



James Ellis

Head of Legal and Democratic Services

MEETING : EXECUTIVE
VENUE : ONLINE MEETING - LIVESTREAMED
DATE : TUESDAY 30 MARCH 2021
TIME : 7.00 PM

MEMBERS OF THE EXECUTIVE

- | | |
|-----------------------------------|---|
| Councillor Linda Haysey | - Leader of the Council |
| Councillor Peter Boylan | - Executive Member for Neighbourhoods |
| Councillor Eric Buckmaster | - Executive Member for Wellbeing |
| Councillor George Cutting | - Executive Member for Corporate Services |
| Councillor Jan Goodeve | - Executive Member for Planning and Growth |
| Councillor Graham McAndrew | - Executive Member for Environmental Sustainability |
| Councillor Suzanne Rutland-Barsby | - Executive Member for Communities |
| Councillor Geoffrey Williamson | - Deputy Leader and Executive Member for Financial Sustainability |

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DISCLOSABLE PECUNIARY INTERESTS

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

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

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

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AGENDA

1. Apologies

To receive apologies for absence.

2. Leader's Announcements

3. Minutes - 19 February 2021 (Pages 7 - 24)

To approve as a correct record the Minutes of the meeting held on 19 February 2021.

4. Declarations of Interest

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

5. Quarterly Corporate Budget Monitor – Quarter 3 December (Pages 25 - 46)

6. Harlow and Gilston Garden Town: Sustainability Guidance and Checklist, final document for endorsement (Pages 47 - 92)

7. Review of Scrutiny by the Centre for Governance and Scrutiny (Pages 93 - 112)

8. Update from Overview and Scrutiny Committee

To receive a report of the Committee Chairman.

9. Update from Audit and Governance Committee

To receive a report of the Committee Chairman.

10. Urgent Business

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

MINUTES OF A MEETING OF THE
EXECUTIVE HELD IN THE ONLINE MEETING
- LIVESTREAMED ON FRIDAY 19 FEBRUARY
2021, AT 2.00 PM

PRESENT: Councillor L Haysey (Chairman/Leader)
Councillors P Boylan, E Buckmaster,
G Cutting, J Goodeve, G McAndrew,
S Rutland-Barsby and G Williamson.

ALSO PRESENT:

Councillors R Bolton, M Brady, B Crystall,
M Goldspink, M McMullen, M Pope,
J Ranger, C Redfern, P Ruffles, A Ward-
Booth and T Page.

OFFICERS IN ATTENDANCE:

Richard Cassidy	- Chief Executive
James Ellis	- Head of Legal and Democratic Services and Monitoring Officer
Jonathan Geall	- Head of Housing and Health
Laura Guy	- Principal Planning Officer
Steven Linnett	- Head of Strategic Finance and Property
Peter Mannings	- Democratic Services Officer
Katie Mogan	- Democratic

Mekhola Ray	Services Manager - Community Projects Team Manager
Sara Saunders	- Head of Planning and Building Control
Helen Standen	- Deputy Chief Executive
Su Tarran	- Head of Revenues and Benefits Shared Service

372 APOLOGIES

There were no apologies for absence.

373 LEADER'S ANNOUNCEMENTS

The Leader reminded everyone that the meeting was being livestreamed via YouTube and that it was a formal meeting of the Council. The Leader asked that the “chat” function not be used and said that if anyone wished to speak, they should raise their hand. She asked Members to stay on mute and to leave their cameras on so that the public could see that everyone was an active participant.

For the benefit of those watching via YouTube, the Leader asked all Members of the Executive to introduce themselves and the remit their Portfolios covered.

374 MINUTES

Councillor Haysey proposed, and Councillor McAndrew seconded a motion that the Minutes of the meeting held on 5 January 2021 be approved as a correct record and be signed by the Leader. The motion, on being put to the meeting and a vote taken, was declared CARRIED.

RESOLVED – that the Minutes of the meeting held on 5 January 2021 be approved as a correct record and signed by the Leader.

375 DECLARATIONS OF INTEREST

There were no declarations of interest.

376 CULTURAL STRATEGY

The Executive Member for Wellbeing submitted a report on the East Herts Draft Cultural Strategy 2021-2025 and provided context to the strategy and how it fits within the council's overall approach to health and wellbeing and community development. The strategy does not list or prescribe what culture should be but is a broad statement of ambition to be delivered through partners, volunteers and the whole community.

The Executive Member for Wellbeing explained that engagement would grow and the strategy will evolve over time. It is important that the strategy is not seen to be standalone but all linked as part of an holistic approach, for example, the successful 'Forever Active' programme, social prescribing, Dementia Friends and the major capital investment in leisure provision and arts centres are all components of the delivery of the council's health and wellbeing strategy.

The Executive Member for Wellbeing highlighted one of the consultation comments received which mentioned having a clear information hub and relevant communications and coordinating this will be important. The strategy has incorporated comments made in the consultation and it was discussed in depth by the Overview and Scrutiny Committee.

The Leader thanked officers for their hard work on the strategy.

There being no comments, Councillor Buckmaster proposed and Councillor Haysey seconded a motion supporting the recommendations in the report and an additional recommendation (C), the wording as follows: That the multi-agency strategic and delivery group to which the report refers be formed and the drafting of the detailed action plan be prioritised to ensure swift commencement of the vital work of the Cultural Strategy.

On being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED -

- (a) The draft Cultural Strategy, incorporating the feedback from the public engagement exercise and the Overview and Scrutiny Committee, be considered and recommended to Council for adoption
- (b) The Head of Housing and Health incorporates any amendments to the Strategy suggested by the Executive, acting in consultation with the Lead Member for Wellbeing, prior to presentation to Council for adoption.

(c) That the multi-agency strategic and delivery group to which the report refers be formed and the drafting of the detailed action plan be prioritised to ensure swift commencement of the vital work of the Cultural Strategy.

377 SUSTAINABILITY SUPPLEMENTARY PLANNING DOCUMENT
- FINAL FOR ADOPTION

The Executive Member for Planning and Growth submitted a report outlining the results of the public consultation on the draft Sustainability Supplementary Planning Document (SPD) ready for adoption which has been prepared to provide guidance on the implementation of adopted District Plan policies in relation to climate change and sustainable design and construction. Once adopted, it will be a material consideration in the determination of planning applications and it will replace the Air Quality Planning Guidance 2016.

The Executive Member said that the Sustainability SPD was considered by the Executive last year prior to public consultation and the final document has been amended to reflect issues raised through the consultation process. There were 182 responses from 38 consultees and most were supportive of the scope and purpose of the SPD. Whilst the District Plan does not set specific energy targets, the focus of the SPD is to ensure policy requirements are implemented and encourages good practice and compliance with stronger energy targets. This SPD lays a strong marker down that the council expects high environment sustainability in new developments.

Councillor McAndrew thanked officers for their efforts with pulling together a difficult document. He said this was a good document in preparation for the District Plan review in two years and developers have a role to play in exceeding minimum expectations.

Councillor Goodeve proposed and Councillor McAndrew seconded a motion supporting the recommendations in the report. On being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – To Recommend to Council

- (a) That the responses to the consultation be noted and the officer responses and proposed changes to the Sustainability Supplementary Planning Document (SPD) be supported;
- (b) That the Sustainability Supplementary Planning Document (SPD), as detailed at Appendix A to this report, be agreed for adoption; and
- (c) That in accordance with the Environmental Assessment of Plans and Programmes Regulations 2004 it has been determined that a Strategic Environmental Assessment of the Sustainability Supplementary Planning Document (SPD) is not required as it is unlikely to have significant environmental effects beyond the District Plan policies.

378 PLANNING ENFORCEMENT PLAN – REVIEW AND UPDATE

The Executive Member for Planning and Growth submitted

a report on the updated Planning Enforcement Plan 2021. The report sets out the high level of complaints, staff resources and the high level of cases submitted to the team. The Executive Member explained the current process in the Enforcement Team where every reported case requires a site visit. The new plan proposes a desktop assessment to identify those cases where there has been no breach of planning conditions or minor breaches. A record of decisions will still be kept and the cases where there has been a breach will be categorised into three priorities.

The Executive Member for Planning and Growth said the report had been well received by the Overview and Scrutiny Committee but concern was expressed about staff resources. The Committee suggested a review of the plan in a year's time which has been added into the report.

The Executive Member said whilst there has been no formal consultation, some parish councils have provided some comments which have been noted by the team and officers will provide them with a response.

Councillor Page highlighted concerns about the health and wellbeing of the Enforcement Team and felt the report and its recommendations didn't go far enough to address this. Councillor Goodeve understood the pressures within the team and the new triage process should improve the situation alongside the plan review in a year's time.

The Head of Planning added that the new approach will need to be tested to understand the perfect match between level of cases and level of resources in the team. The health and wellbeing of staff will be kept under

constant review.

Councillor Curtis asked what amendments had been made, if any, following the comments from the Overview and Scrutiny Committee.

Councillor Goodeve said the comments from the Overview and Scrutiny Committee have led to the addition of a review next year.

Councillor Goodeve proposed and Councillor Cutting seconded a motion supporting the recommendation in the report. On being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – To recommend to Council
That the Planning Enforcement Plan 2021, as detailed at Appendix 1 to this report, be adopted.

379 TREASURY MANAGEMENT AND ANNUAL INVESTMENT STRATEGY 2021/22

The Executive Member for Financial Sustainability submitted a report on the Council's recommended Treasury Management and Annual Investment Strategy for 2021/22.

The Executive Member explained that the council is required to produce three treasury management reports for each financial year and this is the first report. It covers capital plans, prudential indicators, minimum revenue provision policy and treasury management and investment strategies. The treasury function ensures the council has the money available for its day to day operation costs and have the longer term funding available for the planned

capital projects. Good treasury management is vital to effective functioning of the council and its activities. The strategy was considered by the Audit and Governance Committee with no amendments proposed.

There being no comments, Councillor Williamson proposed and Councillor Rutland-Barsby seconded a motion supporting the recommendations in the report. On being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – To recommend to Council that:

- (a) The Treasury Management and Annual Investment Strategy 2021/22 at Appendix A to this report is approved;
- (b) The Prudential Indicators at Appendix B are approved.

380 BUDGET 2021/22 AND MEDIUM TERM FINANCIAL PLAN 2021-24

The Executive Member for Financial Sustainability submitted a report setting out the Budget for 2021/22 and Medium Term Financial Plan 2021-24.

The Executive Member detailed the challenges in producing this budget and the council knew last year that £1 million of savings needed to be found this year, another £1 million in 2022/23 and a further £3 million in 2023/24. The preferred options for savings are detailed in Appendix A of the report and charging for green waste collections was approved at Council in January. The savings identified are phased over the

next three years but if any of these savings cannot be realised for any reason, an equivalent saving will need to be found elsewhere. Adverse events in the last year have made balancing the budget more difficult, including the changes to the Public Works Loans Board (PWLB) lending facility that the government would now withhold lending from any local authority that seeks to borrow for investment in “assets primarily for yield”. In addition to this, the covid pandemic and subsequent lockdowns have had an impact on the council’s finances and losses are only partly covered by government grants.

The Executive Member also addressed the changes to the New Homes Bonus. The 25% previously distributed to Town and Parish Councils will now be held in reserves for the councils to bid for. The report recommends the maximum increase to Council Tax without holding a referendum which is equivalent to a £5 increase on a Band D property.

The Executive Member detailed plans for budget gaps in future years and the council will start a Transformation Programme to identify efficiency savings. Despite the difficulties in producing this budget, the council have managed to do so without any real cuts to front line services.

The Leader thanked officers for their work on producing a balanced budget whilst maintaining services and commented that it will not get easier in future years and government funding is uncertain.

Councillor Curtis said he raised a question at the Joint

Meeting of Scrutiny Committees regarding the assumptions underpinning the budget on parking. He was keen to know what was considered when residents' habits may change post covid and did not want the council to be out of pocket.

Councillor Williamson said a written answer was circulated after the meeting. He asked for this to be recirculated after the meeting and attached to the minutes (see Appendix A).

Councillor McAndrew confirmed that the council are looking at what fees to charge where in the car parks and an exercise is currently being carried out to understand parking behaviours but this will not be completed until there is a return to some sort of normality as the dynamics of parking changed considerably.

Councillor Williamson proposed and Councillor Haysey seconded a motion supporting the recommendations in the report. On being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED –

a) To recommend to Council that:

- I. The East Herts share of the Council Tax for a Band D property in 2021/22 be set at £179.09, an increase of £5, the maximum permitted within the Council Tax Referendum principles;
- II. The Budget 2021/22 and the Medium Term Financial Plan 2021 – 2024 is approved;
- III. The savings plans summarised in Appendix A are approved for implementation and that Council require that compensating savings,

delivered to the same timescales, have to be put in place and reported to the next Council meeting should the Executive decide that any savings proposals should not proceed, or are reduced by 10% or more;

IV. The capital programme set out in Appendix E is approved; and

V. The schedule of charges for 2021/22 set out in Appendix F, with an average increase of 2.5%, is approved.

b) Welcome the positive results of the consultation on how the public value services that are provided by the council.

c) Endorse the aims of the Transformation Programme and note that further savings will result from this work.

381 CAPITAL STRATEGY AND MINIMUM REVENUE PROVISION POLICY 2021/22

The Executive Member for Financial Sustainability submitted a report on the Council's Capital Strategy and Minimum Revenue Provision (MRP) policy for 2021/22 onwards.

The Executive Member explained that the need for the council to produce an annual capital strategy was introduced by strengthening of the guidance from the Ministry of Housing, Communities and Local Government (MHCLG) and Chartered Institute of Public Finance and Accountancy (CIPFA). The Capital Strategy is useful as a high level document for members and stakeholders as it pulls together and considers a range of both internal and

external factors and how these inter-relate with policy and decision-making in respect of capital investment. It helps demonstrate a golden thread linking the council's activities to make sure they are coordinated and consistent. The strategy was considered by the Audit and Governance Committee but no amendments suggested.

There being no comments, Councillor Williamson proposed and Councillor Goodeve seconded a motion supporting the recommendations in the report. On being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – To recommend to Council:

- (a)** To approve the Capital Strategy and Minimum Revenue Provision policy 2021/22 onwards (Appendix A to this report).

382 NOTING THE DECISION OF THE CHIEF EXECUTIVE TO APPROVE A SCHEME FOR THE LOCAL AUTHORITY DISCRETIONARY GRANT FUND, TAKEN UNDER THE URGENCY PROVISIONS CONTAINED WITHIN THE CONSTITUTION

There being no comments, Councillor Williamson proposed and Councillor Rutland-Barsby seconded a motion supporting the recommendations in the report. On being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED –

- a) That the decision to approve the scheme taken by the Chief Executive is noted.
- b) That delegated authority is granted to the Head of Revenues & Benefit service in consultation with the Deputy Leader and Executive Member for Financial Sustainability to revise the scheme where appropriate.

383 UPDATE FROM OVERVIEW AND SCRUTINY COMMITTEE

There was no update.

384 UPDATE FROM AUDIT AND GOVERNANCE COMMITTEE

Councillor Pope, the Chairman of the Audit and Governance Committee, referred to the last meeting on the committee on 10th February. He said the committee reviewed the audit reports and the capital strategy. The external auditor attended the meeting to provide a summary of their work and the committee noted a 23% increase on their proposed fee. At the Joint Meeting of the Scrutiny Committees, the budget proposals were discussed at length and it was recognised that difficult decisions need to be made. The Committee recognised the hard work of officers and members in producing a balanced budget.

385 URGENT BUSINESS

There was no urgent business.

386 APPENDIX A - RESPONSE TO PARKING QUESTION

The meeting closed at 2.45 pm

Chairman

Date

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Minute Item 386

Appendix A – written response to Cllr Curtis' question provided by Steven Linnett

Q: Has the parking income budget been adjusted for the impacts of COVID19?

A: The parking income budgets have been reduced by the £0.2 million increase that was included in the 2020/21 budget to reflect tariff increases. The pay and display budgets have therefore been reduced and frozen at the 2019/20 level. This is mainly as a protection should there be a further national lockdown beyond Q1 2021/22 as the Government base the income compensation scheme on budgeted income and it was felt better to leave the income budget at 2019/20 levels. In terms of actual car park usage going forward, we do not have enough data at this point to know whether the mix of long term to short term parking will change and what demand levels will be like during the course of the day. As a mitigation the balance of long term to short term spaces within car parks can be changed in the Traffic Regulation Orders we expect to start consultation on in 2021/22 in preparation for the parking changes to be introduced as part of the MTFP savings plan.

Within the budget there are 2.5% increases for Season Tickets and Residents Parking Permits. For Residents Parking Permits the 2020/21 forecast outturn is £10k under budget but this is entirely as a result of the payment holiday during the first national lockdown. Therefore incrementing this budget by 2.5%, to match the anticipated increase in the enforcement contract costs is appropriate and likely to be met next financial year. There are a small number of business season tickets sold to tenants in Charringtons House and season tickets for residents in 3 of our car parks where there they have no available parking. These budgets are forecast to be on track this financial year, therefore the budget for next year seems

appropriate and again the increase is to reflect enforcement contract cost increases. The increase in the budget papers for parking therefore reflects only these increases and, to reiterate, no increases in pay and display fee income.

I am therefore satisfied that the estimate for car parking income for 2021/22 is reasonable and fairly reflects: the uncertainties about changing working patterns affecting usage; that suitable mitigations exist in order to rebalance the long stay v short stay spaces should we need to make changes; and that the budget also balances the need to protect levels should a new income compensation scheme be introduced next financial year.

East Herts Council Report

Executive

Date of Meeting: 30th March 2021

Report by: Councillor Geoff Williamson, Deputy Leader & Executive Member for Financial Sustainability

Report title: Quarterly Corporate Budget Monitor – Quarter 3 December 2020

Ward(s) affected: ALL

Summary

- To provide a report on financial monitoring for East Herts Council for 2020/21 as at 31st December 2020.
- The net revenue budget for 2020/21 is £10.667m as set out in table 1, this is funded by Council Tax. The forecast outturn as at 31st December 2020 predicts an overspend of £159k at the year end.
- The revised capital budget for 2020/21 is £64.323m, of which £27.401m is estimated to be carried forward to future years.

RECOMMENDATIONS FOR EXECUTIVE COMMITTEE:

- a. The net revenue budget forecast overspend of £159k in 2020/21 be noted (table 1);**
- b. The revised capital budget for 2020/21 is £64.323m, of which £27.401m is estimated to be carried forward to future years be noted (paragraph 5.1.1);**

1.0 Proposal(s)

1.1 Not applicable

2.0 Background

- 2.1 This report sets out the financial position for the financial year 2020/21 to date and provides forecasts for the outturn position.
- 2.2 The Council's revenue budget is made up of 5 areas; these are shown in table 1. The report that follows provides details of the forecast outturn position against these areas.
- 2.3 The 2020/21 Budget was set by Council on 29th January 2020. The Council's income and expenditure has been impacted by the Covid-19 pandemic, as previously reported to Audit & Governance & the Executive. This report contains estimates of the Covid-19 income loss scheme funding from the government to support the loss of fees and charges income and also Local Authority support grant.
- 2.4 The income loss scheme will involve a 5% deductible rate, whereby councils will absorb losses up to 5% of their planned sales, fees and charges income, with the government compensating them for 75p in every pound of relevant loss thereafter.

Table 1 – 2020/21 Revenue Forecast Outturn

Original Budget 2020/21	Forecast outturn	Variance
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	£'000	£'000	£'000
Net Cost of Services	15,511	17,218	1,707
Corporate Budgets	830	830	-
Capitalising Salaries	(150)	(62)	88
Net Use of Reserves	732	899	167
Funding	(6,256)	(8,059)	(1,803)
Net Revenue Spend	10,667	10,826	159
Funded by Council Tax	(10,667)	(10,667)	-
Overspend / (Underspend)	-	159	159

2.5 The report contains the following sections and Appendices:

Background Report Sections	
2.6	Net Cost of Services
2.18	Corporate budgets
3.0	Reserves
4.0	Funding
5.0	Capital budgets
6.0	Debtors

Appendices	
A	Capital
B	Debtors

2.6 Net Cost of Services

2.7 The Councils net cost of services budget for 2020/21 is £15.511m. An overspend of £1.707m is forecast in 2020/21. Table 2 overleaf shows this current forecast outturn position broken down by service area.

Table 2 – Net Cost of Services

	Original Budget 2020/21	Forecast outturn	Grant funding	Revised outturn	Variance
	£'000	£'000	£'000	£'000	£'000
Chief Executive & Directors	383	390	-	390	7
Communications, Strategy & Policy	1,286	1,216	-	1,216	(70)
HR & Organisational Development	540	480	-	480	(60)
Strategic Finance & Property	1,595	1,955	-	1,955	360
Housing & Health	2,695	2,704	(40)	2,664	(31)
Democratic and Legal	1,269	1,218	-	1,218	(51)
Planning & Building Control	915	1,845	(422)	1,423	508
Operations	3,665	6,592	(1,975)	4,617	952
Shared Revenues & Benefits Service	1,683	1,683	-	1,683	-
Revenues & benefits retained costs	(386)	(402)	-	(402)	(16)
Housing Benefit Subsidy	(550)	(367)	-	(367)	183
Shared Business & Technology Services	2,417	2,341	-	2,341	(76)
Total Net Cost of Services	15,511	19,655	(2,437)	17,218	1,707

2.8 The use of reserves to fund Net Cost of Services expenditure is included in section 3.0.

2.9 Communications, Strategy & Policy

A forecast underspend of £70k is reported against this service. This is driven by salaries of vacant posts mostly from customer service roles whose recruitment has been put on hold since the pandemic as neither the Wallfields or Charrington's House reception is fully open meaning fewer staff are needed.

2.10 HR & Organisational Development

A forecast underspend of £60k is reported. Most of this relates to an underspend on salary budgets due to having a lower number of apprentices than initially expected. As previously reported, recruitment was delayed initially due to the pandemic's impact on apprenticeship courses and whilst budgets were reviewed. Leadership Team have also reduced the number of apprentices, from 6 to 4, to ensure budget is maintained in years 1 and 2.

2.11 Strategic Finance & Property

A forecast shortfall in income of £360k is reported. As reported previously, this relates to:

- £41k reduced rental income from Charrington's House in relation to the current nationwide pandemic.
- £51k increase in service charge and business rates costs due to vacant space in building as

site is to be redeveloped.

- £200k underachievement of the financial sustainability saving target due to delays in acquisitions, again caused by the pandemic
- £54k reduction in income from Millstream relating to loan interests due to timing of property purchases.

2.12 Housing & Health

A forecast underspend of £31k is reported for this service. This efficiency has primarily arisen from streamlining out-of-hours call-handling and proactively managing vacancies. This has offset reduced licence fee income due to Covid 19 net of government grants to cover losses.

2.13 Democratic and Legal

A forecast underspend of £51k is reported. Of this, £38k relates to salary underspends in Democratic services and £13k savings identified in Elections services.

2.14 Planning and Building Control

The service is forecast to be over budget by £508k as a result of reduced income and additional costs. Income is suppressed due to the impact of Covid-19 and the local impact of a national downward trend in application fee income and changes to the planning system. Figures in this report are net of anticipated grant income received to cover losses in fees and charges. Unbudgeted expenditure of £110k in relation to appeals costs in relation to Little Hadham and other sensitive planning and enforcement cases has been incurred in 2020/21. This also includes a number of judicial reviews against planning decisions that the Council has taken.

2.15 Operations

A forecast overspend of £952k is reported against the Operations service as a result of the continued impact

of Covid-19 on income streams, particularly car parking income, and contract expenditure. This is net of anticipated grant income received to cover losses in fees and charges.

Not all income streams are eligible to receive government funding. Increased tonnages of waste as a result of national lockdowns and has impacted on both the income from sale of kerbside dry recyclables, where a loss of £239k is forecast, and also in a loss of income from the Alternative Finance Model (AFM) of £370k. The County Council uses the AFM to reward Districts and Boroughs for recycling rates by redistribution of recycling credit.

An increase in materials handling costs of £100k is also forecasted due to increased contract charges as a result of Covid-19.

2.16 Revenues & Benefits Retained Costs

The revenues and benefits retained costs budget is forecast to overachieve by £16k. This is made up of a salary underspend of £68k, additional central government new burdens funding of £165k after expenses and a loss of income of £250k from summons costs due to lack of court dates in this financial year as a result of the pandemic.

2.17 Shared Business & Technology Services

A forecast underspend of £76k is reported against this service. This primarily relates to the IT cloud investigation project being slipped into next financial year. £63k of this was due to be funded from reserves, the use of reserves have been adjusted in section 3 of this report.

2.18 Corporate Budgets

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. Table 3 shows the forecast outturn position against the corporate budgets.

