

Public Document Pack

EAST HERTFORDSHIRE DISTRICT COUNCIL

NOTICE IS HEREBY GIVEN that a meeting of East Hertfordshire District Council will be held in the Council Chamber, Wallfields, Hertford on Wednesday 28th July, 2021 at 7.00 pm, for the purpose of transacting the business set out in the Agenda below, and you are hereby summoned to attend.

20 July 2021

James Ellis
Head of Legal and
Democratic Services

Note: Prayers will be said before the meeting commences. Those Members who do not wish to participate will be invited to enter the Chamber at their conclusion

AGENDA

1. Chairman's Announcements

To receive any announcements.

2. Apologies for Absence

To receive any Members' apologies for absence.

3. Minutes - 29 April 2021 (Pages 7 - 40)

To approve as a correct record and authorise the Chairman to sign the Minutes of the Council meeting held on 29 April 2021.

4. Declarations of Interest

To receive any Members' declarations of interest.

5. Petitions

To receive any petitions.

6. Public Questions

To receive any public questions.

7. Members' questions (Pages 41 - 42)

To receive any Members' questions.

8. Executive Report - 6 July 2021 (Pages 43 - 524)

To receive a report from the Leader of the Council and to consider recommendations on the matters below:

(A) Refreshed Corporate Plan for 2021/22

(B) Draft Equalities, Diversity and Inclusion Strategy for East Herts

(C) Approval of the Statement of Licensing Policy 2021 - 26 under the Licensing Act 2003

(D) Adoption of Bengoe Neighbourhood Area Plan following Referendum

(E) Adoption of Sele Neighbourhood Area Plan following Referendum

(F) Adoption of Thundridge Neighbourhood Plan following Referendum

(G) Adoption of Gilston Area Neighbourhood Plan following Referendum

9. Committee Membership update (Pages 525 - 534)

10. Local Government Boundary Commission Council Size Submission

Report to follow

11. Acquisition of Ware property for conversion to temporary accommodation - 34 Queens Road, Ware (Pages 535 - 548)

12. Motions on Notice (Pages 549 - 550)

To receive Motions on Notice.

DISCLOSABLE PECUNIARY INTERESTS

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

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

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

Public Attendance

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<https://www.youtube.com/user/EastHertsDistrict/live>.

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Visit <https://www.eastherts.gov.uk/article/35542/Political-Structure> for details.

MINUTES OF A MEETING OF THE
COUNCIL HELD IN THE ONLINE MEETING -
LIVESTREAMED ON THURSDAY 29 APRIL
2021, AT 7.00 PM

PRESENT:

Councillor J Kaye (Chairman).
Councillors A Alder, D Andrews, T Beckett,
S Bell, R Buckmaster, R Bolton, P Boylan,
M Brady, E Buckmaster, J Burmicz,
K Crofton, B Crystall, A Curtis, G Cutting,
B Deering, I Devonshire, H Drake,
J Dumont, R Fernando, J Frecknall,
M Goldspink, J Goodeve, A Hall, L Haysey,
D Hollebbon, A Huggins, J Jones, I Kemp,
G McAndrew, M McMullen, S Newton,
T Page, M Pope, J Ranger, C Redfern,
S Reed, C Rowley, P Ruffles, D Snowdon,
M Stevenson, T Stowe, N Symonds,
A Ward-Booth, G Williamson, C Wilson and
J Wyllie.

OFFICERS IN ATTENDANCE:

Richard Cassidy	- Chief Executive
Helen Standen	- Deputy Chief Executive
James Ellis	- Head of Legal and Democratic Services and Monitoring Officer
Jonathan Geall	- Head of Housing and Health
Ben Wood	- Head of Communications,

	Strategy and Policy
William Troop	- Democratic Services Officer
Steven Linnett	- Head of Strategic Finance and Property
Katie Mogan	- Democratic Services Manager

1 CHAIRMAN'S ANNOUNCEMENTS

Father Simon Vivian led the reflection before the meeting started.

A minute's silence was held for all those who had died from Covid-19 over the last year, His Royal Highness The Duke of Edinburgh and Surjit Basra, former District Councillor for Buntingford.

The Chairman invited Councillor Jones to say a few words about former Councillor Surjit Basra.

Councillor Jones led a tribute to Surjit Basra who was born in India in 1950 and moved to the United Kingdom in 1968. He was a hard worker who spent time in Leamington Spa, Coventry and Nottingham and married his wife in Hitchin in 1969. He bought his first shop in Letchworth and it was so successful that he purchased a second shop in Buntingford. He was incredibly popular with local residents with his sense of humour and kindness, he always had to time to chat and listen. Mr Basra took the time to be fully involved

in the community and was an active Town Councillor, serving for 18 years. He often said he considered himself to be a good councillor as he could see issues from all sides; a resident, parent and local businessman. He served as Mayor of Buntingford three times and was a wonderful ambassador for the town. Mr Basra was elected as the District Councillor for Buntingford and served for two years when Councillor Jones succeeded him in a by-election. He enjoyed his time at East Herts District Council but could not devote the time required to represent his community as well as being the Town Mayor and run a successful business. He made a huge contribution to the community and considered Buntingford his true home.

The Chairman said that Louie Corpe had recently stepped down as a District Councillor to begin his new life in Switzerland. He would be missed by his Liberal Democrat colleagues and others in the Chamber. The Chairman had sent him an email to thank him for his service and his reply was as follows:

"It has been a privilege and an honour to serve on the Council and although I regret not being able to serve a full term, I am proud of my achievements in the last two years. We are settling in to our new flat in the Geneva area and I am having a great time getting to grips with cutting edge sensors, radioactive sources and high voltage power supplies. It is quite a change from Bishop's Stortford!"

The Chairman ran through the highlights of his term:

- The Civic evening held in Ware in 2019 with special

guest, TV historian David Olusoga in aid of Isabel Hospice.

- One of the most enjoyable events attended was the 25th anniversary of CHIPS who run regular play schemes for children with learning differences.
- Living Together in East Herts event in September 2019 at what is now the South Mill Arts Complex.
- Remembrance Sundays, Civic Services across East Herts and Holocaust Memorial Day commemorations which was held on Zoom this year.
- He represented East Herts at St Albans Cathedral on several occasions including the High Sheriff of Hertfordshire's service.
- It was a privilege to attend events put on by the Town Mayors, some sadly cancelled because of the pandemic.
- He hoped to soon be able to attend an East Herts social event outside at Wallfields when restrictions allow.

He thanked officers for their support over the last few years. He thanked Esther Piper who has found her role changing over the last few months, James Ellis, Katie Mogan and her predecessor Rebecca Dobson, and Will Troop, Peter Mannings and Steven King for hosting the Council meetings on Zoom. He thanked Kate Collins and Georgia Adamson for their work in the office and thanked his partner Kezia for her support. He paid tribute to all councillors who had played their part in civil democratic debates and discussions to do their best for their residents.

2 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Rutland-Barsby. Upon taking a roll call of Members, it was established that Councillor Bull was absent.

3 ELECTION OF CHAIRMAN 2021/22

Councillor Haysey thanked and congratulated Councillor Kaye on an incredible two years as Chairman.

It was moved by Councillor Haysey and seconded by Councillor Stowe that Councillor Crofton be elected as Chairman of the Council for the civic year 2021/22. After being put to the meeting and a vote taken, this motion was declared CARRIED.

RESOLVED – that Councillor Crofton be elected Chairman of the Council for the civic year 2021/22.

Councillor Crofton made the statutory declaration of acceptance of office and took the chair.

He thanked members for the honour of giving him the opportunity to represent the Council as Chairman. He thanked Councillor Kaye for his two years of service during a very challenging period when the usual meet the people opportunities were curtailed or absent and meetings were moved online. He took his hat off to Councillor Kaye and said his expertise behind the microphone on the radio was clearly evident with his calm, masterful and distinctive voice and would be a

lesson for years to come and would be impossible to follow. He said it was a pleasure to serve as his Vice-Chairman.

4 ELECTION OF VICE-CHAIRMAN 2021/22

It was proposed by Councillor Symonds and seconded by Councillor Deering that Councillor Devonshire be appointed Vice Chairman of the Council for the civic year 2021/22. After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that Councillor Devonshire be appointed Vice Chairman for 2021/22.

Councillor Devonshire made the statutory declaration of acceptance of office.

Councillor Devonshire thanked Councillor Symonds and Councillor Deering for proposing and seconding him for Vice-Chairman. He said he was looking forward to the next year and was hopeful for a return to some normality and start to attend community engagement events and visit businesses and residents who have had a tough year. He promised to support Councillor Crofton, his chosen charity and East Hertfordshire.

5 FURTHER CHAIRMAN'S ANNOUNCEMENTS

Councillor Crofton said he was pleased that Councillor Devonshire had been elected to serve as Vice-Chairman.

Councillor Crofton said he served as Chairman five years ago under very different circumstances. The role was to represent the council in a non-political way and was there to support all members from all parties and reward people for what they have achieved to make East Hertfordshire a great place to live. He asked councillors to think about how the office of Chairman can be used to support members and acknowledge and appreciate the work of local charities, social clubs, sports club and other groups.

He reminded all members that there was a Joint Meeting of Executive, Committees, Sub-Committees and Panels after Annual Council and asked all members to remain in the meeting at the conclusion of Annual Council.

6 MINUTES - 18 MARCH 2021

Councillor Goldspink requested a correction to the minutes under item 428. She said she had asked if it would have been more appropriate for Councillor McMullen to make the apology himself as the comment was made in public so the apology should be made in public.

Councillor Haysey strongly disagreed with this amendment and said it was totally inappropriate. The statement had been agreed with Councillor McMullen and the person who had received the comment. The recording of the meeting was on YouTube and did not need to go into the minutes.

Councillor Andrews proposed, and Councillor Deering seconded, a motion that the Minutes of the meeting held on 18 March 2021 be confirmed as a correct record and signed by the Chairman.

The motion to approve the Minutes being put to the meeting, and a vote taken, it was declared CARRIED.

RESOLVED – that the Minutes of the meeting held on 18 March 2021 be confirmed as a correct record and signed by the Chairman.

7 DECLARATIONS OF INTEREST

There were no declarations of interest.

8 PETITIONS

There were no petitions to consider.

9 PUBLIC QUESTIONS

There were no public questions.

10 MEMBERS' QUESTIONS

Councillor Dumont asked the Executive Member for Environmental Sustainability the following question:

“At Council in July of last year, I brought to the attention of the Executive Member for Environmental Sustainability the issue of litter in our District. I asked what was being done to hold the Contractor to

account. The Executive Member assured me that he was meeting regularly with Officers and that this Council had powers to act if need be. He told me;

'contracts have performance management regimes in place which bear financial deductions should cleansing not be achieved at the standard we expect'

Since I asked this question last year, I'm sorry to say the situation has gone from bad to worse. The very stretch of verge, the A414 slip road into Stanstead Abbots, which was the section first brought to my attention as being a significant location for litter and fly tipping has still not been picked. This is despite the situation being raised many months ago. There have been phone calls, site inspections and emails about this one short stretch of verge, yet it remains an awful mess.

Across our District, the community has taken matters into its own hands, notably the Wombles of WareAbouts and also TUBS in Bishop Stortford. These are members of the public out and about picking litter because they want to live in a clean and tidy environment. Surely in East Herts not having rubbish all over the place is not too much to ask.

Will the Executive Member please join me in thanking the Wombles and members of TUBS for their good work, update me on his progress, specifically if the powers of 'contract management' have been applied and tell me when he expects the verge off the A414 into Stanstead Abbots to actually be cleaned?"

Councillor McAndrew responded as follows:

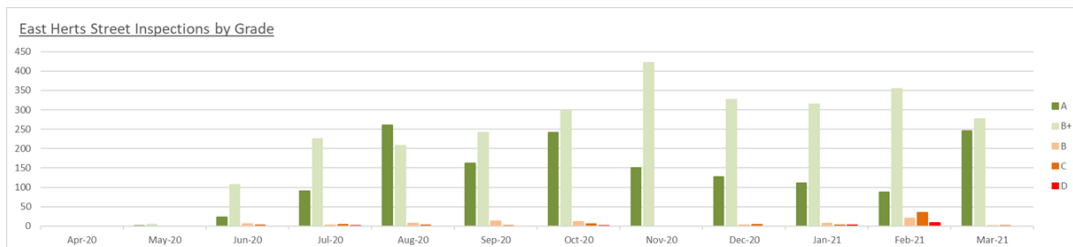
“Thanks to Cllr Dumont for drawing to the committee’s attention the excellent efforts of those residents who undertake litter picking in our district. Residents have been helping keep the district clean for years and indeed we still provide support to parishes where litter picking is undertaken by parishes rather than via our contracts. However we have seen a number of groups over recent months including the Wombles of Ware, residents in Buntingford and TUBS in Bishop Stortford helping to encourage community litter picking by more and more residents and I also wish to add my thanks for this fantastic work and commitment to our district.”

“Officers from the Shared Waste Service are gearing up for the Great British Spring Clean and are keen to liaise with groups about the initiatives they are putting in place to support the work of the community, and of course to make sure safety arrangements and arrangements for the collection of waste is in place. I would ask all Members to support this work by keeping an eye on our social media channels and by re-sharing our publicity material. After all if residents and visitors did not litter no one would need to be picking it up.”

“In response to the question from Cllr Dumont I can confirm the details regarding the contract monitoring which has been undertaken over the last year in specific relation to street cleansing.”

EH Street Inspections/ rectifications & Defaults			
	Inspections	Rectifications	Defaults
April	0	0	0
May	5	0	0
June	137	0	0
July	323	0	7
August	478	0	2
Sept	419	0	0
Oct	557	4	2
Nov	572	4	4
Dec	460	3	
Jan-21	438	1	2
Feb-21	505	10	0
Mar-21	525	4	3

“Cleansing inspections were suspended early last year due to the initial Covid-19 pandemic, cleansing was not. However, Members can see from the large number of inspections undertaken by the Shared Service in relation to street cleansing that officers are regularly monitoring the standards across the district. Where the inspection identifies that the standards are below the expectations of the contract a rectification is issued and where a rectification is not actioned within the contractual timeframes required a default is issued, with some elements resulting directly in a default where standards are considerably outside of the contract specification.”



“The Covid-19 pandemic has presented additional

challenges affecting both the resourcing of street cleansing services and of course the response to changing resident and visitor behaviours.”

“I am sure Members will agree that we have seen little disruption to waste and recycling collections over the last year and the roll out of the new charged garden waste service. It must be accepted that on occasion resources for waste and recycling have to be temporarily back filled at short notice by street cleansing staff, for example where test and trace has impacted on staffing levels. Despite all this, inspections of the contractor performance demonstrate a good standard of work overall.”

“Some areas of street cleansing have traditionally been undertaken alongside the work of Ringway and their grass cutting programme. This collaborative work was suspended last year but has begun again this year and the section of the A414 in question scheduled for 7th – 10th May 2021.”

“I’m sure Cllr Dumont will join with me, in that the current practise of tossing rubbish from vehicles spoils the environment, costs millions and puts road workers’ lives at risk when they have to clear up.”

“To that end there must be emphasis on behavioural change and the message to residents is take your litter home, in line with the duty of care legislation our individual waste is our responsibility. Dropping litter and dumping rubbish are offences and we will issue fix penalty notices and prosecute as necessary. Litter spoils the beauty of the countryside and can be

dangerous to wildlife and livestock. If we all work together we can enjoy a cleaner and greener district.”

11 EXECUTIVE REPORT - 30 MARCH 2021

Councillor Haysey said it was a privilege to be amongst the first to congratulate the new Chairman and Vice-Chairman. She said the civic positions were safe in their hands and were both excellent representatives of the District. She wished them both luck and said they had the support of the whole Council.

She thanked Councillor Kaye for his two extraordinary years of service and for leading the Council into virtual meetings. He had conducted virtual meetings with professionalism, humour and patience and had been responsible for introducing Holocaust Memorial Day into the civic calendar.

The Leader said that last year, the government introduced emergency legislation to conduct council business virtually and this would expire on 7th May 2021 so meetings would return face to face. The Council Chamber is Covid safe for 25-27 people so Full Council meetings would be a challenge that needed to be resolved. Many residents had been following Council meetings on YouTube and the Leader assured residents that this would continue when meetings returned in person.

The Leader presented a report setting out recommendations to the Council made by the

Executive at its meeting on 30 March 2021.

11 HARLOW AND GILSTON GARDEN TOWN: SUSTAINABILITY GUIDANCE AND CHECKLIST, FINAL DOCUMENT FOR ENDORSEMENT

The Leader presented the recommendation, which was referred to in the Executive report of 30 March 2021, regarding the Harlow and Gilston Garden Town Sustainability Guidance and Checklist report.

Councillor Haysey proposed that the recommendations in the Executive report be supported. Councillor Kemp seconded the proposal.

Councillor Goldspink added her thanks and congratulations to Councillor Kaye who had done an excellent job for the last two years. She congratulated and welcomed the new Chairman and Vice Chairman.

Councillor Goldspink confirmed that the Liberal Democrats were supportive of the recommendation.

The motion to support the recommendation having been proposed and seconded, was put to the meeting and upon a vote being taken, was declared CARRIED.

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

12 LICENSING COMMITTEE - 10 MARCH 2021

The Executive Member for Neighbourhoods presented a report setting out recommendations to the Council made by the Licensing Committee at its meeting on 10 March 2021.

12 DEPARTMENT FOR TRANSPORT (DFT) STATUTORY TAXI AND PRIVATE HIRE VEHICLE STANDARDS

The Executive Member for Neighbourhoods said that East Herts Council took its safeguarding responsibilities extremely seriously. It was for this reason that the Department for Transport's revised standards and best practice guidance regarding the licensing of taxi drivers and operators, issued in July 2020, were very much welcomed. The revised standards recognised there was clear evidence that taxis and private hire vehicles could constitute a high-risk environment. Often passengers travel alone, sometimes late at night when public transport was not available and it was not uncommon for taxis to be used by children and young people unaccompanied by adults. There was therefore the opportunity for the use of taxis to facilitate the abuse and exploitation of children and vulnerable adults and in some cases such exploitation has been perpetrated by members of the trade itself.

Councillor Boylan explained that East Herts was not immune. In recent years, the council had revoked taxi drivers' licences for sexual misconduct with passengers. Twice over the last couple of years the

council has had to defend its decision on appeal. In both cases, the evidence-based approach taken by the council meant it was able successfully defend its decisions. This demonstrated how robust the council's policies and procedures were, however, there was always room to strengthen the approach and hence the policies had been reviewed in light of the revised guidance. He thanked members of the Licensing Committee for their diligent attention to detail on this matter.

Following extensive consultation with the taxi trade, representatives of the night time economy, community groups, other local licensing authorities, stakeholders and the public, and consideration by the Licensing Committee, he recommended to Council the series of amendments to the council's taxi related policies presented in Appendix 2 of the report. As a licensing authority, the Council were required to have regard to the DfT's guidance and the proposed amendments demonstrated this. Taken as a whole, these amendments would act to strengthen the council's ability to determine whether someone is a fit and proper person to hold a taxi driver's licence or an operator's licence and so, in turn, would further enhance the council's ability to take swift action should any risk to the safety of the public arise and help to keep our residents and visitors safe.

Councillor Andrews commented that at the time of the Licensing Committee's consideration, there was a very low level of engagement in the consultation. He hoped that in future, a better response would be given.

Councillor Goldspink confirmed that the Liberal Democrat group was happy to support the recommendations.

Councillor Boylan proposed and Councillor Andrews seconded, a motion that the recommendation be supported. A motion to support the recommendation having been proposed and seconded, was put to the meeting and a vote taken. The motion was declared CARRIED.

RESOLVED - That the policy changes detailed in Appendix 1 (a to f) be approved, with a commencement date of the 1 June 2021.

13 COMMITTEE MEMBERSHIP AND POLITICAL BALANCE OF THE COUNCIL 2021/22

The Head of Legal and Democratic Services presented the report and said that Council, at its annual meeting, was required to approve the decision making arrangements for the discharge of functions. In May 2019, the Council appointed Councillor Linda Haysey as Leader for the “life” of the Council until the next scheduled District Council elections in 2023. It was the responsibility of the Leader to determine the size and membership of the Executive, as well as the allocation of executive portfolio responsibilities. These remained unchanged at seven members, as well as the Leader, with the portfolios as set out in Appendix B.

The Local Government and Housing Act 1989 places a

duty on the Council to review the allocation of seats on its various committees, the aim being to ensure that the political composition of those committees reflects the political representation of the Council. The percentage political balance representation of each political group on East Herts Council remains unchanged from 2020/21; however this could change after the by-election for the Bishop's Stortford All Saints ward which takes place on 6th May 2021. Council would be notified of any amendment to its political balance after this time.

It was proposed that the Committees as set out at 2.1 be established, with the same terms of reference as last year. The proposed memberships of those committees are as set out at pages 5 to 7 of Supplementary Agenda No 1.

The Council's calendar of meetings for 2021/22 was proposed at paragraph 5.1 of the report.

Councillor Goldspink confirmed that the Liberal Democrat group was happy to support the recommendations.

Councillor Symonds proposed and Councillor Bolton seconded, a motion that the proposals be supported. A motion to support the recommendations having been proposed and seconded, was put to the meeting and a vote taken. The motion was declared CARRIED.

RESOLVED - that

(A) the following Scrutiny Committees, Regulatory

Committees and Joint Committee be appointed, with the number of voting Members stated:

Committee	No. of Mem bers
Overview & Scrutiny	14
Audit & Governance	7
Development Management	12
Human Resources	7
Licensing	12
Financial Sustainability	10
Chief Officer Recruitment	5
East Herts Council and Stevenage Borough Council Joint Revenues and Benefits Committee (3 from East Herts)	6
Joint CCTV Executive (3 from East Herts)	12

(B) the membership and Chairman of Scrutiny Committees, Regulatory Committees, Joint

Committees be as set out in Appendix A, with Members being appointed in accordance with the wishes of the political group to whom the seats on these bodies have been allocated.

(C) the Members to the Executive (in addition to the Leader) with the portfolio responsibilities as detailed in Appendix B, be noted

(D) the programme of Council meetings, as detailed at paragraph 5.1 of the report submitted, be approved; and

(E) the Head of Legal and Democratic Services be authorised to make changes in the standing membership of committees, joint committees and panels in (A) above, in accordance with the wishes of the political group to whom seats on these bodies have been allocated.

14 OUTSIDE BODIES

The Head of Legal and Democratic Services presented the report to Council. He said that at the Annual Council meeting each year, Council appointed Members to serve on various outside bodies. The reports contained at page 9 to 42 of Supplementary Agenda No 1 detail these Members' involvement and activity on these bodies. It was recommended that Council receive these reports as detailed.

Councillor Newton proposed and Councillor Alder seconded, a motion that the proposals be supported. A motion to support the recommendations having been

proposed and seconded, was put to the meeting and a vote taken. The motion was declared CARRIED.

RESOLVED - that the reports of Members appointed to Outside Bodies for the 2020 – 2021 civic year be received and noted.

15 MINOR AND CONSEQUENTIAL AMENDMENTS TO THE CONSTITUTION

The Head of Legal and Democratic Services presented the report to members. He said that under the Council's Constitution, the Monitoring Officer, in consultation with the Chief Executive, has delegated authority to make minor amendments to the Constitution arising from changes in legislation, staffing structures, job descriptions or terminology. The Constitution further requires that such changes be reported annually to Council and this report fulfilled this requirement.

In addition to those changes, it was recommended that Council agree a delegation to the Head of Planning and Building Control to determine footpath and bridleway matters as set out at recommendation B.

It was also recommended to formally replace the current Officer Code of Conduct at Part 5B of the Constitution with the new Code of Conduct for Employees contained at Appendix 2, which was agreed by HR Committee on 16th February 2021.

Councillor Williamson proposed and Councillor Curtis seconded, a motion that the proposals be supported. A

motion to support the recommendations having been proposed and seconded, was put to the meeting and a vote taken. The motion was declared CARRIED.

RESOLVED – that

- (A) The report be received, as required by the Constitution, outlining the minor amendments to the Constitution made by the Head of Legal and Democratic Services acting in consultation with the Chief Executive; and
- (B) A delegation to the Head of Planning and Building Control to “determine any footpath and bridleways matters including their protection, creation, diversion, modification and extinguishment” be agreed.

16 LOCAL GOVERNMENT ASSOCIATION MODEL CODE OF CONDUCT FOR MEMBERS

The Head of Legal and Democratic Services presented the report to Council. He said that the report detailed the recommendations to Council made by the Audit and Governance Committee at its meeting on 16 March 2021, that the Council replace the current Members’ Code of Conduct as contained in Part 5a of the Constitution with the new Model Code of Conduct prepared by the Local Government Association.

The Committee on Standards in Public Life had recently published a report into local government ethical standards. This had 26 recommendations and 15 Best Practice recommendations.

Two of the recommendations of specific relevance to the report were:

- The Local Government Association should create an updated Model Code of Conduct, in consultation with representative bodies of councillors and officers of all tiers of local government; and
- Best Practice Recommendation 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

The LGA Model Code of Conduct was a result of these recommendations and was contained at Appendix 1.

Adopting the Model Code of Conduct would ensure the good governance within the council that was reflective of a national governance model.

Councillor Goldspink confirmed that the Liberal Democrat group was happy to support the recommendations.

Councillor Huggins proposed and Councillor Snowdon seconded, a motion that the proposals be supported. A motion to support the recommendations having been proposed and seconded, was put to the meeting and a vote taken. The motion was declared CARRIED.

RESOLVED – that
(A) the Members' Code of Conduct as

contained at Part 5a of the Council's Constitution be replaced with the LGA Model Councillor Code of Conduct (presented at Appendix 1 of this report) subject to Appendix C of the Model Code of Conduct being replaced with the text contained in Appendix 2 of this report; and

- (B) the replacement Member Code of Conduct be adopted with immediate effect.

17 ANNUAL SCRUTINY REPORTS 2019/20 AND 2021/22

Councillor Wyllie presented the report to Council. He said that the reports provided an overview of the work of the Overview and Scrutiny Committee in the years 2019-20 and 2020-21 and the reports were presented annually to Council as required in the Constitution.

Councillor Wyllie proposed and Councillor Pope seconded, a motion that the proposals be supported. A motion to support the recommendation having been proposed and seconded, was put to the meeting and a vote taken. The motion was declared CARRIED.

RESOLVED - That the Annual Scrutiny Reports covering the civic years 2019/20 and 2020/21 be agreed and published on the Council's website.

18 RECONSIDER PLANS TO DEMOLISH THE URC HALL ON THE OLD RIVER LANE SITE IN BISHOP'S STORTFORD

Councillor Goldspink proposed the following motion on notice:

“This Council resolves to reconsider its plans to demolish the URC Hall on the Old River Lane site in Bishop’s Stortford. Instead, it will, either repair and refurbish the Hall or, if it is not practicable to refurbish it, The Council will build a new, equivalent Hall somewhere else on the Old River Lane site. This would be in accordance with policy CFLR8 of the Local Plan.”

The motion was seconded by Councillor Wilson.

Councillor Goldspink spoke to the motion and said the United Reform Church Hall was a well-used community hall in the town centre of Bishop’s Stortford. It was used regularly by different community groups including badminton, table tennis, yoga, mothers and toddlers, Alcoholics Anonymous, Pilates, karate etc. The hall was also available for private hire and it seated 200 people with a stage. She questioned why the council wished to demolish the hall and said the council’s own policies were against demolition. Councillor Goldspink referred to Policy CFLR8 in the Local Plan which stated the loss of community buildings would be refused. Members were told previously that the original vision of the Old River Lane site would remove the car parking and replace with community facilities. Now, the building was going to be demolished and replaced with car parking. Councillor Goldspink felt this was a bizarre proposal and she was calling for a replacement facility.

Councillor Williamson responded to the motion

presented. He reminded the Council of the key points. Firstly, the Full Council voted to proceed with the Old River Lane regeneration with the published plans on 18th March 2021. Secondly, the United Reform Church Hall was sold to the Council by the Church as part of its own plans to improve the community offerings. The present hall needs considerable repair work and upgrading to be suitable for future use. Therefore, he proposed an amendment to the motion. He proposed to delete all wording and replace with the following:

“A) The Council Notes that:

1. The Old River Lane regeneration offers the opportunity to create strong community and arts facilities for Bishop’s Stortford. The current Old River Lane regeneration plans agreed by Full Council on Thursday 18th March 2021 are sufficiently flexible to offer the opportunity to work with third parties to deliver additional community facilities.
2. Given the current condition of the URC Hall it is not practical to repair and refurbish. The Council’s plans for the Old River Lane generation are compliant with CFLR8 of the East Herts District Plan 2018, satisfying both conditions (b) and (c).

B. Therefore this Council resolves to:

1. Work with local groups during the planning process and the pre-development marketing of the available space to provide additional community facilities as part of the ongoing re-generation of Old River Lane. These facilities

could include a community hall, community spaces and/or space for the delivery of community services. The Council will include the URC in this engagement to explore with them their plans for using the capital money the Council provided to them through our purchase of the hall.

2. Continue work on the Cultural Strategy which was agreed unanimously by Full Council on 2nd March 2021. Future workstreams to be undertaken include taking an inventory of publicly and privately owned facilities within Bishop's Stortford which can be used by community and arts groups; furthermore to discuss with Hertfordshire County Council to ensure local groups can access facilities at state schools outside of school hours.
3. Continue investigations into whether the cinema spaces within Old River Lane can be designed to allow larger capacity live performance events to be held on site.
4. Support the Old River Lane re-generation plans"

Councillor E Buckmaster seconded the amendment and reserved his right to speak.

Councillor Bell said that the United Reform Church Hall was a popular facility and there was no provision proposed to replace it. The plans for an 80 seat cinema which could occasionally be used were not an adequate replacement for a venue with a 200 seat capacity. The Council should be championing participation in the performing arts and she implored the Council to find adequate provision in Bishop's

Stortford for these groups if redeveloping the hall is not feasible. This should be done in consultation with local groups to ensure the facilities are for local residents as opposed to progressing blindly without their input.

Councillor Goldspink welcomed the improvement for consultation but was still concerned that what is being proposed was not an adequate replacement for what was being lost. Some of the hirers currently at the United Reform Church Hall would not be accommodated in the new facility and these were groups that play badminton, table tennis and yoga. At the last meeting, the Council were told that a 200 seat theatre was not possible so Councillor Goldspink asked if the Council were now proposing a community hall for hire that would accommodate 200 people.

Councillor Williamson said they were looking at all the options to provide the best facilities across the town and would engage with different local groups.

Councillor Snowdon said that Councillor Goldspink was offered a seat on the Old River Lane Delivery Board but turned it down. He said she was a ward member in Bishop's Stortford and could have been in the room when decisions were made. He was disappointed that she had turned that opportunity down and was now trying to score political points.

Councillor Goldspink raised a point of order for a personal explanation. She explained that she was offered a seat but decided to offer it to Councillor Beckett who was also a Bishop's Stortford ward

councillor. She said if the Liberal Democrats were only allowed one seat, she felt Councillor Beckett was better qualified to attend the meetings.

Councillor Wilson said he welcomed the amendments from Councillor Williamson but questioned the timing of it and why it took a motion from the opposition to come up with the compromises. He provided some history to the project and said there had been inadequate consultation since the changes had been proposed. He said he understood why the theatre had to be abandoned and welcomed the fact that the Council were looking at consultation and other options and hoped that lessons had been learnt.

Councillor E Buckmaster said when he saw the proposed motion, he questioned the integrity. He said the Church was willing to dispose of the hall and it was clear from the church website that they had ambitions to create a new modern space. He said the Council had been inclusive in its approach with briefings and workshops open to all groups and members of the opposition group had a place on the Old River Lane Delivery Board. The business case for the project was reviewed after the pandemic and the Liberal Democrat motion has come as a standalone item with little or no attempt at prior engagement. There was little context to the motion with no funding proposals. The amendment proposed by Councillor Williamson gives the council a way forward and allows them to embark on a delivery mechanism for an engagement strategy. The amended motion gives the council more to work with moving forward.

After being requested by at least five members, a recorded vote was taken on the amendment, the result being:

FOR

Councillors Alder, Andrews, Bolton, Boylan, E Buckmaster, R Buckmaster, Burmicz, Curtis, Cutting, Deering, Devonshire, Drake, Fernando, Goodeve, Hall, Haysey, Hollebon, Huggins, Jones, Kaye, Kemp, McAndrew, McMullen, Newton, Page, Pope, Ranger, Reed, Rowley, Ruffles, Snowdon, Stevenson, Stowe, Symonds, Ward-Booth, Williamson, Wyllie

AGAINST

Councillors Bell, Brady, Dumont, Goldspink, Redfern, Wilson

ABSTAINED

Councillors Beckett, Crofton, Crystall, Frecknall

For: 37

Against: 6

Abstained: 4

The motion was declared CARRIED, and became the substantive motion, as follows:

A) The Council Notes that:

1. The Old River Lane regeneration offers the opportunity to create strong community and arts facilities for Bishop's Stortford. The current Old

River Lane regeneration plans agreed by Full Council on Thursday 18th March 2021 are sufficiently flexible to offer the opportunity to work with third parties to deliver additional community facilities.

