Contractor appointed for Northgate End and on site delivering		
Multi-Storey Car Park (land negotiations, design, planning, procurement,	scheme		
construction)			
Work in partnership with Rhodes Trust and Town Council to develop detailed			
business case and operating model for`new Art Centre			
Undertake feasibility study for a Hertford and Ware Business Improvement	Completion of feasibility study and proposed next steps (if any)	30 September	Business Engagement
District		2019	Manager
Support the proposed Markets service change to ensure the seamless	Existing traders supported in applying for street trading consents	30 September	Enforcement and Inspection
continuation of the offer in Hertford & Ware	at Hertford and Ware. Service change achieved smoothly and on	2019	Team Manager
	target.		
Implement business rates' relief scheme for retailers (as outlined in	Number of businesses supported	31 March 2020	Head of Revenues and
Chancellor's Autumn Budget Statement)			Benefits
Shaping Stortford to promote and facilitate the delivery of projects and	Bishop's Stortford Parking Strategy adopted	31 March 2020	Deputy Chief Executive
developments in the Town Centre Planning Framework.	Bishop's Stortford Transport Strategy adopted		

Corporate Priority: Businesses

Outcome: Working with others, to have achieved the right infrastructure for our businesses and communities

Action:	Performance measures or project milestones:	Deadline:	Lead Officer:
Implement Green Travel Plan	 Modal shift of East Herts staff commuting patterns (% of journeys by car, bike, train, foot) 	31 March 2020	Head of Communications, Strategy and Policy
Work with key partners such as the Local Enterprise Partnership, County Council and London Stansted Cambridge Consortium on identifying infrastructure requirements and bring them to fruition	Number of transport and infrastructure schemes delivered in the district	31 March 2019	Head of Communications, Strategy and Policy
Support economic planning objectives of the Innovation Corridor, Digital Innovation Zone, Strategic Alliance, Better Business for All, Harlow and Gilston Garden Town	• N/A	31 March 2020	Business Engagement Manager

Corporate Priority: All

Action	Performance measures or project milestones:	Deadline	Lead Officer
Deliver Single Customer Services Team Project:	Reduction in cost	31 March 2020	Head of Communications,
Planning			Strategy and Policy
Housing and Health			
Revenues and Benefits			

Action	Performance measures or project milestones:	Deadline	Lead Officer
Ensure consistent quality of response at first points of contact across all channels	 Satisfaction with council services (web target: 50%, telephony target: 80%, face to face target: 80%) measured via govmetric (monthly) % complaints responded to within 10 working days (target: 70%) % complaints upheld at stage 1 (target: 25%) 	31 March 2020	Customer Services Manager
Implement Digital East Herts Programme	Volume and proportion of customer contacts by: • Email (monthly) • Face to face (monthly) • Calls (monthly) • Web based/ web forms (monthly)	31 March 2020	Head of Communications, Strategy and Policy
Implement new council website	SOCITM rating	30 September 2019	Communication and Digital Media Manager
Provide policy support and analysis for the Council's Executive and Leadership Team	Qualitative feedback	31 March 2020	Head of Communications Strategy and Policy
Ensure all impact of all council decisions on protected characteristics are fully understood	No. of EIAs undertaken	31 March 2020	Head of Communications Strategy and Policy
Sustaining a skilled, flexible and motivated workforce –to deliver quality services which meet current and anticipated service needs	 Implement reward and benefit packages that give choice to our workforce and support work life balance. Delivery of additional HR modules within new system 	31 March 2020	Head of Human Resources and Organisational Development
Review current terms and conditions.	Implementation of new terms	31 March 2020	Head of Human Resources and Organisational Development
Planning for the workforce – develop and implement workforce planning; addressing recruitment and retention issues	 Deliver workforce planning (focusing on hard to fill, retention, career paths, skills, learning and development) Develop innovative recruitment and retention initiatives 	31 March 2020	Head of Human Resources and Organisational Development
Deliver the OurWorkspace programme (formerly 'Accommodation Review')	complete phase 2: re-provision of ground floor and reception area	31 March 2020	Deputy Chief Executive
Maximisation of in-year council tax collection.	Council tax collection, % of current year liability collected achieved.	31 March 2020	Head of Revenues and Benefits
Maximisation of in-year Business rates collection.	Business rates collection% of current year liability collected achieved.	31 March 2020	Head of Revenues and Benefits
Maximisation of collection of prior year arrears.	Level of outstanding arrears reduced.	31 March 2020	Head of Revenues and Benefits
Provision of support and advice to customers experiencing difficulty in paying their liability.	Customers sustain repayment arrangements thus avoiding enforcement action.	31 March 2020	Head of Revenues and Benefits
Proactive anti-fraud and avoidance activity to minimise loss of liability.	Reliefs and discounts are reviewed and monitored using data matching etc. where appropriate.	31 March 2020	Head of Revenues and Benefits
Maximisation of new liability.	Regular monitoring of all localities to identify and verify the timely inclusion of new builds and other developments into the rating list is carried out throughout the year.	31 March 2020	Head of Revenues and Benefits
Provision of a professional and appropriate service to all customers needing to engage with the service.	Customer satisfaction levels.	31 March 2020	Head of Revenues and Benefits
Idox Optimisation Programme for DM service	 Speed of delivery of DM service Printing/ paper consumption Costs identification and management for DM service 	31 September 2019	Deputy Chief Executive

Action	Performance measures or project milestones:	Deadline	Lead Officer
	Cost reduction		
Develop the role of legal services to deliver advice and guidance in a timely and cost effective manner and reducing the council spend on external legal advice	Increase in staff and decrease in external reliance for legal support	31 March 2020	Head of Legal and Democratic Services
Publication of Register of Electors	Successful publication	01 December 2019	Head of Democratic and Legal Services
Support the Digital East Herts programme by increasing the range of online services available in ModGov	Number of forms properly web enabled	31 May 2019	Head of Democratic and Legal Services
Respond to FOIs in a timely manner	% FOIs dealt with within 20 days (target 90%)	31 March 2020	Head of Democratic and Legal Services

Agenda Item 8

EAST HERTS COUNCIL

EXECUTIVE - 11 DECEMBER 2018

REPORT BY EXECUTIVE MEMBER FOR HEALTH AND WELLBEING

EAST HERTS HEALTH AND WELLBEING STRATEGY 2019-2023

WARD(S) AFFECTED: ALL

Purpose/Summary of Report

 This report presents the draft version of the updated Health and Wellbeing Strategy covering the period 2019-2023, including the draft new Physical Activity Strategy. Members' views are now sought.

RECOMMENDATIONS: That:

(A) the Executive endorses the content of the draft Health and Wellbeing Strategy 2019 – 2023,incorporating the draft Physical Activity Strategy, and recommends it to Council for approval.

1.0 <u>Background</u>

- 1.1 The current East Herts Health and Wellbeing Strategy covers the period 2013 to 2018. The strategic approach has enabled a series of health and wellbeing projects to be delivered over the last five years, Fusion Cooking, Male Mental Health Campaign and Social Prescribing projects.
- 1.2 It is timely to update the existing Strategy so the council can respond to emerging challenges and future health and wellbeing opportunities covering the next five years from

2019-2023. A fully updated Strategy is now proposed, building on the principles of the current strategy while also allowing for the inclusion of new content and concepts.

1.3 Given the obvious linkages, it is proposed to incorporate, as an addendum, the council's new Physical Activity Strategy. An earlier draft was considered by the Executive in June 2017. The proposed version is the result of consultation. Officers now recommend the Physical Activity Strategy for approval by the Executive.

2.0 Report

- 2.1 The revised Health and Wellbeing Strategy has been drawn up following consultation with and input from the Community Wellbeing Forum, the Council Leader and the Executive Member for Health and Wellbeing and officers across the Council. For further detail on the finalised content of these sections please refer to **Essential Reference Paper 'B'**. An Equalities Impact Assessment has also been prepared for the Strategy. Please refer to **Essential Reference Paper 'C'**.
- 2.2 Although slightly reworded, the seven health and wellbeing priorities remain unchanged, these being to:
 - help all children to start off well
 - empower children, young people and adults to achieve their life potential
 - promote healthy working environments
 - promote positive health and wellbeing for all
 - create healthy places and sustainable communities
 - strengthen health improvement and ill-health prevention
 - use the council's power of influence.
- 2.3 More explicit links are now made between the council's Strategic Framework and Health and Wellbeing Priorities. The revised Health and Wellbeing Strategy makes it clear that the

council is in a position to positively influence the health and wellbeing of local residents given its role as:

- a provider of public health assets and services
- a deliverer of public health activities and programmes and
- an enabler of health improvement.
- 2.4 The section laying out the health challenges facing the district has been expanded.
- 2.5 It is proposed to include the council's Physical Activity Strategy as an addendum to the Health and Wellbeing Strategy given the strong linkages between the two strategies. Physical activity is well evidenced as a contributor to overall health and wellbeing and therefore requires a strategic focus to help support individual, community and population increases in physical activity levels. The ways in which council-led leisure facilities and community partner healthy lifestyle projects can help to increase physical activity participation and encourage a range of resulting health benefits are reflected in the Physical Activity Strategy document.
- 2.6 It is worth noting that the council's Community Grant priorities have already been refreshed and approved by Council. This revised approach enables the council to distribute grants to a range of disadvantaged communities and areas within East Herts in a more focused way. It is officers' opinion that the revised Health and Wellbeing Strategy will enable further refinement of the way in which the council's grants are targeted.
- 3.0 <u>Implications/Consultations</u>
- 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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Officer

simon.barfoot@eastherts.gov.uk

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

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

East Herts HWB Strategy 2019-2023

East Herts Health and Wellbeing Strategy 2019-2023

Foreword

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

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

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

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

Jim McManus

Director of Public Health for Hertfordshire

Preface

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

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

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

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

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

Councillor Eric Buckmaster

Executive Member for Health And Wellbeing, East Herts Council

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1. Vision

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

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

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

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

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

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

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

2. East Herts Council Corporate Vision and Priorities

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

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

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

3. East Herts' Health Challenges

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

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

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

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

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

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

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

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

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

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

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

cycling. Public footpaths and bridleways provide plenty of opportunity for walking across the largely rural ${\sf district}^6$

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

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

4. Working in Partnership

Sustainability and Transformation Plan (STP)

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

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

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

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

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

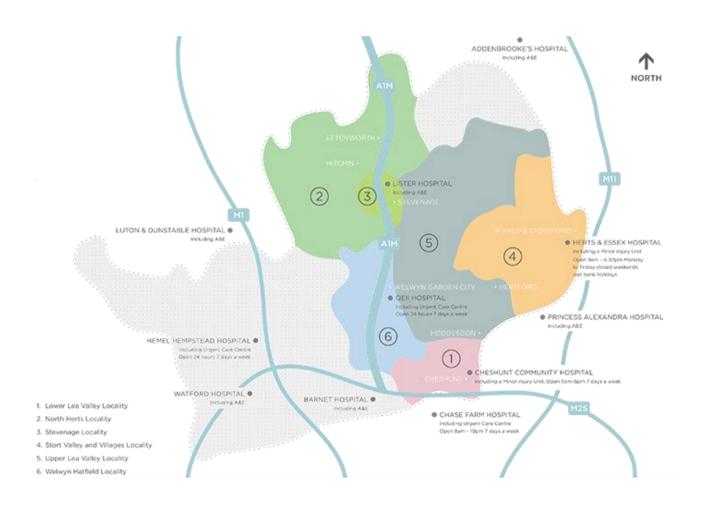
The links below provide information on the priorities of our partners or supporting strategies and the connection with the priorities contained in this strategy. Alignment of these joint priorities can enable better use of resources and delivery of targeted interventions.

Clinical Commissioning Groups

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

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

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



Upper Lea Valley locality group

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

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

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

Stort Valley and Villages locality group

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

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

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

NHS Trusts

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

East and North Herts NHS Trust

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

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

Princess Alexandra Hospital NHS Trust

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

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

Herts Partnership University NHS Foundation Trust (HPFT)

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

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

Hertfordshire County Council Public Health

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

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

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

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

Hertfordshire Health and Wellbeing Board

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

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

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

Voluntary and charitable sector partners

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

5. East Herts Health and Wellbeing Priorities

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

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

Our health and wellbeing priorities are to:

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

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[&]quot;Fair Society, Healthy Lives" - Strategic Review of Health Inequalities in England post-2010; The Marmot Review, February 2010. www.ucl.ac.uk/marmotreview

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

a provider of public health assets and services

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

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

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

an enabler of public health improvement

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

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

Provider of
Public Health
Assets and
Services

Parks and green spaces
Waste and recycling

Community centres

Leisure facilities and sports pitches

Business development

Deliverer of Activities and Programmes

Sustainable travel

Council and partner led programmes

Internally and externally funded programmes and activities

National and Hertfordshire and East Herts focused campaigns

Environmental Health

Homelessness prevention

Licensing

Physical activity programmes

Social prescribing

Air Quality monitoring and promotion

Communications

Enabler of Health Improvement

Enabler of high
quality
communities
through
implementation of
the District Plan

Maximising access to high quality housing

Business support

Advice and coordination to tackle anti-social behaviour and promote community safety

Provision of grants to community groups focused on promoting health and wellbeing outcomes

Behaviour and Lifestyle change

Working together with a purpose

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

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

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

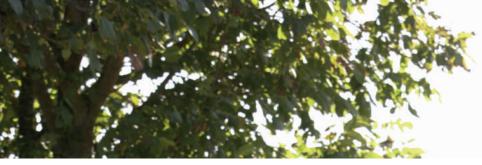
Health in all policies – a manual for local government.

https://www.local.gov.uk/sites/default/files/documents/health-all-policies-manua-ff0.pdf

6. Health and Wellbeing Resources

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

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



Draft East Herts Physical Activity Strategy 2019-2023



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f EastHertsDC **o** easthertscouncil

www.eastherts.gov.uk

Introduction

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

Our Vision

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

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

Background: Our District

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

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

The key health statistics for East Herts are as follows:

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

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

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

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

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

Our Objectives

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

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

Our Journey

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

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

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

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

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^{*}measured via Sport England Active Lives Survey

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

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

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

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

Theme	Key actions
Active Living	- Support local, national and regional campaigns promoting physical activity
	- Deliver social prescribing using it to promote physical activity
	- Member champions for physical activity and health and well being
	- Promote local opportunities to be active
	- Ensure sport and physical activity opportunities meet the needs of the community
	- Adopt a targeted approach to support those who are inactive
	- Ensure people who have long term conditions have access to sport and physical activity e.g. cardiac and stroke rehabilitation
	- Promote the role of workplaces to encourage and support physical activity
	- Encourage schools to promote physical activity e.g. pupil premium funding
Active Travel	- Actively influence partners and developers to think creatively about opportunities to encourage physical activity in terms of travel i.e. footpaths, cycle lanes
	- Deliver and sustain the Hertford Cycle Hub
	- Increase the number of adults, children and young people undertaking active travel
	- Promote 'park and stride' and 'walking bus' schemes
	- Support the development of cycling and walking paths
Active Recreation	- Actively influence partners and developers to think creatively about opportunities to encourage physical activity in terms of travel i.e. footpaths, cycle lanes
	- Deliver and sustain the Hertford Cycle Hub
	- Promote cycling and walking e.g. health walks
	- Build on the success of the Forever Active scheme
.	- Enhance our parks offer to include the development and promotion of Parkrun
Active Sport	 Commit investment where funds are available such as Section 106 funding to develop the infrastructure of sports facilities and open spaces to meet the needs of a growing populatio as identified in the indoor and outdoor sports spaces assessment.
	 Work with partners across the County to seek external funding via Sport England and Herts Sports Partnership
	 Support the development of the skills and capacity of the sport and physical activity sector, including volunteers

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



Essential Reference Paper C

1 Identify the aims of the policy/service/function and how it is implemented.			
	Key questions	Answers / Notes	Actions required
1.1	What is the aim, objective or purpose of the policy/service/function?	The East Herts Health and Wellbeing Strategy 2019-2023 is the focus for making this happen in East Herts. The Council will work with its health partners to achieve this.	Implemented in application of Strategy Priorities and delivery of programmes by Council and wider health partners.
1.2	What outcomes do you want to achieve with this policy/service/function and for whom?	East Herts Health and Wellbeing Strategy 2019- 2023 Vision: Good health is about supporting the individual to live well in their environment and enabling access to services and opportunities which support a healthy lifestyle. The health and wellbeing priorities are: 1 help all children to start off well 2 empower children, young people and adults to achieve their life potential 3 promote healthy working environments 4 promote positive health and wellbeing for all	As above

		 5 create healthy places and sustainable communities 6 strengthen health improvement and ill-health prevention 7 use the council's power of influence 	
1.3	Who defines or defined the policy/service/function?	Council	As above
1.4	Who implements the policy/service/function?	Council officers and partner organisations	As above
1.5	What factors or forces are at play that could contribute or detract from the outcomes identified earlier?	 Factors which could affect the ability to meet the priorities outlined in are: pressures on council resources member support for the Strategy changes in national policy capacity of Health partners and volunteer organisations ability of NHS health system to adapt and move strategically towards prevention 	As above
1.6	Taking protected characteristics (age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion	In all Health and Wellbeing work of the council the priority is to enable inclusivity. Within this overall approach there may well be a targeted or specific approach to address the particular health	As above

	or belief, sex and sexual orientation), is there anything in the policy/service/function that could discriminate or disadvantage any of these groups?	requirements of any of the single or combined equality and diversity areas above. Work to reduce health inequalities involves building up an understanding of the residents and communities with whom the council works. This is paramount in ensuring there is no discrimination or disadvantage experienced by any individuals or communities the council works with in addressing health and wellbeing. Please also see the East Herts Council corporate Equality and Diversity policy link here. https://www.eastherts.gov.uk/article/35651/Equalities	
2	Consideration of available data, res	search and information	
	Key questions	Answers / Notes	
	<u> </u>	74101101071110000	Actions required

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

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

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

8		
	treatments which many health services are seeking daily to address. This current situation is unsustainable and new approaches and increased co-operation between a range of partners will be needed to make a lasting difference to the lifelong health of communities.	

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Agenda Item 9

EAST HERTS COUNCIL

EXECUTIVE - 11 DECEMBER 2018

REPORT BY LEADER OF THE COUNCIL

HARLOW AND GILSTON GARDEN TOWN - VISION AND DESIGN GUIDE

WARD(S) AFFECTED:	ALL	

Purpose/Summary of Report

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

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

the Garden Town Member Board on the 4 February 2019 for endorsement.

1.0 <u>Background</u>

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

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

1.5 The final version of the Vision and Design Guide documents will be taken to the Garden Town Member Board on the 4 February 2019 for endorsement.

2.0 Report

- 2.1 Allies and Morrison were commissioned to support the Councils in developing a Vision and design principles for the Harlow and Gilston Garden Town in June 2017. The brief required the development of a compelling vision and set of high-level principles for the Garden Town showing how new growth will complement and enhance its location and contribute to the regeneration of Harlow Town Centre as a key regional centre in order to seize this once in a generation opportunity.
- 2.2 The aim of the Vision was to develop a strategic narrative to:
 - Identify the potential of the Harlow and Gilston Garden Town;
 - Illustrate the economic, environmental, social and cultural connections of the Garden Town;
 - Consider the Garden Town's unique growth potential and what barriers may exist to that potential which the Garden Town must seek to address;
 - Consider opportunities for enhancing green infrastructure and creating integrated, inclusive, healthy communities;
 - Consider the economic and employment role of potential new growth; and
 - Consider delivering a step-change in sustainable transport.
- 2.3 The design element of the work required the development of a set of principles that establish clear parameters for future masterplanning and consideration of planning applications across the Garden Town that will ensure a consistent high quality approach to growth.

- 2.4 From the outset of the project it was expected that the vision and design principles would be informed by ongoing stakeholder engagement. As such a number of workshops were held between September and December 2017, and a workshop with the Garden Town Member Board² was held in February 2018. These workshops helped inform the emerging vision and design principles and in May 2018 a draft version of the Vision was considered by the Harlow and Gilston Garden Town Quality Review Panel.
- 2.5 The Quality Review Panel provides impartial and objective advice from a range of experienced practitioners. The Panel commended the draft Vision as setting a positive tone, with high aspirations underpinned by a depth of thinking, but emphasised the importance of giving it formal weight in the planning process, stating that this will be fundamental to its successful implementation.
- 2.6 The Panel also emphasised the importance of celebrating what is already special about Harlow and the local area, stating that the document would further benefit from greater emphasis around the core message of the Garden Town as a landscapeled network of integrated neighbourhoods and villages. The Panel suggested other aspects of the Spatial Vision that could be further refined including around: the character and quality of the centres, including Harlow Town Centre; village centre hierarchy, self-sufficiency and identity; employment clusters and innovation; fostering change through early small-scale interventions; and sustainable transport, including connections between the Gilston Area and Harlow Town Centre.
- 2.7 The Panel supported the proposed approach of developing key principles and indicators around the four key themes of:

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

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

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

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

- exhibitions. In total 58 respondents provided comments which were received either at the exhibitions, through the online questionnaire or by email and post.
- 2.13 To support the Vision, a Design Guide has also been prepared. The draft version of the Design Guide was considered by the Harlow and Gilston Garden Town Quality Review Panel in July 2018. The Panel considered that the Design Guide, when read in conjunction with the Vision, showed promise as a clear prospectus, the key audience for which is intended to be developers and landowners aiming to bring forward development within the Garden Town. The Panel raised some questions around the status and purpose of the document, again setting out the importance of giving it formal weight in the planning process. A copy of the Quality Review Panel's full report is attached for information at **Essential Reference Paper 'E'**.
- 2.14 A final draft version of the Design Guide was taken to the Quality Review Panel for a Chair's Review in October 2018. The review focused on the set of design quality questions included in the Design Guide, which applicants will be asked to demonstrate answers to, through their proposals. These questions will be used by officers and the Quality Review Panel when reviewing proposals, to ensure that proposals meet the expectations of quality within the Garden Town. The Panel emphasised the need for clarity on the purpose and use of the Design Guide and design quality questions, and focused on the wording of the questions to ensure that the onus for demonstration of quality and breadth was with the applicant. A copy of the Chair's Review report is attached for information at Essential Reference Paper 'F'.
- 2.15 Following the consultation events, site promoter engagement, and taking into account the recommendations of the Quality Review Panel, Allies and Morrison were tasked with summarising the main points raised. A table setting out the comments is attached for information at **Essential Reference**

- **Paper 'G'**. A number of amendments have been made to both the Vision and the Design Guide, as detailed in the table.
- 2.16 The final Vision and its supporting Design Guide were considered by the Garden Town Member Board on the 12 November 2018 and it was agreed that, in light of the specific advice provided by the Quality Review Panel, each local planning authority (East Herts Council, Epping Forest District Council and Harlow Council) should give formal weight to the documents in the planning process.
- 2.17 As such, the final Spatial Vision and Design Guide documents are attached at **Essential Reference Papers 'B' and 'C'** and it is recommended that these are agreed as a material planning considerations³ when assessing site specific master plans, the emerging Gilston Area Charter, pre-application proposals, planning applications and for any other Development Management purposes. This will ensure that development proposals will achieve garden town ambitions, and that clear parameters are established for future masterplanning and consideration of planning applications across the Garden Town.
- 3.0 <u>Implications/Consultations</u>
- 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

District Planning Executive Panel – 21 September 2017: http://democracy.eastherts.gov.uk/ieListDocuments.aspx?Cld=151& MId=3236&Ver=4&J=3

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

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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

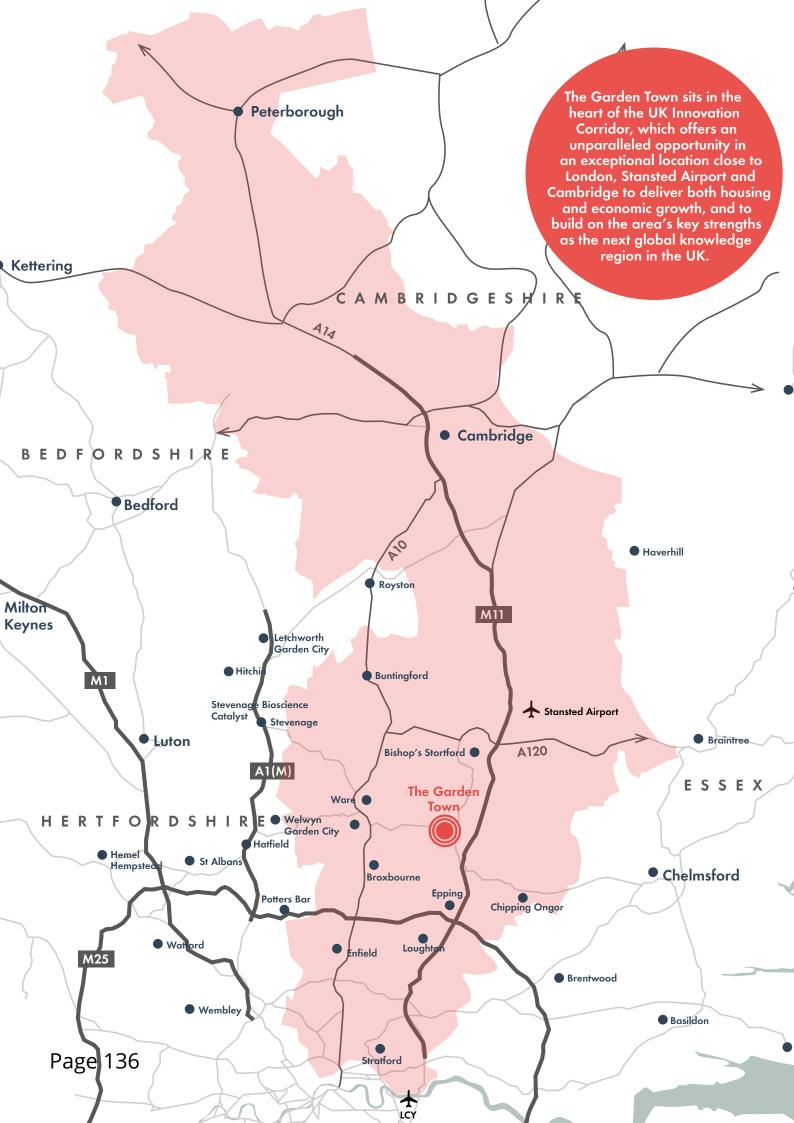
Contribution to the Council's Corporate Priorities/ Objectives:	Priority 1 – Improve the health and wellbeing of our communities Priority 2 – Enhance the quality of people's lives Priority 3 – Enable a flourishing local economy
Consultation:	 Consultation was undertaken during the first two weeks of July 2018 and included: A two-week static exhibition (2 July – 13 July) in the Harlow Civic Centre reception and one staffed evening drop-in event in the Water Gardens (9 July) A two-week static exhibition (2 July – 13 July) at Epping Forest District Council Civic Offices and one staffed evening drop-in event (5 July) One staffed evening drop in event at Gilston and Eastwick Village Hall (12 July) Consultation materials and feedback forms were available online for 4 weeks on all three Council's websites The draft Vision and design principles were also shared with the site promoters of the strategic sites in the Garden Town at one-to-one meetings held in June/July 2018. A joint press release was issued and used to advertise the events, through each of the Councils websites, social media and print. All exhibition material was also published on the Councils respective websites and a short questionnaire was produced and made available both in hard-copy and on-line.

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



HARLOW AND GILSTON GARDEN TOWN

VISION NOVEMBER 2018



INTRODUCTION

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

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

Purpose of the Vision

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

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

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

Reviewing and monitoring this document

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





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



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



Beautifully designed homes and neighbourhoods

the best of town and countryside



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



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

that support sociable neighbourhoods



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



Capturing land value

for the benefit of the community



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



Long term

stewardship of land and facilities

VISION FOR THE GARDEN TOWN

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

...ADAPTABLE

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

...SUSTAINABLE

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

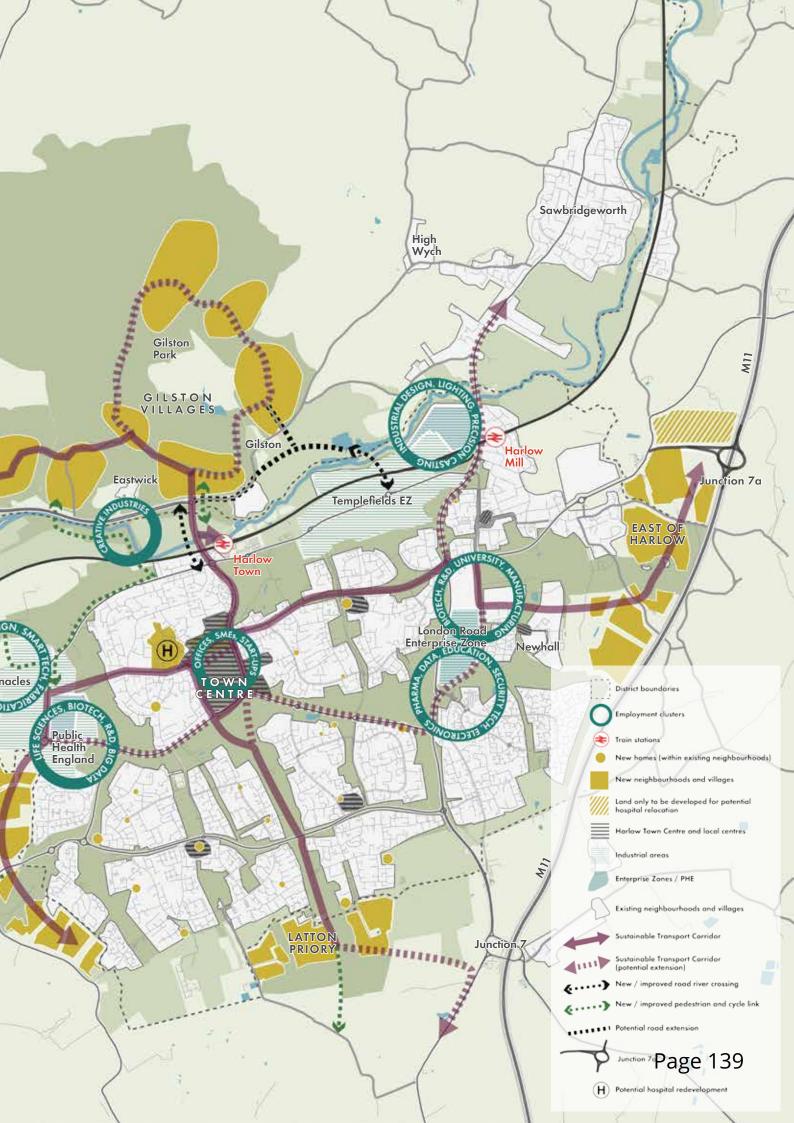
...HEALTHY

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

...INNOVATIVE

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

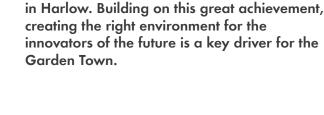




DRIVERS FOR THE GARDEN TOWN

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

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



Sir Charles Kao pioneered the development,

and use of, fibre optics in telecommunications



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



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



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



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



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



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

KEY PRINCIPLES FOR HEALTHY GROWTH

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

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



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

PLACEMAKING AND HOMES

A Responsive and distinctive – sitting comfortably in its context

- The Garden Town will have a clear overall identity, marked by good design and a sustainable approach, but will comprise a series of distinctive neighbourhoods and villages, each with their own character and identity.
- New development will respond to its landscape and built context, and particularly to local topography, so that it sits comfortably in terms of its scale, massing, density and orientation.
- 3. In neighbourhoods, cues will be taken from the best of existing buildings, as Newhall has taken cues from early Harlow neighbourhoods. Materials, colour palette, form and structure will respond to these, without simply copying them. Characteristics of typical or nearby villages will be taken as design cues, with materials, colour palette, form and structure showing how they might respond to these.

- 4. Densities will typically increase towards local centres and transport hubs, around a local high street or small green space and villages should fragment at their edges. New neighbourhoods should reflect densities of adjacent existing neighbourhoods.
- Villages centres will be located at the meeting point of local routes. Both villages and neighbourhoods will be integrated with the wider network of surrounding settlements.
- 6. Housing densities will be broadly between 25 homes and 55 homes a hectare.
- 7. **Roofscapes will be varied** with terraced rooflines avoided on higher ground, so that the horizon remains green and natural.
- 8. Green infrastructure including planting and drainage will happen **early in the development process**, so it matures as places are established.
- 9. Best practice and design guidance will help to inform masterplans and design codes for development areas will be developed with the local community, to establish parameters for achieving excellent design. Where appropriate, these will include the Essex Design Guide and Harlow Design Guide.









Existing buildings with New Town and village vernacular





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

Garden City Principles











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

- The Garden Town will comprise a series of selfsufficient neighbourhoods and villages with local centres and small local centres at highly accessible locations.
- 2. Neighbourhoods and villages will be home to a diverse and **rich mix of uses and activities** with homes, shops and jobs in the same place.
- Densities will increase around local centres and transport nodes. Mixed use centres will have active ground floor commercial uses with homes above.
- 4. The Garden Town will provide a range of homes and typologies to cater for the needs of residents at all stages of life and all abilities. These homes will be integrated to support balanced communities.
- 5. The Garden Town should have a **tenure-blind mix of homes,** including owner occupied, private rented, affordable and social rented, and shared ownership. Local Plans will set policies for **affordable housing provision** and the Garden Town Housing Plan will further develop these policies.

- 6. As large new areas come forward for development, a phased approach will be encouraged to see homes delivered close to existing local centres or for infrastructure and new local centres to be delivered early, to establish communities and be sustainable.
- A variety of housing delivery models will be encouraged, including identifying land for, and taking steps to support, custom, self-build and community-led housing.
- 8. New buildings shall be designed to **adapt to changing needs and lifestyles**, for example capacity to accommodate growing households or the needs of an ageing society.
- Building materials and detailing, landscape and design will be of a consistently high quality throughout the new settlement and will be informed by design review at the Quality Review Panel.
- 10. Innovative designs will be encouraged that are flexible, adaptable and incorporate cutting edge technology in the fields of low carbon, low energy consumption, low water demand and water conservation. New homes will be at the forefront of modern living.
- Traveller sites will be considered across the Garden Town in accordance with authorities' different Local Plan requirements.



C Healthy, safe and connected neighbourhoods and villages

- All villages and neighbourhoods will be designed with an open street network that integrates with surrounding areas. Cul-de-sac developments with little connectivity across them will be discouraged.
- Neighbourhoods and villages should provide walkable everyday activities, including a vibrant mix of community uses and social infrastructure, such as place and recreation areas, concentrated at local centres.
- Village and neighbourhood centres will have a primary school including early years facilities, places for food and/or drink, convenience shopping, community spaces including small scale workspace, as well as good access to public transport.
- 4. District and county authorities will work together to identify where **secondary schools** are most needed and in **accessible locations**, **close to primary schools**, community services and green space.

- New development will be designed to overlook streets, open spaces and the Green Wedge network where appropriate to create active, attractive and safe environments for all.
- 6. Street design shall encourage community activities including interactive public art, doorstep play and meeting places. Public spaces will have a generous provision of seating and level access for mobility scooters and pushchairs.
- 7. A new health centre will be provided as part of the Garden Town, where the practice workforce will work together bringing specialisms and continuity of care. Primary care professionals will work more closely together to support patients in their area.
- 8. Redevelopment of, or a new site for, **Princess Alexandra Hospital** will be identified at an accessible location and should respond sensitively to local built and landscape character.

 Opportunities to establish an innovative health care campus will be encouraged.
- New developments will be designed to promote physical activity and active lifestyles through the built and natural environment.



Low density cul-de-sacs, west of Bush



High density, connected street network, Newhall

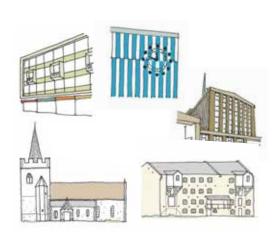


Connected streets with safe doorstep play space provision

Maximising visibility and appreciation of our heritage

- The Garden Town will expand the influence of the 'Harlow Sculpture Town' brand through commissioning of new public artworks, bringing art and design into everyday life.
- Early engagement with communities in a participative design programme will help bring residents together in open dialogue to inform masterplans.
- The Garden Town will create high quality, energy efficient buildings and places, using best practice and working with leading and innovative architects and designers; echoing the approach of the original New Town.
- Taking advantage of increasing interest in the post-war period, the Garden Town shall explore opportunities to boost Harlow's reputation as a centre for mid-Century design innovation and experimentation.

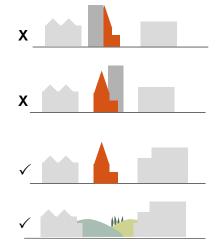
- 5. **Views of the natural and built landscape** will be retained, with views towards heritage assets **framed and enhanced.**
- 6. New development should integrate sensitively with existing heritage assets through careful consideration of scale, massing, materials and aspect. Space will be given to significant assets where appropriate, with their setting protected through buffer zones and landscape design.
- 7. Improved access to, interpretation of and education on heritage assets in the Garden Town will be encouraged.
- 8. The Garden Town's varied built legacy should be promoted through **contemporary reinterpretation** where appropriate; valuing the **New Town** and more traditional **rural vernacular**.
- New Town assets should be identified and celebrated, particularly works of Sir Frederick Gibberd, to share the rich story of the Garden Town with residents and visitors.



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



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



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

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LANDSCAPE & GREEN INFRASTRUCTURE

A Enhancing the Green Belt and expanding the Green Wedge network

- Masterplans will identify and design open space that expands the existing Green Wedge network across the Garden Town and connects out to the wider countryside and Stort Valley.
- Areas of Green Belt on the edge of the Garden
 Town will be improved with investment in public
 access, landscape and biodiversity enhancements,
 and the creation of country parks where
 appropriate.
- New development adjoining the network will improve access to and enhance the quality and recreational value of Green Wedges and Green Fingers. Clusters of uses such as cafes, play areas and seating will be established close to local centres.
- 4. New Green Wedges will be an appropriate size and character to maintain the individual identity of new and existing neighbourhoods and villages.

- 5. Green Fingers running through residential areas will be *multi-functional spaces*, accommodating play areas, a local park or village green.
- 6. New neighbourhood development will have a positive relationship with the enhanced Green Wedge network with front doors and windows facing onto green spaces where appropriate.
- 7. Green Wedges between villages will be rural in character using farmland and woodland to reinforce the separation of development and maintain existing village ways of life.
- The open space network will support active lifestyles and good health through excellent walking and cycling routes, connecting all parts of the Garden Town and the wider countryside.
- New development should identify appropriate locations for playing fields, adventure spaces, play areas, running trails and bridleways to support new and existing residents.
- 10. Local authorities will seek to secure the long-term maintenance and stewardship of open spaces; committed to achieving high quality such as the Green Flag standard for local parks and green spaces.



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



Green Wedges should continue to support active and sustainable travel



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



Diagram of Garden Town green and open space network

Garden City Principles











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

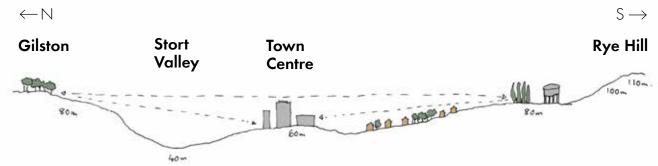
- An outstanding green and blue infrastructure network of open spaces and waterways will characterise the Garden Town, providing multiple benefits for residents' physical and mental health; rich habitats for wildlife, flora and fauna; and important noise and air pollution buffers from roads and industry.
- 2. Development will **sensitively respond to the topography**, with views of key landmarks and vistas into, out of and across the Garden Town, framing and enhancing these.
- Street trees and planting in strategic locations will screen and filter views between development, enhance key vistas and provide buffers to busy roads.

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

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

- 4. The existing landscape should shape the pattern of new development and the character of open spaces, using existing woodlands, hedges, trees, meadows and waterways as natural cues.
- 5. **Local species** to be chosen for tree lined streets and garden hedges will reinforce local landscape character.
- 6. The Stort Valley Park will form an important leisure, recreational and ecological asset at the heart of the Garden Town, uniting the new villages with the existing town and its new neighbourhoods.
- The Stort Valley will be part of the walking and cycling network. This will be carefully balanced with its role as a natural habitat and navigation system.
- 8. **New and improved crossings** are planned across the River Stort. These will carefully consider landscape, ecological and right of way impacts.





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

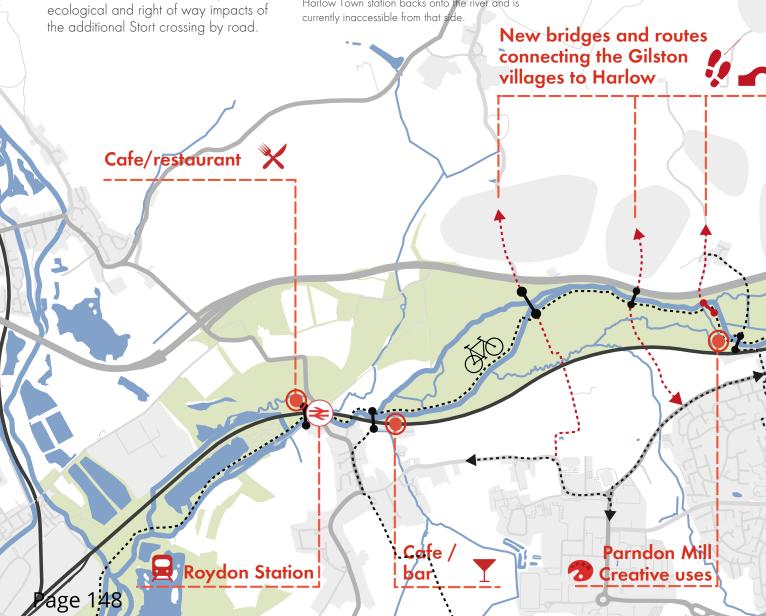
The River Stort and is associated flood meadows provide a necklace of habitats, an environment for accessing and discovering nature and a route for recreational enjoyment. Future enhancements could include wet woodland creation and positive management for wildlife. There will be a need to limit the landscape,

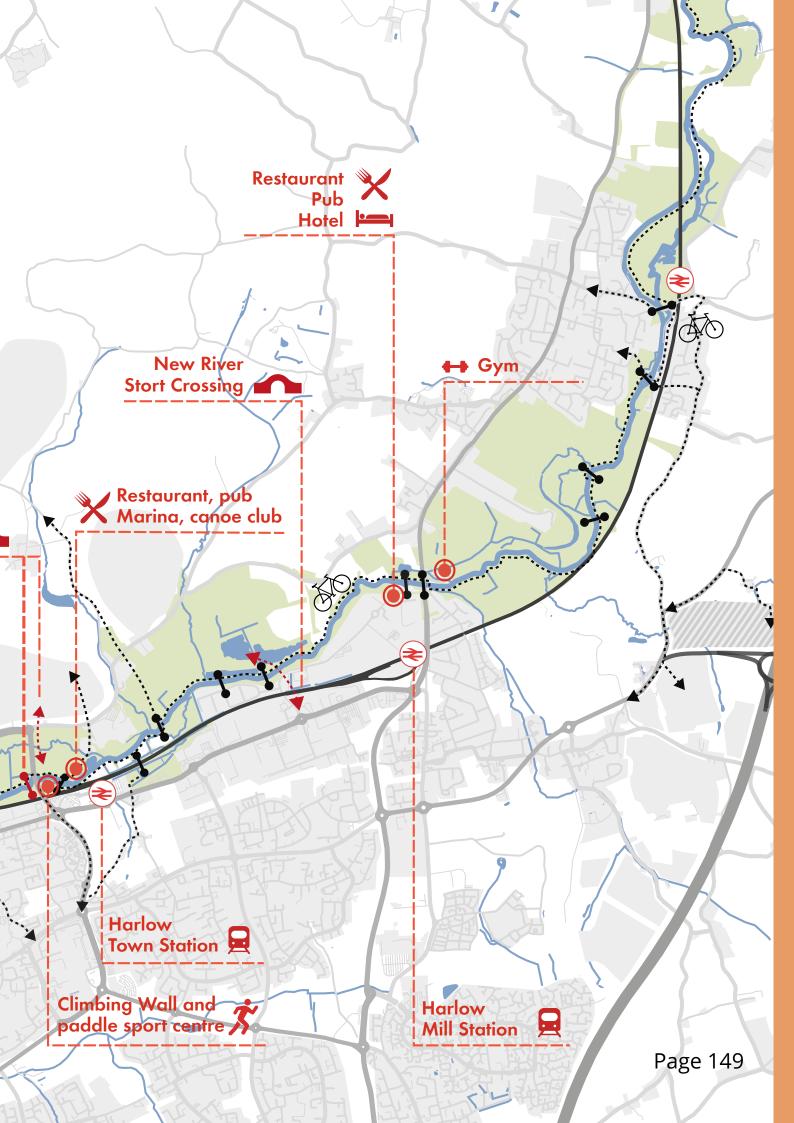


The River Stort is a rich wildlife corridor and home to Parndon Mill, a creative workspace steeped in local history.