Table 3 – Corporate budgets 2020/21 forecast outturn

	Original Budget 2020/21	Forecast outturn	Variance
	£'000	£'000	£'000
NHB Grants to Town & Parish Councils	708	708	-
Interest Payments	207	207	-
Interest & Investment Income	(800)	(800)	-
Pension Fund Deficit contribution	715	715	-
Corporate Budget Total	830	830	-

Since Quarter 2 reporting the rates of return on investments have improved and we are now forecasting to achieve £800k as budgeted.

3.0 Reserves

- 3.1.1 The Council holds earmarked reserves to fund unpredictable financial pressures and to smooth the effect of known spending over time. Table 4 reflects the forecast outturn position as at 31st December 2020.
- 3.1.2 In previous years the use of reserves to fund Net Cost of Services expenditure has been shown in table 2. A different presentation is being used in 2020/21, to aid transparency, and the use of reserves to fund Net Cost

of Services expenditure is now shown in table 4.

Table 4: Use of reserves 2020/21

	2020/21 Budget	2020/21 Forecast Outturn	Variance
	£'000	£'000	£'000
Contributions to reserves	42	69	27
Contributions from reserves	(817)	(677)	140
Use of General reserve	(96)	(96)	-
Contribution to Priority spend Reserve	1,603	1,603	-
Use of Reserves:	732	899	167

3.1.3 It is forecasted that there will be a contribution from reserves of £677k in 2020/21. This is made up of funding for items included in the Net Cost of Services such as Harlow Gilston Garden Town project costs, the smoothing of the leisure contract costs, and one off IT project funding approved as part of the 2020/21 budget setting.

3.1.4 There is a reduction in the amount of reserves due to be utilised in 2020/21 in part due to the slippage of the IT cloud investigation scheme 63k. Plus budgeted salary funding no longer required due to additional grant money received in year.

3.1.5 Additional amounts totalling £27k forecast to be transferred into reserves include £13k of grant received in respect of elections services and £14k relating to the flexible homelessness grant.

4.0 Funding

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 31st December 2020.

Table 5: 2020/21 funding

	Original Budget 2020/21	Forecast Funding 2020/21	Variance
Business Rates	(3,124)	(3,124)	-
(Surplus)/Deficit on collection fund	(300)	(300)	-
Government support grant	-	(1,803)	(1,803)
New Homes Bonus	(2,832)	(2,832)	-
Total Funding	(6,256)	(8,059)	(1,803)

4.1.1 The impact on collection rates for both Council Tax and Business Rates as a result of Covid-19 is being closely monitored by officers. The council is

required to submit a Form NNDR1 to MHCLG by the end of January each year. The form contains the estimated outturn position and a forecast for business rates for the 2021/22 financial year. Based on this work there is an estimated deficit for Business Rates of £18.4 million as a result of changes in reliefs mandated by government as a result of the pandemic, increasing the provision for appeals by £3.4 million and the provision for bad debts by £1.03 million. Of the £18.4 million deficit the government has or will fund £13.6 million in section 31 grants direct to the General Fund or as part of the central share (the 50% of business rates that is paid over to MHCLG). Of the remaining £4.8 million, £0.2 million is Hertfordshire County Council's share leaving £4.6 million as the council's share. Usually this is recovered in the next financial year. The Government will instead fund this deficit through an Irrecoverable Losses grant which will be paid in January 2022 into the General Fund. The government has also mandated that the deficit must be spread over the next 3 financial years. In addition a contribution to the Collection fund reserve of £2.554m was made in 2019/20. This can be utilised in this and future years to mitigate the impact of reduced collection in year should it be required.

4.1.2 The Council has received £1.803m grant from central government, as Local Authority support grant to enable us to manage increased expenditure as a result of Covid-19.

5.0 Capital Programme

5.1.1 The revised capital budget for 2020/21 is £64.323m, this includes £30.898m carried forward from 2019/20.

5.1.2 A review of the capital programme has been undertaken, with many budgets re-profiled due to covid-19 restrictions and delays. This has resulted in £27.401m of the 2020/21 budget, now forecast to be carried forward to future years. Appendix A provides an analysis of the projects and their budgets.

5.1.3 Members will recall that as part of the MTFP process the capital programme reporting has been overhauled and scheme budgets profiled over financial years. During the next financial year Members will see monitoring against that year's budget and the scheme total budget. Commentary will be provided for major in-year variances and if there is the need to carry forward budgets, as a result of slippage or re-phasing then the amounts will be much smaller. Members will therefore find monitoring and scrutinising the capital programme much easier and going forward.

6.0 Debtors

6.1.1 The total outstanding debt as at 31st December 2020 is £2.217m, an increase of £22k since Quarter 2.

6.1.2 The outstanding debt over 120 days totals £1.278m, an increase of £36k from the position reported at Quarter 2.

6.1.3 As reported previously there has been an increase in aged debt due to the current nationwide pandemic. However officers have been proactively working with debtors in agreeing payment plans/deferrals in order to pursue the debt.

6.1.4 As part of the year end closedown all services will be asked to review the £1.431 million of debt that is 90 days or more old and assess its collectability. It is important that debt on the ledgers is collectible so that credit control performance can be monitored. Having debt that cannot be realistically collected on the systems hides performance and does not help to see trends or issues. It also reduces the effectiveness of credit control measures on current collectible debts because too much time is taken up reviewing old and uncollectable debt. It is also demotivating to look at debt list which never seems to move because it is skewed by the old uncollectible debt.

6.1.5 All the proposed write offs will be submitted to Executive for approval as the sum is likely to be significant and otherwise would involve delegations to 10 officers with multiple officer delegated decision sheets being published simultaneously and a time lag until the Executive following to report the total. This, it could be argued, hampers transparency and scrutiny of write offs that Members feel they should undertake. Therefore for the purposes of this year end review only officers will forego delegation.

6.1.6 From the 2021/22 financial year debt write offs will be reported to Audit & Governance Committee then Executive quarterly. The Head of Strategic Finance & Property proposes to report write offs against standard classifications as follows:

- a) **Bankruptcy/IVA** - debts from those individuals declared bankrupt or under an Individual Voluntary Arrangement;
- b) **Company ceased trading** - where the company has been wound up by the Official Receiver and there are insufficient funds from the liquidation to pay the bill or the

company has been voluntarily wound up and liquidated before the council could undertake further recovery.

- c) **Deceased** - debts of deceased persons where there are insufficient funds in the estate;
- d) **absconded with no trace**; these are cases where we cannot trace a debtor who has moved with no forwarding address. Tracing is attempted via credit reference agencies or tracing agencies.
- e) **insufficient means to pay the invoice**, even by instalments, without causing hardship (the courts would remit debts where enforcement would result in hardship);
- f) **Charging Order** – in cases where the council has secured the debt by way of a charge on the property. In these cases any transfer or ownership cannot complete before the charge has been paid to the council. As there is no way to realistically estimate when that could occur the correct accounting treatment is to write off the debt in the ledger and then be written back onto the ledger when the cash is received to extinguish the charge.
- g) **Liability inconclusive** (which covers debts that Legal Services decide that the Council could not prove in court were due from the debtor); and
- h) **Statute of limitations** i.e. debts become statute barred after 6 years if the debtor has not made a payment or admitted the debt and if the council has not secured a County Court judgment (CCJ) against the debtor then all further routes through the courts are closed.

6.1.7 Appendix B analyses the profile of aged debtors.

7.0 Reason(s)

7.1 Section 28 of the Local Government Act 2003 requires the Council to monitor the budget and monitor and assess the adequacy of reserves and balances during the year. East Herts Council's financial management framework requires quarterly reports to Audit & Governance Committee and the Executive with expenditure forecasts to the year end.

7.2 The Executive must consider the budget forecasts and ensure that action is taken in relation to any expenditure over spends or any underachievement of income so that the Council's financial resources are not exceeded.

8.0 Options

8.1 Not applicable

9.0 Risks

9.1 Not applicable

10.0 Implications/Consultations

Consultation was undertaken with budget managers/finance contacts to assist in writing this report.

Community Safety

No

Data Protection

No

Equalities

No

Environmental Sustainability

No

Financial

All financial implications are included in this report.

Health and Safety

No

Human Resources

No

Human Rights

No

Legal

Section 28 of the Local Government Act 2003 requires the Council to monitor the budget and monitor and assess the adequacy of reserves and balances during the year. East Herts Council's financial management framework requires quarterly reports to Audit & Governance Committee and the Executive with expenditure forecasts to the year end.

The Executive considers the budget forecasts and ensures that action is taken in relation to any expenditure over spends or any underachievement of income so that the Council's financial resources are not exceeded.

Specific Wards

None

11.0 Background papers, appendices and other relevant material

Appendix A: Capital

Appendix B: Debtors

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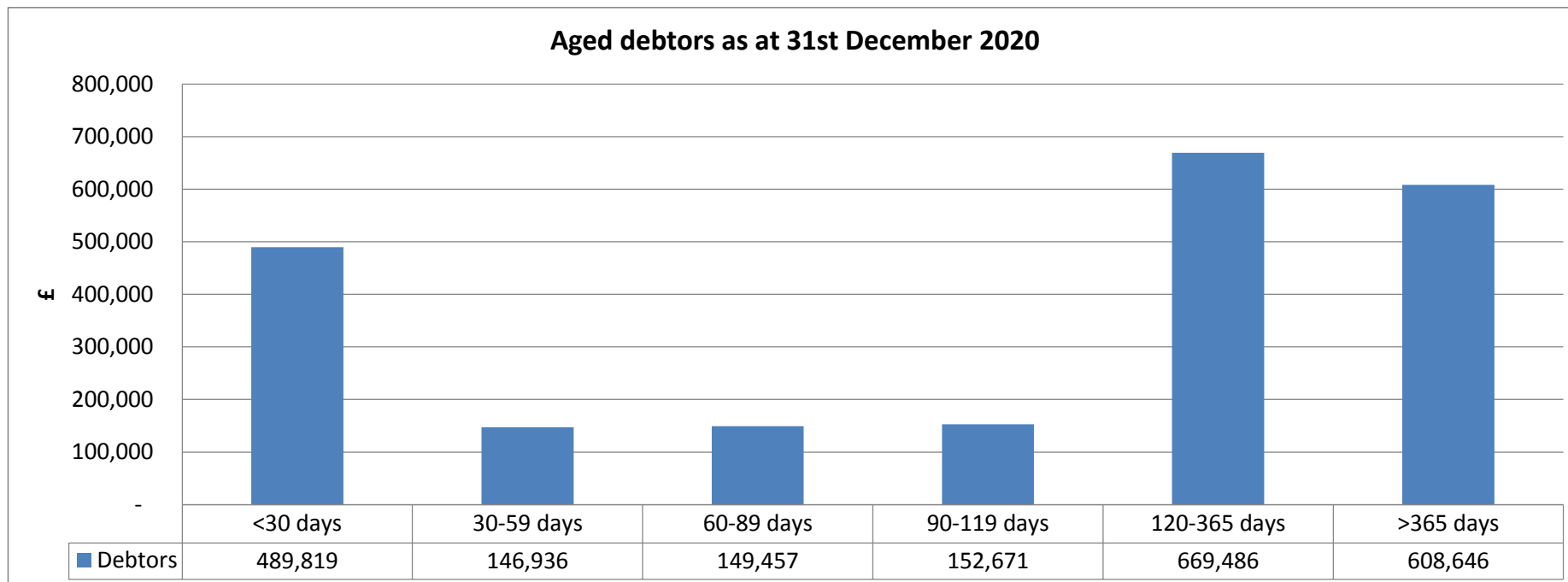
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Capital Forecast Outturn Quarter 3 December 2020

	Revised Budget 2020/21 £'000	Forecast Outturn 2020/21 £'000	Variance 2020/21 £'000	Carry Forward to 2021/22 £'000
Strategic Finance & Property				
Investment in operational assets	211	211	0	0
Boiler Replacement - Hartham Pool	23	23	0	0
Ward Freman - Pool Circulation Pipework	24	24	0	0
Car Park Resurfing	171	26	(145)	145
LED Lighting Upgrades	290	195	(95)	50
Solar Panels - Wallfields	45	0	(45)	45
Improve & renew structures along rivers and watercourses	82	82	0	0
Land Management Asset Register & Associated Works	50	50	0	0
Arts Centre - ORL	250	250	0	0
Northgate End	19,033	12,425	(6,608)	6,608
Financial Sustainability	3,945	0	(3,945)	3,945
Repayment of Loan	0	0	0	0
Land on London Road, BS	351	351	0	0
Hostel	1,825	1,838	13	0
Major Capital Project Contingency	2,500	0	(2,500)	2,500
Shared Business & Technology Services				
Rolling programme to be utilised on ICT projects subject to ITSG review	1,164	804	(360)	360
Operations				
Grange Paddocks Leisure Centre	15,862	13,009	(2,853)	2,853
Hartham Leisure Centre	9,605	900	(8,705)	8,705
Hartham pool filtration works	0	0	0	0
Ward Freman Leisure Centre	881	0	(881)	881
Hertford Theatre	1,066	1,066	0	0
Hertford & Beyond	8	8	0	0
Replacement play equipment across the district (in response to the Condition Audit to be reviewed in 2018/19)	23	23	0	0
Play Area and other projects, Hartham Common, Hertford	375	375	0	0
Castle Park - HLF	1,509	200	(1,309)	1,309

Trinity Close - Open Space Project	127	127	0	0
Buntingford Depot site works for Residual Waste	208	208	0	0
Heat Detection Unit at Buntingford Depot	305	305	0	0
Housing & Health				
Decent Home Grants	120	20	(100)	0
Future Housing Schemes	5	0	(5)	0
Colebrook Court (Network Housing)	33	33	0	0
Energy Grants	20	20	0	0
Castle Weir Micro Hydro Scheme	25	20	(5)	
Community Capital Grants	155	155	0	0
Planning & Building Control				
Improvements to The Wash, Maidenhead Street & Bull Plain, Hertford	2	2	0	
Historic Building Grants -	20	20	0	0
Millstream Property Company				
Capital Loan (10 x properties per annum)	4,010	3,292	(718)	0
Current Capital Programme Budget Total	64,323	36,062	(28,261)	27,401

The following graph shows the age of the £2.217m of debts outstanding as at 31st December 2020



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Executive

Date of Meeting: 30 March 2021

Report by: Leader of the Council

Report title: Harlow and Gilston Garden Town: Sustainability Guidance and Checklist, final document for endorsement

Ward(s) affected: Hunsdon

Summary

The draft Harlow and Gilston Garden Town Sustainability Guidance and Checklist was agreed for consultation in October 2020. The consultation exercise has now been concluded. The draft document has been updated as a result and this report now recommends that the finalised document be endorsed.

RECOMMENDATION FOR EXECUTIVE to recommend to Council:

- (a) that the Harlow and Gilston Garden Town Sustainability Guidance and Checklist be endorsed as material for development management purposes.**

1.0 Proposal(s)

- 1.1 The purpose of this report is to enable consideration of the final version of the Harlow and Gilston Garden Town (HGGT) Sustainability Guidance and Checklist and to recommend to Council that it be endorsed as material in relation to planning decisions. Throughout this report the document is referred to as the 'Guidance and Checklist'. The finalised document is attached as **Appendix 1**.

2.0 Background

- 2.1 The Guidance and Checklist document provides practical and technical guidance on how relevant sustainability indicators

and policies (environmental, social, and economic) in the HGGT Vision, HGGT draft Transport Strategy and Garden Town partner authorities' Local Plans will be applied to new strategic developments in the Garden Town.

- 2.2 The Guidance and Checklist is to be used by applicants and partner authority officers when preparing and discussing masterplans, pre-application proposals, planning applications and the discharge of conditions applications. This will ensure coordinated and integrated consideration of sustainability principles and targets at an early stage across the Garden Town. The Guidance and Checklist is to be applied to major developments (10 homes and above).
- 2.3 The final version of the document was presented to the Garden Town Board at its meeting of 15 March 2021, with the recommendation that the three District Council partners be invited to endorse the document as material for planning purposes. That recommendation was agreed by the Board.
- 2.4 Once endorsed, the Guidance and Checklist will become a material planning consideration in the assessment of planning applications for developments coming forward within the Garden Town. It will inform pre-application discussions and assist decision-makers in sustainability matters. The document will also be utilised by HGGT Quality Review Panel reviews to help form the basis of environmental and socio-economic sustainability discussions.

3.0 Preparation and consultation

- 3.1 The Guidance and Checklist has been prepared in-house by the HGGT team, with input from all partner authorities¹ and external expertise where appropriate.
- 3.2 The Garden Town seeks to set the agenda for sustainable living through ensuring growth that will be net carbon neutral

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

by 2030, and building strong and integrated communities across new and existing places.

- 3.3 The Guidance and Checklist relates directly to the principles and indicators within the HGGT Vision, draft HGGT Transport Strategy and the Garden Town Local Planning Authorities adopted and emerging Local Plan policies and SPDs. In particular, the Guidance and Checklist will support the Sustainability SPD which has been adopted by East Herts Council. The Guidance and Checklist will have the status of guidance – and therefore attract less weight in decision making than the SPD. However it addresses in a more fine grained way, the matters that need to be considered and solutions crafted to ensure that sustainability is achieved in developments coming forward.
- 3.4 There has been extensive input from officers from all partner authorities into the draft Guidance and Checklist. It has also been subject to assessment by the HGGT Quality Review Panel and through topic focussed workshops (developers, members, local groups, charities and organisations). Expert advice has also been commissioned from the UK Green Building Council (UKGBC), through the facilitation of two Sustainability Workshops, to review and discuss the draft Guidance and Checklist with over 30 experts in Sustainability in attendance.
- 3.5 The Guidance and Checklist was published for a six-week period of public consultation between October and December 2020. Given the restrictions on face to face engagement, consultation focused on reaching a broad audience primarily through digital channels, non-digital means were also available to ensure maximum accessibility for those less familiar with digital channels. The consultation included:
 - HGGT Sustainability Guidance and Checklist available for viewing on HGGT website, with links to this from partner authority websites.

- Overview of the document via accessible pre-recorded video available for viewing on HGGT website.

- Digital questionnaire / survey available for viewing and completing on HGGT website.

- 5 Staffed online webinars and Q&A sessions for particular stakeholder groups (e.g. Local residents and Community Groups, Developers, Members, Youth Councils, Partner Officers).

- Social Media awareness campaign (via HGGT and partner authorities).

- Notification of consultation via LPA Planning Policy databases and statutory consultees.

3.6 Non digital engagement included the distribution of hard copy consultation packs, on request, leaflet/ poster information to provide summary with link/ QR Code to online document and provision of hard copy of questionnaire/ survey.

3.7 A schedule of the representations received is attached at **Appendix 2**. The comments received in response can be broadly categorized into the following themes:

- Issues around the structure of checklist questions in relation to different stages of planning applications (i.e. requirements at Outline Planning vs Full / Reserved Matters).

- Comments around the ambition of the guidance in context of the upcoming government Future Homes Standards (expected release in 2022).

- Clarification on the degree of flexibility allowed by the guidance checklist questions.

- Clarification on whether Sustainability Guidance documents have been factored into Viability Assessments.

- Detailed comments relating to specific themes and checklist questions; including additional emphasis placed on Digital sustainability and a more integrated thread of the impacts of covid-19 pandemic in the Socio-Economic section of the guidance

3.8 Key updates and changes to the Guidance and Checklist to respond to the above comments include:

- Restructuring of Guidance checklists to split questions in to two categories: those that apply to Outline applications and those that apply to Full / Reserved Matters planning applications.

- Further information provided in the Introduction chapter on role and purpose of the Guidance documents as material considerations in the assessment of planning applications in context of the Future Homes Standard, and degree of flexibility allowed by checklist questions.

- A new 'Digital Sustainability' page included in the 'Environmental Sustainability' section of the document

- Revision of the 'Job Creation' section; and additional questions in the Socio-Economic checklist related to this.

- Further consolidation from the 'Healthy Towns Framework' within the Socio-Economic section, including the questions asked in this section.

- Stronger post-covid pandemic narrative incorporated into the Socio-Economic section of the Guidance.

- General updates made to address comments on specific themes, including an Air Quality Checklist incorporated, and updated glossary terms.

3.9 With the above amendments it is now considered that a robust final document has been produced and one which can be endorsed.

4.0 Options

4.1 The feasible alternative options in this matter include either proceeding with the endorsement of the Guidance and Checklist or not.

4.2 Given that a range of amendments have been made to the document to take on board the comments received during the consultation, there is little risk in proceeding. Not proceeding would make all work to date abortive in the absence of any clear reason to do so.

5.0 Risks

5.1 Risks of proceeding to endorsement are considered to be minimal.

6.0 Implications/Consultations

6.1 As set out below.

Community Safety

No

Data Protection

No

Equalities

Yes – the Guidance and Checklist has been subject to Equalities

Impact Assessment

Environmental Sustainability

Yes – the document focusses on measures to be taken, through planning decisions, to address sustainability issues.

Financial

Yes – no direct implications however any costs associated with the implementation and use of the document are contained within the budgets of the planning service.

Health and Safety

No

Human Resources

No

Human Rights

No

Legal

No

Specific Wards

Yes – the document is specifically related to the HGGT area within the Hunsdon ward.

7.0 Background papers, appendices and other relevant material

7.1 Appendix 1 – Final HGGT Sustainability Guidance and Checklist

7.2 Appendix 2 – Summary of consultation responses.

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HGGT

HARLOW & GILSTON
GARDEN TOWN

SUSTAINABILITY GUIDANCE & CHECKLIST

MARCH 2021

Interactive PDF: best viewed on computer screen



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RENEWABLE ENERGY

GREEN INFRASTRUCTURE + BIODIVERSITY

SUSTAINABLE MOVEMENT

WATER MANAGEMENT

CIRCULAR ECONOMY

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APPENDICES



HARLOW AND GILSTON GARDEN TOWN

Harlow and Gilston Garden Town (HGGT) 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 communities and economies, provide a good quality of life for existing and future residents, and respond to local landscape and character.

The [HGGT Vision](#) sets out the principles and indicators for the Garden Town which will ensure its growth and management is high quality and sustainable.

SUSTAINABLE LIVING

Sustainability focuses on meeting the needs of the present without compromising the ability of future generations to meet their needs. High quality sustainable developments require adopting a holistic approach to environmental, social and economic sustainability; in line with the UN Sustainability Development Goals.

The Garden Town seeks to set the agenda for sustainable living through ensuring growth that will be being net carbon neutral by 2030, and building strong and integrated communities across new and existing places, with social equity.

COVID-19 RECOVERY

This Guidance has been developed during the pandemic of COVID-19. The pandemic has highlighted stark health inequalities which relate closely to environmental, social, and economic inequalities.

Now more than ever, high quality, sustainable and resilient design and development is needed to ensure that existing and new residents of the Harlow & Gilston Garden Town recover from this pandemic in a long term and locally-led manner.

Opportunities to foster community strength, provide job opportunities, support green and local economies and bolster residents health must be taken. All stakeholders are therefore expected to work collaboratively to contribute to this recovery, and ensure that the Garden Town is a joyful and sustainable place to live, work, and play.



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, healthy, sustainable and innovative.

Introduction



INTRODUCTION



1 | THE CLIMATE EMERGENCY

The UK Government and all five HGGT Partner Authorities have declared a Climate Emergency/ Actions.

This Sustainability Guidance supports the primary commitment across the Garden Town Authorities; to become Carbon-Neutral by 2030.

The global climate is changing, primarily as a result of greenhouse gas emissions from human activity.

Communities, businesses, and the natural environment are already feeling the impacts of the changing climate. Continued change is now unavoidable and will disrupt everyday life, with higher average temperatures and more extreme weather events.

There is a strong and committed national and local policy context for planning environmentally, socially, and economically sustainable places and developments, and climate adaptation.

2 | PURPOSE OF THIS GUIDANCE

The Garden Town will set the agenda for Sustainable living, making it easy for residents to adopt sustainable lifestyles.

The three district authorities have a combined carbon emission contribution of **2,048 CO₂ (kt) across all industries**. With the goal of reducing carbon emission contributions, and planning for significant growth in the Garden Town, new developments must have exemplar placemaking and long term sustainability.

This document provides practical and technical guidance on how to apply sustainability indicators and policies (environmental, social, and economic) in the HGGT Vision and partner authorities Plans to new major developments in the Garden Town.

The purpose of this guidance is to help applicants meet the Garden Town goals of becoming net zero-carbon by 2030, and, to build strong and integrated communities across new and existing places.

3 | WHO USES THIS GUIDANCE

Applicants + Agents:

The document is to be used by developers, design teams, consultants and contractors in shaping development proposals, This will guide the design of proposals and ensure coordinated and integrated consideration of sustainability principles and targets at an early stage.