2. Given the current condition of the URC Hall it is not practical to repair and refurbish. The Council's plans for the Old River Lane generation are compliant with CFLR8 of the East Herts District Plan 2018, satisfying both conditions (b) and (c).

B. Therefore this Council resolves to:

1. Work with local groups during the planning process and the pre-development marketing of the available space to provide additional community facilities as part of the ongoing regeneration of Old River Lane. These facilities could include a community hall, community spaces and/or space for the delivery of community services. The Council will include the URC in this engagement to explore with them their plans for using the capital money the Council provided to them through our purchase of the hall.
2. Continue work on the Cultural Strategy which was agreed unanimously by Full Council on 2nd March 2021. Future workstreams to be undertaken include taking an inventory of publicly and privately owned facilities within Bishop's Stortford which can be used by community and arts groups; furthermore to discuss with Hertfordshire County Council to

ensure local groups can access facilities at state schools outside of school hours.

3. Continue investigations into whether the cinema spaces within Old River Lane can be designed to allow larger capacity live performance events to be held on site.

4. Support the Old River Lane re-generation plans

After being requested by at least five members, a recorded vote was taken on the substantive motion, the result being:

FOR

Councillors Alder, Andrews, Beckett, Bell, Bolton, Boylan, Brady, E Buckmaster, R Buckmaster, Burmicz, Crystall, Curtis, Cutting, Deering, Devonshire, Drake, Dumont, Fernando, Frecknall, Goldspink, Goodeve, Hall, Haysey, Hollebon, Huggins, Jones, Kaye, Kemp, McAndrew, McMullen, Newton, Page, Pope, Ranger, Redfern, Reed, Rowley, Ruffles, Snowdon, Stevenson, Stowe, Symonds, Ward-Booth, Williamson, Wilson, Wyllie

ABSTAINED

Councillor Crofton

For: 46

Against: 0

Abstained: 1

The motion was declared CARRIED.

The meeting closed at 9.00 pm

Chairman
Date

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COUNCIL – 28 JULY 2021

MEMBERS' QUESTIONS

Question 1	Cllr Alex Curtis to ask Cllr Graham McAndrew, Executive Member for Environmental Sustainability:
Can the Executive Member for Environmental Sustainability confirm what is being done to prevent fly-tipping in our District, and hold perpetrators of fly tipping responsible for their actions?	
Question 2	Cllr Mark Pope to ask Cllr Jan Goodeve, Executive Member for Planning and Growth:
Can the Executive Member for Planning and Growth provide an update regarding the <i>Shop Safe Shop Local</i> campaign and other measures that are being taken to support local start-up businesses?	
Question 3	Cllr Carolyn Redfern to ask Cllr Eric Buckmaster, Executive Member for Wellbeing:
<p>Figures up to March 2020, raised in a motion by Labour Councillors to Hertfordshire County Council, show that East Herts has seen the second highest increase in rates of child poverty in the county. We know that the long-term costs of children living in poverty place a huge amount of strain on public services. Early prevention and support can result in dramatic savings later on and ensure all of our children receive a good start in life.</p> <p>Can I ask what action the Executive on East Herts District Council plans to take to tackle rising child poverty in our district, and whether they will impress upon their colleagues on Hertfordshire County Council the importance of this?</p>	
Question 4	Cllr Mione Goldspink to ask Cllr Graham McAndrew, Executive Member for Environmental Sustainability:
Does the Executive Member for Environmental Sustainability agree with me that it would be an excellent idea for East Herts Council to	

take part in the Queen's Green Canopy project? This project is designed to mark the Queen's Platinum Jubilee in 2022, and every person across the whole of the UK is invited to plant a tree. Planting needs to be done between October 2021 and March 2022. If the Executive Member does agree with me, would he be willing to set up a Working Party to look at the practicalities of taking part in this project?

Council

Date of Meeting: 28 July 2021

Report by: Councillor Linda Haysey, Leader of the Council

Report title: Executive Report – 6 July 2021

Ward(s) affected: All

Summary

- This report details the recommendations to Council made by the Executive at its meeting on 6 July 2021.

1.0 Item considered and recommended to Council

1.1 Since the last Council meeting, the Executive met on 6 July 2021. At that meeting the Executive considered and supported a number of recommendations for Council on the following items:

- 1.1.1 Annual Plan 2020/21 and Refreshed Corporate Plan for 2021/22
- 1.1.2 Draft Equalities, Diversity and Inclusion Strategy for East Herts
- 1.1.3 Statement of Licensing Policy
- 1.1.4 Adoption of Bengoe Neighbourhood Area Plan following Referendum
- 1.1.5 Adoption of Sele Neighbourhood Area Plan following Referendum
- 1.1.6 Adoption of Thundridge Neighbourhood Area Plan following Referendum
- 1.1.7 Adoption of Gilston Neighbourhood Area Plan following Referendum

- 1.2 This report sets out the recommendation for the above items. The full report, including the Appendix, may be viewed at [Executive 6 July 2021](#).
- 1.3 The Minutes of the meeting are attached as **Appendix A**.
- 1.4 This report excludes items also considered by the Executive where those reports are separate agenda items on the Council agenda.

2 Annual Plan 2020/21 and Refreshed Corporate Plan for 2021/22

- 2.1 The Executive was asked to consider a new draft strategy for Equalities, Diversity and Inclusion and recommend the strategy to Council for adoption.

RECOMMENDATION TO COUNCIL:

- (a) **That the refreshed Corporate Plan be adopted.**

3 Draft Equalities, Diversity and Inclusion Strategy for East Herts

- 3.1 The Executive was asked to consider a new draft strategy for Equalities, Diversity and Inclusion and recommend the strategy to Council for adoption.

RECOMMENDATION TO COUNCIL:

- (a) **That the Equalities, Diversity and Inclusion Strategy be adopted.**

4.0 Statement of Licensing Policy

- 4.1 The Executive received a report to adopt and publish a Statement of Licensing Policy (SLP) at least every five years. The purpose of the Policy is to set out the principles the Local Authority will apply when carrying out its licensing functions under the Act. There is a requirement for public consultation and the consideration of any responses that are received.

RECOMMENDATIONS TO COUNCIL:

- a) That the Statement of Licensing Policy 2021-26 be approved with affect from 29th July 2021.**

5.0 Adoption of Bengoe Neighbourhood Area Plan following Referendum

- 5.1 The Executive received a report on the adoption of the Bengoe Neighbourhood Area Plan following a referendum on 6th May 2021.

RECOMMENDATION TO COUNCIL:

- (a) That the Bengoe Neighbourhood Area Development Plan 2019-2033, as detailed at Appendix A to this report, be formally 'made'.**

6.0 Adoption of Sele Neighbourhood Area Plan following Referendum

- 6.1 The Executive received a report on the adoption of the Sele Neighbourhood Area Plan following a referendum on 6th May 2021.

RECOMMENDATION TO COUNCIL:

- (a) The Sele Neighbourhood Area Development Plan 2018-2033, as detailed at Appendix A to this report, be formally 'made'.**

7.0 Adoption of Thundridge Neighbourhood Area Plan following Referendum

- 7.1 The Executive received a report on the adoption of the Thundridge Neighbourhood Area Plan following a referendum on 6th May 2021.

RECOMMENDATION TO COUNCIL:

- (a) That the Thundridge Neighbourhood Development Plan 2018-2033, as detailed at Appendix A to this report, be formally 'made'.**

8.0 Adoption of Gilston Neighbourhood Area Plan following Referendum

- 8.1 The Executive received a report on the adoption of the Gilston Neighbourhood Area Plan following a referendum on 27th May 2021.

RECOMMENDATION TO COUNCIL:

- (a) The Gilston Area Neighbourhood Development Plan 2020-2033, as detailed at Appendix A to this report, be formally 'made'.**

9.0 Executive Decisions

- 9.1 Other matters determined by the Executive are detailed in the Minutes of the meeting, at Appendix A to this report.

10.0 Background papers, appendices and other relevant material

- 10.1 Appendix A - Minutes of the Executive meeting 6 July 2021
- 10.2 Appendix B, Bi – Refreshed Corporate Plan 2021/22
- 10.3 Appendix C – Draft Equalities, Diversity and Inclusion Strategy for East Herts
- 10.4 Appendix D, Di – Statement of Licensing Policy 2021-2026
- 10.5 Appendix E – Bengo Neighbourhood Area Plan
- 10.6 Appendix F – Sele Neighbourhood Area Plan
- 10.7 Appendix G – Thundridge Neighbourhood Area Plan
- 10.8 Appendix H – Gilston Neighbourhood Area Plan

Contact Member

Councillor Linda Haysey – Leader of the Council.

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East Herts: A Place to Grow
Corporate Plan Refresh for 2021/ 2022

The Council's Corporate Plan (2020/21 – 2023/24) was agreed in January 2020 and sets out a range of actions and objectives against 4 overall, 'SEED' priorities. Whilst the aspirations in that plan are still relevant Covid-19 has changed local, national and global priorities for public service delivery and impacted how and where East Herts Council is deploying its resources. This refreshed plan outlines amended objectives for the 2021/ 2022 year which better reflect the needs of the district in this context.

Each of the 'one page plans' for the 4 themes have been updated. New priorities have been included where relevant and actions which have either been completed or are now less relevant compared to one year ago have been removed. Please note that for each theme there is a wider set of actions and measures which sit underneath the one page plan.

Sustainability at the heart of everything we do 2021/ 2022

The council's work towards achieving its nine commitments for tackling climate change has continued at pace in 2020/21. For example, over the last 12 months, we have developed a carbon assessment tool to assess the carbon footprint of council projects, adopted a new Sustainability Supplementary Planning Document to guide new development and switched our electricity contract to 100% renewable energy sources.

Work in 2021/22 will focus on further encouraging residents and partners to make sustainable choices and working with other Hertfordshire authorities to deliver larger, multi-agency projects. Notably, we aim to promote higher energy efficiency in housing roll-out the installation of more e-vehicle chargers and provide more information to facilitate positive behaviour change.

Strategy/ objectives	Actions/ key projects	Who	When
1. We will make changes to how the council manages its own premises, people and services	1a. Train council staff and councillors on carbon neutrality and sustainability	David Thorogood	30/09/21
	1b. Complete redevelopment of Grange Paddocks Leisure Centre, Bishop's Stortford and in doing so reduce the building's carbon emissions by at least 18%, that is, 93 tonnes of CO ₂	Jess Khanom-Metaman	31/10/21
	1c. Reduce the number of fossil-fuelled vehicles in the council's fleet	Jonathan Geall	31/03/22
2. We will use our regulatory powers to promote action by others	2a. Implement the council's new Sustainability Supplementary Planning Document	Sara Saunders	30/06/21
	2b. Facilitate moves toward more e-taxis in the district	David Thorogood	31/12/21
	2c. Encourage the building of additional energy efficient properties in the private and affordable housing sectors	Jonathan Geall	31/03/22
	3a. Update council's sustainability website including the provision of a numerical tracker of the council's progress towards its target to be carbon neutral by 2030	Linda Meehan	30/09/21
3. We will influence and encourage others to be more environmentally sustainable	3b. Run a food waste minimisation publicity campaign	Jess Khanom-Metaman	30/09/21
	3c. Work with partners to install e-vehicle chargers in more locations in East Herts	David Thorogood	31/03/22

Enabling our communities 2021/ 2022

Over the past 12 months we have kept up momentum on delivery of our capital programme where possible and within covid-19 guidelines, demonstrating on-going commitment to the wellbeing of our communities. However we have also seen increasing demand for important services such as housing and benefits advice and support. Social isolation has increasingly become a challenge for many individuals due to restrictions on movement. As we move towards recovery from the economic and social impact of Covid-19 it is paramount no one in East Herts is left behind.

Over 2021/22 we will focusing on continuing to deliver our capital programme, services to our most vulnerable residents and supporting partners with Covid recovery efforts. Other key activities will include delivery of our new Cultural Strategy and developing a new Equalities, Diversity and Inclusion Strategy.

Strategy/ objectives	Actions/ key projects	Who	When
1. We will invest in our places	1a. Complete refurbishment of Hartham Leisure Centre	Jess Khanom	1/9/22
	1b. Deliver £20m investment in Hertford Theatre	Jess Khanom	1/8/23
	1c. Deliver the Castle Park project	Ian Sharratt	30/3/23
	1d. Deliver the Cultural Strategy	Nick Phipps	TBC
2. We will ensure all voices in the community are heard	2a. Grow our digital communications channels (Instagram, Twitter, Facebook and Linked in)	Lindsey Creed	31/3/22
	2b. Implement a new Equalities, Diversity and Inclusion Strategy	Corinne Crosbourne	28/7/21
3. We will support our vulnerable residents	3a. Relaunch the East Herts Healthy Hub to promote easier access to health and wellbeing advice and support	Simon Barfoot	30/6/21
	3b. Provide specialist support to those facing or recovering from homelessness	Claire Bennett	31/3/22
4. Keeping communities safe	4a. Support roll out of testing and vaccination centres	Geoff Hayden	31/3/22
	4b. Support national and county led campaigns on vaccine roll out and vaccine hesitancy	Lindsey Creed	31/3/22
	4b. Provide regulatory advice and support to businesses for safe re-opening	Paul Thomas-Jones	21/6/21
	4c. Provision of Covid marshals in town centres, neighbourhood shopping centres and green spaces	Ben Wood	30/6/21

Encouraging economic growth 2021/ 2022

There has been a substantial shift in priorities around this theme over the past 12 months. The focus of our activity has been around business survival as oppose to supporting growth with over £30m awarded in grants and £18m in reliefs between May 2021 and April 2021. Our High Streets are under enormous pressure to recover and remain relevant and with changing patterns of workplace distribution we will face additional pressure on viability of commercial development. However this may also bring opportunities for the district and our housing delivery rate of 104% over the past three years against District Plan targets give us reason to be optimistic.

Over 2021/22 we will continue to focus on delivery of major projects such as Old River Lane and our European Funded Launchpad 2 business support programme. Working in partnership with the County Council, Town Councils, police and businesses will be an important means of ensuring residents feel comfortable and confident when visiting their town centres. Continuing to work with developers on delivery of growth sites across the district and supporting communities with neighbourhood planning will be key to ensuring East Herts remains a vibrant place to live.

Strategy/ objectives	Action/ key projects	Who	When
1. We will develop new sources of income	1a. Deliver the Millstream Property Investment Ltd's Business Plan	Jonathan Geall	31/3/22
	1b. Grow the East Herts Lottery to bring in more resources for local good causes	Claire Pullen	31/3/22
2. We will support businesses and town centres with post Covid recovery	2a. Deliver the ERDF Launchpad 2 project	Chris Smith	31/3/23
	2b. Work in partnership to support recovery of town centres and deploy 'Welcome Back' funding	Andrew Figgis	31/3/22
	2c. Deliver the Jobsmart employment support programme	Ben Wood	31/3/22
	2d. Continue to support administration of businesses grants	Su Tarran	31/3/22
3. We will create viable places	3a. Support the Herts Growth Board with presenting a case for additional infrastructure investment in Hertfordshire	Richard Cassidy	31/3/22
	3b. Complete construction of the multi-story car park on the Old River Lane site	Rob Mayo	31/12/21
	3c. Deliver an SPD and Masterplan for the Old River Lane site	Sara Saunders	31/12/21
	3d. Delivery of the strategic sites allocated in the District Plan in accordance with the housing trajectory.	Sara Saunders	31/3/22

Digital by default 2021/ 2022

Following the onset of the COVID-19 pandemic, our main reception areas were closed and residents were encouraged to contact us by telephone, email or via the website. The availability of more customer service staff (following face 2 face closure) has resulted in more telephone calls being answered and an overall improvement of the service. The changes in working practice have, on the whole, been a positive experience for our customers and has enabled us to embrace digital technology through the provision of grant claim forms on the website, appointment booking, webchat and ‘call back’ software. This has enabled businesses across the District to access much needed support grants almost solely through digital means and helped manage customer contact demand. We will build on this impetus to further enhance the digital offer to residents, businesses, employees and members.

The Council has also effectively continued to deliver services with staff working remotely and our emerging agile working project will maximise opportunities arising from this global change in the workplace.

Strategy/ objectives	Action/ key projects	Who	When
1. We will improve the customer experience for those who use council services	1a. Undertake a transformation programme to make it easier for our customers to interact with us (including Implement new online and telephony payments software and a customer relationship management system)	Steven Linnett	31/3/22
	1b. Implement self-service reception and increase range of digital channels available	Ben Wood	30/6/21
2. We will work with partners to ensure our communities are digitally enabled	2a. Ensure fibre to the premise (FTTP) is provided on all new developments	George Pavey	31/3/22
	2b. Support joint delivery of Harlow and Gilston Garden Town as a fully sustainable and digital ‘place’	Jenny Pierce	31/3/22
	2c. Support the Digital Innovation Zone to lobby for investment in our towns and villages	Helen Standen	31/3/22
3. Implement agile working across the organisation	3a. Agree an agile working policy with staff	Simon O’Hear	21/7/21
	3b. Agree a business case for creating modern workspaces	Geoff Hayden	TBC

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Objective	Action	Lead	By when	Relevant indicators/ measures/ targets	Reporting frequency	Lead for uploading to pentana	Portfolio holder	Changes
ENABLING COMMUNITIES THEME								
We will invest in our places	Complete construction of new Grange Paddocks Leisure Centre	Jess Khanom	31/9/2021		Quarterly	Emily Coulter	Eric Buckmaster	Capture in sustainability theme
	Complete construction of a refurbished and extended Hartham Leisure Centre	Jess Khanom	01/09/22		Quarterly	Emily Coulter	Eric Buckmaster	
	Deliver the Castle Park Heritage Lottery Funded project	Jess Khanom	01/06/21		Quarterly	Ian Sharratt	Eric Buckmaster	
	Deliver £20m investment in Hertford Theatre	Jess Khanom	01/04/23		Quarterly	Tamara Jarvis	Eric Buckmaster	
	Support the Herts 2020 Year of Culture with HCC (one promotion each month depending on theme)	Mekhola Ray	31/03/21		Quarterly	Nick Phipps	Eric Buckmaster	Completed
	Develop a cultural strategy for East Herts (agree by December 2020)	Nick Phipps & Mekhola Ray	31/12/20		Annual	Nick Phipps	Eric Buckmaster	Completed - now into delivery phase
	Produce a business case for the refurbishment and extension of Pinehurst Community Centre	Geoff Hayden	31/03/21		Annual	Geoff Hayden	Geoffrey Williamson	New action
	Deliver the cultural strategy	Nick Phipps & Mekhola Ray	31/03/21		Annual	Nick Phipps	Eric Buckmaster	New action
	Respond to fly-tipping in a timely manner	Chloe Hipwood	31/03/21	Fly-tips: time taken for removal	Quarterly	Louise Overington	Graham McAndrew	
	Maintain standards of cleanliness in our streets	Chloe Hipwood	31/03/21	Inspector's grading of Urbaser street cleaning	Quarterly	Louise Overington	Graham McAndrew	Amended measure
	Deliver the community grants scheme	Claire Pullen	31/03/22	Number of grants given	Annual	Nick Phipps	Suzanne Rutland-Barsby	
	Maintain the register of community assets (Assets of Community Value)	Esther Piper	31/03/22		Annual	Kirsty McKenzie	Geoffrey Williamson	
	Undertake a review of the EHC owned Community Centres in East Herts, understanding how they are currently used and the support they may require going forward, undertake public engagement to understand our communities needs and how we can match these up with the use of our Community Centres	Claire Pullen	31/03/22		Bi-annual	Nick Phipps	Geoffrey Williamson	Amended measure taking account of the impact of Covid
	With Herts Sports Partnership, undertake Active Local initiative based on Asset Based Community Development, promoting physical activity and increased use of green spaces in the Sele area	Claire Pullen	31/03/21		Bi-annual	Nick Phipps	Eric Buckmaster	Completed - new action below
Sett up a Charitable incorporated Organisation with residents to repurpose a council allotment site into a community garden	Claire Pullen	31/03/22		Bi-annual	Nick Phipps	Eric Buckmaster	New action	
We will ensure all voices in the community are heard	Grow our digital communications channels	Communicatinos and Digital Media Manager	31/03/22	Number of Twitter followers	Quarterly	Communicatinos and Digital Media Manager	George Cutting	
				Number of LinkedIn followers				
				Number of Insta followers				
				Press favourability score				
				Number of Facebook likes				
Number of email subscribers to Network								
Evaluate the impact of any comms and campaigns (eg. behaviour change/ awareness raising)	Communicatinos and Digital Media Manager	31/03/22	Audience attention – e.g., unique visitors, views, clickthroughs	Annual	Communicatinos and Digital Media Manager	George Cutting		
			Awareness – e.g., recall					
Trial new communication and engagement tools with different audiences (including ORL masterplan and HGGT)	Communicatinos and Digital Media Manager	31/03/22	Understanding – e.g., comments	Annual	Communicatinos and Digital Media Manager	George Cutting		
			Interest and liking – e.g., likes, follows, shares, retweets.					
Support our local communities with the neighbourhood planning process	George Pavey	31/03/22		Annual	George Pavey	Jan Goodeve		
Agree and implementa new Equalities, Diversity and Inclusion Strategy	Corinne Crossboure	28/07/21		Annual	Gemma Bates	Linda Haysey	New action	

We will support our vulnerable residents	Relaunch the East Herts Healthy Hub to promote easier access to health and wellbeing advice and support	Simon Barfoot	31/03/21	Number of clients supported through EH Social Prescribing Service Number of EH residents registering for Healthy Hubs Number of EH residents attending Healthy Hub sessions Number of Healthy Hub sessions delivered Number of onward referrals through Healthy Hubs	Quarterly	Nick Phipps	Eric Buckmaster	Amended action due to impact of Covid
	Provide temporary accomodation to those most in need	Claire Bennett	31/03/22	Number of homeless households living in temporary accomodation	Quarterly	Claire Bennett	Peter Boylan	
	Ensure all new applications for Housing Benefit and/or Council Tax support, including changes in circumstances, are processed on average within 10 days	Su Tarran	31/03/22	Time taken to process new benefit claims (10 days)	Quarterly	Su Tarran	Geoffrey Williamson	
	Manage the SLA with the CVS to deliver support to voluntary and community organisations and community transport	Nick Phipps	31/03/22		Quarterly	Nick Phipps	Eric Buckmaster	
	Manage the SLA with the Citizens Advice Service	Nick Phipps	31/03/22		Quarterly	Nick Phipps	Eric Buckmaster	
	Support community safety	Nick Phipps/ Julie Pomfrett	31/03/22	Neighbourhood watch membership (as OWL is a useful way of reaching communities)* ASB data around the issuing of CPWs / CPNs where the conduct that has led to the issuing of the CPW/N is relevant * Number of safeguarding referrals?	Quarterly	Nick Phipps	Peter Boylan	
	Review CCTV provision and management arrangements	Nick Phipps	31/03/22		Annual	Nick Phipps	Peter Boylan	
	Inspection, licensing and regulation of HMOs	Paul Thomas-Jones	31/03/22		Annual	Paul Thomas-Jones	Eric Buckmaster	
	Provide support to hoarding cases	Paul Thomas-Jones	31/03/22		Annual	Paul Thomas-Jones	Eric Buckmaster	
	Undertake public burials	Paul Thomas-Jones	31/03/22		Annual	Paul Thomas-Jones	Eric Buckmaster	
	Deal with nuisance and noise cases	Paul Thomas-Jones	31/03/22		Annual	Paul Thomas-Jones	Eric Buckmaster	
	Support the East Herts Dementia Friendly Action Group	Mekhola Ray	31/03/22	Renewal of Dementia Friendly District Status Number of agencies signed up to action group Number of staff attending awareness sessions	Annual Quarterly Quarterly	Nick Phipps Nick Phipps Nick Phipps	Eric Buckmaster Eric Buckmaster Eric Buckmaster	
	Support delivery of chatter tables in the 5 towns to address social isolation and loneliness for vulnerable residents.	Mekhola Ray	31/03/22	Number of chatter tables running in 5 market towns, not requiring EHC facilitation Number of people attending chatter tables	Annual Quarterly	Nick Phipps Nick Phipps	Eric Buckmaster Eric Buckmaster	
	Support the East Herts Dementia Friendly Action Group	Mekhola Ray	31/03/21		Annual	Mekhola Ray	Eric Buckmaster	
	Identify community assets that are managed via a third party and investigate SLAs and appropriate policies are in place (eg. safeguarding)	Claire Pullen	31/03/22	Assets identified and timescales for engagement with them agreed	Bi-annual	Claire Pullen	Geoffrey Williamson	
Provide training and support for third parties who manage community centres to engage effectively with wider community, including vulnerable residents.	Claire Pullen	31/03/22	No. of training activities provided	Bi-annual	Claire Pullen	Eric Buckmaster		
Continue to administer self-isolation grants	Su Tarran	31/03/22	No. of grants administered	Bi-annual	Su Tarran	Geoffrey Williamson	New action	
Support roll out of testing and vaccination centres	Geoff Hayden	31/03/22		Bi-annual	Geoff Hayden	Geoffrey Williamson	New action	
Support national and county led campaigns on vaccine roll out and vaccine hesitancy	Communicatinos and Digital Media Manager	31/03/22		Bi-annual	Communicatinos and Digital Media Manager	George Cutting	New action	
Provide regulatory advice and support to businesses for safe re-opening	Paul Thomas-Jones	31/03/22		Bi-annual	Paul Thomas-Jones	Peter Boylan	New action	
Provision of Covid marshals in town centres, neighbourhood shopping centres and green spaces	Ben Wood	30/06/21		Bi-annual	Ben Wood	Jan Goodeve	New action	
Keeping Communities Safe								

ENCOURAGING ECONOMIC GROWTH THEME								
We will develop new sources of income	Deliver the Millstream Property Investment Ltd's Business plan	Jonathan Geall/ Helen Standen/ Jess Khanon-Metaman	On-going	Annual return on investment/ dividend (£)	Annual	Jonathan Geall	Geoffrey Williamson	
	Develop Financial Sustainability Group acquisitions / investments	Geoff Hayden	31/03/22	Income targets as agreed in the MTFP	Annual	Geoff Hayden	Geoffrey Williamson	
	Develop a new Asset Management Strategy	Steven Linnett	30/06/21				Geoffrey Williamson	New action
	Grow revenues from trading companies	Helen Standen	31/03/22	Share dividend from the Herts Building Control Company	Annual	Helen Standen	Geoffrey Williamson	
		Ben Wood	31/03/22	Share dividend from Herts CCTV Ltd	Annual	Ben Wood	Geoffrey Williamson	
	Grow the East Herts Lottery	Claire Pullen	31/03/21	Number of players Number of groups signed up to take part Income raised for good causes (£)	Annual	Claire Pullen	Geoffrey Williamson	Slightly adjusted wording on measures
Supporting the crowdfunding platform for community causes	Claire Pullen	31/03/21	Number of groups who have created a campaign Amount pledged (£)	Annual	Claire Pullen	Geoffrey Williamson		
We will support businesses and town centres with post Covid recovery	Deliver the 3 year ERDF Funded SME Competitiveness project focusing on expanding the Stortford and Ware Launchpads and supporting the bio-science, social enterprise and Airport MRO sectors (Expand the Launchpad Offering)	Chris Smith	31/03/23	Number of Launchpad uses (both sites)	Annual	Paula Beades	Jan Goodeve	
				Income generated (both sites) (£)	Annual	Paula Beades	Jan Goodeve	
				Number of businesses supported across the 3 sectors	Annual	Hilary Marsh	Jan Goodeve	
				Number of businesses receiving financial support	Annual	Hilary Marsh	Jan Goodeve	
				Number of businesses receiving non financial support	Annual	Hilary Marsh	Jan Goodeve	
	Find alternative accommodation for the BS Launchpad	Chris Smith	31/03/22		Annual	Chris Smith	Jan Goodeve	New action
	Provide discretionary business rate grants to incentivise new businesses to set up/ existing businesses to expand	Ben Wood	31/03/21	Number of grants awarded Amount awarded (£) (max value £65,000)	Biannual	Ben Wood	Jan Goodeve	Scheme no longer relevant following Covid business support from central
	Support the Better Business for All Partnership	Oliver Rawlings	31/03/22		Annual	Oliver Rawlings	Jan Goodeve	
	Ensure all business rate reliefs are applied in a timely manner	Sandra Huntingford	31/03/22	NNDR (Business rates) collection, % of current year liability collected	Monthly	Sandra Huntingford	Geoffrey Williamson	
	Provide support for local business representative organisations including Chambers of Commerce and the Bishop's Stortford BID	Chris Smith	31/03/22		Annual	Chris Smith	Jan Goodeve	
	Work in partnership with the LSCC (Innovation Corridor) and Central Zone Alliance to lobby for inward investment	Ben Wood	31/03/22		Annual	Ben Wood	Linda Haysey	
	Provision of advice and support around licensing function (alcohol, food, noise) and processing pavement licences to support town centres	Oliver Rawlings	31/03/22	Number of pavement licences granted	Annual	Oliver Rawlings	Peter Boylan	Measure expanded to include pavement licences
	Undertake a pilot project with stakeholders on Hertford Town Centre to get a vision and strategy in place	Ben Wood	31/03/21	Town centre vacancy levels	Quarterly	Andrew Figgis	Jan Goodeve	Replaced by new action on town centre plans through Welcome Back Fund
	Work with Visit Herts to ensure local businesses and venues are supported	Andrew Figgis	31/03/22	Total value of visitor economy to East Herts and by town Total number of day trips and overnight trips to district and by town Total number of jobs in district and by town attributed to visitor economy	Annual	Andrew Figgis	Jan Goodeve	
	Provide a programme of business networking and support activities	Andrew Figgis	31/03/21	Total number of businesses supported	Annual	Andrew Figgis	Jan Goodeve	Action completed
Work in partnership to support recovery of town centres and deploy 'Welcome Back' funding	Andrew Figgis	31/03/22	Production of town centre visions and action plans	Biannual	Andrew Figgis	Jan Goodeve	New action	
Continue to administer business grants including the Restart Grants and Additional Restrictionc (discretionary) grants	Su Tarran	31/03/22	Number of grants awarded and amount (£) given out	Quarterly	Su Tarran	Geoffrey Williamson	New action	
Implement grant scheme to support businesses taking up vacant retail, commercial and industrial premises	Chris Smith	31/03/22	Number of grants awarded	Biannual	Chris Smith	Jan Goodeve	New action	
Deliver the Jobsmart employment support programme	Ben Wood	31/03/22	Number of referrals	Biannual	Ben Wood	Jan Goodeve	New action	
We will create viable places	Complete construction of the multi-story car park on the Old River Lane site (72 week build)	Rob Mayo	31/03/22		Annual	Gemma Bates	Linda Haysey	
	Support Cityheart with progressing a planning application for the Old River Lane Site (including preparing the masterplan and an SPD) and cinema led arts centre	Rob Mayo	31/03/22		Annual	Gemma Bates	Linda Haysey	New action
	Implement Article 4 Directions on designated employment sites	Andrew Figgis	31/03/21		Annual	Andrew Figgis	Jan Goodeve	Action completed
	Adopt a policy on viability and intervention on commercial schemes on new developments including BS South, BS North, Caxton Hill, NE of Ware	Andrew Figgis	31/03/21		Annual	Andrew Figgis	Geoffrey Williamson/Jan Goodeve	Action under review following effect of Covid on commercial property market
	Support the Herts Growth Board with presenting a case for additional infrastructure investment in Hertfordshire	Richard Cassidy	On-going		Annual	Ben Wood	Linda Haysey	
	Deliver a fit for purpose planning service including provision of pre-application advice, determination of planning applications and approval of the strategic sites allocated in the District Plan in	Sara Saunders	31/03/22	Approval of strategic sites	Quarterly	Paul Burt	Jan Goodeve	
				Determine major applications within 13 weeks Determine 80% of minor/other applications within 8 weeks				
	Ensure housing development meets the needs of the district population	Sara Saunders	31/03/22	Delivery of at least 839 new dwellings per year and delivery of affordable homes	Quarterly	Paul Burt	Jan Goodeve	
	Develop Neighbourhood Plans with all neighbourhoods requesting this	Sara Saunders	31/03/21	Neighbourhood Plans agreed	Quarterly	George Pavey	Jan Goodeve	Removed as covered under the enabling theme
	Agree masterplans on: the Gilston Area Villages 1-7; NE of Ware; East of Welwyn Garden City; significant windfall development sites through collaborative process with developers and Members	Sara Saunders	31/03/22		Annual	Sara Saunders	Jan Goodeve	
	Ensure Section 106 contributions are allocated in accordance with agreements	Jackie Bruce	31/03/22	Amount awarded	Annual	Jackie Bruce	Jan Goodeve	
	Undertake planning enforcement activity where required in keeping with the district plan and NPPF	TBC	31/03/22	Site visits undertaken for non urgent cases within 15 working days	Quarterly	Paul Burt	Jan Goodeve	

DIGITAL BY DEFAULT THEME

We will improve the customer experience for those who use council services	Sign up to the MHCLG Digital Declaration	Helen Standen	30/09/20	Increase proportion of customer contacts undertaken through digital channels	Quarterly	Alex Cook	George Cutting	Action complete
	Implement a new core digital platform	Steven Linnett	TBC		Annual	Steven Linnett	George Cutting	New action linked to transformation programme
	Implement a central business support function	Ben Wood	31/03/22		Annual	Ben Wood	George Cutting	New action linked to transformation programme
	Implement a front of house offering at Hertford and Bishop's Stortford aimed at maximising self-service	Ben Wood	30/09/20	Ensure 80% of govmetric ratings for face to face are rated as good	Quarterly	Alex Cook	George Cutting	Action amended following behaviour changes from Covid-19
				Increase customer satisfaction with East Herts web	Quarterly	Lauren Hague	George Cutting	
				Increase % of households that have signed up to self service	Quarterly	Mark Eldridge	George Cutting	
				Increase % of businesses that have signed up to self service	Quarterly	Mark Eldridge	George Cutting	
	Maintain website accessibility (WCAG 2.1) standards	Lauren Hague	30/06/20	Socitim accessibility rating	Annual	Lauren Hague	George Cutting	Action amended after significant work in 20/21 to achieve good accessibility rating
				Deliver an effective complaints and member query management system	Sharon Bunce	31/03/22	Ensure 80% of stage 1 complaints are dealt with within 10 working days	Quarterly
				% of complaints that are upheld at stage 1	Quarterly	Sharon Bunce	George Cutting	
				% of complaints that are upheld at stage 2	Quarterly	Sharon Bunce	George Cutting	
				Number of complaints upheld by the ombudsman	Annual	Ben Wood	George Cutting	
Launch new Member case management system	Sharon Bunce	30/06/20	Ensure 80% of Member enquiries are responded to within 10 working days	Quarterly	Sharon Bunce	Suzanne Rutland-Barsby	Action completed - PI to be included in action above	
Implement new conditions of contract for customer services team	Ben Wood	30/09/20		Annual	Ben Wood	George Cutting	Action suspended due to Covid. To be part of transformation programme	
Develop and publish the East Herts Customer Charter, including development of service specific customer standards where appropriate	Su Tarran	01/07/20		Annual	Su Tarran	George Cutting	Action completed	
Develop and implement customer service standards/behaviours as part of core competency behavioural development	Simon O'Hear	30/09/2020		Quarterly	Simon O'Hear	George Cutting	Action completed	
We will work with partners to ensure our communities are digitally enabled	Ensure fibre to the premise (FTTP) is provided on all new developments	George Pavey	On-going		Annual	George Pavey	Jan Goodeve	
	Support joint delivery of Harlow and Gilston Garden Town as a fully sustainable and digital 'place'	Sara Saunders	On-going		Annual	Sara Saunders	Jan Goodeve	
	Support the Digital Innovation Zone to lobby for investment in our towns and villages	Helen Standen	On-going		Annual	Ben Wood	Linda Haysey/Jan Goodeve	
	Provide a programme of business networking and awareness raising on GDPR and cyber-security	Andrew Figgis	31/03/21		Annual	Andrew Figgis	Jan Goodeve	Action completed
Implement agile working across the organisation	Agree an agile working policy with staff	Simon O'Hear	31/9/2021		Annual	Simon O'Hear	Geoffrey Williamson	New action
	Agree a business case for creating modern workspaces	Geoff Hayden	31/03/22		Annual	Geoff Hayden	Geoffrey Williamson	New action
	Roll out MS Teams for all staff	Zoe Taylor-Dixon	31/03/22		Annual	Gemma Bates	Geoffrey Williamson	New action



East and Equal

Strategy for Equalities, Diversity and Inclusion

2021 - 2025

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Foreword



Jonathan Kaye,

Executive Member for Engagement

“Global events have highlighted the need for East Herts to have a focused vision and set of actions to address equalities’ challenges. Recent issues have held a mirror up to our institutions and helped us re-think how our decisions and policies may be disproportionately affecting individuals and communities. Equally the impact of Covid-19 on health outcomes clearly shows disparities according to protected characteristics such as disability and ethnicity. Now is the right time for us to strengthen our approach to equalities, diversity and inclusion and set out how we as a council need to understand the challenges some of our communities face.”