Harlow Town station backs onto the river and is





C Designing in biodiversity, climate resilience and food security

- Developers will be encouraged to use materials and construction methods that protect and support a network of wildlife havens across the Garden Town.
- Local authorities will support approaches that demonstrate early and continued working with key stakeholders including the Environment Agency, RSPB and Canal and River Trust, creating places that contribute to a clear net biodiversity gain.
- Tree and plant selection will reinforce indigenous species, promote diversity and be responsive to local climate and geological conditions. Disease resistant and climate adaptable and species supportive of native ecological systems will be chosen
- 4. **Sustainable urban Drainage Systems (SuDS)** will be a characteristic feature of the Garden Town, with developments meeting the challenges of climate change, and controlling flooding with multifunctional habitats. These will be balanced with archaeological considerations.

- The Garden Town will have mechanisms for robust governance (e.g. Community Trusts), continued funding and maintenance of green spaces.
 Maintenance strategies shall form an integral part of new development permissions, conditions and legal agreements.
- 6. All homes will be within 800m of an allotment (10 minutes walking time). These play a key role in encouraging community activity and tackling social isolation; improving access to low-cost food and nutrition education; and supporting healthy living.
- A community-led approach shall be taken to establishing local leadership of allotments, with appropriate sites identified within new developments.
- Opportunities for informal growing spaces and orchards will be maximised at schools and health centres, pocket parks, Super Greenways, the town centre, and on temporary sites at phased schemes.
- New development will bring forward proposals for innovative approaches to water supply, conservation and management; recognising areas of severe water stress.



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



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



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

Making best use of technology in energy generation and conservation

- Masterplans and designs will explore and provide opportunities for **best practice in low carbon design,** manufacture, construction and performance of homes and commercial buildings.
- 2. The Garden Town will spearhead the Clean Growth agenda set by the UK Industrial Strategy, championing the use of design that incorporates energy generation and conservation technologies. This should consider but not be limited to solar heat and power; rain water harvesting; passive gains; vertical and horizontal axis wind turbines; ground and air source heat pumps; and combined heat and power networks.
- New developments will be expected to demonstrate how household efficiency and waste management will create demonstrably lower domestic energy use, reduced utility bills and increased rates of recycling.

- All new homes and commercial buildings shall be designed to demonstrate their adaptability for future innovations in energy generation and conservation technology.
- 5. New development will provide homes with appropriate internal and external storage for recycling and landfill waste.
- Smart apps relating to energy use and waste management and making use of fibre optic broadband will be encouraged.



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



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

SUSTAINABLE MOVEMENT

A Revitalising the walking and cycling network

- Town-wide Sustainable Transport Corridors will support active travel through a high quality network of cycle and walking 'Super Greenways' that run along these.
- Key routes and junctions will be identified for investment and upgrading across the Garden Town, prioritising improved paving, signage, lighting, landscape maintenance and pedestrian and cycle priority to create a safer and more comfortable travel experience.
- A series of 'micro-hubs' will be established at key points on the Sustainable Transport Corridors, to provide interchange between Bus Rapid Transit and cycle facilities. These can be identified in masterplans.
- The local authorities will explore opportunities to introduce a town-wide cycle hire scheme based at micro-hubs, local centres and public transport hubs or through dock-less technology.
- The role of the Green Wedge network as movement corridors will be enhanced, whilst on-street protected cycle lanes on major roads will create safe and direct routes.

- 6. New development will provide footpaths, cycle ways and bridleways, linked into existing public rights of way and routes including the National Cycle Route Network and River Stort towpaths.
- 7. A new walking/cycle link across the Stort Valley, to the south of Eastwick, will help to better connect the Gilston Villages with the town centre and key employment areas to the west of Harlow such as the new Public Health England campus.
- 8. **Onward cycle connections** to nearby settlements and transport hubs including Roydon, Broxbourne, Sawbridgeworth and Epping should be improved.
- Cultural, recreational, leisure and commercial uses should be clustered next to the Sustainable Transport Corridors at local centres, to create a social and active atmosphere along key routes.
- 10. New development will be encouraged to contribute towards the improvement of nearby cycle routes and underpasses and provide new at grade crossings where needed.
- Schools and places of work will provide cycle and scooter facilities, including showers, changing rooms, facilities for electric charging and secure cycle storage for students and employees.
- 12. All new homes will be designed to include **secure** and accessible cycle storage and facilities for electric charging. Authorities will support proposed schemes providing redeemable **vouchers** against the cost of a bicycle or e-bike.





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



Opportunity exists for a Garden Town-wide cycle hire scheme



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

Garden City Principles











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

- New development on strategic sites will establish a clear street hierarchy, prioritising the creation of healthy and sociable places whilst considering the need to accommodate vehicle movements within neighbourhoods and villages.
- 2. Neighbourhoods and villages will be largely based on tree-lined, local street layouts creating sociable places with a human scale.
- Street design will have limited vehicle markings, wide pavements, planting and street furniture on residential roads; maximising opportunities for shared surfaces.
- 4. New development will have **front doors and windows to streets**, to create safe, friendly streets and open spaces with informal overlooking.

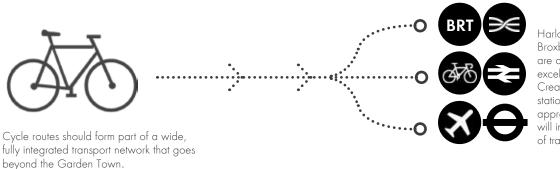
- New development should connect into the existing street network to create permeable places with a choice of routes.
- Opportunities to change the character of existing roads through tree surgery and maintenance, fronted development and at-grade pedestrian crossings will be identified.
- 7. New neighbourhoods should have a formal, rational layout with consistent building plot widths and scales fronting the street. New villages can take a more irregular approach, with buildings more informal and varied in their scale and orientation; creating a more organic and landscape-led feel.
- The strategic road network will be improved, with the planned M11 Junction 7a; a new road link across the River Stort; improvements to the central Stort Crossing; and improvements to the A414 corridor within the Garden Town and beyond.



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

- A new approach to travel will transform the Garden Town and the way people move around it. Town-wide Sustainable Transport Corridors will support active travel as well a mix of affordable, high quality public transport options.
- 50% of all trips originating within the Garden Town should be by sustainable active travel modes, with a target to achieve 60% within new villages and neighbourhoods.
- Bus Rapid Transit will run on routes that connect key destinations including local centres, schools, transport hubs, employment areas and the Town Centre with dedicated lanes or priority at key junctions.
- 4. Bus Rapid Transit stations should be high quality with live updates, free Wi-Fi and pay before boarding. An app-based journey planner will communicate frequency and reliability of the service, creating a comfortable and convenient passenger experience.
- 5. Existing villages and neighbourhoods should all benefit from the enhanced public transport services being delivered as a part of the Garden Town's integrated travel network.

- Development on strategic sites will be shaped by easy access to public transport, walking and cycling routes. All homes should be within 800m (a 10 minute walk) of a Bus Rapid Transit stop.
- Development on strategic sites could enable
 the future extension of the Bus Rapid Transit
 network to wider settlements and transport hubs
 including Broxbourne, Epping and Stansted Airport,
 as well as rural communities.
- Cycling and walking routes will run beside Bus
 Rapid Transit Routes where possible with 'microhubs' interchanges to encourage the transition
 between different modes of sustainable travel in
 one journey.
- Sustainable Travel Plans will be required for all new development, particularly businesses, which could include pre-payment of an annual or monthly Bus Rapid Transit travel pass.
- 10. Local authorities will work with the bus operator to upgrade the existing bus network, including options for Park and Ride and extending bus routes into new neighbourhoods and villages. All homes should be no more than 400m (a 5 minute walk) from a bus stop.



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

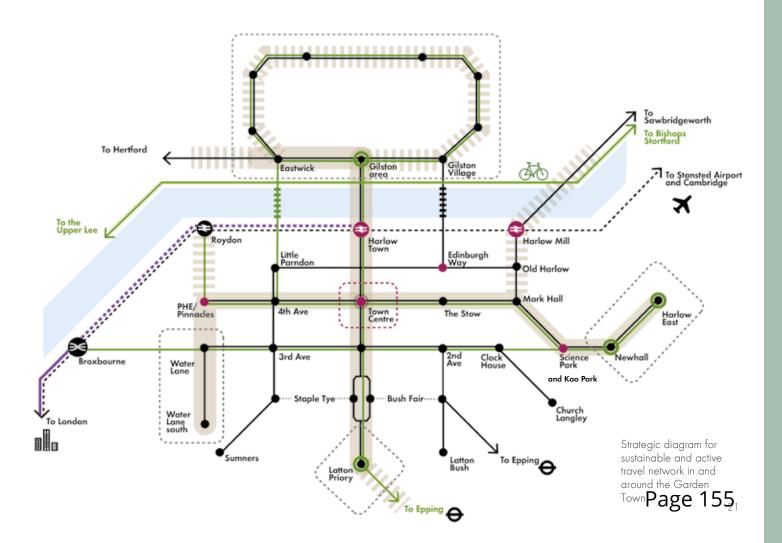




Anticipating change and future proofing infrastructure

- The Garden Town will be designed to support the implementation of **new travel technology** by taking a series of future proofing steps.
- New workplaces, schools, health centres and transport hubs shall have adaptable infrastructure and car parking that can change to accommodate future autonomous vehicles but lower overall demand.
- Masterplans will support shared vehicle systems including car hire and on-demand services through temporary parking zones and pick up/drop off points.

- Local authorities will explore opportunities to invest in smart technology to better manage traffic congestion and parking availability, with public access to this data via an app-based system.
- Similarly, local authorities will explore how a public transport network app-based system could work, including universal payment across all modes.
- Public access electric vehicle charging points should be established at local centres, micro-hubs and transport hubs.
- Masterplans should demonstrate how driveway and/or street parking spaces can be adapted to open/green space, should demand for them fall over time.



ECONOMY AND REGENERATION

A The heart of the UK Innovation Corridor

- Lying at the heart of the London Stansted Cambridge UK Innovation Corridor, and spearheading a response to the UK Industrial Strategy, the Garden Town has the ambition and capability to support significant economic growth in the region.
- 2. Based on existing and planned industry, the Garden Town will deliver growth across a number of sectors such as Life Sciences; Advanced Manufacturing and Engineering; and ICT, Digital and Tech.
- Growth and investment is being spearheaded by the Harlow Enterprise Zone (at London Road and Templefields), the relocation of Public Health England to Harlow and the growth of Stansted Airport.
- 4. Harlow is the home of fibre-optic technology and will champion the latest information and communication systems including connecting all new development through Ultra fast Fibre to the Premises (FTTP) broadband.

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

Offices, start-ups, SMEs

Bio-tech, life sciences R&D, pharma, big data, education, electronics

Creative Industries

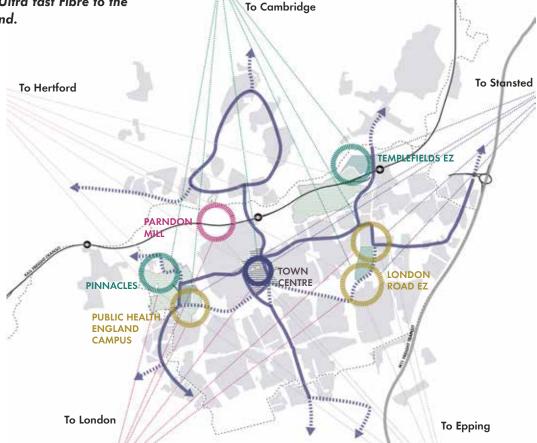
Industrial design, smart tech, fabrication, precision casting, manufacturing

Sustainable Transport Corridor

Sustainable Transport Corridor (potential extension)

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- 5. The established **Local Development Orders** covering the Harlow Enterprise Zone will smooth the process of business development and investment.
- 6. As part of the **Digital Innovation Zone**, the Garden Town will lead the way in responding to the data challenge of the UK Industrial Strategy, creating the right environment for digital and tech businesses to incubate, grow, relocate, expand and innovate.
- 7. The Garden Town is well-connected by air, road and rail infrastructure and will maximise opportunities afforded by proposed improvements including **four tracking** between London and Broxbourne and the **Crossrail 2** line.
- 8. A package of enhancements to Harlow Town
 Station and Harlow Mill stations are being
 considered, including integrated public transport
 facilities; alongside renovated and/or new station
 buildings to create a sense of arrival. Harlow Town
 station will also benefit from proposed dual access.



Garden City Principles











B The right work spaces, homes and community facilities

- The Garden Town will offer a rich variety of high quality homes, offices, studios and places where people want to live, work, visit and do business. The relationship between these will be critical to the Garden Town's success.
- 2. New development will transform the town's housing offer, creating an **genuine mix of home types** and tenures, set in attractive neighbourhoods and villages. **Businesses will choose to locate** in the Garden Town, confident they can **attract key staff** to live and possibly raise a family.
- 3. Work spaces will be **well-designed and accessible**, with good access to leisure and recreation at local centres, the Town Centre and green spaces to help businesses to attract employees.

- The Enterprise Zone will continue to provide state-of-the-art business facilities and support collaboration and cross-fertilisation across sectors through communal areas and events programmes.
- 5. Strategic **development areas could include small enterprise spaces,** to create a mix of businesses, shops and community facilities at local centres.
- Existing buildings, particularly in Harlow Town
 Centre, should be adapted to provide affordable
 SME business space, supporting start-ups and
 smaller businesses.
- 7. Industrial estate regeneration could improve the quality of work spaces and accommodate a greater variety of uses, providing attractive, mixed environments with better amenity for employees.
- Harlow Town Centre will establish itself as the cultural and commercial core of the Garden Town, with a diverse offer that meets the needs of all current and future residents.



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

C A diverse employment base and skilled labour supply

- A range of modern, high quality employment spaces will continue to be delivered in appropriate and accessible locations including sites at Harlow Enterprise Zone, Templefields, Pinnacles and Harlow Town Centre as well as within the strategic development areas.
- Employment space will be planned, phased and delivered together with related infrastructure and new homes, so that job opportunities are available as houses are occupied.
- Building on the Digital Innovation Zone, an innovation centre will be set up to provide a range of workspace and business support for start-ups looking to integrate with health tech, life sciences, advanced manufacturing and ICT sectors.
- 4. The Harlow Science Park site of Harlow Enterprise Zone will be home to the Anglia Ruskin University **MedTech Innovation Centre.** This will enable innovation through **collaboration between academia, industry and start ups** to drive improvements in the health and social care sectors.

- 5. Businesses will be encouraged to play an active role in the community, breaking down perceived barriers to academic achievement and high-skilled employment, as well as supporting an older workforce.
- 6. Investment in new educational and skills development facilities such as Harlow College's Advanced Manufacturing Centre, offering apprenticeships, professional qualifications and lifelong learning, will help grow the pool of midand higher-level skills vital for local industry success.
- 7. **Community-based learning schemes** could provide pathways into training and skills development to rebalance the local skills profile and ensure local residents can take advantage of higher-skilled job opportunities.
- Local Plans will set land requirements for employment uses, with the aspiration for a good proportion of these to be focused on employment of existing residents through a genuine mix of employment opportunities.

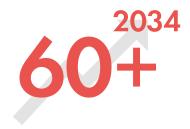


During consultation, the majority of Harlow Youth Council Members expressed a desire to stay living in the town if more career opportunities were available to them



Improving the digital skills of the UK workforce could generate $\pounds 63$ billion for the economy each year

Source: House of Commons Science and Technology report, 2016



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

Source: UK Government for Science, 2016

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

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

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



Town Centre boundary

Public realm

Secondary public realm

Boulevard streets

Green space

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

PARTNERSHIP WORKING

PARTNERSHIP AND CROSS-BOUNDARY WORKING

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

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

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

Identified partners include, but are not limited to:

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

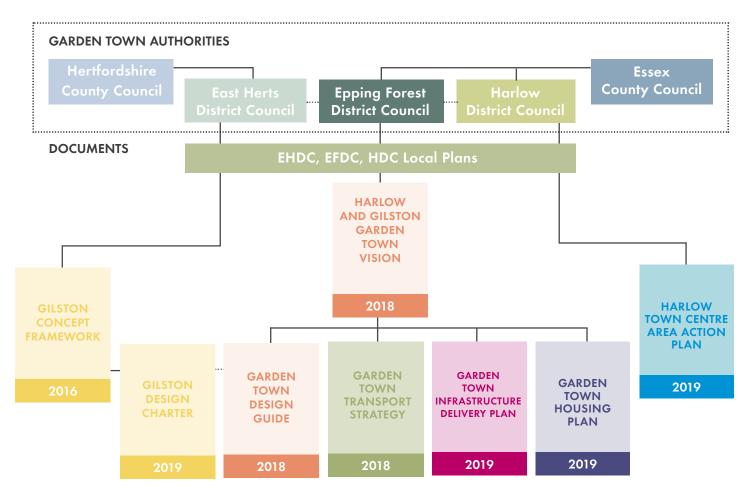


Diagram showing the relationship of the relevant authorities to the family of documents guiding and informing growth across the Garden Town.

GLOSSARY

Area Action Plan

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

Bus Rapid Transit

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

Doorstep play

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

Duty to Co-operate

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

Enterprise Zone

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

Four Tracking

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

Green Finger

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

Green Wedge

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

Land Value Capture

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

Local Centre

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

Local Development Orders

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

Long-term Stewardship

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

Micro-hub

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

Neighbourhood

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

Small local centre

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

SME Business

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

Super Greenways

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

Sustainable Transport Corridor

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

Sustainable Drainage Systems (SuDS)

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

UK Innovation Corridor (LSCC)

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

Ultrafast fibre

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

Village

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



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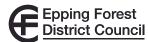
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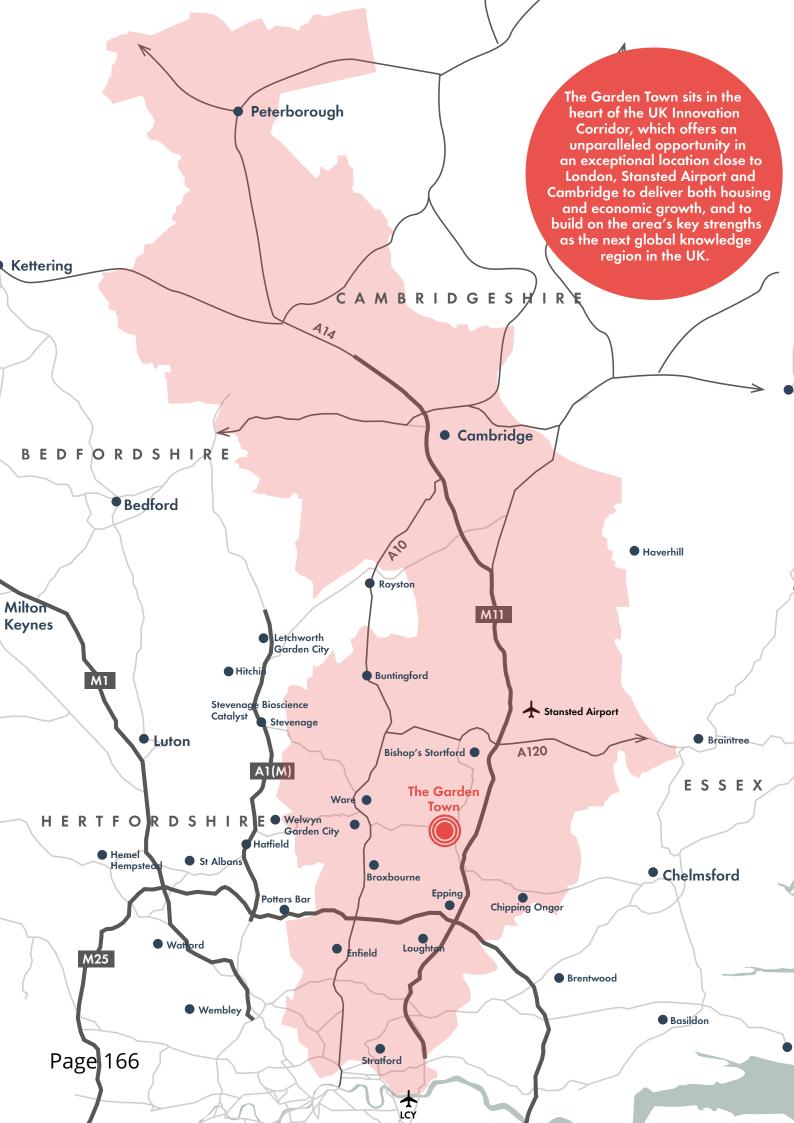






HARLOW AND GILSTON GARDEN TOWN

DESIGN GUIDE NOVEMBER 2018



INTRODUCTION



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

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

Purpose of the Design Guide

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

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

Relationship with the Garden Town Vision

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

Relationship to Local Plans and other documents

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

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

Reviewing and monitoring this document

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

Land value capture and stewardship

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

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

Application of design policies and design review

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

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

Planning performance agreements and resource recovery

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

KEY PRINCIPLES FOR HEALTHY GROWTH

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

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



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

VISION FOR THE GARDEN TOWN

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

...ADAPTABLE

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

...SUSTAINABLE

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

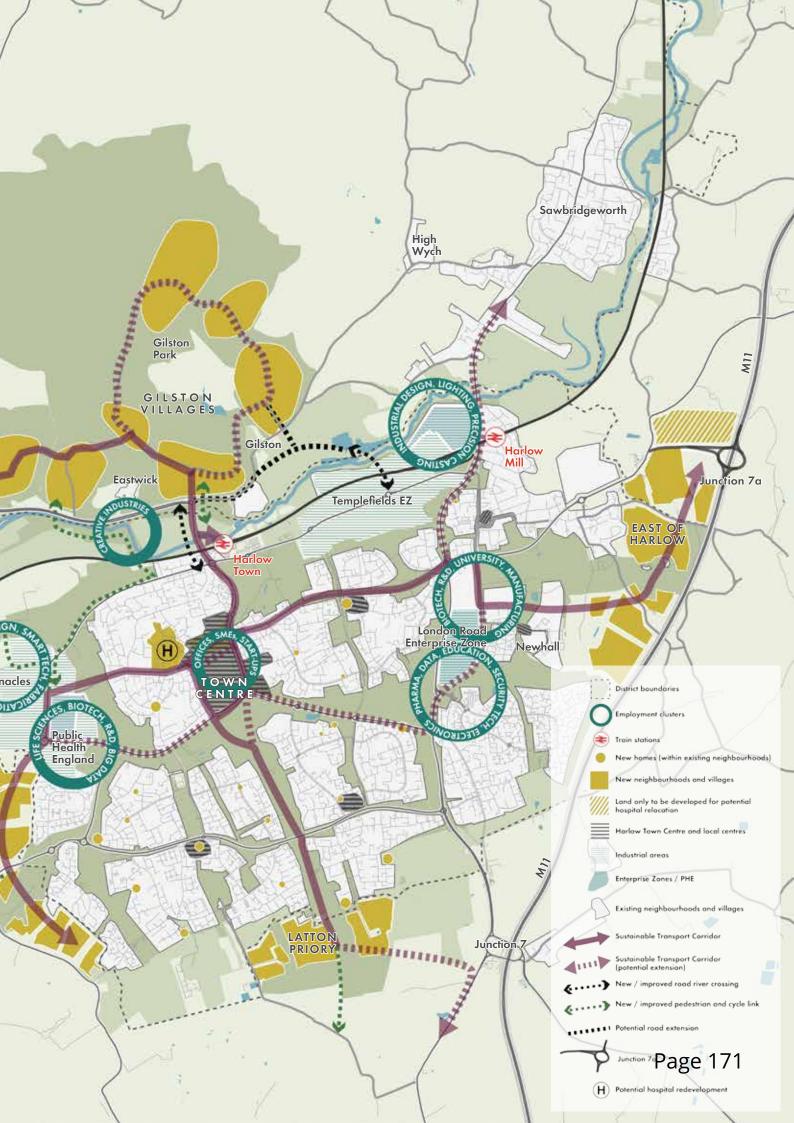
...HEALTHY

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

...INNOVATIVE

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





PLACEMAKING AND HOMES

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

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

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

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

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

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







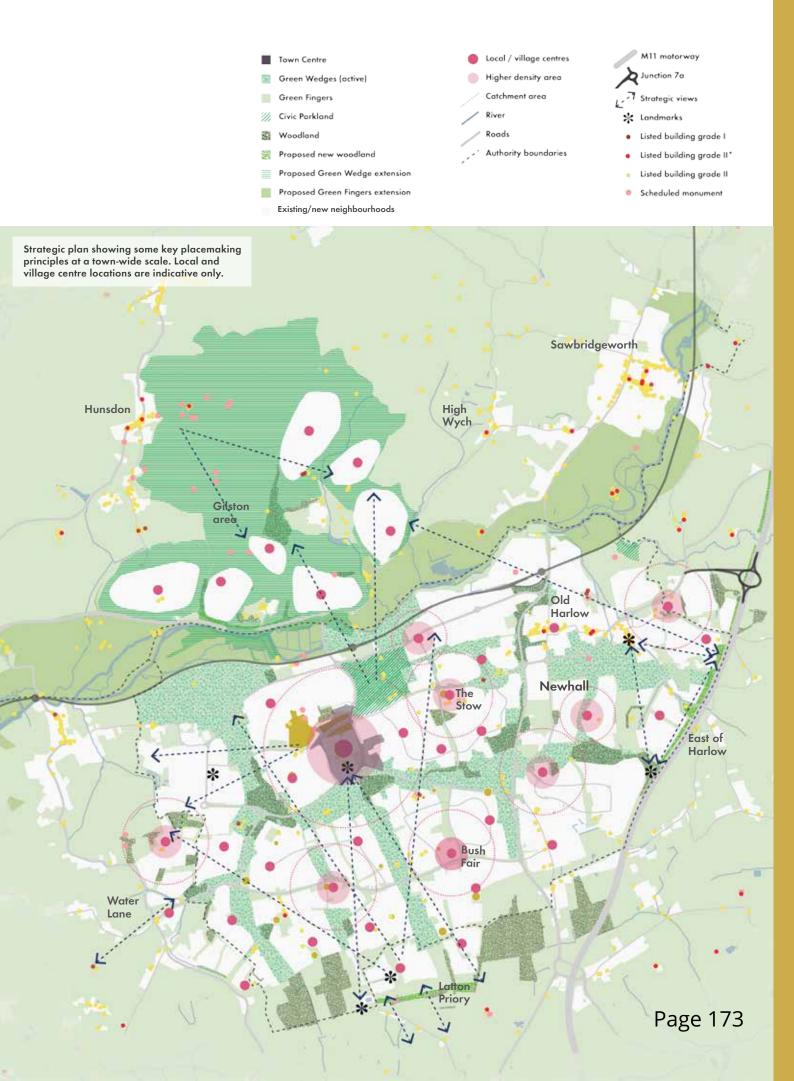








Heritage and the town's sculpture tradition should inform new neighbourhoods

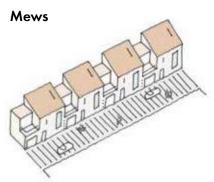


DENSITIES AND TYPOLOGIES

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

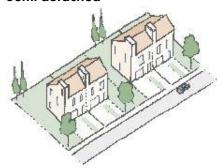
employment space which makes use of these forms and homes that reflect New Town typologies. Land is a precious commodity therefore densities must be considered carefully and in context.

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

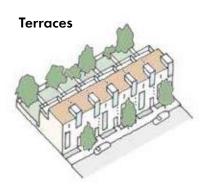


Intimate, low-rise style, with private front doors alternating with garage doors. Flexible options to cater to a variety of changing household sizes, needs and lifestyles. Smaller average plot sizes can therefore achieve intermediary to high densities.

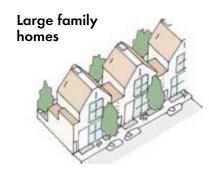
Semi-detached



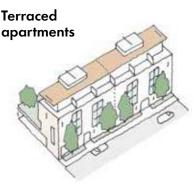
Paired dwellings of typically two to three storeys, set back from the street and suburban in character. Offstreet parking with strong visual links to front, side and rear gardens. Adaptable to changing needs and lifestyles, particularly that of a family.



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



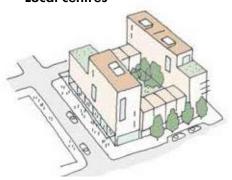
Typically two to three storeys on large plots with generous and safe outdoor private amenity space. Good connections to communal or doorstep play space. Private garage spaces can be appropriate but should be adaptable for conversion, as should loft spaces.



Terraced apartments can cater to many needs. Lower-levels can form maisonettes with private entrances or shops; whilst upper level apartments can have private terraces and balconies.

Can achieve high densities and can vary in scale to suit local context.

Local centres



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







Short terrace rows 35-55 dph















Apartments 50-120 dph

Good examples of building typologies and their typical densities

OVERALL DENSITY CONSIDERATIONS

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

WATER LANE CONSIDERATIONS

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

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

KATHERINES

PLOT AREA

12.6 HA

DENSITY

34 dwellings/ha

STREET WIDTH

9-3m

AVERAGE BUILDING HEIGHT

2.5 storeys

MIN - MAX BUILDING HEIGHTS

2-3 storeys







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

KINGSMOOR

PLOT AREA

10.8 HA

DENSITY

30 dwellings/ha

STREET WIDTH

10-5m

AVERAGE BUILDING HEIGHT

2.5 storeys

MIN - MAX BUILDING HEIGHTS

2-4 storeys



DENSITIES IN ADJACENT AREAS TO WATER LANE





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

LATTON PRIORY CONSIDERATIONS

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

LATTON BUSH

PLOT AREA

14.3 HA

DENSITY

32 dwellings/ha

STREET WIDTH

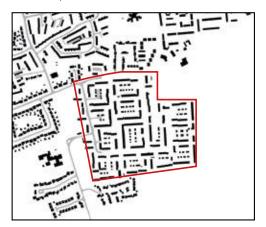
11-5m

AVERAGE BUILDING HEIGHT

2.5 storeys

MIN - MAX BUILDING HEIGHTS

1-4 storeys

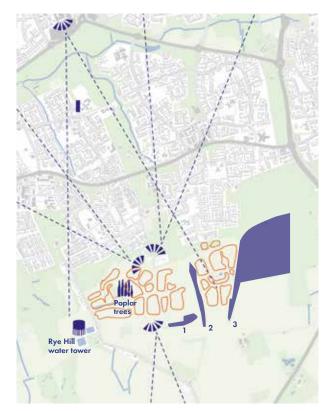






Character overview: No tree planting on street, parking on pavement and bays, dwelling-shared garden-pave-

ment-road



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

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





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

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CHURCHGATE STREET

PLOT AREA

13.7 HA **DENSITY**

18 dwellings/ha

STREET WIDTH

AVERAGE BUILDING HEIGHT

2 storeys

MIN - MAX BUILDING HEIGHTS

1-3 storeys

This area is on land which is slightly higher than the town centre, and visual links exist between the two, but not to the same extent as the Latton Priory

The East of Harlow land is fairly close to Harlow Mill station, and close to the proposed M11 7a junction. The Sustainable Transport Corridor Bus Rapid Transit is proposed to extend to the new neighbourhoods.

area to the south

EAST OF HARLOW CONSIDERATIONS

- Churchgate Street is a historic settlement, covered by a conservation area and with a number of listed buildings. Strong visual links exist between St Mary's Church in Churchgate Street, the water tower adjacent to the M11 and land at Moor Hall Road/Matching Road.
- Overall, however, the area has a lower level of landscape sensitivity than the other strategic growth sites.
- Adjacent densities at Churchgate Street are c. 18 dph, though the measured area includes an open green space and allotments. Newhall has an average density of 50 dph.







Character overview: Some tree planting, benches with wide pavement, dwellingfront gardens with private drivewaypavement-road

HUNSDON

PLOT AREA 2.6 HA **DENSITY** 20 dwellings/ha STREET WIDTH

AVERAGE BUILDING HEIGHT

2 storeys

GILSTON AREA CONSIDERATIONS

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







LANDSCAPE & GREEN INFRASTRUCTURE

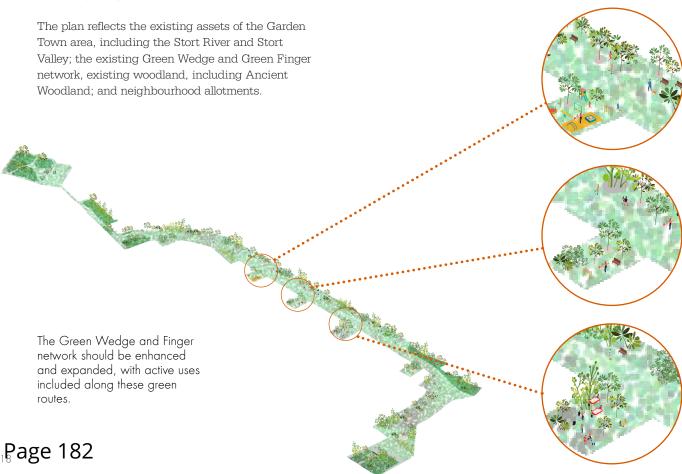
Four principles have been identified to ensure that the Garden Town responds to its distinctive landscape setting; expands and enhances the town's much-loved Green Wedge network; improves access to, and the quality of, the surrounding Green Belt; and support a sustainable and biodiverse environment.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

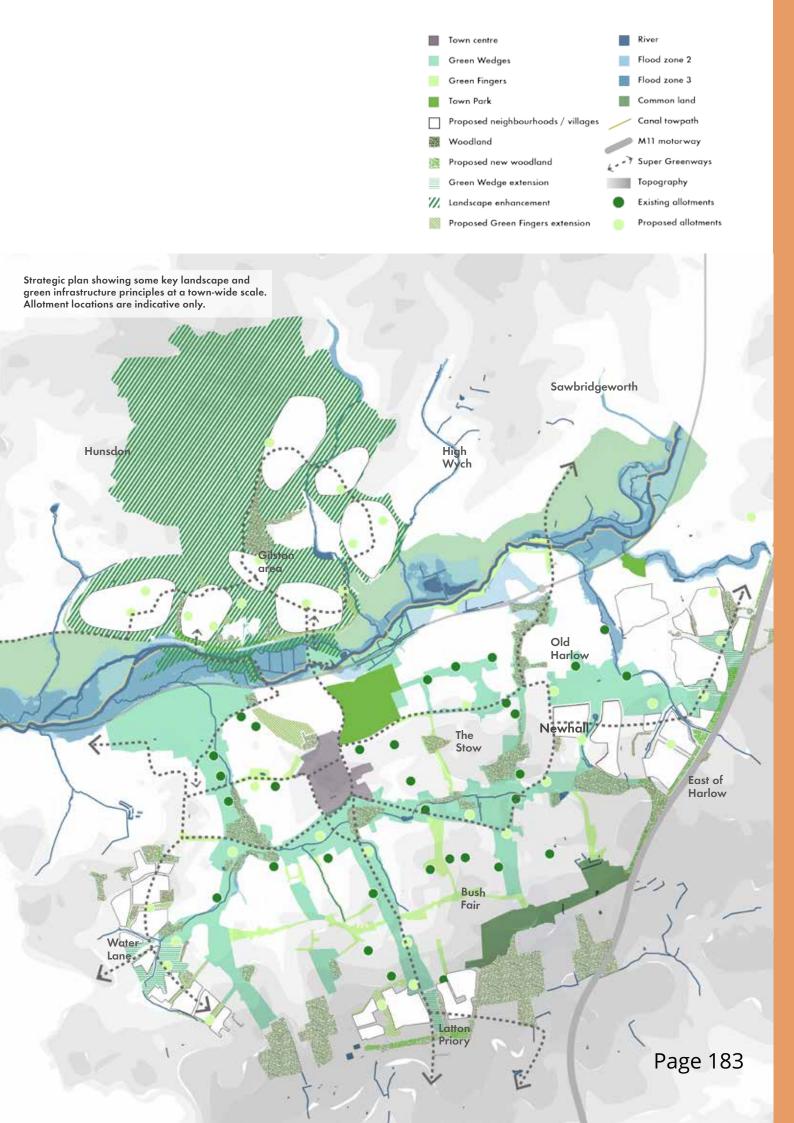
- Enhancing the Green Belt and expanding the Green Wedge network
- Landscape-led masterplanning: responding to natural character and function
- Designing in biodiversity, climate resilience and food security
- Making best use of technology in energy generation and conservation

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

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

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





VIEWS AND LANDMARKS

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

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

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



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



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



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



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

3. Water Gardens C. Latton Priory D. Rye Hill Poplar Trees 4. Templefields Chimneys 5. St. Mary's Church E. Parndon Mill 6. M11 Water Tower Land level St. Dunstan Church 7. Rye Hill Poplars G. St. Mary's Church 8. Rye Hill Water Tower9. All Saints Church H. M11 Water Tower High Low 80m 60m 40m 80m (6) (H) 80m 110m 110m Page 185

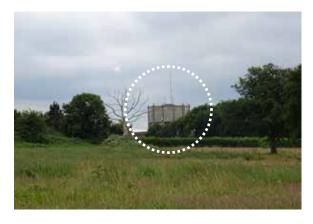
Some key strategic views across

2. Public Health England

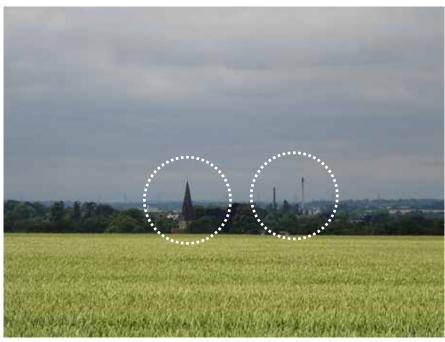
the Garden Town 1. Hunsdon Airfield

Some distinctive local assets

- A. Water Lane Water Tower
- B. Tylers Cross Farm Shop











Clockwise from top left:

The distinctive water tower on the ridgeline of Rye Hill.

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

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

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

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





Clockwise from top left:

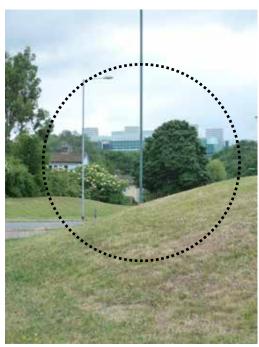
The row of poplar trees near Dorrington Farm. Extending planting along this elevation will reinforce views from the town centre.

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

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

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





SUSTAINABLE MOVEMENT

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

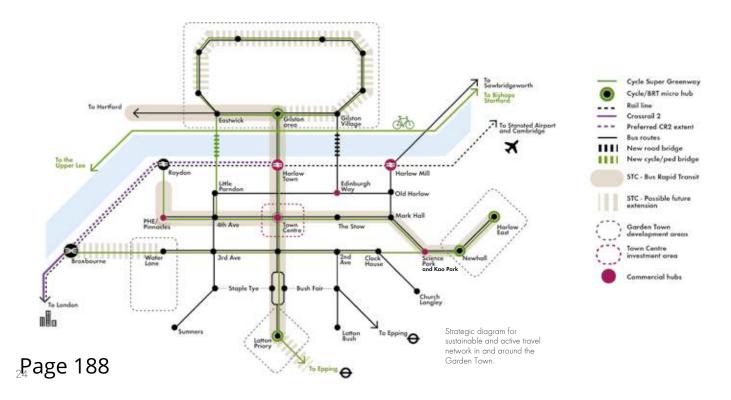
- Revitalising the walking and cycling network
- The value of place: changing the character of roads to streets
- Integrated transport: a viable and preferred alternative to cars to achieve a modal shift of 50% of all journeys in the Garden Town to be by sustainable transport, and 60% in new neighbourhoods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

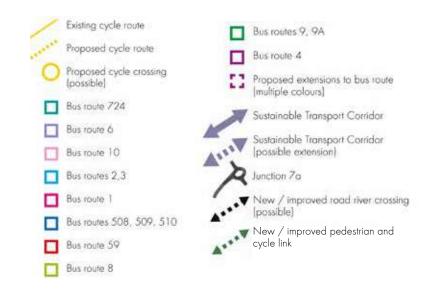
The diagrammatic plan to the right sets out the broad spatial implications across the Garden Town for these principles.

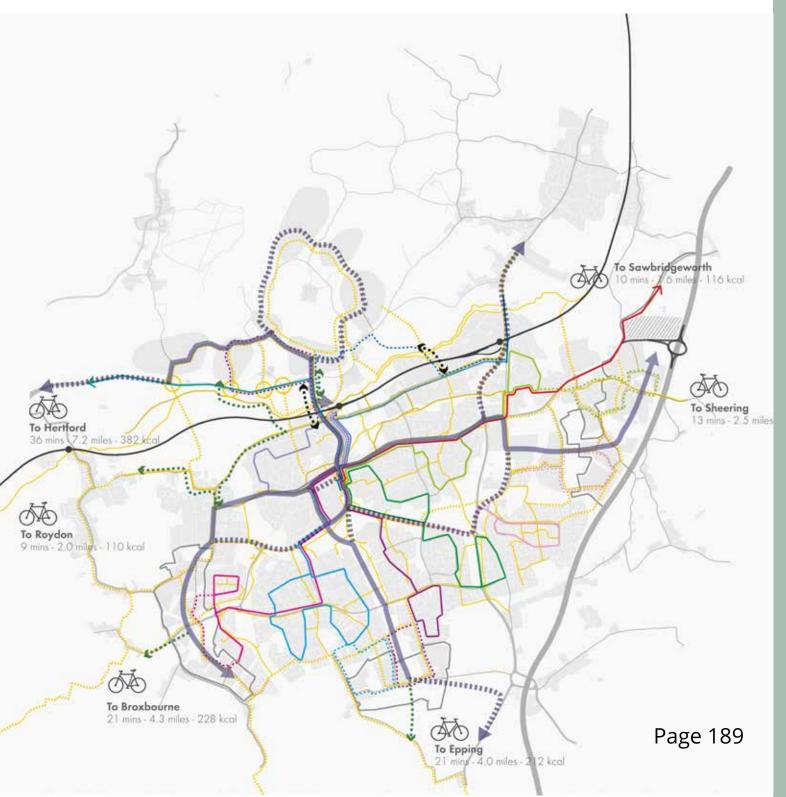
The plan reflects the existing assets of the Garden Town area, including the existing bus routes and the extensive cycle network established when Harlow was originally built as a New Town.