Local Authority Officers and decision-makers:

This document will be endorsed to have material planning weight and the Checklist will help guide the assessment of planning applications for developments coming forward within the Garden Town. It will inform pre-application discussions and assist decision-makers in sustainability matters.

The HGGT Quality Review Panel (QRP):

This Checklist will be utilised for QRP reviews to help form the basis of Sustainability and Garden Town discussions. The QRP panel members are independent experts and applicants are advised to be in a position to discuss issues on all themes raised in this guidance.

4 | WHEN TO USE GUIDANCE

Masterplanning

This guide should be used at as early a stage as possible in the design process in order to reduce costly and time-intensive re-design at later stages.

Pre-Application

The Sustainability Checklist and relevant evidence should accompany pre-application discussions to ensure applications have considered and incorporated sustainability measures from the outset of their design.

Planning Application

A Sustainability Strategy incorporating the Checklist, with relevant evidence / certification, is to be submitted alongside planning applications.

Post-Planning

Planning conditions and obligations will be aligned to ensure that sustainable measures are secured through to delivery and beyond. Tools such as Post-Occupancy Evaluation for ongoing monitoring will be expected relating to key indicators.



5 | HOW TO USE GUIDANCE

High quality and sustainable development requires environmental, social and economic sustainability to be holistically considered. This document is split into two sections, with sustainability themes cross-referencing each other, and co-benefits indicated throughout as pop-ups.

1. The Environmental Section
2. The Socio-Economic Section

These Sections consists of a Theme, noting:

1. Objectives & Requirements
2. Key Local Policy & Guidance
3. Case studies: with links to external sources
4. Checklist: to be completed and submitted.

6 | TO BE SUBMITTED

1. Collated Sustainability Quality Checklist
2. Sustainability Statement/Strategy

This guidance assist applicants to provide the information for the above, in order to meet the Garden Town principles and local policies.

7 | APPLICATION OF GUIDANCE

The guidance is applicable to:

- Strategic Masterplan / Village Masterplan areas
- All major residential developments (≥ 10no.)
- Change of Use resulting in a major development
- Council-led housing within the Garden Town

8 | THE QUALITY CHECKLIST

The Checklists indicate the quality of development in line with the Garden Towns' standards through a red/amber/ green approach. These work together across themes and will be assessed alongside each other to ensure a holistic approach to sustainability is being considered.

Each sustainability theme will be assessed by Officers in the round and in context of factors that may be unique to a development, providing flexibility in how each development is assessed. The applicant is expected to identify unique sustainability aspects of their development and include these in the 'Sustainability Statement', where the Applicant deems this necessary.

All checklists should be completed and submitted; except where highlighted in each checklist table, some questions that are required at Outline Planning Application only, with the remainder expected to be submitted at Full Planning and/or Reserved Matters, including updated figures for those submitted at Outline Planning.

All applications will be considered through the completion and submission of this Sustainability Checklist.

Minimum Requirements (Low Quality)	Net Zero-Carbon by 2050 (Medium Quality)	Net Zero-Carbon by 2030 (Garden Town High Quality)
These are policy-compliant / Building Regulations compliant, but do not meet Climate Declaration targets	These targets meet ultimate goal, but 20 years slower	These targets meet HGGT goal and Climate Declarations
This sets out what HGGT consider low quality standards / outcomes	This sets out what HGGT consider medium quality standards/ outcomes	This sets out what HGGT consider high quality standards/ outcomes
Outline Planning Submission	Outline Planning Submission	Outline Planning Submission

9 | RELATIONSHIP TO THE HGGT VISION & DESIGN GUIDE

This document should be read in conjunction with the Harlow and Gilston Garden Town Vision, and Design Guide. The Sustainability Guidance takes the principles and objectives of the Vision as its starting point and provides guidance and checklists to help deliver these principles, and sustainability indicators.

The HGGT Design Guide sets out Design Quality Questions which applicants are expected to follow. The information in this document aim to build on these and provide further guidance and detail as appropriate.

10 | RELATIONSHIP TO LOCAL PLANS

This document has been endorsed to have material planning weight when determining applications.

This guidance should be read in conjunction with the policies in the current Epping Forest DC, East Herts DC, and Harlow DC Local Plans.

This guidance compliments the policies and relevant SPDs by providing a practical tool for enhancing and assessing the sustainability of developments in the Garden Town.

11 | PARTNERSHIP WORKING

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.

12 | REVIEW & MONITOR

This guidance will be reviewed and updated regularly (maximum every three years) to ensure that it remains fit for purpose. The Garden Town encourages Applicants to innovate with new technology to meet the overall Garden Town sustainability ambitions.

This guidance will be reviewed upon national adoption of the Governments' Future Homes Standard (Part L and Part F) - where the first stage of a two-part consultation process was undertaken in 2020. Current Building Regulations fall short of the carbon neutral by 2030 commitment by HGGT.

13 | INCENTIVES FOR SUSTAINABILITY

Design and Planning

Compliance with these sustainability standards will lead to a smoother planning process and faster assessment time.

Awards and recognition

Exemplar schemes will be hosted on the HGGT website and shared as case studies, promoting the most ambitious projects. The Garden Town will work with applicants to put their schemes forward for Local and National awards and partnership opportunities.

Incentives: Cost Benefit

By 2030 all new buildings will need to operate at annual net zero carbon, meaning that by 2025 all new buildings must be designed to net zero-carbon.

In the Garden Town, 16,000 new homes are expected over the next plan period, with more to follow. If the standards highlighted in this guidance are not met when homes are first constructed, they will require retrofit before 2050 just to keep up with changing legislation; this is likely to be five times more expensive than building them to be zero-carbon in the first place.

Net zero carbon homes can be achieved at a capital cost uplift of between 3.5%-15% for residential developments, or, at equal cost - depending on economies of scale in alignment with varying reports.

This capital cost of sustainable buildings is likely to decrease over time as legislation improves, our electricity grid decarbonises, our supply chain upskills, and as cost of technology decreases.

Costs can be offset by value benefits, including; increased rental premiums (6-11% [Link](#)), lower tenancy void periods, and lower offsetting costs. Furthermore, long-term operation costs of new homes are vastly reduced due to the lower energy demand from homes, eliminating challenges such as fuel poverty ([Link](#)), and providing cost savings of 30%-40% ([Link](#)) over 30 years.

Finally, in a post covid society, more people are working from home, and look to live more sustainable lifestyles, making sustainable homes and communities more attractive to homeowners, thereby, providing a commercial benefit to developers ([Link](#)).



SUSTAINABILITY GUIDANCE APPLICATION AREA

The Garden Town comprises strategic development sites both within the Harlow administrative area and within East Hertfordshire District and Epping Forest District. This includes:

Gilston Area:

- Located in East Hertfordshire District
- Across 7 villages,
- 10,000 homes in total
- 3,000 built by 2033, a further
- 7,000 to follow post-2033

East of Harlow:

- Located in Harlow and Epping Forest Districts
- 3,350 new homes
- 2,600 within Harlow District
- 750 within Epping Forest District

Water Lane Area:

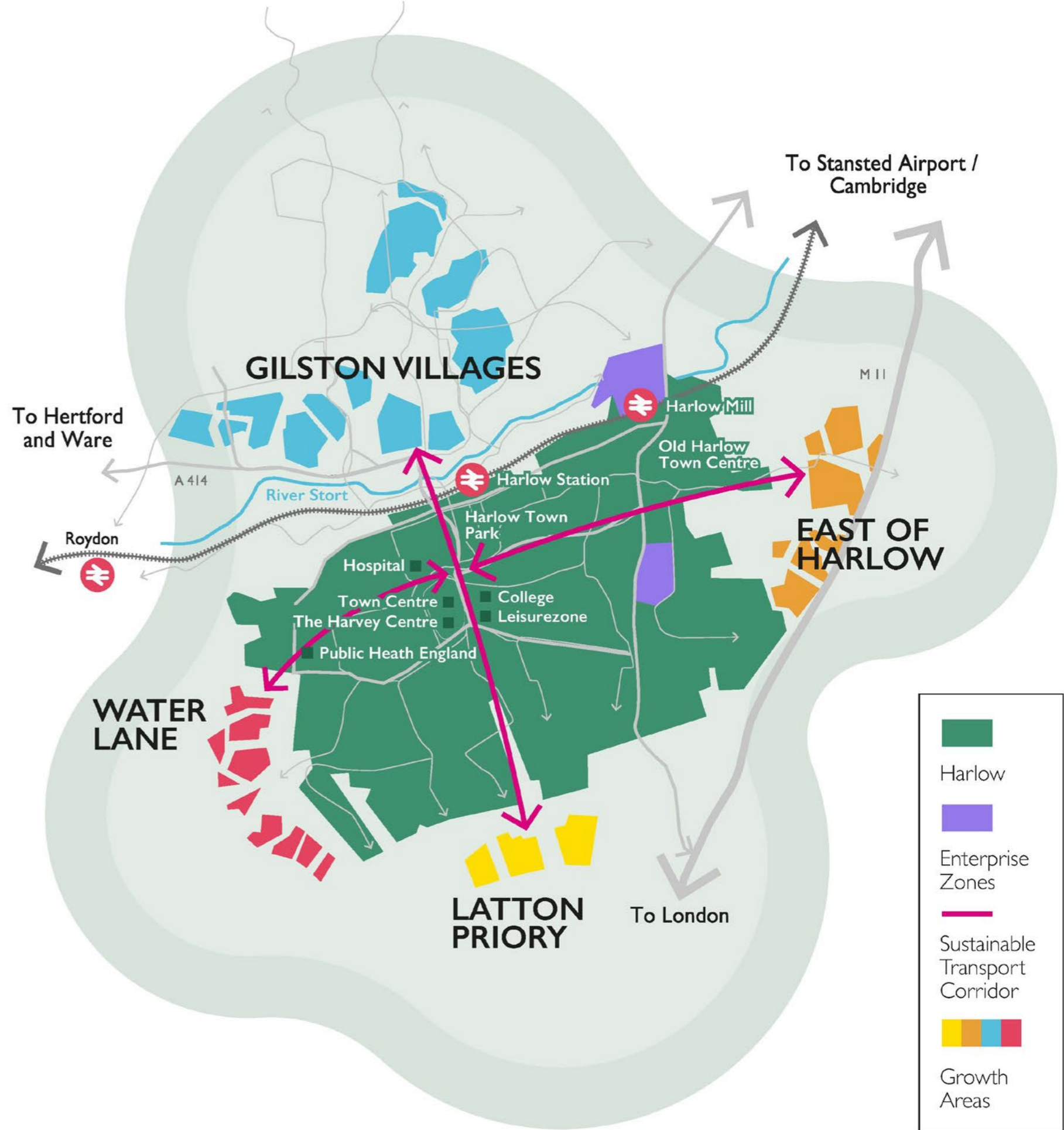
- Located in Epping Forest District
- 2,100 new homes

Latton Priory:

- Located in Epping Forest District
- 1,050 new homes

Draft Harlow Local Plan:

A further 21 sites, which together total 1,147 dwellings, are allocated in the draft Harlow Local Plan



Environmental Sustainability

Goal: Net Zero-Carbon by 2030



DESIGN APPROACH: FIRST PRINCIPLES

These 'First Principles' are to be followed to ensure new Garden Town developments are sustainable, and evolve through good design. The First Principles act as a structured design process, and are iterative, with observations made to be referred back to when navigating the varying scales of design. Use of these principles will significantly benefit the proposal when assessing against the remainder of the Guidance.

1 | LANDSCAPE-LED DESIGN

Harlow and Gilston Garden Town is characterised by a number of different landscape characters areas and assets. Study of existing strategies, analysis, survey and mapping should be undertaken of existing green infrastructure and ecological value of features. These include; topography, trees, hedgerows, woodland, grasslands, wetlands, meadowlands, farmlands, hills and lowlands, scarps and valleys, flood plains, views and vistas. Drawings, surveys, site photographs, and precedent images should be utilised.

Design should be landscape led from the start and across all design stages. The best design and development outcomes will be delivered by engaging landscape and ecology consultants at an early stage. Additional spending on design fees will be very likely outweighed by the speed and ease of securing planning permission.

2 | SUSTAINABLE MOVEMENT

The Garden Town has ambitious sustainable travel mode shift targets, as set out in the HGGT Transport Strategy. To achieve this, sustainable movement must be considered as a first principle in design, alongside landscape and ecology.

Key destinations and active travel desire lines for journeys to work, schools, shops and leisure should be mapped, to be direct, inclusive, attractive and safe. Opportunities to knit communities together with movement routes and green infrastructure should be maximised.

Follow the HGGT User Hierarchy on routes and access points; ensure walking and cycle networks connect to the Sustainable Transport Corridors and wider networks, and prioritise travelling to further destinations by public transport over private cars.

3 | ORIENTATION AND FORM

Solar orientation must inform the topography, scale and massing of development at early stages of masterplanning, with south-facing buildings, fenestration, and amenity being orientated to take advantage of passive solar gain – absorbing the sun's heat energy to warm buildings and spaces. Building axis' can be orientated in the east-west direction to take advantage of maximum daylight and heat from the sun which significantly reduces the energy consumption of a building, and can reduce a homes' heating and cooling costs by up to 85%.

To stay cool in the summer months and avoid overheating, external shading provisions should be made to the buildings and surrounding areas, including the use of green infrastructure.

4 | FOLLOW ENERGY HIERARCHY

When determining energy strategies for new developments and masterplans, the Energy Hierarchy is to be followed:

1. BE LEAN:

Use less energy: minimising the energy demand of new buildings through fabric performance: This step requires design that reduces the energy demand of a development. Energy Strategies need to demonstrate how energy efficiency measures reduce the energy demand in line with performance targets highlighted in this document.

2. BE CLEAN & GREEN:

Supply energy efficiently: utilising energy efficiently in buildings including for space heating & cooling: Consideration must be given to how heat and energy will be provided to the development using low-carbon heating networks.

3. BE SEEN:

Monitor & Report performance: for at least 5 years post-completion to remove the performance gap: This requires all major developments to monitor and report their energy performance post-construction to ensure that the actual carbon performance of the development is aligned with the Garden Town ambitions of a net zero-carbon target.

5 | ADAPTABLE & FUTURE PROOF DESIGN

Building strong communities is aided by giving people and families the opportunity to have accommodation that can adapt to respond to their changing needs and abilities.

This means looking at the macro-scale of large scale green and blue infrastructure and management for climate adaptation, futureproofing infrastructure for technological innovation, provision of a range of house types, adaptable facilities and meanwhile use spaces. And through to the micro-scale; for example the space and ease in ability to extend homes and facilities (physical and digital) to work from home.

While technologies will change, the homes built here will exist for decades - 60+ years, and it is important that strong communities are not broken due to the lack of adaptable design.



A fabric-first approach requires the building envelope to be a high-performance thermal envelope, reducing energy waste. This means the proposed buildings must have external walls, roofs, floors, windows & doors that are: super insulated, airtight, and windtight.

A fabric-first approach includes the windows and doors – which provide significant heat loss and heat gains – depending on solar orientation. Windows and doors must therefore incorporate high-performance glazing to provide comfortable internal temperatures. A high-performance thermal envelope delivers exceptional indoor comfort and building energy efficiency.

7 | VENTILATION & OVERHEATING

A mixed-mode (natural and mechanical) ventilation strategy is encouraged for excellent indoor air quality. This involves the incorporation of passive and/or whole-house mechanical ventilation with heat recovery system (MVHR) – which is key to delivering radically energy efficiency and exceptional comfort, through providing clean, filtered air into habitable spaces.

Early stage overheating analysis will be expected to be carried out at design stage to identify key factors contributing to overheating risk; where developments are at risk of overheating, additional detailed assessment and mitigation measures will be expected to be incorporated.

8 | EMBODIED & OPERATIONAL ENERGY

Embodied energy is the total energy required for the extraction, processing, manufacture and delivery of building materials to the building site, and the construction of the development.

All design teams are expected to think about, and reduce the embodied energy required to develop their schemes. For example, depending on location, height, and site suitability, materials like timber could be favoured over less sustainable alternatives such as concrete.

Operational Energy is concerned with the amount of carbon emissions associated with the building's annual operation. Developments should be aiming for net zero carbon – where energy on an annual basis is zero or negative. A net zero carbon building is highly energy efficient and powered from on-site and/or off-site renewable energy sources.

Developments should be designed using realistic predictions of operational energy to avoid performance gap in a building's energy use.

9 | RENEWABLE TECHNOLOGIES

Renewable energy uses natural resources such as sunlight, wind, tides and geothermal heat which are naturally replenished. Most forms of renewable energy are cheap to operate, but can be expensive to install.

Examples of technologies include; PV's, solar thermal, biomass, ground/air source heat pumps, wind, hydro. The choice of renewable technologies should be dependent on an assessment on site and development suitability.

10 | AIR-TIGHT STRATEGY & THERMAL-BRIDGE FREE

An air-tight strategy focuses on the internal comfort of a building, and will be required to develop a draught-free building envelope. The draught-free building ensures high energy efficiency, internal user comfort, and protects the building envelope.

The airtight strategy must be continuous to ensure there are no unintended gaps in the building envelope that allow uncontrolled air to leak in and out of the building.

Internal comfort is affected by heat loss through the building fabric, and poor thermal bridging – any gaps or thinning of the insulation. Therefore, the design approach must be to design them out.

Post-occupancy evaluation enables air tightness and thermal bridging to be measured, to help close the known performance gap in these areas.

RETROFITTING

Design Principles for Retrofitting of existing buildings has not been addressed in this guidance. This is in anticipation of the emerging HGGT Sustainability Guidance for Retrofit. This document will signpost to industry standards and guidance regarding retrofitting.



ENERGY EFFICIENCY & CARBON REDUCTION

OBJECTIVES & REQUIREMENTS

The transition to net zero-carbon by 2030 must begin with providing **genuinely affordable homes**. All new buildings are therefore expected to adopt a fabric-first approach (i.e. Passivhaus Standards), with the expectation that as our grid system decarbonises, and we build more energy efficient homes, emphasis will be placed on the embodied energy involved in constructing new buildings, utilising more **renewable technologies**.

Currently (2017 figures), all 3 district councils contribute **558CO2kt** from the domestic sector only (electricity, gas and other contributions). This accounts for almost a third (27%) of all CO2 contributions in the districts and represents a significant opportunity reduce our carbon impact and adopt **circular economy** principles.

With the decarbonising of the National Grid, achieving net zero-carbon will mean strategic sites must respond to the two key components of **whole-life carbon**; **embodied carbon** and **operational energy**. Achieving net zero operational energy means the building does not burn fossil fuels and is 100% powered by renewables.

A **Whole Life Carbon (WLC) Assessment** should be undertaken at pre-application, planning application, and after practical completion, as new homes are expected to last 60+ years, with carbon emission reduction in line with the targets in the Checklist. **Appendix 2a** highlights the sequence of activities to complete an assessment.

Embodied Carbon Reduction Strategy:

1. Using circular economy principles of reuse and refurbish, and designing for disassembly at end of life with processes including using offsite construction.
2. Building low-energy homes, using fossil fuel-free technology to supply heating and power to them.
3. Using renewable energy where necessary

Operational carbon Reduction Strategy:

1. Not burning fossil fuels for supply to homes
2. 100% powered by renewable energy i.e. heat pumps
3. Achieving energy performance in line with checklist

For Outline Planning, Applicants can use Whole Life Carbon assessment tools such as **FCBS Carbon**.

SOCIO-ECONOMIC CO-BENEFITS +

KEY LOCAL POLICY & GUIDANCE

HGGT Vision

- Placemaking and Homes: B9, B10, D3
- Landscape & Green Infrastructure: D1, D2, D3, D4
- Sustainable Movement: D6
- The emerging Garden Town Transport Strategy
- Building Futures – Hertfordshire Guide

HDC Local Plan Policy:

- HGT1: Development & Delivery of Garden Town
- PL3: Sustainable Design, Construction & Energy Use
- Harlow Area Action Plan (TC AAP)

EFDC Local Plan Policy:

- SP4(xvii): Highest standards of energy efficiency
- SP5 Garden Town Communities
- DM9: High Quality Design
- DM19: Sustainable Water Use
- DM20: Low Carbon and Renewable Energy

EHDC Local Plan Policy:

- CC3: Renewable and Low Carbon Energy
- DES1 Masterplanning
- DES4: Design of Development (a) & (b)
- HOU8 Self-Build and Custom Build Housing
- CFLR9 Health and Wellbeing
- 11.2 Harlow and Gilston Garden Town



CASE STUDIES (click image to visit website)



Marmalade Lane, Cambridge
Built with fabric-first approach for energy efficient homes, alleviating fuel-poverty.



Goldsmith Street, Norwich
Built to Passivhaus standards, needing little energy for heating and cooling.



Newhall, Harlow
Being highly sustainable with consideration for long-term energy use and incorporating measures to reduce energy use in properties

QUALITY CHECKLIST		Minimum Requirement	Net Zero-Carbon by 2050	Net Zero-Carbon by 2030
En.1	What Operational Energy target does the development aim to achieve (KWh/m2/y)	146	< 70	< 0 - 35
En.2	What Embodied Carbon target does the development aim to achieve (kgCO2e/m2)	1000	< 450	< 300
En.3	Space Heating Energy Demand (KWh/m2/y) of net living space	54.26	25	15
En.4	Airtightness (air changes/ hr @ n50)	5	3	≤ 0.6
En.5	Ventilation Strategy (m3/hr/person)	Natural - extract fans	Mechanical - with extract fans	Mechanical Heat Recovery (30)
En.7	What is the on-site reduction in CO2 emissions against Building Regulations Part L (2013)?	0-34%	35%-50%	≥ 50%
En.8	For applications greater than 99no. units, what BREEAM Communities Level is met?	Very Good	Excellent	Outstanding
En.9	Thermal Bridging y-value (W/m2K)	0.0051	0.0039	0
En.10	What Fabric U-Values has the proposal been designed to meet? W/(m2K)			
	External Walls	0.30 - 0.16	0.15 - 0.11	< 0.1
	Floor	0.25 - 0.11	0.10 - 0.08	< 0.07
	Roof	0.20 - 0.13	0.12 - 0.10	< 0.1
	Windows (triple glazing) & Doors	2.00 - 1.4	1.3 - 1.00	< 0.9
Attach Whole Life Carbon Assessment				
Attach Overheating Design Assessment				
Attach certification of the above chosen standards, and use 'Statement' page for additional information				



RENEWABLE ENERGY

OBJECTIVES & REQUIREMENTS

Our recent extreme weather has highlighted the need to ensure that buildings constructed today are fit for the future, and, designed for resilience over the next 60+ years. Other Climate mitigation and adaptation strategies span the breadth of this document, so this section focuses on the use of renewable energy for our heat supply, as heat demand is estimated at more than 40% of the energy consumed across all 3 boroughs.

The nature and scale of the strategic sites make them ideal to ensure that the heating and hot water they generate are fossil fuel free, supporting less demand on the national grid.

On-site renewable technologies such as Heat Pumps, Solar Photovoltaics, and Solar Thermals should be explored for adoption, and paired with each other to provide the greatest benefit to new developments; i.e. heat pumps paired with efficient buildings, and PV's paired with electric charging enabling sustainable travel.

Applicants are to use the LETI Heat Decision Tree (Appendix 3) at concept and developed design stages, to assist them in choosing the most appropriate heating system; where renewable systems should be prioritised over connecting to district heating networks, which depend on fossil fuels.

- New Developments should be designed to;
- Heat Sharing Network: joining a heat sharing network is particularly relevant for these strategic mixed-use development sites where opportunities for load shifting and heat sharing occur.
 - Minimise system temperatures: high temperatures in heating systems are synonymous with fossil-fuel combustion
 - Reduce Heat Demand at point of use: The greatest opportunity to meeting net zero-carbon emissions is to reduce the amount of heat needed: achieved through a fabric-first approach and limited hot water use, coupled with reuse of low temperature waste heat sources.
 - Lean Design: load modelling can predict energy use and help size plant requirement.
 - Harness Waste Heat: heat released as a by-product of an existing process enables otherwise wasted heat to contribute to meeting energy demands.

KEY LOCAL POLICY & GUIDANCE

HGGT Vision

- Placemaking and Homes: B9, B10, D3
- Landscape & Green Infrastructure: D1, D2, D3, D4
- Sustainable Movement: D6

HDC Local Plan Policy:

- HG1: Development & Delivery of the Garden Town
- PL3: Sustainable Design, Construction & Energy Use
- Harlow Area Action Plan (TC AAP)

EFDC Local Plan Policy:

- SP4(xvii): Highest standards of energy efficiency
- DM9: High Quality Design
- DM19: Sustainable Water Use
- DM20: Low Carbon and Renewable Energy

EHDC Local Plan Policy:

- CC3: Renewable and Low Carbon Energy
- DES4: Design of Development (a) & (b)
- Building Futures: Sustainable Design Toolkit



CASE STUDIES (click image to visit website)



Project Etopia, Corby
Uses combined solar PV's and thermal panel to deliver net zero carbon on site.