Our East and Equal Strategy has been developed over several months, considered evidence from various sources and taken on board the views of many partner organisations to reach a set of objectives we intend to deliver over the coming years. At East Herts District Council, we are committed to being the change we want to see. We have decided to closely look at our communities and challenge existing disparities across the various identities in our community. This strategy outlines our visions to ensure an Equal embodiment of East Herts values”

“At East Herts District Council, we are committed to being the change we want to see. We have decided to closely look at our communities and challenge existing disparities across the various identities in our community. This strategy outlines our visions to ensure an Equal embodiment of East Herts values.”



Corinne Crosbourne,

Joint Equality and Diversity Officer

East and Equal

Why do we need an Equality and Diversity Strategy?

The council has a public sector equality duty to care for all our residents for legal and ethical reasons. This is stipulated under the requirements of the Equality Act 2010. However, our duty is more than a legal one. Global events over the past 18 months have highlighted the need for East Herts to have a focused vision and set of actions to address equalities' challenges.


Information from our consultation with our partners confirmed our thoughts, that demographic groups that were at a disadvantage before the crisis have been affected more than others, exacerbating existing inequalities. Data has shown that if you're young, BAME, in insecure work or private rented housing, you're far more likely to have suffered financially due to the crisis.

Health inequalities have been reported and recognised as a result of the COVID-19 pandemic and a spotlight has been shone on race and ethnicity within our BAME communities, hate crime amongst LGBT+ communities and the accessibility concerns of our elderly have been under review. Within this document we have highlighted how we as an organisation need to address the challenges some of our communities face.

A new strategy will enable us to identify some of the challenges specific to East Herts and how we as a District Council can work collaboratively with a focused vision to address them.

Data and Demographics in the District

This analysis provides an overview of equality categories that we have taken into consideration, from data provided from consultation with our partners. This has helped us to develop a strategy which takes into consideration our rich and vibrant community and all the nine protected characteristics of the Equality Act 2010 (age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race and sexuality) within it. We have also noted which areas in East Herts have been most affected by the pandemic within these categories.

<p>Rural output areas</p>	<p><u>Data</u></p> <p>29.2% of Output Areas in East Herts are Rural in East Herts. Our leafy districts are picturesque, but often residents can feel isolated and struggle to access services, transport and broadband.</p> <p><u>Area and demographic affected</u></p> <p>In Bishops Stortford, there is a significant lack of documented services and local transport in the area, although the area is near the Town which obviously has many services and amenities. There is clearly deprivation on many levels in the area and there is concern for both the young and older populations.</p> <p>In Hertford Castle, high numbers of lone parent families with dependent children, relatively low levels of car ownership and a significant lack of local services and amenities and the area becomes an obvious choice for investment and improvement.</p>
 <p>Ageing population</p>	<p><u>Data</u></p> <p>In East Hertfordshire, statistics show that there is a projected percentage change in residents aged 65 plus, up until 2040 of 72.2%. Data has also shown that the Citizen's Advice Service has seen more demand from younger people and those traditionally in work.</p> <p><u>Area and demographic affected</u></p> <p>In Hertford Sele and Much Hadham, a focus on activities, facilities and schooling for the younger age groups will also support the relatively high number of lone parent families with dependent children.</p> <p>Sawbridgworth demonstrates a particularly high elderly population, for a small town.</p>



Ethnicity and Nationality

Data and demographics

As of September 2020, 7,180 EU Nationals living in the district applied for Settled Status. The highest countries of origin were Italy, Poland and Romania.

In diverse and vibrant communities in East Herts we also have a relatively present population of residents of Portuguese, Brazilian and other Hispanic nationalities.

Our partnership with GATE Hertfordshire, (Gypsy and Traveller Empowerment) has indicated that the GRT (Gypsy, Roma and Traveller) community as an ethnic minority group has also fluctuated due to inequalities and discriminations unfortunately experienced in in our district.



Physical Ability

Data

As of 2020, 11.1% of East Hertfordshire's working age population claimed disability benefits. Whilst the number of unemployed and physically disabled or permanently sick people in East Herts makes up only 2% of the population, this group constituted 10% of Citizen's Advice clients from 2019 to 2020, which suggests that even pre-pandemic they were disproportionately struggling. 24.4% of these individuals experience a physical impediment while 25.1% experience disability relating to mental health.

Area and demographic affected

As an example of an area where physical ability can prove a challenge, Munden's limited related health and wellbeing and community facilities, such as the lack of GP surgeries and libraries could prove a challenge to those with physical restrictions.



Mental Health and Wellbeing

Data

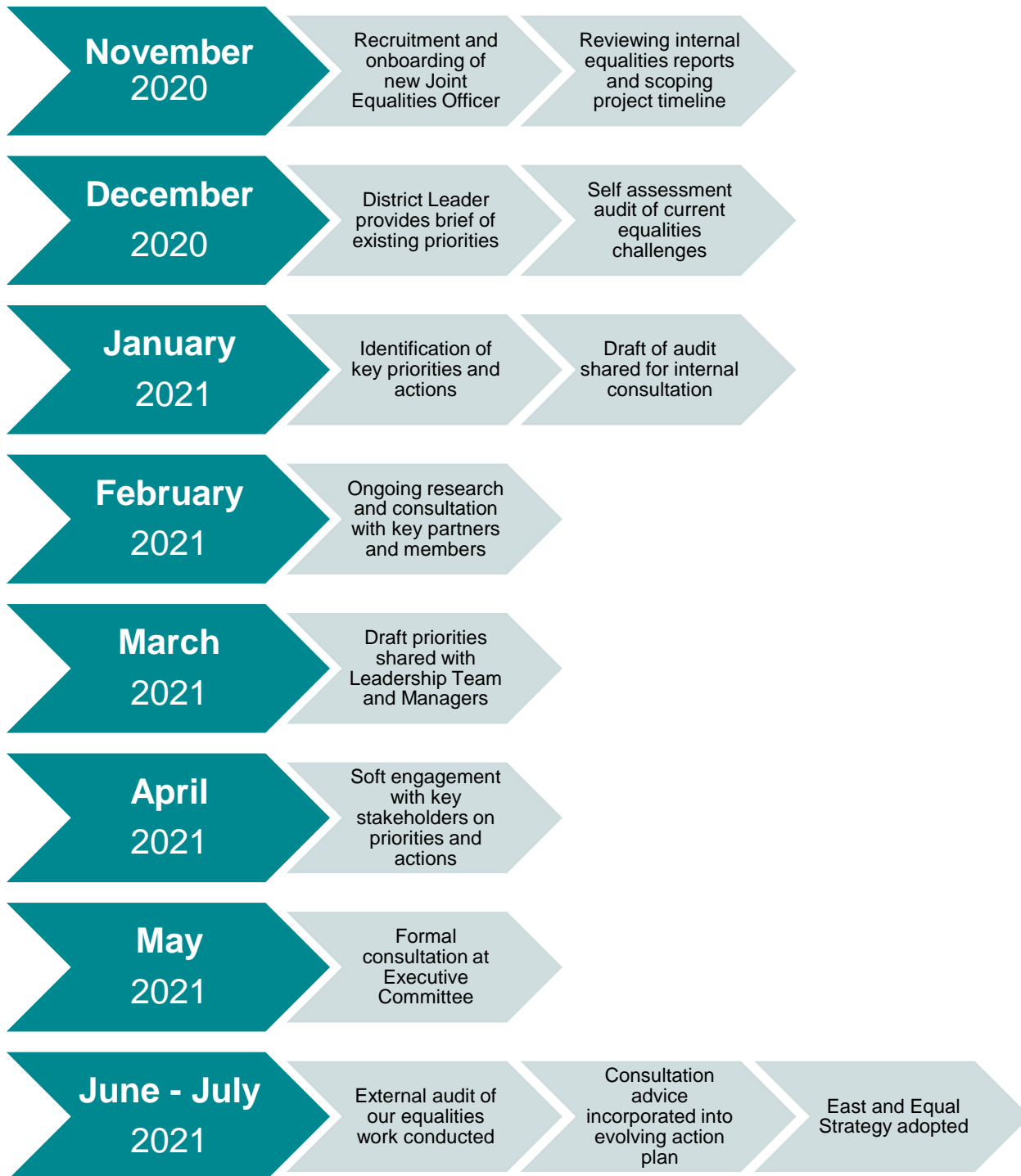
Due to the increasingly elderly population, it has been shown that as of 2020, there were roughly 1400 cases of dementia. There has also been a countywide effort to address mental health and wellbeing, the levels of which have shown to demonstrate a crisis of their own as a result of the pandemic.

Demographic affected

Hertfordshire County Council's BAME Network has sought efforts to address the mental health crisis within its community, with the support of the Director of Public Health. In addition to the demographic of race and ethnicity, work has been underway within the county's LGBT+ partnerships to address the needs of this community, which have also reflected an increased need for mental health support throughout the pandemic.

What process did we follow?

A flowchart to demonstrate some of the key milestones in developing our 'East and Equal Strategy'



What is 'East and Equal'?

Our strategy branded 'East and Equal' has simplified the aspirations we want for East Herts within the next 5 years.

Our Joint Equality and Diversity Officer, who also works for Hertfordshire County Council curated this piece of work, drawing inspiration from both the Hertfordshire County Council Equality Strategy and the East Herts District Council Cultural Strategy.

It combines the Equality Framework for Local Government's framework and the aspirations within the East Herts Corporate SEED plan:

Sustainability at the heart of everything we do

Enabling our communities

Encouraging economic growth

Digital by design



Respond

This value is a combination of the Equality Framework for Local Government criteria 'Responsive Services and Customer Care' with our Corporate SEED plan pledge to 'Enable Economic Growth'

Relate

This value is a combination of the EFLG criteria 'Leadership and organisational commitment', which looks at how our senior members and executives can embed Equality initiatives within East Herts District Council and aspires to achieve a 'Diverse and Engaged Workforce'.

Reach out

The 'Reach Out' element of 'East and Equal' acknowledges the widespread inequalities highlighted by the COVID-19 pandemic. This value aspires to access the economically underprivileged, those suffering from health inequalities and also address the needs of the LGBT+ community. The emphasis is on the 'whole' community, demonstrating our commitment to inclusion. This uses 'Understanding and working with your communities' from EFLG and fuses it with the Corporate SEED ambition of 'enabling our communities.'



RESPOND, RELATE, REACH OUT

This value is a combination of the Equality Framework for Local Government criteria 'Responsive Services and Customer Care' with our Corporate SEED plan pledge to 'Enable Economic Growth'. Looking at the data and demographics in the district has helped us to initially see what challenges exist across East Herts District Council. Responding to these challenges will require a robust action plan, supported by our partnerships and elected Members, who have provided input in the consultation stages.

What are the issues?

As reflected in the data and demographics collected, there is work to be done to make sure that as a district we address the needs of our towns in a targeted and effective way. An internal audit completed in January and an external audit completed in July have found similarities in the following areas:

- A need for a corporate governance structure around Equalities
- A need to share data in an effective, efficient and accurate way across the districts and from the Council
- A need to pro-actively engage with different demographics to make sure that a diverse range of voices are heard within the district

Work completed by our Joint Equalities Officer has also provided useful mapping of where some of our inequalities cross over with Stewardship, which has been looking at the Harlow and Gilseden Garden Town Project. There has also been casework completed with our Planning department which has highlighted the need to engage with our Gypsy, Roma and Traveller community in a more effective and inclusive manner.

Furthermore, internal and external audits have both shown that Equality Impact Assessments, which are recommended under the Equality Act 2010's public sector equality duty are not undertaken or understood to an effective level. They ought to be more visible and accessible to staff, so that the effectiveness of our services is safeguarded in a way that ensures fair access and minimised discrimination.

RESPOND

What actions do we need to take?

- Conduct an internal staff survey to assess current understanding, uptake and content of Equality Impact Assessments.
- Use the data to forecast trends between the perceived impact on protected characteristics and different services to create a bank of Equality Impact Assessments and use these to produce workshops and training where needed.
- Ensure Equality and Diversity Officer supports staff, provide constructive challenge and act as a central point of expertise and advice between councillors and the council

What are the 'Respond' Priorities?

- Improve the resource behind the sharing of equalities data
- Use the data to enable deprived or affected communities to grow
- Ensure Services have the appropriate tools and know-how to complete Equality Impact Assessments

RESPOND, RELATE, REACH OUT

The Relate value aspires to ensure that the staff, elected Members and leaders of East Herts District Council are relatable and representative of their community. This value is a combination of the Equality Framework for Local Government criterion, ‘Leadership and organisational commitment’, which looks at how our senior members and executives can embed Equality initiatives within East Herts District Council. A ‘Diverse and Engaged Workforce’ is also important because it means that district employees and residents feel represented, which in turn has benefits in wellbeing and overall productivity.

What are the Issues?

Both internal and external audits in the process of developing this strategy have highlighted the need to provide a regular ongoing review of the corporate risk addressing equalities. The existing Annual Equalities Report produces demographics which includes actions on how we can improve recruitment to attract candidates from wider fields as well as other issues. We need to build on this to take the work insight further.

There is a need to ensure that any discrimination or inequalities are accurately highlighted within the Annual Equalities Report and that there is a co-ordination between the Human Resources and Community focused elements of Equality. Adoption of internal Gender Pay Gap Reporting has also allowed conversations on Ethnicity Pay Gap reporting to come to fruition within the private sector, the notion of which has been supported internally, in a bid to investigate any unconscious bias. There has also been interest from staff, who are invested in their own self development through receiving training on psychological safety and microaggressions.

On an internal level, it has also been recognised that the COVID-19 pandemic has seen an increase in the use of online activity in an increasingly digital world. An inclusive and diverse approach to our residents from a relatable perspective would ensure that our digital communications were accessible, such as the use of plain and easy-read text on our website was available and also the provision of text services instead of phones for those who are hard of hearing.

RELATE

What actions do we need to take?

- **Reconvene the Equalities Officer Group, with a clear Terms of Reference**
- **Ensure bespoke training on Equality Impact Assessments is carried out**
- **Use the Equality Impact Assessments contribute to a pool of data which supports our targeted equalities awareness within 'data and demographics'**
- **Bring a representative from the underrepresented ethnic communities in East Herts in the the Hertfordshire BAME Network Committee.**
- **Undertake an Ethnicity Pay Gap report to acknowledge the influence of Gender Pay Gap Regulations under the Equality Act 2010**
- **Undertake bespoke training on unconscious bias and providing safe spaces, with Member support**

What are the 'Relate' Priorities?

- **Create an East Herts Equalities Officer Group**
- **Staff to receive training on Equality Impact Assessments**
- **Collaboration with Equalities Officer Group and Hertfordshire BAME Network**
- **Collaboration between Human Resources and Equality Officer in providing unconscious bias training and conducting ethnicity pay gap reporting**

RESPOND, RELATE, REACH OUT

The ‘Reach Out’ element of ‘East and Equal’ focuses on community, by ensuring that the work embedded within the Respond and Relate phases are communicated to the public. This value also aspires to display empathy for residents affected by the COVID-19 pandemic, using data gathered from consultation with our partners and also from the joint working with Hertfordshire County Council. ‘Reach Out’ is about ensuring that the community recognises that the district cares about them, with an emphasis on celebrating the various demographics within East Herts. These communities are to be understood and to be enabled.

What are the Issues?

Some of our staff and residents feel East Herts needs to have a higher profile on equalities issues generally. Although we have been heavily involved in the countywide Covid response work, there is a recognition of the fact that East Herts needs to publicise the work done, so as to access and therefore enable communities. Our consultation with CDA Herts highlighted the need for representation amongst some of the hidden communities, such as those in rural output areas who suffer from loneliness and have poor mental wellbeing. There are also communities in these rural outputs who have a community of Eastern European migrants. ‘Reach out’ also aspires to include refugees in East Herts who have language and literacy barriers, via the joint working with Hertfordshire County Council’s BAME Network. This Network can also be used to address the tensions within the Gypsy Roma and Traveller communities, who experience severe health inequalities, as addressed within the ongoing workshops on Mental Health and Wellbeing in Hertfordshire County Council.

The presence of hate crime and discrimination within East Herts is also of concern, as our LGBT+ communities, and BAME communities have suffered as a result of tensions in schooling and amongst the resurgence of the Black Lives matter movement in 2020. Finally, considering age as a protected characteristic, both the elderly and the young have also been impacted by the pandemic’s impact on mental wellbeing, with neurodiversity, autism and dementia being highlighted within our consultations. We also want to ensure that our services as a district are efficient and running smoothly and so will be taking an action to reach out to the public within this phase to make sure this is happening.

REACH OUT

What actions do we need to take?

- ✓ Create and follow an East Herts Calendar of Events over the five year plan designed to engage with the public to celebrate and acknowledge our equalities work. The list below can be developed year on year to reflect our vibrant community as it develops:
 - August 2021: International Day of Remembrance of the Slave Trade and its Abolition
 - October 2021: Mental Health Awareness Day
 - January 2022: Holocaust Memorial Day
 - February 2022 LGBT+ Awareness Month
 - March 2022: International Women's Day

- ✓ Within the East Herts Calendar of Events engage with the public to celebrate and acknowledge the identity of East Herts:
 - April 2022: World Health Day (with an emphasis on Neurodiversity and Autism)
 - May 2022: Mental Health Awareness week (with emphasis on Dementia)
 - June 2022: Pride Month, Carer's Week & World Refugee Day
 - July 2022: Southern Maltings July Festival in Ware
 - November 2022: Remembrance Day

- ✓ Collaboration between the BAME Network and GATE on raising awareness of Gypsy, Roma and Traveller Community
- ✓ Support healthy engagement on health and vaccinations and in-person dialogue with caravan sites
- ✓ Undertake a mystery shop on our services to see how we respond to equalities issues and making reasonable adjustments

What are the 'Reach Out' Priorities?

- **Champion equality and diversity in a way that gives our residents' confidence in our commitment to inclusion, through our Equalities Calendar**
- **Establish an effective collaboration between the BAME Network, GATE and other minority communities**
- **Undertake a mystery shop on our services to ensure our departments are operative in an inclusive and fair manner**



East Hertfordshire District Council

**Draft Statement of Licensing Policy
2021-2026**

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1.0 Foreword

This Policy supports East Herts Council's Vision and Corporate Priorities.

East Herts: A place to grow

Our vision is supported by four priorities

- Sustainability at the heart of everything we do
- Enabling our communities
- Encouraging economic growth
- Digital by design

Our vision for licensing is to support responsible premises and to encourage the development of a diverse and varied licensed and late night offering across the District.

We recognise the many positive impacts that licensed premises provide, especially our Public Houses which can play a positive role in improving the quality of people's lives and preserving all that is best in East Herts.

East Herts is a very low crime and disorder area, frequently featuring in the '*Halifax Quality of Life Survey*' as one of the best rural places to live in the whole of the UK. However this is no reason to be complacent and East Herts is surrounded by areas which regularly suffer much higher crime levels. This Policy takes a safeguarding approach to prevent crime and disorder escalating.

We want our licensed establishments to contribute to the District remaining a safe and low crime area to live, work and visit. We are committed to ensuring that the district and in particular the town centres and areas of entertainment remain safe, vibrant, diverse and family-friendly.

East Herts enjoys a widespread and diverse selection of licensed premises and venues. More than 500 premises are currently licensed for either the sale or supply of alcohol; the provision of regulated entertainment; and / or the provision of late night refreshment. These range from off-licences, shops and supermarkets; restaurants, cafes and take-away establishments; to pubs, bars, members clubs, night clubs, theatres, cinemas and indoor sports facilities. Together they combine to provide a wide-range of leisure and cultural opportunities; support tourism; provide employment; and make a significant economic contribution to the local community.

As long as premises management strive to act responsibly; run safe, well managed venues and facilities; and work together with the local community, they can make a positive contribution toward building community cohesion and cultural development.

Of course, negative impacts can also occur if good management practices are not followed. Potential negative impacts may arise in the form of noise, nuisance, disturbance and crime and disorder problems. We recognise that the misuse of alcohol does negatively impact upon both public health and well-being. Whilst outside of the scope of this Policy we recognise the impact upon the public purse through the demands made upon hospital emergency departments; additional Policing; additional street cleaning; and the criminal justice system. Examples of other local costs include Night Time Economy enforcement patrols, Taxi marshals in Hertford Town Centre and the Street Pastors.

Our policy, therefore, seeks to provide a necessary balance between providing a platform upon which responsible business operators may contribute towards a thriving business and late night economy while ensuring that the quality of life of those who live and work in the District is protected and enhanced through the licensing system.

To help ensure that the balance is achieved, and that the safety of residents, workers, visitors and service users is maintained, this policy goes some way to address public health and well-being in more detail than previous ones. It also introduces the concept of Sensitive Licensing Areas (SLA) where the impact of licensed premises on a particular area is causing concern and where steps may need to be taken to redress the balance.

We believe these aims are achievable if all parties concerned work together.



Cllr Peter Boylan

Executive Member for Neighbourhoods

2.0 About East Herts

East Herts is the largest of the 10 districts in Hertfordshire. It covers about 480 square miles, around a third of the Hertfordshire, and offers a blend of rural and town living. The benefits of this mixture are greatly appreciated by the 149,748 people who live in the district.

The District has Broxbourne to the south, Welwyn and Hatfield and Stevenage to the west and North Hertfordshire as its northern boundary. To the east, the district borders on the county of Essex.

The majority of the people who live in the district live in one of the five towns. Bishop's Stortford has the largest population at 43,870, followed by Hertford (33,006), Ware (20,092), Sawbridgeworth (9,071) and Buntingford (7,020)¹.

Although the district is mainly comprised of farmland, five busy market towns (Bishop's Stortford, Buntingford, Hertford, Sawbridgeworth and Ware) and more than 100 villages and hamlets are scattered across the area.

East Herts is regarded as an attractive rural location for those moving out from (and commuting into) London because of its excellent transport links.

The people of East Herts are predominantly employed and enjoy higher than average earnings of £714.70 gross weekly pay for full-time workers compared to £587.10 for the whole of the country². Unemployment is very low (2.4%³).

House prices are among the highest in the country; in 2014 for the period April to June the average property price was £513983 while the average salary in 2020 was £32,240 compared to £31,165 in Hertfordshire.

The 2011 Census showed a fifth of people are under 16 and a fifth of people are over 60. The average age in the district is 39.5.

Over 89% of people were born in England, 3% were born in other countries in the European Union and 4% in other countries.

1

<https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/datasets/wardlevelmidyearpopulationestimatesexperimental>

² <https://www.nomisweb.co.uk/reports/lmp/la/1946157224/report.aspx#tabempunemp>

³ <https://www.nomisweb.co.uk/reports/lmp/la/1946157224/report.aspx#tabempunemp>

East Herts has a low ethnic minority population of just 4.5%. The largest ethnic minority group is Asian/Asian British at 1.9% with Indian being the highest within that group. The second largest minority group is mixed/multiple ethnic groups at 1.6%.

Over a third of people are educated to NVQ level 4 or higher e.g. Bachelor's degree (45.7%, 41,900). However, under a fifth of the population have no qualifications (17.2%, 18,959).

The percentage change between recorded crimes for headline offences in East Herts has fallen by 15% for years ending September 2019 and September 2020.

Whilst the people of East Herts generally enjoy very good health the Public Health Service Herts warn us that:

- Hospital stays for alcohol related harm affects 1882 people per 100,000 of our population.
- Alcohol specific hospital stays for our under 18 year olds is 15.2 per 100,000 of our population.
- Male deaths from chronic liver disease was the highest in Hertfordshire by count at 26 and the fourth highest per 100,000 at 12.7 (Source LAPE all ages)

3.0 About this document

3.1 This document is East Herts Council's statement of licensing policy in respect of the regulation of alcohol supplies, regulated entertainment and late night refreshment, and publication of it fulfils the authority's statutory obligation under section 5 of the Licensing Act 2003 ("the Act"). It sets out the policies and principles that we will follow when exercising our powers under that Act, particularly in respect of considering applications in respect of licences and other authorisations. It also gives details of our expectations of applicants and licence-holders. This statement must be published on at least one occasion in each five-year period. The statement must also be kept under review during its validity period, and revised if required, with any revisions published prior to taking effect.

3.2 This Statement of Licensing Policy was adopted by the Council on the xx xxxx 2021, and was published via our website, at <https://www.eastherts.gov.uk>. The statement will have effect from **XXXX 2021 to XXXX 2026**.

- 3.3 This revised Policy has been reviewed and updated to reflect the authority's experiences in exercising its powers that have taken place in the intervening period.
- 3.4 We are required to exercise our licensing functions under the Act with a view to promoting the licensing objectives, which are:
- **the prevention of crime and disorder,**
 - **public safety,**
 - **the prevention of public nuisance, and**
 - **the protection of children from harm.**
- 3.5 Each objective has equal importance, and they are explained in greater detail in later chapters.
- 3.6 We must also have regard to our published Statement of Licensing Policy, and to the Guidance for licensing authorities published by the Secretary of State under section 182 of the Act.
- 3.7 The purpose of this statement is to provide guidance to committees and officers determining matters under delegated authority, to provide consistency to our decision-making. However, where the circumstances justify doing so, we may depart from any provision of this statement, or of the Government's Guidance, to make an appropriate decision based upon the individual circumstances of a particular case. In any such case we will give a clear explanation and reasons as to why we have done so.
- 3.8 This policy statement reflects the wide range of competing, and sometimes conflicting, considerations which we must take into account when exercising our powers, and aims to balance these insofar as is possible.

3.9 Our vision

- 3.10 Licensing authorities are encouraged to include a vision statement within their licensing policies, summarising the strategic aims and intentions that will guide the exercise of their licensing powers. East Herts vision statement, which supports the Corporate Vision and Priorities, is:

“To regulate the operation of a diverse range of safe, well-managed and enjoyable licensed leisure and retail outlets throughout the District, offering a variety of entertainment, cultural and community activities while also ensuring the promotion of the licensing objectives”.

- 3.11 The inclusion of such a statement in no way fetters the authority's discretion to determine cases on their individual merits, but rather seeks to guide applicants as to the authority's expectations of licensed premises.

3.12 Who is affected by this Policy?

- 3.13 This document applies to all places selling or providing
- Alcohol
 - Regulated Entertainment
 - Late Night Refreshment

Including:

- Pubs and night-clubs,
- Off-licences,
- Restaurants serving alcohol,
- Restaurants and take-aways open between 11.00pm and 5.00am, serving hot food and drink
- Hotels, guest houses
- Private member's clubs and social clubs
- Theatre and amateur dramatic groups,
- Cinema operators,
- Organisers of Temporary Events,
- Festivals and other outdoor events
- Some community events and village halls.

It is also recognised that how the Policy is applied can have an effect on:

- The lives of East Herts Residents
- Visitors to East Herts
- Businesses not directly involved with the licensed trade
- The local economy and prosperity of East Herts

3.14 Consideration of this Policy

- 3.15 Each application must and will be considered on its individual merits and must be granted in the absence of any relevant representations; where representations are made regard, as required by law, will be had to our Statement of Licensing Policy. It will be expected that applicants are able to demonstrate that they have read, considered and responded, where relevant, to this Statement of Licensing Policy in their applications. Equally responsible authorities and other persons will also be expected to have read, considered and, where relevant, address this Statement of Licensing Policy in their representations.
- 3.16 The Council hopes that this Policy will help ensure that local people and visitors are able to enjoy their leisure time safely without fear of violence, intimidation or disorder while on, arriving at or leaving licensed premises.
- 3.17 Protecting local residents and avoiding nuisance from disturbance and anti-social behaviour caused by the conduct of inconsiderate people visiting places of entertainment, is central to our Licensing Policy. This focus aims to address concerns about the impact of trading hours on behaviour and disturbance at night.
- 3.18 The Council has to balance protecting the amenity of its local population with the expectations of commercial occupiers to have an environment that is attractive and sustainable for their business.
- 3.19 An effective Licensing Policy, with other initiatives, can help promote improvements (increasing the leisure industry provision for the community and encouraging regeneration of town centres), as well as reducing the negative impacts (noise, nuisance, anti-social behaviour and crime and disorder).
- 3.20 Our aim is to have a lighter touch for the majority of businesses and community activities, which enhance peoples' lives by providing worthwhile opportunities for the enjoyment of leisure time without having a negative impact. Premises which cause problems within our communities, allow disorder, threaten public safety, cause public nuisance, or threaten the wellbeing of children, will be targeted for enforcement action.