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

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







ECONOMY AND REGENERATION

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

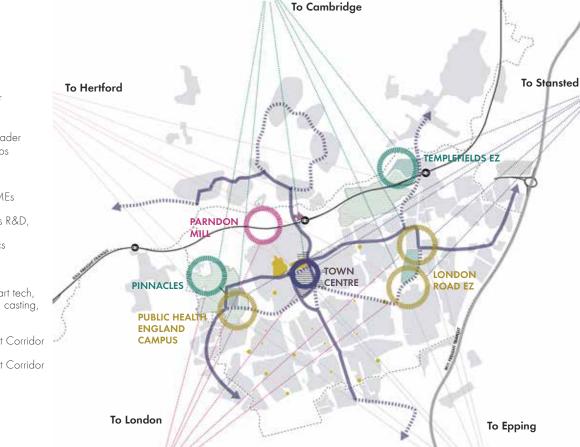
- At the heart of the LSCC UK Innovation Corridor
- The right work spaces, homes and community facilities
- A diverse employment base and skilled labour supply
- A vibrant and resilient Town Centre for all the Garden Town

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

The plan reflects the existing ingredients that will help to support a healthy economy, such as the town centre, local neighbourhood centres and small local centres. These are identified as locations of investment and innovation, and possibilities for new typology mixes, as well as simply representing the commercial uses that already exist.

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

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



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

Offices, start-ups, SMEs

Bio-tech, life sciences R&D, pharma, big data, education, electronics

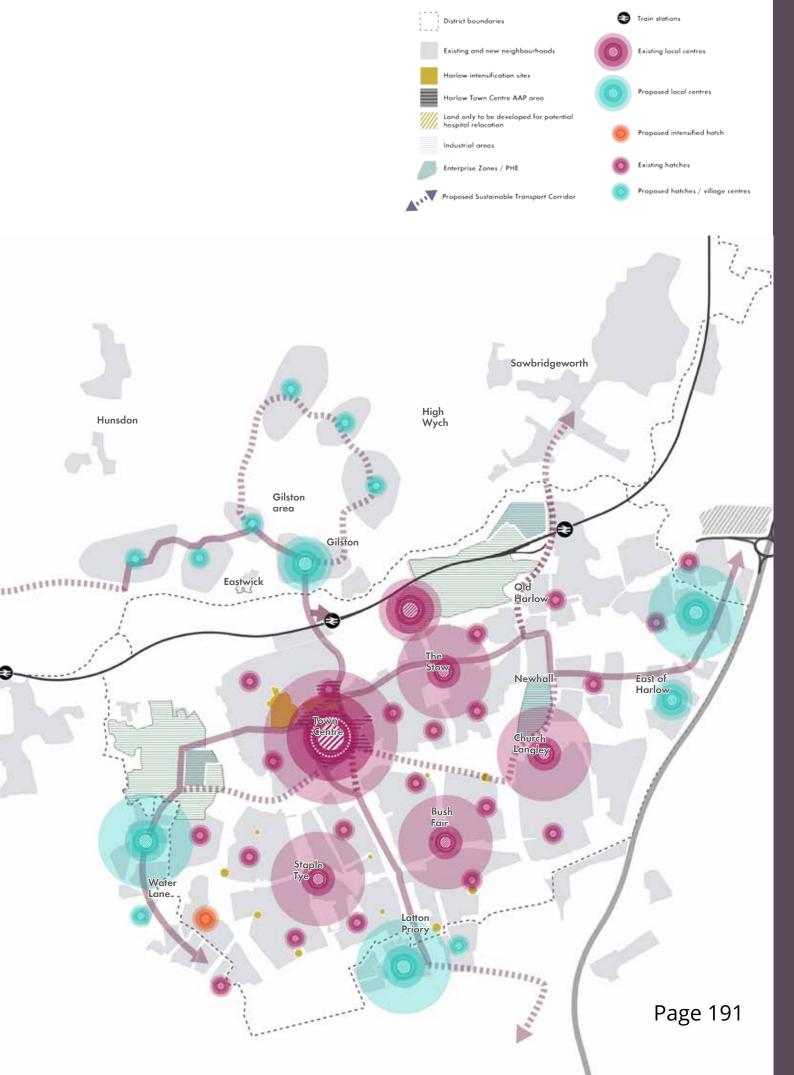
Creative Industries

Industrial design, smart tech, fabrication, precision casting, manufacturing

Sustainable Transport Corridor

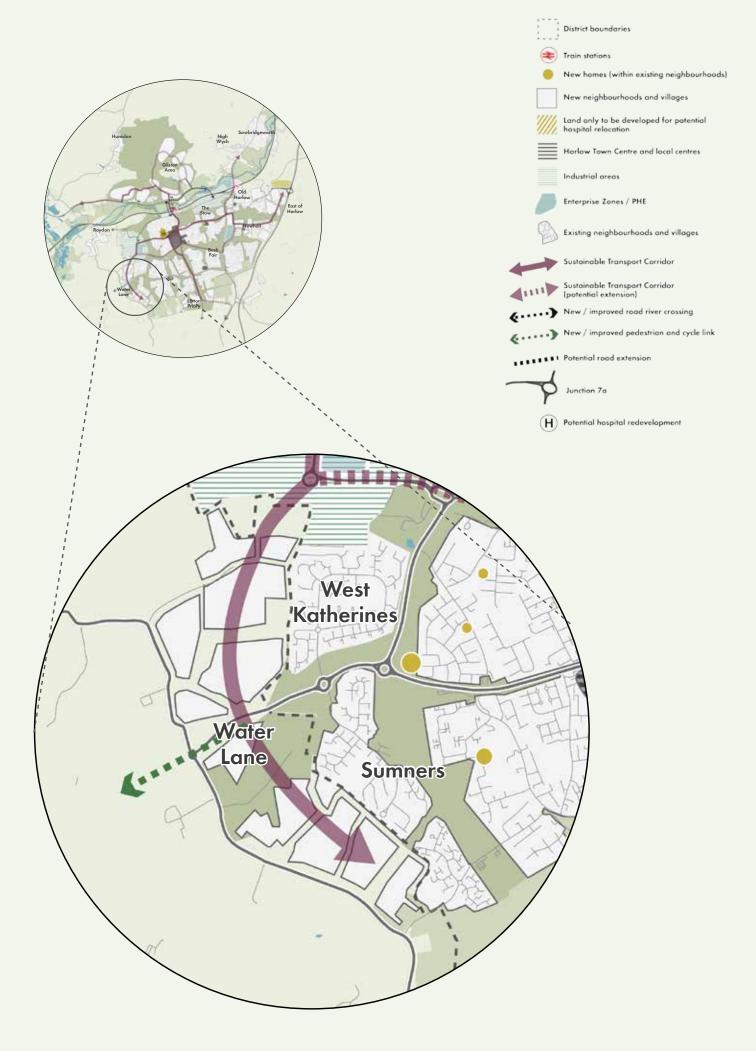
Sustainable Transport Corridor (potential extension)

₂Page 190









WATER LANE

Overview

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

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

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

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

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



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

Contextual images



Framework for development: place specific guidance

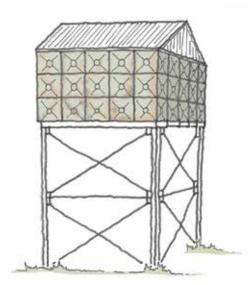
Placemaking and homes

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

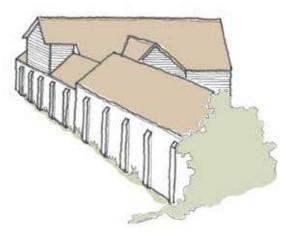
- such as at Old House Lane.
- The density of homes can increase close to local centres and community facilities (40 dph), and should decrease at the western edge (25 dph) to provide a suitable relationship with the landscape Conservation Area.
- Land should be identified for traveller pitches in appropriate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

Landscape and green infrastructure

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



Water Lane Water Tower (See views map page 19)



Tylers Cross Farm Shop (See views map page 19)

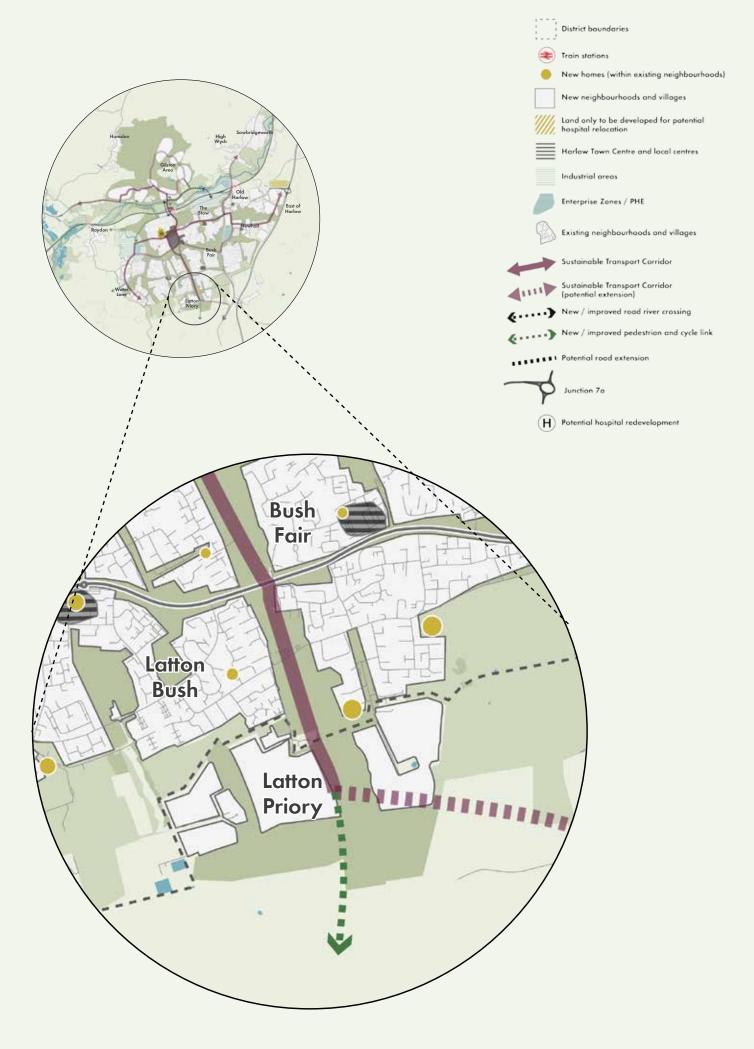
 A landscape feature could be made of Pardon Brook, to help establish a broad range of open space and support biodiversity.

Sustainable movement

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

Economy and regeneration

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



LATTON PRIORY

Overview

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

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

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

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



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

Contextual images



Framework for development: place specific guidance

Placemaking and design

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

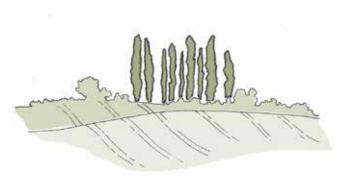
- should respond sensitively to these existing features.
- A Traveller Site is located on Fern Hill Lane which is to be retained and considered in future masterplans. The masterplan must also accommodate up to 5 additional pitches.
- The density of homes can increase close to local centres and community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

Landscape and green infrastructure

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



Latton Priory (See views map page 19)



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

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

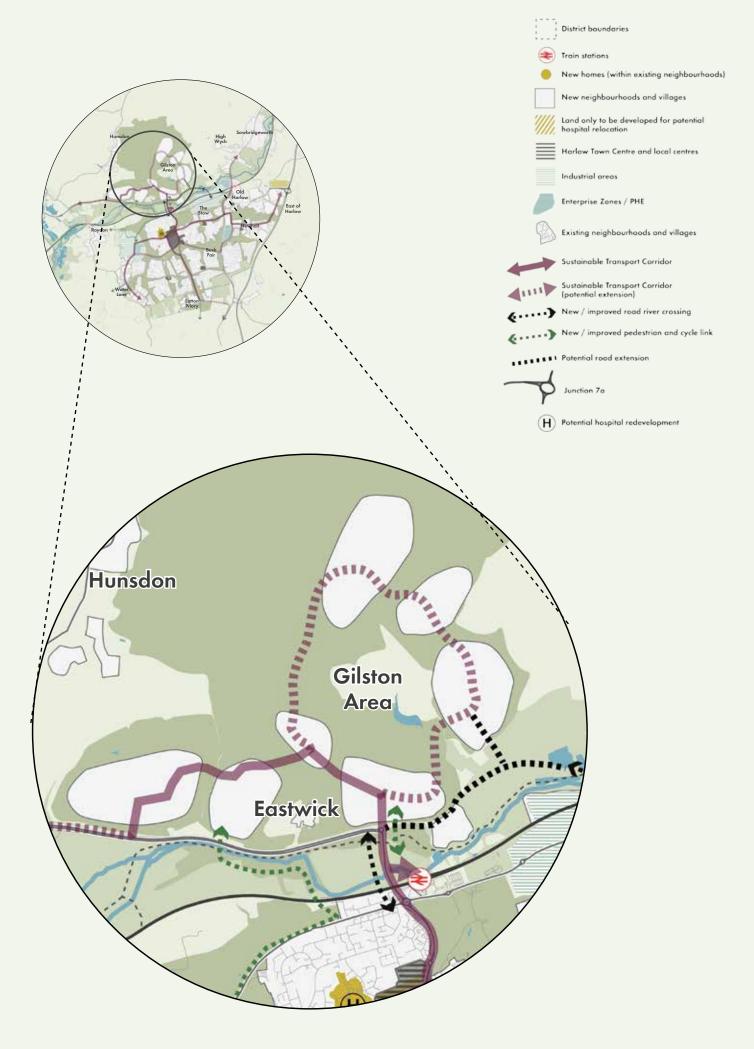
Sustainable movement

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

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

Economy and regeneration

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



GILSTON AREA

Overview

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

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

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

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



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

Contextual images



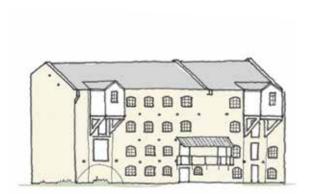
Framework for development: place specific guidance

Placemaking and homes

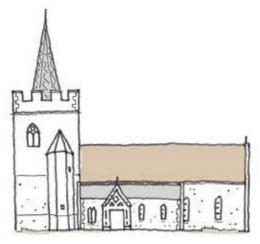
- Each village should be designed to have an individual identity and character. The palette and materials from existing villages could to be used as a design cue.
- The organic historic pattern of lanes could be retained, and used as a cue for the structure of new villages.
- Density levels could vary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

Landscape and green infrastructure

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



Parndon Mill (See views map page 19)



St. Dunstan Church (See views map page 19)

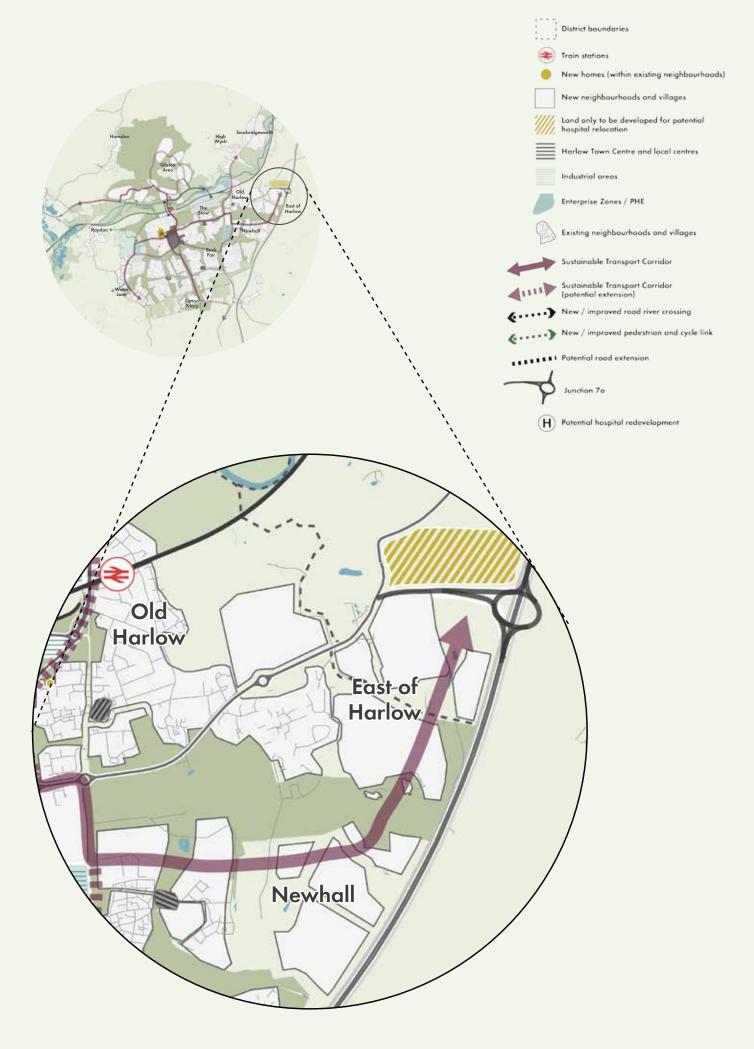
Sustainable movement

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

Economy and regeneration

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

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



EAST OF HARLOW

Overview

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

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

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



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

Contextual images



















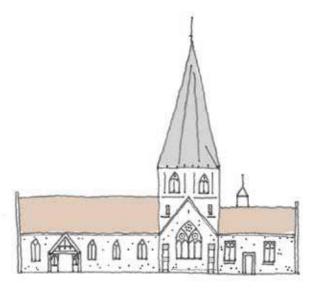
Framework for development: place specific guidance

Placemaking and homes

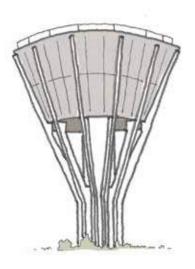
- Views to St Mary's Church, the water tower and to the Gilston slopes should be retained and, framed where possible.
- An exclusion buffer should be provided around Hubbards Hall.
- Density should build up in local centres (50 dph) and along key routes, and should step down towards settlement edges.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

Landscape and green infrastructure

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



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



Water tower (See views map page 19)

Sustainable movement

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

Economy and regeneration

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

PARTNERSHIP WORKING

PARTNERSHIP AND CROSS-BOUNDARY WORKING

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

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

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

Identified partners include, but are not limited to:

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

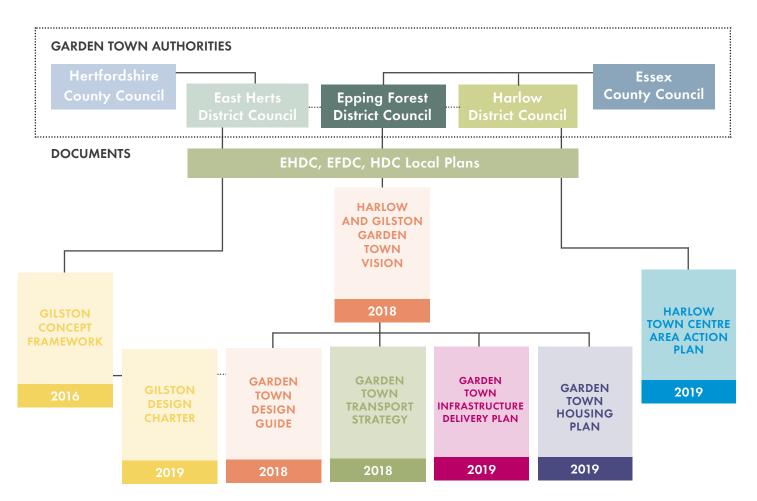


Diagram showing the relationship of the relevant authorities to the family of documents guiding and informing growth across the Garden Town.

GLOSSARY

Area Action Plan

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

Bus Rapid Transit

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

Doorstep play

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

Duty to Co-operate

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

Enterprise Zone

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

Four Tracking

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

Green Finger

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

Green Wedge

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

Land Value Capture

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

Local Centre

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

Local Development Orders

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

Long-term Stewardship

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

Micro-hub

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

Neighbourhood

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

Small local centre

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

SME Business

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

Super Greenways

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

Sustainable Transport Corridor

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

Sustainable Drainage Systems (SuDS)

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

UK Innovation Corridor (LSCC)

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

Ultrafast fibre

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

Village

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

DESIGN QUALITY QUESTIONS

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

- How will the proposals respond positively to the existing context, including heritage assets, and make a positive contribution to the character and quality of place?
- What steps have you taken to ensure high quality architecture and construction that achieves distinctive neighbourhoods and villages that contribute to a harmonious whole?
- How have the proposals incorporated different architectural typologies to support balanced, sustainable and diverse communities, in terms of the range of uses, spaces, housing types and tenures?
- Demonstrate how the proposals will facilitate social interaction and help improve the physical and mental health of residents and visitors.

- 5 Explain how the proposed buildings and places could adapt to changes in lifestyles, climate change and future requirements?
- How will the proposals demonstrate a landscape-led approach that preserves hedge rows, mature trees, water ways and other existing natural landscape features?
- How will the proposals extend and enhance the network of Green Wedges, Green Fingers and open spaces? How do these vary in character and in what ways are they usable?
- Demonstrate how proposals have been informed by stakeholders to contribute to a clear net biodiversity gain and climate resilience?
- How have the proposals incorporated approaches to sustainable energy, water, waste, design and construction and other practices that will improve household sustainability?



- How will the proposals establish and contribute to an attractive walking and cycling network that people will want to use, including access to the Super Greenways?
- How will the proposals encourage a behavioural change to facilitate the overall modal shift towards sustainable travel required across the Garden Town?
- How will the proposals integrate with and support the Bus Rapid Transit network across the Garden Town and beyond? This should appropriately balance both movement and placemaking?
- Explain the measures taken to ensure the proposals support changing working patterns and future working needs?

- Explain in what ways your approach supports the success of Harlow Town Centre, and the network of existing or new local centres.
- How have proposals considered and taken account of feedback from local consultation? What changes have been made to demonstrate this? Have any community 'quick-wins' been identified and how will they be delivered?
- What is the approach to phasing and how will proposals support early delivery of key infrastructure in conjunction with homes e.g. landscape, transport, digital, community?
- Demonstrate how collaboration with the community has positively informed arrangements for the long-term stewardship of community assets within the proposals?

CASE STUDIES



Copyright: Sebastian Ballard / Wikimedia Commons

Accordia, Cambridge, UK

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

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

www.academyofurbanism.org.uk/accordia/

Bracknell, Berkshire, UK

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

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

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



Photograph: Allies and Morrison



Copyright: Dunsfold Park / Pollard Thomas Edwards

Dunsfold Park, Surrey, UK

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

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

www.dunsfoldparkmasterplan.com/



Copyright: Barratt and David Wilson Homes

Kingsbrook, Broughton, UK

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

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

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

Mobile Garden City, Stratford, UK

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

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

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



Copyright: Groundwork London / The Landscape Institute



Photograph: Allies and Morrison

Mini-Holland, Waltham Forest, UK

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

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

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



Photograph: Allies and Morrison

Newhall Be, Harlow, UK

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

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

www.alisonbrooksarchitects.com/project/newhall/

Older Women's Co-Housing, Barnet, UK

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

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

www.owch.org.uk/



Copyright: Caroline Teo / The Telegraph



Copyright: Harlow College and London Stansted Airport (MAG)

Stansted Airport College, Stansted, UK

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

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

www.stanstedairportcollege.ac.uk

NOTES



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Bogota, Colombia

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

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

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

Bologna, Italy

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

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

www.bellamossa.it/



Copyright: Bella Mossa / Twitter



Copyright: Fred Bigio / Flickr

Borneo Sporenburg, The Netherlands

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

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

www.west8.com/projects/borneo_sporenburg/



Copyright: MVRDV / Dezeen

Eindhoven, The Netherlands

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

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

Nantes, France

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

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

www.levoyageanantes.fr/en/



Copyright: <u>Jordiferrer / Wikimedia Commons</u>



Copyright: Payton Chung / Flickr

Vauban, Freiburg, Germany

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

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

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

NOTES



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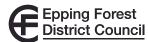
web alliesandmorrison.com

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Harlow and Gilston Garden Town Quality Review Panel Meeting

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

Thursday 24 May 2018 Epping Forest District Council, Civic Offices, 323 High Street, Epping CM16 4BZ

Panel

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

Attendees

Claire Hamilton

Garden Town Project Director

Epping Forest District Council

Epping Forest District Council

Epping Forest District Council

Harlow and Gilston Garden Town

Claire Sime

East Hertfordshire District Council

East Hertfordshire District Council

Graeme Bloomer Harlow District Council

Deborah Denner Frame Projects
Allison De Marco Frame Projects
Farzana Yasmin Frame Projects

Apologies / report copied to

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

Confidentiality

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1. **Project name**

Harlow and Gilston Garden Town Spatial Vision

2. Presenting team

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

3. Aims of the Quality Review Panel meeting

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

4. **Background**

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

5. **Design Review Panel's views**

Summary

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



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

Status and interrelationship

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

Structure and priorities

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

Existing character and identity

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

Vision and messaging

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



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

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

Phasing and delivery

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

Harlow Town centre and new village centres

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

Self-sufficiency

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



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

Employment clusters and innovation

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

Fostering change

- Community engagement activities initiated in mid-2017 raised awareness of the Garden Town concept and were a positive start. The panel encourages building on this momentum to help foster change and avoid the risk of community frustration while they wait on delivery.
- The panel thinks early small-scale incremental intervention will give the community an opportunity to experience the real benefits of the Spatial Vision

 this will feed community motivation to support delivery of the Garden Town.
- Early interim uses could be low cost but play a significant role in demonstrating the benefits of change. For example, pop-up shops could be promoted in vacant premises in Harlow Town Centre and other existing centres.

Sustainable transport

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



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

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

Language

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

Next steps

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





Harlow and Gilston Quality Review Panel

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

Thursday 19 July 2018

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

Panel

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

Attendees

Alison Blom-Cooper Epping Forest District Council
Ione Braddick Epping Forest District Council
Sarah Pullin Harlow and Gilston Garden Town
Adam Halford East Hertfordshire District Council

Sam Kwun Harlow District Council

Deborah Denner Frame Projects
Allison De Marco Frame Projects

Apologies / copied into

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

Confidentiality

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1. Project name

Harlow and Gilston Garden Town Design Charter

2. Presenting team

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

3. Aims of the Quality Review Panel meeting

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

4. Background

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



5. Design Review Panel's views

Summary

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

Purpose and status

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

Ambition

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

Efficacy and longevity

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

Stewardship and application

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



Harlow Town centre

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

Metrics and gaps

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

Parking

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

Strategic Site Guidance

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

Format

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

Next steps

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



Harlow and Gilston Quality Review Panel

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

Wednesday 24 October 2018

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

Panel

Peter Maxwell (chair) Roland Karthaus

Attendees

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

Apologies / copied into

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

Deborah Denner Frame Projects

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1. Project name

Harlow and Gilston Garden Town Design Guide

2. Aims of the Quality Review Panel meeting

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

3. Background

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

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

4. Quality Review Panel's views

Summary

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

Approach and status

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

Document structure

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

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

Overall density considerations

- It will be critical that the guide gives unambiguous guidance on principles that are fundamental for delivering the vision. For example, the panel points to the critical relationship between density and public transport.
- It thinks wording on density is contradictory and recommends ensuring it is robust and clear.
- It highlights the risk of setting density caps informed by 'nearby existing development'

 these may not be enough to support the social infrastructure, public transport and local facilities required to achieve sustainable development.
- It thinks there are risks in pursing an approach that sets approximate densities or ranges – such as those within the strategic site guidance section – without further detailed density analysis, as these are likely to be too low. It may be preferable to focus on desired outcomes and design quality questions demonstrating how these will be achieved.

Design quality questions

Overall approach

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



Placemaking and homes

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

Landscape and green infrastructure

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

Sustainable movement

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

Economy and regeneration

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

Stewardship and management

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



Next steps

- The panel strongly supports ongoing work across the suite of strategic Garden Town documents, including: Infrastructure Delivery Plan; and Town Centre AAP.
- It recommends further exploration on several fundamentals that require further scrutiny – critical to ensuring delivery of the Garden Town vision. It will be critical to crystallise challenging metrics early, such as parking and sustainability. These will influence behaviours and outcomes – their impact on built form means it will be important to understand them early.
- The panel continues to strongly urge further work on parking and modal shift these are fundamental challenges to successfully delivering on the sustainable transport ambitions for the Garden Town. It will be important to understand how levers and metrics will be set, with targets potentially phased over time.
- The panel strongly recommends further exploration of the approach to intensification

 encouraging discussion on an approach to incremental densification across the
 Garden Town. It wants to hear more about a holistic approach across the Garden
 Town, that considers: the four strategic sites; existing Harlow communities; and
 Harlow Town Centre.
- It cautions about the risk if a coordinated approach is not pursued with outer strategic sites developing higher densities than those of Harlow Town Centre.
- The panel would welcome being presented with the critical Harlow Town Centre Area Action Plan (AAP) work, including preferred option work, as soon as possible – during winter 2018/19.



Respondent ID	Response type	Organisation	Rep. number	Page number	Comment	Section	Document	Response
HG1	Developer meetings	Katie Holland / Barton Willmore	HG1.01	Page 8	The HGSV is prescriptive in its guidance on densities (Page 8, Para 4) in seeking densities to be higher around local centres and fragmented on the edges. We agree that higher densities can be accommodated around local high streets, allowing for delivery of a range of uses and encouraging footfall. However, decreasing densities towards the edges of development are usually utilised to mark a transition into the countryside, providing a looser grain as would have been experienced in the historic evolution of a settlement. As the Garden Communities directly adjoin the existing urban area, decreasing density towards all edges may not always be appropriate, particularly where those edges join the existing urban area. In these circumstances, higher densities continuing the urban form would provide better legibility in the transition from the existing urban area into the Garden Town.	Placemaking and homes	Spatial Vision	Remove fragment on edges. In case of adjoining settlements densities should reflect adjoining developments.
HG1	Developer meetings	Katie Holland / Barton Willmore	HG1.02	Page 11	The HGSV seeks to require the use of 'leading and innovative architects and designers' (Page 11, Para 3) to ensure design quality. It is therefore implied that the best design will only be achieved through the selection of specific architects/designers. The NPPF (2018) (Paras 124-132) sets out how the Government considers well designed places can be facilitated. This includes the use of local consultation, pre-application front loading of discussions with the Local Authority and use of design review panels. Paragraph 3 would therefore represent an overly onerous requirement for future developers within the Garden Town.	Placemaking and homes	Spatial Vision	No change.

HG1	Developer meetings	Katie Holland / Barton Willmore	HG1.03	Page 21	The HGSV (Page 21, Para 2) seeks development to provide for a genuine mix of home types and tenures within the Garden Town. This mix will be partly aided by the delivery of development from a range of developers across the 4no. communities. However, in determining the appropriate housing mix and tenures regard needs to be had to local needs in order to ensure that appropriate housing is being delivered to truly meet existing and future demand in accordance with Paragraph 11 of the NPPF 2018.	Placemaking and homes	Spatial Vision	SHMA takes account of local need therefore no need to reference local need.
HG1	Developer meetings	Katie Holland / Barton Willmore	HG1.04		Development across the Garden Town will be delivered by a number of different developers, not all of which will be providing Local Centres as part of their development. The NPPF (Para 68) and the Letwin Review (June 2018) seek to establish ways encourage the rapid delivery of new housing to meet growing needs. A key priority for Government is to speed up delivery of housing within the UK. Requiring Local Centres to be brought forward early, ahead of other housing development, would stifle the ability of developers to deliver housing particularly where the Local Centre development is outside of their control. Further, Local Centres will be distributed throughout the Garden Town. It may therefore not be appropriate in terms of construction logistics to deliver these areas ahead of surrounding residential development. These Local Centres are also unlikely to be successful where there is no residential footfall to support shops and services.	Placemaking and homes	Spatial Vision	Infrastructure needed first, including green infrastructure, drainage, to support incoming communities. Add more detail to A8 regarding drainage. B6 covers this query regarding local centres.
HG1	Developer meetings	Katie Holland / Barton Willmore	HG1.05		The HGSV supports the provision of wide pavements, planting and street furniture on residential roads. This is likely to increase road widths and would be best suited to the main routes through the site. Surrounding smaller residential streets could benefit from a more intimate character with narrower road widths to delineate their position within the road hierarchy and aid way finding. We therefore consider that this should be reflected in the wording of the HGSV.	Sustainable movement	Spatial Vision	No change required as B3 covers this.

HG1	Developer	Katie Holland /	HG1.06	Page 14	The HGSV seeks the provision of allotments within the Garden	Landscape	Spatial	All new homes will
	meetings	Barton Willmore			City , with all homes required to have access to an allotment	and green	Vision	be within 800m of
					within 800m (para 6). It is not clear from the document	infrastructure		an allotment. Keep
					whether this means that all homes are required to have an			10 minute
					allotment or whether a small number of allotments would			reference.
					serve a larger number of homes. This notwithstanding, there is			
					no similar requirement within the Harlow Local Plan (existing			
					or draft Local Plan) for the provision of allotments. This			
					requirement would therefore be more onerous than the			
					Development Plan and is likely to have a significant impact			
					upon the overall quantum of development which can be			
					delivered on each site. Paragraph 35 of the NPPF (2018)			
					requires Planning Policies to be 'justified' (i.e. based upon a			
					proportionate evidence base). There is no supporting evidence			
					to justify the need for such a high provision of allotments and			
					as such, this requirement would be contrary to Paragraph 35			
					of the NPPF (2018). There is however, opportunity for			
					dwellings with gardens to provide space to grow food which			
					would address the aspiration for future food security			
HG1	Developer	Katie Holland /	HG1.07	Page 18	The HGSV seeks to require development on strategic sites to	Sustainable	Spatial	No change.
	meetings	Barton Willmore			be located within 800m of a Bus Rapid Transit Stop (para 4).	movement	Vision	
					At present, there is not a clear strategy, route or commitment			
					to the delivery of Bus Rapid through the Garden Communities .			
					The ability to comply with the requirement of all development			
					to be within 800m of a stop will be largely dependent upon the			
					final bus route, which is currently undetermined. It is			
					therefore not reasonable to place such restrictions on			
					development which will ultimately impact upon layouts,			
]					developability of development parcels and delive ry.			

HG1	Developer meetings	Katie Holland / Barton Willmore	HG1.08		We have some concerns in respect of detailed design, open space and layout requirements which exceed policy requirements set out within Local Plan policies and the impact that these requirements would have upon the overall deliverability of development. We therefore suggest that the HGSV could be reworded to allow for more flexibility in a number of areas without undermining the principles of achieving a high quality Garden Town.	Status / policy / administration	Spatial Vision	See below.
HG2	Developer meetings	Will Lusty / Savills	HG2.03	Page 12	Page 12 – 'Overall density considerations'. It is considered that this part of the document is too prescriptive at this stage in relation to identifying specific densities and typologies for future schemes given there will be unique site specific placemaking aspects of development in achieving its own character and identity through careful planning and design. Delete 'Examples are provided here, along with the broad density levels that they can deliver. Further information on density considerations is provided on the following pages' and following text and images concerning specific typologies. Replace with: There is a need to achieve a suitable and appropriate housing mix of homes to meet existing and forecasted housing need and demand within the local area (reflective of the adopted NPPF, July 2018) and specific typologies and design approaches will be considered within more detailed Design Codes as a backdrop to the determination of Reserved Matters applications following an outline planning approval.	Placemaking and homes	Design Charter	Examples are guidance but not prescriptive. No change needed.

HG2	Developer meetings	Will Lusty / Savills	HG2.04	Page 12	Page 12 – 'Overall density considerations'. This document should not be considering density guidelines given it is intended to be a high level document setting Garden Town principles and should not therefore be prescriptive. Notwithstanding the above, this section is far too prescriptive in giving references to existing densities of existing nearby villages whereby clearly place-making of large-scale developments in and around Harlow will dictate its own density range character, identity through careful and sensitive design. Delete text on page 12 under this heading.	Placemaking and homes	Design Charter	Page 12 is not a prescribed set of principles for each area. 'For reference' wording to be included.
HG2	Developer meetings	Will Lusty / Savills	HG2.05	Page 17	Page 17 – Gilston Area Considerations. Delete as per our comments upon page 12. 'Densities at Hunsdon, to the north west are c. 20 dph, though the measured area includes a school and its playing field. Central parts of Sawbridgeworth, to the north east, have densities up to c.80 dph'.	Placemaking and homes	Design Charter	Statement of what is there, not what is prescribed. No change.
HG2	Developer meetings	Will Lusty / Savills	HG2.12	Page 42	Page 42. Delete all text on page 42. This section appears too detailed in certain parts for example with reference to "the organic historic pattern of lanes should be retained, and used as a cue for the structure of the villages" There are references to materiality benchmarking against existing villages as a design cue and detailed design references to include roof lines. These are all detailed design considerations which will be worked through site-wide and village specific masterplans as part of the more detailed planning application process. Such design detail, for example, could be achieved through Design Codes.	General	Design Charter	Noted. Need to ensure consistency across each strategic area. Needs strong relationship to the Concept Framework.

HG4	Developer meetings	Michelle Thomson / Boyer	HG4.03	Page 14	We suggest that the wording of paragraph 6 on Page 14, paragraphs 3 and 4 on Page 15 and paragraphs 4 and 8 on Page 18 are reviewed to ensure there is adequate flexibility in any future masterplanning processes and to avoid the Vision of the Garden Town becoming too prescriptive. The Vision set out in this document should not be phrased as prescriptive planning policy but rather guiding principles for future development.	General		No change required.
HG5	Developer meetings	Lynsey Rigg / Armstrong Rigg Planning	HG5.01		There is currently no mention of viability and deliverability in either document and this needs to be incorporated. The documents set high expectations for the new Garden Town developments and the fulfilment of these will come at a cost and viability needs to be introduced as a concept to reflect the reality of the world. It is understood in this regard that the Council has just let a contract for updated infrastructure and viability work and that there will be a consultation exercise and Manor Oak Homes will have an opportunity to comment. They are extremely keen to be involved in this.	Viability	Both	Noted. No change
HG5	Developer meetings	Lynsey Rigg / Armstrong Rigg Planning	HG5.02		Both documents refer to 'Land Capture' and 'Stewardship'. These terms mean different things to different people and it is important that what the Council means by these things are properly explained here so that all readers are as one in their understanding and expectations.	Infrastructure	Both	Definitions to be included in both documents. Capturing a percentage of the land value uplift. Examples of definitions to be included.

HG5	Developer meetings	Lynsey Rigg / Armstrong Rigg Planning	HG5.04	Pages 7, 28, 32	Pages 7, 28 & 32 – A number of the plans within the document show a Sustainable Transport Corridor from West Katherines to West Sumners via the intervening land known as the 'Donkey Sanctuary Land'. As per previous submissions this land is not available for development and needs to be shown as outside the development area. At best, the line needs to be dotted in this location to show it as a possible extension. This needs to be updated in the Sustainable Transport Corridors Strategy too, most notably page 11 where Corridor 4 goes straight through the Donkey Sanctuary Land. In that instance we would suggest a box needs to be put on this plan and other related plans to show it as being outside the development area, as it is simply not available.	Sustainable movement	Design Charter	No detailed route decided yet therefore plans are illustrative of aspiration.
HG5	Developer meetings	Lynsey Rigg / Armstrong Rigg Planning	HG5.11	Page 35	The reference to rapid transport should be changed from 'should' to 'could' be accommodated.	Sustainable movement	Design Charter	No change.
HG6	Developer meetings	Gabrielle Rowan / Pegasus Group	HG6.01		The Vision currently shows a rapid bus route north/south through the site and connecting to the north via the GSK site. The delivery of this route beyond the development boundary would be outside of our control and involves 3rd party land. The corridor will need further assessment to ensure it is deliverable in terms of constraints such as land ownership, topography, ecology etc.	Sustainable movement		Systra document has picked this up.

HG6	Developer meetings	Gabrielle Rowan / Pegasus Group	HG6.02	Further clarification is required in terms of what type of corridor is expected to be provided, particularly in terms of the width once all modes of transport are accommodated. We expect all stakeholders to work proactively to ensure that appropriate connections are fully deliverable and do not prejudice the timely delivery of much needed housing.	Sustainable movement	Design Charter	This will be picked up in further STC work and through the masterplanning.
HG6	Developer meetings	Gabrielle Rowan / Pegasus Group	HG6.03	Consideration needs to be given to development phasing including the delivery of infrastructure. As part of this, consideration needs to be given to the role that connections to existing public transport routes (and the potential to extend / enhance existing routes into the development) can play in terms of facilitating delivery and the financial sustainability of these routes. For example, the rapid bus route could route along enhanced existing highway until an alternative route becomes available, should it be desirable and deliverable.	Sustainable movement		Phasing will be picked up in the IDP and masterplans rather than the spatial vision.
HG7	Neighbourhood planning group	Anthony Bickmore / Hunsdon, Eastwick and Gilston Neighbourhood Plan Group	HG7.08	The Spatial Vision could have offered some direction of what it is expected, both in terms of 'benefits for the community' and in terms of transparency of any agreement that claims to be underpinned by Land Value Capture Garden City principles.	Infrastructure	Both	Definitions of land value capture to be included in the glossary of both documents.

HG10	Statutory	Harlow	HG10.05	There should also be, in time, a rapid transit connection into	Sustainable	Both	STC to pick up
	stakeholder	Enterprise Zone		the Enterprise Zone at Templefields along River Way. At	movement		possibility of future
				present there is no public transport in that area and as this			extension /
				develops to meet the aspirations that we have for it to			rerouting to
				transform into a modern business park with a much higher			Templefields. Detail
				density of employment, it will be important that it has the			will be contained
				public transport to match. This connection could take a route			within Systra study.
				from the proposed new eastern Stort Crossing into			
				Templefields, via River Way and then onto Cambridge Road,			
				north of Harlow Mill Station, via the Link Road to be			
				constructed by Essex County Council, perhaps instead of using			
				the already congested Edinburgh Way.			
				the aiready congested Edinburgh Way.			

HG11	Statutory	Princess	HG11.01	In the case of East Harlow, no yellow shading is shown north of	Placemaking	Both	New shading on
	stakeholder	Alexandra		the new Junction 7a on the Plan for the Garden Town. The	and homes		land North of J7a as
		Hospital		public will perceive these areas as being designated free from			'potential' site for
				development and naturally expect these principles to be			hosital.
				honoured when			
				master plans are formulated in consistency with the Harlow &			
				Gilston Garden Town Spatial Vision. It is noted that Policy SP5.3			
				does not place any restrictions on the area of land north of			
				Junction 7a, therefore there would be a presumption in favour			
				of development in this area, subject to material considerations,			
				including careful consideration of highways impacts. The Plan is			
				therefore inconsistent with policy by not reflecting the			
				possibility of development north of Junction 7a and by			
				denoting a specific approach, sets a public expectation that			
				development will not occur in this area. It will damage PAH's			
				opportunities if a flexible approach is not taken to the possible			
				extent of 'new neighbourhoods and villages' within the East			
				Harlow allocation. PAH therefore requests that the			
				development envelope is extended into the northern portion			
				of the East Harlow site. Alternatively, a different approach			
				could be adopted, similar to that of the Harlow Area Action Plan			
				Consultation Document (page 21), where all allocations are			
				evenly shaded so as not to establish presumptions as to the			
				final extent of their developable areas.			
				·			

HG11	Statutory stakeholder	Princess Alexandra Hospital	HG11.02	The Second Stort Crossing is currently shown to connect Templefields employment area to Fifth Avenue. No direct connection is shown to the Gilston Villages, which is surprising given the Crossing is understood to be integral to the delivery of the Gilston Villages. It would be consistent with good urban design principles for the Plan to aspire towards a direct connection between the Second Stort Crossing and Village 2 in the Gilston area. This could be denoted under a different key and shown as a 'possible' connection subject to further consultation with local communities.	Sustainable movement	Both	Amend strategic plan to show dotted line wish bone connection to village 2.
HG11	Statutory stakeholder	Princess Alexandra Hospital	HG11.03	Without the prospect of a direct connection from the Second Stort Crossing to the Gilston Villages, Village 1 would remain the only 'accessible' location where a new Hospital could be accommodated and thus the flexibility of siting a hospital in the Gilston area is highly constrained. The Trust therefore requests that an aspirational link between Templefields and Village 2 is shown to provide a Hospital in a location which can best meet the needs of its growing catchment population; a need partially generated by the housing growth proposed in the Harlow & Gilston Garden Town.	Sustainable movement	Both	As above.
HG15	QRP panel	QRP Panel	HG15.02	It would also be helpful to clarify the relationship between the Spatial Vision and the Design Charter, Sustainable Transport Corridors Study, Harlow Town Centre Area Action Plan (AAP) and delivery plan – coordination across workstreams, studies and plans will be important.	Status / policy / administration	Both	Diagram illustrating relationship between 'family' of documents guiding growth across the GT. To include 'infrastructure plan'. Circulate diagram to client team.