Active Homes, Neath, South Wales
Battery technology used to store energy and solar PV & TSC's to generate 60% energy.



Tallack Road, Waltham Forest, London
Large-scale communal Air Source Heat Pump to feed ambient temperature heat network

QUALITY CHECKLIST		Minimum Requirement	Net Zero-Carbon by 2050	Net Zero-Carbon by 2030
Rn.1	What on-site renewable energy technologies are planned to be included in the development?	PV's + EV charging / CHP's	Low-temperature District Heating	Electric Heat Pumps / Solar Thermal
Rn.2	What percentage of CO2 emission reduction is planned to be provided from on-site renewable energy sources? (SAP 10 carbon emission factors to be used for calculation)	> 20%	> 50%	> 70%
Rn.3	What percentage of household electricity will on-site renewable technology provide? (net zero operational carbon does not burn fossil fuel and is 100% powered by renewables)	> 35%	> 50%	100%
Rn.4	Have any government incentivised schemes been taken advantage of? i.e. Non-Domestic Renewable Heat Incentive (RHI)	None	N/A	Non-Domestic RHI
Rn.5	Photovoltaic Energy Demand (kWh/m2/yr)	-854	-2,563	-2,563
Rn.6	Domestic hot water (kWh/m2/yr)	42	20	6
Please attach Energy Assessment				
Please attach relevant certification of the above standards you have chosen				
Please use 'Sustainability Summary' pages where you are adding any further information				

Outline Planning submission

Reserved Matters / Full Planning Application



GREEN INFRASTRUCTURE

OBJECTIVES & REQUIREMENTS

The HGGTVision sets out indicators for landscape and green infrastructure: proposals should respond to the distinctive landscape setting; expand and enhance the town's Green Wedge network; improve access to, and the quality of, the surrounding Green Belt; and support a sustainable and biodiverse environment.

The green and blue infrastructure network of the Garden Town and wider area must be protected and enhanced, and considered in an integrated way to meet sustainability, placeshaping and socio-economic objectives. Key assets include the Stort Navigation & Stort Valley; the River Lea & Lee Valley; the Green Wedge and Finger network; Grade II Listed Harlow Town Park; existing and Ancient woodland including Epping Forest; neighbourhood allotments & green spaces; the proposed Gilston Country Park; proposed Suitable Alternative Natural Greenspace; new 'Super Greenways'; sports, play and adventure spaces.

Proposals must be landscape-led from the start, and green infrastructure should be high quality and multifunctional, as set out in the [East Herts Gilston Area Charter SPD](#) and [EFDC Green Infrastructure Strategy](#). Relevant landscape and ecology expertise should be sought early in the design process.

Development should deliver at least 10% [Biodiversity Net Gain](#) (BNG) following the [mitigation hierarchy](#), and then provided on-site where possible, before off-site or compensation are considered, Ecology Reports should set out targeted net gain outcomes, through baseline surveys, then consider protection, mitigation, habitat enhancement/ creation, with stewardship and maintenance for a minimum of 30 years.

Greening of streetscapes and amenity spaces, with street trees, pocket parks, hedgerows, Super Greenways, greens roofs and swales, provide placeshaping benefits as sociable streets and contribute to climate resilience, through biodiversity enhancement and mitigating overheating.

Multifunctional and inclusive green & blue infrastructure at various scales has an important role to play in placeshaping, health, wellbeing, and community resilience. Play, social spaces, food growing, art and heritage trails should be designed early, considering all ages and abilities, with active frontages to enable natural surveillance.

KEY LOCAL POLICY & GUIDANCE

- HGGTVision & Design Guide
- HGGT Healthy Town Framework

Harlow Council: Local Plan Policy:

- WE1: Strategic Green Infrastructure
- WE2: Green Wedges and Fingers
- WE3: Biodiversity and Geodiversity
- PL4: Green Wedges and Green Fingers
- PL5: Other Open Spaces
- PL6: Trees and Hedgerows
- PL7: Green Infrastructure and Landscaping
- PL8: Biodiversity and Geodiversity Assets
- Harlow Area Action Plan (TC AAP)

EFDC Local Plan Policy:

- SP 3 Place Shaping
- SP 7 The Natural Environment
- DM 1 Habitat protection and improving biodiversity
- DM 2 Epping Forest SAC and the Lee Valley SPA
- DM 3 Landscape Character
- DM 5 Green and Blue Infrastructure
- DM 6 Designated and undesignated open spaces
- DM9: High Quality Design
- DM 15 Managing and reducing flood risk
- DM 22 Air Quality
- EFDC Green Infrastructure Strategy

EHDC Local Plan Policy:

- DES1: Masterplanning
- DES2 Landscape Character
- DES3 Landscaping
- DES4: Design of Development (a) & (b)
- CFLR1 Open Space, Sport and Recreation
- CFLR2 Local Green Space
- CFLR4 Water Based Recreation
- CFLR9 Health and Wellbeing
- NE3 Species and Habitats
- NE4 Green Infrastructure
- CCI Climate Change Adaption
- East Herts Gilston Area Charter SPD

Wider Area

- Green Essex Strategy
- Essex Biodiversity Action Plan
- Hertfordshire Strategic Green Infrastructure Plan 2011
- Stort Catchment Management Plan
- Green Arc Strategy

CASE STUDIES (click image to visit website)



Community cohesion: Drapers Field
Addresses issues of community cohesion and play, improving wellbeing.



Ecology in Architecture: Barratt Homes
A progressive approach to wildlife-friendly housing, with 'Swift Bricks' built into homes.



Collaboration: Teignmouth, Devon.
Partnership with third sector to deliver ongoing BNG and between the LPA & RSPB to deliver strategic compensation.

QUALITY CHECKLIST		Low Quality	Medium Quality	Garden Town High Quality
Gr.1	Has a Landscape-led approach been demonstrated, as set out in the HGGTVision / Gilston Area Charter SPD / EFDC Green Infrastructure Strategy ?	No	Some landscape analysis undertaken	Ecology, topography, vistas, landscape character & features leading design
Gr.2	What % of Biodiversity Net Gain (BNG) will be delivered?	0-9% BNG	10-15% BNG	15%+ BNG
Gr.3	Does Ecology Report show process of mitigation and location hierarchy, with Stewardship and Maintenance strategy provided for green infrastructure and BNG?	No strategy	Yes - Outline strategy provided	Yes - hierarchies followed, and 30 year strategy with input from community
Gr.4	Have play, community amenity and food production opportunities been maximised? All new homes should be within 800m of allotments, and Fields in Trust distances should be followed for play spaces.	No	Yes - locations mapped with walking isochromes	Yes - locations mapped, character of spaces defined, strategies for play / food / active frontages
Gr.5	Have you used recognised tools to assess the value/ quality of green infrastructure? E.g. Natural Capital Tool/ Ecometric/ Building With Nature/ Green Flag Award/ Social Value Calculator	No	Yes - qualitative assessment undertaken	Yes - qualitative assessment/ value calculated with exemplary score
Gr.6	Has an overheating assessment or modelling been provided, as set out in UKGBC's Housing Standards Playbook , taking into account impact of green infrastructure?	No	Yes - some assessment	Yes - UKGBC Playbook followed
Gr.7	Has green infrastructure been proposed at different scales to reinforce the Garden Town Vision indicators, access and inclusive design principles ?	Different scales not explored	Yes - Different scales shown, roles/ function undeveloped	Yes - Different scales designed, with qualities and roles defined, and inclusively designed
Please attach your BNG Report / Biodiversity Impact Assessment with Stewardship & Maintenance Strategy Please use 'Sustainability Summary' pages where you are adding any further information				



OBJECTIVES & REQUIREMENTS

Sustainable movement and active transport infrastructure are key to the success of sustainable growth in the Garden Town. Positive travel choices that enable sustainable living lie at the heart of the Garden Town's Vision, Transport Strategy, and Healthy Town Framework. The three overarching objectives of the HGGT Transport Strategy are:

1. 50% of all trips originating from and ending within the whole Garden Town should be by active and sustainable travel modes. Within the new Garden Communities, 60% of trips originating from and ending within them should be by active and sustainable travel modes.
2. Mobility options will be based on a hierarchy of importance: Reduce the need to travel > walking and cycling > public transport > private vehicle use.
3. Support and encourage a culture of active and sustainable travel ensuring all journeys will be efficient and safe.

Masterplanning for Sustainable Movement should address: walkable low traffic neighbourhoods, sociable streets and placemaking; cycling, walking and public transport network; behaviour change programmes; rebalancing car use and parking design (including carpooling and car sharing); futureproofing with adaptable technology; deliveries and servicing; and construction impacts.

Sustainable Transport Corridors (STCs) will be a series of strategic public travel routes through the Garden Town providing inclusive, coherent, safe, direct, convenient and attractive public and active travel options that will connect neighbourhoods quickly with key destinations such as the town centre and Harlow Town railway station. The design of these should follow the [HGGT STC Placeshaping Principles](#) and Transport User Hierarchy.

'Mobility Hubs' provide transport interchange as well as social and community focal points. All new homes should be within 800m (10 minute walk) of a hub and within 400m of a bus stop.

Designs must futureproof for change in travel habits, including reallocating parking and road space, innovation in travel technology, last mile deliveries and appropriate provision for electric charging .

KEY LOCAL POLICY & GUIDANCE

- HGGT Vision & Design Guide
- HGGT Transport Strategy (draft)
- HGGT Healthy Town Framework (draft)
- HGGT Local Cycling & Walking Infrastructure Plan (LCWIP) (emerging)
- HGGT STC Placeshaping Principles (draft)
- HGGT Hubs 'How To' Guide (draft)
- HGGT Parking Strategy (emerging)

Essex County Council

- Local Transport Plan 3
- Sustainable Modes of Travel, Speed & Traffic Management Strategies
- Essex Design Guide
- Harlow Cycling Action Plan

Hertfordshire Council Council

- Local Transport Plan 4
- Hertfordshire Active Travel Strategy/Sustainable Modes of Travel Strategy
- Roads in Hertfordshire: A Design Guide

Harlow Local Plan Policy:

- HGT1 Dev & Delivery of the Garden Town
- PL3 Sust. Design, Construction & Energy Use
- IN1 Development and Sustainable Modes of Travel
- WE2 Green Wedges and Green Fingers
- Harlow Town Centre Area Action Plan (emerging)

EFDC Local Plan Policy:

- SP 3 Place Shaping
- SP 4 Garden Communities in HGGT
- T 1 Sustainable transport choices
- T 2 Safeguarding of routes and facilities
- DM 9 High Quality Design
- DM 22 Air Quality

East Herts Local Plan Policy:

- GAI The Gilston Area
- TRA1 Sustainable Development
- TRA3 Vehicle Parking Provision
- DES4 Design of Development
- CFLR9 Health and Wellbeing
- DEL2 Planning Obligations
- EHDC Sustainability SPD

Other:

- UK Government Policy Paper: Gear Change
- Sport England Active Design Principles
- Sustrans Cycling For Everyone

CASE STUDIES (click image to visit website)



Dunsfold Park Masterplan, Surrey
Designing a walkable village entirely within 10 minutes' walk of the Market Square.



St Chads Development, Essex
Shared surface 'home zones' are designed to prioritise pedestrians and cyclists, while reducing vehicular speed.



VeloCity, National Infrastructure Commission. Enriching village life while creating new homes and employment in healthy and socially cohesive places.

QUALITY CHECKLIST		Low Quality	Medium Quality	High Quality
Tr.1	Have walkable low traffic neighbourhoods been designed as a first principle, based on the HGGT Transport User Hierarchy ?	No - vehicle access design prioritised	Transport hierarchy considered	Yes - desire lines, permeability, topography, user hierarchy leading design
Tr.2	Have safe and high quality connections to active travel networks beyond the development boundary been proposed with green infrastructure considered?	Ongoing connectivity not considered	Some connectivity - lacks GI consideration	Strong connections to networks, with clear relationship to GI/ ecology
Tr.3	Have you followed the STC Placeshaping Principles when designing the STC and its transport interchanges?	Not shown	Some achieved	Yes - all achieved
Tr.4	Are bus stops and hubs accessible and attractive for new and existing residents, offering appropriate shelter and including provision of a regular bus service?	Hubs and bus stops not meeting requirements	STC hubs within 800m, bus stops within 400m of all new homes	STC hubs co-located with facilities/sheltered bus stops within 800m/ 400m of all homes with regular service
Tr.5	Has cycle parking designed to be high quality, safe and with ease of access?	Cycle parking not provided	Suitable quantity of spaces provided	Quantity and quality of environment provided
Tr.6	Have inclusive design principles / accessibility for all regarding sustainable movement routes been achieved?	Does not meet Equalities Act	Inclusive Design Statement provided	Exemplary inclusive design provided
Tr.7	Has a Transport Assessment been provided that clearly demonstrates how the mode split target is being achieved, as defined by HGGT?	Yes - minimum TA provided	Yes - but multi modal modelling not included	Yes - multi-modal modelling, and roadmap for achieving HGGT targets
Tr.8	Has a thorough Sustainable Travel Plan been provided? Has Modeshift Stars accreditation been explored?	No	Sustainable Travel Plan provided	Yes - including behaviour change programme, travel coordinator, monitoring

Please use 'Sustainability Summary' pages where you are adding any further information

Outline Planning submission

Reserved Matters / Full Planning



WATER MANAGEMENT

OBJECTIVES & REQUIREMENTS

The combined challenges and opportunities of growing populations within the Garden Town, changing land uses, the finite supply of water, action is required now to ensure the availability of water for the future without having a detrimental impact on the environment. There is likely to be less water available for future generations and therefore a greater need for water demand management and water efficiency in the area. New development should therefore not lead to an overall increase in demand for water.

The strategy therefore looks for new developments to:

i) Reduce the risk of flood through the use of sustainable drainage infrastructure and robust green infrastructure design - including the use of biophillic design and permeable hard landscape.

ii) Minimise use of mains water by incorporating water saving measures and equipment, and, designing residential development so that mains water consumption is reduced in accordance with requirements found in the table overleaf.

iii) Promote the use of rainwater harvesting and using dual potable and grey water recycling measures

To avoid increased flood risk, and make the most effective use of the existing and planned drainage infrastructure, rainwater should be managed as a valuable resource, rather than a waste product and innovative ways of using water can be incorporated into community infrastructure.

There is a drive towards sustainable drainage systems that mimic the way nature manages rainwater. As a result, designing new developments for optimal sustainable water consumption has become even more important, with the Garden Town enabling ambitious targets for water efficiency in all new developments.

Existing homes and workplaces should become more water efficient through metering and water efficiency retrofits.

New developments should embrace carbon reduction systems such as a waste water heat recovery.

KEY LOCAL POLICY & GUIDANCE

HGGT Vision

- Placemaking and Homes: B9, B10, D3
- Landscape & Green Infrastructure: D1, D2, D3, D4
- Sustainable Movement: D6
- HGGT Watercycle Study 2018
- The emerging Garden Town Transport Strategy

HDC Local Plan Policy:

- HG1: Development & Delivery of Garden Town
- PL3: Sustainable Design, Construction & Energy Use
- PL10: Water Quality, Water Management, Flooding and Sustainable Drainage Systems
- Harlow Area Action Plan (TC AAP)

EFDC Local Plan Policy:

- SP4(xvii): Highest standards of energy efficiency
- DM9: High Quality Design
- DM19: Sustainable Water Use
- DM20: Low Carbon and Renewable Energy

EHDC Local Plan Policy:

- CC3: Renewable and Low Carbon Energy
- DES4: Design of Development (a) & (b)
- Building Futures: Sustainable Design Toolkit
- WAT3 Water Quality and the Water Environment
- WAT4 Efficient Use of Water Resources
- WAT5 Sustainable Drainage

Essex:

- The Sustainable Drainage Systems Design Guide For Essex: [Weblink Here](#)



CASE STUDIES (click image to visit website)



Waltham Village Square | Rain Gardens
Full of native shrubs and flowers planted in a depression to temporarily hold and soak-in rain water runoff from roofs & driveways



Knostrop Weir, Leeds | Flood Management
Provides three new pneumatically moveable weirs that can be lowered to let floodwater discharge quickly downstream.



Ladywell Fields, Lewisham | SuDS
Creating sustainable drainage and reduce flooding by modifying the river channel with a naturalistic setting incorporating backwaters and wetlands.

QUALITY CHECKLIST		Minimum Requirement	Net Zero-Carbon by 2050	Net Zero-Carbon by 2030
W.1	What water collection or recycling measures are likely to be used?	100% provision of water butts	Rainwater harvesting systems	Grey water recycling & harvesting
W.2	How much of the hard surfaces within the development and conveyance systems will be permeable (i.e streams, swales)	50%	75%	100%
W.3	Potable Water: What is the expected internal water use (litres/person/day)?	110	95	75
W.4	Will water saving devices be installed in the development? e.g. low flush toilets, smaller baths, taps and showers with flow regulators	N/A	N/A	Yes
W.5	What additional Sustainable Urban Drainage (SUDs) measures have been proposed? (i.e. permeable surfaces, rain gardens, green roofs, ponds/wetlands, soakaways)	Please use 'Sustainability Summary' pages where you are adding any further information		



OBJECTIVES & REQUIREMENTS

New developments should promote circular economy outcomes and aim to be net zero waste. In the UK, the largest contributor to waste nationally is the construction and demolition industry where a third of all waste is generated.

The strategic sites in the GardenTown are to be designed to reduce construction & operational waste and enable ease of access for future occupants to recycle and reduce waste. This can be encouraged through adopting a circular economy approach (including the use of modern methods of construction (MMC) & Design for Manufacture and Assembly (DfMA) processes) and the Waste Hierarchy found in the DEFRA Guidance.

Building in Layers principles should be adopted to determine realistic lifetimes for the elements of a building, and adapt the structure and fabric. Homes should be designed to be adaptable and flexible by considering the intended lifespan of each independent building layer, optimising building longevity and maximising material reclamation at end-of-life.

3 Key Principles expand the Circular Economy process:
1. Conserve Resources, Increase Efficiency, Source Ethically:

- Minimise the quantities of materials used: by specifying low embodied carbon materials
- Minimise the quantities of other resources used: including energy, water, and land
- Source materials responsibly and sustainably: including all materials to be reusable

2. Eliminate waste and ease maintenance by:

- Long-life & Loose fit: build to adapt to changing social, physical and economic environments.
- Design for Disassembly: at the commencement of the project, set out deconstruction plan and capture asset value.

3. Manage waste sustainably and at the highest value:

- Construction, demolition & excavation waste
- Operation & Municipal waste

A Circular Economy Statement should be provided to demonstrate chosen strategy.

KEY LOCAL POLICY & GUIDANCE

HGGT Vision

- Placemaking and Homes: B9, B10, D3
- Landscape & Green Infrastructure: D1, D2, D3, D4
- Sustainable Movement: D6

HDC Local Plan Policy:

- HGT1: Development & Delivery of the Garden Town
- PL3: Sustainable Design, Construction & Energy Use
- PL9: Pollution and Contamination
- Harlow Area Action Plan (TC AAP)

EFDC Local Plan Policy:

- SP4(xvii): Highest standards of energy efficiency
- DM9: High Quality Design
- DM19: Sustainable Water Use
- DM20: Low Carbon and Renewable Energy
- DM 7 Heritage Assets
- DM 8 Heritage at Risk
- DM 11 Waste recycling facilities on new development
- DM 18 On site management of waste water and water supply

EHDC Local Plan Policy:

- CC3: Renewable and Low Carbon Energy
- DES4: Design of Development (a) & (b)
- HA1 Designated Heritage Assets
- HA2 Non-Designated Heritage Assets
- HA3 Archaeology
- HA4 Conservation Areas
- HA7 Listed Buildings
- HA9 Enabling Development



CASE STUDIES (click image to visit website)



Illford Community Market, London
Designed for five year and will be dismantled and reconfigured on future meanwhile sites.



London Olympic Park, London
A waste target of 90% diversion from landfill of demolition waste by weight



Clarion Housing, Merton Regeneration
Zero-carbon development of 208 homes, achieving Code for Sustainable Homes Level 5.

QUALITY CHECKLIST		Minimum Requirement	Net Zero-Carbon by 2050	Net Zero-Waste by 2030
CE.1	How much of the materials used are expected to be 'reusable'	10%	50%	>80%
CE.2	How much of the materials used are expected to be 'reused'	10%	30%	>50%
CE.3	How much of the materials used on site are sourced from ethical and responsible supply chains?	80%	95%	100%
CE.4	How much of the materials used are non-toxic?			100%
CE.5	How much of the materials used can be easily extracted, recycled, and manufactured?	80%	90%	95%
CE.6	The new buildings are circular-by-design to what amount?	20%	40%	65%
CE.7	How much biodegradable and recyclable waste will be diverted to landfill?			0
Please attach Circular Economy Statement (see guidance Here)				
Please use 'Sustainability Summary' pages where you are adding any further information				

Outline Planning submission

Reserved Matters / Full Planning Application



WASTE MANAGEMENT

OBJECTIVES & REQUIREMENTS

In line with becoming net zero carbon by 2030, the Garden Town want to ensure that the amount of waste produced by residents and visitors, as well as landfill waste, will be significantly reduced. There is also the ambition for waste to be recycled and used as a resource.

Developments should therefore be designed to ensure that residents and visitors to the Garden Town reduce the amount of waste they produce; with an overall ambition that no waste will end up in landfill.

This section ties strongly to the [circular economy](#) section regarding the necessity of designing buildings and places in a way that maximises the lifespan of a building and its' components, before its' components can be reused.

Innovative solutions for recyclable waste management including underground refuse systems are encouraged and applicants are expected to work closely with county councils in encouraging use.

While both Essex and Hertfordshire County Councils are responsible for making decisions on how waste is managed, the Garden Town have a clear ambition to prevent waste going to landfill, therefore applicants are expected to explore innovate ways to reduce waste at design and operational stages, increase efficient recycling opportunities, and reduce residual household waste (including designing-in opportunities for local food production through allotments); and, the waste strategies should consider the [Essex Waste Local Plan](#), [Hertfordshire Waste Local Plan](#), and, the emerging Hertfordshire Circular Economy Guidance should be referred to.

Developers are expected to provide Operational Waste Strategies including management of recyclable waste, residual waste, and food waste. Alongside this, developers are encouraged to be innovative in contributing towards waste reduction campaigns (i.e. collaborating with education providers such as Harlow College)

KEY LOCAL POLICY & GUIDANCE

- Hertfordshire County Council
- Waste Local Plan, consisting of:
 - Waste Core Strategy and Development Management Policies document
 - Waste Site Allocations document

- Essex County Council
- Waste Local Plan:



CASE STUDIES



Eddington, Cambridge
Underground chutes replace thousands of traditional wheelie bins in an innovative waste disposal system.



London Olympic Park, London
A waste target of 90% diversion from landfill of demolition waste by weight



Millerhill, Midlothian
Residual waste recycling and energy recovery facility

QUALITY CHECKLIST		Minimum Requirement	Net Zero-Carbon by 2050	Net Zero-Waste by 2030
W.1	Has early engagement been undertaken with LPA waste management teams to ensure due processes are taken into consideration?	No: LPA not engaged		Yes: demonstrated
W.2	Have developments been designed to encourage ease in waste recycling?	No		Yes
W.3	How much construction, demolition and excavation (CD&E) waste will be recycled? This is to be incorporated in your Construction Management Plan			≥ 95%
W.4	How much municipal waste (operational waste) will be recycled or composted vs sent to landfill or energy recovery?			65% : 35%
Please attach: - Construction, Demolition and Excavation Waste Strategy - Operational Waste Strategy				
Please use 'Sustainability Summary' pages where you are adding any further information				

Outline Planning submission

Reserved Matters / Full Planning Application



In this section, pollution focuses on air pollution as it acts as the single largest influence on air quality to human health in the districts. This section should not be used as a substitute for work otherwise undertaken in any normal full planning application.

Every new development will have an impact on air quality, usually by increasing emissions from buildings or from traffic generation. The links between poor air quality, human health, and the environment are well documented and is classed by Public Health England as a major public health risk alongside cancer, heart disease and obesity.

Air pollution causes more harm than passive smoking and is responsible for the early deaths of an estimated 40,000 people in the UK.

Air Pollution arises from sources and activities including; traffic and transport, industrial processes, domestic and commercial premises, energy generation, agriculture, waste storage/treatment and construction sites.