- 3.21 This Policy is designed to build upon the work presently carried out by the Council to maintain a dynamic, innovative and attractive place to live, work and relax. The Council has a number of strategies in place that contain the visions, aims and objectives to promote, improve and protect the area. This Licensing Policy has been prepared to promote the four licensing objectives, and the Council has had regard to the local strategies which have been developed for the District, its residents, businesses, workers and visitors. The Council is working to secure the proper integration with local crime prevention, planning, transport, tourism, cultural strategies, race equality schemes and disability and gender discrimination strategies, by ensuring the Licensing Policy is consistent with the aims and objectives of these strategies.
- 3.22 The Council also recognises that the legislation supports a number of other key aims and purposes and that these too are vitally important and should be principal aims for everyone involved in licensing work.

They include:

- Protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises;
- Giving the police and licensing authorities the powers they need to effectively manage and police the night-time economy and take action against those premises that are causing problems;
- Recognising the important role which pubs and other licensed premises play in our local communities by minimising the regulatory burden on business, encouraging innovation and supporting responsible premises;
- Providing a regulatory framework for alcohol which reflects the needs of local communities and empowers local authorities to make and enforce decisions about the most appropriate licensing strategies for their local area; and

- Encouraging greater community involvement in licensing decisions and giving local residents the opportunity to have their say regarding licensing decisions that may affect them.

4.0 The Licensing Act 2003

- 4.1 The Act has been in operation since 24 November 2005, and is administered by local authorities. The central purpose of the Licensing Act is to promote the four licensing objectives, and the Licensing Authority will use its powers working with the Police and other agencies to achieve this.
- 4.2 The Act aims to provide the entertainment/leisure industry with freedom and flexibility over provision of licensable activities and opening hours.
- 4.3 The Act specifies a set of licensable activities, which may only be provided under an authorisation issued by the relevant local Licensing Authority (East Herts Council for all premises within the District of East Herts). The licensable activities, which are covered in greater detail within this section, include supplying alcohol, providing regulated entertainment, and providing late night refreshment.
- 4.4 The types of authorisation which Licensing Authorities may issue to permit licensable activities include premises licences, club premises certificates, temporary event notices, and personal licences.
- 4.5 In exercising its licensing functions under the Act, the Licensing Authority shall:
- aim to promote the licensing objectives,
 - have regard to this statement of licensing policy, and
 - have regard to the Government's Guidance.
- 4.6 The Licensing Authority may not reject an application nor revoke a licence in response to representations concerning general moral or ethical objections to the carrying on of licensable activities, unless a direct link to one or more of the licensing objectives can be established. In particular, the supply of alcohol is expressly permitted under UK legislation, and the Licensing Authority has a duty to act fairly and in accordance with the legislation.
- 4.7 Every matter considered by the Council, in its role as a Licensing Authority, will be considered on its own merits and in accordance with the statutory

requirements of the Act. Nothing in this Statement of Licensing Policy shall:

- a) prevent any person from making an application for authorisation or giving a notice under the Act;
- b) prevent any person from making representation in respect of an application of a type where the Act provides for them to do so;
- c) prevent any person from making an application for the review of a premises licence; or
- d) restrict or fetter the Council's discretion to consider and determine applications, or to initiate legal proceedings or other enforcement action, based upon the individual circumstances and merits of a particular case.

4.8 Typically, the Licensing Authority's discretion over whether to refuse applications, to issue counter-notices or to impose additional licence conditions is only engaged if relevant representations or objection notices have been given to the authority within a prescribed period. For many of the application processes under the Act (with a small number of key exceptions), if no relevant representations or objection notices are received within the prescribed period, the Licensing Authority will be obliged to grant the application, subject only to any statutory conditions and conditions consistent with measures proposed by the applicant in their operating schedule.

4.9 The Licensing Authority has a general duty under the Crime and Disorder Act 1998 *'to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area'*.

4.10 East Herts Council is a signatory of the Hertfordshire Local Enterprise Partnership's *'Better Business For All'* initiative and we will follow the provisions of the charter⁴ when we exercise our regulatory powers in respect of licensable activities.

4.11 Licensable activities

4.12 The Act regulates a set of broad 'licensable activities' relating to the leisure and retail industries, as follows:

⁴ https://www.hertfordshirelep.com/media/5202/069520-bbfa-charter_2.pdf

- Supplies of alcohol, including:
 - Sale by retail of alcohol,
 - Supply of alcohol by or on behalf of a club to, or to the order of, a member of the club,

- The provision of regulated entertainment, comprising:
 - Performances of plays,
 - Exhibitions of films,
 - Indoor sporting events,
 - Boxing and wrestling entertainments,
 - Performances of live music,
 - Playing of recorded music,
 - Performances of dance,
 - Entertainment which is similar to music or dance,

- The provision of late night refreshment.

4.13 To be considered licensable, entertainment must be provided in the presence of an audience (which may consist of a single person), and either be open to the public or a section thereof, or provided for a consideration (e.g. admission fee, tickets) and with a view to profit. The definitions of these activities were left deliberately wide so as to account for future developments in the industries carrying on those activities – for example in recent years there has been an increase in the number of ‘silent discos’, which are considered to be regulated entertainment as they consist of recorded music, but which may not have been captured under a narrower definition.

4.14 The Government has pursued a deregulatory agenda in respect of entertainment licensing for community events and lower-impact entertainments by introducing new exemptions. As a result, many smaller-scale entertainments now fall outside of licensing requirements⁵. Where this is the case, it should be noted that we may be unable to use our licensing powers to regulate these events, although other regulatory schemes may be utilised to remedy any issues that arise. Schedule 1 to the Act details the exemptions that apply to entertainment licensing requirements.

⁵ Such small scale events may still benefit from contacting the East Herts Safety Advisory Group: <https://www.eastherts.gov.uk/community-wellbeing/community-events>

- 4.15 Late night refreshment is defined as the sale of hot food or hot drinks, between the hours of 11 p.m. and 5 a.m. Exemptions applying to late night refreshment are set out in schedule 2 to the Act.
- 4.16 Although the Act has fairly wide application, it does not control every activity which may be carried out in licensed premises, and some premises which are authorised under this Act may also need separate licences and authorisations for other activities carried on at those premises. Where the Licensing Authority is responsible for issuing such authorisations (for example, for gaming machines or prize gaming in licensed premises), we have published separate licensing policies to give details of how applications for those alternate licence types will be considered.

5.0 Pre-application advice and engagement

- 5.1 The Council's Licensing team are available to assist with what is known as pre-application advice. This is predominantly meant for smaller businesses and individuals who may not be familiar with the licensing process.
- 5.2 As applications for licences can be quite complex, and have a wide variety of requirements, it may be beneficial to applicants to seek advice prior to completing and submitting an application. One example that highlights the importance of getting the process right is the requirement to use a newspaper notice to alert people to your application. Getting the advert details or timing wrong could lead to the application being invalid, and the applicant losing the money spent on that notice; obtaining advice from the Council is a good way to avoid this sort of mistake, which is not unusual and easily made.
- 5.3 As well as ensuring the requirements are followed, the Licensing team can assist you in drafting a valid application, which ensures that you are applying for the full extent of the activities that you are likely to require for your business, whilst avoiding inadvertently including or omitting information that increases the likelihood of objections being received.
- 5.4 Objections to applications can lead to delays in licences being granted, and can cost time away from your business in order to resolve any issues

arising, so it is best that applicants do all that they can to ensure that any unnecessary objections are avoided.

- 5.5 We may limit the amount of time we spend on pre-application advice particularly for large organisation or those planning large events who should seek independent paid for advice.
- 5.6 As part of the advice we may recommend that an applicant contacts some or all of the responsible authorities, the Safety Advisory Group (SAG) or other appropriate individuals or organisations.
- 5.7 Engagement is an important element of the licensing process. Applicants are expected to have considered the location and community it is proposing to operate in. An understanding of the concerns to be addressed can be obtained by early engagement with a variety of bodies and individuals including:
- Responsible authorities
 - Ward councillors
 - Town councils
 - Parish councils
 - Residents Associations
 - Businesses and residents in the vicinity of the proposed premises.
- 5.8 Experience shows that early engagement allows concerns to be addressed in the most timely and cost effective way for all parties. Where concerns cannot be addressed before an application is made resulting in representations the expectation is that the dialogue between the parties continues to try and find common ground.
- 5.9 If a Licensing Sub-Committee has been scheduled the parties have up until 24 hours before the hearing starts to reach agreement and dispense with the hearing. Where necessary the Licensing Authority can facilitate these discussions.

6.0 Licensing Hours

6.1 The Licensing Authority recognises the principle of flexibility and the potential benefits of avoiding concentrations of customers leaving premises simultaneously.

6.2 Premises definitions

6.3 The Licensing Authority has recognised that the lines between different types of venues have become blurred since this Policy was last published. As such we have widened the definitions to try to accommodate this change in culture.

6.4 For the purposes of the Policy we define licensed premises as set out below. Upon receiving an application the Licensing Authority will generally place the premises in the most appropriate category shown in the table below.

6.5 Where an application does not clearly fit within a single definition then the Licensing Authority may consider the different elements of the application under separate definitions.

6.6 As an example a restaurant style venue during the day may change into a more night-club style venue in the evening meaning the licensable activities for each part may be considered separately and differing hours applied. Premises with on sales and off sales could be granted different terminal hours for each type of sale if the evidence provided made that decision appropriate and proportionate.

6.7 The category or categories may be referred to at any subsequent Licensing Sub-Committee and applicants will be able to make submissions regarding this point.

Premises	Use
Restaurant	The sale of food and drink for consumption on the premises with full waiter service and/or full food menu throughout the trading period, and which typically has only incidental background music. Alcohol sales do not predominant over activities.
Public house, wine bar, Café-bar or other drinking establishment	Primarily for the sale of alcohol for consumption on the premises, this may or may not include the provision of food or light snacks.

Premises	Use
Café	The sale of food and or light refreshments generally during the daytime but could include opening hours extended into the evening, where alcohol sales are not a predominant feature of the premises.
Hotel bar	The sale of alcohol and/or food, either to hotel residents or to non-residents. Private functions and events maybe a feature.
Night-club (including SEV)	Primarily for the sale of alcohol and provisions of recorded or amplified music with facilities for dancing and opening times past 2300 hours. May include the provision of late night refreshments.
Off-licence	Premises with off sales of alcohol only, for consumption away from the premises.
Alcohol delivery service	Premises used solely for the delivery of alcohol by off sales where customers do not attend the premises.
Qualifying club	Qualify for a club premises certificate under the Licensing Act 2003.
Take-away (Food)	The provision of late night refreshment (hot food and drink) between 11 pm and 5 am, not to be eaten on the premises.
Moveable vessel and structure	Trailers, vehicles and vessels or other moveable structures used in outdoor locations whether public or private.
Festival	An organised event, typically lasting more than one day, featuring all or a combination of licensable activities including performances of live and recorded music. Can involve the audience staying on site.
Other outdoor event	Events that are held outside, with or without the use of temporary or permanent structures, on public or private land and operate on a regular or one off basis. This covers events such as carnivals, fetes, markets. They can include all licensable activities.
Other entertainment venue	Entertainment, whether licensable or not, is the main focus of the premises. The sale of alcohol and provision of late night refreshment (hot food and drink) is either absent or only ancillary to other the other activities.

6.8 Location and operation of premises

6.9 The table below sets out our approach to licensing premises when we have received relevant representations to an application, notwithstanding that each application will be considered on its merits:

Premises type	Location	Timings
Restaurants	Town Centre	Will generally be granted licensable activities no later than 01:00 only.
Restaurants	Other Area	Will generally be granted licensable activities no later than midnight only.
Public house, wine bar, Café-bar or other drinking establishment	Town Centre	Will generally be granted alcohol sales for consumption on the premises no later than midnight and no later than 22:30 on Sunday.
Public house, wine bar, Café-bar or other drinking establishment	Other Area	Will generally be granted alcohol sales for consumption on the premises no later than 23:00 hours and no later than 22:30 on Sunday.
Cafe	Town Centre	Will generally be granted alcohol sales no later than 21:00 .
Cafe	Other Area	Will generally be granted alcohol sales no later than 20:00.
Hotel bars	Any	Will generally be granted the sale of alcohol only to residents 24 hours . In relation to private events and events open to non-residents licensable activities will generally be granted no later than 00:30 .
Night-club (including SEV)	Town Centre	Will generally be granted licensable activities no later than 01:00 on Monday to Saturday and until 22:30 on Sunday.
Night-club (including SEV)	Other Area	Will generally be granted licensable activities no later than midnight on Monday to Saturday and until 22:30 on Sunday.
Off-licences	Town Centre	Will generally be granted alcohol sales no later than midnight .
Off-licences	Other Area	Will generally be granted alcohol sales no later than 23:00 .
Alcohol delivery service	Any	Will generally be granted alcohol off sales no later than midnight .
Qualifying clubs	Town Centre	Will generally be granted licensable

Premises type	Location	Timings
		activities no later than 00:30 .
Qualifying clubs	Other Area	Will generally be allowed late-night refreshment sales to midnight only.
Take-away (food)	Town Centre	Will generally be granted licensable activities no later than 01:00 .
Take-away (food)	Other Area	Will generally be granted licensable activities no later than midnight .
Moveable vessel and structure	Any	Will generally be granted alcohol sales no later than 23:00 Monday to Saturday and 22:30 on Sunday, except for use during private events
Festival	Any	Will generally be allowed licensable activity until 01:00 on Friday and Saturday. On Sunday to Thursday 23:00 , unless the following day is a Bank Holiday or recognised National Holiday.
Other outdoor event	Any	Due to events being so varied times will be considered based on the type of event, activities requested, hours requested and the location.
Other entertainment venues not listed	Town Centre	Will generally be granted licensable activity no later than midnight and no later than 22:30 on Sunday.
Other entertainment venues not listed	Other Area	Will generally be granted licensable activity no later than 23:00 hours and no later than 22:30 on Sunday.

6.10 The hours detailed above will not be automatically applied where representations are received and a Licensing Sub-Committee decides the application. Each application will be considered on its own merits and the most appropriate way to mitigate concerns will be taken.

6.11 Where we have to consider an application that involves alcohol sold for consumption on the premises, our policy will be to generally grant the licence with 30 minutes between the end of any sales of alcohol and the closing time of the premises (which we refer to as the “terminal hour”).

6.12 We recognise that flexible licensing hours for alcohol sales can help to reduce concentrations of customers from leaving premises simultaneously, and to reduce conflict at late-night take-aways and taxi

ranks. At the same time, we recognise that taxis/private hire vehicles are effectively the only form of post-midnight transport in the District.

- 6.13 We are adopting this approach with the Government's recommendations at paragraph 14.51 of the statutory guidance in mind⁶. This states that the Government acknowledges different licensing approaches may be appropriate for promoting the licensing objectives in different areas, and Licensing Authorities, in consultation with others, are best placed to make those decisions subject to the over-riding principle that opening hours must be not pre-determined without giving individual consideration to the merits of each application.
- 6.14 This justifies a more restrictive approach in residential areas when relevant representations have been made.

7.0 Town Centres

- 7.1 Our vision is to create a diverse, safe and family-friendly environment within the District, particularly within the Town Centres. The nature of our Town Centres and the types of people attracted to the offering varies depending on the time of day. We want there to be something for everyone and not a predominance of one type of licensed premises only appealing to one demographic. Whilst we recognise that each application must be considered on its individual merits and must be granted in the absence of any relevant representations, policies will be implemented to achieve our overall aims.
- 7.2 For the purpose of this Policy Town Centres are described below and maps showing the areas are Appendix 5:

7.2.1 Hertford (Sensitive Licensing Area)⁷

The area bounded by and including Bircherley Green, Bull Plain, The Folly, Fore Street, South Street, Maidenhead Street, Market Street, Railway Street, Old Cross, Parliament Square, Castle Street, Salisbury Square, Market Place, Mill Bridge, Old Cross, St Andrew Street and The Wash.

7.2.2 Bishop's Stortford

⁶ All references to the Revised Guidance issued under section 182 of the Licensing Act 2003 refer to the April 2018 revision.

⁷ See paragraph 7.6 for further details.

The area bounded by and including North Street, Potter Street, Church Street, South Street, Water Lane, Bridge Street, High Street, Riverside, Adderley Road, Station Road and Anchor Street.

7.2.3 **Ware**

The area bounded by and including Baldock Street, High Street, Star Street, Viaduct Road and Amwell End.

7.2.4 **Sawbridgeworth**

The area bounded by and including Bell Street, Knight Street and London Road.

7.2.5 **Buntingford**

The area bounded by and including High Street and Church Street.

7.3 Our starting point is to seek a reduction in crime and disorder, consistent with our statutory duty under the Licensing Act and under section 17 of the Crime and Disorder Act 1998 (as amended), and an improvement in local amenity through the reduction in alcohol-related anti-social behaviour.

7.4 Evidence suggests that violent crime and anti-social behaviour increases with every hour that licensed premises are open. Therefore, in the absence of improvements from other measures, opening hours of premises may need to be restricted to reduce the rise in violent crime and anti-social behaviour.

7.5 We want to encourage more restaurants, cafes, food establishments and venues offering a wide variety of daytime and early evening entertainment and would positively encourage applications for those types of premises whilst discouraging alcohol-led premises. Whether there is a need or not for further premises of a particular type, in accordance with the Secretary of State's guidance at paragraph 14.19, will not be a consideration.

7.6 Sensitive Licensing Area

7.7 Although East Herts is a largely rural District the Town Centres have concentrations of licensed premises and some have the associated issues. In particular over recent years there have been concerns raised by a number of parties regarding the concentrations of particular types of

premises within Hertford Town Centre, their impact on the licensing objectives and the perceived ongoing increase in licensed hours.

7.8 As a result the Licensing Authority has identified Hertford Town Centre (as detailed above) as a **Sensitive Licensing Area**. The Licensing Authority is particularly likely to make representations itself for applications in this area suggesting additional conditions to reduce any impact on the licensing objectives to address concerns about:

- alcohol (both on and off sales) and/or late-night refreshment being available at times later than other premises in that area (undermining the Prevention of Crime & Disorder objective); and
- litter, noise and other nuisances from a concentration of late-night take-aways (undermining the Prevention of Public Nuisance objective).

7.9 Our approach in the Sensitive Licensing Area will be:

1. Where an application for alcohol sales or late-night refreshment has been received, the Licensing Authority will consider making representations and will seek to strictly apply this Policy in relation to those premises.
2. Where additional representations have been made by other parties, our strict starting point in these areas will be to consider whether conditions will be appropriate to address those concerns or whether a refusal is justified on the basis that the licensing objectives would be undermined.

7.10 Justification for creating the Sensitive Licensing Area

7.11 The Sensitive Licensing Area is a mix of commercial and residential properties in a densely built-up area. The concentration of licensed premises in the area has caused considerable concern in terms of the issues detailed above leading to licence reviews and significant levels of representations against licence applications in this area. Levels of recorded crime, disorder, anti-social behaviour and nuisance are higher than in other parts of the District.

7.12 It is hoped that this will be a useful tool in helping to manage alcohol related anti-social behaviour and highlights the issues in this part of the District to both existing licence holders and those that may wish to open new premises there.

7.13 General approach

7.14 Where relevant representations have been received, we will consider granting the application limited to the hours of operation set out in this Policy unless an applicant can demonstrate why an exception should be made.

7.15 Exceptions will not be made solely on the grounds that:

- (1) the building design is of a high standard; we would expect all applicants will want to ensure the highest design standards possible;
- (2) the applicant is of good character. It is a legal requirement that premises selling alcohol must be under the management of a designated premises supervisor, who must themselves hold a personal licence to sell alcohol;
- (3) the premises are small. Even small premises can contribute to crime, disorder and anti-social behaviour.
- (4) another premises licence has been granted with the same hours and activities requested.
- (5) due to the premises appealing to a niche market they will not contribute to crime, disorder and anti-social behaviour.
- (6) the proceeds from the premises/event will be given to a charity or good cause.

7.16 Where relevant representations have been received we will take into account the following factors to fulfil our vision:

- (1) Does the application contribute to the development of a diverse offering with our Town Centres
- (2) Does the application contribute to a real reduction in the capacity for alcohol sales in that premises (for example by replacing a vertical drinking establishment with seated consumption and waiter/waitress service)
- (3) Does the application include entertainment that's provided during the early evening rather than being focussed solely on the consumption of alcohol
- (4) Are there links with other activities in the town, to encourage day-time users to stay in the evening;
- (5) Is the sale of alcohol only being made to customers purchasing a substantial meal;
- (6) Has any transport/dispersal provision been made, particularly during periods when public transport is unavailable;

- (7) Style and type of venue. A diverse Town centre is characterised by a range of activities and offers that would appeal to people of all ages and backgrounds. This may (but need not) be characterised by:
- a range of alcoholic and soft drinks suitable for all ages;
 - a food menu catering for different tastes and needs, available throughout the duration of the premises' operating times;
 - facilities suitable for assisting customers with young children, such as high-chairs and baby-changing facilities, and facilities for family groups such as suitably laid-out seating/table areas;
 - a range of activities or entertainment that appeals to a range of age groups, whether provided at the same time or at separate times.
- (8) involvement in local community events and organisations.
- (9) commitment to involvement in Community Safety Partnership (CSP) initiatives.
- (10) use of street pavement licences for outdoor table areas.

7.17 Where an applicant wishes an exception to be considered it is their responsibility to provide evidence to support this.

8.0 Licensing objectives

8.1 The Licensing Authority must carry out its functions with a view to promoting the four licensing objectives, each of which has equal importance:

- **the prevention of crime and disorder,**
- **public safety,**
- **the prevention of public nuisance, and**
- **the protection of children from harm.**

8.2 It is recognised that the licensing function is only one means of securing the delivery of the above objectives and should not therefore be seen as a means for solving all local problems. The Licensing Authority will therefore continue to work in partnership with all stakeholders and partners towards the promotion of the licensing objectives.

- 8.3 The Licensing Authority expects applicants to address the licensing objectives within their operating schedules, having regard to the nature of the premises, the licensable activities to be provided, operational procedures, and the nature of the location and the needs of local communities. The operating schedule should contain sufficient information to enable the Licensing Authority, responsible authorities and other persons who may be affected by the operation of the licensed premises to assess whether the steps which will be taken to promote the licensing objectives are sufficient to mitigate any potential adverse impact.
- 8.4 The Licensing Authority is committed to empowering local community action, and meeting the needs of its communities through close partnership working with others. The Licensing Authority recognises that licensed entertainment can provide a valuable contribution towards the economy of the District, and seeks to balance the needs of the local businesses and licence holders, whilst protecting those of local residents.
- 8.5 Further policy considerations in respect of each of the objectives are set out below.

8.6 Prevention of Crime and disorder

- 8.7 The Authority will endeavour to reduce crime and disorder throughout the District, in accordance with its statutory duty under section 17 of the Crime and Disorder Act 1998.
- 8.8 The Authority will expect applicants to take appropriate and proportionate measures to promote the crime and disorder objective. Examples of the sources of crime and disorder which the Authority would require applicants to take into consideration may include, but are not limited to:
- Underage drinking
 - Drunkenness on the premises
 - Public drunkenness
 - Drugs
 - Violent behaviour
 - Overcrowding/occupancy capacity
 - Anti-social behaviour

8.9 When determining licence applications and reviews the Licensing Authority will give consideration to:

- whether the premises make or will make a significant contribution to levels of crime and disorder in the local area, and
- whether the operating schedule demonstrates that an adequate risk assessment of the likelihood of crime and disorder occurring as the result of the issue of an authorisation has been carried out by the applicant.
- the ability and competency of the person in charge of the premises to monitor the premises at all times it is open;
- the training given to staff in how to defuse or manage conflict amongst patrons and crime prevention measures appropriate to those premises;
- the physical security features installed in the premises. This may include matters such as the position of cash registers, and the security of cash boxes in gaming machines on the premises; where alcohol is stored in 'off-licences'; the standard of CCTV that is installed; adequate lighting; metal detection and search facilities; the use of toughened drinking glasses in pubs and clubs; the removal of glasses or glass bottles used or discarded outside of the applicants premises;
- risk assessment of drinks promotions which may contribute to the impact on crime and disorder (e.g. 'happy hours'), and plans for minimising risks;
- measures to prevent the consumption or supply of illegal drugs, including any search procedures and entry policies. On licensed hotel or B&B premises, this should extend to keeping proper registrations of guests, with proofs of identification, and records of car registration numbers. Where applicable, applicants are encouraged to show that they can comply with the Home Office guidance Safer Clubbing in relation to the control of illegal drugs on their premises, and they should agree a protocol with the police on the handling of illegal drugs found on their premises.;
- where premises are subject to age-restrictions, the procedures in place to conduct age verification checks;
- the use or not of an ID scanning type system;

- the likelihood of any violence, public disorder or policing problem if the licence is granted;
- whether design of the premises has been considered having regard to reducing conflict and minimising opportunities for crime;
- the measures taken to control admission to, and dispersal from, the premises, including the use of registered door supervisors;
- any other such measures as may be appropriate, such as participation in a local pub watch scheme or other body designed to ensure effective liaison with the local community, 'music wind-down policies', restrictions on 'happy hours', and other examples of industry best practice;
- the arrangements for delegating and accounting for responsibility for the supply of alcohol on community premises operated without a DPS.

8.10 This list is not exhaustive and the Licensing Authority remains aware of its obligation to consider each case on its merits.

8.11 The authority will work closely with Hertfordshire Constabulary and the other members of the Community Safety Partnership (CSP), both to monitor and investigate incidents of crime or disorder associated with licensable activities, at and around licensed premises, and to identify emerging trends and patterns in such incidents.

8.12 To achieve the best results, the prevention of crime and disorder requires partnership working between statutory bodies and licensed premises. While there are a number of measures which licence-holders can, and will be expected to, implement in order to promote this objective within their premises, the authority also expects licence-holders to understand which issues they will not be able to resolve themselves, and to liaise and co-operate with the Licensing Authority, Police, and other bodies. In particular, incidents occurring outside of but in the vicinity of licensed premises, which do not involve the customers or staff from that premises, are likely to be outside of the direct control of licence-holders, but they may be able to provide evidence or intelligence allowing statutory bodies to investigate the incident in question.

8.13 It is recommended that applicants discuss the crime prevention procedures and management arrangements for their premises with the Licensing Authority and the Police before making a formal application.

8.14 Public Safety

8.15 When considering this objective, the Licensing Authority will concern itself with the physical safety and wellbeing of the people who use licensed premises, and those who may be affected by the use of licensed premises (e.g. non-customers who happen to be in the immediate vicinity of a premise). This will include measures that seek to prevent accidents, injuries and short- or long-term illnesses to staff, customers or other persons.

8.16 The Licensing Authority will have regard to the measures to be taken by applicants to ensure that the physical safety of any person visiting or working in licensed premises is not compromised. This should be demonstrated in an applicant's operating schedule. Factors that may be considered include, but are not limited to:

- The total occupancy capacity (staff, customers, others) of the premises
- Physical environment of the premises
- Customer profile
- Traffic management including access for emergency vehicles
- Crowd management
- Special arrangements for large events
- Use of special effects
- Lighting – emergency and general
- Temporary electrical installations

8.17 There are several regulatory regimes concerned with public safety, and the Licensing Authority will seek to avoid duplication as much as possible. In particular the Licensing Authority recognises that the Regulatory Reform (Fire Safety) Order 2005 replaced the previous fire safety legislation. Accordingly the Authority will not seek to impose the fire safety conditions on a licence/certificate where the Order applies.

- 8.18 However, where representations are made by responsible authorities responsible for enforcing these regimes concerning the failure of a licence-holder to adhere to or comply with another regime, the Licensing Authority may consider whether this is indicative of a wider systemic failure on the part of the licence-holder to promote the licensing objectives.
- 8.19 It is recognised that special issues may arise in connection with outdoor and large scale events. Risk assessments must be used to assess whether any measures are necessary in the individual circumstances of any premises.

8.20 Prevention of public nuisance

- 8.21 The Licensing Authority will interpret the term ‘public nuisance’ widely as advised in the Secretary of State’s guidance. When considering this objective the Authority will take into account issues relating to noise, vibration, light, litter, offensive odours and anti-social behaviour arising from or in connection with the provision of licensable activities. Public nuisance can be at a low level only affecting a few people locally, as well as a major disturbance affecting the wider community.
- 8.22 This objective does not mean the complete prevention of all of the above issues, but rather the prevention of such unreasonable levels of these as would constitute a nuisance to the public or a section thereof. A degree of noise, for example, is an inevitable consequence of the provision of most forms of regulated entertainment. The Licensing Authority will therefore seek to exercise its powers in a way which promotes the licensing objective, to discourage and eliminate the carrying on of licensable activities in a way that causes unreasonable inconvenience, upset or distress to others.
- 8.23 The Authority would expect applicants to have demonstrated in their operating schedule that public nuisance concerns have been identified, with suitable control measures implemented and maintained. Factors that may be considered include, but are not limited to:
- The location of the premises and proximity to residential and other noise sensitive premises

- The hours of opening, including times when licensable activities may not be taking place, last admission time and 'wind down period'
- Nature of activities provided
- Supervision of customers including managing dispersal
- Odour and light nuisance
- Litter and waste disposal
- the location of delivery and collection areas and delivery/collection times
- Noise management plan (where appropriate)

8.24 Steps that can be taken to minimise public nuisance include those to:

- prevent noise and vibration escaping from the premises, including music, noise from ventilation equipment, and human voices. This may include the installation of soundproofing, air conditioning, acoustic lobbies and sound limitation devices;
- prevent disturbance by customers and staff arriving at or leaving the premises;
- manage or prevent queuing (either by pedestrian or vehicular traffic);
- help ensure patrons and staff leave the premises quietly;
- minimise the effect of parking by patrons on local residents;
- restrict the number of patrons using outside areas in the evening and at night;
- minimise noise from the use of smoking shelters, gardens and other open-air areas.

8.25 This lists above are not exhaustive and the Licensing Authority remains aware of its obligation to consider each case on its merits.

8.26 The Authority notes that, as with other licensing objectives, there are other regulatory regimes exist which may be used to control nuisance. The Environmental Protection Act 1990 in particular allows Environmental Health officers to require the abatement of a statutory nuisance, and would be considered the primary control for such issues. However, the Licensing Authority notes that this regime is largely reactive, whereas licensing may be used to establish proactive controls, preventing a nuisance from reaching a statutory level in the first instance.

- 8.27 Nuisance may arise directly as a result of licensable activities (for example, noise from music), or indirectly (noise from customers at the premises). Applicants and licence-holders are strongly encouraged to consider all possible sources of nuisance when compiling operating schedules, and to implement appropriate measures for the promotion of this objective. For many types of nuisance, this process will begin in the initial design stages prior to the construction or redevelopment of premises. The Council's Environmental Health officers may be consulted for informal advice, prior to the making of a licence application, on proposed measures likely to reduce or prevent the likelihood of public nuisance arising from the operation of licensed premises.
- 8.28 The Licensing Authority will have regard to best practice guidance when considering this licensing objective, including but not limited to⁸:
- Guidelines on Community Noise (World Health Organisation)
 - Effective Management of Noise from Licensed Premises (British Beer and Pub Association)
 - Code of Practice on Environmental Noise Control at Concerts (Noise Council)
- 8.29 Where premises which are the subject of licensing applications involving amplified musical entertainment beyond 11pm are in close proximity to residential properties, the Licensing Authority will require a comprehensive operating schedule listing measures that the applicant intends to implement to ensure the promotion of this licensing objective.
- 8.30 The Licensing Authority will also pay close regard to premises in close proximity to residential property proposing or permitted to trade after 11pm, where the premises includes one or more external areas for use by customers (for example, beer gardens, external dining areas, or smoking areas), as use of such areas by customers has the potential to lead to a public nuisance if not closely controlled. Applicants are required to include measures within their operating schedule setting out how they intend to control the use of such areas, in order to promote this licensing objective.