HG15	QRP panel	QRP Panel	HG15.05	Clearly articulating public-sector commitments and, responsibilities that are expected to rest with the private sector and third sector, would be valuable.	Infrastructure	Spatial Vision	Partnership working from the DC document to be carried over to the SV. Partnership working will deliver different parts of infrastructure - the delivery of this vision will be through public, private and third party funding. TO BE INCLUDED AT THE END OF THE INTRODUCTION.
HG15	QRP panel	QRP Panel	HG15.08	The panel recommends looking back to the original Gibberd vision and reinterpreting this for the new Garden Town – rewriting Gibberd's description, which speaks with clarity about the structure of the place. This could be an inspiring message that acts as a powerful tool, focusing and sustaining interest in the Garden Town project from a broad range of stakeholders.	Vision	Spatial Vision	Consider redrafting the vision statement.
HG15	QRP panel	QRP Panel	HG15.10	While the panel understands that a delivery plan will sit alongside this document, the Spatial Vision itself lacks detail about 'when' and 'how' development, including social infrastructure, will occur – it should be clear how both documents relate.	Delivery	Spatial Vision	To resolved by diagram (see above).
HG15	QRP panel	QRP Panel	HG15.11	A delivery plan should include details of: land value capture; delivery responsibilities; maintenance and stewardship and land disposal options – to maintain quality from concept through to delivery.	Delivery	Spatial Vision	Noted.

HG15	QRP panel	QRP Panel	HG15.22	The panel thinks early small-scale incremental intervention will give the community an opportunity to experience the real benefits of the Spatial Vision – this will feed community motivation to support delivery of the Garden Town.	Delivery	Spatial Vision	Principle on temporary interventions and quick wins to demonstrate benefits of growth if done right. Within overarching adaptable; innovative; sustainable; healthy section.
HG15	QRP panel	QRP Panel	HG15.23	Early interim uses could be low cost but play a significant role in demonstrating the benefits of change. For example, pop-up shops could be promoted in vacant premises in Harlow Town Centre and other existing centres.	Delivery	Spatial Vision	See above. Principle could be included within economy and regeneration.
HG15	QRP panel	QRP Panel	HG15.25	The panel cautions that delivery of the spatial vision will hinge heavily on the sustainable transport concepts promoted, including new bridge connections. Significant energy should be focused early on to clearly establish how they will deliver this strand of the vision.	Sustainable movement	Spatial Vision	Noted.
HG15	QRP panel	QRP Panel	HG15.28	The panel is concerned with the proposed BRT route around the proposed Gilston Villages as currently shown as a complete circuit – whereas a C shaped route may be more efficient and deliverable. The panel look forward to seeing further development and analysis here.	Sustainable movement	Spatial Vision	Noted. Route has been updated as per the DC.

HG15	QRP panel	QRP Panel	HG15.29		The panel recommends the Garden Town team and Councils refine the language used in the document to enable this to be used as a planning document. The panel suggest a careful review of how 'will', 'shall' and 'should' are used in relation to the spatial vision themes and priorities.	Status / policy / administration	Spatial Vision	Noted. All those necessary will use should.
HG16	County Council	Graham Thomas / Essex County Council	HG16.09	Page 4	Suggest amend 2nd bullet to: A place where people are inspired to live and work and encouraged to travel actively.	Vision	Spatial Vision	Change to: a place where people are inspired to work locally and encouraged to travel actively.
HG16	County Council	Graham Thomas / Essex County Council	HG16.10	Page 6	Should this now be referred to as the 'UK Innovation Corridor'? It's referred to as UK Innovation Corridor on p2, as LSCC on p6 and as LSCC UK Innovation Corridor on the p7 graphic. Whatever it is, refs should be consistent throughout doc.	Economy and regeneration	Spatial Vision	Include in brackets afterwards LSCC after first use of UK innovation corridor. Replace all LSCC afterwards with UKIC.
HG16	County Council	Graham Thomas / Essex County Council	HG16.12	Page 8 A4	Suggest amend to: Densities will typically increase towards local centres, around a local high street or small green space, and <i>decrease</i> on the edges	Placemaking and homes	Spatial Vision	Circulate revised wording.
HG16	County Council	Graham Thomas / Essex County Council	HG16.14	Page 9 B2	"Communities will be home to a diverse and rich mix of uses and activities with homes, shops and jobs in the same place, rather than separated" This implies extensive employment opportunities will be available within each community - this is not what is being proposed at most of the strategic sites.	Placemaking and homes	Spatial Vision	Delete 'rather than separate'.

HG16	County Council	Graham Thomas / Essex County Council	HG16.15	Page 9 B8	"Homes shall be designed to adapt to changing needs and lifestyles, with capacity to accommodate growing households, without impacting on the amenity of neighbouring homes" Of relevance here could be enabling extensive on-site parking to ensure possible vehicle overspill from growing families doesn't negatively impact neighbours' amenities. This would be at odds with the need to reduce car ownership and encourage active sustainable travel. How would such conflicts with Spatial Vision aims be managed?	Placemaking and homes	Spatial Vision	New buildings shall be designed to adapt to changing needs and lifestyles, for example capacity to accommodate growing households.
HG16	County Council	Graham Thomas / Essex County Council	HG16.30	P17 B issues	This section does not place sufficient emphasis on sustainable modes and how the facilities must be designed to encourage sustainable mode use as the first and most obvious choice when making ANY journey.	Sustainable movement	Spatial Vision	Covered within principle A and C and transport study.
HG16	County Council	Graham Thomas / Essex County Council	HG16.32	P17 B8	"The strategic road network will be improved, with the planned M11 Junction 7a; a suggested new road link across the River Stort north of Templefields; and improvements to the A414 between the Garden Town and Hertford" Suggest amend to: improvements to the A414 corridor within the Garden Town and beyond. Use of 'beyond' suggested as A414 improvements are needed both east and west of Harlow.	Sustainable movement	Spatial Vision	Suggested wording to be used.

HG16	County Council	Graham Thomas / Essex County Council	HG16.33	P18 C Issues	This spatial vision does not mention behavioural change and how the public will need to be actively encouraged and engaged with the process of achieving a step-change in sustainable/active travel to make the Garden Town a success. The SV also doesn't mention the need for 50% of all trips originating within the Garden Town to be by sustainable active modes, with an aspiration to achieve 60%. Sustainable/active travel should be the first, most obvious and most convenient choice to make when making any journey. This section does not set the bar high enough. Hierarchy is to reduce the need to travel, reduce journey length, walk, cycle, bus/rail, and only then facilitate private vehicle use. Journey reduction/mode share text should be ordered accordingly.	Sustainable movement	Spatial Vision	Reference needs to be made to the modal shift and behavioural requirements.
HG16	County Council	Graham Thomas / Essex County Council	HG16.34	P18 C4 Issue	"Development on strategic sites will be shaped by easy access to public transport, walking and cycling routes. All homes should be within 800m (a 10 minute walk) of a Bus Rapid Transit stop." This aim does not go far enough; walk and cycle networks should be seamless throughout the development, and more convenient to use than private vehicular travel.	Sustainable movement	Spatial Vision	Review wording across all principles.
HG16	County Council	Graham Thomas / Essex County Council	HG16.36	P18 C7 Issue	"Travel plans will be encouraged from all businesses over 100 employees, which could include pre-payment of an annual or monthly Bus Rapid Transit travel pass." Travel Planning and co-ordination over an extended time period will be at the heart of delivering the travel and mode share step-change for all existing and new development throughout the Garden Town. This aim, as set out here, is couched no better than for 'business as usual' travel planning - the Garden Town approach needs much much more than this.	Sustainable movement	Spatial Vision	C7 - travel planning is expected for all types of development. Wording to be circulated for client review.

HG16	County Council	Graham Thomas / Essex County Council	HG16.37	P18 C8	"Local authorities will work with the bus operator to upgrade the existing bus network, including options for Park and Ride and extending bus routes into new neighbourhoods and villages. All homes should be no more than 400m (a 5 minute walk) from a bus stop." What about Quality Bus Partnership(s)?	Sustainable movement	Spatial Vision	Noted. Covered by the topic.
HG16	County Council	Graham Thomas / Essex County Council	HG16.39	P19 D7	"Limited parking spaces for family homes may be needed. However, masterplans should demonstrate how driveway and/or street parking spaces could be adapted to open/green space, should demand for them fall over time." This conflicts with earlier point on p9 about minimising effects on neighbours' amenities; experience elsewhere in Essex has not been good, where limiting off-street parking has led to onstreet congestion and inability for emergency and service vehicles to get through. Needs more emphasis on later adaptation of driveway/parking space as carrot, rather than initial limit as stick.	Sustainable movement	Spatial Vision	Remove first sentence.
HG16	County Council	Graham Thomas / Essex County Council	HG16.40	P19 D Plan (Strategic Diagram)	Templefields employment area and EZ not shown; Clock House should be Clock Tower; suggest extending dashed line North-East from Harlow East towards 'Stansted Airport' (to represent possible extension of Sustainable Transport Corridor); 'Science Park' is London Road Enterprise Zone	Sustainable movement	Spatial Vision	Noted.
HG16	County Council	Graham Thomas / Essex County Council	HG16.43	P20 A8	"A package of enhancements to Harlow Town and Harlow Mill stations are being considered, including dual station access and integrated public transport facilities; alongside renovated and/or new station buildings to create a sense of arrival." A northern access is proposed for Harlow Town, not both stations.	Economy and regeneration	Spatial Vision	Tweak wording

HG16	County Council	Graham Thomas / Essex County Council	HG16.44	P20 A map	The plan does not shown any additional employment to support the new villages and communities. Are symbols missing from the key? What is the Parndon Mill site? What do the different colours for circles indicate? What about the other employment centres throughout the town?	Economy and regeneration	Spatial Vision	Employment included in new villages and neighbourhoods? Plan to be revised for clarity.
HG16	County Council	Graham Thomas / Essex County Council	HG16.45	P21 B Issue	By encouraging businesses within the Garden Town this will increase the opportunities for new and existing residents to work closer to home and therefore be able to travel more sustainably. Changing travel behaviour is at the heart of delivering a sustainable garden town. This section does not place enough emphasis on this point.	Economy and regeneration	Spatial Vision	Noted. Principles for sustainable living practices are included across the themes. Those covering working locally are here, in the movement theme C and Econ and Regen themes B and C.
HG16	County Council	Graham Thomas / Essex County Council	HG16.46	P22 C1	"A range of modern, high quality employment spaces will be delivered in appropriate and accessible locations including sites at Harlow Enterprise Zone, Templefields, Pinnacles and Harlow Town Centre as well as within the strategic development areas." The only strategic site within which employment of any scale is proposed is in the Gilston villages (but not shown on Spatial Vision mapping). This will make achieving sustainable growth much more difficult.	Economy and regeneration	Spatial Vision	Do strategic allocations need to include more accessible employment opportunities?

HG16	County Council	Graham Thomas / Essex County Council	HG16.47	P22 C8	"Local Plans will set land requirements for employment uses, with the aspiration for a good proportion of these to be focused on employment of existing residents through a genuine mix of employment opportunities" EFDC Local Plan, as currently understood, does not propose employment to the scale that would be needed to sustainably serve its own proposed strategic sites around Harlow, let alone provide opportunities for existing, albeit Harlow, residents.	Economy and regeneration	Spatial Vision	Employment opportunities discussed do not match Local Plan allocations.
HG29	QRP panel	QRP Panel	HG29.01		The panel cautions however that several important questions and challenges, including a continuing lack of clarity around the status and purpose of the document and the notable absence of explicit references to Harlow Town Centre, need to be urgently addressed.	Town Centre	Design Charter	More content on the town centre to be discussed.
HG29	QRP panel	QRP Panel	HG29.03		Defining 'high-quality' in the context of the Harlow and Gilston Garden Town will provide a powerful signal of intent that clearly articulates the quality expected of new development.	Placemaking and homes	Design Charter	Index of high quality case studies included within the Spatial Vision?
HG29	QRP panel	QRP Panel	HG29.09		Suggests re-framing guidance by placing the onus on applicants rather than presenting them with specific design solutions - asking them to demonstrate how their design has evolved, as a contextually driven response to the site.	Delivery	Design Charter	Consider set of strategic questions to sit beneath each theme.

HG29	QRP panel	QRP Panel	HG29.10	Precedent set by the 'Cambridgeshire Quality Charter for Growth', which remains a touchstone for the local review panel and planning officers a decade after its initial publication.	Status / policy / administration	Design Charter	Noted - similar statements of intent are provided in the Spatial Vision
HG29	QRP panel	QRP Panel	HG29.11	The four themes, and underlying principles, are a powerful representation of the detailed indicators intended to guide growth across the Garden Town – the panel suggests using this matrix as the basis for framing assessments and comments on Garden Town schemes.	Delivery	Design Charter	Noted. QRP procedure will be developed in accordance with the themes and principles.
HG29	QRP panel	QRP Panel	HG29.12	The panel recommends incorporating more Harlow Town Centre references into both the Spatial Vision and Design Charter – the panel would also welcome being presented with more details on this important piece of work.	Town Centre	Design Charter	AAP will pick up more detail on Town Centre for QRP.
HG29	QRP panel	QRP Panel	HG29.13	Incorporating tangible targets / metrics in the Design Charter could provide a baseline against which the success of the Garden Town project can be cumulatively assessed and recalibrated.	Delivery	Design Charter	LPAs are developing metrics and measures to progress this work.
HG29	QRP panel	QRP Panel	HG29.14	Highlight gaps in the document in respect of targets on modal shift , open space and delivery timing for community facilities – embedding ambitious and explicit objectives around early delivery of community facilities will support officers in future negotiations.	Delivery	Design Charter	Modal shift to be included as per earlier comments. Delivery / phasing will be left for masterplanning.

HG29	QRP panel	QRP Panel	HG29.15		Design Charter should include explicit and ambitious targets on sustainability metrics such as energy, waste and water use.	Infrastructure	Design Charter	Will not be included in this document but LPAs will look at developing this piece of work.
HG29	QRP panel	QRP Panel	HG29.16		The range of densities proposed for new development is currently the same. This is at odds with earlier commentary to look at higher densities beyond 50 dph.	Placemaking and homes	Design Charter	Will look at references for increasing beyond 50dph.
HG29	QRP panel	QRP Panel	HG29.17		The panel feels it may be best to avoid prescriptive metrics on the density of development in the villages – at a stage when there has not been sufficient design exploration to test what will be appropriate.	Placemaking and homes	Design Charter	Circa to be used.
HG29	QRP panel	QRP Panel	HG29.20		More work is recommended on the 'Strategic Site Guidance' section of the Design Charter if the document is to be taken forward as a material consideration. The panel thinks this guidance could be valuable but that further work will be required to ensure it is sufficiently expansive to provide value — alternatively the panel suggests the first section of the document could stand alone as a strategic document.	Status / policy / administration	Design Charter	Noted. Current content useful to include but questions to be explored. Introduction stating this guidance does not replace local policy.
HG2	Developer meetings	Will Lusty / Savills	HG2.01	Page 41	Suggested change to quanta red box from 3,000 (up to 2033) 7,000 (2033+) to 10,000 with at least 3,000 (up to 2033)	General	Design Charter	Home numbers will be minumums. Density will be circa
HG2	Developer meetings	Will Lusty / Savills	HG2.06	Page 19	Page 19. Village 7 allotment locations shown incorrectly. The location shown on the western boundary should instead be shown in the general location of the Village Centre. Show the (allotment) location shown on the western boundary in the general location of the Village Centre instead.	Landscape and green infrastructure	Design Charter	Plan amended.

HG2	Developer meetings	Will Lusty / Savills	HG2.07	Page 24	Page 24. A potential connection should be shown between Village 7 and the Pinnacles.	Sustainable movement	Design Charter	Plan amended.
HG2	Developer meetings	Will Lusty / Savills	HG2.08	Page 39	Page 39. After Economy and regeneration, put additional text: Natural Landmark Features Design should take into account natural features such as the row of three poplars. The referencing of natural features helps to give a sense of orientation and place.	Landscape and green infrastructure	Design Charter	Importance of poplar trees already referenced under landscape and green infrastructure, as well as throughout both documents. No amend necessary.
HG3	Developer meetings	Phil Murphy / QUOD	HG3.01		There are some matters of detail within the principles outlined the draft Vision that Places for People would like to discuss in the context of the Gilston Park Estate, and these will be picked up as the scheme progresses through the various planning stages.	General	Spatial Vision	No amend necessary.
HG4	Developer meetings	Michelle Thomson / Boyer	HG4.01	Page 13	We consider that greater clarification is required in respect of the drawing provided on Page 13 of the Spatial Vision document. Whilst we appreciate the desire to illustrate in a simplistic visual form the original conceptual ideas of Frederick Gibberd, we consider that this image is misleading in its representation of Latton Priory. In particular, the current depiction of the Latton Priory site suggests that the land in this area rises to a steep hill. In reality and as discussed with Officers the topology of this area is far more complex and the site actually plateau's. We therefore consider that this depiction of Latton Priory is misleading and unhelpful. We would therefore recommend that it is either removed, re-drawn or accompanied by explanatory text to highlight that this is a conceptual image, which is not to scale or representative of the existing on site conditions.	Landscape and green infrastructure	Spatial Vision	Plan amended.

HG4	Developer meetings	Michelle Thomson / Boyer	HG4.02		As discussed with Officers we do however, consider that further detail in respect of these Corridors and other proposals including the 'micro-hubs' would be beneficial to support future masterplanning work and ensure the realisation of the Garden Town Spatial Vision.	Sustainable movement		Noted. Further studies to be commissioned.
HG4	Developer meetings	Michelle Thomson / Boyer	HG4.04	Page 17	Reference to improvements to Junction 7 of the M11 should also be included in paragraph 8 of Page 17.	Sustainable movement		No change required.
HG5	Developer meetings	Lynsey Rigg / Armstrong Rigg Planning	HG5.03		Neither document defines what a Sustainable Transport Corridor is – flexibility is good so that an appropriate response can be found for each site but there do need to be some parameters to work from.	Sustainable movement	Both	Sustainable transport corridor definition is included in the glossary of the Spatial Vision. Glossary added to the Design Charter.
HG5	Developer meetings	Lynsey Rigg / Armstrong Rigg Planning	HG5.05	Pages 9, 21	The plan on these pages identify strategic views. It is suggested that the annotation on these plans in the text be changed to 'Key Strategic View' to make it clear these are key views but not the only ones that will need to be considered when it comes to the masterplan/ detailed planning stages i.e those shown on the plans do not constitute an exhaustive list.	Landscape and green infrastructure	Design Charter	Annotation changed to reflect 'some key views'.
HG5	Developer meetings	Lynsey Rigg / Armstrong Rigg Planning	HG5.06	Page 9	The plan on page 9 should differentiate between existing and proposed local centres.	Placemaking and homes	Design Charter	Review and amend

HG5	Developer meetings	Lynsey Rigg / Armstrong Rigg Planning	HG5.07	Page 19	As the land to the north of MOH land is being removed from the Green Belt then the Green Belt enhancement annotation is incorrect and needs to be amended. This would also conflict with the Green Wedge allocation and Sustainable Transport Corridor. There should be separate Green Belt Enhancement and Green Wedge Extension annotations.	Landscape and green infrastructure	Design Charter	Review and amend
HG5	Developer meetings	Lynsey Rigg / Armstrong Rigg Planning	HG5.09	Page 33	Should clarify that the 2,100 dwelling figure is a minimum to correspond with emerging local plan policy and the word 'circa' should be added next to density range in recognition of the need for flexibility.	Placemaking and homes	Design Charter	Amend
HG5	Developer meetings	Lynsey Rigg / Armstrong Rigg Planning	HG5.10	Page 34	Please can you double check the relevance of the reference to veteran trees as we don't believe there are any on or around West Sumners – we accept though that there may be some at West Katherines.	Landscape and green infrastructure	Design Charter	Review and amend if necessary
HG6	Developer meetings	Gabrielle Rowan / Pegasus Group	HG6.06		We would therefore request that indicative locations for the local centre and other facilities referred to in the Spatial Vision and Design Charter document are clearly marked as indicative only. The Vision document would benefit from clearer definition of what a 'health and well-being centre' is, how this will be funded, occupied etc.	Placemaking and homes		Amend reference

HG6	Developer meetings	Gabrielle Rowan / Pegasus Group	HG6.08		The Spatial Vision should be embedded in Policies in the emerging Local Plans. It should make clear that where there is a requirement (for instance energy generation), this should be to the standard specified in the relevant development plan policy.	Status / policy		Policy documents relationship diagram to be included
HG7	Neighbourhood planning group	Anthony Bickmore / Hunsdon, Eastwick and Gilston Neighbourhood Plan Group	HG7.02		The NPG and the community would have liked to see stronger and clearer guidance for the character and identity of the 7 Gilston villages, as opposed to the Harlow neighbourhoods. These are clearly identified as two separate entities through the document (in a way that we welcome), but the Spatial Vision fails to explain what the difference should be (see below).	Placemaking and homes		Definitions included in the glossary.
HG7	Neighbourhood planning group	Anthony Bickmore / Hunsdon, Eastwick and Gilston Neighbourhood Plan Group	HG7.03	Page 24	Glossary: Definitions for Neighbourhoods and Villages should have been included	Placemaking and homes	Spatial Vision	Definitions added.
HG7	Neighbourhood planning group	Anthony Bickmore / Hunsdon, Eastwick and Gilston Neighbourhood Plan Group	HG7.04		A – could have suggested how to make the villages distinctive, in terms of character, density and best practice. The current suggestions apply equally to neighbourhoods and villages. B – the villages are not likely to have a 'rich mix of uses', and an alternative suitable definition could have been provided. C (Point 8): As one of the possible locations of Princess Alexandra Hospital is within Gilston Village 1, clear expectation in terms of quality, character and integration of a regional facility in a village could have been provided and how this fits within the density context of a Hertfordshire village. D (Point 6): Existing heritage assets require more than 'appropriate buffers' to be sensitively integrated, when the spatial context changes so dramatically, as it will do in Gilston	Placemaking and homes	Spatial Vision	A – Noted. Concept Development Framework and Gilston Design Charter will set out specific village guidance. B –the new Gilston villages are likely to include a diverse mix of uses in order to encourage self- sufficiency.

		and Eastwick.		C – Noted, although
				guidance of this
				detail is felt to be
				too early in the
				process, given NHS
				PAH are yet to
				choose a preferred
				location.
				D – Noted and this
				will be picked up
				through the
				masterplanning
				process in
				consultation with
				Historic England and
				other heritage
				bodies.

HG7	Neighbourhood planning group	Anthony Bickmore / Hunsdon, Eastwick and Gilston Neighbourhood Plan Group	HG7.05	A: in point 4 the Green Wedges are described as intending to maintain the individual character of the villages. They are also described as 'rural in character'. This is an essential function to maintain the vision for seven individual villages at Gilston. This role is however undermined by the definition of Green Wedge given in the Glossary, where they are merely a green link between neighbourhoods. A and C: It is our view that insufficient direction is given in terms of Land Value Capture and community-led stewardship. The Green Belt 'improvements' the references to improving the Green Belt seem a little weak given the Vision endorses the largest release of Green Belt land in England. The Stort Valley Corridor is identified as a part of the Vision as an area for improvement but the Vision offers others, we understand, own nothing other than warm words about land; the Vision for this important topic area should be expanded and recognise the importance of Biodiversity.	Landscape and green infrastructure	A – Noted and suggestion helped inform re-phrasing. A & C – Noted and both phrases have now been defined in the glossary. The Stort Valley Park is referenced in Landscape[e and Green Infrastructure principles B6, B7 and B8. An additional plan discussing connections across the River has been included.
HG7	Neighbourhood planning group	Anthony Bickmore / Hunsdon, Eastwick and Gilston Neighbourhood Plan Group	HG7.06	B: the Spatial Vision's support for street as sociable spaces is welcome, but we believe it is weakened by the assertion that this needs to be balanced by the needs of traffic (Point 1). B (Point 8 and Map on page 5): there should be no support for the redirection of the A414 through the middle of the village of Gilston. The suggestion is squarely against all the other principles of sociability, walkability and sustainable movement. C: there should have been clear direction towards public transport services to be accessible by existing as well as new villages. Harlow Station(s) these are a part of the sustainable transport network and so are important gateways to Harlow, especially if its role in the London Cambridge Corridor is meant to mean anything. Both stations and their immediate environments are poorly managed and this defect should be addressed as a part of the Vision, there seem little point in making the bold vision	Sustainable movement	B – Noted. Streets need to work for both people and vehicles, to be achieved through street hierarchies as referenced in Sustainable Movement principle B1. B – Noted. C – Noted and suggestion helped inform a new principle Sustainable Movement C5.

				statements if there is no improved vision for these gateways which are run down and poorly maintained/designed		Noted, both Harlow Town and Harlow Mill stations are suggested for a package of improvements. See Economy and Regeneration
HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.02	Consideration to be given to building Lifetime Homes, to alleviate the expense of adapting homes later in life.	Placemaking and homes	principle A8. Lifetime Homes is now considered outdated, but adaptability of homes is included in Placemaking and Homes B8 principle.
HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.06	Identification of potential Traveller sites.	Placemaking and homes	References included regarding need for identification of traveller sites in line with local authorities' requirements.
HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.08	What is the total number of homes to be built on land in our Parish?	Placemaking and homes	No amend necessary. Documents not the right vehicle for parish by parish housing breakdown; to be picked up through Council communications.

HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.12	Referring to statement number A9, 'New development should identify appropriate locations for playing fields, adventure spaces, play areas, running trails and bridleways to support new and existing residents'. Will this be in consultation with the police?	Landscape and green infrastructure	No amend necessary.
HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.14	Green Belt should mean Green Belt therefore How will the Green Belt be enhanced?	Landscape and green infrastructure	The Green Belt is not solely intended for agriculture or visual amenity but also recreation and biodiversity. Improved access including footpaths, bridle paths, cycle routes. Improved environments to support biodiversity.
HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.15	What plans are in place for the protection of wildlife?	Landscape and green infrastructure	No amend necessary, picked up within Landscape and Green Infrastrutcure C1, C2, C3.
HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.16	What plans are in place for the protection of existing green spaces and buffer zones?	Landscape and green infrastructure	No amend necessary. See Landscape And Green Infrastructure principles.

HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.18	Referring to statement number B1, 'An outstanding green and blue infrastructure network of open spaces and waterways will characterise the Garden Town, providing multiple benefits for residents' physical and mental health; rich habitats for wildlife, flora and fauna; and important noise and air pollution buffers from roads and industry'. How will this be achieved, bearing in mind that Gilston is in the middle of Stansted's flight path?	Landscape and green infrastructure	No amend necessary.
HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.27	No mention of a 'Park and Ride' scheme to be included.	Sustainable movement	Reference to a possible Park and Ride service included in Sustainable Movement principle C10.
HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.29	Infrastructure improvements need to be staged, not completed all at once.	Sustainable movement	Noted. A phased approach will be taken to the delivery of homes and infrastructure.
HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.31	Concern expressed with regard to the growth of London Stansted Airport.	Economy and regeneration	Noted.

HG10	Statutory	Harlow	HG10.04	New rapid transit systems: It is vitally important for the	Sustainable		Amend sustainable
	stakeholder	Enterprise Zone		Enterprise Zone sites that as they are developed there are high	movement		movement diagram
				quality connections to both the town centre and to Harlow			to pick up Kao Park.
				Town Station . It is welcomed that the Science Park is identified			
				on the strategic diagram for sustainable transport around the			
				Garden Town. However, this should also reference Kao Park, as			
				that site will see c1,500 people employed and will increasingly			
				become a destination – today there are already 1,100 people on			
				site.			
HG11	Statutory	Princess	HG11.04	The 'H' denoting hospital development or relocation is absent in	Economy and	Both	Noted and will be
	stakeholder	Alexandra		the Spatial Vision Document. PAH request that the Plan in the	regeneration		reflected in the
		Hospital		Spatial Vision Document is amended order to reflect the			revised document.
		·		Banners.			
HG14	Statutory	Mark Prisk MP	HG14.01	What function does this document have in relation to the local	Status / policy	Spatial	Documents will be
11014	stakeholder	IVIGIR I IISK IVII	11014.01	plans of the three districts concerned? What, if any, legal status	/	Vision	endorsed by County
	Stakeriolaer			does it hold?	administration	V131011	Councils and District
							Councils.
HG14	Statutory	Mark Prisk MP	HG14.02	How does this vision document relate to the Gilston Area	Status / policy	Spatial	Relationship
	stakeholder			Concept Framework? There are differences between the two	/	Vision	between the family
				documents. Which prevails over the other? For example the	administration		ofc documents
				Framework for Gilston is seeking to build seven villages, not a			informing the
				Garden Town. They are not the same thing.			Garden Town.
HG14	Statutory	Mark Prisk MP	HG14.03	How will land value be captured from developers? Can you	Infrastructure	Spatial	No amend
	stakeholder			confirm if the funds raised from Places for People and City &		Vision	necessary.
				Provincial Properties will be spent on Gilston and not on public			
				works in Harlow?			

HG14	Statutory stakeholder	Mark Prisk MP	HG14.04	What design principles will be followed in relation to the height of buildings? The stated range of densities between 25 and 55 homes a hectare is very wide and somewhat meaningless without more details. For example does that ratio include the land already developed?	Placemaking and homes	Spatial Vision	Appropriate heights and densities will be informed by detailed masterplanning work.
HG14	Statutory stakeholder	Mark Prisk MP	HG14.05	Why is the role of Harlow station not more central to the vision? A large proportion of new residents, especially in Gilston will be using Harlow Town to get to work, yet the vision document has nothing to say about increasing the station's access and capacity.	Sustainable movement	Spatial Vision	Reference to proposed package of updates to both Harlow Town and Harlow Mill stations – See Economy and Regeneration principle A8.
HG14	Statutory stakeholder	Mark Prisk MP	HG14.06	Who will decide the future route of the A414 – the Garden Town Board or the respective highways authorities?	Sustainable movement	Spatial Vision	No amend necessary.
HG14	Statutory stakeholder	Mark Prisk MP	HG14.07	What advice has the Board received from utilities about the cost and deliverability of these proposals, including water, sewerage, electricity, gas, telecoms and broadband?	Infrastructure	Spatial Vision	No amend necessary.
HG14	Statutory stakeholder	Mark Prisk MP	HG14.08	How many extra homes will be delivered as a result of this proposal?	Placemaking and homes	Spatial Vision	16,000 new homes across all three authorities up to 2033, with a further 7,000 following this.

HG14	Statutory stakeholder	Mark Prisk MP	HG14.09	What are the benchmarks for the Garden Town in relation to the balance of housing tenures, and the pricing for both rental and homes for sale?	Placemaking and homes	Spatial Vision	Diverse housing tenures are referenced in Placemaking and Homes principle B5. Tenure mix will be decided by respective Local Plan requirements.
HG14	Statutory stakeholder	Mark Prisk MP	HG14.10	What are the benchmarks for the proportion of homes built which are affordable?	Placemaking and homes	Spatial Vision	See above. No amend necessary.
HG14	Statutory stakeholder	Mark Prisk MP	HG14.11	What proportion of homes will be suitable for the elderly?	Placemaking and homes	Spatial Vision	To be decided by Local Plan requirements. No amend necessary.
HG14	Statutory stakeholder	Mark Prisk MP	HG14.12	Why does the illustrative map show a Creative Industries Cluster of businesses on top of the River Stort and adjacent floodplain where there no plans to build anything there?	Economy and regeneration	Spatial Vision	This is highlighting the cluster of creative industries at Parndon Mill. No amend necessary.
HG14	Statutory stakeholder	Mark Prisk MP	HG14.13	How will the Garden Town's transport system link to neighbouring areas, for example Hertford or Bishop's Stortford? Roughly 29,000 journeys are made each day through Sawbridgeworth between Harlow and Bishop's Stortford each day. How will these proposals help the people of Sawbridgeworth?	Sustainable movement	Spatial Vision	Plans will not preclude the potential extension of Bus Rapid Transit or Sustainable Transport Corridors to nearby destinations beyond the Garden Town.
HG14	Statutory stakeholder	Mark Prisk MP	HG14.14	What opportunities will there be for local people to have a say in what is developed?	Delivery	Spatial Vision	Public consultation is advocated in Placemaking and

								Homes principle D2. No amend necessary.
HG14	Statutory stakeholder	Mark Prisk MP	HG14.15		What is the current outline budget for this proposal and what financial commitments have been secured from central Government, to date? If insufficient money is forthcoming, how will the proposals in the vision document be delivered?	Delivery	Spatial Vision	No amend necessary.
HG15	QRP panel	QRP Panel	HG15.01		The panel recommends giving the Spatial Vision formal weight in the planning process – to ensure implementation of the document's positive aspirations.	Status / policy / administration	Spatial Vision	Both documents will be endorsed by the two County Councils and three District Councils.
HG15	QRP panel	QRP Panel	HG15.24		The panel commends the team for embedding sustainable transport within the Spatial Vision – within a challenging context of relatively dispersed development, the vision for encouraging a significant model shift is ambitious.	Sustainable movement	Spatial Vision	No amend necessary.
HG16	County Council	Graham Thomas / Essex County Council	HG16.05	Papge 3	Black circle 'Garden City priorities'. These are referred to as GC principles in the 3rd para of the supporting text.	Vision	Spatial Vision	Amended.
HG16	County Council	Graham Thomas / Essex County Council	HG16.06	Page 3	This reference needs to make clear what MHCLG acronym stands for? See also NPPF etc. later	General	Spatial Vision	Reference simplified.
HG16	County Council	Graham Thomas / Essex County Council	HG16.08	Page 4	Is rapid transit the only innovative travel element that can be mentioned? In this context, please consider anything else that could be gleaned from the Systra Sustainable Transport Corridors work	Vision	Spatial Vision	Referenced throughout document. No amend necessary.
HG16	County Council	Graham Thomas / Essex County Council	HG16.11	Page 7	Text under graphic. It is unclear whether these are relating principles or aims? Clarification needed.	General	Spatial Vision	Amended.

HG16	County Council	Graham Thomas / Essex County Council	HG16.16	Page 10 C1	Typo: remove comma from open-street	Placemaking and homes	Spatial Vision	Noted.
HG16	County Council	Graham Thomas / Essex County Council	HG16.17	Page 10 C	Should this be 'doorstep' (not doorstop)	Placemaking and homes	Spatial Vision	Noted.
HG16	County Council	Graham Thomas / Essex County Council	HG16.18	Page 11 D3	Suggest amend to: "The Garden Town will create high quality, energy efficient buildings and places, using best practice and working with leading and innovative architects and designers; echoing the approach of the original New Town"	Placemaking and homes	Spatial Vision	Noted and suggestion helped inform re-phrasing.
HG16	County Council	Graham Thomas / Essex County Council	HG16.19	P12 A1	"Masterplans will identify and design open space that expands the existing Green Wedge network across the Garden Town and connects out to the wider countryside and Stort Valley." As currently planned, the Gilston area does not follow this aim, as the access to/through V1 from the central crossing is quite narrow in nature.	Landscape and green infrastructure	Spatial Vision	No amend necessary.
HG16	County Council	Graham Thomas / Essex County Council	HG16.20	P12 A10	" standard for focal parks and green spaces." Is this a typo, should it be local parks?	Landscape and green infrastructure	Spatial Vision	Amended.
HG16	County Council	Graham Thomas / Essex County Council	HG16.21	P14 C	Detention pond - think this is a typo these are usually called attenuation ponds And it should be contaminants, not contaminates.	Landscape and green infrastructure	Spatial Vision	Amended.
HG16	County Council	Graham Thomas / Essex County Council	HG16.22	P15 D	Should there also be a reference to ensuring design includes safe secure storage of cycles and scooters, and electric charging points	Landscape and green infrastructure	Spatial Vision	Noted and amended where appropriate.

HG16	County Council	Graham Thomas / Essex County Council	HG16.23	P16 A	Need to consider / reference: Conflicts between pedestrians and cyclists/mobility scooters; different speeds of commuter cycling/e-biking may conflict with leisure cycling.	Sustainable movement	Spatial Vision	Noted but not required. No amend necessary.
HG16	County Council	Graham Thomas / Essex County Council	HG16.24	P16 A3	"A series of 'micro-hubs' could be established at key points on the Sustainable Transport Corridors, to provide interchange between Bus Rapid Transit and cycle facilities. These can be identified in masterplans." Will micro-hubs integrate with local centres, as mentioned p10 C2&3, where appropriate?	Sustainable movement	Spatial Vision	Yes.
HG16	County Council	Graham Thomas / Essex County Council	HG16.25	P16 A4	"The local authorities will explore opportunities to introduce a town-wide cycle hire scheme based at micro-hubs, local centres and public transport hubs." The advent of dockless cycle hire means that their concentration at micro-hubs and local centres may be affected.	Sustainable movement	Spatial Vision	Noted and reference to dockless technology incorporated.
HG16	County Council	Graham Thomas / Essex County Council	HG16.26	P16 A9	"Cultural, recreational, leisure and commercial uses should be clustered next to the Sustainable Transport Corridors at local centres, to create a social and active atmosphere along key routes" Isn't this just another description of a what amenities can be provided at a local centre?	Sustainable movement	Spatial Vision	Noted.

HG16	County Council	Graham Thomas / Essex County Council	HG16.27	P16 A10	"New development will be encouraged to contribute towards the improved maintenance of nearby cycle underpasses, whilst new underpasses will be discouraged." Where practicable and considered more attractive for active mode use, the priority should be to remove existing subways, by providing at-grade facilities, even to the detriment of private motor vehicle movements.	Sustainable movement	Spatial Vision	Noted and suggestion helped inform re-phrasing.
HG16	County Council	Graham Thomas / Essex County Council	HG16.29	P17 B	The value of place: changing the character of roads to and streets (typo, should be same as graphic on p7); same error in consultation banner.	Sustainable movement	Spatial Vision	Noted. No amend necessary.
HG16	County Council	Graham Thomas / Essex County Council	HG16.48	P23 D issue	The town centre will also be key to delivering successful north:south and east:west sustainable travel corridors. They will intersect in the town centre and their facilities there will need to match the high quality aspirations for the STCs.	Economy and regeneration	Spatial Vision	Noted and referenced in Sustainable Movement principle C3.
HG16	County Council	Graham Thomas / Essex County Council	HG16.49	P23 D plan	Plan does not show any sustainable travel features/facilities/connectivity.	Economy and regeneration	Spatial Vision	Noted. Plan has been informed by rounds of consultation and client feedback – now signed off.
HG26	Public - emailed forms	Frank Twitchett	HG26.03		Network of roads will impact adversely on local resident / pollution of air countryside etc	Sustainable movement	Spatial Vision	No amend necessary.

HG26	Public - emailed forms	Frank Twitchett	HG26.14		What does the term social housing mean, and how is it arrived at?	Placemaking and homes	Spatial Vision	Definitions of terminology used in documents included in the definition.
HG2	Developer meetings	Will Lusty / Savills	HG2.09	Page 40	Page 40. Pedestrian / cycle links need to be identified on illustration for Village 7 and the correct alignment of the internal distribution road connecting Village 7 as part of the Sustainable Transport Corridor.	Sustainable movement	Design Charter	Noted and plans amended.
HG2	Developer meetings	Will Lusty / Savills	HG2.10	Page 41	Page 41. Add in additional text to the end of the first paragraph, as follows: The Concept Framework is an adopted document forming part of the planning policy backdrop for determination of the outline planning applications alongside the Adopted Local Plan.	Status / policy	Design Charter	Noted and reference to seeing East Herts' policy documents and evidence base included.
HG2	Developer meetings	Will Lusty / Savills	HG2.11	Page 41	Page 41. Delete text 'gypsy and traveller pitches' and related icon. Deletion of reference to travelling show people plots and gypsy and traveller sites given there is no plan evidence or feasibility work undertaken by the Council or landowners that identifies such uses as suitable and appropriate at this location. If such uses were incorporated the overall housing capacity figure of 10,000 homes not be achieved which would be contrary to the Inspector's recommendation and GA1 in the local plan endorsing this figure as forming the basis of the strategic housing allocation.	Placemaking and homes	Design Charter	References to travelling showpeople plots, gypsy and traveller pitches included as per East Herts' Local Plan requirements.

HG5	Developer	Lynsey Rigg /	HG5.08	Page 29	The use of the term 'hatch' is confusing. It is understood that it	Placemaking	Design	Noted and term
	meetings	Armstrong Rigg			is a historical term used by Gibberd for local centres but few	and homes	Charter	'hatch' replace by
		Planning			people will know this and to avoid confusion and improve the			'small local centre'.
					transparency of the document this term should be replaced			
					with more conventional descriptions i.e local centres,			
					employment areas etc. An example of the lack of clarity is in			
					relation to the existing hatch shown in the southern part of the			
					West Sumners site, which we queried at the meeting and understand this is identified because of the small enclave of			
					employment uses that currently exist there – this is not clear from the plans or text.			
					Hom the plans of text.			
1100		01:11.0	1100.04			6 1 1 11		
HG6	Developer	Gabrielle Rowan	HG6.04		Whilst a rapid bus route proposed from the site to the town	Sustainable		Noted.
	meetings	/ Pegasus Group			centre is welcomed and supported, should land or other	movement		
					constraints mean that delivery of the route to the north faces			
					difficulty in terms of deliverability or is delayed, it should be			
					recognised that a route using the existing highway network within the West Katherines scheme would still be desirable			
					even if the journey time is slightly ext ended .			

HG6	Developer meetings	Gabrielle Rowan / Pegasus Group	HG6.05	The indicative route of the Sustainable Transport Corridor does not link through the existing residential area of Katherines. Further consideration needs to be given to the Sustainable Transport Corridor routing, including assessment of alternative routes both on a permanent or temporary basis. It should not be overlooked that the creation of a Sustainable Transport Corridor offers benefits to existing residents in terms of enhanced public transport accessibility and maximising patronage would assist in the financial viability of such routes.	Sustainable movement	Sustainable Transport Corridor study picks this up.
HG6	Developer meetings	Gabrielle Rowan / Pegasus Group	HG6.07	Density figures shown should be indicative at this stage and should be clearly referred to as net density and not gross density. It would be useful to also include clearly defined parking standards within the document.	Placemaking and homes	Noted. All density figures suggested are indicative and to be informed through the masterplanning process.
HG7	Neighbourhood planning group	Anthony Bickmore / Hunsdon, Eastwick and Gilston Neighbourhood Plan Group	HG7.01	We have been asking for more information on the mechanism (Capturing Land Value and Long-term Stewardship) for this for 2 years but have yet to be provided with any meaningful response	Infrastructure	Both terms now defined in the glossary.
HG7	Neighbourhood planning group	Anthony Bickmore / Hunsdon, Eastwick and Gilston Neighbourhood Plan Group	HG7.07	There should have been clearer guidance for the integration of employment in the villages , while respecting their character.	Economy and regeneration	Noted. To be informed by masterplanning process.