This section adopts Public Health England's 2019 "net health gain" principles to improve outdoor air quality and public health. New developments should adopt a strategic approach, in line with each Boroughs' Air quality policy and guidance, including any requirements on Air Quality Management Areas, Local Air Quality Action Plan, and development Air Quality Assessments.

Clean by Design: Better by Design:

The following net health gain principles should be incorporated in design to reduce emissions and contribute to better air quality management; applicable irrespective of air quality assessments:

1. Reduce the need to travel by car to destinations
2. Provide zero and low-emission travel options (EV's)
3. Not siting buildings with vulnerable users (i.e. schools, nurseries, care homes) in areas where pollution levels are likely to be higher.
4. Incorporate Clean Air Zones in larger developments
5. Avoid creating 'street canyons' which encourage pollution to build up
6. Incorporate green infrastructure to promote carbon and pollution sequestration
7. Orientate and design buildings to rely less on heating and cooling systems
8. Siting living accommodation away from roadsides
9. Incorporate whole-house ventilation systems for good indoor air quality

KEY LOCAL POLICY & GUIDANCE

HDC Local Plan Policy:

- HG1: Development & Delivery of the Garden Town
- PL3: Sustainable Design, Construction & Energy Use
- PL9: Pollution and Contamination
- Harlow Area Action Plan (TC AAP)

EFDC Local Plan Policy:

- SP4(xvii): Highest standards of energy efficiency
- DM9: High Quality Design
- DM19: Sustainable Water Use
- DM20: Low Carbon and Renewable Energy
- DM 22 Air Quality

EHDC Local Plan Policy:

- CC3: Renewable and Low Carbon Energy
- DES4: Design of Development (a) & (b)
- Building Futures: Sustainable Design Toolkit
- EQ4 Air Quality

QUALITY CHECK-LIST		Minimum Requirement	Best Practice
A.1	Have mitigation measures as described in each relevant District's Air Pollution Mitigation Strategy been adhered to?	No: LPA not engaged	Yes: demonstrated
A.2	Where the development has the potential to impact on air quality, has an air quality assessment been undertaken to ensure present and future occupants are not exposed to unacceptable levels of air pollution?	No: assessment not undertaken	Yes: demonstrated
A.3	Have tree species been chosen based on their ability to reduce air pollution in line with requirements from the Woodland Trust Urban Air Quality Report?	No: tree species not identified	Yes: demonstrated
Please attach relevant documentation, and use 'Sustainability Summary' pages where you are adding any further information			

Outline Planning submission

Reserved Matters / Full Planning Application

Post-construction energy and quality monitoring is required to bridge the 'performance gap' found in new developments and achieve net zero-carbon . Achieving this requires a true understanding of a buildings' operational energy . The performance gap is the difference between predicted design and as-built performance of a building.

Addressing the performance gap in new homes and buildings is critical, as this affects both the 'happiness' of residents, as well as the performance quality of through; residents comfort in terms of poor thermal comfort, indoor air quality, health challenges such as respiratory issues. Furthermore, a poor performing building leads to higher energy bills due to poor building fabric, and exasperating challenging health conditions.

Findings from studies undertaken by Innovate UK and the Zero Carbon Hub consisting over 300 homes, results showed that none met their intended performance targets when tested, with the majority falling even short of Part L and Part F of the Building Regulations by a margin of over 50% post-completion.

The main challenges found in the studies are highlighted in the green box, and design teams and applicants are therefore required to undertake Post Occupancy Evaluation (PoE); assessing both performance standards and quality of life, to address these issues.

All major developments will therefore be required to monitor and report on residents' wellbeing, and the actual operational energy performance in order to close this performance gap and meet the net zero carbon by 2030 targets committed to by each partner authority.

A template PoE form can be found in Appendix 8 and should be used to show compliance. Broadly; evaluation will be required at the following stages:

1. Planning: predicted performance assessment
2. As-built: performance assessment
3. In-use: quality of life / happiness assessment

Further information can be found on the GLA website and the Zero Carbon Hub website.

PRIORITY ISSUES

1. Energy Literacy
2. Improving Quality Output
3. Demonstrating Performance
4. Evidence Gathering & Dissemination

QUALITY STANDARD

In line with the RIBA Post Occupancy Evaluation is expected for submission and should cover these key areas of Building in Quality:

1. **Build Quality:** performance of the completed buildings
2. **Functionality:** how useful the building and places is in achieving its purpose
3. **Impact:** how well these developments adds social, economic, cultural, and environmental value and improves human wellbeing



DIGITAL SUSTAINABILITY

OBJECTIVES & REQUIREMENTS

Sustainable and future digital infrastructure will be a key component to the success of Harlow and Gilston Garden Town.

Future proof and wide-ranging digital infrastructure to enable HGGT to achieve its sustainability goals is crucial and an opportunity for HGGT to champion new delivery models and achieving the 60% modal shift goal. It will also enable HGGT to achieve the Garden Town principles of becoming net zero-carbon by 2030, with strong and connected communities. The opportunity to use sensor and 5G technology will make wireless internet possible everywhere, from smart cars to the Internet of Things (IoT).

The speed, capacity and connectivity of 5G will also provide many opportunities to enhance, protect and preserve the environment through increasing energy efficiency, reducing greenhouse gas emissions, minimising waste and enabling more use of renewable energy. It can also expand our understanding of, and hence improve, decision-making about weather, agriculture, pests, industry, waste reduction and much more.

COVID-19 pandemic has tested (and demonstrated) the importance of efficient, fast and reliable communications networks and other digital infrastructure. However, there is a clear challenge to ensure residents have the access and skills to enable them to take advantage and use new technologies. Focus must be given to ensure the reduction of the digital divide and ensure access by all residents.

HGGT also is part of the Essex & Hertfordshire Digital Innovation Zone (DIZ), which has one of its aims to ensure future digital infrastructure in new developments.

A Digital Vision has been produced, setting out the opportunities and challenges including a set of principles to achieve the sustainability by ensuring future proof digital infrastructure.

Developers are invited to present their plans for the individual sites and are encouraged to sign up the Vision and its principles to be used in their procurement of telecom providers.

PRINCIPLES

Health and Wellbeing - Using digital technologies to provide excellent access to services to helping people helping themselves through self-testing and monitoring.

Sustainable Movement - Utilising appropriate digital technology to enable deployment of innovative technologies and public transport solutions in order to minimising greenhouse gas emissions and local traffic congestion. Also, to ensure the connectivity with Harlow town centre and the wider connectivity.

Promoting a Circular Economy - Developing a Circular economy aimed at eliminating waste and the continual use of resources.

Smart energy and utilities - Utilising appropriate digital technology to minimise the use of natural non-renewable resources and maximise the use of renewable resources, to protect the environment

Smart Public Realm - Utilising appropriate Smart technology to maximise the safe, inclusive and enjoyment use of the public realm; to make it safe and enrich people's lives, and to minimise energy use.

Economy - To ensure the latest digital technology is available in all new homes to facilitate working from home and in new flexible workplaces to maximise productivity. Also, to ensure ease of movement of goods through smart transport infrastructure and monitoring.

Community and Social Infrastructure - To digitally connect people across HGGT to create a strong sense of community, enrich people's lives, and empower residents and businesses to harness digital opportunities for social mobility and equality.

Smart Data Sharing - Utilising appropriate Smart technology to digitally collect/monitor data to manage and maintain the function and quality of the village for the users and protect the wider environment.



Social & Economic Sustainability

Goal: Enabling integrated communities



INTRODUCTION

OBJECTIVES & REQUIREMENTS

This section looks at the direct impacts of places and people. Specifically, dealing with how new strategic sites (The East of Harlow site, Gilston Villages 1-7, Waterlane, Latton Priory) will affect the existing diverse communities they connect to.

Designing for **Social Sustainability** requires a collaborative approach between the private and public sector in order to create new communities that thrive. With the scale and pace of new development, communities must be socially, and economically, as well as environmentally sustainable, and critically, reflect the needs of existing communities. The Draft **Harlow Town Centre Area Action Plan** should be referred to in knitting existing community requirements with new development.

Addressing social sustainability at the beginning of development, helps manage the long-term costs and consequences of decline and failure in new settlements - an issue of public value and political accountability.

The issues raised in the **HGGT Healthy Towns Framework** must be addressed; as these highlight that significant proportions of the adult population in Harlow, East Herts, and Epping Forest are not physically active enough, are overweight, or have diabetes - with Harlow having the third highest rate of diabetes in the country.

All three districts have ageing population with an increasing number of people living with dementia. Child poverty and poor outcomes for children and young people are significant issues in Harlow and parts of Epping Forest.

It is therefore essential that all developments create opportunities for daily physical activity for all members of the community; as well as opportunities for supporting a healthier food environment.

Community Ingredients cut across different stages of developments including:

1. Planning & Design
2. Construction & Occupation
3. Long-term Stewardship

By implementing the high-quality Socio-Economic Sustainability Principles, developments ready themselves for strong communities that are well-integrated to the existing Harlow socio-economic fabric.

KEY LOCAL DOCUMENTS

- HGGT Healthy Town Framework
- Essex Health & Wellbeing Strategy: priorities for planning, transport and housing
- Hertfordshire Health & Wellbeing Strategy: priorities for improving mental health and encouraging healthier lifestyles
- NHS Healthy New Towns: Design, Deliver and Manage

Harlow Council:

- Draft Harlow Town Centre Area Action Plan
- Harlow Health & Wellbeing Partnership Strategy
- Harlow Economic Development Strategy
- Livewell Essex
- Harlow Agewell Guide
- HGGT Infrastructure Delivery Plan (IDP)
- HGGT Vision
- HGGT Design Guide
- HGGT Transport Strategy
- HGGT Stewardship Commission
- Essex & Hertfordshire Digital Innovation Zone
- Gilston Area Charter
- Harlow Health and Wellbeing Strategy
- EFDC / HDC / EHDC Statement of Community Involvement (SCI)
- Harlow Sculpture Town
- EFDC Youth Projects interactive map
- Visit Epping Forest
- EFDC Green Infrastructure Strategy
- The Essex Map



Herts & Essex Community Farm.
Photo credit: H&E Community Farm



Herts & Essex Community Farm.
Photo credit: Harlow Livewell Campaign



TBC



TBC

HEALTH & WELLBEING

OBJECTIVES & REQUIREMENTS

To promote a **healthy lifestyle**, active travel should be encouraged and invested in, including ensuring good accessibility to sustainable transport and transportation; embedding the design of high-quality public and green spaces and blue infrastructure such as the River Stort; the use of green infrastructure and biodiversity to promote good mental and physical health; and investment in long-term resilient buildings and infrastructure.

The Harlow Health & Wellbeing Strategy highlights the following key priorities that should be embedded in new developments:

1. Early Help and Startwell
2. Bewell, Staywell, Workwell
3. Agewell
4. Physical Activity and Mental Health

Additional information on other partners in Essex can be found on the **Livewell website** and **Agewell Guide**.

The following actions are therefore required from all new developments:

- Look for how this new development can increase physical activity, active living, active travel, and sport - refer to the Green Infrastructure page in this Guidance.
- Promote mental health and wellbeing through clear connections to existing support services
- Encourage older people to "Agewell" by living independent lives through increased community support and reduced winter pressures
- Support children and young people through "Startwell" by incorporating access to affordable activities such as outdoor gyms, community allotments, travelling farms, and urban farming - helping to grow local fruits & vegetables - which also allow them to Eatwell.
- Incorporating flexible workspaces such as co-working, as part of the social infrastructure in new developments to help residents Workwell, particularly in light of pandemics like Covid-19 which will change the way we work moving forward.

VOICE & INFLUENCE

This involves governance structures to represent existing residents networks (such as the Canal & River Trust - a wellbeing charity) and engage new ones in shaping local decision-making and stewardship.

RESILIENCE & ADAPTABILITY

Provision of flexible forward-planning; including housing, infrastructure, and services that can adapt over time; and the incorporation of meanwhile use of buildings and public spaces.



COMMUNITY STRENGTH & SOCIAL INFRASTRUCTURE

OBJECTIVES & REQUIREMENTS

Ensuring the existing social fabric is protected from disruption, and can benefit from new neighbouring development through shared spaces, collective activities and social architecture to foster local networks, belonging and community identity. A strong sense of local ownership; ensuring new communities are well-integrated into the surrounding area, including utilising critical measures such as stakeholder engagement and post-development governance; ensuring the social infrastructure to promote thriving social networks; and a diversity of building and non-building uses and tenures.

Incorporating the right (formal and informal) amenities to enable social inclusion. This section focuses on applicants having a thorough understanding of the local community. Applicants are therefore expected to undertake meaningful engagement with the local communities, particularly those closest to the relevant strategic site, ensuring members, local charity groups, local networks' comments are taken on board and responded to. The applicant will need to demonstrate that a robust stakeholder engagement has been undertaken. The Garden Town undertook high-level engagement and an initial list of stakeholders to be engaged can be found using the [The Essex Map](#).

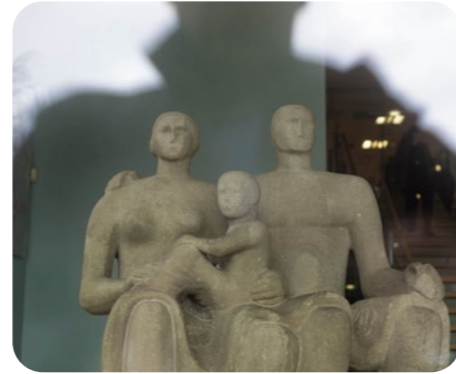
Development should tie into, and extend the rich art culture of Harlow's sculptural town - including engagement with the Harlow Art Trust.

Discover Harlow should be engaged through the development of communities; and can highlight key existing local businesses, organisations, and individuals who can share insight to the needs of Harlow residents.

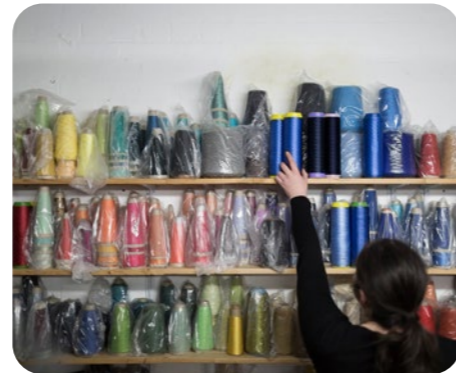
Additionally, documentation, including those found in the HGGT Infrastructure Delivery Plan (IDP), Harlow Infrastructure Delivery Plan, EFDC Infrastructure Delivery Plan, EHDC Infrastructure Delivery Plan; should be referred to and addressed in accordance with the infrastructure needs associated with planned housing and employment growth for each strategic site. Within the documents, these have been prioritised as:

- Critical
- Essential
- Desirable

Developments should therefore highlight what infrastructure will be provided alongside contributions to ensure a holistic approach to development.



Henry Moore; Harlow Family Group: part of the extensive public art collection in Harlow. Photo credit: Discover Harlow



TBC. Photo credit: Discover Harlow



Harlow community tree planting day. Photo credit: Harlow Council



Harlow hatches used during covid-19 to respond to community needs. TBC.



TBC. Photo credit: Discover Harlow



TBC. Photo credit: Discover Harlow



TBC. Photo credit: Discover Harlow



TBC. Photo credit: Discover Harlow

ECONOMIC GROWTH & JOB CREATION

OBJECTIVES & REQUIREMENTS

This theme focuses on outcomes including local residents having comfortable homes that are affordable to operate; thriving local businesses; decent jobs for local people, including hard to reach groups; long-term employments for skilled local labour. But also, embedding the fabric necessary to promote long-term growth and development opportunities and develop new skills, including the incorporation of principles found in the Essex & Hertfordshire Digital Innovation Zone (DIZ); and specifically, in the DIZ Strategy.

Developers can play a key role in supporting the success of the local economy and prosperity of the HGGT through both the planning, design and delivery phases of development.

HGGT needs to build upon and integrate with the existing local economy of Harlow and environs to support economic prosperity for residents, businesses and workers.

HGGT occupies a significant and well connected position in the UK Innovation Corridor extending between the global cities of London and Cambridge with significant strengths and innovation assets in key sectors such as digital and ICT, Life Sciences and Advanced Manufacturing.

Key investments in Harlow are being delivered and planned to ensure they both contribute to and benefit from the success of Harlow and the emerging HGGT bringing new employment and business. These include the Harlow Innovation Park with Anglia Ruskin University Innovation Centre, the new Princess Alexandra Hospital, Town centre regeneration and the relocation of Public Health England to Harlow.

Harlow Council has an existing Economic Development Strategy which outlines both the opportunities and challenges for economic success, including the need to support growing numbers of local businesses, ensure we generate quality employment that residents can access, ensuring the right type of accommodation for business and driving up the skills levels of local people.



SOCIO-ECONOMIC CHECKLIST

QUALITY CHECKLIST

For each response, describe design responses within the Sustainability Statement and/or identify details on your plans (250no. words / question max).

Se.1	Has an audit (social mapping) of existing local amenities (shops, parks, school, pubs, playspace) been undertaken? Demonstrate how the outcome informed the development of compact neighborhoods including provision of a wide range of amenities (employment & retail spaces, community facilities and spaces) designed to be accessible by walking and cycling and encourage community interaction, cultural and civic life. Essex Map offers a good tool to assist with finding local services, groups, and activities available in the local area.
Se.2	Demonstrate how proposals have been informed by key stakeholders (including: youth, unemployed, ethnically diverse groups, local support organisations) to contribute to a more integrated Harlow community. (include in response: the stakeholders you have engaged with, the findings from these sessions, and how you have implemented stakeholder recommendations). Include community activation strategy (Ref: HGGT Engagement Strategy) produced as part of planning process to secure community engagement and cohesion.
Se.3	Demonstrate how your proposal has provided health and care assets or support the delivery of health and care priorities as set out in the local Health & Wellbeing Strategies. (include the ease of accessibility for existing Harlow communities to use new facilities and networks). Use of the Essex Map offers a good tool to assist with finding local services, groups, and activities available in the local area.
Se.4	What early wins / meanwhile uses are planned for existing Harlow residents during construction stage of strategic sites? And how are they to be implemented?
Se.5	Demonstrate how your proposal includes allotments and community gardens that are easily accessible from homes and spaces for fresh food markets; and how your development has connected with local Harlow food partnerships to agree strategies and actions to enable community accessibility to these assets. <i>Due to opportunity for anti-social behaviour, applicants are encouraged to engage with Essex / Hertfordshire Police Design out Crime Teams around allotment allocations across new developments.</i>

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QUALITY CHECKLIST

Se.6	Demonstrate how your proposal supports of deliver initiatives (physically and/or socially) which focus on integration between new and existing communities (including Harlow Town Centre, and network of existing local centres) - this to include your engagement with LPA Community Liaison Officers, and Community Representatives (i.e. Discover Harlow Ambassadors).
Se.7	Demonstrate how the HGGT Economic Growth Strategy have been incorporated in this scheme through; design stage, construction stage, and post-completion (identify what jobs have been created / will be created through this development)
Se.8	Demonstrate how the design enables business and workers to function? Is there good telecoms and digital infrastructure that support new business and work patterns.
Se.9	Demonstrate how spaces and buildings support the economic activity of businesses and workers. What type of business space contributes to the local economy? Can homes support working and learning? Can community spaces support economic activity, social enterprises, individual entrepreneurs and skills provision?
Se. 10	How will you work with the local authorities and local education providers to develop and deliver employment and skills plans that support local employment and skills activities through construction and where appropriate occupation phase?



Submission:

1. Quality Checklist

(SUBMISSION OF: ENVIRONMENTAL & SOCIO-ECONOMIC PAGES)

2. Sustainability Statement

(ANY ADDITIONAL INFORMATION)



SUBMISSION

1. Submit the following as evidence of the completed Quality Checklists at Outline, or, Reserved / Full Planning Application Stages as appropriate.

2. Include any additional strategies that have not been covered by the Quality Checklists:

LIST OF SUBMISSION ATTACHMENTS		
DESIGN PRINCIPLES		
Daylight & Sunlight Assessment		
Noise Assessment		
ENVIRONMENTAL SUSTAINABILITY		
Energy Efficiency & Carbon Reduction		
Whole life carbon Assessment		
Overheating Design Assessment		
Renewable Energy		
Energy Assessment		
Sustainable Movement		
Sustainable Travel Plan		
Transport Assessment		
Water Efficiency		
Water Management / SUDs Strategy		
Green Infrastructure		
Ecological Report (to include Biodiversity Impact Assessment)		
Lighting Assessment		
Landscape Character and Tree Surveys		
Circular Economy		
Circular Economy Report (linked to Construction Management Statement)		
Construction Management Statement		
Waste Management		
Operational Waste Strategy		
Pollution: Air Quality		
Air Quality Impact Assessment		
Assuring Performance		
Post-Occupancy Evaluation		
SOCIO-ECONOMIC SUSTAINABILITY		
Health Impact Assessment (HIA) (Guidance Link)		
Health Framework Action Plan		
Community Engagement and co-creation strategy		
Stewardship Strategy / Long-term Maintenance Strategy		

NB: all submitted assessments / reports will be conditioned as necessary to the LPA at post completion / pre-occupation stage to ensure that buildings and communities are being completed to the specified design standards; and in order to close the performance gap and create truly sustainable communities.



Appendix



EPPING FOREST DISTRICT COUNCIL

Declaration: Climate Emergency
Date of Declaration: 19th September 2019
Motion Link: Here
Cllrs: S.Nevile + J.Phillip

Adopted Motion / Commitment:

1. Declare a 'Climate Emergency';
2. Pledge to do everything within the Council's power to make Epping Forest District Council area **Carbon Neutral by 2030**;
3. Call on Westminster to provide the powers and resources to make the 2030 target possible;
4. Work with other governments (both within the UK and internationally) to determine and implement best practice methods to limit Global Warming to less than 1.5°C;
5. Continue to work with partners across the district and region to deliver this new goal through all relevant strategies and plans;
6. In the special circumstances of this district, resolves to protect the Special Area of Conservation through the Local Plan and every other means;
7. **Implement** an Air Quality Strategy and bring forward **Sustainability Guidance** on planning; and
8. Engage with young people when considering the issue of climate change and appoint a 'Youth Ambassador' from the Epping Forest Youth Council."

EAST HERTS DISTRICT COUNCIL

Declaration: Climate Change Action
Date of Declaration: 24th July 2019
Motion Link: Here
Cllrs: Graham McAndrew

Adopted Motion / Commitment:

1. Join with other councils in recognising and declaring formally the necessity to do everything within the authority's power to reduce its impact on the climate and moreover do everything we can in supporting the whole of East Herts District to become **carbon neutral by 2030**,
2. Develop an ambitious sustainability strategy for reducing the council's own emissions, with an objective that the council becomes carbon neutral by 2030,
3. Work with national and regional partners to ensure that where at all possible we support climate friendly planning and building control regulations and seek where possible to include the very best measures into the Local Plan to minimise any negative impact on the environment,
4. Call on National Government for more powers and resources to make this pledge possible, and ask the council's Leader to write to the Secretary of state for Environment, Food and Rural Affairs to this effect,
5. Continue to work with partners across the district, county and region to deliver this new goal, through all relevant strategies and plans,
6. Take account of climate impacts within existing decision-making processes,
7. Set up an Environmental and Climate Forum, in line with the recommendations from the Task and Finish Group, which were approved by this Council on 5th March, 2019,
8. The Environmental Forum to monitor progress regularly, and to report back,
9. Commit to making available the appropriate training to members and officers to promote carbon neutral policies in order to achieve these aims.

HARLOW DISTRICT COUNCIL

Declaration: Climate Emergency
Date of Declaration: 11th July 2019
Motion Link: Here

Adopted Motion / Commitment:

1. Reducing the council's net carbon emissions as far as possible and **reducing the carbon footprint** at a greater rate than it is already committed to do so. Other actions include:
2. Planting 1,000 new trees and hedgerows across the town in the next year.
3. Encouraging the council's trading company HTS (Property & Environment) Ltd to switch over from petrol and diesel vehicles, plant and machinery to electric power vehicles, plant and machinery.
4. Encouraging HTS to source battery technology for its electric vehicles from companies who ensure environmentally friendly lithium mining techniques.
5. Reaffirming the council's commitment to the Garden Town development's principles of sustainable transport.
6. Eliminating the use of single use plastics across all public council buildings by January 2020 ahead of the national implementation date of April 2020.
7. Actively promote schemes to encourage children to walk to school such as the Walking Bus initiative and WOW (walk on Wednesdays).
8. Installing electric car charging points across all council car parks within the next five years where possible.
9. Developing a strategy which looks at the feasibility of:
 - i) Installing photovoltaic panels on all public council buildings within the next two years where possible; and
 - ii) **New council built houses having a minimal carbon footprint**; and
 - iii) An action plan is created to focus on reducing the impact of day-to-day living on the environment beyond that caused by greenhouse gas emissions.