⁸ See Appendix 3 – Useful resources

8.31 Protection of children from harm

- 8.32 The Licensing Authority is aware that this objective relates primarily to preventing children from being exposed to or permitted to access age-restricted products, such as alcohol; or age-restricted services, such as films with content deemed suitable only for adults or relevant entertainment of a sexual nature. Considerations relating to the physical safety and welfare of children will also be taken into account as part of any action the Authority takes to promote the public safety objective.
- 8.33 The Authority recognises the great variety of premises for which licences may be sought and the benefits and risks these may bring. The Authority will only restrict access by children to any particular type of premises where it considers it appropriate to do so in order to protect them from harm.
- 8.34 There is no reason why children should not be admitted to responsibly-run, family-oriented licensed premises (for example, restaurants, theatres, cinemas (showing age-appropriate films), supermarkets, community premises, etc.), when accompanied by a suitable adult, such as a parent or guardian, and the Act allows for this. However, it is an offence under the Act:
- to admit children to exhibitions of films where a premises holds a licence permitting such regulated entertainment, if they are below the minimum age recommended by the Licensing Authority or a film classification body,
 - to allow unaccompanied children under the age of 16 to be present at premises being used exclusively or primarily for the supply of alcohol for consumption on those premises, or
 - to allow unaccompanied children under 16 to be present between midnight and 5 a.m. at licensed premises supplying alcohol for consumption on the premises.
- 8.35 When deciding whether to limit the access of children, the Licensing Authority will judge each application on its individual merits. Examples which may give rise to concern in respect of children would include premises:

- where entertainment or services of an adult or sexual nature are commonly provided
- where there have been convictions of members of the current staff at the premises for serving alcohol to minors or with a reputation for underage drinking
- where there is a strong element of gambling on the premises (but not, for example the simple presence of a small number of gaming machines)
- where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises
- where other concerns relating to this objective have arisen

8.36 Where possible the Authority will avoid completely prohibiting access by children. Alternative options include:

- limits on the hours when children may be present
- limits or exclusions on children when particular activities are taking place
- limited access to parts of premises
- full exclusion of under-18s from the premises when any licensable activities are taking place

8.37 Where a large number of children are likely to be present at a licensed premises, the Licensing Authority will expect an appropriate number of suitably-trained adult staff to be present, to control access and egress of children, and ensure their safety and protection from harm.

8.38 Even if the age restrictions mentioned above do not apply and the Licensing Authority has not attached conditions restricting access by children, there is still no obligation for licence-holders to admit children to their premises. Ultimately access to premises will remain at the discretion of the licence-holder, who may choose to adopt any reasonable admission policy.

8.39 Child sexual exploitation is a significant concern for licensing authorities nationwide, as demonstrated by a number of high-profile reported cases which revolved around licensed premises. Where the operation of licensed premises is causally or demonstrably linked to child sexual

exploitation, the Licensing Authority will not hesitate to use the full range of powers at its disposal to promote this licensing objective.

8.40 Under 18's working in licensed premises

- 8.41 Concern is sometimes raised with regards to people under the age of 18 years old being employed in licensed premises. If done properly this can be positive for the person being employed and not undermine the licensing objectives. Children 14 years old and above can work if it does not impact their development or health and safety and is not instead of attendance at school.
- 8.42 The sorts of work they can do in a pub or restaurant includes: take orders from customers, serving tables, collecting glasses, and clearing tables/galsses.
- 8.43 Under 18's can sell alcohol as long as each individual sale has been specifically approved by a responsible person. The responsible person must be:
- the holder of the Premises Licence;
 - the Designated Premises Supervisor; or
 - anyone aged 18 or over who has been authorised by the Premises Licence Holder or the DPS to authorise sales made by the under 18s.
- 8.43 For an under 18 to be serving alcohol they will need a 'responsible person' with them at all alcohol to approve each sale made. It is not enough to authorise them once to serve alcohol and then let them continue, each individual sale must be supervised and approved.
- 8.44 There are limits on the times you can employ an under 18 and special rules relating to working time and employment for under 16's (children). Sometimes children are not permitted to work without an employment permit issued by Hertfordshire County Council so for more details please see: <https://www.hertfordshire.gov.uk/services/schools-and-education/young-people-and-work/apply-for-a-childs-work-permit/apply-for-a-childs-work-permit.aspx> for more information.

9.0 Stakeholder engagement and representations

9.1 The basis of decision making

9.2 The process for making decisions on licensed premises applications is governed by the Licensing Act 2003 and associated regulations. Unlike other ways in which the Local Authority determines applications, for example planning applications, there is a presumption in licensing law that if:

- the licensing authority receives a valid application *and*
- the application is properly advertised *and*
- there is no objection raised by any responsible authority within the statutory consultation period *and*
- there is no objection raised by any other person within the statutory consultation period *then*
- on the first day after the statutory consultation closed, the licence is **automatically** granted as applied for, that is, without any variation or additional conditions beyond those offered as part of the application⁹.

9.3 It is within this context that the council will do its utmost to facilitate those wishing to make representations to do so in the most effective way and within the statutory consultation period.

9.4 How responsible authorities can make their views known

9.5 The council strongly encourages the responsible authorities listed in table below to engage in the consultation process regarding applications (for new, and variations to existing, premises licences a club premises certificates) and raise any points as representations to the Licensing Authority. This may include submitting an objection.

Responsible authorities	Made aware by
<ul style="list-style-type: none">• Licensing Authority – East Herts Council• Hertfordshire Police• Environmental Health – East Herts Council• Planning Service – East Herts Council• Fire Authority – Hertfordshire Fire &	<ul style="list-style-type: none">• Applicant will submit copies of application documents directly to them at the same time as the documents are sent to the licensing authority; or• In the case of applications made

⁹ Amendments made by the applicant during the consultation process become part of the application as ‘applied for’ and will be reflected in any licence which is **automatically** granted.

Responsible authorities	Made aware by
Rescue Service <ul style="list-style-type: none"> • Hertfordshire Safeguarding Children Board • Trading Standards – Hertfordshire County Council • Home Office – Alcohol Licensing Team • Public Health – Hertfordshire County Council • Health and Safety Executive • <i>(only need to be consulted if they are the enforcing authority for Health and Safety at the premises)</i> 	online through the licensing portal, the council’s licensing team will send the application documents electronically to the responsible authorities upon receipt

9.6 Evidence-based representations provide the Council, when acting as the Licensing Authority deciding on applications, with the best means of assessing the merits, or otherwise, of applications under consideration.

9.7 While the type of representation and level of evidence will vary on a case-by-case basis, best practice would suggest representations should include wherever possible:

- whether the representation is for or against the application
- reference to concerns over the undermining or potential undermining of the Licensing Objectives (as determined by legislation and listed in the this document)
- evidence to support the above

9.8 The Council encourages all responsible authorities to engage with applicants at the pre-application stage and give advice to assist applicants to amend their proposals to accommodate the issues raised and thus avoid the responsible authority needing to make an objection. Whether the responsible authority engages or not, and whether or not the applicant works with the responsible authority, does not fetter the responsible authority’s discretion over whether or not to object to an application. If an objection has been received, the Licensing Authority will wish to see efforts or continued efforts on the part of both the applicant and the responsible authority to accommodate the concerns raised.

9.9 Temporary Event Notice (TEN)

9.10 The Police and the Council's Environmental Health team are the only responsible authorities the law requires to be notified of and have the right to object to Temporary Event Notices (TENs). They have an ability to assist the Licencing Authority by making appropriate objections during the consultation period following submission of a TEN.

9.11 The format and content of objections are not defined in legislation or guidance. It would assist the licensing authority in their decision making if responsible authorities could include in their submissions as much of the following information as possible in support of their position:

- a commentary on past events at the venue / event
- any evidence of breaches of relevant statutory requirements
- a summary of complaints, if any, from the public concerning the premises

9.12 How members of the public can make their views known

9.13 In order to make informed decisions, the Council is keen to hear from those with a view on a particular application (for new, and variations to existing, premises licences a club premises certificates).

Other persons includes	Made aware by
<ul style="list-style-type: none"> • People who live or work near licensed premises. • Any company, charity, community organisation or similar body. • Any other person regardless of whether they live or work in the vicinity. 	<ul style="list-style-type: none"> • Written notices will be put up by the applicant (in a statutorily prescribed format), attached to or near the premises concerned and displayed for not less than 28 days and visible 24 hours per day¹⁰ • A public notice (in a statutorily prescribed format) submitted by the applicant will be published in

¹⁰ Applications for minor variations only require a notice at the premises and it only needs to be displayed for 14 days.

Other persons includes	Made aware by
	a locally circulated newspaper • A public notice of application will be displayed on the council's website ¹¹

9.14 As noted in the table above, the legislation and guidance dictates that members of the public have a specific time period during which to raise issues.

9.15 Of note, the Licensing Act 2003 established a very prescriptive procedure for the way in which applications are made and determined:

- the requirements concerning advertising of applications are set out in the Licensing Act 2003 (Premises Licences and Club Premises Certificates Regulations) 2005
- Regulation 25 provides that the applicant shall advertise the application (new application or variation of an existing licence) for a period of no less than 28 consecutive days starting on the day after the day on which the application was given to the relevant licensing authority by displaying a notice that complies with prescribed requirements
- the applicant must also publish at least once, within 10 working days of making the application, a notice in a local newsletter or similar document circulating in the vicinity of the premises
- these regulations dictate the consultation period during which members of the public can raise issues or concerns
- the Regulations oblige the Council, as the Licensing Authority, to also advertise the application on its website for a period of no less than 28 consecutive days starting on the day after the day on which the application was given. The content of the notice is similar to that of the notice at the premises.

9.16 The Council has considered the scope for raising awareness of applications in additional ways. Given that licensing matters are governed

¹¹ Notices related to current applications for new licences or to vary existing licences can be found here: <https://www.eastherts.gov.uk/licences-registration/beer-entertainment-late-night-refreshment/notices-application-objecting-licence-applications>

by statute and regulation, this is not quite as straightforward as it may seem. Of note, Westminster City Council has sought in the past to facilitate greater awareness by contacting properties in the vicinity of premises subject to a licence application by means of individual correspondence. The Council was then challenged in the High Court by some residents who lived in the locality but outside of the 'perimeter' the Council had drawn for consultation purposes and so had not been contacted directly by the Council. The judgement was that the Council did not need to send letters to residents but if they chose to do so then they should send letters to all residents affected.

R. (on the application of Albert Court Residents Association) v Westminster City Council [2010] EWHC 393 (QB).

- 9.17 Having considered this case, it appears that any view on who constitutes 'all the residents affected' will always be open to debate and thus such an approach is likely to place the Council in a very difficult position. Therefore, it is the Council's view that relying on the means of communication set by the relevant regulations, and detailed above, is a better way to proceed than attempting to directly contact those the Council may deem at any one time to be likely to be affected.
- 9.18 That said, the Council will do its utmost to ensure anyone wishing to make a representation is aware of the 28 day window for responding and the central importance of this given that, unfortunately, the Council cannot vary this time period.
- 9.19 Within the relevant legislation, regulations and case law discussed above, the Council will strive to facilitate resident engagement, including emphasising the consultation window. The Council will:
- encourage applicants to hold informal discussions with local residents and businesses, the responsible authorities, Town Council's, Parish Council's and others prior to submitting formal licence applications
 - ensure applicants meet their statutory obligations to publicise their applications; advertising in a local newspaper and posting a notice at or near the premises – when such notices are not visible 24 hours per day, are removed or become defaced the Council will require them to

be replaced and if appropriate the consultation time period to be restarted

- advertise applications for new or variation to existing licences or certificates on the Council's website
- alert all local councillors and all parish/town councils of applications within East Herts to enable them to discuss matters with residents should they wish
- alert all local councillors of applications on a weekly basis through the Members Bulletin
- include a link to the webpage containing notices of application in the Network email that residents can subscribe to
- assist residents to register on public access so that they can be notified if an application is received relating to a particular premises

9.20 When deciding on applications, it would be particularly helpful if members of the public making representations could provide the following:

- whether the representation is for or against the application
- reference to concerns over the undermining or potential undermining of the Licensing Objectives (as determined by legislation and listed in the council's Licensing Policy)
- evidence to support the above

9.21 How comments made by members of the public feed into the decision making process

9.22 So long as comments from members of the public are relevant (this term is explained below) and are received by the Council within the consultation period, they will be fed into the decision-making process. Thus, comments from members of the public have a significant role to play in the decision making process. The Council will share comments with other responsible authorities where the comments relate to that authority's remit. This will:

- provide information which the responsible authority can draw on when considering what representations, if any, it wishes to make

- assist the responsible authority in determining what conditions, if any, it would wish to see attached to a grant approval
- enable the responsible authority to assess whether it needs to carry out any further investigations itself

9.23 The Council will share comments with the applicant as required by law. This will:

- assist the applicant to better understand how the proposal could impact on local people
- enable the applicant to make amendments to, or withdraw, the application to mitigate or allay concerns raised
- provide the applicant with the opportunity to better explain what is proposed and/or address any misunderstandings; this in itself may mitigate or allay concerns

9.24 To be a valid representation then the person making the representation must be clearly identifiable and give their address. The representation must be 'relevant', and must not be 'vexatious' or 'frivolous'.

9.25 A representation is 'relevant' if it is argued that the granting of the licence would be likely to have a negative impact on at least one of the licensing objectives:

- **the prevention of crime and disorder**
- **public safety**
- **the prevention of public nuisance**
- **the protection of children from harm.**

9.26 So, for example, a representation from a local businessperson about the commercial damage caused by competition from new licensed premises would not be relevant as prevention of a detrimental impact on other commercial premises is not one of the four licensing objectives.

9.27 A representation may be considered 'vexatious' if it appears intended to cause aggravation or annoyance, whether to a competitor or other person, without reasonable cause or justification. Vexatious circumstances may arise because of disputes between rival businesses.

- 9.28 'Frivolous' representations are essentially those lacking seriousness. Frivolous representations could concern issues which are, at most, minor and/or for which no remedial steps would be warranted or proportionate.
- 9.29 Any person who is aggrieved by a rejection of their representations as either vexatious or frivolous may lodge a complaint through the Council's corporate complaints procedure. A person may also challenge the Authority's decision by way of judicial review.

9.30 Determining applications

- 9.31 Where at all possible, the Council will assist in enabling the applicant and those making representations to find common ground thus mitigating or removing the concerns raised. As stated above, however, the timescale for this is extremely tight.
- 9.32 If the issues raised by members of the public cannot be mitigated by the applicant through informal discussion, nor allayed to the satisfaction of the responsible authorities, then the council will, within 20 working days of the close of the consultation, hold a public hearing of the Licensing Committee, or a Sub-Committee, to consider and determine the contested application. This also applies to contested applications for variations to a licence or a review of a licence.
- 9.33 At the hearing all responsible authorities and other persons who have made valid representations will be entitled to attend and make their representations in person. Those who have made representation do not have to attend and all valid representations whether made in person or in writing will be considered.
- 9.34 The Council's Licensing Committee, or a Sub-Committee of this Committee, will consider the oral and written evidence before them. In determining the weight to place on the evidence before them, the members of the Committee will consider how the application supports or otherwise affects the licensing objectives engaged by the representations.
- 9.35 These four objectives underpin the Council's Licensing Policy.

- **the prevention of crime and disorder**

- **public safety**
- **the prevention of public nuisance and**
- **the protection of children from harm.**

9.36 The Licensing Committee, or Sub-Committee, will generally give its determination on the day of the hearing. However, regulations allow the authority to make its determination within a maximum period of five working days beginning on the last day on which the hearing was held.

10.0 Monitoring of the licensing function

10.1 The Police, fire authority and other responsible authorities will be encouraged to report to the Council annually on the operation of the licensing function.

10.2 The Licensing Committee will receive Quarterly reports on the licensing function to ensure oversight of these areas of regulation and allow the Authority to evidence that it is fulfilling its statutory responsibilities.

11.0 Administration, exercise and delegation of power

11.1 The Licensing Committee will consist of between ten and fifteen Councillors that will usually meet three times per year, but at least annually. The Council will review this Policy at least every 5 years. Any substantive changes to the Policy will include a full consultation.

11.2 Sub-Committee(s) of three Councillors will determine applications where representations have been received from responsible authorities or other parties. Ward Councillors will not serve on a Sub-Committee involving an application within their own ward.

11.3 The Licensing Committee will deal with other licensing matters not associated with the Licensing Act 2003.

11.4 Where a Councillor who is a member of a Licensing Committee or a Sub-Committee has had direct involvement in the affairs of an application before them, in the interests of good governance they will disqualify themselves from any involvement in the decision-making process for that application.

- 11.5 A Sub-Committee may refer any matter it is unable to deal with, because of the number of its members who are unable to take part in the consideration or discussion or vote on any question, to the Licensing Committee.
- 11.6 Each decision of the Licensing Committee or its Sub-Committee(s) shall be accompanied with clear reasons for the decision. A summary of the decision will be sent to the applicant and all other parties.
- 11.7 The Licensing Committee takes seriously its obligations under other legislation for example the Equalities Act 2010 and the Human Rights Act 1998.
- 11.8 The Council's authorised officers will deal with all other licence applications where either no representation has been received, or where representations have been received and it is agreed by all the parties that a hearing is not necessary.
- 11.9 Council officers will make the decisions on whether representations or applications for licence reviews should be referred to the Licensing Committee or Sub-Committee(s) and whether representations are frivolous, vexatious or repetitious. Where representations are rejected, the person making that representation will be given written reasons why that is the case.
- 11.10 The Council will seek to integrate the Licensing function with its various other strategies and policies to promote the licensing objectives through utilising the collaborative and partnership working arrangements and networks that engage with responsible authorities, other parties and other key stakeholders.

12.0 Enforcement and Inspection

- 12.1 Licensing Authorities are required to state the principles to be applied by the Authority in exercising enforcement functions under the Act, both in terms of the inspection of premises and in instituting criminal proceedings in respect of specified offences.
- 12.2 The Licensing Authority will be led by the Guidance in respect of the inspection of premises and the powers to institute criminal proceedings, and will endeavour to ensure that enforcement and compliance actions are:
- **Proportionate:** regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised;
 - **Accountable:** regulators must be able to justify decisions, and be subject to public scrutiny;
 - **Consistent:** rules and standards must be joined up and implemented fairly;
 - **Transparent:** regulators should be open, and keep regulations simple and user friendly;
 - **Targeted:** regulation should be focused on the problem, and minimise side effects.
- 12.3 The Council's enforcement action needs to be targeted. Decisions about which premises to investigate will be:
- reactive – based on a specific complaints or resulting from intelligence from partners that strongly suggests a breach of the licence has occurred/is on-going; and/or
 - proactive – this may take the form of one-off or periodic inspections based on previous complaints.
- 12.4 The Licensing Authority may arrange for the inspection of premises, both licensed and otherwise, in response to specific complaints about those premises and the provision of unauthorised licensable activities therein. The Licensing Authority may also, from time to time, arrange a programme of risk-based inspections of licensed premises, consistent with the principles expressed throughout this document. Should officers witness offences or breaches of an authorisation during an inspection, appropriate action will be taken.
- 12.5 During the course of its inspections, the Licensing Authority may refer to any other agency any circumstance it finds that appears to it to be a

contravention of the legislation enforced by that agency. Equally where a premises user appears unaware of a requirement that is outside of the Licensing Authority's remit officers will do their best to signpost them to the appropriate authority.

- 12.6 Where possible a graduated response will be taken where contraventions of legislation are found or where conditions have been contravened. For instance an isolated administrative offence, such as failing to maintain records, may be dealt with by a written warning whilst a more serious offence, which has either been committed over a period of time or which jeopardises public safety may result in a referral for prosecution.
- 12.7 The Licensing Authority will keep itself informed of developments as regards the work of the Better Regulation Delivery Office (BRDO) in its consideration of the regulatory functions of Local Authorities.
- 12.8 The Licensing Authority shall also have regard to any corporate enforcement policy published by East Herts Council.
- 12.9 Where the power to make representations or initiate reviews on behalf of the Licensing Authority is utilised, proper separation of functions will be ensured by having different officers conduct the different functions (for example, if a licensing enforcement officer makes a representation, they will have no involvement in the administration of the application itself).
- 12.10 A number of licence-holders with multiple outlets have formed primary authority partnerships, under which they receive 'assured advice' from a single local authority in respect of one or more regulated aspects of their business – for example, preventing underage sales of age-restricted products. Where we have concerns around a premises whose operator has formed a primary authority partnership relevant to the issue in question, we will consult with the primary authority prior to taking any formal action.
- 12.11 Results of enforcement or investigation will be made available to responsible authorities who may wish to include this evidence in a Review of a premises licence or club premises certificate.
- 12.12 When applications are received that have a statutory requirement for consultation officers will check that notices are correctly displayed in compliance with the requirements of the legislation.

12.13 Raising concerns about licensed premises

12.14 Given the Council's desire to be as responsive as possible to concerns, it is likely that most enforcement action will be reactive. It is therefore paramount that individuals, organisations and other authorities report incidents and concerns about specific licensed premises when they arise so that timely investigation and intelligence gathering can take place.

12.15 Wherever possible, the Council would expect such concerns to be raised with the Premises Licence Holder or Designated Premises Supervisor in the first instance. Often, the business may not have realised that its operation is causing nuisance or problems and raising the issue is sufficient to ensure a prompt and adequate remedy.

12.16 Complaints can be made directly to Licensing Enforcement Officers at: licensing.enforcement@eastherts.gov.uk.

12.17 Dealing with complaints

12.18 In all instances complaints received about licensed premises, events and activities will be recorded.

12.19 If raising concerns directly with particular premises does not remedy the situation or is not appropriate, the Council may become involved. In such circumstances, the Council may:

- arrange meetings between various parties, including members of the public if appropriate, to jointly explore how best to remedy the situation
- direct the Premises Licence Holder or Designated Premises Supervisor, business owner or occupier, as appropriate, to take action. This could take the form of issuing advice and guidance or may be more directive, for example, though not limited to, requiring specific remedies for noise nuisance or imposing variations to the conditions of the licence via a review
- visit the premises in an attempt to witness the problem directly

12.20 Sometimes, issues may arise within an area or on a particular street where it is not clear which establishment(s) is causing the issues. It can be the case that an issue arises from the interaction of venues and patrons purely because of the geographical proximity, for example, a pub or club, late night food take-away and/or taxi ranks all located in close proximity may encourage concentrations of noise and/or other nuisance.

12.21 In the short-to-medium term, in such circumstances Council officers will seek to identify which establishment(s) is/are causing the issues and then make appropriate interventions as discussed above.

12.22 In the longer term, the Council, in its wider capacity than simply being the Licensing Authority, recognises it has a role to play with partners in identifying, addressing, mitigating and if at all possible designing-out the types of nuisance that can arise from the night time economy.

12.23 Partners' roles in enforcement activities

12.24 Enforcement activity may be undertaken by one or more of the responsible authorities separately based on the extent to which the issue in question relates to their particular jurisdiction.

12.25 The statutory guidance issued to Licensing Authorities by the Home Office under section 182 of the Licensing Act 2003 (last amended in 2018) states at 9.15:

"It is also reasonable for licensing authorities to expect that other responsible authorities should intervene where the basis for the intervention falls within the remit of that other responsible authority. For example, the police should make representations where the representations are based on concerns about crime and disorder. Likewise, it is reasonable to expect the local authority exercising environmental health functions to make representations where there are concerns about noise nuisance. Each responsible authority has equal standing under the 2003 Act and may act independently without waiting for representations from any other responsible authority".

12.26 On that basis the lead authorities would be:

- **Crime and disorder** – Hertfordshire Constabulary
- **Noise and other nuisance** – East Herts Council as Environmental Health
- **Public safety issues** – East Herts Council as Environmental Health; Hertfordshire County Council as Fire Authority
- **Prevention of children from harm** - Hertfordshire Constabulary; Hertfordshire County Council as Social Services and Education Authority.

12.27 Where the issues are wider, enforcement may be taken by the responsible authorities working together in partnership. The Council is committed to partnership working. This could involve, for example:

- sharing intelligence, joint monitoring visits and intervention meetings with licence holders
- bringing forward a review of the licence for an individual licensed premises
- seeking changes to the East Herts Council's Statement of Licensing Policy on the basis of the evidence for, and articulation of, particular amendments.

13.0 Reviews

13.1 A Responsible Authority or any other person can, at any time following the grant of a premises licence or club premises certificate, apply to the Licensing Authority to review the licence/certificate because of concerns arising at the premises which may have an adverse impact on any of the licensing objectives. The Authority regards this as a valuable protection for residents and businesses. Applications for a review must be made in writing and will be considered by a Licensing Sub-Committee at a hearing.

13.2 It is important to recognise that the promotion of the licensing objectives relies heavily on a partnership between licence holders, authorised persons, local residents or businesses and responsible authorities in pursuit of common aims. It is therefore equally important that reviews are not used to drive a wedge between these groups in a way that would undermine the benefits of co-operation.

13.3 Responsible authorities are encouraged to give an early warning of concerns about problems identified at the premises concerned and of the need for improvement although it is recognised this is not always practicable or desirable. It is expected that a failure to respond to such warnings would lead to a decision to request a review.

13.4 Similarly those persons other than responsible authorities who are seeking a review are encouraged to take initial steps such as:

- Asking the Licensing Authority to talk to the licence/certificate holder on their behalf
- Asking their local MP or Councillor to speak to the licence/certificate holder on their behalf
- Talking to the relevant responsible authority to establish whether there is other action that can be taken to resolve the problem

- 13.5 We will expect that any party making an application for a licence to be reviewed will prove the facts that they are relying on to support their allegations on the balance of probabilities, that is, that it is more likely than not that the circumstances being complained of did actually occur. Because of the potentially serious consequences to a licence holder following a licence review, mere anecdotal or hearsay evidence will not be sufficient.
- 13.6 Following a review, the Authority will focus any remedial action directly on the concerns identified in the representations. In all cases, action will be appropriate, reasonable and proportionate to the nature of the problems giving rise to the review. Options available are:
- to modify the conditions of the premises licence
 - to exclude a licensable activity from the scope of the licence;
 - to remove the designated premises supervisor
 - suspend the licence for a period not exceeding three months;
 - revoke the licence;
 - take no action.
- 13.7 In its role as the Licensing Authority we will offer the same level of support and guidance to those wishing to apply for the review of a licence as we would to those seeking to apply for a new licence.

14.0 Appeals

- 14.1 Where the Licensing Authority's discretion has been engaged and a decision reached on a particular application, any party to the proceedings (including residents) aggrieved by a licensing decision is (in most cases) entitled to appeal to the Magistrates Court within 21 days of the receiving the decision notice.
- 14.2 Where there is a right of appeal the relevant parties will be notified of this right when they are issued with the decision.

15.0 Operating schedules

- 15.1 Steps to promote the licensing objectives¹²

¹² Revised guidance under s 182 Licensing Act 2003 issued April 2018, 8.41 – 8.45, <https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>

“In completing an operating schedule, applicants are expected to have regard to the statement of licensing policy for their area. They must also be aware of the expectations of the licensing authority and the responsible authorities as to the steps that are appropriate for the promotion of the licensing objectives, and to demonstrate knowledge of their local area when describing the steps they propose to take to promote the licensing objectives. Licensing authorities and responsible authorities are expected to publish information about what is meant by the promotion of the licensing objectives and to ensure that applicants can readily access advice about these matters. However, applicants are also expected to undertake their own enquiries about the area in which the premises are situated to inform the content of the application.

Applicants are, in particular, expected to obtain sufficient information to enable them to demonstrate, when setting out the steps they propose to take to promote the licensing objectives.

That they understand:

- the layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children may congregate;*
- any risk posed to the local area by the applicants' proposed licensable activities; and any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks.*

Applicants are expected to include positive proposals in their application on how they will manage any potential risks. Where specific policies apply in the area (for example, a cumulative impact policy), applicants are also expected to demonstrate an understanding of how the policy impacts on their application; any measures they will take to mitigate the impact; and why they consider the application should be an exception to the policy.

It is expected that enquiries about the locality will assist applicants when determining the steps that are appropriate for the promotion of the licensing objectives. For example, premises with close proximity to residential premises should consider what effect this will have on their smoking, noise management

and dispersal policies to ensure the promotion of the public nuisance objective. Applicants must consider all factors which may be relevant to the promotion of the licensing objectives, and where there are no known concerns, acknowledge this in their application.

The majority of information which applicants will require should be available in the licensing policy statement in the area. Other publicly available sources which may be of use to applicants include:

- *the Crime Mapping website;*
- *Neighbourhood Statistics websites;*
- *websites or publications by local responsible authorities;*
- *websites or publications by local voluntary schemes and initiatives; and*
- *on-line mapping tools. '*

15.2 Applicants are expected to write an operating schedule that shows how they will promote the licensing objectives. The operating schedule will be used as a basis for licence conditions for the individual premises.

16.0 Conditions

16.1 Licensing is about the regulation of licensed premises, qualifying members' clubs and temporary events. We may only impose conditions on premises licences and club premises certificates in two circumstances:

1. where the applicant volunteers them as part of their operating schedule; and/or
2. on receipt of relevant representations from potentially affected parties, or responsible authorities.

16.2 Where applicants volunteer conditions as part of their operating schedule our officers will draft appropriate conditions for premises licence and club registration certificates which reflect the intention of the applicant.

16.3 We have produced a separate document containing a pool of model conditions for premises licences and club premises certificates. Applicants are under no obligation to use these when preparing their operating schedules, but doing so may reduce the likelihood of representations being made about the application. Should relevant

representations be received, we may use conditions from the pool to address the concerns raised.

16.4 Conditions attached to premises licences or club premises certificates will be appropriate, reasonable, proportionate, and relevant and will be focused on matters within the control of the individual licence-holders and others granted relevant permissions. Conditions will be tailored to the style and characteristics of the individual premises. These matters will centre on the premises and places being used for licensable activities and have regard to the vicinity of those premises or places.

16.5 Conditions attached to licences and certificates will:

- be appropriate for the promotion of the licensing objectives;
- be precise and enforceable;
- be unambiguous and clear in what they intend to achieve;
- not duplicate other statutory requirements or other duties or responsibilities placed on the employer by other legislation;
- be tailored to the individual type, location and characteristics of the premises and events concerned;
- not be standardised, as it may be unlawful when it cannot be demonstrated that they are appropriate for the promotion of the licensing objectives in an individual case;
- not replicate offences set out in the 2003 Act or other legislation;
- be proportionate, justifiable and be capable of being met, (for example, whilst beer glasses may be available in toughened glass, wine glasses may not);
- not seek to manage the behaviour of customers once they are beyond the direct management of the licence holder and their staff, but may impact on the behaviour of customers in the immediate vicinity of the premises or as they enter or leave; and
- be written in a prescriptive format.

16.6 Where we have discretion because relevant representations have been made about licensing applications, we may also take into account the following factors to fulfil our vision:

- (1) what contribution the application can make to creating a diverse offering, specifically in terms of offer to a wide-range of customers; family-friendly policies and facilities; operating hours; and pricing;
- (2) entertainment aimed at different age groups;
- (3) links with other activities in the town, to encourage day-time users to stay in the evening;
- (4) provision of a full food menu and not only alcohol;
- (5) transport/dispersal provision, particularly during periods when public transport is unavailable;
- (6) style and type of venue. The licensing authority wants to attract only high-quality operators who can provide a safe and professional environment, characterised by a range of activities and offers that would appeal to individuals of all backgrounds. This type of offering may (but need not) be characterised by:
 - a range of alcoholic and soft drinks suitable for all ages;
 - a food menu, including healthy options which caters for different tastes and needs, available throughout the duration of the premises' operating times;
 - facilities suitable for assisting customers with young children, such as high-chairs and baby-changing facilities, and facilities for family groups such as suitably laid-out seating/table areas;
 - a range of activities or entertainment that appeals to a range of age groups, whether provided at the same time or at separate times.
- (7) involvement in local community events and organisations
- (8) commitment to involvement in Community Safety Partnership (CSP) initiatives
- (9) use of pavement licences for outdoor table areas.

16.7 Licence holders must ensure that they and their premises comply with any conditions attached to a licence while licensable activities are taking place, otherwise they commit an offence.

16.8 Mandatory Conditions

- 16.9 Applicants for relevant licences and particularly licence holders of relevant licences need to be aware of the mandatory conditions that apply to their licence.
- 16.10 Responsibility for compliance with the relevant mandatory conditions fall to a 'responsible person' which is defines as:
1. The licence holder;
 2. The designated premises supervisor; or
 3. Any individual 18 or over who is authorised by either 1 or 2 above.
- 16.11 The mandatory conditions deal with matters such as: designated premises supervisor, authorisation by personal licence holders, irresponsible drink promotions (drinking games, large quantities of alcohol for free or a fixed price, prizes and reward, posters and flyers), dispensing alcohol directly into a mouth, free potable water, age verification, smaller measures, ban on sales of alcohol below the permitted price, exhibition of films and door supervision.
- 16.12 The Police, in their role as a responsible authority under the Licensing Act 2003 have highlighted concerns over irresponsible drinks promotions and the proliferation and popularity of 'Bottomless Brunches', which may have a negative impact on the licensing objectives. As such we feel it is important to address this point in the current revision of the policy.
- 16.13 The 'responsible person' as defined in 16.10 above must be careful not to breach the mandatory conditions, or any other conditions on a licence, when offering a drinks promotion.
- 16.14 If you want to run a promotion offering bottomless alcohol, it is important that this is done and managed properly to avoid any premises licence reviews or other issues:
1. Ensure the way the promotion is communicated and advertised is done responsibly so that customers understand the need to enjoy the promotion responsibly.
 2. The promotion should be subject to some kind of fair use policy and the business must retain the right to refuse alcohol to anyone who appears to be intoxicated and who may be causing issues.
 3. Promotions should ideally be time limited. This makes good commercial sense but is also good due diligence so that the provision of alcohol is not "unlimited or unspecified quantities of alcohol".