HG7	Neighbourhood	Anthony	HG7.09	We are unsure of the status and future use of the Spatial Vision,	Status / policy	Both	Documents will be
	planning group	Bickmore /		and would welcome clarification.			endorsed by County
		Hunsdon,					Councils and District
		Eastwick and					Councils.
		Gilston					
		Neighbourhood					
		Plan Group					
HG8	Parish Council	Susan De Luca /	HG8.04	Will developers be engaging with the Police with regard to	Placemaking		To be informed by
		North Weald		'Designing out Crime'?	and homes		masterplanning
		Bassett Parish					process.
		Council					
HG8	Parish Council	Susan De Luca /	HG8.07	There is no mention of the provision of care homes, bearing in	Placemaking		Provision of care
		North Weald		mind the ageing population.	and homes		homes to be
		Bassett Parish					addressed through
		Council					each authorities'
							Local Plan
							requirements.
HG8	Parish Council	Susan De Luca /	HG8.10	Where will the water supply to the new development sites be	Placemaking		Too detailed for a
		North Weald		sourced from?	and homes		high level strategic
		Bassett Parish					document. To be
		Council					addressed through
							further commissioned
							works.
HG8	Parish Council	Susan De Luca /	HG8.13	Referring to statement number A10, 'Local authorities will seek	Landscape		_
поо	Parisii Coulicii	North Weald	поо.13	to secure the long-term maintenance and stewardship of open	and green		Noted. Wording amended to read as
		Bassett Parish		spaces; aiming to achieve high quality such as the Green Flag	infrastructure		'committed to
		Council		standard for focal parks and green spaces. The Parish Council	iiiiastiactale		achieving high
		Council		would like to see this statement strengthened.			quality'
				would like to see this statement strengthened.			quality

HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.17	The Ridge at Rye Hill (depicted on page 13 of the consultation draft). Drawing is incorrect, the altitude figures are not an accurate representation. The view should not be breached, all development should be within the basin.	Landscape and green infrastructure	Sketch amended.
HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.20	Referring to the illustration of street hierarchy for a connected network of streets on page 17, concern was expressed with regard to the lack of parking and the creation of what appear to be 'rat runs'.	Sustainable movement	Parking standards will be in keeping with each authorities' Local Plan requirements. Avoidance of rat- running to be addressed through the masterplan process.
HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.23	There is no mention of upgrading the road network.	Sustainable movement	Strategic road network to be improved. See Sustainable Movement principle B8.
HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.24	Concern expressed that the junction at The Plain in Epping cannot cope with the present day traffic. There is no mention of improvements being made to the current road network linking the proposed development at Latton Priory to Epping.	Sustainable movement	Noted. Strategic road network to be improved. See Sustainable Movement principle B8.

HG9	Parish Council	Epping Upland Parish Council	HG9.10	The A414 and A10 are the nearest major roads to the site and it is likely that all the existing smaller local roads in the vicinity, which are unsuitable for heavy traffic, will come under pressure. Some of these run through the centres of small villages eg Eastwick, Hunsdon, and it would entirely change the character of the area if they were widened.	Sustainable movement	Roads running through existing, sensitive settlements will not be widened.
HG9	Parish Council	Epping Upland Parish Council	HG9.12	The water supply and sewage facilities have obviously not yet been discussed. With the South East being the driest and the most densely populated part of England, large developments such as this are bound to present a problem which should be considered before any final decisions are made.	Landscape and green infrastructure	See Landscape and Green Infrastructure principle C9.
HG10	Statutory stakeholder	Harlow Enterprise Zone	HG10.06	In paragraphs A3, A5, B4 and C1 it should be made clear that the developments at the Enterprise Zone are in the present tense and not in the future. These are not aspirational objectives that we are aiming for in the years ahead, but which in some cases have already been delivered and in others are now underway. It should be to the advantage of the Garden Town that much of the supporting economic infrastructure is already underway.	Economy and regeneration	Amend future to present tense.

HG10	Statutory stakeholder	Harlow Enterprise Zone	HG10.07	Town Centre: The strong focus in this document on the need for a comprehensive development of Harlow Town Centre is very much welcomed, particularly the statement that the town centre "will become vibrant, diverse and attractive destination at the heart of the Garden Town". The Harlow Enterprise Zone Board has always highlighted this as a potential constraint to the ambitions that we have and this will be equally true of the Garden Town. There should though be an acknowledgement, in paragraph B8, that the future mix of uses must contain a significant residential component – it will not just be cultural and commercial.	Economy and regeneration	See Economy and regeneration principle D2.
HG10	Statutory stakeholder	Harlow Enterprise Zone	HG10.08	In paragraph D2 there should perhaps be some caution in the statement that "a wide range of high quality shopping floorspace will be provided." Firstly, little of the land is in the control of the public sector partners and so there cannot be such confidence that this can actually be delivered. Secondly, it is unclear whether even the increasing population to be provided by the Garden Town will be sufficient to stem the tide of declining demand for retail floorspace. Perhaps a more flexible approach should be considered for the vision to state a desire to create a vibrant destination with a mix of uses to contain retail, leisure and residential.	Economy and regeneration	Noted and flexible approach / wording suggested has helped inform rephrasing.

HG13	Statutory stakeholder	West Essex Clinical Commissioning Group	HG13.01	Page 10	A series of health and well-being centres will be at the heart of communities across the Garden Town. Providing a 'one-stop shop' to meet the needs of residents, centres will be highly accessible by public transport, walking and cycling. We want to change this to the following: Due to the amount of anticipated growth in the Gilston Garden Town, a new health centre will be provided as part of the development. The strategy is to develop a service model locally to meet the future population growth. This will enable practice workforce to work together for a larger population to bring benefits of scale and specialisms and retaining continuity of care for patients. It is anticipated that community/primary care based professionals will work more closely together to support patients in their area.	Placemaking and homes	Spatial Vision	Noted and amended.
HG15	QRP panel	QRP Panel	HG15.03		As a next step, the panel recommends defining the hierarchy of priorities within each strand – to give the vision greater clarity. Particularly as in most areas these will be subject to negotiation and agreement with third party developers.	General	Spatial Vision	Noted.
HG15	QRP panel	QRP Panel	HG15.04		The panel cautions that it will be important to manage expectations, particularly if the Spatial Vision is a public facing document intended for use with local communities – funding will not stretch to do everything, and it should be clear about what is promoted is deliverable.	General	Spatial Vision	Noted.
HG15	QRP panel	QRP Panel	HG15.06		The panel thinks the document could go further in celebrating existing unique features of Harlow and Gilston – to articulate what is special about this place.	Placemaking and homes	Spatial Vision	Noted. To be picked up through wider commissioned works including

							communications and publicity.
HG15	QRP panel	QRP Panel	HG15.07	A compelling narrative describing the Garden Town's unique existing features would assist here – for example its heritage assets, sculptures and Stort Valley setting could inform future development of the Garden Town.	Vision	Spatial Vision	Noted and heritage assets are celebrated through Placemaking and Homes principle D. Stort Valley double spread included in the Spatial Vision.
HG15	QRP panel	QRP Panel	HG15.09	Focusing the document around the core message of the Garden Town as a landscape-led network of integrated villages will help the document's legibility and efficacy – aiding communication with delivery partners and central government.	Vision	Spatial Vision	Noted.
HG15	QRP panel	QRP Panel	HG15.12	The panel wants to hear more about the character and quality of the centres and encourages more work articulating the vision for each, including Harlow Town Centre.	Placemaking and homes	Spatial Vision	Noted and to be picked up through further commissioned work.
HG15	QRP panel	QRP Panel	HG15.13	In working to ensure the vibrancy and vitality of the centres the panel recommends looking at examples, research and precedents of how high streets are evolving and their potential future functions. Lessons can already be learnt from the current shift away from retail towards entertainment uses which have potential to generate similar spend levels.	Placemaking and homes	Spatial Vision	Noted.
HG15	QRP panel	QRP Panel	HG15.14	There is scope to produce guidance to encourage developers to embrace a broader range of non-residential possibilities, particularly in existing centres, than they may have be inclined to traditionally deliver. The panel perceives that there is an opportunity to provide additional activity and use into these centres.	Placemaking and homes	Spatial Vision	Noted and will be encouraged through the masterplanning process.

HG15	QRP panel	QRP Panel	HG15.15	The panel admires the aspiration to provide a range of centres: hatches; local centres; and Harlow Town Centre – but questions if it will be possible to make these centres self-sufficient in the current economic climate?	Placemaking and homes	Spatial Vision	Noted.
HG15	QRP panel	QRP Panel	HG15.16	There is a risk that the number of centres envisaged may undermine each other. To avoid this risk further scrutiny and evidence will be required to consider whether each centre is desirable, economically sustainable and viable – each would also benefit from being instilled with a uniqueness that considers the function of each, within a hierarchy of local centres.	Placemaking and homes	Spatial Vision	Noted. Decisions on economic viability to inform suitability of local centre size and distribution.
HG15	QRP panel	QRP Panel	HG15.17	Innovation will happen in locations that encourage a flexible and diverse ecosystem of commercial and other non-residential uses. Relying on conventional industrial districts to create innovation, is unlikely to achieve this – innovation tends to start in informal, or low-cost workspaces.	Economy and regeneration	Spatial Vision	Noted. Strategic industrial locations will help the UK innovation corridor achieve its objectives, whilst providing a fertile economy in the Garden Town for spin-off industries, in smaller workspaces. The Town Centre will include space for SMEs.
HG15	QRP panel	QRP Panel	HG15.18	The panel recommends avoiding single-use zones and supports the concept of co-locating uses as a means of fostering vibrancy but thinks that further work should be done to encourage the economic aspirations described.	Economy and regeneration	Spatial Vision	Noted. Integrated commercial uses and an 'open campus' approach is advocated for large industrial locations.

HG15	QRP panel	QRP Panel	HG15.19	In developing an employment strategy, greater breadth and granularity are encouraged. This should go beyond spatial thinking and develop an approach to issues such as: rent levels; governance; and the type of businesses who will occupy these spaces.	Economy and regeneration	Spatial Vision	Noted.
HG15	QRP panel	QRP Panel	HG15.20	The panel wonders whether there is scope to encourage a flexible approach to how planning rules are applied at these specific locations – this could encourage adaptability and maximise opportunities for enterprise and innovation.	Economy and regeneration	Spatial Vision	Noted.
HG15	QRP panel	QRP Panel	HG15.21	Community engagement activities initiated in mid-2017 raised awareness of the Garden Town concept and were a positive start. The panel encourages building on this momentum to help foster change and avoid the risk of community frustration while they wait on delivery.	Delivery	Spatial Vision	Noted.
HG15	QRP panel	QRP Panel	HG15.27	The panel is not yet convinced by proposals to connect Gilston back into Harlow Town Centre, with – more detailed exploration of bridge crossings and the BRT route will be needed.	Sustainable movement	Spatial Vision	Noted.
HG16	County Council	Graham Thomas / Essex County Council	HG16.01	ECC points to how the vision can articulate the role of education and training to ensure that these help provide the workforce that advancing technological innovation and employers need, focusing on those growth sectors that offer most future opportunity. A clearer vision is called for around investment in new educational facilities. This includes the requirement for sufficient trained teaching staff and well equipped facilities to meet evolving needs.	Economy and regeneration	Spatial Vision	Noted. Referenced in Economy and Regeneration principle C6. To be picked up through further commissioned work.

HG16	County Council	Graham Thomas / Essex County Council	HG16.02		The education input seeks to ensure that new primary schools and early years provision is suitably integrated with planned new centres and that these are easily accessible for communities via sustainable transport links (with pedestrian and cycle routes to encourage walking and cycling). New secondary schools also need to be centrally and accessibly located, together with community facilities / green space and linked for the communities they are to serve	Placemaking and homes	Spatial Vision	Noted. To be captured through the masterplanning process.
HG16	County Council	Graham Thomas / Essex County Council	HG16.03		High quality housing needs to be referenced explicitly in the vision statement itself. More ambition on Broadband is sought to seek all new development being fibre optic enabled.	Vision	Spatial Vision	Redrafted vision to include explicit reference to high quality homes and broadband.
HG16	County Council	Graham Thomas / Essex County Council	HG16.04		Procedural matters around sustainability appraisal and document status are being raised to ensure the document is able to fulfil its role, should subsequent decisions be taken to increase the weight and status of the HGGT SV	Landscape and green infrastructure	Spatial Vision	Documents will be endorsed by County Councils and District Councils.
HG16	County Council	Graham Thomas / Essex County Council	HG16.07	Page 4,5	The underlying assumptions on this plan may not be the most appropriate to form the basis of the Vision. We have highlighted previously and elsewhere the need to have an agreed set of plans to ensure consistency across all reports. The coloured block for the PAH site does not conform to the key (being neither a small dot nor a strategic site), and is not large enough to form its own neighbourhood. Key: J7a is now programmed, with completion due 2021/22	Vision	Spatial Vision	Amend strategic plan to reflect programmed J7a and clearer definition of PAH site.

HG16	County Council	Graham Thomas / Essex County Council	HG16.13	Page 8 A7	"Roofscapes will be varied and terraces will be " Terraces can be a landscape feature and a type of housing - amend text to make clear which is being referenced	Placemaking and homes	Spatial Vision	Amended.
HG16	County Council	Graham Thomas / Essex County Council	HG16.38	P19 D4	"Local authorities will explore opportunities to invest in smart technology to better manage traffic congestion and parking availability, with public access to this data via an app-based system" It is difficult to influence parking availability given the extensive availability of free workplace parking and inexpensive town centre parking.	Sustainable movement	Spatial Vision	Noted.
HG16	County Council	Graham Thomas / Essex County Council	HG16.42	P20 A7	"The Garden Town is well-connected by air, road and rail infrastructure and will maximise opportunities afforded by planned improvements including four tracking between London and Broxbourne and the proposed Crossrail 2 line." Neither of the schemes mentioned are 'planned'; they are proposed and are some way off being in any way certain, as they require significant central govt funding.	Economy and regeneration	Spatial Vision	Noted and wording amended.
HG29	QRP panel	QRP Panel	HG29.04		Some references risk being overly general, such as the allusion to sustainability movement – potentially diminishing the importance of the Design Charter as Local / District Plans and supplementary policy documents evolve.	General	Design Charter	Sustainable travel plans are to be required for all new development. See Sustainable Movement principle C9.
HG29	QRP panel	QRP Panel	HG29.05		References risk being overly prescriptive – verging into Design Coding and site-specific density guidance.	General	Design Charter	Colour palette removed to avoid feeling too closely tied to design codes.

HG29	QRP panel	QRP Panel	HG29.07	Recommend revisiting and revising metrics throughout the document – specifically ensuring that these support implementation of the 'Key Principles for Healthy Growth'	Placemaking and homes	Design Charter	Noted but too detailed at this point in the process. To be picked up through future commissioned work.
HG29	QRP panel	QRP Panel	HG29.08	Where terms such as 'exemplary' are used, these should be defined in the document.	General	Design Charter	Noted and careful use of phrasing has been reviewed. Case studies have been provided where appropriate.
HG29	QRP panel	QRP Panel	HG29.18	The panel thinks further creative thinking and work is required in considering critical questions around parking and modal shift.	Sustainable movement	Design Charter	Parking standards are too detailed to be included at this point. Panel to meet with Garden Town Board to discuss approach to parking standards.
HG29	QRP panel	QRP Panel	HG29.19	A nuanced approach will be required that applies a number of differing levers, with targets potentially phased over time – lessons can be learnt from current thinking on masterplans that incorporate car-free zones such as Dunsfold Park, Surrey.	Delivery	Design Charter	Phasing and delivery targets.

HG29	QRP panel	QRP Panel	HG29.21		Review illustration legibility. For example, diagrams within the 'Strategic Site Guidance' section focusing on each Strategic Site are the smallest image on the page. Movement diagrams could also make it clearer what is existing, and what is proposed.	General	Design Charter	Review plan legibility.
HG2	Developer meetings	Will Lusty / Savills	HG2.02	Page 4	Suggested addition to page 4. Both the Spatial Vision and Design Charter should be treated as high-level, background documents in support of the Garden Town vision. Neither should be applied prescriptively both in terms of policy or guidelines but these instead set the tone for achieving high-quality design through future planning applications. There will be a forthcoming Gilston-specific Design Charter which will set out more specific design guidelines in the form of a high-level design guideline framework. This will be set against the backdrop of the Concept Framework and the adopted local plan (specifically policy GA1).	Status / policy / administration	Design Charter	Introduction has been redrafted to capture the essence of the documents and broader family of policy / background documents.
HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.01		Concern at the high level of housing densities, quoted as being 'broadly between 25 homes and 55 homes a hectare'. The lower level of 25 homes per hectare is preferable.	Placemaking and homes	Both	Noted.
HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.03		Housing design – concern as to how modern developments will look in 25 plus years time (New Hall quoted as an example). Covenants need to be in place to ensure developments are maintained.	Placemaking and homes		Noted.

HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.05	Latton Priory should reflect a village vernacular.	Placemaking and homes		Noted, though no amend necessary. Documents do not reference the desire for a village vernacular at Latton Priory.
HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.09	Each of the new development sites should be clearly identified.	Placemaking and homes		Noted.
HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.11	Suggest that infrastructure be put in place before the development of any new homes.	Placemaking and homes		Noted. A phased approach is proposed for infrastructure and housing delivery.
HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.19	Is there any reason why this consultation has been presented after the submission of EFDC's Local Plan, as it must have such a bearing on it?	Landscape and green infrastructure		No reason no. Local Plan informs some of the approach taken in these documents.
HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.21	Depicting an example of a tree lined street from Bromley-by-Bow on page 17 is out of context with the area and surrounding countryside being considered for this consultation. Unlike Bromley-by-Bow the area does not have supported infrastructure, ie., rail, tube, bus networks and access to 'black cabs'.	Sustainable movement	Both	Noted. No amend necessary.

HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.22	Referring to statement number B2, 'Neighbourhoods and villages will be largely based on tree-lined, local street layouts creating sociable places with a human scale' and to statement number B6, 'Opportunities to change the character of existing roads through tree surgery and maintenance, fronted development and at-grade pedestrian crossings will be identified', these statements contradict each other.	Sustainable movement	Noted but mi- interpretation. No amend necessary.
HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.25	Concern expressed that Central Line Station at Epping cannot cope with the volume of commuters using the network at peak times at the present time.	Sustainable movement	No amend necessary.
HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.26	Concern expressed at the lack of car parking spaces at Epping Station, how would this cope in the future?	Sustainable movement	No amend necessary.
HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.28	Concern expressed that the consultation assumes that people will replace cars with bikes and buses as their preferred method of transport.	Sustainable movement	No amend necessary.
HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.30	Princess Alexandra Hospital Is on a fairly tight site at present and If it is rebuilt on its existing site (whilst presumably the old building is still operational, then it is likely that many existing parking spaces will be taken up either with the new development or the contractors vehicles etc. causing even more difficulty in reaching the hospital than at present.) This would also cause hospital operational disruption for staff and patients until the construction was completed. The two other hospital site options that we understand are being considered, is for a new hospital to be built on East Herts land or on Epping Forest land near J7a. It is the Parish Councils preference that a new hospital should be built on Epping Forest land near new J7a as	Sustainable movement	Noted. No amend necessary.

				this would be much easier for our residents to reach than on an East Herts site. This would then potentially release the current site for housing development in Harlow.		
HG8	Parish Council	Susan De Luca / North Weald Bassett Parish Council	HG8.32	Will there be a sustainable hub, for Emergency Services, incorporating a Police Station, Court House?	Economy and regeneration	Beyond the scope of work. Decision sits with NHS PAH.
HG9	Parish Council	Epping Upland Parish Council	HG9.01	Epping Upland Parish Council has great concerns with regard to the proposed vision for the Garden Town and disapproves of the concept, the implementation and the location.	General	Noted.
HG9	Parish Council	Epping Upland Parish Council	HG9.02	The Garden Town in our view is far too spread out and therefore occupies a much larger area of former countryside than necessary. It has been described as an 'urban sprawl on an epic scale'.	General	Noted.
HG9	Parish Council	Epping Upland Parish Council	HG9.03	The loss of prime agricultural land at a time when the proportion of food grown within this country is diminishing is regrettable, as is the loss of green belt land.	Landscape and green infrastructure	Noted.
HG9	Parish Council	Epping Upland Parish Council	HG9.04	The Green Belt was created to save the countryside surrounding London from developments such as this. If this succeeds we wonder if any part of the Green Belt is safe.	Landscape and green infrastructure	Noted.
HG9	Parish Council	Epping Upland Parish Council	HG9.05	Green wedges are not the same thing as countryside. Certainly farming activities here would be impracticable, with the use of large machinery such as combine harvesters and activities such as necessary crop spraying; especially as footpaths and cycle tracks are envisaged through the green wedges.	Landscape and green infrastructure	Noted.
HG9	Parish Council	Epping Upland Parish Council	HG9.06	The health and wellbeing of all those affected is highly likely to be compromised as the open space is reduced and controlled, and pollution levels will increase notwithstanding the proposals for Landscape & Green Infrastructure and Sustainable Movement.	Landscape and green infrastructure	Noted.

HG9	Parish Council	Epping Upland Parish Council	HG9.07	Whether Harlow Town Centre will become 'the cultural and commercial centre of the Garden Town' is doubtful, even with its forthcoming refurbishment. Brookfield Farm, Bishops Stortford and Hertford are at least as likely to attract residents.	Economy and regeneration	Noted.
HG9	Parish Council	Epping Upland Parish Council	HG9.08	Many residents would be likely to commute to London rather than take jobs locally. Already numerous local properties are being purchased by people who work in London but find London property prices too high, as are those closer to existing transport links.	Economy and regeneration	Noted.
HG9	Parish Council	Epping Upland Parish Council	HG9.09	Current rail and tube links are inadequate, being overcrowded and oversubscribed both from Harlow and Epping.	Sustainable movement	Noted.
HG9	Parish Council	Epping Upland Parish Council	HG9.11	Pictures of the proposed development show unnecessarily wide streets with wide green verges, contributing to an overall waste of space.	Sustainable movement	Noted.
HG9	Parish Council	Epping Upland Parish Council	HG9.13	The Garden Town must be seen not just as an isolated development but as the CPRE describes it a 'death knell' to the rural character of the whole area.	General	Noted.
HG10	Statutory stakeholder	Harlow Enterprise Zone	HG10.01	It will be important to ensure that there is some flexibility built into the masterplans as they emerge.	Placemaking and homes	Noted.
HG10	Statutory stakeholder	Harlow Enterprise Zone	HG10.02	Businesses in the Enterprise Zone will be keen to see housing developed across a range of styles, sizes and tenure types to ensure that all employees can be catered for. The commitment to housing diversity and a tenure-blind mix is therefore to be welcomed. It will be important to portray the Garden Town as an aspirational series of developments for all income groups.	Placemaking and homes	Noted.
HG10	Statutory stakeholder	Harlow Enterprise Zone	HG10.03	Walking & Cycling: The Harlow Science Park is investing in new cycling infrastructure that will connect to Harlow's existing cycle network. There will therefore be opportunities to promote cycling to Harlow & Gilston Garden Town residents who are employed on the Enterprise Zone sites at London Road.	Sustainable movement	Noted.

HG12	Statutory stakeholder	Transport for London	HG12.01		At this stage, the proposed Crossrail 2 scheme terminates at Broxbourne and there are currently no plans for any further extension beyond the northern terminus as suggested in Section D. However, it is important to recognise that the 4-tracking of the West Anglia Mainline (WAML) and introduction of Crossrail 2 services will increase the reliability, frequency and capacity of rail services within the wider WAML corridor, with Harlow being well positioned to benefit from these improvements.	Sustainable movement		Noted.
HG15	QRP panel	QRP Panel	HG15.26		To this aim, early delivery of the Bus Rapid Transport (BRT) will be essential to support sustainable travel – avoiding reliance on car use becoming habitual.	Sustainable movement	Spatial Vision	Noted.
HG16	County Council	Graham Thomas / Essex County Council	HG16.28	P16 A11	"Schools and places of work will provide cycle and scooter facilities, including showers, changing rooms and secure cycle"	Sustainable movement	Spatial Vision	Noted and suggestion informed rephrasing.
HG16	County Council	Graham Thomas / Essex County Council	HG16.31	P17 B6	"Opportunities to change the character of existing roads through tree surgery and maintenance, fronted development and at-grade pedestrian and cycle crossings will be identified"	Sustainable movement	Spatial Vision	Noted and suggestion informed rephrasing.
HG16	County Council	Graham Thomas / Essex County Council	HG16.35	P18 C6	"Cycling and walking routes will run beside Bus Rapid Transit Routes and be segregated where possible, with 'microhubs' interchanges to encourage the transition between different modes of sustainable travel in one journey."	Sustainable movement	Spatial Vision	Noted and suggestion informed rephrasing.
HG16	County Council	Graham Thomas / Essex County Council	HG16.41	P20 A4	"With a rich history of innovation, Harlow is the home of <i>fibre-optic technology</i> and will build on this legacy through championing the latest information and communication systems including <i>Ultra fast Fibre to the Premises (FTTP) broadband.</i> "	Economy and regeneration	Spatial Vision	Noted and suggestion informed rephrasing.

HG26	Public - emailed forms	Frank Twitchett	HG26.01	We feel that the plan is far too big and since we have been attending concept meetings it seems To have expanded from 10,000 homes and in recent information appears to have increased to 23,000. Why?	General	Spatial Vision	Noted. No change necessary.
HG26	Public - emailed forms	Frank Twitchett	HG26.02	We have big concerns regarding infra structure to support our current community let alone an addition 10,000/23,000? New dwellings	Infrastructure	Spatial Vision	Noted. No change necessary.
HG26	Public - emailed forms	Frank Twitchett	HG26.04	Removal of green belt land when brown sites would have been an option	Landscape and green infrastructure	Spatial Vision	Noted. No change necessary.
HG26	Public - emailed forms	Frank Twitchett	HG26.05	There has been a lack of proper engagement with existing communities events taking place in inadequate venues and times for working people or those with disabilities	General	Spatial Vision	Noted. No change necessary.
HG26	Public - emailed forms	Frank Twitchett	HG26.06	Distinct distinct areas not information on boundaries provided	Status / policy	Spatial Vision	Noted. No change necessary.
HG26	Public - emailed forms	Frank Twitchett	HG26.07	Already multiple building developments under way with currently overstretched and inefficient health service locally will £5000 million really support such a massive project	Infrastructure	Spatial Vision	Noted. No change necessary.
HG26	Public - emailed forms	Frank Twitchett	HG26.08	The present Rye Meads-Will this support these plans	General	Spatial Vision	Noted. No change necessary.
HG26	Public - emailed forms	Frank Twitchett	HG26.09	We are very concerned about the loss of the rural nature of the area, bourne out by the number of properties now up for sale	Landscape and green infrastructure	Spatial Vision	Noted. No change necessary.

HG26	Public - emailed forms	Frank Twitchett	HG26.10	Not everybody will cycle, walk or use public transport as it is not capable of improving enough! Companies will find recruiting difficult if people cannot use cars.	Sustainable movement	Spatial Vision	Noted. No change necessary.
HG26	Public - emailed forms	Frank Twitchett	HG26.11	Existing residents will have their lives blighted for years with roadworks and closures.	Sustainable movement	Spatial Vision	Noted. No change necessary.
HG26	Public - emailed forms	Frank Twitchett	HG26.12	Changes have been made without consultation.	General	Spatial Vision	Noted. No change necessary.
HG26	Public - emailed forms	Frank Twitchett	HG26.13	Objections ignored.	General	Spatial Vision	Noted. No change necessary.
HG26	Public - emailed forms	Frank Twitchett	HG26.15	What about the increase in litter, please drive along the road between Gilston and High Wych and you will see!	Placemaking and homes	Spatial Vision	Noted. No change necessary.
HG28	Public - emailed forms	Ryan Coxall	HG28.01	My family and I were present at the Places for People consultation in Gilston in May where we made our views heard on the proposed road junction at the entrance to Terlings Park and the closing of the main road through Pye Corner. Apparently there was an additional meeting held by yourselves at Gilston village hall on Thursday the 12th of July. We were not made aware of this at all! As we are one of the closest properties to the proposed changes and live facing on to the busy main road I would have thought that an effort would have been made to contact us and make us aware? Had we known about it we would have been there. None of our neighbours on the main road appear to have been made aware either.	General	Spatial Vision	Noted. No change necessary.

HG28	Public - emailed forms	Ryan Coxall	HG28.02	Apparently a vocal minority from the Gilston Park area are opposing the closure of the road through Pye Corner and we also heard that there was virtually no representation from the villagers that actually live on the main road in question? About the only positive we might see from the whole terrible project would be to rid ourselves of the traffic that sits outside our house every morning, and the speeding cars during the day. Leaving the road through the village open to my mind would just make the road outside our house even more of a rat run than it already is.	Sustainable movement	Spatial Vision	Noted.
HG29	QRP panel	QRP Panel	HG29.02	The panel reiterates earlier comments that giving this suite of documents formal weight in the planning process will be fundamental in ensuring their successful implementation.	Status / policy / administration	Design Charter	Documents will be endorsed by County Councils and District Councils.
HG29	QRP panel	QRP Panel	HG29.06	It would welcome guidance on how it should use the Spatial Vision and Design Charter to best support Officers, Committee and Board members.	Status / policy / administration	Design Charter	Noted. Quality Review questions have now been formulated in conjunction with the panel.

Equality Impact Analysis Form

1. Equality Impact Analysis (EIA) Form

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

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

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff		What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts (actual and potential, positive and negative. Clearly state each)	 What can you do? All potential actions to: advance equality of opportunity, eliminate discrimination, and foster good relations
Age	Under 20 20-24 25-29 30-44 45-59 60-64 65-74 75-84 85-89 90	24.2% 4.5% 5.5% 19.8% 22.9% 5.4% 9.6% 5.6% 1.6% 0.9%	See summary of consultation responses at ERP 'G'.	The Vision and Design Guide seek to create communities that are inclusive for all ages. The Vision seeks to ensure balanced, diverse and functional communities. The Garden Town will provide a range of homes to cater for the needs of residents at all stages of life and abilities. New buildings will be designed to adapt to changing needs	To foster good relations and reduce social isolation all villages and neighbourhoods will be designed with an open street network that integrates with surrounding areas. Neighbourhoods and villages will also provide walkable everyday activities, including a vibrant mix of community uses and social infrastructure.

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff		What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts (actual and potential, positive and negative. Clearly state each)	What can you do? All potential actions to: advance equality of opportunity, eliminate discrimination, and foster good relations
				and lifestyles, with capacity to accommodate the needs of an ageing society. All new	
Disability Page 305	11,663 households in East Herts person in household with a long-problem or disability.		See summary of consultation responses at ERP 'G'.	developments will be designed to be compliant with the Building Regulations on disabled access. Networks of open spaces will provide benefits for residents' physical and mental health. New buildings will be designed to adapt to changing needs and lifestyles.	To foster good relations and reduce social isolation all villages and neighbourhoods will be designed with an open street network that integrates with surrounding areas. Neighbourhoods and villages will also provide walkable everyday activities, including a vibrant mix of community uses and social infrastructure.

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Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff	What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts (actual and potential, positive and negative. Clearly state each)	 What can you do? All potential actions to: advance equality of opportunity, eliminate discrimination, and foster good relations
Gender reassignment	Not known	See summary of consultation responses at ERP 'G'.	No Impact	To foster good relations and reduce social isolation all villages and neighbourhoods will be designed with an open street network that integrates with surrounding areas. Neighbourhoods and villages will also provide walkable everyday activities, including a vibrant mix of community uses and social infrastructure.
Pregnancy and maternity	Not known	See summary of consultation responses at ERP 'G'.	The Vision and Design Guide seek to create communities that are inclusive for all individuals. New buildings will	To foster good relations and reduce social isolation all villages and neighbourhoods will be designed with an open street network that integrates with

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your servi	What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts (actual and potential, positive and negative. Clearly state each)	What can you do? All potential actions to: advance equality of opportunity, eliminate discrimination, and foster good relations	
				be designed to adapt to changing needs and lifestyles, for example capacity to accommodate growing households.	surrounding areas. Neighbourhoods and villages will also provide walkable everyday activities, including a vibrant mix of community uses and social infrastructure.
Race	White English/Welsh/Scottish/Northern Irish/British Irish Gypsy or Irish Traveller Other White Mixed/multiple ethnic groups	95.47% 90.25% 1.14% 0.04% 4.04% 1.61%	See summary of consultation	The Vision and Design Guide seek to create	To foster good relations and reduce social isolation all villages and neighbourhoods will be designed with an open street network that integrates with
Page 307	White and Black Caribbean White and Black African White and Asian Other Mixed Asian/Asian British Indian Pakistani	0.45% 0.15% 0.62% 0.38% 1.95% 0.73% 0.15%	responses at ERP 'G'.	communities that are inclusive for all individuals.	surrounding areas. Neighbourhoods and villages will also provide walkable everyday activities, including a vibrant mix of community uses and social

ERP 'H'

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Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your servi	What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts (actual and potential, positive and negative. Clearly state each)	 What can you do? All potential actions to: advance equality of opportunity, eliminate discrimination, and foster good relations 	
	Bangladeshi	0.20%			infrastructure.
	Chinese	0.37%			
	Other Asian	0.49%			
	Black/African/Caribbean/Black	0.71%			
	British				
	African	0.43%			
	Caribbean	0.22%			
	Other Black	0.07%			
	Other ethnic group	0.26%			
	Arab	0.10%			
	Any other ethnic group	0.16%			
				The Vision and	To foster good relations
	Christian	62.75%		Design Guide seek	and reduce social
	Buddhist	0.32%		to create	isolation all villages and
	Hindu	0.45%	See summary of	communities that	neighbourhoods will be
	Jewish	0.33%	consultation	are inclusive for all	designed with an open
Religion or belief	Muslim	0.72%	responses at ERP	individuals.	street network that
	Sikh	0.12%	'G'.	High quality cultural	integrates with
	Other religion	0.32%	<u> </u>	facilities will meet	surrounding areas.
	No religion	27.75%		the needs of	Neighbourhoods and
	Religion not stated	7.26%		residents, workers	villages will also provide
				and visitors to be	walkable everyday

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff		What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts (actual and potential, positive and negative. Clearly state each)	 What can you do? All potential actions to: advance equality of opportunity, eliminate discrimination, and foster good relations
				Garden Town.	activities, including a vibrant mix of community uses and social infrastructure.
Sex/Gender	The district is 51% female and 49%	% male	See summary of consultation responses at ERP 'G'.	No Impact	To foster good relations and reduce social isolation all villages and neighbourhoods will be designed with an open street network that integrates with surrounding areas. Neighbourhoods and villages will also provide walkable everyday activities, including a vibrant mix of community uses and social infrastructure.
Sexual Seientation	Not known		See summary of consultation responses at ERP	No impact	To foster good relations and reduce social isolation all villages and

ERP 'H'

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff		What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts (actual and potential, positive and negative. Clearly state each)	 What can you do? All potential actions to: advance equality of opportunity, eliminate discrimination, and foster good relations
			'G'.		neighbourhoods will be designed with an open street network that integrates with surrounding areas. Neighbourhoods and villages will also provide walkable everyday activities, including a vibrant mix of community uses and social infrastructure.
Marriage and civil partnership	Single Married Civil partnership Separated Divorced Widowed	30.5% 52.3% 0.2% 2.3% 8.6% 6.2%	See summary of consultation responses at ERP 'G'.	No impact	To foster good relations and reduce social isolation all villages and neighbourhoods will be designed with an open street network that integrates with surrounding areas. Neighbourhoods and villages will also provide

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff	What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts (actual and potential, positive and negative. Clearly state each)	 What can you do? All potential actions to: advance equality of opportunity, eliminate discrimination, and foster good relations
				walkable everyday activities, including a vibrant mix of community uses and social infrastructure.

Assessment of overall impacts and any further recommendations

It is not considered that the documents will give rise to actual or likely adverse impacts to the groups identified as potentially being affected.

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

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

$\stackrel{\circ}{\sim}$ 4. Prioritised Action Plan (If applicable)

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

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

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

Agenda Item 10

EAST HERTS COUNCIL

EXECUTIVE - 11 DECEMBER 2018

REPORT BY LEADER OF THE COUNCIL

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

WARD(S) AFFECTED:	ALL	

Purpose/Summary of Report

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

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

1.0 Background

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

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

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

Strategic Environmental Assessment

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

- implement the District Plan policies and therefore does not require a Strategic Environmental Assessment.
- 2.10 The Regulations require that the Council consults three statutory bodies in reaching this determination. Consultation has therefore been carried out with the Environment Agency, Natural England and Historic England. At the time of this report, no responses have been received, though no contrary view is anticipated. The Screening Statement attached at **Essential Reference Paper 'C'** is therefore provided in draft, pending the receipt of consultation responses.
- 3.0 <u>Implications/Consultations</u>
- 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

District Planning Executive Panel Meeting - 21 September 2017: http://democracy.eastherts.gov.uk/ieListDocuments.aspx?Cld=151&Mld=3236&Ver=4&J=3

Contact Member: Cllr Linda Haysey – Leader of the Council

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Report Author: Louise Harris, Housing Development and Strategy

Manager

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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate	Priority 1 – Improve the health and wellbeing of our communities
Priorities/ Objectives:	Priority 2 – Enhance the quality of people's lives
	Priority 3 – Enable a flourishing local economy
Consultation:	Consultation on the draft SPD will be undertaken between 2 January 2019 and 13 February 2019.
Legal:	Consultation on the draft SPD will meet all the statutory requirements.
Financial:	There are no financial implications arising from this report.
Human Resource:	There are no human resource implications arising from this report.
Risk Management:	The draft SPD will increase the efficiency of negotiations between the council and the applicant, and will ensure that the delivery of affordable dwellings meets identified needs and is effectively integrated within development sites thereby creating mixed and balanced communities.
Health and wellbeing – issues and impacts:	The link between planning and health has long been established. The built and natural environments are major determinants of health and wellbeing.
Equality Impact Assessment required:	No – an EqIA was undertaken on the District Plan.





East Herts Affordable Housing SPD

Consultation Draft:

2 January 2019 - 13 February 2019



www.eastherts.gov.uk



















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1 Introduction

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

2 Before making a planning application

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

East Herts Affordable Housing SPD (2019)



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

3 The Affordable Housing Requirement

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















East Herts District Plan | East Herts Affordable Housing SPD (2019)

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

4 Housing Mix

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

















- 4.2 The SHMA is an objective analysis of the housing circumstances in the District. It provides an evidence base to support the Council's affordable housing requirement, however, the Council shall at all times seek to use the most up-to-date information available.
- 4.3 The most recent SHMA (2017) identifies a requirement that 84% of new affordable provision should be for rent with the remaining 16% being for intermediate tenures (see Appendix B).
- 4.4 The Council's current preferred intermediate tenure is shared ownership as supported by the evidence in the SHMA. Where applicants wish to propose an alternative intermediate housing product the Council will consider this against the definition set out in the NPPF and a consideration of how the product proposed meets identified need now and in the future.
- 4.5 Where affordable rented housing is proposed, the Council will seek rents, including service charges, which are below or capped at the Local Housing Allowance rate (LHA) (or its equivalent).
- 4.6 Currently, the East Herts area has three Local Housing Allowance rate areas, these being:
 - Harlow and Stortford:
 - South East Herts: and
 - Stevenage and North Herts.

Each of these areas attracts a different LHA rate. Providers will need to ensure that affordable rents do not exceed the LHA for the area in which the property is situated.

- 4.7 For Shared Ownership housing the initial share sold must be between 25% and 75 % of the total value.
- 4.8 Shared Ownership should provide buyers with the option to staircase up to 100% ownership unless the property is within a Designated Protected Area.
- 4.9 In the main, rural areas within East Herts are largely designated as Designated Protected Areas. Where development is in a Designated Protected Area, staircasing on shared ownership properties is restricted to 80% to retain the home as affordable in perpetuity.
- 4.10 A full list of Designated Protected Areas can be found here: http://www.legislation.gov.uk/uksi/2009/2098/pdfs/uksi 20092098 en.pdf

5 Design and Layout

5.1 Affordable housing should be integrated with market housing. The design Page 326 and appearance should be indistinguishable from market units and built using the same materials, form and quality of design.

















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

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

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

- 5.3 Plans submitted to the Council for planning consideration should clearly show the position of all affordable units within the development, except in those outline applications where only illustrative plans are submitted.
- 5.4 To achieve mixed, inclusive and sustainable communities affordable housing should:

















- on all sites be distributed across the site rather than provided in one single parcel;
- on sites incorporating 30 or more residential units be provided in groups of no more than 15% of the total number of units being provided or 25 affordable units, whichever is the lesser.
- To meet the needs of the current and future households the requirement is for all new dwellings to meet Building Regulation M4(2): Category 2-Accessible and Adaptable Dwellings.
- On sites proposing 11 or more gross additional dwellings, a proportion of affordable dwellings will be expected to meet Building Regulations Requirement M4(3): Category 3 Wheelchair User Dwellings. Such dwellings may be wheelchair adaptable or wheelchair accessible. The Council will therefore negotiate the proportion of wheelchair adaptable/accessible dwellings.
- 5.7 The most recent assessment of need for wheelchair user dwellings will inform negotiations. The SHMA identifies a need for 15% of affordable housing to meet wheelchair user requirements.
- The Council's preference is for wheelchair user dwellings to be equipped with a wet room.
- Where there is a specific and clearly evidenced need, which is outside of that provided for by the wheelchair standard, the Council may have different requirements to meet that need. Such a requirement will be subject to viability considerations.
- 5.10 All development, including affordable housing, should make efficient use of land and meet density requirements see policy HOU2 (Appendix A).

6 Provision of Affordable Housing On-Site

- The Council will secure affordable housing requirements through entering into a legal agreement with the developer/landowner or receive a Unilateral Undertaking under Section 106 of the Town and Country Planning Act (1990) (as amended) or in some cases dependent on the scale or nature of development, via conditions.
- The affordable housing clauses in the S106 Agreement will include obligations relating to:
 - the size, type, tenure, location, design and layout of the affordable housing;
 - the number of affordable dwellings to be delivered;
 - limitations on the occupation of the affordable housing;

Page 328 nomination rights;



- the phasing of [the delivery of] affordable housing in relation to market housing;
- triggers relating to any review mechanism or commencement schedule;
- indexation;
- the retention of the housing as affordable:
 - obligations relating to the affordable dwellings for first and subsequent residents;
 - requirements to replace the affordable dwellings and for subsidy recycling;
 - continued use of affordable dwellings in perpetuity;
 - review (clawback) provisions, where relevant.
- 6.3 The S106 Agreement will contain a clause(s) that triggers the delivery/payment of the contribution. This will usually be the commencement of development and will be set out in the obligations.
- The Council expects that the S106 guideline(s) and guideline clauses which can be provided by the Council will be utilised.

Points to note:

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

















Nominations Agreement	This is to be agreed for the rental units prior to occupation by Prescribed Persons and must set out the allocation process between the Council and the Registered Provider/provider of the affordable homes for rent.
Triggers	For all development the delivery of affordable housing will be staggered and 'triggers' will be built into the S106 agreement. These triggers will be designed to ensure the affordable housing is secured and delivered in a timely manner and will be agreed with the Council.
	A development should not commence until there is a Registered Provider on board or an alternative mechanism for delivery the affordable homes agreed with the Council.
Securing and Retaining Affordable Housing (Mortgagee clauses)	Policy HOU3 (vi) states that the affordable housing unit shall be retained as affordable or the subsidy will be recycled for alternative affordable housing provision. Therefore, in the circumstances where the dwelling(s) is no longer used for affordable housing, the subsidy must be recycled to replace the dwelling(s) that have been lost.
	The Council will therefore require provisions in the S106 agreement that:
	keep the units within the definition of affordable housing, and
	require any purchaser (other than an occupier) to preserve the accommodation as affordable housing, or replace it within the District like for like, and
	There are a number of reasons why affordable housing dwellings may legitimately cease to be counted as affordable housing, for example:
	 a tenant's statutory acquisition of a rented dwelling is exercised,
	 shared ownership staircasing to 100% ownership takes place,
	 there is a discharge of the charge on a shared-equity dwelling.
ge 330	In all cases the Council expects the dwelling to be replaced within the District, or any receipts arising from the disposal of the dwelling to be recycled to provide further affordable housing in the District.