HERTFORDSHIRE COUNTY COUNCIL

Declaration: Climate Emergency
Date of Declaration: 16th July 2019
Motion Link: Here
Cllrs: David Williams

Adopted Motion / Commitment:

Hertfordshire County Council's sphere of influence is broad with the ability to influence carbon emission reductions, improve air quality, promote energy efficiency, seek more sustainable sources of energy, reduce waste production, promote better land use practices, make links to health and wellbeing and influence procurement practices.

The Council's existing initiatives include an Air Quality Strategy, Energy Strategy, a Climate Change Resilient Communities Strategy, a Pollinator Strategy and the Leading by Example working group.

To fortify and coordinate the Council's existing initiatives, contribute to the national imperatives and provide local leadership:

- This Council agrees the declaration of a **"Climate Emergency"**;
- Calls upon the Leader of the Council to commit to the development and implementation of an overarching Sustainable Hertfordshire Strategy. This will set out the policies, strategies, implementation plans and resourcing requirements to embed the values of sustainability into the Council's service delivery, operations, procurement and supplier management as well as the basis for engaging proactively with the County's many stakeholders, including the 10 Local Planning Authorities, who can contribute to a sustainable Hertfordshire; and
- Seek Cabinet approval of an ambitious **Sustainable Hertfordshire Strategy** by the end of 2019."

ESSEX COUNTY COUNCIL

Essex Climate Action Commission
Set up to tackle climate change making recommendations on how to improve the environment and economy of Essex. The Climate Action Commission will:

- Identify ways where we can mitigate the effects of climate change, improve air quality, reduce waste across Essex and increase the amount of green infrastructure and biodiversity in the county
- Explore how we attract investment in natural capital and low carbon growth

APPENDIX 2: PERFORMANCE STANDARDS

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This list is not exhaustive and additional documents were used in the creation of this Guidance.

- Energiesprong
- Pasivhaus
- BREEAM Communities
- BREEAM Home Qualities Mark (HQM)
- UKGBC Net Zero Carbon Buildings
- First Steps Urban Air Quality
- Mayor of London Energy Assessment Guidance
- London Plan Energy Hierarchy
- RIBA Climate Challenge
- The Future Homes Standard
- National Design Guide
- London Plan: Monitoring - Be Seen
- Transport for New Homes
- GLA: Urban Greening Factor

APPENDICES LIST

Appendix 2a: Whole Life Carbon Assessment Flowchart
 RICS Whole life Carbon Assessment Flowchart
<https://www.rics.org/globalassets/rics-website/media/news/whole-life-carbon-assessment-for-the--built-environment-november-2017.pdf>

Appendix 2b: Whole Life Carbon Assessment
 RICS Whole life Carbon Assessment Tables 12 & 13
<https://www.rics.org/globalassets/rics-website/media/news/whole-life-carbon-assessment-for-the--built-environment-november-2017.pdf>

Appendix X: Overheating Design Assessment: Risk Tool
 GHA Overheating in New Homes
<https://goodhomes.org.uk/wp-content/uploads/2019/07/GHA-Overheating-in-New-Homes-Tool-and-Guidance.pdf>

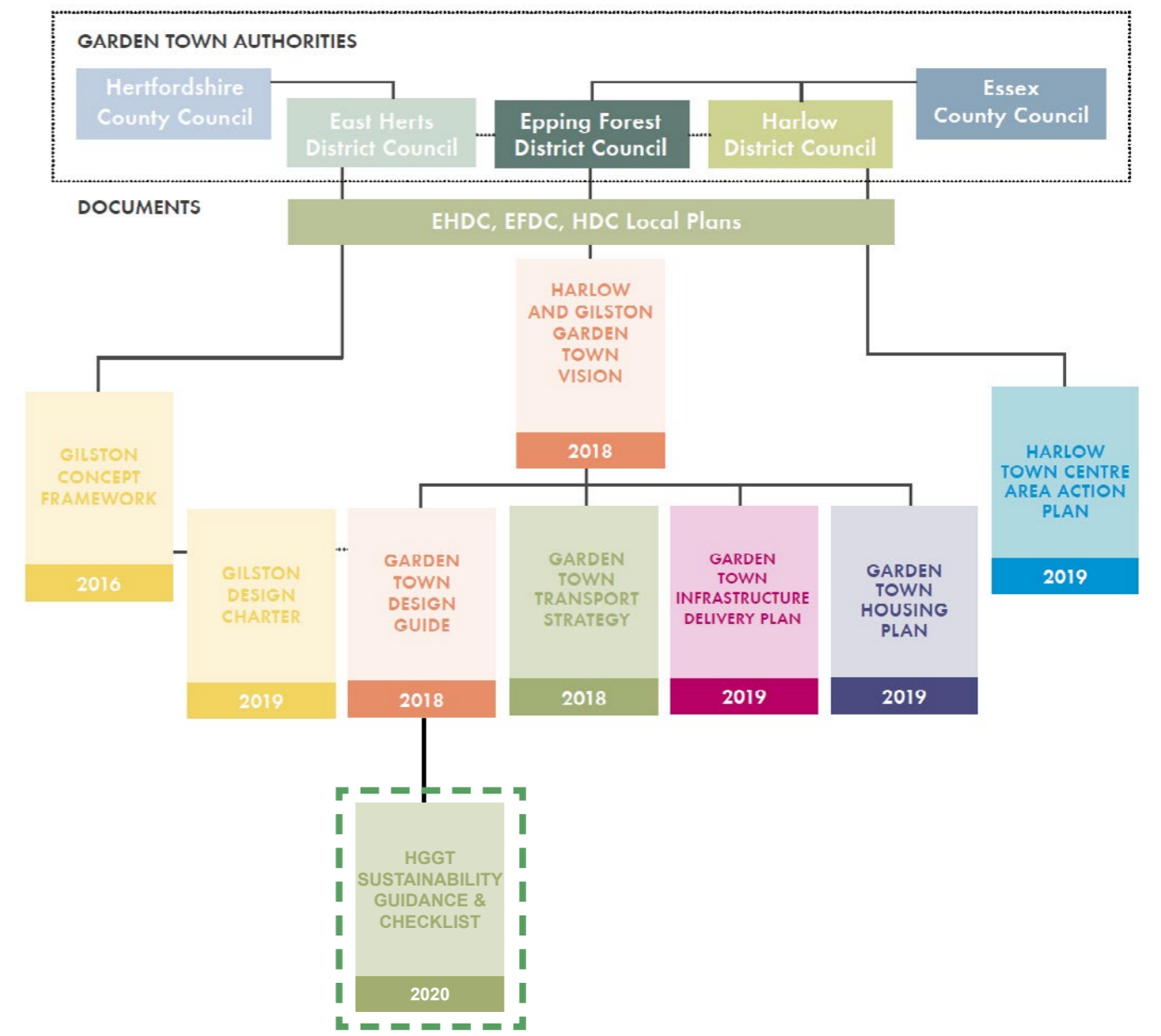
Appendix 8: Post Occupancy Evaluation Report
 RIBA Sustainable Outcomes Report:
<https://www.architecture.com/-/media/GatherContent/Test-resources-page/Additional-Documents/RIBASustainableOutcomesGuide2019pdf.pdf>

Appendix X: Circular Economy Statement
 GLA Circular Economy Statement:
https://www.london.gov.uk/sites/default/files/ggbd_circular_economy_statement_guidance_2020_web.pdf

Appendix X: Draft Pre-Occupation Planning Condition / Obligation
 Wording To Be Agreed

Appendix X: Heat Decision Tree
 LETI Climate Emergency Design Guide: Heat Decision Tree (pgs 76 - 77)
https://b80d7a04-1c28-45e2-b904-e0715cfce93.filesusr.com/ugd/252d09_3b0f2acf2bb24c019f5ed9173fc5d9f4.pdf

APPENDIX X: FAMILY OF DOCUMENTS



Glossary

Air Quality Action Plan	A document produced by the Council with Natural England setting out the steps that will be taken to reduce pollution within an Air Quality Management Area (AQMA). This could include steps to reduce car usage and promote public transport.
Air Quality Management Areas	Air Quality Management Areas (AQMA) are designations used by DEFRA the Department for Environment, Food and Rural Affairs to manage areas with air pollution. that are unlikely to meet the Government's national air quality objectives.
Airtightness	lots of heat is lost through unintentional gaps in the walls, floors and roofs of buildings creating draughts and so it is extremely important to make sure these are eliminated. This down to good detailing and good site workmanship
Biodiversity	The variety of plant and animal life in the world or in a particular habitat, a high level of which is usually considered to be important and desirable.
Blue Infrastructure	Infrastructure provision relating to water. This includes natural features such as rivers, streams and ponds, semi-natural features such as sustainable drainage systems, bio-swales and canals, and other engineering features such as dams, weirs and culverts. Blue and green infrastructure are often considered together, placing emphasis on the importance of biodiversity and flood risk mitigation.
BREEAM	Building Research Establishment Environmental Assessment Method: a widely recognised environmental assessment method and ratings system.
Carbon Footprint	The amount of carbon dioxide released into the atmosphere as a result of the particular individual, organisation or community. The carbon footprint of a development is counted over its lifetime i.e. the materials used and their sources, construction, lifetime use and demolition.
Carbon Neutral	Carbon neutrality means having a balance between emitting carbon and absorbing carbon from the atmosphere in carbon sinks.
Circular Economy	The circular economy is a model of production and consumption, which involves sharing, leasing, reusing, repairing, refurbishing and recycling existing materials and products as long as possible. In this way, the life cycle of products is extended.
Cold Bridge	Occurs when there is a thermal break in the insulating materials between the inside and outside of a building e.g. a gap in the wall or roof insulation, allowing heat to escape
Development	'Development' includes building operations (e.g. structural alterations, construction, rebuilding, most demolition); material changes of use of land and buildings; engineering operations (e.g. groundworks); mining operations; other operations normally carried out by a person operating a business as a builder; subdivision of a building (or any part of it) used as a dwelling house for the use as two or more separate dwelling houses. As defined by section 55 of the Town and Country Planning Act 1990



Embodied Energy

The sum of the energy requirements associated, directly or indirectly, with the delivery of a good or service. This includes: the energy required to initially produce the building (the processing and the manufacture of the materials of the building as well as their transportation and assembly on site), the energy needed to refurbish and maintain the building over its lifetime, and the energy necessary to demolish and dispose of the building at the end of its life.

Environmental Impact Assessment

A procedure to be followed for certain types of project to ensure that decisions are made in full knowledge of any likely significant effects on the environment.

Fossil Fuel

Fossil fuel is a general term for buried combustible geologic deposits of organic materials, formed from decayed plants and animals that have been converted to crude oil, coal, natural gas, or heavy oils by exposure to heat and pressure in the earth's crust over hundreds of millions of years. The burning of fossil fuels by humans is the largest source of emissions of carbon dioxide, which is one of the greenhouse gases that allows radiative forcing and contributes to global warming

Green Belt

Land protected by a policy and land use designation to protect areas of largely undeveloped or agricultural land surrounding or neighbouring urban areas. Review of Green Belt boundaries is undertaken as part of the production of Local Plans where Green Belt exists.

Green Infrastructure

Green infrastructure is a network of high quality and multifunctional green spaces , both urban and rural, including environmental features such as parks, public open spaces, playing fields, sports pitches, woodlands, and allotments, which are capable of delivering a wide range of environmental and quality of life benefits for local communities. The provision of green infrastructure can provide social, economic and environmental benefits close to where people live and work.

HGGT

The Harlow & Gilston Garden Town; referring to all five partner authorities forming the Graden Town including; Essex County Council, Hertfordshire County Council, East Herts District Council, Epping Forest Dstrict Council, and, Harlow Council

Infrastructure Delivery Plan

This will contain the key infrastructure required to support the homes and commercial development in the Local Plan. This includes physical infrastructure such as transport energy and water; social and community infrastructure such as health, education and emergency services and green infrastructure such as open spaces and allotments. The Infrastructure Delivery Plan (IDP) sits alongside the Local Plan and will contain a programme identifying when items of infrastructure are expected to be in place, funding and costs. It will be regularly updated as more information becomes available.

Local Plan

The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community and stakeholders. Once adopted the Local Plan will legally form part of the Development Plan for the District, superseding the Replacement Local Plan (2006).

National Planning Policy Framework

National Planning Policy Framework (NPPF) sets out the Government's planning policies for England, and provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, which reflects the needs and priorities of their communities.

Net Zero Carbon

net zero carbon building is a building that is highly energy efficient and fully powered from on-site and/or off-site renewable energy sources.

Operational Energy

Operational energy is the energy required during the entire service life of a structure such as lighting, heating, cooling, and ventilating systems; and operating building appliances.

Passivhaus

A Passivhaus is a building in which thermal comfort can be achieved solely by post-heating or post-cooling the fresh air flow required for a good indoor air quality, without the need for additional recirculation of air.

Performance Gap

The difference between predicted performance and the as-built performance of a building.

Post Occupancy Evaluation

Post-occupancy evaluation (POE) of a building demonstrates how well it is performing in use and how far it is achieving against its intended purpose. POE also highlights any gaps in communication and understanding amongst building managers and occupants that my hinder a building's operational performance.

Quality Review Panel

An independent panel of planning, architecture, urban design and construction experts set up by the Council to provide impartial expert advice to both applicants and local authorities on design issues in relation to important new development schemes and proposals for important public spaces including significant minor applications, major planning applications, pre-application development proposals, strategic masterplans and concept frameworks. The Quality Review Panel's feedback is a material consideration for local authorities and the planning inspectorate when determining planning applications. The purpose of the Quality Review Panel is to ensure that new development is of a high quality and contributes to place making.

Renewable Energy

Renewable energy is energy that is collected from renewable resources, which are naturally replenished on a human timescale, such as sunlight, wind, rain, tides, waves, and geothermal heat.

Social Sustainability

The process for creating sustainable, successful places that promote well-being by understanding what people need from the places they live and work; combining design of the physical realm with design of the social world, to support citizen engagement and space for people and places to evolve. - Social Life

Special Area of Conservation

Area given special protection under the European Union's Habitats Directive which is transposed into UK law by the Habitats and Conservation of Species Regulations 2010.

Strategic Masterplan

A masterplan is the process by which organisations undertake analysis and prepare strategies, and the proposals that are needed to plan for major change in a defined physical area. It acts as a context from which development projects come forward for parts of the area.

Suitable Alternative Natural Greenspace

Suitable Alternative Natural Greenspace (SANG) is the name given to greenspace that is of a quality and type suitable to be used as mitigation to offset the impact of residential development and visitor pressure on Special Protection Areas (SPAs). The purpose of SANGs is to provide alternative greenspace to attract visitors away from SPAs.



Sustainable Drainage Systems	These are drainage systems designed to manage surface water and groundwater to sustainably reduce the potential impact of new and existing developments on flood risk
Sustainable Transport	Efficient, safe and accessible means of transport with overall low impact on the environment, including walking and cycling, low and ultra-low emission vehicles, car sharing and public transport.
Thermal bridging	It is important to make sure that the gap between the window frame and the wall is well sealed otherwise heat will be lost around the window even if the window itself is very energy efficient
Transport Assessment	A comprehensive and systematic process that sets out transport issues relating to a proposed development. It identifies what measures will be required to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport and what measures will need to be taken to deal with the anticipated transport impacts of the development.
Transport Statement	A simplified version of a transport assessment where it is agreed the transport issues arising out of development proposals are limited and a full transport assessment is not required.
UKGBC	The UK Green Building Council: a membership organisation concerned about the environmental impact of buildings and infrastructure on the environment, in particular the use of water, materials, energy, the impact of greenhouse gas emissions, and the health of building occupants.
Validation Requirements	The information that is required to be submitted with a planning application in order to be considered 'valid'. This includes particular plans or supporting documents that must be included with a planning application. It includes national requirements and local requirements which are specific to Epping Forest District. The up to date requirements are set out in the 'Epping Forest District Council Planning Application Validation Requirements Checklist' document.
Whole Life Carbon	Considering operational as well as embodied carbon emissions together over a project's expected life cycle constitutes the whole life approach.
Zero Carbon	Causing or resulting in no net loss of carbon dioxide into the atmosphere. A zero carbon building is one with zero net energy consumption or zero net carbon emissions on an annual basis.



Acknowledgements

This document has been developed with the assistance of HGGT partner authorities and industry experts, participating in workshops, focused sessions and reviews. HGGT would like to sincerely thank all participants, alongside all involved stakeholders and consultation respondents for their feedback, assistance and contributions to the HGGT Sustainability Guidance & Checklist.



Consultation Session	Commenter	Commenting on	Date received	No.	Comment	Section	Topic	Saved response	Response
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		What do you think is most important in your future home? (Poll): Low cost energy bills and a structure built to last: 50% Nature and green spaces close by: 10%. Good walking and cycling routes to get and from work, school and activities: 20%. A tight-knit community or neighbourhood:10%. Space to grow by own food and be near healthy activities: 0%. Other: 10%	General			
EFDC Youth Council	Youth Councillors (13-14 y.o) Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Need green spaces in the home – garden – walk dogs, freedom to play. Private outdoor space important. What do you think is most important to help you to stay healthy? (Poll): High quality health and community centres: 30% , Regular physical activity and good air quality: 30% . A home with good light, ventilation and materials: 0%. Great outdoor and green spaces for physical and mental wellbeing: 30% . Strong community leadership and support networks: 0%. Other:10%	Environmental General	Green Infrastructure & Biodiversity		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Not just necessary to have high quality health centres but important for combinations – like a GP near a park, near residents. Have to sometimes weigh up options and adjust so it's not biased in any way. Hard to say what is more important.	Environmental	Design Approach: First Principles		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		All / Outdoor and Green Spaces: Prevent ill health from the start – sports injuries might happen. But long-term diseases etc. can be prevented by being active, especially at a young age. Prevent necessity for the other options if you get one right. Street and good air quality	Environmental	Green Infrastructure & Biodiversity		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		How do you want to travel in the future? (Poll): Bus: 0%, Bike: 56% , Walk:1%, Car or Moped: 11%, Car Share: 11%, Taxi: 0%, Train: 11%	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Bike: Good to get you close to local spaces like shops school or work. It's also healthy – good for you. More efficient and can get you to places quicker. If long distance then would choose a bus train or car. Not as good for the environment so would like to cycle more. Would be more likely to cycle if parents also cycled – they use cars	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Not bike: Streets in Loughton and Debden are dangerous, improve roads and pavements and you'll get more people to do that. Putting people at risk by asking people to do this – increases pressure on NHS	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Trains and buses: Becoming more eco-friendly – lots of lines being electrified. Mass transit, eco-friendly and not compromising on the environment	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		How can we help to make communities more fair and equal for everyone? (E.g. different ages, ethnicities, genders, money) (Poll): Responses: Create strong community feeling: 11%. Provide skills, training and job opportunities: 0%. Support local and eco-friendly businesses: 33% . Improve residents health and mental wellbeing: 11%. Provide safe, warm and affordable homes: 33% . Other:11%	Socio-Economic			
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Need to educate children from a young age about equality. Teach primary school kids and even earlier that this is how the community should be – reiterate it so it's fair – different genders and lives. This leads to equality in other things. For money – provide skills and job opportunities, but not the most important for society.	Socio-Economic	Community Strength & Social Infrastructure		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Eco-friendly businesses: Helping the council and everyone out as well as making money. Input into community. Win win for everyone	Socio-Economic	Economic Growth & Job Creation		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		How are we minimising the noise and visual pollution of the M11? E.g. waterfalls in the gardens/planting, 24/7 noise, people want their windows open	Environmental	Design Approach: First Principles		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		What do you think is most important in your future home? (Poll): Low cost energy bills and a structure built to last: 34% Nature and green spaces close by: 27%. Good walking and cycling routes to get and from work, school and activities: 36% A tight-knit community or neighbourhood:0%. Space to grow by own food and be near healthy activities: 0%. Other: 0%	General			
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Low cost bills: Housing needs to be sustainable. Financial security is important for families – although all the answers are important, lots of activities outside the home e.g. school, community.	Environmental	Energy Efficiency & Carbon Reduction		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Low cost bills: Couldn't decide between this and walking/cycling – equally important in terms of mental health and being able to live happily – e.g. stress from high costs of bills.	Environmental	Energy Efficiency & Carbon Reduction		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Nature and green spaces: Green spaces nearby can help you go out and be active – helps with both physical and mental health. Breathing in more oxygen. More motivated if it's closer by to visit immediately to de-stress and regularly.	Environmental	Green Infrastructure & Biodiversity		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Walking and Cycling: Future home – needs easier way to get kids to school and yourself to work means more time for yourself after and therefore less stress. Travelling easier. A good way to get physical exercise outside.	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		What do you think is most important to help you to stay healthy? (Poll):Responses: High quality health and community centres: 0%. Regular physical activity and good air quality: 64% . A home with good light, ventilation and materials: 9%. Great outdoor and green spaces for physical and mental wellbeing: 18%. Strong community leadership and support networks: 0%. Other: 9%	General			
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Good healthcare – you can help yourself by going to park and running. Needs to balance where you place things and mix uses	General			
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Quality Homes: Majority of us spent a lot of time in our houses especially during lockdown – need good lighting to focus	Environmental	Design Approach: First Principles		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		How do you want to travel in the future? (poll):Bus: 18%, Bike: 9%, Walk:18%, Car or Moped: 36% , Car Share: 0%, Taxi: 0%, Train: 18%	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Car: Want to be able to take myself to other places – other ones like buses, taxis, trains etc. mean you don't have the same level of independence. Not the best for the environment, but the most efficient to get to places. Acknowledge bikes can also provide but car is preferable. If leisure things were closer then maybe would consider cycling but not everything is going to be that close	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Walk: Helps with stress, and helps focus more. A longer journey – would be happy to walk to station or bus stop. PT is better for the environment. Traffic would make it stressful	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Car: Living in countryside – used to busy areas and traffic so that doesn't stress out. Better for time, can go at own pace – meeting deadlines like getting to work and having to wait for buses. Safer for families in cars – less restricted in own car. Mixing with strangers on the bus	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Train: 10 years in future – going to London without the worry of traffic.	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Not car: Home and online shopping – one truck reduces wear and tear on the road rather than lots of cars because they only have to go out a couple of times a week and less heavy for people	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		How can we help to make communities more fair and equal for everyone? (E.g. different ages, ethnicities, genders, money) (poll). Create strong community feeling: 10%. Provide skills, training and job opportunities: 50% . Support local and eco-friendly businesses: 10%. Improve residents health and mental wellbeing: 30%. Provide safe, warm and affordable homes: 0%. Other:0%	Socio-Economic			
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020		Sustainable Living: Stability, natural / renewable resources, financially stable, comfortable, not struggling, happiness, renewable energy, the environment	General			
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020		Healthy Living: Exercise, balanced diet, walking, open spaces, belonging, access to healthy food, physical, social and mental health and wellbeing	General			

Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	What do you think is most important in your future home? (poll): 38% good walking and cycling routes to and from work, school or activities. 25% low cost energy bills and a structure built to last, 25% a tight-knit community or neighbourhood, 13% nature and green spaces close by, 0% Space to grow my own food and be near healthy activities, 0% Other	General	
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	Important to have convenient and safe routes to work, school and activities	Environmental	Sustainable Movement
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	Prices of houses are going up all of the time and so important to have affordable bills (low-cost energy bills).	Environmental	Energy Efficiency & Carbon Reduction
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	It's important to have green spaces nearby for people across all stages of life, from very young children all the way to the elderly.	Environmental	Green Infrastructure & Biodiversity
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	The pandemic also made it evident how important it is to have green spaces near by	Environmental	Green Infrastructure & Biodiversity
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	What do you think is most important to help you stay healthy? (poll): 38% an inclusive and engaged community with neighbourhood activities and groups, 38% a healthy home, with good light, ventilation and materials. 13% high quality health and community facilities, 13% outside spaces such as parks and outdoor gyms, 0% Regular physical activity and good air quality, 0% Other	General	
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	Community is still one of the most important factors, as we have seen in the current pandemic	Socio-Economic	Community Strength & Social Infrastructure
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	How do you want to travel in the future? (poll): Bus: 0%, Bike: 29%, Walk: 43% , Car or Moped: 0%, Car Share: 0%, Taxi: 0%, Train: 29%, Other: 0%	Environmental	Sustainable Movement
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	Walking because it is good for both the environment and our health	Environmental	Sustainable Movement
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	Train is good for longer journeys, and if we encourage trains then there will be less people driving cars	Environmental	Sustainable Movement
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	Prefer train to bus even though it might be more expensive, because it is more convenient and pleasant	Environmental	Sustainable Movement
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	How can we help to make communities more fair and equal for everyone? (E.g. different ages, ethnicities, genders, money) (poll): Foster community strength: 0%, Provide skills, training and job opportunities: 75% , Support local and eco-friendly businesses: 0%, Improve residents health and mental wellbeing: 0%, Provide safe, warm and affordable homes: 25%, Other:0%	Socio-Economic	Economic Growth & Job Creation
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	Providing skills to those who are struggling can give them a chance to start again	Socio-Economic	Economic Growth & Job Creation
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	Providing job opportunities is a way to ensure everyone has a decent salary and therefore decent living conditions	Socio-Economic	Economic Growth & Job Creation
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	It will help us have a more diverse workforce	Socio-Economic	Economic Growth & Job Creation
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	We should have a level playing field in terms of training and opportunities	Socio-Economic	Economic Growth & Job Creation
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	There are less and less young people buying their first homes, and so it's important to make sure we are also providing affordable homes (especially during the pandemic)	Socio-Economic	Economic Growth & Job Creation
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	What do you think is most important in future homes? (Poll): Low cost energy bills and a structure built to last: 47% , Nature and green spaces close by: 15%, Good walking and cycling routes to get and from work, school and activities: 26%, A tight-knit community or neighbourhood: 9%, Space to grow own food and be near healthy activities: 0%, Other: 3%	General	
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	Low cost energy bills: Build quality is essential, you need to be able to afford to heat them.	Environmental	Energy Efficiency & Carbon Reduction
HGGT All-Member Briefing	Cllr Pope	Draft Oct 2020 (Consultation Version)	18/11/2020	Low cost energy bills, structure built to last - good design of the houses themselves and surrounding area - appropriate of design and character. Houses not crammed in, space between them	Environmental	Design Approach: First Principles
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	Nature and Green space oThe more we build the less green space you have. oYou need to be able to go out and walk or ride oCars are important to this generation as shops aren't close oPersonal green space are very important oYou should be able to grow your own food	Environmental	Green Infrastructure & Biodiversity
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	Close knit community oMental health important oLoneliness is important to address oCommunity spirit is really important oNew developments are soulless at first oYou should be able to connect with your neighbours	Socio-Economic	Community Strength & Social Infrastructure
HGGT All-Member Briefing	Cllr Bolton	Draft Oct 2020 (Consultation Version)	18/11/2020	Tight knit community or neighbourhood - compensates for a lot of other things that can be bad. Important for mental health	Socio-Economic	Health & Wellbeing
HGGT All-Member Briefing	Cllr Eric Buckmaster	Draft Oct 2020 (Consultation Version)	18/11/2020	Nature and green spaces. Grew up in the East End of London on council estate - two big parks in walking distance. Memories of youth = being outside all the time. Good for physical and mental health - formative years is access to green space	Environmental	Green Infrastructure & Biodiversity
HGGT All-Member Briefing	Cllr Sally Newton	Draft Oct 2020 (Consultation Version)	18/11/2020	Nature and green spaces. Born in and benefitted from Welwyn - green space and woods, schooling, ability of shops nearby - beginning to realise invaluable to provide opportunities to get where she is now. Green spaces absolutely essential.	Environmental	Green Infrastructure & Biodiversity
HGGT All-Member Briefing	Cllr Goodeve	Draft Oct 2020 (Consultation Version)	18/11/2020	Good walking and Cycling. Walked to school as a child - more connected with own neighbourhood. Greater sense of belonging. No need to be driven to school and polluting the environment. Didn't used to have fat children. Exercise did them good.	Environmental	Sustainable Movement
HGGT All-Member Briefing	Cllr Ruth Buckmaster	Draft Oct 2020 (Consultation Version)	18/11/2020	Walk and cycle everywhere - intention for modal shift to get people back into sustainable travel. We need safer routes. Better routes to schools, shops everywhere else. We need this in place in new developments and across the town	Environmental	Sustainable Movement
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	What do you think is most important to help people to stay healthy? (Poll): High quality health and community centres: 11%, Regular physical activity and good air quality: 31% , A home with good light, ventilation and materials: 17%, Outdoor spaces such as parks and outdoor gyms: 19%, An inclusive and engaged community with neighbourhood activities and groups: 22%, Other: 0%	General	
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	Regular physical activity, good air quality o This is a personal choice, we can only enable people to exercise o You need open spaces which give you the ability to do physical activity o Air quality = control of cars o If you have a design which encourages people to walk and cycle then this builds in physical activity o Good for mental and physical wellbeing	Environmental	Air Quality
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	Healthy homes o Good quality housing is very important as it is the linchpin to good health, both mental and physical o You need to get the housing right to get the community right o You also need really good schools and education o Welwyn Garden City has stood the test of time and we need to emulate this o We need to be able to get out of the home, you need places outside the home like nature and community	Environmental	Energy Efficiency & Carbon Reduction
HGGT All-Member Briefing	Cllr Hill	Draft Oct 2020 (Consultation Version)	18/11/2020	Physical Activity - Incorporates all the other options anyway - an umbrella theme	Environmental	Health & Wellbeing
HGGT All-Member Briefing	Cllr McMullen	Draft Oct 2020 (Consultation Version)	18/11/2020	Physical Activity - Lives in the countryside, and Covid means noticed more people have been walking - importance of getting out and fresh air - healthy mind and healthy body	Environmental	Health & Wellbeing
HGGT All-Member Briefing	Cllr Carter	Draft Oct 2020 (Consultation Version)	18/11/2020	Inclusive and engaged community - requires people to do things themselves. We can facilitate but it's really down to the individual. Thinking of an outdoor gym - what can be designed in to help facilitate, and then down to individual to take the initiative?	Socio-Economic	Community Strength & Social Infrastructure

HGGT All-Member Briefing	Cllrs Buckmaster	Draft Oct 2020 (Consultation Version)	18/11/2020	Inclusive and engaged community linked with high quality facilities. More for older people than younger people there, but using different community, sports groups, can contact any of them if you need anything. Community engagements so important. Tool and engagement linked to infrastructure. Forever Active programme in Sawbridgeworth has kept people healthy and exercising, and people have gone through the programme and got to know each other – a pilot that has moved around the rest of the district	Socio-Economic	Community Strength & Social Infrastructure
HGGT All-Member Briefing	Cllr Sally Newton	Draft Oct 2020 (Consultation Version)	18/11/2020	People are walking and cycling everywhere – danger is that there is going to be a serious accident on the routes and lanes and tracks. Absolutely imperative we make them safe.	Environmental	Sustainable Movement
HGGT All-Member Briefing	Cllr Goodeve	Draft Oct 2020 (Consultation Version)	18/11/2020	What happens when gyms are shut – are paths then overcrowded with runners and cyclists?	Environmental	Sustainable Movement
HGGT All-Member Briefing	Cllr Pope	Draft Oct 2020 (Consultation Version)	18/11/2020	Outdoor spaces – there are people who maybe don't want to be part of a club – outdoor spaces mean they can meet friends or walk without joining anything formal. More inclusive and enables people to choose how they exercise	Environmental	Green Infrastructure & Biodiversity
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	How do you think the Garden Town project could help overcome health, social and economic inequalities and support your local area? (poll). Foster community strength: 24%. Provide skills, training and job opportunities: 24%. Support green and local businesses: 12%. Bolster residents health and mental wellbeing: 15%. Provide safe, warm and affordable homes: 18%. Other: 9%	Socio-Economic	Community Strength & Social Infrastructure
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	How can the GT project overcome inequalities? You need community spirit	Socio-Economic	Community Strength & Social Infrastructure
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	People need a place to sleep, food etc. before they can look for employment etc. People first need the support to access decent housing and jobs.	Socio-Economic	Economic Growth & Job Creation
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	It's the underlying issues: health, food, water etc. and then working up	Socio-Economic	Health & Wellbeing
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	We haven't mentioned education, good schooling and health centres is what you build the community around	Socio-Economic	Community Strength & Social Infrastructure
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	For some of these it will be different for different ages and genders. Young people want sport and community. Older look for security, people to talk to and how I can help others. People in the middle are looking for where to next. You need to be able to hit all these levels.	Socio-Economic	Community Strength & Social Infrastructure
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	Community strength is going to drive so much of this and the other desirable things that you want. It takes a long time to get cohesion. You need to put the social infrastructure in first	Socio-Economic	Community Strength & Social Infrastructure
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	Green and local businesses o If you support local business people walk and cycle more they don't need to travel so far o Local business and jobs, skills and training fosters community strength o People create their own communities by talking to each other and building bonds	Socio-Economic	Economic Growth & Job Creation
HGGT All-Member Briefing	Cllr Eric Buckmaster	Draft Oct 2020 (Consultation Version)	18/11/2020	Providing skills training – there is a wider economic area and it's important to sustain the whole area, whatever goes on in Harlow will have wider implications. self esteem that comes from long term employment is so important. The whole community need that security for long term health	Socio-Economic	Economic Growth & Job Creation
HGGT All-Member Briefing	Cllr Goodeve	Draft Oct 2020 (Consultation Version)	18/11/2020	Providing skills training - a believer in life long learning – opportunities to learn new skills like evening classes in an effort to better themselves academically or learn new skills and open up new opportunities. It's not too late to try and fix earlier mistakes or disinterest later on	Socio-Economic	Economic Growth & Job Creation
HGGT All-Member Briefing	Cllr Carter	Draft Oct 2020 (Consultation Version)	18/11/2020	Other – key expressions is health inequalities - big issue is access for those with disabilities – streets and houses design, but also raising the profile so that it becomes the norm. People don't like to be picked out because they are different, want to be absorbed into society. Not impeded by cars on shared surfaces etc. Not helpful for those in wheelchairs or guide dogs. Important, 20% of population have disability and can't be ignored. How many people are in the audience with a disability – not many, so we need to raise within these platforms. Not just best practice, but the norm.	General	Inclusive Design
HGGT All-Member Briefing	Cllr Hill	Draft Oct 2020 (Consultation Version)	18/11/2020	Bolster residents wellbeing – if the development is sympathetic, they will take into account the other options. Also, mental health linked to physical activity. Opportunity to go out into open space.	Socio-Economic	Health & Wellbeing
HGGT All-Member Briefing	Cllr Ruth Buckmaster	Draft Oct 2020 (Consultation Version)	18/11/2020	Skills and training – social and economic inequalities – if we provide the work, opportunities and ongoing training – helps mental wellbeing and career opportunities. Four different parts to the garden town and all of it needs to offer this, view as a whole. Needs to be built in from the start, developers need to think of this.	Socio-Economic	Economic Growth & Job Creation
HGGT All-Member Briefing	Cllr Robert Mitchell	Draft Oct 2020 (Consultation Version)	18/11/2020	Can reduce energy bills through sustainable building materials/provision as you cannot control the energy prices through the suppliers. 20% of calculated power should be installed by developer through renewables at build. Broad agreement that renewable energy should be part of development and an assumption this is already part of the process. Govt have removed the Code for Sustainable Building - if they hadn't, I would have said a significant, if not all properties built to Code level 6.	Environmental	Renewable Energy
HGGT All-Member Briefing	Cllr Tony Stowe	Draft Oct 2020 (Consultation Version)	18/11/2020	should be aiming for Passivhaus type - we want get it right first time without needing to rebuild later	Environmental	Energy Efficiency & Carbon Reduction
HGGT All-Member Briefing	Cllr Nigel Bedford	Draft Oct 2020 (Consultation Version)	18/11/2020	Looking more to sustainable construction - reduction of plastics in the home - using more natural products... e.g. sheep's wool for insulation. Capture the carbon from within the timber itself.	Environmental	Energy Efficiency & Carbon Reduction
HGGT All-Member Briefing	Cllr Robert Mitchell	Draft Oct 2020 (Consultation Version)	18/11/2020	Walking & cycling is revenue in financial terms - need it everyday to go about ones business	Environmental	Sustainable Movement
HGGT All-Member Briefing	Cllr Robert Mitchell	Draft Oct 2020 (Consultation Version)	18/11/2020	Regular activity is something controlled by the family and the environment - we need to encourage the individual	Socio-Economic	Health & Wellbeing
HGGT All-Member Briefing	Cllr Nigel Bedford	Draft Oct 2020 (Consultation Version)	18/11/2020	People want to get outside especially through pandemic - you need good outdoor space to enjoy	Environmental	Green Infrastructure & Biodiversity
HGGT All-Member Briefing	Cllr Mione Goldspink	Draft Oct 2020 (Consultation Version)	18/11/2020	Poor air quality can be really damaging to people's health so this should be prioritised	Environmental	Air Quality
HGGT All-Member Briefing	Cllr Nigel Bedford	Draft Oct 2020 (Consultation Version)	18/11/2020	Focusing on HGGT air quality is not an issue on a harmful scale - harmful emissions are 8-10 meters from roadside - but in the home(s) air quality isn't too bad. Hopefully in 20 years when petrol and diesel cars are phased out we'll notice the impact	Environmental	Air Quality
HGGT All-Member Briefing	Cllr Tony Stowe	Draft Oct 2020 (Consultation Version)	18/11/2020	Mental health should be paid focus to here especially given the current climate	Environmental	Health & Wellbeing
HGGT All-Member Briefing	Cllr Nigel Bedford	Draft Oct 2020 (Consultation Version)	18/11/2020	Mental health - community cohesion and forging closer relationships with neighbours - paying focus to this will aid mental health improvement/prevention	Environmental	Health & Wellbeing
HGGT All-Member Briefing	Cllr Teresa Heritage	Draft Oct 2020 (Consultation Version)	18/11/2020	The community needs to be able to meet in community facilities - also good quality health facilities through new developments are essential. Multi-purposing the local pubs as community assets. Foster community strength by assisting the community to live, work and play together - unless they're brought together then silos will always exist. Accessibility to amenities is one thing but bringing residents together to use these together is important. It helps to provide safety to young people also by doing this well	Environmental	Community Strength & Social Infrastructure
HGGT All-Member Briefing	Cllr Tony Stowe	Draft Oct 2020 (Consultation Version)	18/11/2020	Jobs and skills - unless we have opportunities whereby it attracts young people then we won't tackle inequalities. Apprenticeships and work placements etc. are important. History tells us that this works.	Socio-Economic	Economic Growth & Job Creation
HGGT All-Member Briefing	Cllr Nigel Bedford	Draft Oct 2020 (Consultation Version)	18/11/2020	Need skills and job opps to provide the mental stimulus to keep people striving for home ownership. Heavily linked to better mental health too.	Socio-Economic	Economic Growth & Job Creation
HGGT All-Member Briefing	Cllr Nigel Bedford	Draft Oct 2020 (Consultation Version)	18/11/2020	How do you bring existing housing stock up to the quality of the new planned communities. Redevelopment and regeneration likely. Ensuring the existing area of Harlow receives investment through the new planned developments	General	Retrofit
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	National and local ambitions to reduce carbon emission etc – but the unit cost for gas vs electricity is massively different. If we do go electric, what is the source of the electricity and how are we going to help people afford these bills? What is the infrastructure that the LA will help people meet these costs?	Environmental	Energy Efficiency & Carbon Reduction

HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Solar panels are a wasted opportunity if not used – heat pumps also give bigger output capacity per unit cost	Environmental	Renewable Energy
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Sustainable drainage - permeable pavements sound great but the footprint of all these new homes is going to be much greater than that of pavements. Flooding is already a concern for us in Gilston. How can you guarantee that sustainable drainage will be enough? Lived in Gilston for 18 years and seen a lot more rainwater – concerns about flooding - how do you anticipate the impact – a formula to work out the drainage systems per the housing units.	Environmental	Water Management
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Rain gardens etc needed as climate change only going to get worse so we need to plan for this	Environmental	Water Management
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	High land around farms is a big influencer, is there any way for HGGT to influence the land around developments?	Environmental	Water Management
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	What help with be given to existing older buildings in Harlow ours is a victorian house for example. What about existing Harlow sites or old houses to fit the new standards	General	Retrofit
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Digital infrastructure – Swedish fibre – UK is way behind the curve – if you think about fibre infrastructure 30% cheaper at the point of build – for security, for CCTV, charging stations, IoT, drone management, needs fibre to make these things happen – fibre to the cabinet – think more about education – businesses start-ups – new software – 1000mbps/100 instead of 30/10mbps	General	Digital
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Any consideration of non-traditional building materials for residential homes? I've been building with super-insulated panels in Florida - works very well, and quickly, there	Environmental	Circular Economy
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Factory construction – you can't get a mortgage on them as non-standard construction	Environmental	Circular Economy
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	What your ambition for consideration of embodied carbon in future development? The energy in creating the materials – is your ambition about looking at repurposing beyond 60 years of life expectancy – mandate it to make it the norm – are we going to insist on this? Need to almost shame developers in to doing this as they traditionally deliver the very least they can 'get away with'	Environmental	Energy Efficiency & Carbon Reduction
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	How can you protect existing green space for existing residents in the face of the requirements of the new garden town?	Environmental	Green Infrastructure & Biodiversity
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Will HGGT be looking at the latest applications to see how whas been discussed tonight will be addressed in those?	General	
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Where are you proposing these new developments going without taking anymore of our green space?	General	
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	There is likely to be a huge increase in internet shopping and delivery to private addresses. how does the guidance address this?	Environmental	Sustainable Movement
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Community farm – would love to be part of the discussion and this ongoing work – keeping the quality there through mandating it is essential – advocate for community gardens/farms etc – ensuring that the things in the checklist are accessible for all residents of all abilities	Socio-Economic	Community Strength & Social Infrastructure
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Are there plans to incorporate a music venue in to plans as this would fill the void left behind by the closure of The Square and would secure support of local people	Socio-Economic	Community Strength & Social Infrastructure
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	We don't want to see this 'us and them' type of perceptions between existing Harlow and the new developments – got to be benefit for Harlow residents	Socio-Economic	Community Strength & Social Infrastructure
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Will viability statement be updated to reflect updated sustainability aspirations? – Need to respond back on this.	General	Viability
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Passivhaus still saying 9% greater cost to deliver, still have economies of scale.	Introduction	Incentives
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Incentives – householders, need to consider cash flow, when you put money in and where you put money out. Timing is really important in terms of targets and what is achievable, is it about whenever is completed, or in the first instance/ first phase	Introduction	Incentives
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Role of garden town – Developers don't want to be presented with something that can be dismissed quickly, viability needs to be based in reality and on garden town aspirations	General	Viability
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Need to ensure futureproofing is taken into account, e.g. developments will run over 10-15 years. Need to be clear on when will targets need to be met? E.g. trigger points.	General	Checklist
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Self assessment approach? How is it used at different stages e.g. Masterplan and pre-app stage = working tool (joint assessment), Planning application submission – self assessment to build sustainability strategy. All of detail isn't going to be there at masterplanning stage, or even at outline application stage, when you drill into detail of quality checklists. It is a process that builds over time, there is a lot there that simply couldn't be answered by even most detailed outline application (esp as most strat sites brought forward by parties not delivering all of the homes)	General	Checklist
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	What can people realistically connect into in 20mins. Getting local people involved in it, ensuring that 5k loop for people to run, 10k for people to go on a longer run, a few small things can make a big difference. STC is crucial for Lutton Priory	Environmental	Sustainable Movement
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	STC offering alternatives to the car. 'You will have other ways you can make your journeys easier'. Within the site, walking and cycling is crucial. Balance and good alternatives. How do you prevent car ownership? Balancing alternatives more helpful for marketing purposes rather than 'don't have a car'	Environmental	Sustainable Movement
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Access to open space is absolutely key for marketing – health and wellbeing strategy for Gilston picks up on this. Headline is landscape and landscape setting. Making sure it is retained, accessible, can be used, PROWs, open spaces being accessible but not overcrowded.	Environmental	Green Infrastructure & Biodiversity
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Mental wellbeing – influence decisions that are made – empowering communities to make decisions.	Socio-Economic	Health & Wellbeing
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Danger in some of this that we become so focused on fabric and technologies, simplistically those changes will happen (Part L) development and housebuilding industry nationally across the country will deliver solutions to those. So more granular aspects need to be resolved.	Introduction	Incentives
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Sustainable Transport Corridor, so worrying it's not moving forward with real clarity. Getting the critical links to existing local facilities and ensuring local centre builds on from that. Transport hub needs to fulfil other functions as well, and co-working spaces could feature as a major part of this. Lots of people will continue to change, but there will be lots of people travelling to work, connections to stations.	Environmental	Sustainable Movement
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Making best and most efficient use of land, particularly when taking out of green belt, macro level of sustainability and creating viable sustainable hubs.	Introduction	Incentives
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Disparities between East Herts and Harlow health outcomes (skills, education, health) – how can Gilston address these (within East Herts). Needs to be brought out more in terms of health disparities in document. How will health facilities actually be operated – how will health providers be involved and engage with Developers.	Socio-Economic	Community Strength & Social Infrastructure
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Existing community very much want to be involved. Very positive at open space and SANG. Birdleyways were key for connectivity. Local community don't view things in silo, (e.g. this is good as mitigation or sustainability).	Environmental	Green Infrastructure & Biodiversity
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Routes into the secondary school on the site. How are kids going to get there e.g. from more rural areas in EFDC?	Environmental	Sustainable Movement
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	RAG isn't best way to incentivise developer. When used as way Building for Life use it is more useful, as it allows for debate. But RAG status fixes on quantitative, and becomes stark, and takes away ability to have discussion. Risk is that it pushes developers into us and them situation, want Garden town to sit in middle of that as delivery and policy agency. Will you commit to exceeding building regs, yes or no.	General	Checklist

Grateful for points about healthy places and issues with securing healthcare provision (e.g. availability of GPs). I know my Public Health colleagues would concur with that point. Their call however would be to ensure that the design focus for Gilston & other HGGT developments is on creating a healthy place and promoting healthy lifestyles, thus switching the emphasis to a preventative approach with people living more active healthy lifestyles. Gilston has great opportunities for that - to capitalise on - and these can benefit the whole Garden Town, helping to address health inequalities too. The Healthy Town Framework should be treated as a prompt for the above approach / emphasis and the HIA process also promotes that approach and will help with it

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East Herts Council Report

Executive Committee

Date of meeting: 30 March 2021

Report by: Councillor Linda Haysey - Leader of the Council

Report title – Final Report: Review of Scrutiny by the Centre for Governance and Scrutiny (CfGS)

Ward(s) affected: All

Summary – At the Leader’s request, the Head of Legal and Democratic Services was asked to facilitate a review of the Scrutiny process at East Herts, in order to obtain both an independent opinion on the approach currently taken by the Council and to gain views on best practise elsewhere. The Centre for Governance and Scrutiny (CfGS) was asked to undertake the review

RECOMMENDATION FOR EXECUTIVE

- (a) To note the final report by the Centre for Governance and Scrutiny (CfGS) and the actions so far, to address the recommendations resulting from the review; and**
- (b) to note the further actions which may be necessary as these changes develop following further scrutiny training.**

1.0 Proposal(s)

- 1.1 At the Leader’s request, the Head of Legal and Democratic Services was asked to identify a suitable facilitator to undertake a review of the Scrutiny process at East Herts Council in order to obtain both an independent opinion on East Herts’ approach and to gain views on best practise elsewhere. The Centre for Governance and Scrutiny (CfGS) was ultimately instructed to

undertake the review. The report was considered by Overview and Scrutiny Committee on 23 March 2021.

- 1.2 The CfGS is a national centre of expertise on governance and scrutiny which has, since its launch 15 years ago, supported hundreds of organisations and people through research and practical support. It has a long track record of helping local councils and working with a wide range of organisations in both the public and private sector.

2.0 Background

- 2.1 A review of how the Scrutiny process was working at East Herts was requested in order to ensure that the approach was consistent with best practise. Consultants for the CfGS were contacted and an approach agreed. Meetings with officers and Members were organised for March 2020, but as a result of the pandemic, and the resulting national lockdown, the CfGS re-scheduled these interviews for May, which were undertaken via a series of Zoom meetings.
- 2.2 The Council received the final report from the CfGS in late November 2020. Additionally, a Workshop was organised on 3 December 2020, providing Members of both Overview and Scrutiny Committee and Audit and Governance Committee with an opportunity to review the contents of the final report and to seek clarification on its content. The Leader and Chief Executive were also sent a copy of the final report for their consideration.

3.0 Review

- 3.1 The review sought to investigate the culture of the organisation and whether there was strong support for the principles of scrutiny, how information was prepared, shared, accessed and used and the impact this had on scrutiny and whether it made

a tangible difference.

3.2 Evidence to support the review process was gathered via desktop work, checking the Council's Constitution, procedure rules in relation to scrutiny, work plans, scrutiny scope. This was extended further with officers from the CfGS interviewing the Leader, Chairmen and Vice Chairmen of Scrutiny, Opposition Group Leaders, Executive Members, Leadership Team, the Scrutiny Officer and Democratic Services Officers. The reviewers also observed an Overview and Scrutiny Committee in the summer via Zoom.