4. If any such promotion appears to be causing crime, disorder or nuisance at your premises, or in the vicinity, you should consider whether to cease the promotion or change it.
5. The inclusion of food within a promotion containing alcohol does not automatically preclude it from being an irresponsible promotion.

16.15 Any promotion will be considered on its own merits to see if it possesses a 'significant risk' of breaching one or more of the licensing objectives. If it does then it could be argued that it is an irresponsible promotion that can result in a review or a prosecution pursuant to section 136 of the Licensing Act 2003.

17.0 Special Licensing Policies

17.1 There are several types of special licensing policy which a Licensing Authority is entitled to adopt, to help it regulate the provision of licensable activities within its area.

17.2 Cumulative Impact

17.3 Cumulative impact is the term used to describe the impact, potential or actual, of a large number of licensed premises concentrated in a single locality. In terms of the licensing objectives, this may be evidenced by an increase in incidents of crime, disorder or public nuisance, over and above the impact of the individual premises themselves.

17.4 The cumulative impact of licensed premises on the promotion of any of the licensing objectives is a matter that the Licensing Authority can take into account in determining its Licensing Policy. This should not, however, be confused with any question of 'need' which relates to the commercial demand for a particular type of premises (for example, a pub, restaurant or hotel). The issue of 'need' is a matter for market forces to influence and for the planning authority to regulate, and so does not form part of this Policy statement.

17.5 The Licensing Authority will, where appropriate, and having received relevant representations, take into account the cumulative effect that the existence of a concentration of premises in one area may have. A concentration of licensed premises can attract customers to the area to such a degree that it has an adverse impact on the surrounding area beyond the control of individual licence holders.

- 17.6 The Licensing Authority notes that, in accordance with the Guidance, it may adopt a special policy in response to a cumulative impact issue in a defined area. Consideration of such a policy may be prompted by submissions from responsible authorities or other persons, evidenced appropriately and linked to one or more of the licensing objectives. Where such a policy has been adopted, the issue of cumulative impact can be taken into account when considering the individual merits of any application within the area defined within that policy.
- 17.7 Where the cumulative effect of many licensed premises within an area gives rise to problems of public disorder and nuisance in the surrounding area the Licensing Authority may consider it inappropriate for any further licensed premises to be established in the area and / or capacities to be increased. In these circumstances, and where suitable and sufficient evidence is provided, the Licensing Authority will consider declaring a cumulative impact area.
- 17.8 Hertford Town Centre
During the drafting of this revision of the Policy a number of parties raised the issue of the cumulative impact of the licensed premises within Hertford Town Centre. The Licensing Authority has engaged with the Police and Public Health and has undertaken to examine the evidence available of the cumulative impact of licensed premises in the area.
- 17.9 Whilst this policy has been determined to cover 2021-26 we have an obligation to keep it under review during that period and make revisions where we consider it appropriate. If during the life of this document we are presented with evidence to support a special policy anywhere within the District we will not hesitate to act.
- 17.10 If such a policy were adopted it would not override the duty on the Licensing Authority to consider each application on its own merits. Such a policy would introduce a presumption of refusal of applications for new premises licences or variations of existing premises licences within a defined area except where the applicant can demonstrate that the grant would not negatively impact on the relevant licensing objectives (normally the Prevention of Crime and Disorder and Prevention of Public Nuisance).
- 17.11 The absence of a special policy does not prevent any responsible authority or other party making representations on an application for the grant of a

licence on the grounds that the premises will give rise to a negative cumulative impact on one or more of the licensing objectives.

17.12 In coming to any decision about cumulative impact the Licensing Authority will have regard to other mechanisms outside of the licensing regime which may be available to address this issue.

17.13 When dealing with cumulative impact issues, the Licensing Authority recognises that, as well as licensing functions, there are a number of other mechanisms for addressing issues of nuisance, disorder and anti-social behaviour occurring away from licensed premises. These may include:

- planning controls;
- measures to provide a safer and cleaner environment in partnership with local businesses, transport operators and other departments of the Council;
- the provision of CCTV surveillance in town centres, taxi ranks, street cleaning and litter patrols;
- powers for a local authority to protect public spaces from the effects of anti-social consumption of alcohol, enabling police and accredited persons to confiscate alcohol;
- enforcement of the law relating to disorder and anti-social behaviour, including the issue of fixed penalty notices or other sanctions under the Anti-Social Behaviour, Crime and Policing Act 2014;
- the prosecution of any personal licence holder or member of staff at licensed premises who is selling alcohol to children or people who are drunk;
- powers to close down instantly any premises or temporary event on grounds of disorder, the likelihood of disorder or noise emanating from premises causing a nuisance;
- the power for responsible authorities or other persons to apply for a review of a premises licence or club premises certificate; or
- other local initiatives that similarly address these problems.

17.14 Early morning alcohol restriction orders (EMARO's)

17.15 To promote the licensing objectives, a Licensing Authority may utilise powers under the Act to pass an early morning alcohol restriction order. Such an order would prohibit the sale of alcohol from any premises within

an area defined in the order between specified times (which may extend from midnight until 6 a.m.) on specified days.

17.16 It is envisaged that this power will only be used in response to severe and recurring issues arising from the supply of alcohol in the night-time economy, such as high levels of alcohol-related crime and disorder in specific areas at specific times, which cannot be attributed to an individual premises. The Licensing Authority views this as a 'last resort' option, for use after other tools have been unsuccessful in remedying the issue.

17.17 At the present time, East Herts has not utilised the provisions of the Act to pass an early morning alcohol restriction order, and has no current plans to do so. Should this position change, full details will be published on our website and notified to all licensed premises that would be affected.

17.18 Late night levy

17.19 Part 2 of the Police Reform and Social Responsibility Act 2011 introduced a new power for Licensing Authorities to establish a 'late night levy'. Licensed premises within the area of a Licensing Authority which has adopted such a requirement will be required to pay an additional annual fee if they are licensed to supply alcohol within a late night period set by the Authority (generally between midnight and 6 a.m., although shorter periods are permissible).

17.20 Where a levy requirement has been adopted, the Licensing Authority will be responsible for the collection of the appropriate amounts from licence-holders. After deduction of administration costs, not less than 70% of the net proceeds of the levy must be paid by the Licensing Authority to the local Police force, which may be used (but is not required to be) to offset the costs incurred in policing the night time economy arising from the alcohol supplies permitted from affected licensed premises. The remaining amount may only be applied on purposes prescribed in Regulations, namely arrangements connected with the late night supply of alcohol for one or more of the following functions:

- The reduction or prevention of crime and disorder
- The promotion of public safety
- The reduction or prevention of public nuisance
- The cleaning of any relevant highway or relevant land in its area.

17.21 At the time of writing, East Herts has not adopted the provisions of the 2011 Act relating to a late night levy, nor is it currently intended to do so.

18.0 Public health and well-being

- 18.1 It is against the background of warnings from Public Health Herts about the impact of alcohol abuse upon our populations' health and well-being that the Executive Member supported by the East Herts Licensing Committee recognised the need to incorporate public health and well-being concerns within its Statement of Licensing Policy and its decision-making process.
- 18.2 East Herts Council's Environmental Health services and the Licensing section already work closely together. The service also incorporates Community Safety alongside its Public Health officers. The alignment of these different service areas has highlighted synergies, which, with appropriate policies and partnership support, could see significant benefits for residents.
- 18.3 The Police Reform and Social Responsibility Act 2011 made primary care trust's (PCT) or local health board's (LHB) a responsible authority under the Licensing Act 2003. Therefore they are able to make representations against licence applications. Currently, unlike in Scotland, England does not have a fifth licensing objective relating to Public Health.
- 18.4 The Council has considered the potential role of Public Health within licensing and this Policy has considered the revised s.182 Guidance at length.
- 18.5 East Herts Council has taken the decision, with the full understanding and knowledge of the section 182 Revised Guidance and relevant legislation, to engage with Public Health as a central consideration in its decision making process. As a result, where a relevant representation is made regarding the undermining of the licensing objectives, and that representation relates to public health and well-being and is supported by evidence, that representation will be considered during the decision making process.

- 18.6 This includes considering information about the impact of alcohol abuse upon wider Public Health issues, such as alcohol related illness and harms, and not just immediate impacts such as slips trips and falls from intoxication. The purpose of this is not to attempt to make Public Health the fifth licensing objective, rather using the ordinary definition of the licensing objectives to help address evidence based alcohol related harms within our communities.
- 18.7 While recognising that evidence based alcohol related harms are a key concern, the Licensing Authority also recognises that alcohol is just one, albeit significant, component of the recreational and in particular late night economy with which the licensing regime is addressed. The Licensing Authority will approach any Public Health representation within the wide framework of the regime and not exclusively on health and well-being considerations.

18.8 Cardiff Model data

- 18.9 Public Health may also hold (or have access to) health data concerning individual premises – for example, ‘Cardiff Model’¹³ data of alcohol-related admissions to hospital emergency departments. Such data may be of particular use to the Licensing Authority when it considers an application for review of an existing licence or certificate, and the Licensing Authority encourages responsible authorities who are bringing reviews to liaise with Public Health and examine whether any such data supports, or conflicts with, the grounds on which a review has been brought.
- 18.10 The Licensing Authority notes that there are limitations to such data – for example, the Cardiff Model generally only specifies the last premises attended by a casualty, and may not detail any other premises where they consumed alcohol earlier in the evening, or any alcohol consumed at home (a practice widely known as ‘pre-loading’). For this reason, the Licensing Authority will carefully examine any such data presented in support of a representation or review. It is considered unlikely that action will be taken based solely on Cardiff Model data – however, such data may act to reinforce other evidence presented in respect of a particular case,

¹³ <https://www.cardiff.ac.uk/crime-security-research-institute/publications/research-briefings/the-cardiff-model>

or may be indicative of an issue in a particular area requiring further investigation.

- 18.11 Health data relating to alcohol consumption by children will also be considered carefully by the Authority, as it may indicate a particular geographic area where children are gaining access to alcohol. Such data may be correlated with complaints and reports of underage sales to inform and influence future enforcement operations undertaken by the Licensing Authority and responsible authorities.

19.0 Planning permission

- 19.1 Any premises which are the subject of an application for a licence should preferably have a permitted or lawful use under planning legislation already in place. If the premises do not have this, then it will need to be obtained separately before licensed activity can lawfully take place.

19.2 Expressing views through the planning process

- 19.3 Another key route by which stakeholders can express their views is through the planning process, either when neighbourhood plans are being developed or when particular planning applications are considered. The mechanisms and procedures governing how interested parties can input to planning decisions is covered in the council's planning policies: <https://www.eastherts.gov.uk/planning>

19.4 Interplay between planning decision making and licensing decision making

- 19.5 While the development control and planning consent processes are separate jurisdictions to licensing decision making there are links between them. The Council as a planning authority is a responsible authority under the Licensing Act 2003. Intelligence sharing and representations are routinely made between officers involved in processing applications under the two decision making regimes. The decision making processes and enforcement criteria under each regime, however, are different so that action taken in response to particular circumstances involving a given venue may not be the same under both regimes.

- 19.6 The Council Planning Department is a Responsible Authority, and receives copies of premises licence applications. Where there is no planning consent for the use for which the licence is sought, Planning will be responsible for pointing this out to the applicant outside of the remit of this Policy.
- 19.7 Where representations have been made by the Planning Authority on grounds that the application will undermine the licensing objectives unless planning permission has been obtained, and we resolve to grant a premises licence or club premises certificate, it may be subject to a condition that it will be of no effect until the appropriate planning permission has been granted by the Local Planning Authority.
- 19.8 In many cases where an application is made for a new licence or variation, the planning use will already be authorised by a previous planning permission or because the premises has a long-standing lawful use. Therefore, a new application for planning permission is often not required.
- 19.9 However, the existing planning permission might, and if recently granted is very likely to have conditions restricting the use of the premises in some way: e.g. the hours of operation. In that case, anybody seeking a licence to operate beyond those hours will need to seek and obtain a revised planning permission or a variation or removal of the relevant planning condition.

20.0 Festivals and outdoor events

- 20.1 The Licensing Authority recognises the contribution that well-run outdoor events bring to local communities, and is pleased to support events which are run in a manner that will promote the licensing objectives.
- 20.2 The organisation of outdoor events of any size is a significant undertaking, with a multitude of issues which must be taken into account. Licensing is only one aspect of the regulation and control of such events.
- 20.3 Generally we would expect the organisers of all outdoor events to follow the advice contained in the "Purple Guide" when planning their event. This document contains guidance written by and for the events industry in

respect of safety and welfare aspects of event management, and replaced earlier guidance issued by the Health and Safety Executive.

- 20.4 For larger events, taking place under the authority of premises licences, it is recommended that organisers consider engaging professional advice and assistance, particularly with regards to issues which may affect public safety.
- 20.5 The Authority will expect the organisers of any large events (taking place under the authority of a premises licence) or events which include special risk factors to consult the East Herts Safety Advisory Group (SAG) while planning their event, and to implement any reasonable recommendations made by the group. The SAG is a multi-agency body, which includes representatives of the Licensing Authority, responsible authorities and other statutory bodies who have involvement in the organisation and safe running of events¹⁴.
- 20.6 Prior to applying for a licence, event organisers will need to secure permission from the appropriate landowner for the site on which they intend to hold their event. In the case of public land which the Council is responsible for managing, including parks and common land, approaches should be made to the Assets & Estates team within the Strategic Finance & Property service.
- 20.7 One of the major concerns arising from outdoor events is disturbance to local residents from noise associated with music entertainment at the event, or other noisy equipment such as generators, public announcement systems, fireworks, and so on. The Licensing Authority will expect to receive a comprehensive operating schedule from applicants, containing appropriate proposals to control such issues and promote the prevention of public nuisance licensing objective. Depending on the size and nature of the event it is likely this will need to include a comprehensive Event Management Plan (EMP) integrating a specific Noise Management Plan.
- 20.8 Where the nature of an event means an Event Management Plan, or other similar document, is required it is likely that the responsible authorities

¹⁴ Small scale events may still benefit from contacting the East Herts Safety Advisory Group: <https://www.eastherts.gov.uk/community-wellbeing/community-events>

will need the final version of these documents to be provided 6 weeks in advance of the event start date. This sort of time scale allows the responsible authority time to properly consider the documents, respond with any concerns and then those concerns to be addressed in good time. Late submission of complex and lengthy documents is likely to result in representations being made against applications.

- 20.9 To mitigate concerns, as far as possible early engagement with those likely to be affected by an event is expected. Simply fulfilling the statutory obligation to advertise is likely to trigger representations and raise concerns more than if there has been early engagement. Please refer to the section of this Policy that deals with “Pre-application advice & engagement” for further details.

20.10 Use of multiple Temporary Event Notices for a single event

- 20.11 It has become increasingly common for larger scale events where licensable activities are taking place to be covered by multiple Temporary Event Notices (TEN's).

- 20.12 Whilst this will often be perfectly legal, it is important that sufficient formal planning is carried out for such events in order to reassure the Police and Environmental Health that the event can take place in such a way that the licensing objectives are promoted.

- 20.13 It is also important that organisers take suitable steps to ensure that they can be confident that they will not be inadvertently breaching licensing laws when running events in this way.

- 20.14 Organisers should consider using the East Herts Safety Advisory Group and whether seeking pre-application advice would be worthwhile.

21.0 Circuses

- 21.1 It is clear that authority is needed under the Licensing Act should a circus sell alcohol or provide late night refreshment.

- 21.2 In addition, The Legislative Reform (Entertainment Licensing) Order 2014 deregulated entertainment in travelling circuses provided that the following qualifying conditions are met:

- the entertainment is not an exhibition of a film or a boxing or wrestling entertainment;
- the entertainment takes place between 08.00 and 23.00 on the same day;
- the entertainment takes place wholly within a moveable structure and the audience present is accommodated wholly inside that moveable structure; and
- the travelling circus has not been located on the same site for more than 28 consecutive days.

21.3 The position is less clear in terms of regulated entertainment, and we are aware of extremes in approaches by Licensing Authorities across the country. It is this Authority's opinion that the incidental music to a circus performance is not licensable, clowns may not necessarily be playing a dramatic role qualifying as a theatrical performance, trapeze artistes are not engaged in indoor sports and film performances are rarely included.

21.4 Evidence nationally indicates that circuses are low risk, pose no significant risk to the licensing objectives, add value to the cultural activities of a town, and are regulated by other means including compliance with the Health and Safety at Work etc. Act 1974.

22.0 Garages and motorway service areas

22.1 Section 176 of the 2003 Act prohibits the sale or supply of alcohol from premises which are used primarily as a garage, or are part of premises used primarily as a garage. Premises are used primarily as a garage if they are used for one or more of the following:

- the retailing of petrol;
- the retailing of diesel (derv);
- the sale of motor vehicles; and
- the maintenance of motor vehicles.

22.2 If premises that are primarily used as a garage are granted a licence, that licence is "of no effect" and alcohol may not be lawfully sold.

22.3 Although there is no requirement in the legislation for an applicant for a licence to provide proof of primary use it is considered useful for this

information to be included so that it is clear to all parties if the licence has affect or not. Applications that do not include this information will still be processed and determined as required by the Licensing Act 2003.

- 22.4 Where there is a question around the primary use of premises, we may request that an applicant or licence holder demonstrate that their premises are not primarily used as a garage based on intensity of use. The Licensing Authority requests that evidence be based on **income** (from retailing petrol and derv and vehicles sales/maintenance versus other items) and **the numbers of individual sales** (of petrol, derv and vehicles sales/maintenance versus other items) over the previous two years to show that petrol and derv sales, and vehicle maintenance and sales, are not the premises main feature.
- 22.5 Where insufficient evidence exists to establish primary use, we will decide whether or not grant a licence and deal with any subsequent issues using our enforcement powers in conjunction with other responsible authorities.
- 22.6 Where such information is not available (because for example the premises have only just started trading), we will consider imposing a condition requiring this information to be provided to the licensing authority on a regular basis for the following two years to ensure the premises are not primarily a garage.
- 22.7 Where relevant representations have been made and a Licensing Sub-Committee will be the determining the application we shall treat it as an off-licence, as defined in this Policy.
- 22.8 Paragraph 5.23 of the statutory guidance issued under the Act makes it clear that the Licensing Authority must decide whether or not any premises is used primarily as a garage. We are aware that different authorities take a number of different approaches to this question. However, we hope that the proceeding paragraphs will guide applicants and licence holders as to the information we would like them to provide if this question arises.

23.0 Security and CCTV

- 23.1 Under a mandatory licence condition, any person engaged to work at licensed premises who is carrying out a prescribed security activity, as specified under the Private Security Industry Act 2001, must be correctly

licensed to carry out that function by the Security Industry Authority, or otherwise authorised under an approved contractor scheme or similar.

- 23.2 The Licensing Authority will expect applicants for licences to consider whether they may need to employ security personnel when compiling their operating schedules. This expectation will not just apply to premises licensed for the supply and consumption of alcohol, but any premises which may potentially experience disorder.
- 23.3 Premises which are licensed for the supply of late night refreshment, located either in Town Centre locations or on primary dispersal routes from such locations, and which cater primarily for the night-time economy may in particular need to consider whether security personnel will be necessary, both to safeguard their premises against damage, and to prevent outbreaks of disorder among customers who may be intoxicated.
- 23.4 Where a premises experiences regular incidents of disorder and does not employ security personnel to guard against this, the Licensing Authority may consider the imposition of licence conditions mandating their provision, on receipt of an application to review a licence.
- 23.5 Where a premises has a policy of searching patrons prior to entry, searches should only be carried out by security personnel of the same gender as the customer who is being searched. This will mean that such premises will need to employ a minimum of one male and one female door supervisor.

23.6 CCTV

- 23.7 The Licensing Authority will have regard to the Surveillance Camera Code of Practice¹⁵, in particular paragraph 1.15, which highlights that the blanket imposition of licence conditions requiring CCTV systems to be operated in licensed premises without strong justification would be contrary to the first principle of the code. The imposition of CCTV conditions will, like all other matters relating to authorisations under the Act, be considered on a case-by-case basis, taking into account the circumstances and individual merits of the case in question. The Licensing Authority may still impose conditions requiring the operation of CCTV, if it

¹⁵ <https://www.gov.uk/government/publications/surveillance-camera-code-of-practice> (June 2013)

is considered necessary to meet an identified pressing need and for a specified purpose, in addition to being appropriate for the promotion of one or more of the licensing objectives.

23.8 In the absence of a condition requiring it, it will be for the licence-holder to decide whether to operate a CCTV system in their premises. The Code of Practice, while binding on public authorities, is voluntary for private operators, although adherence to the principles therein is encouraged.

23.9 Where CCTV is in use in licensed premises, the Licensing Authority will expect its use to comply with the provisions of the Data Protection Act. In particular, this will mean that:

- the licence-holder must register with the Information Commissioner as a Data Controller
- clear signage is displayed advising of the usage of CCTV
- the CCTV is under the control of and accessible only by management and supervisory staff, who are conversant in its usage
- the licence-holder has a clear policy on the retention of recorded images, and disposes of them after a set period (typically around 28 days) unless an incident is reported

23.10 To ensure the most effective use of CCTV, it is also encouraged that:

- the date and time on the system is correctly set
- the system is kept operational at all times while the premises are open to the public
- there is camera coverage of the key parts of the premises, including all entrances/exits, bars, checkouts and dancefloors
- where recordings are required by police to assist in an investigation, that these can be accessed and supplied within a reasonable period – a maximum of 24 hours from receipt of a request is suggested

23.11 Hertfordshire Constabulary's crime prevention officers can offer advice on the installation and setup of CCTV systems to ensure best evidential quality.

24.0 Drugs and new psychoactive substances

24.1 The Licensing Authority expects all licensed premises to adopt suitable measures to detect and discourage persons from using controlled drugs (which for the purposes of this section means substances which are proscribed under the Misuse of Drugs Act 1971) while on those premises. Examples of such measures may include, but are not limited to, the following:

- Ensuring a highly visible staff presence throughout the premises
- Regular checks by staff of ancillary areas such as lobbies, toilets, cloakrooms and corridors
- Redesigning toilet facilities to remove horizontal surfaces, and niches and other areas where illicit items could be concealed
- Ensuring that all staff, and door staff in particular, are trained to recognise visible signs that a person is under the influence of an illegal substance, and to refuse such persons entry to the premises
- Operating robust 'search on entry' policies, with procedures in place to confiscate controlled drugs found during searches and hand these to police at the earliest opportunity
- Carrying out testing on surfaces within the premises to detect the presence of traces of controlled drugs
- Enforcing a zero tolerance policy to the use or supply of controlled drugs within the premises, ejecting or refusing entry to persons known to be linked to the use or supply of controlled drugs, and reporting to the police any person suspected of supplying controlled drugs

24.2 Where a licence holder believes that there may be an issue with the illegal use or supply of controlled drugs within their premises, they are strongly encouraged to contact Hertfordshire Constabulary for advice and assistance in remedying that issue. This may involve a degree of 'target hardening' – redesigning parts of the premises or operating procedures to more easily detect and discourage such practices. Where premises are co-operating with the Police to deal with such issues, the Licensing Authority is less likely to take action to remove or restrict the licence, than it would with premises which do not offer co-operation.

- 24.3 For the purposes of this part of the Policy, the Licensing Authority will regard new psychoactive substances (widely referred to as 'legal highs') in the same way as it does controlled drugs, and will expect that the measures taken in licensed premises to detect and discourage the use of controlled drugs will also extend to these substances, which generally mimic the effect of a controlled drug.
- 24.4 The Licensing Authority expects that licensed premises will not engage in, sanction nor condone the sale or supply of new psychoactive substances in or from their premises, and may seek to take enforcement action against premises that are found to be doing so.
- 24.5 The Licensing Authority recognises that Government has committed to strengthening the legislation around the supply and use of new psychoactive substances and welcomes such moves.

25.0 Modern slavery

- 25.1 Modern slavery is a crime. The UK [Modern Slavery Act 2015](#) includes the following under the offence of modern slavery:
- Slavery, where ownership is exercised over a person
 - Servitude, where a person is obliged to provide services imposed by coercion
 - Forced or compulsory labour, which involves work extracted under the menace of penalty and for which the person has not offered himself voluntarily
 - Human trafficking, which involves the movement of people by means such as force, fraud, coercion or deception with the aim of exploiting them
- 25.2 Modern slavery happens everywhere, including here in the UK. It operates in plain sight and can affect businesses without them even knowing. In the UK, estimates go as high as 136,000 when quantifying the number of hidden victims living in conditions of slavery. In the European hospitality sector, which includes bars and restaurants, a recent study found 110,000 victims of exploitation annually. Government agencies in the UK have specifically identified hospitality as a high-risk area for modern slavery.

- 25.3 Due to the nature of footfall seen in many licensed premises, employees may identify issues, which should be reported. However, it is also crucial that all businesses, including licensed premises, understand how they might be affected so that they can take steps to reduce the risk. Exploitation accounts for all situations that stray away from 'decent work', from labour market infringements and abuse, all the way to more severe forms of exploitation.

Licensed premises might be unwitting hosts to modern slavery in two ways:

1. Staff being recruited through unscrupulous means, leaving them trapped and/or indebted to a trafficker.
2. Victims and their traffickers visiting the establishment. Sexual exploitation and forced criminality would be the most common forms identified in this way.

25.4 Mitigating Exploitation Risks to Workers

- 25.5 Licensed premises should be aware of and meeting their obligations under all relevant legislation, including the Modern Slavery Act 2015, The Conduct of Employment Agencies and Employment Businesses Regulations 2003 and the National Minimum Wage Act 1998.
- 25.6 Examples of labour market infringements that have been known to be experienced by employees of licensed premises include: 1) Long hours, 2) insufficient pay (e.g. non-payment of minimum wage), 3) poor working conditions e.g. denial of sick pay and other entitlements, 4) bogus self-employment; and 5) control by an unscrupulous third-party agency.
- 25.7 Other examples of labour market infringements include: 1) Lack of personal protective equipment (PPE); 2) Few or no breaks; 3) Demeaning treatment; 4) Retention of identity documents or valuable possessions, 5) Restriction of movement or confinement to the workplace; and 6) Threat of denunciation to authorities (mainly illegal migrant workers).
- 25.8 There are also specific examples of practice that sometimes occur within licensed premises, which can create vulnerability and increase the risk of exploitation of drivers and office staff. In certain sectors, the use of fixed

pay, part-time and/or zero-hour contracts is a common practice, which can lead to underemployment or workers being paid below minimum wage. It is important that licensed premises owners and managers take account of their own anti-slavery policies and practices, as well as those of subcontractors and third-party agencies.

25.9 Owners and managers of licensed premises are responsible for ensuring that their employees' rights are upheld. A licence holder can work to prevent labour exploitation and modern slavery by taking steps to mitigate the risks of exploitation and undertaking effective due diligence. Steps to take include the following:

1. Promoting awareness of worker rights. Specifically, providing **every worker with a written contract** in a language they understand detailing working hours, pay/overtime rates, deductions (if any), holiday and sick pay entitlements and accommodation arrangements (if relevant)
2. Ensuring **clear reporting channels for grievances and whistleblowing** are clear and that workers are made aware of these procedures (see Section 25.14: Identification and Reporting)
3. **Conducting internal checks and checks of subcontractors** i.e. check payroll to ensure worker's wages are paid directly to them, that workers are being paid the national minimum wage at a minimum, and that no workers have paid any fees related to their recruitment. Also speak to workers directly.
4. Committing to **uphold high ethical standards**.
5. Ensuring that **all worker communications are translated** into the languages that make up the licensed premise's workforce. (For more information on how to undertake these steps, see the Modern Slavery SME Toolkit)
6. **Raising awareness of the signs of exploitation with workers**. It is important to ensure that any independent contractors (e.g. self-employed beauticians) are in fact agreeing to a fair contract and where work, fare and contract termination are agreed by both parties.

25.10 Third-Party Due Diligence

25.11 Before working with a third-party agency, licensed premise owners/managers should always check that:

- The company is **licensed to provide temporary labour** to the relevant sector of your business.
- The company's directors are **not listed on the Employment Agency Standards Inspectorate's list** of people that have been prohibited from running an employment agency/business due to past misconduct.
- The company only **subcontracts with a licensed premise's authorisation** and conducts their own due diligence on subcontractors when we give permission to subcontract.
- The company has a clear **commitment to not charging recruitment fees** and to covering the cost of recruitment when sourcing workers from overseas.
- The company has an **accessible and transparent reporting mechanism** that all workers can use to report concerns or issues.
- The company **provides information to their workers** on what optional services they offer, how much they cost, and how the workers can refuse or cancel them without penalty.

25.12 In the course of working with a third-party provider of employees, licensed premise owners and managers should periodically review a sample of employee key documents to ensure required labour standards are being met. Key documents to be reviewed could include:

1. **Payslips** (i.e. to check that the number of hours match operator records, that all workers are being paid at least the NMW, that optional services are clearly indicated, and that correct taxes and national insurance contributions are being paid);
2. **Right to work checks.**

25.13 Additionally, licensed premise owners and managers are encouraged to speak with all workers directly, on occasion, to ascertain if any labour market infringements have been made

25.14 Identification and Reporting

25.15 Staff at licensed premises can have the power to identify and report any exploitation they encounter, whether experienced by them, a colleague, a

customer, or a client. A licence holder may ensure awareness of modern slavery by:

- Provide **regular training** to all staff on the indicators of modern slavery and how to report concerns.
- Establishing **strong relationships with local police and victims service providers**, such as the national Modern Slavery and Exploitation Helpline (0800 0121 700), in advance of any incident.

25.16 Reporting Protocols

25.17 Having **clear and straightforward protocols** for when an incident is discovered is crucial to ensure that victims get appropriate support. Where employees identify a potential victim, they can follow a specific internal procedure in order to protect the safety of that individual.

25.18 The procedure should **1) not be overly complex, 2) should involve senior level staff and 3) should account for when reporting should go immediately to the police** (i.e. if certain indicators are met, if the potential victim is in immediate danger, if the potential victim is a child).

The Modern Slavery and Exploitation Helpline (0800 0121 700) can provide support to anyone who has a suspicion and would like some guidance on next steps, 24 hours a day.

26.0 Child Sexual Exploitation (CSE)

26.1 High-profile cases around the UK have acted to highlight the potential links between victims of child sexual exploitation and licensed premises. As licensing authorities have a statutory duty to ensure the protection of children from harm through the exercise of their licensing functions, it is important that licence-holders are aware of the potential for premises to be used by persons who are exploiting children for sexual purposes, and take appropriate measures to detect and discourage this.

26.2 Child sexual exploitation generally involves a young person being encouraged, coerced or forced into participating in a sexual relationship or activity by an adult. It frequently involves the victim being offered something in exchange for this, such as money, gifts, food, alcohol,

cigarettes, drugs, involvement in adult situations, or sometimes just attention. Victims may have been subject to a grooming process lasting for weeks, months or years.

26.3 There is no single model of sexual exploitation – different cases will all have different circumstances. Similarly victims can be very different. While some victims may have had troubled backgrounds, others may come from prosperous and loving families.

26.4 There are a number of indicators which may indicate possible child sexual exploitation. These include, but are not limited to:

- relationships which develop between a child and an adult;
- children accompanied by a group of unrelated adults;
- children regularly attending premises and meeting with a number of different adults, particularly if alcohol is being purchased for the child;
- children outside of licensed premises who develop relationships with adults, particularly if alcohol is being purchased for the child;
- children leaving the premises with unrelated adults, particularly with a group of adults;
- children looking uncomfortable in the company of or leaving the premises with adults, or groups of adults.

26.5 It must be stated that not every instance of the behaviours listed above will indicate exploitation, and many interactions between children and adults will be perfectly innocent. However, if staff at licensed premises have reasonable grounds for suspicion (for example, if the child does not appear to know the adults they are with, or appears distressed) then they should be urged to report this.

26.6 The Licensing Authority expects licence-holders and applicants for new licences to be aware of the possibility of child sexual exploitation taking place in or around licensed premises, and to adopt suitable protective measures to assist in the detection and reporting of incidents of this. These may include:

- inclusion of child sexual exploitation issues within training programs for new and existing staff,

- written management procedures for identifying and reporting suspicious behaviour to police,
- frequent monitoring of all areas of the premises and immediate vicinity, including external areas, to detect behaviours of the types listed above.