Page 330



7 Provision of Affordable Housing on an Alternative Site

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

8 Commuted sums in lieu of Affordable Housing

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

















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

9 Provision of land in lieu of Affordable Housing

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

10 Vacant Building Credit

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

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

Vacant Building Credit does not apply where the building:

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



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

Illustrative example:

- a proposed new development for 100 homes (with a floor space of 100 sq metres each) results in total proposed floor space of 10,000 sq metres.
- Policy HOU3 requires 40% affordable housing which equates to 40 affordable homes and 60 market homes.
- however, there are existing vacant buildings on the site with a floor space of 8,000 sq metres, therefore, this is credited to the proposed development in the following way:
- floor space of the vacant building(s) divided by the total proposed gross floor space, then multiplied by the affordable housing requirement (e.g. (8,000 ÷ 10,000)x 40 = 8).
- the final figure is the revised affordable percentage and is applied to total proposed number of homes.
- that is 8% of 100 = 8 affordable homes and 92 market homes.
- 10.4 To undertake this calculation the internal area of the building will need to be measured. This should be done in accordance with the RICS Code of Measuring Practice -

http://www.rics.org/Global/prop%20measurement 2ndedition 2018.pdf

11 Specialist Housing

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

12 Rural Exception Sites

The Council may permit schemes for affordable housing on rural sites, which would not usually secure planning permission, to meet an evidenced local housing need. Proposed developments must accord with Policy Page 333

















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

13 Self-Build and Custom Build - Community Housing

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











- Community Led Housing can be delivered in various ways which should be 13.5 agreed with the Council. Options to delivery Community Led Housing can include:
 - Community Land Trusts (CLTs).
 - Charities including Almshouse Charities.
 - Community Benefit Societies or Mutuals.
 - Community Interest Companies.
 - Co-operative Societies.
 - Parish and Town Council-led development.

14 Registered Providers

- 14.1 Any affordable housing provided should remain at an affordable price for future eligible households, or mechanisms should be provided to enable the subsidy to be recycled for alternative affordable housing provision.
- 14.2 The Council believes that most effective way of doing this is through a Registered Provider (RP), such as a housing association (or through direct provision by the Council's housing company). Therefore, developers are encouraged to identify a suitable provider to deliver the required affordable housing at the earliest opportunity.
- Where it is proposed that the completed units are not to be transferred to 14.3 a Registered Provider, the Council will need to be satisfied that, in accordance with the definition of affordable housing in the NPPF, provisions are in place to ensure that the affordable housing will remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision. This will usually take the form of restrictive covenants within any S106.
- If, in any type of scheme, it is proposed that a Registered Provider is not to 14.4 be involved in the management of affordable housing, the Council will usually secure the provision of affordable housing for successive occupants through the use of planning obligations, restricting occupancy to households who cannot compete in the housing market.

15 Funding

Affordable housing provided as part of planning agreements arising from 15.1 market-led-developments are unlikely to receive grant funding. It should therefore be assumed in all viability assessments that the affordable units required by the Council's District Plan can be delivered without grant funding.

















15.2 If grant funding for affordable housing is available at the time of application and/or delivery from Homes England, the Council or another funding body, the criteria should be requested from the funding body by the applicant and the applicant must be able to demonstrate to the Council that the viability assessment is based on reasonable and realistic assumptions about subsidy.

16 Affordability

- Affordable housing is provided for eligible households whose needs are not 16.1 met by the market and includes social rented, affordable rented and intermediate housing.
- 16.2 Affordable rents, including service charges, should be set no higher than current Local Housing Allowance (LHA) rates in the District and shall be secured as part of a S106 Agreement.
- 16.3 The Broad Market Rental Areas (BMRA) for East Herts are:
 - Harlow and Stortford;
 - South East Herts: and
 - Stevenage and North Herts.

17 Nomination Rights

- 17.1 The Council will normally seek 100% nomination rights for the initial lets of affordable rented housing for rent and a minimum of 75% of relets.
- 17.2 A Nomination Agreement should be entered into prior to occupation of the affordable rented dwellings and will be a requirement of the S106.
- 17.3 Shared ownership properties are available to applicants eligible if they are a person who meets the Local Authority Shared Ownership Cascade (http://www.eastherts.gov.uk/article/35169/Housing-Development) and are financially eligible through the Government's criteria and regulations.

18 Viability

- 18.1 The percentage of affordable housing that the Council will expect to secure from development schemes has been informed by development viability assessments which demonstrate that the policy requirements are viable for most locations across the District.
- 18.2 The Council recognises that in some cases there may be abnormal development costs which need to be considered.













- Negotiations to reduce obligations based on site specific viability 18.3 considerations should only be necessary where the site circumstances suggest exceptional or abnormal costs that will make policy compliance unviable.
- 18.4 Where an application is submitted that does not meet the affordable housing requirement or an applicant considers that an agreed affordable housing contribution should be amended because of viability, the Council will require the applicant to provide a viability assessment for the development alongside the application. In doing so an 'open book' approach should be undertaken in accordance with planning practice guidance.
- 18.5 The viability assessment should be discussed at pre-application stage.

It should include:

- a summary clearly setting out why the applicant is seeking a variation to the policy requirements for affordable housing;
- detailed appraisal(s) of how the applicant has reached their view of the development's viability. This should be supported by robust evidence from reliable sources and include:
- a statement on whether the site has been acquired, or on an option basis
- benchmark site value supported by a valuation report, clear valuation methodology or adjusted (for policy compliance) transactional information.
- estimated selling prices for the market housing supported by an independent chartered surveyor report of expected selling prices and setting out the comparables used
- estimated affordable housing sale/capital values supported by offers from Registered Providers where possible or commuted sum calculation (in exceptional circumstances), with details on assumptions on affordable house types and tenures, where appropriate
- any other potential financial support or income to improve the viability of the scheme, for example grants
- detailed build costs supported by appropriate industry sources for example BCIS
- detailed site costs broken down into rates and quantities
- a detailed breakdown of preliminary costs (if excluded from build costs) and duration of build
- development contingencies
- detailed breakdown of professional fees
- costs of planning contributions including those to be secured in Section 106 Page 337



















- detailed breakdown of sales, marketing and disposal fees
- finance costs, including interest rate and supporting evidence/funders' letters where available
- detailed development programme
- developer's profit allowance for both market and affordable housing and an assessment of development risk
- resultant Residual Land Value (RLV) derived from the above information and compared with the benchmark land value
- landowners return clearly identified and related to the Existing Use Value.
- The Council will not normally take into account what the applicant has paid, or agreed to pay, for the land above standard benchmark values. The Council expects that the cost of the development is reflected in the purchase price of the land.
- The Council may instruct an independent viability consultant to carry out an assessment of the viability appraisal to determine whether the information and data submitted supports the applicant's request to vary the affordable housing requirements on the basis of financial viability.
- The applicant will be required to meet the costs of the independent assessment of the appraisal.
- Where the Council is satisfied that planning obligation liabilities, including the affordable housing requirement, render the scheme unviable, it will decide on the necessary revision to the affordable housing requirement to restore viability, such as:
 - a lower percentage of affordable housing to be provided, but retaining the tenure split and mix; or
 - adjusting the tenure split or tenure type; or
 - a combination of the above;
 - other options such as rephrasing;
 - a Review Mechanism (Clawback).

19 Monitoring

19.1 The provision of affordable housing will be monitored by the Council and publicised on the Council's Website through the Authority Monitoring Report (www.eastherts.gov.uk/amr).

















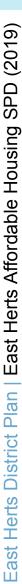
20 Appendix A

Policy HOU1 Type and Mix of Housing

- On new housing developments of 5 or more gross additional dwellings, an appropriate mix of housing tenures, types and sizes will be expected in order to create mixed and balanced communities appropriate to local character and taking account of the latest Strategic Housing Market Assessment and any additional up-to-date evidence, including the latest East Herts Housing and Health Strategy; local demographic context and trends; local housing need and demand; and site issues and design consideratio
- II. Affordable Housing should be provided in accordance with Policy HOU3 (Affordable Housing).
- III. Where appropriate, provision of specialist housing will be encouraged for older people and vulnerable groups in accordance with Policy HOU6 (Specialist Housing for Older and Vulnerable People).
- IV. Provision of accessible and adaptable dwellings to meet the changing needs of occupants over their lifetime should be provided in accordance with Policy HOU7 (Accessible and Adaptable Homes).
- Self-Build Housing in accordance with Policy HOU8 (Self-Build and Custom Build Housing)
- VI. Where appropriate, provision of specialist accommodation will be expected for Gypsies and Travellers and Travelling Showpeople and Non-Nomadic Gypsies and Travellers and Travelling Showpeople, in accordance with Policies HOU9 (Gypsies and Travellers and Travelling Showpeople) and HOU10 (New Park Home Sites for Non-Nomadic Gypsies and Travellers and Travelling Showpeople).

Policy HOU3 Affordable Housing

- Affordable housing provision will be expected on all development sites that propose development that falls within Class C3 (Dwelling Houses) as follows:
 - up to 35% on sites proposing 10 or fewer gross additional dwellings, where the dwellings would have a combined gross floor space greater than 1,000 square metres;
 - up to 35% on sites proposing 11 to 14 gross additional dwellings; b.
 - up to 40% on sites proposing 15 or more gross additional dwelling
- Affordable Housing provision will be expected to incorporate a mix of tenures taking account of the Council's most up to date evidence on housing need. The Council will negotiate the tenure mix to be provided on a site, having regard to the affordable housing products designed 339



















- within the National Planning Policy Framework, through the planning application process.
- III. Lower provision may be permitted if it is demonstrated that the 35% and 40%, as appropriate referred to in I (a), (b) and (c) above, cannot be achieved due to viability reasons or where it would prejudice the need to secure other infrastructure priorities.
- IV. Affordable Housing should normally be provided on site, apart from in exceptional circumstances when agreed with the Council. Applicants will be required to provide justification as part of the planning application setting out the need for off-site provision or financial contributions in lieu to be made.
- V. The affordable housing units should be integrated into the open market housing development using appropriate design methods, i.e. tenure blind, and 'pepper-potted'across the site in clusters appropriate to the size and scale of the development.
- VI. To secure the benefits of affordable housing for first and subsequent occupiers affordable rented and intermediate housing will be retained as affordable by means of an appropriate legal agreement or condition with the Council, or the subsidy will be recycled for alternative affordable housing provision.

Policy HOU4 Rural Exception Affordable Housing Sites

- I. Proposals for rural exception affordable housing schemes, on sites that would not normally be acceptable for general housing development, may be permitted, subject to the following criteria:
 - The exception site is adjacent to an existing built-up area boundary, or is well related to existing residential development and amenities located in, or adjacent to, a clearly identifiable village or settlement;
 - b. The proposed development will contribute towards meeting an identified need for affordable housing within the parish; and
 - c. The proposed development would be appropriate to the settlement and area in which it is proposed to be located in terms of scale, form and character.
- II. The Council will base its assessment of identified housing need on the Housing Register and other available up-to-date housing needs assessments.
- III. A small number of market homes may be permitted, at the Council's discretion, where a viability assessment demonstrates that a cross subsidy is necessary to make the scheme viable. Any market housing provided will be expected to meet identified local needs.
- IV. Where permission is granted this will be subject to planning obligations and will include safeguards that the scheme provides for the identified local affordable housing need and will continue to do so in perpetuity.















Policy HOU7 Accessible and Adaptable Homes

- In order to ensure delivery of new homes that are readily accessible and adaptable to meet the changing needs of occupants, and to support independent living, the Council will require that:
 - a. all new residential development should meet the Building Regulations Requirement M4(2): Category 2 – Accessible and Adaptable Dwellings; and
 - on sites proposing 11 or more gross additional dwellings, a proportion of dwellings will be expected to meet the Building Regulations Requirement M4(3): Category 3 – Wheelchair User Dwellings, where appropriate.
- II. Only where circumstances exist where it can be demonstrated by the applicant that it is not practically achievable or financially viable to deliver this policy, will new development be exempt from the requirement.

Policy HOU8 Self-Build and Custom Build Housing

- To support prospective self-builders, on sites of more than 200 dwellings, developers will be expected to supply at least 1% of dwelling plots for sale to self-builders, having regard to the need identified on the Council's Self-Build and Custom Build Register.
- II. The Council will support locally proposed self-build projects identified within a neighbourhood Plan wherever possible.
- III. Planning permissions should include conditions requiring self-build developments to be completed within 3 years of a self-builder purchasing a plot.
- IV. Where plots have been made available and marketed appropriately for at least 12 months and have not sold out, the plot(s) may either remain on the open market as self-build or be built out by the developer.

21 Appendix B

Affordable housing mix

Affordable Rent	Size	Number	Per cent
Flat	1 bedroom	660	21%
	2+ bedrooms	360	11%
House	2 bedrooms	930	29%
	3 bedrooms	970	31% Page 3

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East Herts District Plan East Herts Affordable Housing SPD (2019)
strict Plan
East Hert
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dousing :
SPU (20
019)

	4+ bedrooms	250	8%
Subtotal		3170	100%
% of affordable housing		84%	
Intermediate Affordable Housing	Size	Number	Per cent
	1 bedroom	80	13%
	2+ bedrooms	70	11%
	2 bedrooms	180	30%
	3 bedrooms	240	39%
	4+ bedrooms	40	7%
Subtotal		610	100%
% of affordable housing		16%	

Affordable Housing Supplementary Planning Document

Strategic Environmental Assessment Screening Statement

1. The Purpose of this Report

- 1.1 This screening statement has been prepared to determine whether the proposed Affordable Housing Supplementary Planning Document (SPD) should be subject to a Strategic Environmental Assessment (SEA) in accordance with the European Union Directive 2001/42/EC (SEA Directive) and the Environmental Assessment of Plans and Programmes Regulations 2004 (SEA Regulations).
- 1.2 Purpose of the Affordable Housing SPD is to aid the effective implementation of the Council's strategic housing objectives and the affordable housing policies in the East Herts District Plan 2018, adopted October 2018. It also seeks to provide further information and guidance on district plan policies relating to affordable housing. The relevant policies are:
 - Policy HOU1 Type and Mix of Housing
 - Policy HOU3 Affordable Housing
 - Policy HOU4 Rural Exception Affordable Housing Sites
 - Policy HOU7 Accessible and Adaptable Homes
- 1.3 The SPD will be a material consideration in the determination of planning applications and will inform Development Management decisions. The SPD will provide practical advice to all parties seeking to comply with the District Plan policies and will therefore be of particular use to developers, architects and agents looking to bring forward development.

2. Strategic Environmental Assessment – Regulatory Requirements

2.1 The basis for Strategic Environmental Assessment legislation is European Directive 2001/42/EC. This was transposed into English law by the Environmental Assessment of Plans and Programmes Regulations 2004 (SEA Regulations). Detailed guidance of these regulations can be found in the Government publication 'A Practical Guide to the Strategic Environmental Assessment Directive' (ODPM, 2005) and Paragraph 11-008 of the Planning Practice Guidance (PPG), which states that "supplementary planning documents do not require sustainability appraisal but may in exceptional circumstances require a strategic environmental assessment if they are likely to have significant environmental

- effects that have not already been assessed during the preparation of the local plan.
- 2.2 Under the requirements of the European Union Directive 2001/42/EC and Environmental Assessment of Plans and Programmes Regulations (2004), certain types of plans that set the framework for the consent of future development projects, must be subject to an environmental assessment.
- 2.3 The objective of Strategic Environmental Assessment is to provide for a high level of protection of the environment and to contribute to the integration of environmental considerations into the preparation and adoption of plans and programmes with a view to promoting sustainable development.

3. The Strategic Environmental Appraisal Process

- 3.1 The first stage of the process is for the Council to determine whether or not the SPD is likely to have significant effects on the environment. This screening process includes assessing the SPD against a set of criteria (as set out in Schedule 1 of the SEA Regulations). The results of this are set out in Appendix 1 of this statement. The aim of this statement is therefore to provide sufficient information to demonstrate whether the SPD is likely to have significant environmental effects.
- 3.2 The Council also has to consult the Environment Agency, English Heritage and Natural England on this screening statement. A final determination cannot be made until the three statutory consultation bodies have been consulted.
- 3.3 Where the Council determines that a SEA is not required, Regulation 9(3) of the SEA Regulations states that the Council must prepare a statement setting out the reasons for this determination. This statement is East Herts Council's Draft Regulation 9(3) statement.

4. Other Regulatory Considerations

Sustainability Appraisal

- 4.1 Whilst there is no statutory requirement to undertake a Sustainability Appraisal (SA) of the Affordable Housing SPD, the Council has considered whether an SA of this SPD is required. The Council has determined that the SPD is unlikely to have significant environmental, social or economic effects beyond those of the District Plan policies it supplements. This SPD does not create new policies and only serves to provide useful guidance on how to effectively and consistently implement the policies in the East Herts District Plan, which has been subject to a fully comprehensive SA process, incorporating SEA.
- 4.2 More information on the Sustainability Appraisal of the East Herts District Plan can be viewed on the Council's website: www.eastherts.gov.uk/districtplan.

Habitats Regulations Assessment

- 4.3 In addition to SEA and SA, the Council is required to consider Habitats Regulations Assessment (HRA). HRA is the process used to determine whether ta plan or project would have significant adverse effects on the integrity of internationally designated site of nature conservation importance, known as European sites. The need for a HRA is set out within the Conservation of Habitats and Species Regulations 2010, which transposed EC Habitats Directive 92/43/EEC into UK law.
- 4.4 As with the SA, the District Plan was also subject to a comprehensive HRA. The HRA screened out the housing policies at an early stage, concluding that they were unlikely to have a significant effect on the integrity of European Sites. As the purpose of this SPD is to expand upon these policies, the Council has determined that a HRA is not required.
- 4.5 More information on the Habitats Regulations Assessment of the East Herts District Plan can be viewed on the Council's website: www.eastherts.gov.uk/submission.

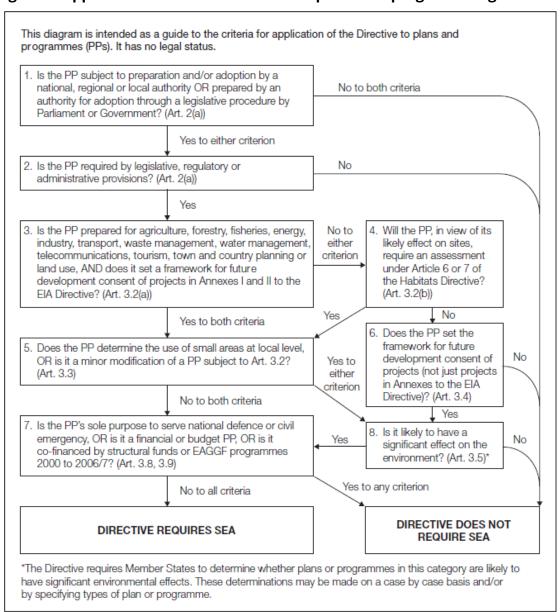
5. Conclusion

5.1 On the basis of the screening process, it is the Council's opinion that the Affordable Housing SPD does not require a Strategic Environmental Assessment or Sustainability Appraisal. This is because there will be no significant environmental, social or economic effects arising from its implementation, as it seeks only to expand upon and provide guidance for the effective and consistent implementation of District Plan policies.

Appendix 1

SEA Screening of the Affordable Housing SPD:

Figure 1: Application of the SEA Directive to plans and programmes guide



A Practical Guide to the Strategic Environmental Assessment Directive, ODPM 2005

Table 1: Establishing whether there is a need for SEA

Table 1. Establishing whether there is a fleed for SEA				
Stage	Yes/No	Assessment		
1. Is the PP (plan or programme) subject to preparation and/or adoption by a national, regional or local authority OR prepared by an authority for adoption through a legislative procedure by Parliament or Government? (Art. 2(a))	Yes to either criterion: proceed to question 2	The SPD has been prepared by East Herts Council to provide more detail relating to affordable housing policies contained in the East Herts District Plan.		
2. Is the PP required by legislative, regulatory or administrative provisions? (Art. 2(a))	Yes: proceed to question 3	Once the SPD is adopted it will become a material consideration as part of the development plan for East Herts.		
3. Is the PP prepared for agriculture, forestry, fisheries, energy, industry, transport, waste management, water management, telecommunications, tourism, town and country planning or land use, AND does it set a framework for future development consent of projects in Annexes I and II to the EIA Directive? (Art 3.2(a))	Yes to both criterion: proceed to question 5	The SPD is prepared for town and country planning and land use AND it sets the framework for future development which may require an Environmental Impact Assessment.		
5. Does the PP determine the use of small areas at local level, OR is it a minor modification of a PP subject to Art. 3.2? (Art. 3.3)	Yes to first criterion: proceed to question 8	The SPD supplements the District Plan policies on affordable housing which define the type and mix of dwellings on development sites, which may in turn determine the other types of land uses provided.		
8. Is it likely to have a significant effect on the environment? (Art. 3.5)	No	Directive does not require SEA.		

Table 2: Assessment of the SPD against Schedule 1 of the SEA Directive

SEA Directive Criteria (Schedule 1 of the Environmental Assessment of Plans and Programmes Regulations 2004)	Potential effects of the SPD
1. Characteristic of the SPD having particula	r regard to:
(a) the degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources;	The SPD provides more detail on the policies and principles established in the East Herts District Plan 2018, which has been subject to comprehensive SA incorporating SEA. The purpose of the SPD is to provide guidance on the effective and consistent implementation of the relevant housing policies.
(b) the degree to which the plan or programme influences other plans and programmes including those in a hierarchy;	The purpose of the SPD is to supplement the District Plan policies and sits below the District Plan in terms of the Development Plan hierarchy. It will influence the preparation of masterplans relating to strategic scale or significant developments.
(c) the relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development;	The SPD is highly relevant in terms of promoting sustainable development as it seeks to ensure the effective and consistent implementation of housing policies, the aim of which is to provide a range of housing options to meet the needs of the different communities in East Herts.
(d) environmental problems relevant to the plan or programme; and	There are no environmental problems relevant to the SPD. The SA of the East Herts District Plan identified a number of issues relating to housing affordability, which the housing policies seek to address. This SPD will therefore result in social and economic benefits through the effective and consistent implementation of affordable housing policies.
(e) the relevance of the plan or programme for the implementation of Community legislation on the environment (for example, plans and programmes linked to waste management or water protection).	The purpose of the SPD is to provide guidance on the effective and consistent implementation of affordable housing policies. The East Herts District Plan contains other policies relating to these objectives.

2. Characteristics of the effects and area like to:	ely to be affected having particular regard
(a) the probability, duration, frequency and reversibility of the effects;	The SPD is not expected to give rise to any significant environmental effects. The SPD seeks to ensure the effective and consistent implementation of affordable housing policies, which in themselves should ensure positive effects relating to affordability within the housing market and access to home ownership for current and future generations.
(b) the cumulative nature of the effects;	The SPD is not considered to have any significant cumulative effects.
(c) the trans-boundary nature of the effects;	The SPD is not expected to give rise to any significant transboundary environmental effects. However, where strategic sites are in close proximity to neighbouring settlements, the provision of affordable housing will assist in providing housing choices for residents from a wider area as well as from within East Herts communities.
(d) the risks to human health or the environment (for example, due to accidents);	There are no anticipated effects of the SPD on human health.
(e) the magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected)	The effective and consistent implementation of affordable housing policies will have positive benefits for all East Herts residents and those who wish to move to East Herts.
 (f) the value and vulnerability of the area likely to be affected due to— (i) special natural characteristics or cultural heritage; (ii) exceeded environmental quality standards or limit values; or (iii) intensive land-use; 	The SPD is not anticipated to adversely affect any special natural characteristic or cultural heritage. Nor would the SPD be expected to lead to the exceedance of environmental standards or promote intensive land use. Matters relating to environmental standards and land use are contained in the East Herts District Plan 2018.
(g) the effects on areas or landscapes which have a recognised national, Community or international protection status.	The SPD is not expected to have any adverse effect on areas with national, community or international protection.



Agenda Item 11

EAST HERTS COUNCIL

EXECUTIVE - 11 DECEMBER 2018

REPORT BY THE EXECUTIVE MEMBER FOR FINANCE AND SUPPORT SERVICES

QUARTERLY CORPORATE HEALTHCHECK – QUARTER 2 SEPTEMBER 2018

Purpose/Summary of Report:

WARD (S) AFFECTED: All

- To provide a report on finance and performance monitoring for East Herts Council for 2018/19 as at 30th September 2018.
- The net revenue budget for 2018/19 is £9.779m as set out in table 1, this is funded by Council Tax. The forecast expenditure at 30th September 2018 predicts a year end underspend of £32k.
- The revised capital budget for 2018/19 is £6.578m.
- There are 33 Performance Indicators reported corporately in total at Q2. Within the 24 indicators that have a target set against them, eight have failed to meet their targets by varying degrees.
- Of the 9 Performance Indicators that are trend only data;
 - a) One has improved compared to the previous reporting period
 - b) Two are in a worse position than the previous reporting period
 - c) One new indicator has no previously reported data
 - d) Two are no better or worse
 - e) Four are missing data

- There were 105 corporate actions set for 18/19 of which 18 have been completed. Seven actions are longer standing actions that are due to be completed on or after 1st April 2019. Four actions have been deferred to the following year, meaning there are now 101 actions
- A further 76 are due to be completed by the end of the 18/19 period. Within these 76, three have revised completion dates within 18/19.

RECON	MMENDATIONS FOR EXECUTIVE: That
(A)	the projected revenue budget forecast underspend of £32k in 2018/19 be noted (paragraph 2.1);
(B)	the capital budget for 2018/19 of £6.578m be noted (paragraph 6.1); and
(C)	the reported performance and actions for the period July 2018 to September 2018 be noted (paragraph 8 + 9).

1.0 BACKGROUND

- 1.1 This is the finance and performance monitoring report for East Herts Council.
- 1.2 On 1st March 2018 Council approved a balanced budget for the 2018/19 financial year. This report sets out the financial position for the year to date and provides forecasts for the outturn position.
- 1.3 The Council's revenue budget is made up of 5 areas; these are shown in table 1 below. The report that follows provides details of the forecast outturn position against these areas.

Table 1: 2018/19 revenue budget

Original Budget 2018/19	Forecast outturn	Variance
£'000	£'000	£'000

Total Net Cost of
Services
Corporate Budgets
Total
Net Use of Reserves
Funding
Net Revenue Spend
Funded by Council Tax
Underspend

(32)	(32)	-
-	(9,779)	(9,779)
(32)	9,747	9,779
-	(5,325)	(5,325)
-	(342)	(342)
-	1,616	1,616
(32)	13,798	13,830

- 1.4 Council approved the performance measures that would be monitored. This report sets out the year to date performance against those targets.
- 1.5 This report contains the following sections and Essential Reference Papers:

REPORT SECTIONS		
2	Net Cost of Services	
3	Corporate budgets	
4	Reserves	
5	Funding	
6	Capital budgets	
7	Debtors	
8	Performance analysis	
9	Corporate Actions	
10	Risk	

11	Implications/consultations
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ESSENTIAL REFERENCE PAPERS		
Α	Implications/Consultations	
В	Revenue budget	
С	Capital Monitor	
D	Debtors	
Е	Performance monitoring	
F	Comms Report	
G	Corporate Actions	

2 NET COST OF SERVICES

2.1 The Councils net cost of services budget for 2018/19 is £13.830m An underspend of £32k is forecast in 2018/19. Table 2 overleaf shows this current forecast outturn position broken down by service area.

Table 2: Revenue forecast outturn

Original Budget 2018/19	Forecast outturn	Variance
£'000	£'000	£'000

	Chief Executive & Directors
Services	Communications, Strategy &
١	Policy
t of	<u> </u>
Cost	Strategic Finance & Property
Net	Housing & Health
	Democratic and Legal

377	361	(16)
1,014	1,030	16
491	482	(9)
1,741	1,697	(44)
2,199	2,207	8
1,236	1,210	(26)

Planning & Building Control
Operations
Shared Revenues & Benefits
Service
Revenues & benefits retained
costs
Housing Benefit Subsidy
Shared Business & Technology
Services
Total Net Cost of Services

594	746	152
3,750	3,699	(51)
1,718	1,704	(14)
(367)	(442)	(75)
(550)	(550)	-
1,627	1,654	27
13,830	13,798	(32)

2.2 **Chief Executive & Directors**

An underspend of £16k is forecasted for the Chief Executive and Directors service. This is due to not recruiting to vacant PA post.

2.3 **Communications, Strategy & Policy**

An overspend of £16k is reported against the Communications, Strategy & Policy service. This is mainly due to salary overspends in Customer Services as a result of having to cover long term sickness.

2.4 Strategic Finance & Property

An underspend of £44k is reported against the Strategic Finance & Property service. This relates to additional income due after rent reviews were conducted on several properties owned by the Council.

2.5 **Democratic and Legal**

An underspend of £26k is reported against the Democratic and Legal services. This relates to income generation for electoral services.

2.6 **Planning**

A forecast overspend of £152k is reported against the Planning and building control service. This is due to a projected reduction in planning income and an overspend in salaries.

2.7 **Operations**

A forecast underspend of £51k is shown against the Operations service. PCN income is projected to over achieve by £38k. The renegotiated leisure services contract accounts for a reduction in costs.

2.8 Revenues & Benefits Retained Costs

Grant income received from DWP is resulting in an overachievement in income for the Revenues & Benefits retained service budget.

2.9 Shared Business & Technology Services

A forecast overspend of £27k is reported against the Shared Business & Technology Services. This is as a result of the service not being able to achieve previously agreed Digital East Herts savings target.

3 CORPORATE BUDGETS

3.1 Corporate budgets are costs and income received by the Council that are not service specific, these include income from the Council's investments, pension deficit contributions and New Homes Bonus grants to Town and Parish Councils.

3.2 Table 3 shows the forecast outturn position against the corporate budgets.

Table 3: Corporate budgets 2018/19 forecast outturn

Original Budget 2018/19	Forecast outturn	Variance
£'000	£'000	£'000

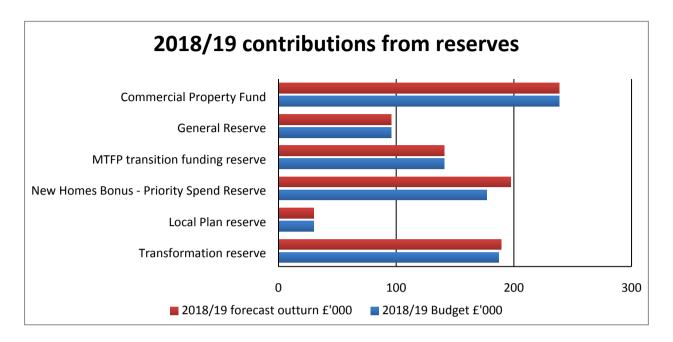
NHB Grants to Town & Parish Council
NHB Priority Spend
Interest Payments
Interest & Investment Income
RCCO
Pension Fund Deficit contribution
Corporate Budget Total

696	696	-
	20	_
26	26	_
(1,090)	(1,090)	-
662	662	-
661	661	-
661	661	-

4 <u>RESERVES</u>

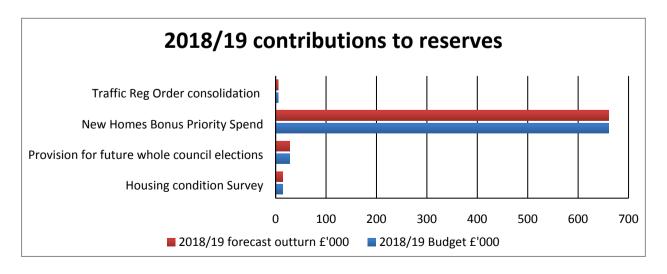
4.1 The Council holds earmarked reserves to fund unpredictable financial pressures and to smooth the effect of known spending over time. Graph 1 and 2 below reflect the forecast outturn position as at 30th September 2018.

Graph 1: 2018/19 forecast contributions from reserves



4.2 As at 30th September 2018 it is forecast that there will be a total contribution from reserves of £892k in 2018/19, which is £23k more than budgeted for. The additional contribution relates to funding a junior project manager within the Improvement & Insight team.

Graph 2: 2018/19 forecast contributions to reserves



4.3 The forecast outturn total contribution to reserves as at 30th September 2018 is in line with the budget set at Full Council in March 2018. As previously mentioned, the major contribution to reserves is from New Homes Bonus grant which will be used to fund future projects.

5 FUNDING

5.1 These income budgets are general and non-service specific income sources. The table below shows the value and source of these funding streams as at 30th September 2018.

Table 4: 2018/19 funding

Council Tax		
NDR		
(Surplus)/Deficit on collection fund		
New Homes Bonus		
Total Funding		

Original Budget 2018/19	Forecast Funding 2018/19	Variance
(9,779)	(9,779)	-
(2,617)	(2,617)	-
(63)	(63)	-
(2,645)	(2,645)	-
(15,104)	(15,104)	-

6 <u>CAPITAL PROGRAMME</u>

6.1 The revised capital programme for 2018/19 is £6.578m. This includes the project carry forwards from 2017/18. ERP C provides a detailed analysis of the projects and their budgets.

- 6.2 Forecast outturn against original budget is an underspend of £306k. The main areas of variation being:
 - £67k underspend Bell Street, Sawbridgeworth, Public Conveniences – discussions have taken place around SLA's, Lease arrangements and the financial implications. The council is awaiting decisions surrounding these discussions. Spend is not expected this financial year and budget it looking to be slipped to 2019/20.
 - £100k overspend Buntingford Depot Fire Suppression Unit - additional works required not originally costed, including Electrical, fire alarm system upgrades, retaining wall, fencing and flood booms.
 - £150k underspend Future Housing Schemes 6 Water Lane, Hertford works to span two financial years, underspend in 2018/19 looking to be slipped to 2019/20
 - £191k underspend Castle Weir Micro Hydro Scheme -Project now progressing according to revised work plan, although bulk of construction costs will fall into 2019/20 year, budget looking to slipped.
 - £42k underspend Market Improvement Scheme Funds to be utilised as part of the Hertford town centre works referred to below.
 - £42k overspend Improvements to The Wash, Maidenhead Street & Bull Plain, Hertford Market Improvement Scheme (above) merged to form one capital project.

7 <u>DEBTORS</u>

Total outstanding debt as at 30th September 2018 is £734k.

The outstanding debt has reduced from the £1.8m reported as at 31st March 2018, this follows the successful negotiations to collect

£1.1m debt owed on a complex lease arrangement for a property in Bishop's Stortford. The outstanding debt over 120 days totals £187k. £121k of this relates to outstanding section 106 monies due from developers. The balance is for invoices relating to environmental health enforcement, where a charge is held against property to pay the debt once the property is sold, or housing debts where repayments are being made with a payment plan over several months

- 7.1 **Essential Reference Paper D** analyses the profile of aged debtors.
- 8 PERFORMANCE ANALYSIS

Performance against targets

8.1 Please refer to performance indicator summary analysis in **Essential Reference Paper E** for full details. Our latest results can be found at https://eastherts.covalentcpm.com/login and members have been issued with a password that sits in Members Information Bulletin (MIB) packs.

In addition to these performance results, **Essential Reference Paper F** shows the latest communications report, highlighting our Media coverage over the past quarter. This indicates we are continuing to grow our digital footprint via the main channels (Twitter, Facebook) and more recently launched accounts in LinkedIn and Instagram. Press coverage scores are slightly negative this quarter due to content related to the HUDS project and noise issues in Bishop's Stortford – both of which generated a lot of public interest.

- 8.2 Q2 results show the 33 performance indicators reported monthly or quarterly, divided into the three corporate priorities.
- 8.3 The performance of these indicators is discussed below:-
- 8.4 Corporate Priority 1: People (5 Performance Indicators)

There are 5 Performance indicators within this priority. 3 of these indicators have targets set against them with 2 meeting their targets but the other missing set target:-

• QC HH 140 – Number of over 50s participating in 'Forever Active' programme.

This indictor operates across calendar rather than financial years to reflect Sport England's timetable. Provisionally there have been 133 sign ups during the third three months of the year, totalling 446 in the three quarters against a target of 650. As this is the final year of Sport England funding perhaps some slowdown in uptake is to be expected although officers are now working closely with Active In, a sports development organisation brought in by Active East Herts, to ensure sustainability of many of the Forever Active programme and are confident of achieving the 854 new participants figure by year end.

8.5 Corporate priority 2: Place (11 Performance Indicators)

There are 8 performance indicators within this priority that have a target set with the remaining 3 being trend only indicators. Within the target set indicators, four failed to meet target;

QC OP 2.2 – Waste: missed collections per 100,000 collections of household

The East Herts aspect of the contract is generally operating well with only minor increases in missed bins collections. This is as a result of holidays and having to use agency staff whilst preparing for phase 2(route optimization planned for 12 November). While still missing target performance has improved over recent months, going from 89 missed collections to 60 against a target of 30, part of a downward trend.

• QC OP 2.4 - Fly-tips: removal

Fly tip removals missed target for Q1 taking 3.87 days against a target of 2 days. Generally this is a result of some fly tips being much larger jobs than initially reported (eg. Where asbestos is involved an external contractor is used). It is in these circumstances that performance management is instigated and rectifications and defaults are applied for works not completed in time. This should ensure that the contractor works towards meeting this target.

 MC PB 157B % Processing of planning applications dealt with in timely manner- Minor applications (Others - under 8 weeks).

This month saw the processing of minor applications below target at (56% determined within 8 weeks against a target of 80%). This is due to staff recruitment issues which are beginning to impact upon the performance of the planning service.

• MC PB 157C % Processing of planning applications dealt with in timely manner- Other applications (Others - under 8 weeks).

Performance has missed target for the last 2 months of the quarter (81% of other applications were determined within 8 weeks against a target of 90% in September). As per the above, recruitment challenges are having a direct impact upon performance.

8.6 Corporate priority 3: Business (1 Performance Indicator)

No performance indicators are off target within this priority.

8.7 Corporate priority: Corporate Health (16 Performance Indicators)

There are 16 performance indicators within this priority, with 12 having a target set and the remaining four being trend only indicators. Within those with set targets, three indicators missed their target;

MC HR 12B - Number of long-term sickness absence days per FTE staff in post

We are over target this month (0.30 days against a target of 0.17 days per FTE) due to a number of ongoing long term sickness cases which HR Officers are working on with Managers

QC CSP 5.2A % of complaints about the Council and its services that are upheld: 1st stage

Of 23 complaints at stage 1, 10 were upheld. This meant our 30% target was exceeded. The majority of these complaints upheld were in waste services where there were many complaints about the time taken to receive replacement/ new bins. The Council was having long standing supply issues which are now being resolved.

MC CSP 5.13C - Customer Satisfaction (GovMetric) - Website.

The target set in October 2017 of 50% satisfaction continues to be challenging (latest performance is 42%). As well as being able to provide a rating customers are able to leave written feedback which provides us with an insight into why they rated the experience as poor. It should be noted that we get up to 300,000 page views per quarter and usually only a few hundred ratings. Where feedback provides information we can use (eg. Content being out of date/ links not working) this is addressed. Other feedback on services generally are passed on to the relevant teams. The following table provides a sample of the types of feedback we receive:

Page	Feedback (verbatim)
	"although the map is better than
Planning (view, comment	many other Councils use it is not
or object to a planning	possible to identify a planning
application)	application number from the
	map alone. If that had been
Please note planning pages	possible it would have saved me
tend to be the most	and your staff some time

frequently visited pages on our website. This quarter we had 50 ratings on govmetric, 33 of which rated the experience as "poor" and 15 as "good". This needs be put in context of over 50,000 page views on planning related content over the quarter however, making them our most visited pages.

speaking on the 'phone to get the information I wanted. That said your staff were exemplary in dealing with my enquiry."

"Link to portal doesnt work"

"link to public access viewing system broken. Showed as insecure certificate."

Council tax (queries and payment)

Content related to council tax was our second most visited section of the website (around 25,000 during the quarter). 23 ratings were provided 15 of which were "good" and 4 rated as "poor". Where comments were left they generally related to customers wanting to speak to people as oppose to deal with on line transactions

"Cannot find a number to call the council offices with a query about my Council tax bill. Just an automated payment line. It is incredibly frustrating"

"i need to speak to someone about my council tax and there is no contact number!"

"I am a new resident that needs to set up an account, there is no contact number to make contact with you"

Waste (bin collections)

Content related to bins was our 4th most visited part of the website with close to 10,000 over the quarter (please note parking is the 3rd most visited area). We

"It doesn't clearly explain what types of plastic can be recycled and how. I have a plastic item labelled LDPE with the number 4 on it, and it clearly says 'made from 100% recyclable, non-toxic polyethelene' . I want to put it in my blue bin. I need to know how to recycle it!!!"

had 27 ratings on pages relating to bin collections. 19 were rated as "good" and 6 were rated as "poor". Customers are generally more inclined to leave comments only when they rate the experience as poor so despite the fact that we had a high degree of good ratings comments mostly followed a poor rating. However the feedback is useful in terms of thinking about how to improve web content for customers.

"The list is partial and does not contain many daily used items. It does not say, for instance, where I can trash the coffee capsules, although on the packages reports "recycle in plastic". Is this then ok for the council to be placed in the blue lid bin? It also do not say where to trash the pet food sachets. Are those considered aluminum foil or plastic bags? Thank you!"

9 <u>CORPORATE ACTION UPDATE</u>

- 9.1 Every six months we provide an update on the corporate actions alongside performance data. Please refer to corporate actions summary update in **Essential Reference Paper G** for a full set of results. Latest updates can also be found at https://eastherts.covalentcpm.com/login
- 9.2 105 corporate actions were agreed for 2018/19. 18 of these have been completed already. 76 actions are due to be completed at various points before the end of the financial year.
 - A further 7 actions are due to be completed after 1st April 2019. Four actions have been deferred to following financial years.
 - Highlights or the year to date include:
 - Rural development programme: has fully allocated all of the funds (1.8m euros/£1.5m) for the Eastern Plateau region agreed in 2015

when the programme commenced. As a consequence unallocated monies from other areas in the country (who are unlikely to have funds allocated before the UK leaves the EU) have been redistributed. This means a number of businesses in the local area will be able to benefit from EU grants.

- Housing company launched: Our property company, Millstream
 Property Investments Ltd, was recently launched. Since its
 incorporation in February 2018 it has acquired three residential
 properties from the council and has conducted a feasibility study
 regarding the demolition of an out-of-date community centre and
 adjacent shops and flats and replacement with higher quality
 community facilitates, a better shop and 11 flats, representing a
 net in case of nine flats. Its 30 year business plan is revised each
 year with the next plan due for consideration by Council in
 December 2018. It is already generating an income for the council
- District Plan adopted
- 9.3 Three actions are overdue within the original time scales set;
 - HH Review and Revise Uniform procedures with view to Mobile app rolled out to appropriate Environmental Health officers

Original Due: Sept 2018

The mobile app is anticipated to be fully implemented by February 2019. This is, however, dependent on release of the app by IDOX

 HH Review the Environmental Health 'offer' to local businesses. Review opportunities and produce options paper Original Due: Jun 2018

This work is on-going.

 PBC Implementation of Hertford Urban Design Study Original Due: Oct 2018 Good progress is being made with the implementation of the Maidenhead Street/ The Wash/ Bull Plain improvement works. Works on site have commenced. Revised completion date of end March 2019.

10 RISK

10.1 There have been no reported changes to risk descriptions or scoring in quarter two, with the exception of SR6, 'Production of a District Plan meeting community and regulatory needs'. The current likelihood score was increased due to the Holding Direction which has since been lifted.

There have been no additions and no deletions.

Members are reminded that all risks and the controls introduced can be browsed within the risk section on https://eastherts.pentanarpm.uk/login. As above, members are provided with login details within their MOB packs.