4.0 Overall Findings:

4.1 The CfGS observed that :

- there was a strong and ongoing commitment to scrutiny, that it was properly resourced and valued by the Council, its political leaders and Executive Members. Furthermore that it was held in high esteem.
- there was a commitment and realisation that it could achieve more.
- senior members and political leaders supported the need for change to enable this to improve.
- that scrutiny lacked focus on strategic issues and needed to focus on important things rather than a "discussion role" - this could be achieved by early intervention at the pre-decision stage .
- that scrutiny tried to focus on strategic issues but it fell short and could be distracted by less important issues with the result that its reports informed with very little scrutiny occurring.
- a fear that its focus was more on performance (a function for Audit and Governance Committee) and that it should focus on policy and strategy.
- the need to think about how value can be added.

- of the need to challenge Executive Members about policies and decisions to be made early on in the pre-decision process and by reviewing the Forward Plan and the journey of the decision. (The CfGS stated that if Members got involved in the journey early on, it placed them in a better position to challenge).
- The CfGS stressed that Executive Members made decisions, not Officers, and that scrutiny should be asking questions of the Executive.

5.0 The Workshop – Summary:

5.1 The Workshop held on 3 December 2020, provided Members with an opportunity to seek clarification of the report. The Officer from the CfGS explained that no Council got the process of scrutiny “perfect” but that it was important to get the process right as much as possible as the public had a right to know how decisions were made. During the Workshop, the CfGS;

- Explained the powers enshrined in law reinforced by the Good Governance Code of Practice;
- Stressed the independence of Scrutiny and the need to be the voice of the public to improve services and save money; to decide what Members want to scrutinise based on clear priorities;
- the need for scrutiny to be owned by the whole Council and to note that only decisions taken by the Executive could be called in – not decisions taken by Council;
- The need to hold the Executive to account and not Officers, stressing that the Executive took the decisions, not officers;
- The right to have Officers and Executive Members attend meetings of Scrutiny but to challenge the Executive Members on policies and performance, not Officers;
- The right to respond to recommendations and the right to call in decisions to be made by the Executive;

- The need to be focussed on what the Council was trying to achieve in terms of a product by striving to improve on how things can be done better, such as delivering the Council's corporate plan;
- Scrutiny should see things improve because questions should be asked – this could be via working with stakeholders, residents' feedback;

The final report and detailed recommendations is attached to this report.

6.0 Reasons

- 6.1 To ensure the Council maintained good practice and adheres to current guidelines and
- 6.2 To ensure that scrutiny is asking the right question "What can we do to improve".

7.0 Options

- 7.1 To note the recommendations contained in the CfGS report and work towards implementing those aspects that are currently lacking, or in need of strengthening, at East Herts.

8.0 Risks

- 8.1 Scrutiny is about improvement which could be measured in a variety of ways but it should be noted that there are risks around any decisions, alternatives and options which would require thorough review.

9.0 Implications/Consultations

- 9.1 The implications and the consultations carried out are highlighted within the body of the report.

Community Safety

No

Data Protection

No

Equalities

No

Environmental Sustainability

No

Financial

No

Health and Safety

No

Human Resources

No

Human Rights

No

Legal

No

Specific Wards

No

10.0 Background papers, appendices and other relevant material

10.1 All previous information can be found here:

The report by the Centre for Governance and Scrutiny

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East Hertfordshire District Council
Scrutiny Improvement Review



Report

November 2020

Review of Scrutiny

Introduction

East Herts District Council (EHDC) believes that the essential role of scrutiny is to help to shape policy, actively support good decision-making and hold the executive to account. To do this effectively the Council recognises that its scrutiny function and Members need to develop a clear and shared understanding of the role, purpose and objectives of scrutiny, and to engage constructively in its work.

Members are clear that scrutiny needs to be strong on prioritisation, develop strategic work programming and engage in evidence-based, objective enquiry. It must have a measurable impact on policy, service delivery and executive decision making.

The Council endeavours to be open, inclusive and supportive of cross-party working wherever possible. Scrutiny has been consistently supported and resourced by the authority but has not been evaluated externally for some time. There is nothing to suggest significant problems or serious flaws in current ways of working. Like many authorities, EHDC has taken a conscious decision to reflect and review its scrutiny process in order to build, where possible, on existing good practice.

East Herts Council has set itself some bold and exciting objectives. Its Corporate Plans are led by a strong environmental sustainability strategy that aims to be a carbon neutral Council within the next decade and to encourage a district-wide endeavour to reduce overall waste and address climate change issues. There is also an intention to support its residents' quality of living through an investment plan in several high-profile projects which will improve their wellbeing. Capitalising on its proximity to London the Council also intends to support the growth and success of microbusinesses operating in the district, with a commitment to support and listen to the needs of businesses, provide more flexible working space and support the application of new technology.

The Council plan will present considerable challenges in its implementation and delivery. It will equally place a significant responsibility upon its scrutiny function to ensure that strategy, plans and targets, together with key-decisions are robustly and objectively scrutinised.

The Centre for Governance & Scrutiny (CfGS) was invited to undertake a Scrutiny Improvement Review and identified some principal areas of focus for evaluation. These have been considered using CfGS's Scrutiny Improvement Review (SIR) method.

The CfGS SIR method aligns with both latest statutory guidance and best practice experience accumulated by CfGS over many years. This review also takes into account the latest government (MHCLG) guidance on Overview and Scrutiny in Local Authorities (May 2019) and the latest Good Scrutiny Guide (published by the Centre for Governance & Scrutiny – July 2019).

The Centre for Governance & Scrutiny

CfGS is the leading national body promoting and supporting excellence in governance and scrutiny. Its work has a strong track record of influencing policy and practice nationally and locally. CfGS is respected and trusted across the public sector to provide independent and impartial advice.

CfGS is an independent national charity founded by the Local Government Association (LGA), Local Government Information Unit (LGIU) and Chartered Institute of Public Finance Accountants (CIPFA). Its governance board is chaired by Lord Bob Kerslake.

Note on Covid-19

This review was planned and delivered during the Coronavirus pandemic and the subsequent restrictions on meetings and movement. Therefore, all meetings and observations were conducted via video conferencing and online access. Whilst this format places some limitations, in our view and experience this review was comprehensive and as extensive as a conventional physical format.

Review outline

To conduct a review of the Council's scrutiny arrangements.

The Council wishes to explore what it can do to further strengthen the quality of its scrutiny arrangements and develop them in light of challenges and opportunities ahead.

Scope

- **Culture.** The mindset and mentality underpinning the operation of the overview and scrutiny process. This will involve a focus on the Council's corporate approach to scrutiny.
- **Information.** How information is prepared, shared, accessed and used in the service of the scrutiny function.
- **Impact.** Ways to ensure that scrutiny is effective, that it makes a tangible and positive difference to the effectiveness of the Council, and to local people.

Further to discussion with Officers, the following broad areas of focus were identified, which are explored by way of the Scrutiny Improvement Review method:

- Prioritisation, timeliness and focus of the work programme (informed by a clear, well-articulated role for scrutiny overall).
- The current scrutiny committee structure. Considered on the basis of scrutiny focus, Members' needs and expectations, and whether other structures and formats might be more appropriate for carrying out scrutiny work.

Evidence sourcing

The following elements are used as a framework for further discussion on those issues and areas most important to the Council.

1. Organisational commitment and clarity of purpose
2. Members leading and fostering good relationships
3. Prioritising work and using evidence well
4. Having an impact

These four elements were used to ensure that all key aspects of EHDC's scrutiny activity are evaluated and mapped against the EHDC-specific areas of focus identified above.

Evidence gathering consisted of:

- **Desktop work.** A general check of the Council's constitution and rules of procedure insofar as they relate to scrutiny, recent work plans, scrutiny scopes and review reports. This will provide an evidence base for the rest of the work;
- **Interviews.** Including the Leader of the Council, leading Members in scrutiny (Chairs, Vice Chair, Opposition Group Leader, Executive Members, other scrutiny Members, Senior Corporate Officers, Statutory Scrutiny Officer, and democratic services Officers.
- **Observation.** The Scrutiny and Overview Committee.

Summary of findings

1. Overall assessment:

- 1.1 Overall the Council has a strong ongoing commitment to scrutiny in terms of the level of activity undertaken, and time and resource dedicated across the organisation. Scrutiny is respected and valued by the Council. Its political leaders and Executive Members are also very supportive. Scrutiny therefore has a relatively high level of esteem.
- 1.2 There is a clear realisation and commitment from Members and Officers that scrutiny could be more effective and productive. Everyone interviewed welcomed the opportunity to make changes and improvements. Senior Members, Political Leaders, Heads of Service and the Chief Executive also support the need for change - to enable scrutiny to improve.
- 1.3 From its current base, in terms of Member engagement, resources, Council support and ambition, there is a strong platform upon which scrutiny could successfully develop.
- 1.4 Members expressed an interest in scrutiny but felt that its focus and work was having less impact than they would like and at times lacked sufficient focus on strategic issues. Scrutiny Members overall have an appetite to achieve more.
- 1.5 There are some barriers and practices that may need to be addressed and Member development gaps supported if progress, which is clearly desired by the Council, is to be realised.
- 1.6 Scrutiny does make an effort to be strategic and focus on the areas of importance, although in practice it tends to fall short of this ambition. It can be distracted less important or localised topics than the really important policy and key-decision issues that matter most to residents. Scrutiny can very often become a 'conversation' or an information exchange or become too operational and detailed Council performance focused.
- 1.7 There are missed opportunities for scrutiny to add value and to be an integral part of the Council's corporate plans and overall improvement. This is not for the want of trying, but for scrutiny to be more strategic there needs to be change from both scrutiny Members and the Executive to draw closer together to create a purposeful role and agenda. If the Council wants scrutiny to place more emphasis on shaping, challenging and holding to account, then scrutiny will need the support and early access to information and operate as an integral part of the policy and decision-making activities of the Executive.
- 1.8 Executive Members rarely attend Scrutiny meetings and are therefore not sufficiently held to account and constructively challenged. Executive Members and the Leader expressed support for a more challenging style of accountable scrutiny. This could be readily achieved with a simple change in meeting arrangements, planning and engagement. Meetings would place Executive Members clearly at the centre of the scrutiny exercise. Executive Members would therefore attend to present relevant reports or policy and be prepared to be the main focus of questions, which officer support if technical or detailed information is required to supplement Executive Member responses.

1.9 There is good support from the Scrutiny and Governance Officers in assisting Members in developing work programmes, managing agendas and liaising with Council departments and external partners to generate reports, evidence and information. This is recognised and widely appreciated by Scrutiny Members and senior Officers.

1.10 At the time of this review the Council's Constitution was under revision. We would like to suggest that some attention is given to the respective roles and purpose of the O&S Committee and Audit and Governance Committee as the activities of both suggests some overlap and uncertainty. This is also recognised by some Members.

2. Members, meetings and agendas:

- 2.1 Members engage in scrutiny and understand that it plays an important role. However, there is inconsistency when Members describe its role and purpose, and Members can lose sight of key objectives in holding decision-makers to account and shaping policy.
- 2.2 The Council has a significant (Conservative) political majority which through proportionality requirements is also reflected in scrutiny committee places. Many Members of the Opposition group are relatively new and are understandably growing their learning and developing their scrutiny skills.
- 2.3 Having a large political majority can present a greater challenge to scrutiny in maintaining and exercising objective, searching and challenging scrutiny, and not lack effective public challenge and testing.
- 2.4 Overall, there is good cross-party working and little evidence of political management activity. Generally, Scrutiny Committee Members generally get along and co-operate with each other. Member behaviour is cordial and respectful. The independence of scrutiny and of political groups is maintained and respected
- 2.5 Some Members often work hard to ask useful and enquiring questions, but scrutiny meetings usually tend to favour detail over strategy and may overlook the bigger picture. Some Members prefer to ask information-gathering questions, rather than exploring and challenging ones. Greater emphasis could be given to scrutiny improving and shaping policies and decisions through enquiry and constructive challenge.
- 2.6 The Council operates a single Scrutiny and Overview Committee. This was observed on 16th June 2020. Other agendas and minutes from previous meetings have also been reviewed.
- 2.7 All Councils are getting used to the new online meeting format and there is plenty of shared understanding on emerging good practice.
- 2.8 This meeting was the first Scrutiny Committee held as an online virtual meeting committee. It was skilfully chaired, and Members engaged well in this new format. Perhaps understandably, given that it was the first, there was a long agenda with several important topics. We note that previous meetings had shorter agendas. The meeting lasted almost three hours which might be considered too long for an online meeting.
- 2.9 The Chair draws conclusions and consensus together well and there are some examples of where scrutiny has successfully used its influence. The committee could be even more productive by more consistently finding strong recommendations or outcomes from their enquiries to present to Executive as improvement or challenge proposals.
- 2.10 Members may want to consider agenda management; particularly as additional space may need to be included for Covid-19 related items, which Members may wish to afford higher priority. Having shorter, more focus agendas would give greater scope for more in-depth scrutiny. Inevitably this would also entail further prioritising of items considered by scrutiny and perhaps leaving those 'for report' or similar administrative type items which provide little scope for scrutiny to add any real value

- 2.11 Scrutiny needs to agree what it is trying to achieve, or there is a risk that its time is not productively spent. Our observations suggest that scrutiny could be clearer as it set out its objectives on specific agenda items, agreeing what it wants to discover, test, check, reveal or build on. This would assist the committee to construct key lines of enquiry and questioning strategies and develop outcomes that may add more value. It would also ensure that it requests appropriate information and officer advice.
- 2.12 O&S holds a pre-agenda meeting with support Officers but does not hold a separate pre-meeting to plan and organise the session with all Members. This could provide a useful opportunity to set and share the approach, questions and overall 'game-plan' for the meeting. The use of video conferencing (Teams/Zoom) etc may make pre-meetings more convenient to arrange in the future. This may not be necessary for every meeting but it could help when large complex matters are on the agenda and the committee needs to prepare its approach.
- 2.13 The Council's finance and Corporate Plan are considered by the Audit and Governance Committee. In the past there has been a joint meeting held in November to allow Members of both O&S and A&G committees to input into the budget-building process.
- 2.14 Detailed consideration by Members of the Council's Corporate Plan, Budget and MTFP as the key suite of plans which drive the Council is a vital task Scrutiny task. Because of its critical nature, we would suggest that the effectiveness of scrutiny in this area be regularly reviewed.
- 2.15 Meetings can often be driven by Officer reports and presentations. This can become repetitive and over structured, which may leave Members with less scope to contribute or to add any value. It may also lead to lower Member enthusiasm for scrutiny if they feel unable to tackle meaningful issues.
- 2.16 Referral requests from the public are put to the Chair of the Overview and Scrutiny Committee for their consideration. Although currently this is not well used, we would like to commend it as good practice and would encourage it to be promoted as good public engagement.

3. Structure and work programming:

- 3.1 As a single Overview and Scrutiny Committee there is potentially a substantial volume of issues that scrutiny could focus on. However, there is a feeling among some that O&S does not have sufficient work to do, which is of real importance and value to the Council.

- Agendas and work planning can be report driven and involve information exchanges with Officers.
- 3.2 A consolidated work programme has been developed so that both O&S and A&G can have sight of issues are being reviewed at any one time. A Co-ordinated Work Programme meeting with the Leader, Deputy, C and VC of both O&S and A&G has been convened which meets quarterly to review the forward plan and how decision to be taken in the next three months by the Executive can provide a foundation for O&S to review those actions. We consider this to be good practice and should lead to productive work scheduling for the scrutiny. However, we also observed that currently the O&S work plan looks concentrated operationally and focused on monitoring rather than looking forward and contributing to future strategy, plans and decision. There is a need to find more weighty subjects for scrutiny to get involved in.
- 3.3 We could not ascertain if a structured process or methodology is currently used to select, analyse and prioritise items for the work programme, which could really help to identify how scrutiny aims and focuses on impact and value. There are several tools available to assist this. *CfGS has publish a new publication for councils on this subject.*
<https://www.cfgs.org.uk/?publication=planning-work-delivering-impact>
- 3.4 The Scrutiny Committee may still be developing and it may well intend to become more focused on strategic matters, but these will need to be identified and brought before it. This is a key task for Members, with Officer advice. To support this O&S will need to have a good overview of and early access to the Executive forward plan. This early visibility would mean that Scrutiny is provided with a reasonable timeframe for effective pre-decision scrutiny and value adding activity.
- 3.5 The committee uses a lot of its energy examining operational performance and detail. The big, high impact areas embedded in the Council's corporate plan and the Executive's forward plan are therefore less integrated with the work programme.
- 3.6 As the scrutiny of the Council budget and medium-term financial plan are considered by the Audit and Governance Committee. We are uncertain how much actual scrutiny is focused upon the budget and MTFP process and whether scrutiny intervention to test and challenge budget assumptions, options, focus and viability is provided early and regularly within the process.
- 3.7 Task and finish (T&F) groups do not currently feature strongly in scrutiny. There appears to be support from Members to use this option to focus on helping to shape policy or exploring issues of community concern where the Council or its partners may need to respond, but appropriate topics will need to emerge. Options for this type of single-subject project scrutiny could include; enquiry days, community action scrutiny, single agenda item scrutiny meeting, or time-limited sub-groups.
- 3.8 These T&F assignments or similar focused 'project scrutiny' can if used well, build more versatility and agility for scrutiny. It is essential however, that these are limited in number and have a detailed scope and timeframe (max 8 weeks) and have a clear objective which delivers a useful product. To ensure appropriate Officer support, it is suggested that only one T&F operates at a time. It is also advisable that the relevant Executive Member is consulted, as collaboration may assist the project to have greater significance

and contribution.

- 3.9 Greater consideration and planning may be necessary to make information and evidence gathering for scrutiny clear and relevant and allow Officers to appreciate the value and impact of scrutiny's role.

4. Support and resources:

- 4.1 There is a small team of Officers who support scrutiny. They are proactively engaged in advising Chairs and Members on their roles and in developing scrutiny activity. Members told us that they do feel in control of their own work programmes and agendas.
- 4.2 It is possible that Members could play a greater role in how scrutiny operates and is resourced. Members could be more central in the preparing of programmes, projects and agendas, or researching issues and helping each other to be well-prepared and informed. It might be worth exploring how simple currently available technology such as closed social media groups, conference and video calling, and the use of shared file systems could give Members more capacity to share, discuss and plan their scrutiny activities.
- 4.3 The Council's website has useful content on scrutiny, which is relatively easy to access and has helpful guidance. The site is up-to-date and offers a good public oversight of scrutiny activity.

5. Relationships, behaviours and culture:

- 5.1 The role of scrutiny in 'holding the Executive to account' is not used consistently, although there are some signs that this is recognised, and efforts have been made to improve. However, our observation and interview evidence would suggest that political accountability could be made stronger and a more constant feature in the committee meeting. Often there seems to be a preference to challenge and hold Officers to account. The principle of scrutiny's duty to hold the Leader and Executive Members to account, could be refreshed and strengthened. The Council may also choose to adopt Executive accountability sessions to allow scrutiny to examine the work programme and progress of individual Executive Members.
- 5.2 We note that historically Executive Members are seldom invited to scrutiny to participate, lead reports and be accountable. Scrutiny Members are themselves uncertain why this is and it may be something that has simply become an accepted norm. However, there is a need and expectation that political decision-makers are visible and publicly accountable through scrutiny.
- 5.3 The Leader and Executive are very supportive of scrutiny and recognise its value. They also support Executive having a more central role in being held to account, supported by their Officers for technical advice. The experience from elsewhere is that when Executive Members attend and are the focus of the questioning, a more strategic exchange takes place and better recommendations, or advice is achieved.
- 5.4 Relationships between political groups are generally co-operative in the context of scrutiny. Clearly there are differences in policy and approach, but all Members appear to work towards a similar goal in committee.

6. Development, skills gaps:

- 6.1 EHDC is fortunate to have a strong pool of talent and experience among its Members. Many Councillors have relevant backgrounds and experience who bring a very useful set of skills to all areas of the Council.
- 6.2 Training and development were raised by some Members, who were clearly aware of the gaps in their knowledge and understanding. There is also a fairly high number of new Councillors with limited experience of local government scrutiny who would benefit from further training and development.
- 6.3 We were advised that in the past the Council had a regular training and development programme for Members, including Scrutiny, and this would be welcomed in the future as skills and experience essentially need to grow.

7. Contribution, performance and value-adding:

- 7.1 Scrutiny impact is a key issue. The volume of scrutiny activity undertaken does not necessarily deliver quality outcomes.
- 7.2 While scrutiny has made progress, and there are examples of good practice and positive results, it could have even greater impact and its 'product' make a significant difference. This ambition and desire should be shared as a Council-wide issue and be addressed by ensuring that scrutiny has the support, parity, access to timely information and early engagement to allow it to operate in a more strategic way.
- 7.3 Scrutiny and Executive could collaborate further. Scrutiny needs to provide a regular source of quality recommendations to Executive, and Executive needs to provide clear feedback so that scrutiny's effectiveness and contribution can be tracked.
- 7.4 Scrutiny at EHDC can overburden itself with too much activity and full agendas focused on reports. Doing less, but doing it really well, is worth considering. Asking the question; 'what value can scrutiny add to this' before agreeing to spend time on it is also a useful test. Scrutiny's output must aim to shape and improve policy and decision-making as well as transparently testing the suitability of decisions being considered by Executive in the future.
- 7.5 Further consideration of pre-scrutiny activity would be useful as this has a crucial role in shaping, improving and influencing future Council plans. Pre-scrutiny of executive decisions, through selective scrutiny of Executive forward programmes and the Council plan through its selected work programme could add significant impact. This would require a change in practice by enabling earlier access to information.
- 7.6 From our observations and evidence gathering the committee may benefit from ensuring greater clarity about what it is trying to achieve or what impact they are aiming to make. Similarly, the process for deciding what is important to scrutinise and what is not, is sometimes unclear. The committee cannot scrutinise everything, nor is it necessary to do so, therefore establishing realistic priorities based on clear objectives is essential. It is therefore necessary to 'let go' of too much operational scrutiny and focus most the committee's resource on strategy and policy.

8. Recommendations:

These recommendations are for discussion. They are presented for consideration as potential areas of improvement, with further assistance and planning.

- 8.1 **Work programme prioritisation and focus.** Developing a clear methodology focused on EHDC's key corporate or community priorities should itself be a priority. Items on the work programme should have a clear rationale to justify their inclusion and a clear system for selection. The latest CfGS publication referenced in 3.3 above will offer advice on how this could be achieved.
- 8.2 **Scrutiny and Executive needs to work more collaboratively.** This will achieve stronger pre-decision scrutiny, allow greater influence and contribution to policy shaping and supply more high-quality recommendations. A triangulation meeting held bi-monthly could include Scrutiny Chair and Vice Chair, Executive Member or Leader taken in relevant rotation and Scrutiny Officers plus relevant service area Officers. The purpose of this would be to jointly scope future areas for scrutiny to develop, but without compromising scrutiny's independence and authority.
- 8.3 **Bring Executive public accountability and transparency into more focus at scrutiny committees.** Executive Members or the Leader (if appropriate) should be the main focus of scrutiny questioning and accountability sessions rather than council officers, who should attend to provide additional detail if required by the committee. This would take on a more parliamentary select committee style and approach. This also often leads to more strategic dialogue and constructive challenge between Scrutiny and Executive. Exec
- 8.4 **Explore the respective roles of O&S and Audit and Governance Committee.** There are some aspects of finance which would suggest that there is a scrutiny requirement and some aspects of compliance that fit with A&G. It may help to clarify the role and function of both.
- 8.5 **Reduce the reliance on Officer presentations and Executive reports.** Instead, scrutiny should set its objective for each subject to be considered and material presented or verbally reported by Executive Members, with Officer assistance.
- 8.6 **When public health circumstances allow consider expanding public participation and community involvement.** This will strengthen scrutiny and its external focus. Possibly hold some committee meetings in other parts of the East Herts District.
- 8.7 **Consider the use of task and finish and other 'set piece' scrutiny techniques as outlined above.** Focused events or enquiry days can highlight major areas of policy development or community concern.
- 8.8 **Adopt a Member and Officer scrutiny development and skills programme.** This will support greater understanding of the role of scrutiny and improve its effectiveness.

We recommend that a Member workshop is held to consider the findings of this review and to engage in ideas for change and improvement.

Acknowledgments and thank you

The Centre for Governance & Scrutiny (CfGS) was commissioned by East Herts District Council (EHDC) to advise and support an internal review on the effectiveness and impact of their current approach to overview and scrutiny.

We would like to thank the Chair and Vice-Chair of Scrutiny for their time and support and those Scrutiny Committee Members, Executive Members, and Officers who took part in interviews, survey and observations, for their time, insights and open views.

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