26.7 Hertfordshire Safeguarding Children Board, in conjunction with Hertfordshire Constabulary, has produced information packs¹⁶, containing further relevant guidance to the management and staff of licensed premises, and of hotels. The Licensing Authority strongly recommends that licensed premises use these packs to raise awareness of child sexual exploitation among staff, and to formulate protocols for reporting any suspect behaviour, observed by their staff.

27.0 Film classification

27.1 Premises which are licensed for the exhibition of films are required by a mandatory licence condition to restrict admission to screenings in accordance with any age recommendation made by a film classification body, or by the Licensing Authority. Where recommendations have been made by both bodies, and the Licensing Authority has notified licence-holders of this, the Licensing Authority's recommendation will take precedence.

27.2 For the purposes of sections 20 and 74 of the Act, the Licensing Authority recognises the British Board of Film Classification (BBFC) as the film classification body, and will specify this body within the licences and certificates it issues.

27.3 The Licensing Authority views as good practice the inclusion within publicity materials of age-related admission restrictions arising from recommendations made by the BBFC or Licensing Authority. In any event, licence-holders must take appropriate measures to verify the age of persons being admitted to films which are subjected to age restrictions.

27.4 Details of the applicable recommendation in respect of a particular film should be exhibited prior to the commencement of that film. In the case

¹⁶ <http://www.hertsdirect.org/services/healthsoc/childfam/childprotection/hertssafboard/childexplo/>

of a BBFC recommendation this may be displayed on screen for at least 5 seconds prior to the feature. Details of a Licensing Authority recommendation should be displayed at or near the entrance to the screening.

27.5 The Licensing Authority anticipates that the BBFC's recommendations will apply to the vast majority of films shown at licensed premises within the District. However in a small number of cases, the Licensing Authority may be called upon to exercise its powers and issue an overriding recommendation, which would only apply to licensed premises within the borough. Such situations can be approximately characterised in one of three groups:

- In cases where the Licensing Authority has concerns about a particular film, and has of its own volition made an alternate recommendation. This may allow admission of persons of a higher or lower age than the recommendation made by the BBFC, or in extreme circumstances may prevent the showing of a particular film. This power will be rarely, if ever, utilised.
- In cases where a film has not been classified by the BBFC. This is likely to be the case with small, local, independent films, or foreign films, where a wider UK release is not intended.
- In cases where the Licensing Authority is approached by a third party, asking the authority to override a recommendation made by the BBFC.

27.6 The third of these groups may include films intended to be shown at 'parent and baby' screenings, which have increased in popularity in recent years. The Act and Guidance are silent on the admission of babies to a film which is subject to an age-related recommendation – therefore on a strict interpretation of the Act, babies must be excluded from such screenings. The Licensing Authority is aware that some cinemas across the country have agreed schemes whereby the applicable Licensing Authority makes an alternate recommendation in respect of a specified film, expressly permitting the admission of babies and very young children to special screenings of that film with only parents of such children in attendance.

27.7 It is recommended that any premises considering the provision of such screenings contacts the Licensing Authority to discuss the proposals firstly. The authority will typically expect special provisions to be made for such screenings, including higher light levels and reduced sound levels, in order that parents can better ensure the safety of their children.

27.8 Issue of recommendations by the authority

27.9 When exercising powers under section 20 to issue an admission recommendation for a previously-unclassified film, it is proposed that the authority will adhere to the BBFC's Classification Guidelines (www.bbfc.co.uk), and where possible will issue a recommendation which is in accordance with one of the standard classification bands. This approach is preferred as audiences will be familiar with this particular classification scheme and the meaning of the 'certificates'.

27.10 In such circumstances, the authority will require the organiser of the exhibition to provide a copy of the film for classification purposes, or to arrange a viewing for representatives of the Licensing Authority.

27.11 Alternate recommendations for parent and baby Screening

27.12 Where the Licensing Authority receives a request to override an existing recommendation made by the BBFC, or has concerns of its own in respect of a particular film, in the first instance the authority shall have regard to the BBFC's original classification decision, and the BBFC Insight record which describes the content of the film that led to the classification decision. If satisfied that the content will not present any issues if viewed by children under 24 months of age, then the authority may agree to issue an alternate recommendation, consistent with the BBFC's original classification but including a specific exemption for accompanied children below 24 months of age, at screenings advertised and restricted to 'parent and baby' only. Issues will be assessed on a film-by-film basis, but it is anticipated that scenes of strong violence and gore, sex and strong threat will lead to greater concern around viewing by children of that age than strong language, mild nudity and discriminatory content will.

27.13 Where concerns exist based on the BBFC Insight record that a film may not be suitable for viewing by young children below 24 months of age, the authority may request that the cinema facilitates a viewing of the film in question to make a full assessment of this. No alternate recommendation would be issued unless the authority is satisfied that allowing young children below 24 months of age to be admitted will not lead to the child protection licensing objective being undermined.

28.0 Promotion of Equality

28.1 The Licensing Authority recognises that the Equality Act 2010 places a legal obligation on public authorities to have due regard to the need to eliminate unlawful discrimination, and to promote equality of opportunity and good relations between persons of different characteristics. The 2010 Act provides for a number of protected characteristics, as follows:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

28.2 The Licensing Authority expects that licensed premises will not discriminate against any person based solely on any of these characteristics – for example, refusing a person entry to a licensed premises on the basis of their race, gender or age.

28.3 The sole exception to this will be where such action is necessary to comply with legal requirements or licence conditions, particularly in respect of ensuring an individual's age in situations where licence-holders must restrict access to age-restricted goods or services to any person who is below the legal age for that good or service – for example, the sale of alcohol to under-18's, or admission of under 15's or under 18's to a film with a '15' or '18' certificate.

28.4 The Licensing Authority will also expect member's clubs to ensure that their membership rules do not result in discrimination against a person on the basis of a protected characteristic – for example, maintaining different membership classes for persons of different genders.

29.0 Other considerations

29.1 Licensed premises are subject to many statutory requirements including fire safety, trading standards, food hygiene, health and safety, and planning. These different regulatory systems will be properly separated as described in the Guidance.

29.2 In addition, section 17 of the Crime and Disorder Act 1998 requires the Council when exercising its functions to do all it reasonably can to prevent crime and disorder.

29.3 By consulting widely prior to this policy statement being published the Licensing Authority will endeavour to secure proper integration with local crime prevention, planning, transport, tourism and cultural strategies.

29.4 Applicants are encouraged to make themselves aware of any relevant planning and transportation policies, tourism and cultural strategies or local crime prevention strategies and to have taken these into account, where appropriate, when formulating their operating schedule.

29.5 There are a number of wider issues which may need to be given due consideration when dealing with applications. The Licensing Authority may, when appropriate, receive reports on:

- the needs of the local tourist economy;
- the cultural strategy for the area;
- the employment situation in the area and the need for new investment and employment opportunities where appropriate;
- planning considerations which might affect licensed premises

29.6 Live music, dance and theatre

- 29.7 The Licensing Authority will monitor the impact of its licensing decisions on the provision of regulated entertainment within the District, and particularly live music, dancing and plays.
- 29.8 Many events which consist solely of these activities will now fall outside of licensing requirements, following deregulation.
- 29.9 The Licensing Authority is aware of the Covenant on Economic, Social and Cultural Rights and the requirements of Article 15 which require that progressive measures be taken to ensure that everyone can participate in the cultural life of the community and enjoy the arts. Care will be taken to ensure that only appropriate, proportionate and reasonable licensing conditions are imposed on these events.
- 29.10 Account will be taken of the need to encourage and promote live music, dancing and theatre for the wider cultural benefit of the community as a whole. If representations are made concerning the potential for limited disturbance in a particular neighbourhood, the Licensing Authority's consideration will be balanced against the wider benefits to the community of these activities.
- 29.11 When attaching conditions the Licensing Authority will generally seek to avoid measures which might deter live music, dancing or theatre by imposing indirect costs of a substantial nature. However the Licensing Authority notes that on occasion it may have no choice but to impose such requirements in order to safeguard the licensing objectives – for example, requiring the installation of safety equipment to ensure the safety of persons attending an entertainment performance.

Appendix 1 - Consultation

Prior to starting the consultation on the proposed revision of the Statement of Licensing Policy the Licensing Authority engaged with or created a number of reference groups to seek views and influence the contents of the Policy.

These included:

- A cross party Member reference group made up of East Herts Councillor's
- Responsible authorities group
- Licence holders group
- Hertford at Night group

All members of the Community Safety Partnership (CSP) and the Safety Advisory Group (SAG) were invited to attend meetings or share their opinions and concerns in other ways.

The draft revised Policy, which was formulated following the engagement detailed above, was put before the Member reference group for any additional comments, amendments or questions before the public consultation started.

The consultation on this Statement of Licensing Policy was open to the public and has been widely publicised. Anyone who wanted to make comment was welcome to do so during the 4 week consultation. Below is a list of individuals, organisations and / or representatives directly consulted in the preparation of the Licensing Policy. The list is not exhaustive but gives a good indication of the scope of the consultation exercise.

- The responsible authorities designated under the Licensing Act 2003
- Holders of existing premises licences and club premises certificates issued by the Licensing Authority
- Representatives of residents associations in the area
- East Herts Councillors
- Town Councils
- Parish Councils
- Town Centre Management Boards
- Community Voice
- Youth Council
- Hertfordshire County Council
- British transport police
- Public transport providers
- Neighbouring Local Authorities
- Licensed Victuallers Association
- Chamber of Commerce

- Local Pubwatch groups
- Local Community Safety Partnership
- Hertfordshire Environmental Forum
- Hertfordshire Local Enterprise Partnership (LEP)
- Federation of Small Businesses
- Solicitors and agents that have previously submitted applications
- Spectrum Drug & Alcohol Services
- East Herts Licensed Taxi Trade
- Community Safety Partnership (CSP)
- Safety Advisory Group (SAG)

Appendix 2 - Glossary of Terms

These definitions are provided to aid understanding of the policy by residents and applicants. They do not replace the meaning given to the terms in the Act or the statutory guidance. Reference should therefore be made to these publications to clarify any of these terms for legal purposes.

Alcohol includes spirits, wine, beer, cider, or any other fermented, distilled, or spirituous liquor of or exceeding 0.5% alcoholic strength at the time of sale.

Club Premises or Qualifying Clubs can supply alcohol to members or guests and can provide regulated entertainment. These clubs must comply with general and specific conditions in relation to size, membership and the nature of their operations.

Designated Premises Supervisor (DPS) is a personal licence holder who is specified on the premises licence so that it can authorise the sale of alcohol. This may be any person with a personal licence.

Guidance means the guidance to Licensing authorities published by the Secretary of state under section 182 of the Licensing Act 2003.

Licensing Authority means East Herts Council.

Licensing Committee is a committee of 10 to 15 councillors, appointed by the Council.

Licensing Sub-Committee is a committee of at least two but usually three councillors, appointed from the licensing committee to whom the functions of the licensing committee can be delegated under the Act.

Personal Licence - permits individuals to supply, or to authorise the supply of alcohol. The licensing of individuals separately from the licensing of premises allows the movement of personal licence holders from one premise to another, allowing greater flexibility. It ends the outdated regime where publicans are tied by licence to the premises they manage.

Regulated Entertainment is entertainment that is provided to the public, or exclusively to members of a qualifying club and their guests, or entertainment provided for profit/personal gain.

Representations are objections or comments, against an application and can be made by responsible authorities (e.g. police) or other persons (e.g. residents). They must be made in writing and will only be relevant if they relate to the likely effect of the grant of the licence on the promotion if at least one of the licensing objectives. Representations by other parties will not be relevant if they are considered by the licensing authority to be frivolous (i.e. not serious) or vexatious (i.e. arising out of unrelated disputes).

Temporary Events Notice, used for relatively small-scale events held in or on any premises involving licensable activity and no more than 499 people at any one time (including staff & performers).

“the Act” means the Licensing Act 2003.

Appendix 3 – Useful resources

The links below were accurate at the time of publication of the Policy

Age verification

No ID No Sale campaign - www.noidnosale.org

Alcohol awareness

Drinkaware - www.drinkaware.co.uk

Alcohol promotions

Code of Practice of the Naming, Packaging and Promotion of Alcoholic Drinks (Portman Group) - www.portmangroup.org.uk

Child sexual exploitation

Operation HALO (Hertfordshire Constabulary) - <https://www.herts.police.uk/Information-and-services/Advice/Child-sexual-exploitation/Halo>

Say Something If You See Something resources (Hertfordshire Safeguarding Children's Board) - www.hertsdirect.org/services/healthsoc/childfam/childprotection/hertssafboard/childexplo/

Counter-terrorism

Protecting Crowded Places from Terrorism (National Counter-Terrorism Security Office) - www.gov.uk/government/collections/crowded-places

Crowd safety

Managing Crowds Safely: a guide for organisers at events and venues (HSE Publications) - www.hse.gov.uk

Film classification

Classification guidelines (British Board of Film Classification) - www.bbfc.co.uk

Fire safety

Fire safety advice documents (Department for Communities and Local Government) - www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents

Hertfordshire Fire & Rescue Service - [Guidance for Event Organisers - Fire Protection \(hertfordshire.gov.uk\)](http://www.hertfordshire.gov.uk/Guidance-for-Event-Organisers-Fire-Protection)

Modern Slavery

- The Modern Slavery Helpline (0800 0121 700) can provide support to anyone who has a suspicion and would like some guidance on next steps, 24 hours a day.
- Blueprint training (<http://www.shivafoundation.org.uk/blueprint/training/>)
- Indicator list (http://www.shivafoundation.org.uk/blueprintdocs/18_SF_SSB_Sec05_Indicator-List.pdf)
- Example policies (<http://www.shivafoundation.org.uk/blueprint/policies-and-practices/>)

Noise control

Guidelines on Community Noise (World Health Organisation) - www.who.int

Effective Management of Noise from Licensed Premises (British Beer and Pub Association) –

www.beerandpub.com

Code of Practice on Environmental Noise Control at Concerts (Noise Council) –

www.cieh.org

Outdoor events

The Purple Guide to Health, Safety and Welfare at music and other events - www.thepurpleguide.co.uk (subscription required)

The 'Can Do' guide to Organising a Voluntary Event (Cabinet Office) - www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events

East Herts Safety Advisory Group (SAG) -

<https://www.eastherts.gov.uk/community-wellbeing/community-events>

Revised guidance issued under section 182 of the Licensing Act 2003 -

<https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>

Security and CCTV

Security Industry Authority website - www.sia.homeoffice.gov.uk

Surveillance Camera Code of Practice (Surveillance Camera Commissioner) - www.gov.uk/government/publications/surveillance-camera-code-of-practice

Appendix 4 – Contact details

Licensing
East Herts Council
Wallfields
Pegs Lane
Hertford
Hertfordshire
SG13 8EQ

Phone:
01279 655261

Emails:
(General enquiry): community.protection@eastherts.gov.uk
(Complaint): licensing.enforcement@eastherts.gov.uk

Website:
www.eastherts.gov.uk

Many applications can be made online by following the links on the relevant webpages: <https://www.eastherts.gov.uk/licences-registration/alcohol-entertainment-late-night-refreshment>

Please note that, due to the complexity of the legislation that governs these activities, we can only give basic advice about which activities do and do not require authorisation, and about application processes.

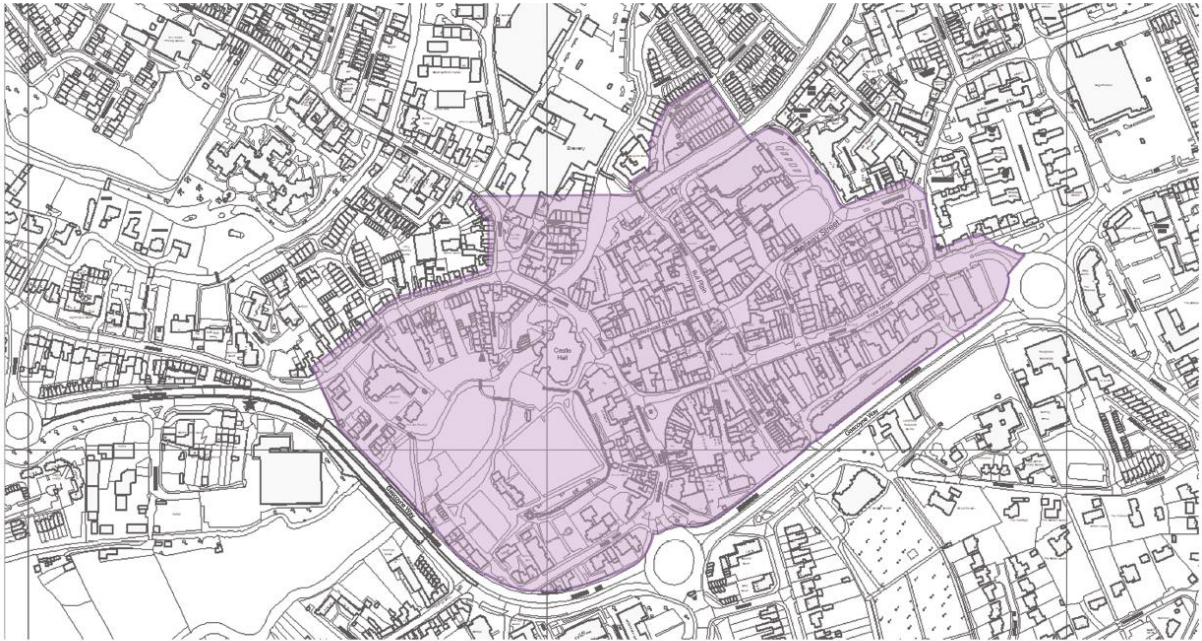
If you are unsure as to the legality of a particular activity, or require more detailed information or advice than we are able to offer, we recommend that you consult an independent specialist advisor or a legal representative.

Responsible authority contact details:
https://cdn-eastherts.onwebcurl.com/s3fs-public/documents/Responsbile_Authorities.pdf

Appendix 5 – Town Centres

Below are maps showing the location for the ‘Town Centres’ as defined within this Policy. If you are unsure whether your premises or application will fall within any of these areas or the implications if it does then please contact the Licensing Team for confirmation.

Hertford Town Centre (Sensitive Licensing Area)



East Herts Council
Wallfields
Pegs Lane
Hertford
SG13 8EQ
Tel: 01279 655261



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Bishop's Stortford Town Centre



East Herts Council
Wallfields
Pegs Lane
Hortford
SG13 8EQ
Tel: 01279 655261

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Ware Town Centre



East Herts Council
Wallfields
Pegs Lane
Hertford
SG13 8EQ
Tel: 01279 655261

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When deciding to grant or vary a premises licence under the Licensing Act 2003, we must do so subject to conditions which we consider are appropriate for the promotion of the licensing objectives.

In carrying out our licensing functions we must have regard to Guidance issued under the Act by the Secretary of State. Current Guidance frequently references types of conditions which relate to the four licensing objectives and which may be considered appropriate in particular circumstances but does not provide an exhaustive list. The Guidance states however, that it is important that conditions should not be applied universally and treated as standard conditions irrespective of circumstances. Under no circumstances should we regard this pool of conditions as standard conditions to be automatically imposed in all cases.

Conditions which are appropriate to promote the licensing objectives should emerge initially from the prospective licence holders risk assessment and be translated to form part of the operating schedule for the premises. This pool of model conditions has been produced to assist prospective licence holders where they consider that they would promote the licensing objectives in the circumstances of their application.

Once an application has been made, the Police, Environmental Health, other responsible authorities, and other parties are encouraged to engage with the applicant if they are considering making a representation to the application. This pool of model conditions will also assist these parties in identifying possible measures that could be suggested to mitigate their concerns.

This conditions contained within this document should not be considered an exhaustive list of conditions which may be included on a licence or certificate. It does not restrict any applicant, responsible authority, or interested party from proposing any alternative conditions, nor would it restrict a Licensing Sub-Committee from imposing any reasonable condition on a licence it considers appropriate for the promotion of the licensing objectives.

Where appropriate, conditions should specify who is responsible for its implementation and should state, for example, "The premises licence holder shall..." or "The designated premises supervisor will...".

For ease, the conditions have been split into themes, as follows:

1. Provision of CCTV
2. Staffing

3. Glassware
4. Door Supervisors
5. Admission, queuing and identification systems
6. Entertainment and noise
7. Sale and supply of alcohol
8. Outside areas and seating
9. Rubbish and litter
10. Policies, procedures and record keeping
11. Construction and use of the premises
12. Under 18s
13. Deliveries
14. Advertising
15. Town centre taxi marshals
16. Festivals and music events
17. For premises that are delivery only operating late at night

The conditions will be updated as required and the current version published on www.eastherts.gov.uk.

Comments on the content and use of the model conditions are welcomed. Please contact the licensing team on 01279 655261 or email community.protection@eastherts.gov.uk.

Key: The second column in the table that follows indicates the types of premises to which the condition in the third column might be of most relevance.

A	Restaurants
B	Public house, wine bar, Café-bar or other drinking establishment
C	Café
D	Hotel bars
E	Night-clubs (including SEV)
F	Off-licences
G	Pavement licences
H	Qualifying clubs
I	Take-aways (Food)
J	Other entertainment venues
K	Public house, wine bar, Café-bar or other drinking establishment within a Town Centre
L	Alcohol delivery service / Online distributors of alcohol
M	Festivals and Other outdoor events
O	Moveable vessel and structure

1. Provision of CCTV

Number	Applicable to premises	Condition
1.1	B, D, E, F J and K	The premises shall install and maintain a CCTV system. All entry, exit and point of sale areas will be covered by the cameras, and the images shall enable frontal identification of every person entering in any light condition. The system shall continually record whilst the premises is open for licensable activities and during all times when staff and customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available to a Police officer or an authorised officer of the licensing authority upon request throughout the preceding 31 day period, providing that such requests are in connection with the prevention or detection of crime.
1.2	B, D, E, F J and K	A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public. This staff member shall be able to show a Police officer or an authorised officer of the licensing authority data or footage upon request.
1.3	B, D, E, F J and K	The premises shall keep a suitable store of necessary recording media (such as DVD's, SD cards, cloud based systems or similar) to enable footage to be recorded from the CCTV system and provided to an authorised officer of the licensing authority or Police officer upon demand.
1.4	ALL	All faults/defects in the CCTV system must be reported to Hertfordshire Constabulary within one day of the fault being discovered. The notification must be made to the Hertfordshire Constabulary non-emergency telephone number of 101 and a log number obtained from the Police and recorded in the premises' incident book. The Police Licensing Unit must also be notified as soon as reasonably practicable.
1.5	ALL	All faults with the CCTV system shall be repaired as soon as possible and in any case within two working days after which time, if the system is still inoperative no licensable activities shall take place without the agreement of the Police Licensing Unit and the licensing authority until the fault is rectified.

1. Provision of CCTV

1.6	ALL	A monitor on which CCTV pictures can be displayed will be installed in the reception area.
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2. Staffing

Number	Applicable to premises	Condition
2.1	A,B,C,D,E F, J, K and M	There shall be a personal licence holder on duty on the premises at all times when the premises are authorised to sell alcohol.
2.2	B, E & J	A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents in the vicinity.
2.3	E	An attendant shall be on duty in the cloakroom during the whole time that it is in use.
2.4	K	A Pubwatch radio must be made available for use by staff trained in its use at all times the premises are open to the public. The radio will be kept in good working order, monitored by a responsible member of staff, and used to report incidents of crime and disorder to the CCTV control room or to the Police. The radio must be carried by the person responsible for its use.
2.5	ALL except I & J	The designated premises supervisor shall attend and pass a formal training course on avoiding underage sales and provide evidence of attendance if requested.
2.6	F	The premises licence holder shall ensure that all tills in operation at the premises automatically provide age-related prompts to staff to check the age of the buyer when alcoholic products are passed through the till, or entered onto the till, for sale.
2.7	F and L	In addition to any other training, the premises licence holder shall ensure all staff are trained to prevent underage sales, to maintain the refusals book, enter sales correct on the tills so the prompts show when appropriate, and monitor staff to ensure their training is put into practise.
2.8	B, J, K and M	The premises licence holder shall ensure that at all times when the public are present on the licensed premises there is at least

2. Staffing

		<p>one competent person able to administer First Aid, also that an adequate and appropriate supply of First Aid equipment and materials is available on the premises. A record of the provision of any First Aid treatment shall be taken and maintained at the premises. This record must include:</p> <ul style="list-style-type: none"> • the name of any person who was treated, or a description of the person if they are unable to communicate • the date and time of the treatment • the person providing the treatment • a description of the injury or ailment which requires treatment • details of the treatment provided, and • whether any emergency services were called to provide assistance
2.9	B & E	At least one First Aider trained to deal with problems associated with alcohol and drugs will be on duty when the premises are open for licensable activities.
2.10	K	<p>1) The Designated Premises Supervisor must be employed at the premises and be responsible for its day to day management. When the DPS is away from the Premises – for example on holiday – a nominated deputy who holds a personal licence and whose details have been provided in writing to the Police Licensing Unit in advance shall fulfil this role.</p> <p>(2) The designated premises supervisor (or nominated deputy as defined above) is to be responsible for the bookings of all “significant events” at the Premises (as defined in condition 6.9)</p>
2.11	B, C, D, E, F, H, K	The premises licence holder shall ensure that all staff and licensed door supervisors receive training on checking customer identification, and in not serving those under the influence of alcohol and drugs. Records of such training shall be maintained at the premises and made available to a Police officer or an authorised officer of the licensing authority upon request.
2.12	E & K	All customers, promoters, performers, artists and DJ's must be searched prior to entry to a “significant event” (as defined in condition 6.9). The search must include (but is not limited to) the use of a metal search arch or use of a metal detecting wand, the searching of bags, and a full pat down search of each person with removal of jackets or coats.

3. Glassware

Number	Applicable to premises	Condition
3.1	B, E and K	No drinks shall be served in glass containers at any time.
3.2	B, C, D, E and K	Alcohol is to be served in polycarbonate, plastic or shatter-proof glasses [on specified days or events] [when notified in writing at least 28 days in advance by the Police Licensing Unit].
3.3	B, E and K	The designated premises supervisor shall ensure that tables are cleared of all bottles and glasses [on a regular basis][at least once every 60 minutes] during trading hours to avoid an accumulation of glassware.
3.4	B, E and K	A number of bottle bins shall be provided in designated places as agreed in writing with the Police Licensing Unit and/or an authorised officer of the licensing authority
3.5	K	No glass drinking vessels or containers (including bottles) of any sort may be provided to, or used by, customers on the premises unless agreed in writing with the Police Licensing Unit and the licensing authority.

4. Door supervisors

Number	Applicable to premises	Condition
4.1	B, D, E, I, J and K	A minimum of (X) SIA licensed door supervisors shall be on duty at the premises at all times whilst it is open for business.
4.2	B, D, E, I, J and K	At least (X) SIA licensed door supervisors shall be on duty at the entrance of the premises at all times whilst it is open for business.
4.3	B, E, J and K	All licensed door supervisors and staff engaged outside the entrance to the premises, or supervising or controlling queues, shall wear high visibility jackets or vests of a type which is compliant with the requirements of the current British Standard (BS EN 471).
4.4	B, D, E, J and K	Other than searches of pockets, bags and outer clothing, no door supervisor may search a customer of the opposite sex.

4. Door supervisors

4.5	B, C, D, E and K	The Designated Premises Supervisor shall ensure there is a ratio of at least 1 door supervisor licensed by the Security Industry Authority for every 75 customers on duty at the premises at all times licensable activities are taking place (unless authorised by Police Licensing Unit otherwise in writing for a particular event).
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5. Admission, queuing and identification systems

Number	Applicable to premises	Condition
5.1	E	No patrons shall be admitted or re-admitted to the premises after (insert time) unless they have passed through a metal detecting search arch and, if the search arch is activated or at the discretion of staff, then physically searched in accordance with a procedure agreed with the Police Licensing Unit, which will include a 'pat down search' and a full bag search.
5.2	B & E	All persons entering or re-entering the premises shall be searched by an SIA trained member of staff.
5.3	B, E & J	The designated queuing area shall be enclosed within appropriate barriers to ensure that the footway is kept clear.
5.4	B & E	There shall be no admittance or re-admittance to the premises after (insert time) hours.
5.5	B & E	Patrons permitted to temporarily leave and then re-enter the premises shall be limited to (XX) persons at any one time.
5.6	B, E, I & J	The premises licence holder or designated premises supervisor shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by licensed door supervisors so as to ensure that there is no public nuisance or obstruction to the public highway.
5.7	B, E, I & J	The number of persons permitted in the premises at any one time (including staff) shall not exceed (X) persons, and such number shall be prominently displayed by each entrance to the premises. The premises licence holder or designated premises supervisor shall ensure a suitable method of calculating the number of people present during licensable activities is in place and the results are securely recorded in a log-book for a period of at least 12 months.

5. Admission, queuing and identification systems

5.8	E	There shall be no payment made by or on behalf of the licence holder to any person for bringing customers to the premises.
5.9	D	In relation to the <i>specified function room</i> there shall be no admission after midnight other than to (1) residents of the hotel and their bona fide guests, or (2) persons attending the pre-booked function.
5.10	B, D & E	All functions in the <i>specified function room</i> shall be pre-booked or ticketed events.
5.11	B & E	No person who is subject of a court banning order or who is restricted access through a Pubwatch scheme will be allowed in the premises providing that the details of the person have been provided to the premises by the licensing authority or Hertfordshire Constabulary.
5.12	B & E	Any customer who behaves inappropriately will be barred from the premises and their details passed to Pubwatch.
5.13	E & H	The rules of admission to the premises shall be clearly and prominently displayed at each entrance to the Premises.
5.14	E	A clearly visible notice shall be placed at each entrance to the premises advising those attending that it is a condition of entry that customers agree to being searched and that the Police will be informed if anyone is found in possession of controlled substances or weapons.
5.15	B & E	An identification recognition system will be installed and used whilst the premises are open and fully maintained, and records made by the system retained for 31 days in a format to be made available to a Police officer on request
5.16	K	(1) The Premises must employ the Scannet electronic identification system (or an alternative electronic identification system if agreed in writing with the Police Licensing Unit in advance). All customers must have their identity verified using the system before entry, except at times agreed in advance in writing by the Police Licensing Unit. (2) Any faults with the electronic identification system shall be repaired as soon as possible and in any case within two working days after which time, if the system is still inoperative no licensable activities shall take place until the fault is rectified or an alternative system agreed with the Police Licensing Unit.