11 IMPLICATIONS/CONSULTATIONS

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

Background Papers

None

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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

	T
Contribution to	Priority 1 – Improve the health and wellbeing of our
the Council's	communities
Corporate	
Priorities/	Priority 2 – Enhance the quality of people's lives
Objectives	
(delete as	Priority 3 – Enable a flourishing local economy
appropriate):	
Consultation:	Financial and non-financial discussions have taken place
	with the Leadership Team and Portfolio Holder for
	Finance and Support Services.
Legal:	There are no legal implications.
Financial:	Financial implications are included in the body of the
	report.
Human	There are no Human Resources implications.
Resource:	
Risk	By not having effective performance management and
Management:	reporting the Council is at risk of not being clear whether
	its priorities and objectives are being met and service
	delivery issues being resolved efficiently and effectively.
	Effective performance management supports
	transparency and improves local accountability.
Health and	There no Health and Wellbeing issues raised as part of
wellbeing –	this report.
issues and	
impacts:	





2018/19 Revenue Forecast - Quarter ending September 2018

		Original Budget 2018/19	Forecast outturn	Variance
		£'000	£'000	£'000
	Chief Executive & Directors	377	361	(16
	Communications, Strategy & Policy	1,014	1,030	16
	HR & Organisational Development	491	482	(9
	Strategic Finance & Property	1,741	1,697	(44
s	Housing & Health	2,199	2,207	
Net Cost of Services	Democratic and Legal	1,236	1,210	(26
st of S	Planning & Building Control	594	746	15
et Cos	Operations	3,750	3,699	(51
Z	Shared Revenues & Benefits Service	1,718	1,704	(14
	Revenues & benefits retained costs	(367)	(442)	(75
	Housing Benefit Susbidy	(550)	(550)	
	Shared Business & Technology Services	1,627	1,654	2
	Total Net Cost of Services	13,830	13,798	(32
	NHB Grants to Town & Parish Councils	661	661	
	New Homes Bonus Priority Spend	661	661	
dgets	Contingency Budget	-	-	
Corporate Budgets	Interest Payments	662	662	
orpora	Interest & Investment income	(1,090)	(1,090)	
0	RCCO	26	26	
	Pension Fund Deficit contribution	696	696	
	Corporate Budgets Total:	1,616	1,616	
ves	Contributions to Earmarked reserves	42	42	
Use of Reserves	Contributions from Earmarked reserves	(384)	(384)	
Use of	Net Use of Reserves:	(342)	(342)	
Net C	Cost of Services Total:	15,104	15,072	(32
	RSG	-		
	NDR	(2,617)	(2,617)	
ing	Section 31	-	-	
Funding	(Surplus)/Deficit on Collection fuind	(63)	(63)	
	Other General Grants	-		
	New Homes Bonus	(2,645)	(2,645)	
Non	L Departmental Budgets Total:	(5,325)	(5,325)	



ESSENTIAL REFERENCE PAPER C

Capital Forecast Outturn Quarter 2 September 2018

	Original Budget 2018/19	Forecast Outturn 2018/19
	£'000	£'000
Strategic Finance & Property		
Operational asset investment	250	250
Bell Street Car Park – resurfacing & drainage	30	31
Charringtons House Investment	138	138
North Drive, Ware – reconstruct road & drainage	3	3
Wallfields – Accommodation Update	12	12
Shared Business & Technology Services		
ICT Rolling Programme – Subject to IT Steering Group review	540	540
HR & Payroll System	35	35
Financial Management System	134	134
Telephone Enhancements	28	28
Business Rates Software	15	15
Website Build / Upgrade	60	60
Operations		
Grange Paddocks Leisure Centre	735	735
Hartham Leisure Centre	236	236
Ward Freman	29	29
Hertford Theatre	500	500
Herts & Essex School	1,000	1,000 Page 375

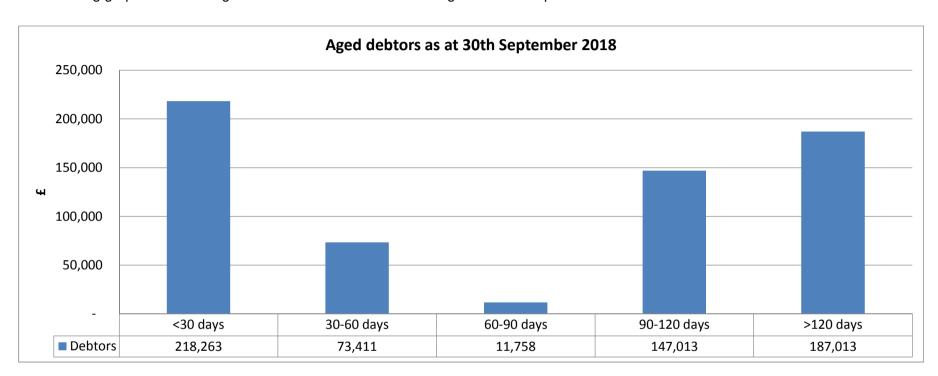
	Original Budget 2018/19	Forecast Outturn 2018/19
	£'000	£'000
Southern Country Park – Play Equipment	30	30
Hertford & Beyond – Hartham Common Footpath	11	11
Bell Street – Public Convenience Facilities	67	0
Hillside Crescent – Play area	20	20
Rowleys Road – Play Equipment	11	12
Presdales Recreation Ground – Woodland restoration	32	32
Hartham Common – water play area, car parking and pedestrian access improvements	25	25
Buntingford Depot - Fire Suppression Unit	350	450
Housing & Health		
River & Watercourse Structures	47	47
Land Management Asset Register & Associated Works	50	50
Disabled Facilities Grants - Discretionary	60	60
Decent Homes Grants	120	120
St Andrews Street Car Park, Hertford - Riverbank Retaining Wall	55	55
Hillcrest Hostel – Disabled Access Works	20	20
Future Housing Schemes - 6 Water Lane, Hertford	200	50
Ridgeway Scheme, Hertford (Network Homes)	250	250
Colebrook Court (Network Housing)	33	33
Community Capital Grants	80	80

	Original Budget 2018/19	Forecast Outturn 2018/19
	£'000	£'000
Electric vehicle installation – DEFRA	10	10
Energy Grants	78	78
Wallfields – Solar panels	45	45
Castle Weir Micro Hydro Scheme	201	10
Planning & Building Control		
Historic Building Grants -	55	55
Market Improvement Scheme	42	0
Improvements to The Wash, Maidenhead Street & Bull Plain, Hertford	433	475
Communications, Strategy & Policy		
Environmental Enhancements to East Herts town centres	28	28
Northgate End	480	480
Current Capital Programme Budget Total	6,578	6,272



Essential Reference Paper D

The following graph shows the age of the £734k of debts outstanding as at 30th September 2018



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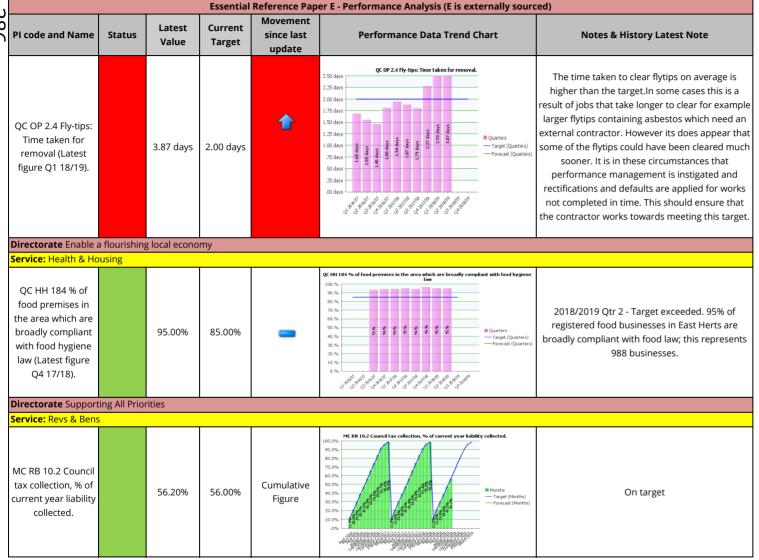
Essential Reference Paper E - Performance Analysis (E is externally sourced)								
PI code and Name	Status	Latest Value	Current Target	Movement since last update	Performance Data Trend Chart	Notes & History Latest Note		
Directorate Improve		& wellbeing	of our comr	nunities				
Service: Health & Ho	using							
(E) QC HH 140 Number of over 50s participating in 'Forever Active' programme (Cumulative figure) (Calendar year results)		446	650	Cumulative Figure	QC HH 140 Number of over 50s participating in Torever Active' programme (Cumulative figure) 000 100 100 100 100 100 100 1	A further 33 participants have signed up, the delay was due to some facilities not providing the figures initially. This has improved results but is still short of targets sets		
QC HH 151 Number of homeless households living in temporary accommodation at the end of the quarter.	trend only	22	none set	ŧ	QC HH 151 Number of homeless households living in temporary accommodation at the end of the quarter. 27.5 28 29 21.5 20 21.7.5 21 21 22 25 25 20 20 21.7.5 21 22 25 25 20 20 20 20 20 20 20 20 20 20 20 20 20	At the end of September 2018 the council had 22 households in temporary accommodation . The council's temporary accommodation hostel had 11 out of 12 flats occupied. The twelfth flat is undergoing major repairs. Six households were in B&B. Five were single person households unsuitable for the hostel. Four households were in temporary supported accommodation and one was in longer term private leased self contained accommodation.		
HC HH 148 Number of applicants on the housing register		2057	None Set	ŧ	### HC H91 148 Number of applicants on the housing register 2,500 2,250 2,000 1,750	At the end of September 2018 there were 2,057 households on the Housing Register. This is broken down by property size required as follows: 1 bed need - 1,078; 2 bed need - 645; 3 bed need - 276; 4+ bed need - 58. The number of households on the Housing Register is similar to that at beginning of April 2018. The net change of 10 additional households being the difference between households being housed, applications not being renewed and new applications being accepted onto the Housing Register.		

1			Essential	Reference Pap	er E - Performance Analysis (E is externally sourc	ced)
PI code and Name	Status	Latest Value	Current Target	Movement since last update	Performance Data Trend Chart	Notes & History Latest Note
QC HH 150 Number of prevented homeless applications		155	100	Cumulative Figure	QC HH 150 Number of homeless prevention cases across the year QC HH 150 Number of homeless prevention cases across the year QC HH 150 Number of homeless prevention cases across the year Quarters Target (Quarters) Forecast (Quarters)	By the end of the second quarter of 2018/19 the Housing Service prevented a total of 155 households becoming homeless. This is above the target for the second quarter. This was achieved by a variety of housing options including the provision of housing advice to relieve homelessness or securing alternative accommodation through an offer of accommodation from the council's housing register, a referral to supported accommodation or by actively assisting applicants secure accommodation through the private sector with the council's rent deposit offer.
Service: Revs & Bens			1			
MC RB 181 Time taken to process Housing Benefit new claims and change events.		9.03	10 days	₽	MC RB 181 Time taken to process Housing Benefit new claims and change events. 20.00 days 15.00 days 15.00 days 2.50 days 2.50 days 2.50 days 2.50 days	Current Figures are well within targets
Directorate Enhance	, ,	of people's	lives			
Service: Health & Ho	using					
QC HH 149C % of Affordable homes delivered on section 106 developments in Towns against an annual 40% cumulative Planning Policy target	trend only	32%	N/A	1	QC HH 149C % of Affordable homes delivered on section 106 developments in Towns 40% 35% 35% 25% 20% 15% 15% 16 # # # # # # # Quarters — Target (Quarters) — Forecast (Quarters)	New affordable homes from four Section 106 schemes were handed over by the end of Qtr2. The completed schemes had a total of 314 new homes of which 101 were affordable which is 32% of the total new homes. This is below the policy target of 40% for the towns. Two of the schemes were policy compliant and 2 achieved 21% and 24% affordable homes respectively. Both schemes were under policy following viability assessments which were agreed at Development Control Committee.

			Essential	Reference Pape	er E - Performance Analysis (E is externally sourc	ed)
PI code and Name	Status	Latest Value	Current Target	Movement since last update	Performance Data Trend Chart	Notes & History Latest Note
QC HH 149D % of Affordable homes delivered on section 106 developments in Villages	trend only	29%	none set	0	QC HH 149D % of Affordable homes delivered on section 106 developments in villages 35% 30% 25% 20% 15% 4 A F F F F F F F F F F F F F F F F F F	Two new affordable homes from one Section 106 schemes were handed over in quarter 1 in a village. No schemes were handed over or due to handed over in Qtr2. The completed scheme had a total of 7 new homes of which 2 were affordable which is 29% of the total new homes and was therefore above the policy target of 25% for villages.
QC HH 155 Number of affordable homes delivered (gross)		89	80	Cumulative Figure	QC HH 155 Number of affordable homes delivered (gross) 100 100 100 100 100 100 100 100 100 1	On target
Service: Planning &	Building Cor	ntrol				
MC PB 157A % Processing of planning applications dealt with in timely manner - Major applications (Majors- under 13 weeks).		100.00%	60.00%	^	MC PB 157A % Processing of planning applications dealt with in timely manner - Major applications (Majors under 13 weeks) 90.00% 90.00	2 out of 2 applications dealt with within a timely manner.

	Essential Reference Paper E - Performance Analysis (E is externally sourced)							
PI code and Name	Status	Latest Value	Current Target	Movement since last update	Performance Data Trend Chart	Notes & History Latest Note		
MC PB 157B % Processing of planning applications dealt with in timely manner- Minor applications (Others - under 8 weeks).		58.00%	80.00%	*	MC PB 1578 % Processing of planning applications dealt with in timely manner-Minor applications (Minors under 8 weeks). 90.00%	22 out of 38		
MC PB 157C % Processing of planning applications dealt with in timely manner- Other applications (Others - under 8 weeks).		81.00%	90.00%	+	MCPB 157C % Processing of planning applications dealt with in timely manner-Other applications (Others under 8 weeks). 100.00% 90.00% 70.00% 60.00% 90.00%	79 out of 98		
MC PB 205 % of site visits undertaken in relation to urgent cases within 2 workings days of 'start date'.		N/A	100%	N/A	MC PB 205 % of site visits undertaken in relation to urgent cases within 2 workings days of start date." 100%	No Urgent cases reported.		
Service: Operations								

Essential Reference Paper E - Performance Analysis (E is externally sourced)								
PI code and Name	Status	Latest Value	Current Target	Movement since last update	Performance Data Trend Chart	Notes & History Latest Note		
(E) MC OP 191 Residual household waste per household.	trend only	178kg	none set	Cumulative Figure	MC OP 191 Residual household waste per household. MC OP 191 Residual household waste per household. Morths Tage (Morths) O lig O l	Latest results are August as figures come from HCC		
(E)MC OP 192 % of household waste sent for reuse, recycling and composting.		53.24%	50%	û	Occupation Occ	The recycling rate remains about the target but has dipped compared to the previous month. Garden waste was again lower than anticipated as a result of the very warm weather. This figure does include some estimates for paper as we are still confirming some of the collections. Latest results are from August as figures come frmo HCC		
MC OP 2.2 - Waste: missed collections per 100,000 collections of household.		60.32	30	ŧ	MC OP 2.2 Waste: missed collections per 100,000 collections of household. 70.00 40.00 20.0	Missed collections have increased on the previous month despite the trend of reductions. This is as a result of holidays and having to use agency staff whilst preparing for the phase 2. (Route optimization planned for 12 November)		



PI code and Name	Status	Latest Value	Current Target	Movement since last update	Performance Data Trend Chart	Notes & History Latest Note
MC RB 10.4 NNDR (Business rates) collection, % of current year liability collected.		57.10%	56.00%	Cumulative Figure	MC RB 10.4 NDR (Business rates) collection, % of current year hability collected. 10.0 0% 10.0 0% 10.0 0% 10.0 0% 10.0 0% 10.0 0% 10.0 0% 10.0 0% 10.0 0% 10.0 0%	Business rate collection is over set target and a better position than this time last year (56. Sept 2017)
Service: Human Reso	ources			<u> </u>		
MC HR 12A Number of short-term sickness absence days per FTE staff in post		0.15 days	0.38 days	•	MC HR 12A Number of short-term sickness absence days per FTE staff in post 1.00 days 0.90 days 0.70 days 0.70 days 0.60 days 0.70 days 0.40 days 0.70 days 0.50 days 0.70 days 0	S/T absence for the year so far = 1.54 (end of target = 4.5)
MC HR 12B Number of long-term sickness absence days per FTE staff in post		0.30 days	0.17 days	•	MC HR 128 Number of long-term sickness absence days per FTE staff in post 0.30 days 0.25 days 0.15 days 0.10 days 0.05 days 0.00 days	L/T absence for the year so far = 1.35 (end of target = 2) Over target this month due to a number of ongoing long term sickness cases which H Officers are working on with Managers.
MC HR 12C Total number of sickness absence days per FTE staff in post		0.44 days	0.54 days	•	MC HR 12C Total number of sickness absence days per FTE staff in post 0.90 days 0.80 days 0.70 days 0.50 days 0.50 days 0.50 days 0.50 days 0.70 days	Total absence for the year so far = 2.89 (end year target = 6.5)
Service: Democratic	& Legal Ser	vices				

D . \		Essential Reference Paper E - Performance Analysis (E is externally sourced)									
XXX	PI code and Name	Status	Latest Value	Current Target	Movement since last update	Performance Data Trend Chart	Notes & History Latest Note				
	MC DL 5.15 % of FOI cases closed in month that were closed within 20 working days or less		94.65%	90.00%	Û	MC DL S.15 % of FOI cases closed in month that were closed within 20 working days or less 100.00 % 0	There were 56 cases closed in September, of which 53 were closed within 20 working days				
	Service: Communications, Strategy & Policy										
	(E)MC CSP 5.13A % Good Satisfaction (GovMetric) - Face to Face.		84%	80%	â	MC CSP 5.13A % Good Satisfaction (GovMetric) - Face to Face. 90% 90% 90% 90% 90% 90% 10% 10% 10% 10% 10%	There were 161 scores provided in September. 136 or 84% were positive with a further 9 average scores. There were 17 poor records.				
	(E)MC CSP 5.13B % Good Satisfaction (GovMetric) - Telephone.	N/A	N/A	90%	-	MC CSP S.13B % Good Satisfaction (GovMetric) - Telephone. 90% 90% 90% 90% 90% 90% 90% 90% 90% 90	There were no scores provided in September				

	Essential Reference Paper E - Performance Analysis (E is externally sourced)										
PI code and Name	Status	Latest Value	Current Target	Movement since last update	Performance Data Trend Chart	Notes & History Latest Note					
(E)MC CSP 5.13C % Good Satisfaction (GovMetric) - Website.		42%	50%	+	MC CSP 5.13C % Good Satisfaction (GovMetric) - Website. 65% 65% 65% 65% 65% 65% 65% 65% 65% 65	Scores were much higher this month than the previous month with 24 or 42% of scores being good. 9 or 16% of records are average with 24 of 42% being poor. Poor records, as is common, often continue to be unreflective of genuine improvement opportunity within the confines of the website.					
QC CSP 5.1 % of complaints resolved in 14 days (10 working days) or less.		76.00%	70.00%	Û	00.00% 00.	19 of 25 complaints were dealt with within 14 working days during Q2 which was the highest % value since Q4 of 16/17					
QC CSP 5.2A % of complaints about the Council and its services that are upheld: 1st stage		43.50%	30.00%	*	QC CSP 5.2A % of complaints about the Council and its services that are upheld: 1st stage 60.00% 50.00% 60.	Of 23 complaints at stage 1, 10 were upheld. This meant our 30% target was exceeded. The majority of these complaints upheld were in waste services where there were many complaints about the time taken to receive replacement bins that had broken. The Council was having long standing supply issues which nowbeing dealt with.					
QC CSP 5.2B % of complaints about the Council and its services that are upheld: 2nd stage - appeal		0.00%	25.00%	4	QC CSP 5.28 % of complaints about the Council and its services that are upheld: 2nd stage 100.00% 90.00% 60.00% 60.00% 50.00% 50.00% 50.00% 1	There were 2 complaints at stage 2, neither of which were upheld.					

ر ، ،				Essential	Reference Pape	er E - Performance Analysis (E is externally sourc	ced)
ს 	PI code and Name	Status	Latest Value	Current Target	Movement since last update	Performance Data Trend Chart	Notes & History Latest Note
	Service: Digital East I	Herts					
	1a Volume & Proportion of Contacts by Email	New PI	3% - 542	Trend only	New PI	over time. Many council actions encourage custo	ow customers prefer to contact us and any trends mers to contact us and make service requests on Il tell us what kind of impact is being made
	1b Volume & Proportion of Contacts by F2F	New PI	28.4% - 5,030	Trend only	New PI		
	1c Volume & Proportion of Contacts by Phone	New PI	62% - 10,705	Trend only	New PI		
	1d Volume & Proportion of Contacts by Web Forms	New PI	6.6%- 1,160	Trend only	New PI		

PI Status

Performance is 6% or more off target	
Performance is 3% or more off target	
Performance is on target or exceeding target	
No target to set performance against	Trend Only
Latest data unavailable - last data shown	

Movement since last period

Value is higher than previous period & this is positive movement	☆
Value is higher than previous period but this is negative movement	1
Value is lower than previous period but this is positive movement	•
Value is lower than previous period & this is negative movement	
Value is the same as previous period	-
N/A -Cumulative so will always be above previous period	n/a

Quarterly Comms reporting

twitter3

July

August

Followers

Impressions

Tweets

Followers

8,948

Impressions

facebook

September

Tweets

Followers

Increase on last

Decrease on last qtr -63.2k

Impressions

89k

mentions

Instagram

August

posts



posts

September

8 posts Increase on last qtr +83

Decrease on last

Linked in

July **Connections** August

Connections

Clicks 🖔 Clicks 🐔

September

Connections

Clicks ***

Decrease on last

Decrease on last qtr -4,967

Increase on last gtr +38

Internal Communications

July 16,612

Intranet

599 Team views

August 15,145 Intranet page views

628 Team views

September 12,656 Intranet page views

352 Team views

Decrease on last

Team Update

60 seconds with Vicky Fish (125)

CEO and Deputy CEO Responsibilities (124)

Top story

Friends Against Scam (113)

Increase on last

Staff briefings attendance (July)

No change on last

Emailmarketing

July **August**

Subscribers

Open rate **27.2%**

Subscribers

September

Decrease on last qtr -4

Open rate **56.4%**

Website

July 173,122 Page views

Subscribers

Open rate **29.9%**

August 179,507 Page views

167,660 Page views

Increase on last qtr

Press

Traditional

July PRESS RELEASES

Press articles

August PRESS RELEASES

Press articles

PRESS RELEASES

September

Press articles

Decrease on last

Increase on last qtr +47

Digital Media

online articles

online articles



Total score



July

Posts

August

Followers

Posts

September

Followers

Increase on last

Decrease on last qtr -70

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Action Code	Action Title	Status	Status Icon	Progress Bar	Latest Note	Due Date
	Develop the role of legal services to deliver advice and guidance in a timely and cost			0%	The Council was undertaking work for another Council on an income generation basis in the area of Planning however due to	
DL	effective manner and reducing the council spend on external legal advice	Assigned			recruitment challenges, we have been unable to continue at this time.	31-Mar-1
				0%	The revised register of electors is due for publication on 1 December 2018 after the annual canvass. Discussion with	
					facilities, in relation to a Saturday opening.	
	Publication of Register of Electors				We have undertaken a procurement exercise and awarded the	
					canvass print contract to Electoral Reform Services.	
DL		Assigned			We have artwork and a print timetable agreed with ERS (please	31-Dec-1
-	Support the Digital East Herts programme by			0%	see below). We will seek to make efficiencies by utilising digital means: eg	51 500 1
DL	increasing the range of online services available in ModGov	Assigned			tablets for canvassers, use of Mod Gov and seeking to use the paperless agenda	31-Mar-1
				0%	HR Officers are working the managers and Heads of Service to	
	Deliver workforce planning (focusing on hard to				look at alternative recruitment campaigns e.g. Google clicks, increased use of social media and direct contact with universities,	
	fill, retention, career paths, skills, learning and development)				implementing career graded posts, growing our own through supported professional study and continuing to take on	
HR		Assigned			apprentices. Attending careers fairs at universities, colleges, schools and local business fairs.	31-Mar-1
		-		0%		
					Bronwyn Claridge and Kirsten Frew have been speaking to the new account manager at NGA who now understands that we have	
					already provided a brief of what we require for the recruitment module and we are waiting for dates when NGA will come in and	
	Delivery of additional HR modules within new				show the two authorities the updated recruitment module. The module we originally purchased is no longer being implemented;	
	system				Kristen and Bron are in on-going discussion with NGA regarding additional costs that may be incurred with the updated version	
					that NGA is now supporting. Once we have seen the demo of the	
HR		Assigned			new recruitment module a decision will be made on which module we build next; recruitment or training.	31-Mar-19
		-		0%	The mandatory training has been launched. The training sessions	
	Delivery of L&D plan 2018/19				are being delivered via bite size sessions using internal staff due	
	Delivery of L&D plan 2018/19	l			to the budget restrictions. The Team have been sharing training where possible with other authorities to reduce the costs and	
HR	<u> </u>	Assigned		0%	bring income into the Council.	31-Mar-19
	Develop and deliver Apprenticeship programme			U%	Two apprentices from 2017/18 have stayed in our employment progressing onto the next levels of their qualifications. We have	
	2018 - creating career paths; supporting				recruited three new apprentices; one in Housing and Health and two in Planning and Building Control. They are all currently being	
HR	workforce planning	Assigned			signed up for their college course and the funding is being aligned with our Levy Account.	31-Mar-19
	 			0%	Working with managers to look at new places to advertise and	
	Develop innovative recruitment and retention				use social media more effectively. Job adverts have been	
HR	initiatives	Assigned			redesigned and HR are working with Comms to redesign or refresh our advertising e.g. videos.	31-Mar-19
	Implement national pay conditions including			0%	The Head of HR and OD is working on a review of the council's	
HR	NLW.	Assigned		00/	pay structure in incorporate the NLW requirements. Work on this project has commenced. Unison and the members	31-Mar-19
HR	Review current pay grading model & review current terms and conditions.	Assigned		0%	have been consulted on the draft proposals.	31-Mar-19
	Work with LT on delivery of savings ideas to			0%	The Human Resources Officers have been supporting the services with restructures and looking at cost effective ways to recruit.	
LID	support targets				The HR team are reviewing their own internal resources, process	21 Man 16
HR	Ethan and Black and the CB-15 and CB and the CB-15 and CB	Assigned		0%	and requirements within the constraints of the budget review.	31-Mar-19
	Fitness and Play Audit (Deliver 10 year re-audit of play areas across district with addition of			570		
	open space fitness provision to measure success of improvements and to determine future				Work due to start Nov 2018	
Ops	projects. Audit complete and options identified	Assigned				31-Mar-19
	Review provision of dog and litter bins across district (Review number, location, cost and			0%	Some discussions at Grounds Maintenance contract Task and Finish group. Outcome: this work will be reviewed 1 year after	
Ops	effectiveness across district. Review complete and options identified	Assigned			the new grounds contract has been embedded	31-Mar-19
	Seek grant funding from Heritage Lottery fund (HLF) to commission an archaeological and			0%	This action is likely to be targeted within the 2021/22 corporate	
Ops	access project at Pishiobury Park, Sawbridgeworth.	Assigned			action plan	31-Mar-19
	Sawbridgeworth.			0%	Trade recycling will be introduced in one area before the end of the financial year, before being rolled out across the district.	
	Trade waste recycling introduced to one town/Business area				Route optimisation occurs on the 12th of November and should	
Ops		Assigned			make available the capacity for the collection of the recyclables from our customers.	31-Mar-19
	2018/19 Action. Business Improvement District			0%	Ballot closed mid July and businesses have voted to set up a BID company. The council will continue to support them through the	
CSP	(Bishop's Stortford)	Completed			set up phase via Chris Smith and Paula Beades	31-Jul-18
	Deliver the Launchpad pilot and build a business case for a permanent business incubator facility		9	100%	Launchpad pilot has been successfully delivered . Usage is strong 192 people have viewed/trialled the facility and 85 having signed	
CSP	in Bishop's StortfordV	Completed		10001	up by today.	30-Sep-1
	2018/19 Action -Review options for maximising		\checkmark	100%	The Housing Team are implementing the Affordable Housing Policy to maximise delivery. Total of 162 affordable homes	
	affordable housing and community-led housing				delivered in 2017/18 against a target of 116 for 17/18. A report	
нн	delivery	Completed			on Community Led Housing will be ready to publish in June 2018 and is a joint report with Harlow, Epping and Uttlesford	30-Sep-1
	2018/19 Kingsmead Project - Determine Feasibility of housing development by a		②	100%	reasibility has been established. I olitical approvals how being	
НН	reasibility of housing development by a company	Completed			sought	31-Jul-1
нн	Determine efficiencies for inclusion in 2019/20 budget arising from mobile working	Completed		100%	Salary saving identified; fixed term contract formed from current vacancies. post terminates on the 31/03/2019.	31-Mar-1
1111	baaget arising from mobile working	Completed		100%		31-Mar-1
	Emergency planning. Review all emergency plan			10070	members of LT have access rights.	
нн	documentation	Completed			Recruitment day for volunteer staff in the event of a major	01-Jun-1
					lincident taking place on 9th August	

Action Code	Action Title	Status	Status Icon	Progress Bar	Latest Note	Due Date
	Ensure the sustainability of the Forever Active programme beyond the Sports England funding		②	100%	COMPLETED	
1H	period	Completed		4000/	COMPLETED	31-Aug-18
Н	Establish Housing Company. Subject to there being a feasible business case, seek member approval for development	Completed	•	100%	COMPLETED	01-Sep-18
	Introduce `Personal Housing Plans' for those threatened with homelessness			100%	Bespoke personal housing plans (PHP) are drawn up and agreed for all applicants threatened with homelessess or homeless on the council's software LOCATA. The PHP is then provided to the applicant and can be updated by both the applicant and the	
HH .	Produce the Community Transport Strategy for	Completed		1009/	officer via an online portal.	31-Mar-19
Н	East Herts	Completed	<u> </u>	100%	COMPLETE	31-Jul-18
HH Projects	2018/19 Action -Housing Company. Establish Housing Company. Property Investment Company to commence trading	Completed		100%	COMPLETED	01-Apr-18
НН	Review the East Herts Air Quality Action Plan and amend accordingly	Completed		100%	Existing plan reviewed and updated in May. Claire Spendley is now working to deliver a throughout revised version in order to	16-Jun-18
	and amena accordingly			100%	achieve full Defra adoption	
0	Delivery of a cost effective on-street and off- street enforcement function that fulfils the objectives of the Traffic Management Act 2004	Completed			Following further investigation it appears this is a duplication of another project that is being tracked and reported in Pentana on a monthly basis. (This entry is only being monitored on a quarterly basis). Accordingly, I recommend closing down THIS project and continuing to track and report on the procurement on a monthly basis using the other entry. See Parking enforcement contract for further details	01-Apr-18
Ops	2018/19 Action. Co-ordination and promotion of the arts and cultural offer in East Herts.	Completed	9	100%	A light touch audit and mapping exercise of the cultural offer across East Herts has been completed. This will inform any future development work (Project and Capital) and potentially provides the starting point for an EHC cultural strategy.	01-Mar-18
Ops	2018/19 Action. Shared waste and street	Completed		100%	New contract due to go live next week (6th May)	27-May-18
	cleansing service 2018/19 Action- Hertford Theatre – Develop			100%		.,
Ops	business models for expansion. Outline Business Plan received and taken through decision making processes	Completed			Outline business case approved by Full Council - action completed.	27-May-18
Ops	2018/19 Action - Optimisation of on-street parking for all user groups within existing Resident Permit Zones.	Completed	(2)	100%	Scheme is live and permits are actively being sold. To all intents and purposes this Action can be regarded as fully met.	30-Apr-18
	Old River Lane mixed use development scheme (masterplanning, viability assessment, consultations, design, planning, procurement, construction) and Multi-Storey Car Park (land negotiations, design, planning, procurement,			0%	Please note: this is an overaching action made up of the actions below	
ORL	construction) Multi-Storey Car Park - Design concept & Traffic	Assigned		1009/		31-Mar-19
ORL	modelling	Completed		100%	Design freeze stage. Work on deliverables underway. Planning consent received on 18th July 2018 and Council	29-Jan-18
ORL	Multi-Storey Car Park - Planning & Procurement	Completed			approval to proceed with direct delivery on 25th July 2018.	31-Aug-18
ORL	ORL Development Stakeholder Consultation	Completed		100%	Meetings with local businesses and Yew Tree Place residents were held. The next round of stakeholder consultations will be after the detailed designs.	31-Dec-18
ORL	Rhodes Centre - Confirm Location / Outline Design	Completed	9	100%	Consultation meeting with arts organisations in Bishop's Stortford was held on 20th March to get their views on the new arts centre.	30-Sep-18
ORL	Rhodes Centre -Preliminary agreements and decision	Completed		100%	Heads of Terms were approved by the BSTC on 5th February	31-Jan-18
PBC	Completion of District Plan Plan Adoption	Completed		100%	District Plan adopted at Council of 23 October 2018	30-Dec-18
CCD	2018/19 Action. Single Customer Services Team			50%	Project currently suspended pending staff recruitment/ sickness issues and new waste contract round change. Will pick up again at end of calendar year. Unlikely all savings will be realised by 31	21 May 10
CSP		In Progress		95%	March 2019 however. Issue discussed at LT	31-Mar-19
CSP	2018/19 Deliver the Eastern Plateau Rural Development Programme (RDP) administering EU structural funds (total fund of £1.8m), to rural businesses for increasing productivity, farm diversification, tourism, cultural and heritage activity	In Progress		3370	The entire has now been allocated. Other areas nationally have struggled to spend their allocations and the Rural Payments Agency have therefore redistributed grant allocations from different areas rather than lose it. The Eastern Plateau is the second highest performer in terms of grant applications and as a result was awarded an extra £202,356. There is a pipeline of 6 projects waiting to be evaluated so there is no risk of not spending it (1 from East Herts). In addition a further £200,000 will be available due to exchange rates' falling. Further projects will be considered for this funding and the entire project will be closed by early 2020.	27-Mar-19
CSP	Deliver the Discretionary Business Rates' Grant Scheme to support businesses expanding their premises or opening up a new premise in the district (total available: £150,000)	In Progress		75%	23 applications made so far. 13 have been approved, 1 has been rejected and 9 are still under consideration. Total amount awarded is around £37,000 with a further 25,000 pending. An evaluation will be undertaken when the scheme closes in 31	31-Mar-19
CSP	Ensure consistent quality of response at first			25%	March 2019. This is now being monitored through regular feedback and analysis from customers and follows on from the mystery shop	
CSI	points of contact across all channels	In Progress		85%	exercise which took place last year	31-Mar-19
CSP	Ensure successful transfer of Scott's Grotto to independent trust ownership	In Progress		3070	CIO now registered with charities commission, business plan agreed and solicitors appointed to handle the transaction. Ownership of the Grotto is expected to transfer before xmas. Trustees from East Herts are CIIr Mark Pope and Ben Wood	31-Mar-19
	Ensure website meets needs of customers			25%	Procurement process complete and contract awarded to webcurl. This is an open source product which gives us greater flexibility in content management and navigation as well savings against	
CSP	Implement sustainable transport initiatives	In Progress		50%	current provider. New website due to launch August 2019 Focus has become the green travel plan for EHC staff and the	27-Mar-19
CSP	Resident commuting and travel patterns (actual and proxy data available through HCC)	In Progress			proposal to implement car park charges at Wallfields and Gascoyne Way. Proposals are to bring this in from April 2019.	30-Jun-19
	Manage the council's reputation through social media and traditional media			50%	Presence on social media gradually increasing. 6 month position indicates 9011 followers on twitter, 1197 facebook followers, 1034 insta followers, 494 LinkedIn followers, 1591 email subscribers. We are pleased with progress on LinkedIn and Insta as these are relatively recent channels we have prioritised to grow the council's presence. Since moving from govdelivery email service to mailchimp we have seen a drop in number of subscribers however we are slowly building numbers back up. the	

Action Code	Action Title	Status	Status Icon	Progress Bar	Latest Note	Due Date
CSP	Provide policy support and analysis for the Council's Executive and Leadership Team.	In Progress		36%	council's policy officer continues to support the Executive and officers on identifying policy issues and possible responses (eg.	31-Mar-19
	Oualitative feedback Work with key partners such as the LEP, County Council and London Stansted Cambridge Consortium on identifying infrastructure requirements. Number of sustainable transport interventions progressed in the district through		<u></u>	50%	Brexit Task and Finish Group) We continue to support the Innovation Corridor with its lobbying activities around improvements in transport infrastructure in the area. We are also involved in emerging discussions about the middle part of the corridor (Herts, Essex, East Herts, Broxbourne, Uttlesford, Harlow and Epping) for further collaborative working	
CSP	Section 106 contributions	In Progress		50%	around future economic growth. Examples of work that is happening in the district and we have	31-Mar-19
				50%	Examples of work that is happening in the district and we have sported as appropriate (given we are not the lead organisation for the work) includes: £30m investment in the A120 bypass and flood alleviation scheme. Planning permission granted January 2017, work	
					expected to begin summer 2019 and project due to be complete 2020. £20m investment on A602 between Stevenage and A10 which started in Aug 2017, with first two phases completed in summer:2018, with construction on the remaining phase due to	
	Work with key partners such as the Local				commence in summer 2019. Investment in strategic infrastructure on A414 corridor, including Hertford, which will be developed through LTP4, which was published May 2018.	
	Enterprise Partnership, County Council and London Stansted Cambridge Consortium on identifying infrastructure requirements and bring them to fruition				Planning permission has been granted for the new Junction 7a on the M11 as well as improvements to Gilden Way in Harlow. Main contract work due to begin mid 2019 with completion due in 2021.	
					5th platform to be delivered at Stevenage station to enable services from/to Hertford North/Watton-at-Stone (which will be truncated after timetable changes related to the delayed Thameslink operations now due to commence in May 2019) to connect with Stevenage. Following Hendy Review, which excluded this scheme from the current Control Period 5 (CP5 – 2014-2019), delivery programme has currently been delayed until at least CP6 (2019-2024), although lobbying continues to expedite this scheme.	
CSP		In Progress		5004	In line with Government policy, supporting best use of existing runways at airports in close proximity to the District (at Stansted and Luton) to bring economic benefits to residents, provided that these are successfully mitigated in the context of environmental	31-Mar-19
	Work with Visit Herts to increase the profile of local attractions and support businesses in their supply chains			50%	SLA with Visit Herts continues to be a productive relationship. Herts Big Weekend campaign (a domestic campaign for Hertfordshire residents only) increased campaign participation year on year by almost 70% in 2018. Participating East Herts businesses included: Tewin Bury Farm Hotel, Foxholes Farm, Yew Tree Alpacas, Hanbury Manor, Henry Moore Studio and Gardens, Hertford TTC (walking tours), Lussmanns (Hertford and four others in Herts), Much Hadham Forge Museum, Ventura Wildlife Park in Ware, Paradise Wildlife Park. Lussmanns and Tewin Bury Farm Hotel had not taken part and were both in the campaign's "top ten most popular attractions" in 2018.	
CSP		In Progress			Visit Herts is taking part in three Discover England international campaigns: Gourmet Gardens Trail (development of 2017's Gardens and Gourmet project) aimed at near Europe – Netherlands and Germany. US Connections aimed at US travel trade (e.g. tour operators who influence and package tours for the end user) and East of England Touring Route – aimed at two target visitor types in Germany arriving via car ferry or flying in to Stansted/Luton	31-Mar-19
нн	2018/19 Action. Review CCTV provision, coverage, recommend ammendments & seek	In Progress		27%	Work on track to (a) include any financial implications in the 2019/20 MTFP and (b) feed into the on-going review the CCTV	31-Dec-18
нн	resources through MTFP Assess impact of the Year of Physical Activity actions on staff wellbeing and report to the Leadership Team and members	In Progress		5%	Partnership Survey being created to ask staff if there has been any changes to their lives following YOPA and also if the staff wellbeing programme has been welcomed and if their is a want for it to continue	31-Mar-19
	Bid to the Police and Crime Commissioner's community safety fund in line with Community			1%	_	
Н	Safety Partnership priorities	In Progress		25%		31-Dec-18
	Carry out cross-boundary taxi enforcement work				In this links in with the joint suitability policy. We had a recent meeting with Broxbourne and TfL regarding London licensed vehicles working in our Districts and it is hoped to carry out joint operations to combat this. We are currently working on a case with Uttlesford DC regarding one of our operators illegally using their drivers and vehicles. Contact has been made with Uber to discuss the issues they are causing for our trade, representative	
нн		In Progress		10%	will be attending Herts & Beds to address the county wide issues. Time table set with JG for all policies and procedures to be	01-Mar-19
нн	Complete Review of all licensing Procedures	In Progress			reviewed. The prioritised ones will be delivered by the deadline but others will continue over a longer period due to the volume of work needed. The first part of the revised taxi policy will be going to LC in November along with the NTE position statement and the	31. May 10
	Deliver staff wellbeing, volunteering and new	In Progress		60%	revised Gambling policy.	31-Mar-19
нн	activities programme (in combination with the council's support for Hertfordshire County Council's Year of Physical Activity)	In Progress			Events have been happening each month including reflexolgy sessions, walking groups. team now working on Christmas period activities	31-Dec-18
	Deliver the actions arising from the Safeguarding Adults Self-Assessment			50%	Action log updated and sent to HCC for review each quarter	21.14
НН	Deliver the annual programme of safeguarding	In Progress		50%		31-Mar-19
нн	training (to commence in January 2018) Deliver the Community Safety Strategic	In Progress		E0/	Training package written and presented to ClIr Boylan for review	31-Dec-18
нн	Assessment and Action Plan	In Progress		5%	review of assessment for 2019/20 to begin next period	31-Mar-19

Action Code	Action Title	Status	Status Icon	Progress Bar	Latest Note	Due Date
	Encourage appropriate downsizing in tenures - Review & Deliver key actions in the line with the Housing Service's report into under-occupation			80%	New properties with an age restriction have been developed and advertised through choice based lettings. The Housing service is continuing to work with partners to identify opportunities for	
IH .	in East Herts	In Progress		[000/	attracting downsizers through dialogue on policies and new develonments.	31-Mar-19
1H	Extra care housing. Investigate the feasibility of delivering an extra care scheme in East Herts	In Progress		33%	HCC has now appointed a programme manager to lead on extra care from county's perspective. Louise Harris and Jonathan Geall are working with HCC's programme manager on this. We have discussed options for Old River Lane and the upcoming strategic sites. HCC is drawing up an county-wide extra care prospectus; this see East Herts as the 'front-runners'	31-Dec-18
	Homelessness Strategy. Review strategy and gain Political approval for a new Strategy			40%	A review of the homeless statistics for the past five years from 2012 to end of 2017 carried out which will inform the document. Presentation to the Housing Forum on 28/9/2019. Strategy currently being drafted. To be discussed at Overview & Scrutiny 7/11/2019 prior to consultation. Then Executive on 11 December 2019 and Council on 19/12/2018.	
HH .		In Progress		750/	Final amendments being made to the document following the	31-Jan-19
н	Introduce revised element of the Statement of Licensing Policy relating to licensed properties	In Progress		75%	consultation process. Revised version before LC in November for recommendation to full council.	31-Dec-18
н	Promote higher taxi standards from companies operating out of Stansted airport through joint work with Uttlesford District Council the Stansted Airport Consultative Group	In Progress			Please see note from 4th October 2018.	01-Sep-19
нн	Promote more consistent taxi licensing convictions policies across the region through the Herts and Beds Licensing Group	In Progress		45%	Please see update from 4th October.	30-Apr-19
нн	Review the outcomes of the Active in	In Progress		10%	review meeting booked	31-Dec-18
нн	Programme Revise the Affordable Housing Supplementary Planning Document in line with the District Plan timetable	In Progress		75%	Officers from Housing and Planning have been working with an LGA Advisor on drafting the SPD. The SPD is in final stages of preparation to be ready for consultation in the Autumn 2018 and adoption in line with the District Plan. On 11th September 2018 a holding direction was issued on the District plan . This has delayed the SPD adoption processes.	30-Dec-18
нн	Social Prescribing - Deliver, provide 1st year update and identify option for sustaining beyond initial 18 month funding period	In Progress		25%	to date 147 referrals have been sent through and action taken. review of next steps happening	31-Mar-19
нн	Work with Environmental Health colleagues on strategies for promoting e-taxis	In Progress		10%	Meeting held between David Thorogood and Cllr McAndrew to talk about Herts 2020 e-taxi project. Site visit arranged for possible charging location in BS. The real issue is securing £12,000 pa to fund the project.	31-Mar-19
нн	Work with local community groups to develop community energy schemes in East Herts.	In Progress		82%	Project continuing to progress. Next Community Energy Network meeting scheduled for 9 October. The tri-LEP energy strategy is working towards formal launch in November.	31-May-19
HR	Implement reward and benefit packages that give choice to our workforce and support work life balance.	In Progress		70%	HR are continuing to work with MyRewards to explore other rewards for employees.	31-Mar-19
Ops	2018/19 ActionDeliver a Cost effective on-street and off-street enforcement function that fulfils the objectives of the Traffic Management Act 2004	In Progress		75%	Mobilisation is ongoing and is still on course to go live for 17th January 2019	17-Jan-19
Ops	Consider delivery of initial actions identified in management plan for Hertford Castle Grounds in partnership with the Town Council.	In Progress		30%	Hertford Town Council will formally consider the draft Greenspace Action Plan in December 2018.	31-Mar-19
Ops	Continue process to deliver connected links between open spaces focussing on Hertford and Beyond walking routes following grant annication in 2017.	In Progress		50%	Footpath has been installed. Interpretation maps and signage to be installed by end of March 2019.	31-Mar-19
	Deliver play area improvements at Southern Country Park and Hillside Crescent.			40%	.Hillside Crescent- consultation completed, draft spec due to be completed Nov 2018, works to be completed by March 2018	
Ops	country Fark and Finished Crescent.	In Progress			Southern Country Park – design work completed, out to consultation in Nov, March installation.	31-Mar-19
Ops	Grounds Maintenance Contract	In Progress		50%	Exec report determined direction of travel for HCC in July 2018. Consultants and lawyers engaged. Pre-procurement and procurement timelines have been signed off and tenders docs will be published on OJEU before mid November 2018.	27-Jan-20
	Improve Hartham Common by: a) Develop outline concept and estimated viable costs of a project to improve Hartham Common entrance area and identify potential and sufficient funding. Link improvements directly with plans	-		20%	Design works targeted to be completed by the end of March 2019.	01-Mar-19
Ops	to develop new leisure centre. Leisure Strategy - Inc Successful contract in place	In Progress		20%	The DBOM procurement process commenced but ceased and has now been separated into a Design & Build (D&B) contract and a Leisure Operator (LO) contract. The council has engaged a framework supplier; Procurement Hub to progress the D&B and the LO tendering process commenced in October 2018. The building works are anticipated to be completed in 2021 and the	O1-ridi-19
Ops		In Progress		0.534	LO contract will commence on 1 Jan 2021.	27-Dec-18
	Procure a leisure operating and DBOM contract. OJEU notice issued			25%	The DBOM procurement process went live on 18 May 2018, however due to a change in the market position and site sensitivities, the procurement was ceased and the council has decided to split it into two parts; a design and build project and a separate leisure operator procurement. This means a contractor will be procured to design and build the new Grange Paddocks and refurbish / extend Hartham – we are currently considering some options and hope to make a decision	
Ops		In Progress			on a supplier within the next 2 weeks. We won't have a revised timeline for this project until the contractor has been appointed and reviewed the work undertaken to date. In parallel with this we will procure a new leisure management contract – we are at an early stage of this but it is anticipated that this new contract will commence on 1 January 2020.	31-Jan-20

Action Code	Action Title	Status	Status Icon	Progress Bar	Latest Note	Due Date
Ops	Reduce the amount and cost of fly tipping to the Council. Participate in County wide Media Campaign on fly tipping	In Progress		70%	Team have produced action plan. parameters in place to measure cost and amount of fly tipping in the district	31-Mar-19
	Working with town councils seek to devolve responsibility for managing markets. Market			60%	Council's October Executive approved proposals to move to street trading arrangements in Hertford and Ware. The details of this	
Ops	service costs reduced	In Progress			are currently being worked out with the town councils	31-Mar-19
ORL	Multi-Storey Car Park - Land negotiations and acquisition	In Progress		41%	Land acquisition is pending completion of negotiations with HCC. Completion date revised to March 2019.	29-Mar-19
ORL	ORL Development -Traffic Modelling	In Progress		55%	Modelling on ORL to be undertaken during design stage.	29-Mar-19
ORL	Work in partnership with Rhodes Trust and Town Council to develop detailed business case and operating model for new Art Centre	In Progress		40%	Arts Centre Steering Group has been set up. Initial brief has been signed off, but needs to be revised. Work in progress.	31-May-19
РВС	Harlow and Gilston Garden Town Development - Commencement and implementation of development	In Progress		15%	The adoption of the District Plan marks a further step toward the commencement and implementation of development at the Harlow and Gilston Garden Town. This remains a long term objective however and current work revolves around building engagement with the community, other partners and stakeholders and undertaking underlying policy work - Concept Framework, Spatial Vision, Charter.	31-Mar-19
РВС	Harlow and Gilston Garden Town Development - Continuing community engagement	In Progress		33%	Continuing community engagement is being undertaken through Steering Group and other individual community consultation events.	31-Mar-19
PBC	Harlow and Gilston Garden Town Development - Successful engagement with Garden Town	In Progress		40%	The Council continues to play a full role in engagement with the Garden Town through the Garden Town Officer and Member Boards.	31-Mar-19
PBC	Harlow and Gilston Garden Town Development - Successful outcome of Gilston Concept Framework and Master Planning processes	In Progress		50%	The Concept Framework has now been completed and endorsed by the Council. Master Planning work will be informed by the Charter work which is currently underway.	31-Mar-19
RB	Maximisation of collection of prior year arrears.	In Progress		50%	On target	31-Mar-19
RB	Maximisation of new liability.	In Progress		50%	Work continues in this area. Contract for external support for this is pending review - County wide contract.	31-Mar-19
RB	Proactive anti-fraud and avoidance activity to minimise loss of liability.	In Progress		50%	Work continues in this area. Data matching and anti fraud work with the shared anti fraud service supports it	31-Mar-19
RB	Proactively work to avoid fraud and to ensure suspected cases are investigated	In Progress		50%	Referrals to the shared anti fraud service and successful investigations ensure this activity is carried out. Promotion of single person discount fraud to commence shortly	31-Mar-19
RB	Provision of a professional and appropriate service to all customers needing to engage with the service.	In Progress		50%	This action continues. Staff in Business rates continue professional training to ensure service provides high level of knowledge and advice.	31-Mar-19
RB	Provision of support and advice to customers experiencing difficulty in paying their liability.	In Progress		50%	Continuous activity. Working closely with CAB and DWP partners on all areas but particularly focussing on the roll out of full service universal credit in October.	31-Mar-19
RB	Utilise discretionary Housing Payments to alleviate transitional difficulties	In Progress		50%	Continuous activity. Regular meetings with housing team, universal credit colleagues etc aims to ensure customers with greatest need are supported.	31-Mar-19
RB	Work with partners to assist customers through the transition into universal credit	In Progress		50%	Regular meetings with DWP colleagues, CAB and housing colleagues to identify issues and challenges.	31-Mar-19
SFP	2018/19 Action. Deliver the Accommodation Review	In Progress		25%	initial design concepts agreed by LT and initial Programme Board and Consultation Group to be held this month	31-Mar-19
нн	Review and Revise Uniform procedures with view to Mobile app rolled out to appropriate Environmental Health officers	Overdue		50%	We anticipate the mobile app to be fully implemented by February 2019. This is, however, dependent on release of the app by IDOX	30-Sep-18
нн	Review the Environmental Health 'offer' to local businesses. Review opportunities and produce options paper	Overdue		33%	This work is ongoing	30-Jun-18
DDC.	2018/19 Action. Implementation of Hertford Urban Design Study	0		50%	Good progress is being made with the implementation of the Maidenhead Street/ The Wash/ Bull Plain improvement works. Works on site have commenced. Revised completion date of end	21 0 1 12
PBC		Overdue			March 2019.	31-Oct-18



Agenda Item 12

EAST HERTS COUNCIL

EXECUTIVE - 11 DECEMBER 2018

REPORT BY EXECUTIVE MEMBER FOR FINANCE AND SUPPORT SERVICES AND LEADER OF THE COUNCIL

OLD RIVER LANE

WARD(S) AFFECTED: ALL

Purpose/Summary of Report

To update the Executive on progress made with respect to Old River Lane (ORL) and Northgate End development sites in Bishop's Stortford, including the key milestones reached or required with respect to:

- An emerging Heads of Terms which will form the basis of the Development Agreement (the latter is legally binding) with our preferred development partner for ORL and an update on the process of selection (through the competitive dialogue route);
- A final brief and estimated budget for the Arts and Entertainment Centre;
- The estimated budget and final business case for the Multi Storey Car Park and attached residential and commercial units at Northgate End and an update on the procurement of the design team, surveys and investigations; and
- The land required that is currently in the ownership of Hertfordshire County Council and Bishop's Stortford Town Council.

RECO	MMENDATIONS FOR EXECUTIVE: That the Executive:
(A)	notes the comments from the Joint Overview & Scrutiny and Performance, Audit & Governance Scrutiny Committee with respect to: (i) the competitive dialogue procurement process for Old River Lane (ii) the latest brief (ERP B), estimated budget and likely funding partners for the Arts and Entertainment Centre (iii) the draft Heads of Terms for the Development Agreement at Exempt ERP C (iv) the final business case for the Multi Storey Car Park and adjoining residential/commercial units at Northgate End (Exempt ERP D), known as the 'Northgate End Developments'
(B)	approves the final business case for the 'Northgate End Developments' (Exempt ERP D)
(C)	 recommends to Council approval of (a) a capital allocation of £19.03m for the Northgate End Developments (b) authorisation to proceed with the construction of the Northgate End Developments, subject to planning conditions being discharged and conditions listed under recommendation (D) below being met
(D)	notes that the commencement of construction of the Northgate End Developments is conditional upon the following: (i) planning permission (ii) capital funding being allocated by Council on 19 December 2018 (iii) A preferred developer for the main ORL site is approved by Council on 5 March 2019.

(E) recommends to Council that land owned by Hertfordshire County Council and Bishop's Stortford Town Council (as set out in 6.2) is purchased, using LEP funding granted for this purpose.

1.0 Background

- 1.1 Old River Lane (ORL) is an ambitious town centre scheme which replaces a dated office building and sizeable surface car park in the middle of Bishop's Stortford with a vibrant new quarter for the town, featuring a modern multi-purpose arts and entertainment venue, commercial/retail space, enhanced public realm including a new town square, and residential units.
- 1.2 Members will recall that decisions were taken by Council to:
 - a. Approve the land use for ORL (on 13th December 2017);
 and
 - b. Approve the delivery models for the developments at Northgate End and the main ORL site, and to proceed with procurement (on 25th July 2018).
- 1.3 This report presents the next phase of the project, and will be followed in March 2019 by a report recommending that Council confirm the selection of a development partner and proceed to sign a legal agreement committing both parties to the ORL scheme in other words, the final approval stage for Council.
- 1.4 Members of the joint Overview & Scrutiny and Performance, Audit and Governance committee met on 20 November, and scrutinised the following parts of the project:

- the latest brief for the Arts and Entertainment Centre (ERP B), the estimated budget for the centre and the likely funding partners
- the draft Heads of Terms for the Development
 Agreement on the ORL main site (Exempt ERP C)
- the final business case for the Multi Storey Car Park and adjoining residential/commercial units at Northgate End (Exempt ERP D), known as the 'Northgate End Developments', the estimated capital allocation for the build costs of these developments and the proposal to procure a contractor
- 1.5 Views from the joint scrutiny committee are set out after each section of this report. It was agreed that a member briefing in advance of the March 2019 Council meeting would be useful.

2.0 Procurement process on the main site (ORL)

- 2.1 Following approval to proceed by Council on 25th July 2018, an EU (European Union) procurement process was launched. The process is undertaken in two stages, the first stage (complete) was a written exercise to demonstrate suitability in a number of areas and the second stage (currently underway) is a 'competitive dialogue' which takes place over a series of meetings with those bidders who were shortlisted from stage one.
- 2.2 Interest in the tender was very strong and the council is currently in the middle of the competitive dialogue (three rounds of dialogue meetings have occurred, with one round remaining). Competitive Dialogue enables the developers and the council to work collaboratively on three key areas:
 - i. A draft masterplan for ORL;
 - ii. a viability assessment; and

- iii. a Heads of Terms setting out key legal issues that both parties will eventually sign up to by way of a Development Agreement.
- 2.3 The competitive dialogue phase will be completed in December 2018, after which bidders have until 28th January 2019 to submit their final bids, which will include draft masterplans and financial submissions. A single developer will be selected on the basis of these submissions in February, and a report will be presented to Council on March 5th 2019 recommending the council enters into a legal agreement (the 'Development Agreement') with this developer to proceed.

3.0 Arts and Entertainment Centre Brief, Budget and Funding

- 3.1 Members will recall the extensive consultation process undertaken with local interested arts groups and the public to develop a design brief for the arts and entertainment centre. The Arts Centre Steering Group (consisting of two members/trustees each from East Herts, Bishop's Stortford TC, and Rhodes Trust, and three recently appointed independent members) has led the process of the brief's development. The latest draft of the brief is attached at **ERP B** and members of the joint committee are asked to provide feedback to the Executive.
- 3.2 The new venue has the potential to be a game-changer for the centre of Bishop's Stortford, creating a public space which will bring new life and vibrancy to the town centre. Open 14 hours a day, seven days a week, high footfall is expected throughout the day by visitors of the library, cinemas and café, while the theatre, studio and cinemas will also create a night time destination that will bring added value and diversity to the town's night time economy. The professional artistic programme will be mixed, appealing to a wide and varied audience, and the new centre will also offer the opportunity for young people and amateur groups to perform in state of the art facilities, whether in the main or studio theatres.

Incorporating the library into the Arts and Entertainment Centre is an exciting opportunity to create potential new audiences for both the arts centre and the library, and the concept is fully supported by Hertfordshire County Council (represented on the Arts Centre Steering Group by a senior library service officer).

- 3.3 At this stage the council's cost consultants estimate that the cost of the Arts and Entertainment Centre will be £28m (excluding professional fees but including everything as set out in the brief at **ERP B**).
- 3.4 Members will recall that Heads of Terms have been signed with Bishop's Stortford Town Council and the Rhodes Birthplace Trust which commits East Herts Council and BSTC to elements of capital and revenue funding of the Arts and Entertainment Centre (subject to various conditions). The Heads of Terms can be found on the council's website here: https://www.eastherts.gov.uk/oldriverlane
- 3.5 This report only deals with the capital allocation for the Arts and Entertainment Centre. A detailed revenue business case will be brought to members in early 2019, although at this stage members are reminded that East Herts has committed to provide £250k annually to fund the revenue costs of the arts centre, and that Bishop's Stortford Town Council has committed similarly, subject to a number of conditions (set out the in the Heads of Terms referenced at 3.4 above).
- 3.6 An initial approach has been made to the town council to request a capital contribution of £5m. This request was noted at a meeting of the town council's Finance and General Purposes Committee on 5th November 2018, and a number of questions were raised to which officers are now in the process of responding. Any capital contribution by the town council would entitle it to a proportionate share of the ownership of the Arts and Entertainment Centre (as per the Heads of Terms agreement referred to previously). Funding from Hertfordshire County Council could either come as a one off

capital contribution (with a peppercorn rent for the library for a defined period of time) or a revenue stream by way of an annual rental charge for the library's use of space in the Centre. Since this has yet to be agreed with HCC, for the purposes of this report the latter has been assumed (revenue rather than capital contribution). This does not preclude the capital option for HCC but simply does not rely on it currently.

Table 1: Current indicative funding sources for the Arts and Entertainment Centre

Funding source	£m
East Herts DC S106	1.4
East Herts DC	21.3
Herts CC S106	0.2
Bishop's Stortford Town Council	5.0
National Lottery	0.1
TOTAL	28

3.7 A funding bid for £3m was submitted to the Arts Council in September 2018, but unfortunately was unsuccessful. This bid was submitted because the Arts Council announced a short window of opportunity for a 'Cultural Development Fund' in towns. Further funding bids will be submitted to other bodies (including the town centre funding pots recently announced as part of the Chancellor's budget) once a more defined scheme is in place, but these should be viewed as reducing the overall cost to the Council, rather than as a precursor to the scheme going ahead (given the uncertainty of success).

3.8 Views from Joint Scrutiny

3.9 Scrutiny raised the fact that running costs, capital investment etc., are currently all estimated and are dependent on the final investment by EHC, HCC, BSTC, and the winning developer's design and bid. The Chief Executive confirmed that these

details will become clearer over the next few months, and will all be in place for the final Council decision in March 2019.

4 ORL Main Site Draft Heads of Terms with Developer

4.1 As referred to in 2.2 above, the process of competitive dialogue with the developers entails, amongst other things, agreeing a Heads of Terms document which will eventually form the basis of the Development Agreement between the selected developer and the council. The draft Heads of Terms document is attached at Exempt **ERP C**. The document will continue to develop over the next few weeks, until a final version is agreed with each developer which will form the basis of their final submissions. Once a preferred bidder is selected and recommended to Council in March 2019, the Heads of Terms will form the basis of a 'Development Agreement' a legally binding contract to be signed between the Council and the developer.

4.2 Views from Joint Scrutiny

- 4.3 There was extensive discussion about the status of the Heads of Terms, and clarification was given that while not legally binding, the Heads of Terms sets out the broad terms of the agreement between the Council and the final developer which will form the basis of a legally binding document known as the 'Development Agreement'.
- 4.4 It was also noted that default and termination terms will need to be clarified, and officers confirmed that there will be a significant amount of detail to add to the final Development Agreement, such as these terms.
- Multi Storey Car Park (MSCP) & Residential/Commercial Building, Northgate End the 'Northgate End Developments'

- 5.1 Members will recall that the delivery model for the Northgate End Development (MSCP & Residential/Commercial units) is for the council to contract directly and separately from the main ORL site. This will allow the council to be delivering the MSCP & Residential/Commercial Units whilst the Development Agreement for the main ORL site is being worked up (April June 2019) and the final masterplan and other associated issues are being developed by the selected developer in collaboration with the council (July December 2019).
- 5.2 The funding strategy for the car park is entirely different from that for the ORL site, since it is a stand-alone asset which will effectively fund itself over the period of its lifetime (40 years), with a small residual surplus.
- 5.3 The funding strategy for the residential and commercial units is similar this part of the scheme will fund itself, with a small return to the council and the *potential* for the council to own and manage some or all of the units (residential and commercial) through Millstream, the council's wholly owned housing company.
- 5.4 The indicative net cost of the Northgate End Developments (MSCP & Residential/Commercial Building) is £19.03m and the business cases which demonstrate how this cost will be funded is set out at Exempt **ERP D**.
- The proposed procurement strategy for the main contractor of the MSCP & the Residential/Commercial Building is to use Multi-Disciplinary frameworks on a design and build contract, ensuring an OJEU compliant solution which offers good value by reducing the time and ultimately resources needed. The plan is to commence in mid- January 2019 when the Design team would have completed RIBA stage 3 with a main contractor appointed latest by March/April 2019. It has yet to be decided whether the Northgate End Developments will be procured as a single contract, or whether two separate contracts would be preferable. Either of these options is

- feasible and that decision can be made by officers once a capital allocation is made by Council.
- 5.6 It should be stressed that no major construction works will start on the Northgate End Developments until the following conditions have been achieved:
 - i. Planning permission is granted and the pre-development & pre-commencement planning conditions have been discharged;
 - ii. Capital funding is allocated by Council on 19 December 2018.
 - iii. A preferred developer for the main ORL site is approved by Council on 5 March 2019.

5.7 Views from Joint Scrutiny

5.8 A concern was raised about the potential delay that could be caused by the Judicial review and the mitigation measures being undertaken to remove the risks posed by this process and the Chief Executive noted that in order to save time the proposed strategy is to request that the High Court quashes the original planning permission and that a variation to the planning application is submitted which should be considered by Development Management Committee in January 2019.

6.0 Final Land Assembly

- 6.1 Members will recall the reports that referenced the land assembly required for the delivery of the wider Old River Lane scheme:
 - i. Land use, Essential Reference Paper B approved by Council on 13th December 2017;
 - ii. Delivery method, Essential Reference Paper D approved by Council on 25th July 2018; and

- iii. Exempt Report on Old River Lane Land assembly approved by Council on 23rd October 2018.
- 6.2 The remaining land assembly required for the delivery of the wider scheme consists of:
 - i. Hertfordshire County Council's land behind the Northgate Centre; and
 - ii. Bishop's Stortford Town Council's land to the east of the existing Northgate End car park.
- 6.3 The green triangle to the north of the Causeway Car Park; whilst ownership of this land is not necessarily required, there is potential to enhance this landscape as part of the development.
- 6.4 Valuations will be undertaken for each area of land prior to any offers to the respective councils.
- 6.5 The LEP grant covers the costs associated with the final land assembly, as per legal agreement signed between the council and the LEP.

6.6 Views from Joint Scrutiny

6.7 A concern was raised about whether these pieces of land have effectively become ransom strips, but the council's property advisor, Malcolm Hewitt, noted that given the nature of the development being one that is in the public benefit of the whole of Bishop's Stortford, and the fact that the two pieces of land are both in public ownership, it is anticipated that all parties will work together to deliver fair value for any land in order to enable the delivery of the project.

7.0 Implications/Consultations

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

Background Papers

Council December 2017

http://democracy.eastherts.gov.uk/documents/s42341/Old%20River %20Lane%20Land%20Use.pdf?J=5

Council July 2018

http://democracy.eastherts.gov.uk/documents/s45373/ORL.pdf?J=3

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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:	Consultation on the Bishop's Stortford Town Centre Planning Framework was completed in March 2017; Further consultation was undertaken specifically with respect to the Arts and Entertainment Centre brief. Further consultation will be carried out on the detailed masterplan for ORL during 2019, following the appointment of a developer.
Legal:	Legal advice has been provided by our in house team to date. Draft Heads of Terms set out at Exempt ERP C.
Financial:	Set out in the report and Exempt ERP D.
Human Resource:	n/a
Risk Management:	A full risk log is kept by the Old River Lane Delivery Board and monitored on a regular basis
Health and wellbeing – issues and impacts:	Bringing a new arts and entertainment centre to Bishop's Stortford will increase the opportunity to improve people's health and wellbeing through a range of cultural and community activities.

Equality Impact	Not required at this stage.
Assessment	
required:	

SOUND SPACE VISION

Arts & Entertainment Building

Old River Lane, Bishops Stortford East Herts District Council

01 November 2018

Studio 2, Tay House 23 Enterprise Way London SW18 1FZ

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ARCHITECTURAL/DESIGN BRIEF FOR A NEW ARTS ★ CENTRE ON OLD RIVER LANE

Background information

This document has been written for inclusion in the Old River Lane site prospectus which will be launched to the market later in 2018. It is intended to provide a high level indication of the partners' requirements for the arts and entertainment centre. At this stage it is still a working document.

The building must house a new theatre and studio space, 5 screen niche cinema, meeting/rehearsal/class rooms, the town's library, a café/bar, backstage performers' and office spaces.

Design rationale (objectives)

Old River Lane is a key town centre site, and the partners want to see a mixed use development that creates a lively destination throughout the day and evening. The arts centre complex must be an attractive and well detailed building, which draws and welcomes people in. The inside of the building will be a quality architectural space which considers carefully the function of the space and provides significant 'wow factor' (considering how any wow factor would date) to inspire and create public space (social capital). The scale and massing of the building must be in keeping with guidance set out in the Bishop's Stortford Town Centre Planning Framework (adopted by EH Council in 2017).

It should be clear from the outside what goes on inside.

 Needs to be suitable and fit for purpose, able to adapt to changing public and service needs.

Acoustics

All parts of the arts and entertainment centre must be well planned and acoustically treated to ensure no sound spill, so that simultaneous events can be held in each space. Using other accommodation as buffers between spaces with loud activities is one technique. Sound and light locks and well specified door seals is another to be used in combination.

Access

The building will be open 7 days a week, from approximately 9am until 11pm (or later if there is an event). It will attract significant throughput of people and must be designed to withstand this type of usage.

All parts of the building must be fully accessible, DDA compliant, and the needs of disabled users must be thought through carefully to ensure that their visitor experience is positive.

As the design evolves it should be tested for people flow, lift and toilet provision and location against a programme of events. Within the flexibility of use will be the need for storage of tables, chairs and platforms.

Public Square

The outside of the arts centre should lead onto a public square of at least 20m x 30m which can be used for live outdoor performances/events.

There should be cycle parking close to the entrance and taxi drop off/pick up points for those with limited mobility.

Entrance, Café/Bar and public spaces

General

The open space within the complex will interconnect the closed spaces (such as the main theatre, studio theatre, cinemas, rehearsal/meeting rooms, toilets and office/backstage facilities, and act as the central hub for the building.

It will be a vibrant, inviting and practical space in its own right as well as performing this interconnection function. It is envisaged that it is a lively daytime hub to which people gravitate from the outside. The public space may not be solely on the ground floor, but it should feel connected. The entrance should be protected from the elements.

A roof top bar/outdoor space at first floor or above that can be used in a variety of different ways.

General requirements

The open space should perform the following functions:

- · act as an inviting and impressive introduction to visitors which draw visitors into the building from outside
- · draw visitors through the building to the various facilities by stimulating their curiosity as to what lies beyond
- create an ambience encouraging dwell and investigation (comfy seats are a must)
- contain a cafe/bar/restaurant (with a fully functioning kitchen) of 100 covers, possibly the main or only café/bar/restaurant, which should be inviting both to those who visit the site for one of its other offerings and casual visitors; there should be space and functionality for a proportionate further number covers to extend outside during good weather. The space should be functional for 'hot deskers' who wish to work from a public café.
- have sufficient space to accommodate the audience during a full show, taking into account suitable space (including other bar area(s) elsewhere in the building and without creating a cavernous environment
- be flexible ie., be usable (and attractive) for the following (and more):
- Informal meetings
- Informal stage/music/comedy performances attracting audiences of up to
- More formal consultation/conference events involving presentations/ posters, working groups etc
- Events such as beer/food/wine festivals
- · Receptions for events in the auditorium
- Enough public toilets (and an appropriate mix) to accommodate 500 people in a 15 minute interval without excessive queueing (taking into account potential demand from users of the other spaces such as the cinema as well).

Consideration should be given to designing out all 'counters' which might otherwise be expected for reception/box office or other functions, and instead having a single multi-function bar/cafe counter from which multi-skilled staff serve customers whatever their needs. Electronic self-service terminals should be considered to supplement counter service, but should not create an 'airport' feel.

The layout should be clearly legible however that does not mean that it must of necessity be immediately obvious, if some degree of investigation is merited. Areas to where public access is restricted should be fully secured from the public space, without feeling as though 'restrictions' are in place.

In addition to the above, the space may be required to accommodate part or all of the Library (TBC) - see below..

Technical and other requirements

PA for announcements and broadcast/relayed speech and music Small semi-permanent stage area with appropriate lighting and sound system Baby grand acoustic or electric piano

Acoustics which allows multiple activities to coexist

Lighting appropriately adjustable for the variety of activities set out Easy to maintain and clean.

Buggy storage

Exhibition space

It is envisaged there may be both permanent and changing art and that the walls of the arts centre will function as a gallery.

- 15 30m of wall space (not necessarily continuous) with 2.5m height
- a secure track and hanging system will be required or the walls will need to be lined with ply so that fittings can easily be repositioned as exhibitions
- Wall mounted screen for showing video work
- Either natural light from above or movable spot lights on a tracking system to light all walls displaying art
- wall mounted display cabinets for small craft items

Library

The vision for the library is that it should be fully integrated into the building - not a separate entity within a building. This vision will be reflected in the management structure for the centre; there will not be separate organisations operating in the building as far as the day-to-day management arrangements are concerned.

There should be 800 sq m of space within the building for use by the library, but some of this space will be shared with other uses (eg the café). The space should:

- be welcoming, inspiring, light, vibrant, open, accessible and visible with good sight lines.
- have clear distinct areas that enable different uses and flexibility.
- be customer focused easy to navigate, considers the customer journey and customer preferences and accommodates the needs of different groups (families, students, teens).
- reduce barriers between staff and customers. Maximise staff visibility.
- create opportunities to show case Library Service's prime objectives; such as literacy, information, digital inclusion and being at the heart of the

- community. Could be through design, art and exhibition.
- have some connection with the outside world for example glazed frontage
- Public space would ideally be situated in totality on the ground floor. Lift access to any provision on other floors.
- be adjacent to the main public entrance.
- provide some access to stock and services through supported self-service, "Library Express" (quick pick and bestsellers) and/or out of hours "Open+"
- Layout of the library to reflect the customer journey. Customers who
 only have a short period of time (approx.15 minutes) and wish to quickly
 access services such as quick pick stock and bestsellers or quick use of
 PCs should find these services easy to access at the front of the library.
 Those customers who are intending to spend more time within the library,
 browsing, accessing services and activities would be encouraged to move
 through into the heart of the library.
- Space for CreatorSpace, (an area/room with additional public ICT) within the library and ideally adjacent to the meeting space to maximise flexibility of use.
- Noise level to decrease as you move further into the library.
- Acoustic consideration between areas that are noisier (Children's & Teen) and quiet (IT or study).
- Children's area to be away from key public entrances.
- Unobtrusive CCTV needed (may be provided as part of Open+ installation)
- Secure external 'post box' to enable the return of items out of hours.
- Approx. 1,140 linear metres of shelving to house approx. 40,000 items. This
 excludes specialist shelving e.g. kinder boxes for picture books, shelving
 for local studies material (to accommodate periodicals, maps, etc).
- Need to accommodate up to 25 public PCs split into several groups of PCs for different uses, to allow for booking out PCs for IT learning activities.
- Relevant seating areas to support functionality of library e.g.: individual seats and sofas for newspapers & magazines, scattered seating between shelves in fiction and non-fiction, appropriate furniture for children and parents in children areas and study areas.

9. Main Theatre

The main theatre will be used for a wide range of performance and non-performance events, and should be designed for maximum flexibility. As far as possibly, it should accommodate all art forms and not favour one over another. The acoustic requirements for this range of art forms should be carefully designed.

Auditorium

- 500+ seat theatre to accommodate a range of performances including (but not limited to) touring theatre, pantomime, live music including choir orchestra and rock bands, dance with recorded music, chamber opera with small orchestra, spoken word, amateur and professional.
- Flexible seating options to allow for standing (or other uses such as functions) in the 'stalls', with greater than 100 seats available in balcony. Consider options for seating wagons stored under the auditorium via a forestage extension lift
- Comfortable, durable seats, which feel permanent, even if they are flexible, with plenty of leg room
- Options for adjustable seating configurations for thrust and in the round
- The ability to light the auditorium to feel comfortable for smaller audiences
- Aim to have no restricted view seats whilst creating an intimate feel to the space with the audience surrounding and as close to the stage as possible by the use of at least one balcony
- Permanent FOH mixing position not behind glass which doesn't require

- removal of seats
- Configurable acoustics to cater for amplified and unamplified performances
- Permanent accessible seating positions at rear of auditorium and on balcony if design allows
- Handrails on stairs leading to seats
- Sensitive positioning of wheelchair spaces
- Overall room height 10m

Stage

- 12x7m adjustable down to 10x7m proscenium opening
- 12x10m performance area with 1m crossover
- 22x11m total useable stage area, additional allowance made for counterweight frames and other installation fittings
- Total 20m2 multiple storage spaces on stage level unless other space requirements aren't met
- Modular stage design constructed with 8x4' removable sections with 2.5m height clearance under stage to allow for various stage configurations.
 This would allow trapdoors, set lifts and orchestra pit configurations to be achieved. Therefore the stage space has flexibility as opposed to a permanent stage space.
- Step free access
- Single forestage extension lift 10m wide creating a 3m stage apron extension. Also to be used for seating at auditorium level. Further adjustability to auditorium seating using limited travel (<1m) manual or drill driven motorised platforms.

Auditorium technical

- 7.1 high level, rider-friendly sound system
- Lighting system to be decided based on the outcome of the impending EU energy regulations
- Cinema projection setup for DCPs and live screenings
- Fully equipped Audio Visual setup for multiple cameras, projectors and screens
- Technical gallery at rear of stalls to house sound, lighting, projection, storage and other potential future requirements

Auditorium rigging

- 40 x 16m ladder bars, full single purchase counterweight or automated motorized flying system unless a convincing case can be made that the functionality can be provided in another way
- 2 x motorised up/down bars per side
- 2 x motorised advanced trusses
- Flying and lighting galleries either side of stage at 7m above stage
- Grid specification to allow motors to be rigged in any location on top of grid.
- A grid of 2 or 3 lighting catwalks with adjustable rigging positions to cater for different performance configurations
- · Bars on the front of the circle
- Multiple lighting positions along side walls of theatre
- Adjustable rigging points throughout stage and auditorium to allow full adjustability
- Accessible FOH lighting positions
- Grid at 16.5m, therefore main beams onstage approx. 19-20m from stage level
- Stage infrastructure capable of supporting approx. 50 tonnes

Backstag

• 12x10m Fully equipped workshop for building sets. Double height.

- 11x6m Scene dock directly behind or at side of stage for set storage, stage crossover and use before and during shows. 3x7m roller shutters at either end to access stage
- 7m height clearance throughout scene dock and access to stage
- Multiple dressing rooms to cater for a minimum 100
- 3 x 4 person en suite dressing rooms on stage level, 20m2 each
- 2 x 12 person dressing rooms on other levels, 40m2 each with shared toilets and showers
- 1 x 100m2 rehearsal/meeting space within easy access of backstage to cater for another 40 performers
- 1 x 80m2 open plan green room with sofas, table and chairs and kitchen area for use by all cast and crew
- 20m2 Laundry room with 2 x washing machine and 1 x tumble dryer and hot box
- 30m2 Costume room
- Shared use accessible toilets on all levels to facilitate any dressing rooms that aren't en suite, green room, rehearsal space and stage
- Video and audio show relay to all dressing rooms, green room and backstage areas
- Easy access between all backstage spaces with a lift to all levels

Possible second theatre bar / area

 To be available when required, but not open permanently (although ideally the main café/bar would be able to service the needs of the theatre. Studio and cinemas during an interval - without excessive queuing)

Studio theatre

- 100-150 seat black box studio theatre
- At least 15x12m available when seating is stored to allow rehearsals for the main auditorium to take place
- Assuming retractable seating, overall dimensions approx. 12x18m not including 6x3m technical area behind the top level of seating
- Catwalks or Tension wire grid at 6m with 3m clearance above. Therefore a total height of 9m
- Sprung floor throughout
- Depending on venue configuration dedicated or shared dressing rooms with main auditorium
- Flexible seating configurations including end on and in the round, possible use of retractable seating. Wheelchair positions at back on balcony as well as at front of stalls.
- Depending upon seating decisions a store room of at least 6x3m is required to store additional chairs and equipment when the room needs to be cleared
- If the studio theatre is located on a different floor, a goods lift is required to load equipment/set from the loading dock. Minimum dimensions 4x2.5x2.5m. Intention to keep theatres on same floor
- Tension wire grid to allow easy access to the lighting rig, including for wheelchairs users
- 5.1 high level, rider friendly flexible sound system
- Adjustable lighting bars on rolling beams
- Appropriate dedicated lighting stock without the necessity to share with main auditorium
- AV infrastructure and multi projection options including an ultra-short throw onto a semi-permanent cyclorama
- 2 x motorised bars below tension wire grid at rear of end of performance area

ū

 Curtain track with black wool serge drapes around perimeter of room that can be drawn in front of seating when not in use

11. Cinema

- At this stage there are number of issues to be resolved that would affect the design of the cinema:
- The use of open space and cafe bar. It is quite likely these will be central
 and serving all offers. To that end a brief for the F&B element of the cinema
 will need to come once the overall scheme is laid out. Ideally the F&B
 space will be shared, to optimise space utilisation. This will need still need
 the usual elements of F&B offer for a more niche/premium cinema (than
 mainstream) such as
- Bar space including beers on tap/wine range
- Coffee
- Chillers
- Minimal prep area for food
- Soft drink pythons
- We would not envisage this would need space for such traditional items as popcorn poppers etc
- Ability to sell tickets a cinema this size would need 3 sales points, which should be combined with the sales points for the other areas
- Automated ticket collection points should be considered too
- The cinema will need an F&B and ticketing system which may be part of the overall scheme system
- Consideration will be needed for customer flow of cinema goers up to 4 times a day and theatre goers twice a day

The cinema

It is envisaged that the cinema will be 4 screens and auditoria of approximately 120/80/80/50 seats total 330.

The overall scheme will be open 7 days a week, 9am-11pm and the cinema will be similar to this, with typically 4 shows a day. The Arts Centre trust will operate the cinemas within its remit.

As programming will be a mix of key mainstream titles and more niche/arts/events product, it is anticipated that the cinema will have a more even spread of custom than a more mainstream cinema (typically 70/30 weekend weekday).

Whilst the potential traffic numbers are quite low consideration still needs to be given to customer flow.

Given the opportunity to use the cinema for event cinema (theatre opera etc) and B2B (local businesses/community group) consideration needs to be given to the following:

- · Largest auditoria to have a lighting rig, potential stage and audio equipment
- Wi-fi throughout
- Charging points for laptops etc
- Easy connectivity to projection
- Use of under crofts for break out space, multi-function room and/or catering space

Seating

- a stepping of 1.2m and seat width for "standard seating of at least 60 cm
- the rear two rows to be set aside for settees (standard size)
- all seats should be fixed not tip up
- detail and style to be finalised but consideration need to be given to:
- durabilit
- stepping height ensuring all seats have an unrestricted view of the screen (top to bottom)
- there should be no centre access aisles
- Disabled location again dependant on the above but ideally 2-3 rows back, central cross aisle or front row (but not solely) with companion seating adjacent
- The UKCA (UK Cinema Association) guidelines on changing places should be adhered to.

Auditorium/screen/projection

- all auditoria should strive for "4th wall" screens i.e. the screen fills the wall
- all projectors should be housed within the auditorium there is no need for a projection room – sound proofed/ventilated and cooled
- for reference we do not envisage using any technical offers ATMOS, IMAX, 4DX etc
- Detail on seat number and lighting to be advised once the overall concept is approved
- Fire escape doors to be at the sides (not behind or aside the screens)
- All auditoria need to be designed acousticallyAutomated screen masking
- Comfortable seating with generous leg room, accessible seating spaces in all screens at front and rear
- Shared projection gallery
- · Acoustic treatment to ensure:
- Right room acoustics for cinema projection
- · No noise in or out
- No structure transmission
- 2K Projection (unless 4K process reduce the price further)
- 7.1 sound
- Depending on screen location access should be ground floor rear i.e. not byby the screenscreen
- Recommended horizontal and vertical viewing angles should be met
- Ideally all cinema auditoria will have a lighting rig, potential stage and audio equipment to ensure versatility.

Corridor space

Considering the points already highlighted on undercrofts the common space needs to allow space for:

- film quad and information posters
- directional signage
- escapes etc.

12. Load in and service areas

Designed to allow a 16.m artic lorry and 7m extra long wheelbase van to load simultaneously and stay in situ for a week if required

Adjustable height load in dock designed to allow direct access to stage without requirements for steps, lifts or ramps, ideally under cover or internal Entrance designed to allow an artic to reverse from the main road if space isn't available to turn in the yard

Separate theatre load in to general building and bar deliveries (including cellar access), with space for daily library van deliveries through the service area Parking for 4 cars/small vans in the service area

13. Rehearsal spaces/meeting rooms

It is anticipated that a number of [NEED NUMBER] versatile rooms will be provided. These should:

- be as flexible as possible to enable a range of different uses without significant set up/change over requirements
- have natural light in some of them
- suit a range of capacities (ie., not all the same size)
- be able to be easily serviced from the kitchen for provision of catering
- provision for storage

14. Office space

Office space 60m2 will be required for approx. 15-20 people, throughout the day. Flexible work space is preferred (ie., hot desking) but there should be 2 small meeting rooms (15m2 each) for private/quiet work/meetings. The office space should have considerable storage space for marketing materials, etc.

Staff kitchen Staff toilets

15. Other technical requirements

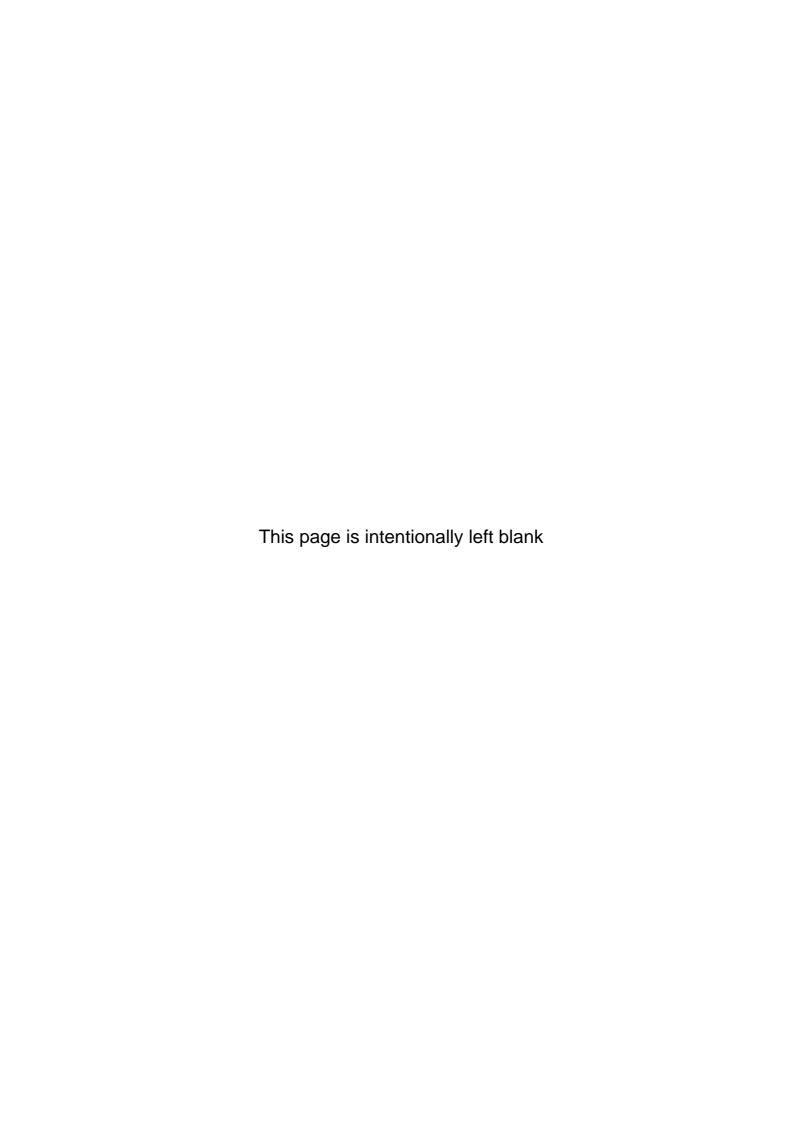
- Controllable, flexible lighting throughout
- PA system throughout all public areas
- Digital advertising throughout the building
- Energy efficient heating and cooling which is zoned to allow all areas to be controlled independently of each other. The system should be responsive and easy to operate. There is an aspiration for the building to be energy neutral.
- Power and data throughout public areas, that will accommodate changing use of the building over time e.g.: accommodate the current increasing demand for power for personal mobile devices
- WiFi and high functioning IT throughout
- IT server room located near main office space

16. Building Information Management

The design process is required to meet BIM standards.

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

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