5. Admission, queuing and identification systems

		<p>(3) The premises licence holder must ensure that all data recorded on the Scannet (or alternative electronic identification) system is kept for at least 31 days and not deleted during that period.</p> <p>(4) Data recorded by the Scannet (or alternative electronic identification) system shall be made immediately available upon request by a Police officer providing that such request is in connection with the prevention or detection of crime.</p>
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6. Entertainment and noise

Number	Applicable to premises	Condition
6.1	B, E, H & J	A sound limiting device located in a separate and remote lockable cabinet from the volume control shall be fitted to any music amplification system and set so that no amplified noise shall be louder than XX dB(A)LAEQ (5 mins) when measured at point X on the agreed plan [at any time between XXXX hours and XXXX hours].
6.2	B, E, H & J	The operational panel of the noise limiter shall then be secured to the satisfaction of an Environmental Health Officer or Licensing Authority authorised officer from East Herts Council. The keys securing the noise limiter cabinet shall be held by the licence holder or authorised manager only, and shall not be accessed by any other person. The limiter shall not be altered without prior agreement of an Environmental Health Officer from East Herts Council.
6.3	ALL	Music amplification systems shall not be located in the entrance lobby or outside the premises building. Music amplification systems must not be directed outwards towards any street or installed externally to the Premises
6.4	B, E, H & J	All windows and external doors shall be kept closed between XXXX hours and XXXX hours, or at any time when regulated

6. Entertainment and noise		
		entertainment takes place, except for the immediate access and egress of persons.
6.5	A, B, C, D, H, I & J	Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and leave the area quietly.
6.6	B, E & J	<p>Any special effects or mechanical installations shall be arranged and stored so as to minimise any risk to the safety of those using the premises. The following special effects will only be used on 10 days prior notice being given to the licensing authority where consent has not previously been given.</p> <ul style="list-style-type: none"> • dry ice and cryogenic fog • smoke machines and fog generators • pyrotechnics including fire works • firearms • lasers • explosives and highly flammable substances. • real flame. • strobe lighting.
6.7	E	The XX area shall be designated as a “chill-out” area whilst music and dancing are permitted on the premises which shall include adequate ventilation or fresh air; ready access to free drinking water; suitable seating accommodation; and access to First Aid facilities.
6.8	B, F and K	28 days’ notice shall be given to the Police Licensing Unit of any events held which are organised by an outside promoter, including full details of the nature of the event and of the promoter, artists, DJs and MCs.
6.9	K	<p>(1) At least 14 days before any “significant event” is held at the Premises, the premises licence holder or Designated Premises Supervisor must serve on the Police Licensing Unit a Hertfordshire Constabulary approved Risk Assessment Form.</p> <p>(2) A “significant event” is an event that is:</p> <p>(a) promoted / advertised to the public at any time before the event, and</p> <p>(b) predominantly features “DJs” or “MCs” performing to a recorded backing track, and</p> <p>(c) is provided between the hours of 10pm and 4am.</p>

6. Entertainment and noise

6.10	A, B, C, D, I and K	On Monday to Saturday, the provision of late night refreshment which is available to take-away from the premises shall only be permitted between 23:00 and XXXX . On Sunday, the provision of late night refreshment which is available to take-away from the premises shall only be permitted between 23:00 and XXXX . Customers who have purchased late night refreshment to take-away must vacate the premises 15 minutes after the end of take-away service hours as permitted by this condition.
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7. Sale and supply of alcohol

Number	Applicable to premises	Condition
7.1	F	All sales of alcohol for consumption off the premises shall be in sealed containers only, and shall not be consumed on the premises.
7.2	F	Outside of the hours authorised for the sale of alcohol, all alcohol within the trading area is to be secured behind locked grills/screens or secured behind locked cabinet doors to the satisfaction of the Police Licensing Unit or the licensing authority.
7.3	F	No super-strength beer, lagers or ciders of 5.5% ABV (alcohol by volume) or above shall be sold at the premises.
7.4	F	No single cans or bottles of beer or cider shall be sold at the premises.
7.5	F	No sales of miniature or quarter bottles of spirits of any kind shall be permitted.
7.6	F	No more than (XX) % of the sales area to be used at any one time for the sale, exposure for sale, or display of alcohol.
7.7	F	There shall be no self-service of spirits on the premises.
7.8	F	Prominent signage indicating the permitted hours for the sale of alcohol shall be displayed so as to be visible before entering the premises, where alcohol is on public display, and at the point of sale.
7.9	A & I	Sales of alcohol for consumption off the premises shall only be supplied with, and ancillary to, a substantial take-away meal.
7.10	A & C	The supply of alcohol at the premises shall only be to a person seated taking a table meal there and for consumption by such a

7. Sale and supply of alcohol		
		person as ancillary to their meal.
7.11	A, B & C	The sale of alcohol shall only be by waiter service to seated customers, and there shall be no sales of alcohol at the bar.
7.12	B & E	Substantial food and non-intoxicating beverages, including drinking water, shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises during the periods when alcohol is authorised for sale. Note: there is no definition of substantial but provided food by way of table service would be appropriate
7.13	D	With the exception of residents and their bona fide guests, no alcohol shall be consumed more than 30 minutes after the permitted hour for the supply of alcohol.
7.14	B, D, F & H	Clearly visible signage is to be displayed at the entrances and at points of sale indicating it is illegal to sell alcohol to people under the age of 18.
7.15	L	The Premises Licence holder shall ensure that no members of the public shall be admitted to the premises. All orders for alcohol shall only be accepted if they are made remotely.
7.16	L	The premises licence holder or designated premises supervisor shall ensure that orders for alcohol are dispatched to bona fide addresses only.
7.17	L	The premises licence holder shall advertise their age verification policy and inform customers before the sale is completed that age and identity verification may be required at delivery in accordance with the premises licence holder's age verification policy.

8. Outside areas and seating		
Number	Applicable to premises	Condition
8.1	A, B, C & G	Alcohol consumed outside the premises building shall only be consumed by patrons seated at tables within an area owned or leased by the premises, or within an area licensed by a pavement licence.
8.2	A, B, C & G	Outside tables and chairs [in the beer garden] shall be rendered unusable by XX hours each day.
8.3	A, B, C & G	All tables and chairs [in the beer garden] shall be removed from

8. Outside areas and seating

		the outside area by XXXX hours each day.
8.4	B, E & J	Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.
8.5	A, B, C, D & E	The Licensee shall make arrangements to ensure so far as is reasonably practicable that no customers shall be permitted to remove from the Premises any open bottles, glasses or foodstuff for consumption or disposal outside the Premises.
8.6	A, B, C, D, E, H & J	Customers will not be permitted to drink outside the premises save for in any seated area authorised under a pavement licence.
8.7	B, C, D, E, J, K	<p>(1) No more than XX customers are permitted in the outside [smoking] area at any one time (unless a different number is agreed in writing in advance with the Police Licensing Unit in consultation with an Environmental Health Officer from East Herts Council).</p> <p>(2) At least XX door supervisors must monitor the smoking area in person when the Premises is open for licensable activities (unless a different number or ratio of licensed door supervisors to customers is agreed in writing in advance with the Police Licensing Unit).</p> <p>(3) The Designated Premises Supervisor shall ensure that at all “significant events” (as defined in condition 6.9) at least XX licensed door supervisors are tasked with specific responsibility for marshalling the public areas of the Premises to detect and deter the use of illegal drugs.</p> <p>(4) The structure and control of the smoking area (including walls, fences, barriers, lighting and CCTV cameras) is to be of a type and design approved in writing by the Planning Authority.</p> <p>(5) No customers shall be permitted to take food or drink into the smoking area.</p>

9. Rubbish and litter

Number	Applicable	Condition
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9. Rubbish and litter

	to premises	
9.1	ALL	No rubbish, including bottles, shall be disposed of in outside receptacles or outside areas between XXXX hours and XXXX hours.
9.2	ALL	The pavement from the building line to the kerb edge immediately outside the premises, including gutter/channel at its junction with the kerb edge or XX metres from the premises (to be specified where the highway boundary is a significant distance from the front of the premises), shall be swept and or washed to keep it free from all litter and other deposits occurring as part of the business. This is to be done at regular intervals of XX hours between XXXX and XXXX hours and a log of cleaning kept for 3 months. Any Litter and sweepings collected must be stored in accordance with the approved refuse storage arrangements.
9.3	A, B & E	No glass waste including bottles shall be handled externally after (insert time) with the exception of the collection of empty glasses and bottles from outside drinking/smoking areas and streets in the vicinity of the premises
9.4	ALL	All litter to include discarded flyers, cigarettes, fast food packaging and any other litter, whether caused by the venue or not, shall be cleaned from an area of XX metres in all directions from the front of the Premises at regular intervals of (insert time) hours. All waste collected is to be disposed by the Premises of as trade waste. The details of all cleaning undertaken under this condition are to be recorded and maintained at the premises for 12 months.
9.5	ALL	Flame retardant ashtrays will be available in the smoking area during the times the premises are open and taken away when the premises are closed

10. Policies, procedures and record keeping

Number	Applicable to premises	Condition
10.1	B, E & F	A log (which may be electronically recorded) shall be kept detailing all refused sales of alcohol. The log should include the

10. Policies, procedures and record keeping

		date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised officer of the licensing authority at all times whilst the premises is open.
10.2	B, E & J	<p>An incident log shall be kept at the premises for at least 12 months, and made available on request to an authorised officer of the licensing authority or the Police Licensing Unit, which will record the following:</p> <ul style="list-style-type: none"> (a) all crimes reported to the venue, or by the venue to the Police (b) all ejections of patrons (c) any complaints received (d) any incidents of disorder (e) seizures of drugs, offensive weapons, fraudulent ID or other items (f) any failures or faults in the CCTV system or searching equipment or scanning equipment (g) any refusal of the sale of alcohol (h) any visit by a responsible authority or emergency service (i) the times on duty, and the licence number, of all licensed door supervisors employed by the premises. (j) assaults or other injuries whether or not police or medical assistance is required (k) all times when CCTV and electronic identification system records have been supplied to Police and licensing authority officers (l) records of reasonable requests from authorised officers in accordance with condition [110].
10.3	B, E & J	There shall be a dispersal policy for the premises agreed with the Police Licensing Unit and approved by an authorised officer of the licensing authority.
10.4	B, E & F	There shall be a policy agreed with the Police Licensing Unit and approved by an authorised officer of the licensing authority for the premises on the handling of fraudulent identification used to obtain the sale of alcohol.
10.5	B, E & J	There shall be a policy agreed with the Police Licensing Unit and approved by an authorised officer of the licensing authority for the premises relating to illegal drugs found on persons or on the premises
10.6	B, E & J	There shall be a policy agreed with the Police Licensing Unit and approved by an authorised officer of the licensing authority for

10. Policies, procedures and record keeping		
		the premises relating to any unlawful weapons being used by customers.
10.7	ALL	The premises will demonstrate a written policy on the training of all staff regardless of their role in the prevention and reporting of exploitation of vulnerable persons.
10.8	B, C, D, E, H, K	The Designated Premises Supervisor shall be responsible for implementing a dispersal management plan agreed (and revised from time to time) with the Police Licensing Unit and the licensing authority. They will also ensure that licensed door supervisors remain on duty outside the premises for 30 minutes after the premises close to assist with dispersal of persons from the premises and the vicinity of the premises.
10.9	B, C, D, E, H, K	The Designated Premises Supervisor shall maintain a register/log of licensed door supervisors indicating the number of licensed door supervisors on duty, their identity, contact details including addresses and phone numbers and the times they were on duty. A copy should be available immediately upon request to the Police Licensing Unit or an authorised officer of the licensing authority.
10.10	ALL	All assaults resulting in physical injury to a customer or member of staff must be reported immediately to the Police contact centre (999 or 101 telephone numbers).
10.11	B, C, D, E, H, J, & K	Any person found with illegal drugs must be reported to the Police immediately via 101 or 999 (depending on the circumstances).
10.12	B, C, D, E, H, J, & K	The Premises Licence Holder and Designated Premises Supervisor are to co-operate with pre-arranged Police operations involving the searching of customers at entry for weapons and drugs.
10.13	B, C, D, E, H, J, & K	Whilst licensable activities are taking place, the toilets at the premises must be checked at least hourly for illegal drug use or supply. A written log of all checks must be kept at the premises for at 31 days and made available for immediate inspection on the request of the Police Licensing Unit or an authorised officer of the licensing authority.
10.14	ALL	The Premises must implement a "Challenge 25" policy whereby all customers who appear to be under 25 must produce photographic identification in the form of a passport, driving licence or Proof of Age Scheme (P.A.S.S) approved identification

10. Policies, procedures and record keeping

		before being allowed to enter the Premises whilst licensable activities are taking place.
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11. Construction and use of the premises

Number	Applicable to premises	Condition
11.1	ALL	The Licence [or Club Premises Certificate] will have no effect until the Licensing Authority are satisfied that the premises is constructed or altered in accordance with the appropriate provisions of the District Surveyor's Association – Technical Standards for Places of Entertainment and the reasonable requirements of the relevant responsible authorities, at which time this condition will be removed from the Licence [Certificate].
11.2	F & I	The premises will have an [intruder] [panic] alarm installed to the satisfaction of the Police Licensing Unit, such alarm to be properly maintained and regularly tested and staff trained in its use.
11.3	ALL	The Premises Licence Holder will arrange for a crime prevention audit to be conducted by Hertfordshire Constabulary and/or an authorised officer of the Licensing Authority, and the recommendations of the audit to be implemented within XXXX months.
11.4	B, D, E & H	Kegs, bottles, barrels, crates and other similar items are to be securely stored.

12. Under 18s

Number	Applicable to premises	Condition
12.1	B, E & J	Entry by children under the age of 18 to [the premises] [a specified part of the premises] is prohibited whilst the following licensable activities take place: [list activities]
12.2	B, E & J	Entry by children under the age of 18 to [the premises] [a specified part of the premises] is prohibited between XXXX

12. Under 18s		
		hours and XXXX hours.
12.3	B, E & J	Entry by children under the age of XX to [the premises] [a specified part of the premises] is prohibited unless accompanied by an adult over the age of 18.
12.4	B, E & J	No events solely for those under 18 will be permitted on the premises.
12.5	E & J	The Premises Licence Holder or designated premises supervisor must ensure that there is a minimum of one member of staff on duty for every fifty children in the Premises at any one time to assist in the evacuation of children in an emergency. Such numbers of staff may include Licensed Door Supervisors.
12.6	E & J	The Premises Licence Holder or designated premises supervisor shall ensure that adequate arrangements, including transport, are implemented for ensuring the well-being of children at the conclusion of any regulated entertainment under this licence.
12.7	E & J	The Premises Licence Holder or designated premises supervisor shall ensure that adequate arrangements are implemented to prevent the consumption of alcohol or unlawful substances, or the carrying of any offensive items, on the premises by children.

13. Deliveries		
Number	Applicable to premises	Condition
13.1	ALL	All deliveries to the premises must be made via the entrance marked on the premises plan.
13.2	ALL	No deliveries may be made to the premises between XXXX hours and XXXX hours.

14. Advertising		
Number	Applicable to premises	Condition
14.1	ALL	No licensable activities shall be advertised by posters, stickers, banners or other printed means which are displayed to the public or at any other premises or other location except for the licensed premises. This condition does not exclude the handling

14. Advertising

		out of leaflets by a distributor acting under the authority of a consent to distribute printed matter which has been issued by East Herts Council, but does prohibit such items being left unattended on or display at any location except for within the licensed Premises.
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15. Taxi marshals

Number	Applicable to premises	Condition
15.1	K	The Premises Licence Holder will make a contribution, in terms agreed with the licensing authority, to the [enter location] taxi marshalling scheme.

16. Festivals and music events

Number	Applicable to premises	Condition
16.1	M	The premises licence is limited to one event per calendar year held in [insert month] consisting of [insert number of days] consecutive days only.
16.2	M	The premises licence holder shall produce an Event Management Plan, Fire Risk Assessment, and Crowd Management Plan (including arrangements for access and egress) for the event. The Event Management Plan shall contain the following <ul style="list-style-type: none"> • a traffic management plan • the evacuation procedure
16.3	M	The Event Management Plan, Fire Risk Assessment, and Crowd Management Plan, shall be submitted to Hertfordshire Fire & Rescue Service, Hertfordshire Constabulary, Environmental Health and the licensing authority for approval each year at least [insert minimum time period] prior to the start of each event. Copies of this documentation shall be retained on site while licensable activities are being provided, and shall be made available to any of the responsible authorities, as defined in the Licensing Act 2003, upon request.

16. Festivals and music events

16.4	M	No licensable activities shall be permitted to take place under this licence unless the Event Management Plan, Fire Risk Assessment, and Crowd Management Plan for that event have been approved by Hertfordshire Fire & Rescue Service, Hertfordshire Constabulary, Environmental Health and the licensing authority. Any deviation from this documentation during the event shall only be made in exceptional circumstances, and the details shall be recorded in the event log with detailed reasons at the time. These changes must be raised at the next available Event Liaison Team meeting.
16.5	M	The event will use and maintain an event log. This will be kept up to date by Event Management and will be used to record all significant policy decisions made during the event by staff. This log will be available at every Event Liaison Team meeting, and will be available for inspection by the responsible authorities, as defined in the Licensing Act 2003, at any time.
16.6	M	There shall be a written drugs policy in place for the event. This policy shall be agreed between the licence holder and the Police Licensing Unit in writing and this policy shall be implemented whilst licensable activity is taking place. This event will include reference to psychoactive substances and must ensure a zero tolerance policy in this area. This policy must be agreed at least 14 days prior to the start of each event.
16.7	M	There shall be a written ejection policy in place for the event. This policy shall be agreed between the licence holder and the Police Licensing Unit in writing and this policy shall be implemented whilst licensable activity is taking place. This policy must be agreed at least 14 days prior to the start of each event.
16.8	M	The premises licence holder shall ensure that customers will not be allowed to bring their own alcohol on to the site.
16.9	M	The premises licence holder shall ensure that customers do not bring glass bottles onto the site.
16.10	M	Contact telephone numbers for the designated premises supervisor, event managers and site managers shall be provided to Hertfordshire Fire & Rescue Service, the Police Licensing Unit, Environmental Health and the licensing authority before the start of each annual event.
16.11	M	No staff member while on duty and / or in uniform will

16. Festivals and music events

		consume alcohol or drugs on site or be under the influence of alcohol or drugs at any time whilst working.
16.12	M	All accidents, however minor, will be recorded in the on-site accident book and be reported to the event management team where applicable within 24 hours.
16.13	M	The premises licence holder shall publish a message on the event website at least 1 month prior to the event containing the following information; <ul style="list-style-type: none"> (a) Challenge 25 Policy for entry to the event and for bar service whilst licensable activities are taking place. (b) No alcohol permitted to be brought onto the site and searches will be made on entry (c) No glass drinking vessels and bottles allowed on site (d) Disabled access and facilities information (e) Details of medical facilities
16.14	M	The premises licence holder shall ensure that there are measures in place to accurately record and monitor entry numbers to the site. Upon request by a responsible authority, as defined in the Licensing Act 2003, the holder of the premises licence or an agent on behalf of and under the authority of the licence holder shall provide precise information regarding the number of people present on the site at the given time.
16.15	M	The premises licence holder shall ensure that all members of staff and SIA personnel have received training commensurate to their role, and have been fully briefed prior to the start of the event on the information contained within the Event Management Plan documents relevant to their role.
16.16	M	The premises licence holder shall have procedures in place to; <ul style="list-style-type: none"> (a) Manage the occupancy levels within areas to enable a safe and quick evacuation in the event of an emergency; and (b) Allow unrestricted and unobstructed access for emergency vehicles.
16.17	M & O	The licence holder shall ensure that all members of staff involved in the sale of alcohol receive training with regards to age restricted sales. This training must include the following: <ul style="list-style-type: none"> • The licensing objectives. • Recognising signs of drunkenness and recognising intoxication through drugs. • Challenge 25 and appropriate forms of identification. • Refusals logs including when and how to use them.

16. Festivals and music events

		This training must be documented, signed by any person involved in the sale of alcohol on site to state that they understand the training, and kept for a minimum of 6 months following the event. No person shall sell alcohol until they have received the training and signed the training document.
16.18	M & O	Any person involved in the sale or supply of alcohol shall have a lanyard or similar item which is to be worn on their person detailing the training they have received for easy reference.
16.19	M	Signage advising customers that Challenge 25 is in operation shall be prominently displayed at each bar.
16.20	M & O	No supply of alcohol shall take place at any bar unless a personal licence holder is present in a supervisory capacity.
16.21	M & O	Each bar shall have on display a document showing details of the bar. These details shall be the name of the bar manager, their personal licence number, and the hours of operation.
16.22	M	All bar managers shall have access to a radio link with the event management team and security teams.
16.23	M	All personal licence holders shall be made aware of the licence conditions. Personal licence holders shall sign a declaration to confirm that they have been received a copy of the licence conditions. This shall be documented and a copy of the conditions shall be made available at each bar. The signed declaration shall be made available to the Police Licensing Unit or the Licensing Authority upon request.
16.24	M	There shall be on site at all times a person nominated by the licence holder to liaise with Hertfordshire Constabulary and the Licensing Authority in order to deal with any issues arising as a result of Licensing checks performed at the event.
16.25	M & O	A sign shall be placed at each bar encouraging persons to drink responsibly.
16.26	M	There shall be a fence around the full perimeter of the licensable area. All fencing used shall have no gaps greater than 30 cm in the bottom and shall be at least 2 meters high. The only exemption to this is where there are entrances and exits, or existing fence lines in existence which are deemed suitable both by the event organisers and the Chief Officer of Police.
16.27	M & O	All staff shall be issued with a wristband, lanyard, or similar, which identifies them as staff working at the event.
16.28	M	The specific number of volunteers, stewards, marshals and

16. Festivals and music events

		frontline SIA staff shall be recorded in the Event Management Plan. They will be based on a capacity of staff and customers for the entire licensable area. The numbers of staff will reflect the different challenges of the individual days various events and will not be generic.
16.29	M	The licence holder shall maintain a register giving details of each and every person employed in the role of security and shall provide upon request by any Police Officer or authorised officer of the licensing authority, the following details:- (a) The licence number, name, date of birth and residential address of that person; (b) The time at which he/she commenced that period of duty (c) The time at which he/she finished the period of duty (d) If that person is not an employee of the licence holder, the name of the person by whom that person is employed or through whom the services of that person were engaged; The register shall be made available to a Police officer or the Licensing Authority on request. This register may be in paper or digital format.
16.30	M	Every entry and exit point to the venue shall be supervised by SIA licensed security personnel.
16.31	M	All security persons shall have access to a radio to communicate to other staff on site.
16.32	M & O	[Local residents][Adjoining residents][All residents within <i>identified streets</i>] [Residents of the following properties] shall be provided with appropriate contact telephone numbers for the event organisers, or relevant event staff, prior to each event
16.33	M	The premises licence holder shall ensure that bag searches are carried out as customers enter the event.
16.34	M	The premises licence holder shall ensure that any person appearing to be under the influence of illegal drugs shall be refused entry.
16.35	M	Any person deemed unfit due to drink or drugs at the event shall be asked to leave the event after organisers have considered that it is safe for them to leave the site.
16.36	M	Last entry to customers shall be XXXX hours. There shall be no admittance to customers after this time except in an exceptional circumstance. In the event a circumstance is deemed exceptional each entry will be recorded and the

16. Festivals and music events		
		rationale for this admittance documented in the event log.
16.37	M	There shall be no entry or re-entry into the site after [insert time] hours in any circumstance.
16.38	M	The licence holder shall ensure that patrols of the site including the car park area are performed by security staff of the site whilst the site is closed to the public.
16.39	M	A response team staffed entirely of SIA licensed personnel shall be available for deployment during the event. This team will be in possession of body-worn cameras. All footage captured by these cameras footage will be made available to a Police officer upon request. This team will not be used for any other function.
16.40	M	There shall be an area within the licensable area dedicated to dealing with vulnerable adults. There shall always be on duty at this location a person nominated as in charge. Staff working in this area shall have access to a radio connecting with the event management.
16.41	M	A Medical Team will be set up on-site with trained and experienced staff available to care for ill, intoxicated or vulnerable adults until they are ready to leave safely.
16.42	M	There shall be a facility on site to deal with persons taken unwell or injured during the course of the event. This facility shall be open at all times that the site is open to members of the public. An SIA accredited person shall be present at all times that the facility is open to members of the public. The medical facility shall have access to a radio connecting to the site control. The numbers of medical personnel will be set and recorded in the event management plan taking into account any statutory guidance available at the time of the event.

17. For premises that are delivery only operating late at night		
Number	Applicable to premises	Condition
17.1	I	No members of the public shall be permitted to be in the premises while the premises are being used for licensable activities.
17.2	I	All late night refreshment provided under this licence shall be

17. For premises that are delivery only operating late at night

		for consumption off the premises only and shall be provided wrapped or packed in such a way so that it is supplied not for immediate consumption.
17.3	I	Customers are not permitted to collect food from the premises .The Premises Licence holder shall ensure that all orders taken by the premises shall be delivered to customers at a bona fide address.
17.4	I	The premises licence holder shall ensure that no external signage or advertisements shall be illuminated between the hours of XXXX and XXXX .
17.5	I	The premises licence holder shall ensure that all glazed windows and doors have internal blinds so that light from the premises is not emitted and that these blinds are pulled down over all areas of glazing at 23:00 until the start of business again the next working day.
17.6	I	Signs shall be clearly displayed at the premises stating that the business is closed from XXXX hours until the start of business again the next working day with the exception of remote delivery orders.
17.8	I	The Premises Licence holder shall ensure that any extract unit at the premises will be turned off at 23:00 hours and shall not be turned on again until the business reopens the following day.
17.9	I	The Premises Licence holder shall ensure that all windows and doors shall be closed at 23:00 hours and remain closed until the business reopens the following day, except for the immediate access or egress of staff.
17.10	I	Delivery vehicles shall switch off their engines whilst stationary and collecting orders for delivery. Delivery vehicle horns shall not be used at any time, except in accordance with the Highway Code.

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BENGO

NEIGHBOURHOOD AREA PLAN
2019-2033

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“Bengeo has grown logically and carefully over the centuries. The Neighbourhood Plan respects its wonderful history and heritage, and simultaneously reflects the aspirations and needs of its 21st century dwellers.”

The history and heritage of the Neighbourhood Plan Area

Today’s residents like to call Bengeo a village, but it began as two distinct small settlements half a mile apart – the more ancient settlement near St. Leonard’s with its farm, grand houses and cottages, and the trading settlement, straddling ‘the straight’ of Bengeo Street, near The Greyhound pub.

Apart from its southern fringe, with the ribbon of ancient buildings, the area was agricultural until the start of the mid-Victorian spread from Hertford. In the late Victorian era, the expansion of homes began, always well built (no slums) which, in time, connected the two centuries-old clusters of buildings near St. Leonard’s and The Greyhound. Dr Thomas Dimsdale’s ‘Pest House’ (Plague House) – so called because of his inoculation researches - was necessarily isolated for medical purposes when built in 1763 on Port Hill Common. It’s now part of Byde Street’s residential neighbourhood.

Local street names remember Lord Nelson and Sir Minto Farquhar, the Gosselin family, the Chambers family and the Dimsdales. They also recognise features of the area: The Fore-Lea (Folly); Millmead, Port Hill and Port Vale, Great and High Molewood, Buckwell’s Field and Westfield, but, pepper-potted across the wider area are some icons. Today, we love the 1890s McMullen Brewery, the Prince Albert Model Cottages, the iconic Water Tower, Ware Park Mansion, the Carmelite Monastery, the railway tunnel below Molewood, and our many places of worship. The glorious spire of the Church of St. Andrew (hit by lightning more times than any other spire nationally on the books of the Ecclesiastical Insurers) ‘speaks’ from the area’s valley territory at the middle of the Hertford basin. At the Bengeo hilltop is Holy Trinity, another good Victorian building, and then out on the promontory, which gave Bengeo its name (the ‘Ho’ bit of ‘Beane Ho’/Bengeo) is the Bengeo gem, the ancient Norman St. Leonard’s.

Modern Bengeo thus grew out from Hertford to become a distinct community. First in Hertford, there is always ‘the water’. Skirting around the area at the foot of the hillsides of ‘Bengeo proper’ are the rivers Beane, Lea and Rib (like seaside children, Hertford’s children learn to swim at an early age). These provide a collection of mills, mill sites, millraces and weirs (Ware Park Mill, Dicker Mill, Town Mill, Sele Mill). They remind us of the earliest industries. The water and the grain from the arable lands led to our staple industry - brewing. In Victorian times, the town’s time-honoured industrial area made way for the present-day Conservation Area focus - the artisan terraced cottage homes on Folly Island.

Starting at the southern base of the area, and moving upwards to its northern tip, St. Andrew Street (no apostrophe ‘s’ please) with its domestic scale, juxtaposes fine examples of County town homes and shops from each century since the 15th. It is a wonderful heritage asset. There are clearly identifiable entrances to the 19th century yards and their notorious insanitary ‘dwellings’. Northwards, but still on town/valley territory, some industrial evidence remains. There is the present-day brewery and the old maltings; the Great Northern Railway’s industrial archaeology, and Hertford’s playground for 1,000 years, Hartham. At the top of the hill, is the ‘village’ of Bengeo and its vital open countryside beyond, from Westmill to Waterford and from Stoneyhills to Molewood.

Bengeo has grown logically and carefully over the centuries. The Neighbourhood Plan respects its wonderful history and heritage, and simultaneously reflects the aspirations and needs of its 21st century dwellers.

Peter Ruffles

1. Introduction

The Purpose of a Neighbourhood Plan

- 1.1. Neighbourhood Planning gives communities direct powers to shape the development and growth of their local area. [The Localism Act 2011](#) introduced the right for communities to set planning policies that have statutory weight, which are used by their local authority to determine planning applications.
- 1.2. Through the policies they write into their Neighbourhood Plan, communities can influence planning decisions on issues like residential and commercial development, the protection of local green spaces and important buildings, and the provision and protection of community facilities. A Neighbourhood Plan should support the strategic development needs set out in the Local Plan and, once adopted, it has the same legal status.

Bengeo Neighbourhood Area Plan

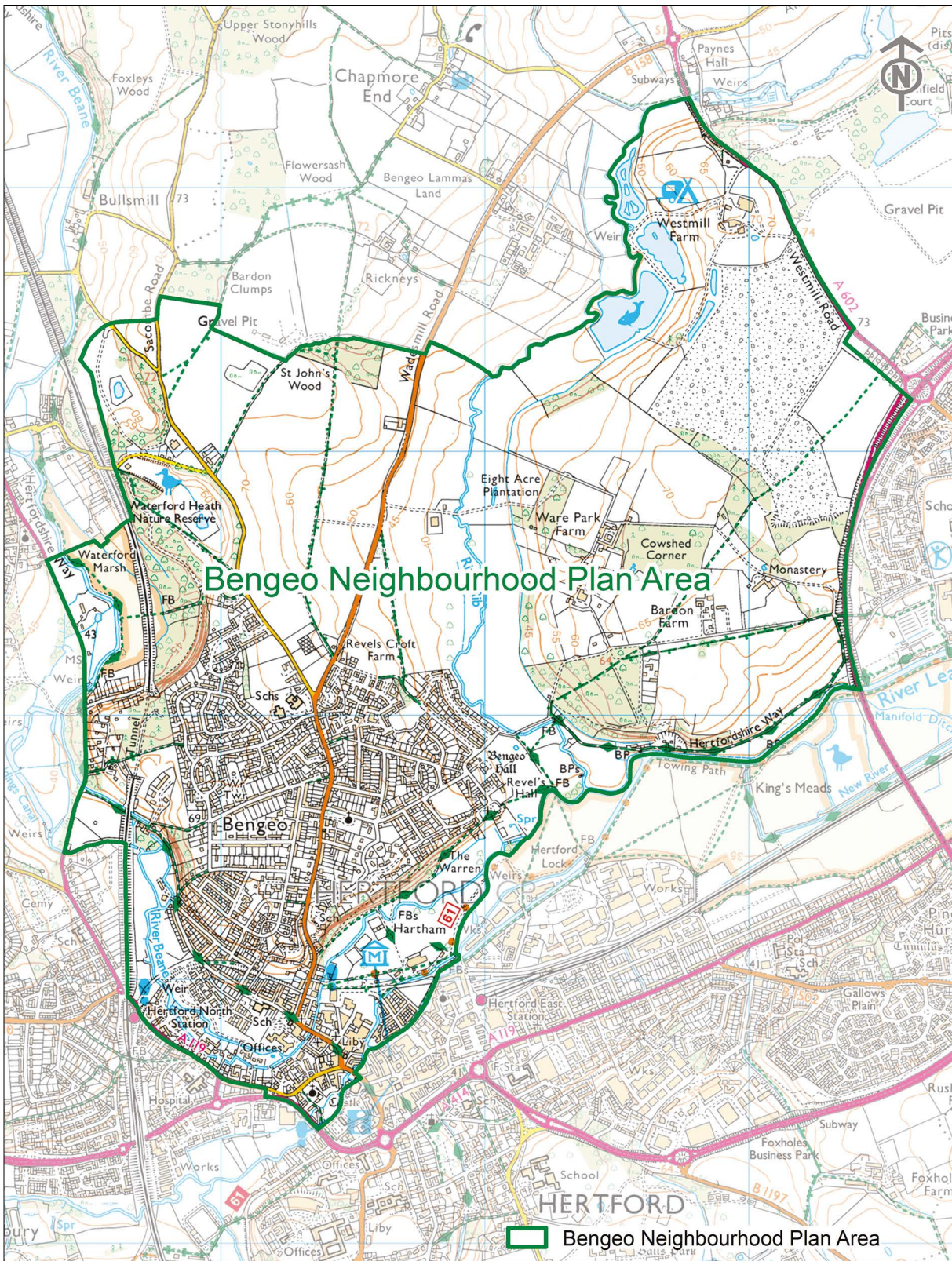
- 1.3. The Bengeo Neighbourhood Area Plan (hereinafter referred to as the Neighbourhood Plan) will guide the direction of future development in the Hertford Bengeo Ward up to 2033. The Neighbourhood Plan will form part of the statutory Development Plan, comprising the Local Plan (East Herts District Plan), the Minerals and Waste Local Plans for Hertfordshire, and any adopted Neighbourhood Plans. It is in accordance with the strategic policies of the [East Herts District Plan](#), which was adopted on the 23 October 2018, and will be in force until 2033.

Qualifying Body and Neighbourhood Plan Area

- 1.4. The qualifying body for the submission of the Neighbourhood Plan is Hertford Town Council (HTC). On the 29 March 2017, HTC applied to East Herts District Council (EHDC) for the designation of Hertford Bengeo Ward as a Neighbourhood Plan Area. East Herts Council approved the designation on 27 June 2017. The Neighbourhood Plan Area is represented in Figure 1 opposite.

Legislation

- 1.5. The Neighbourhood Plan must comply with other local, national and European (or UK equivalent) policies, as required in the Localism Act. Specifically, it is required to meet four criteria called 'Basic Conditions' as set out in paragraph 8(s) of Schedule 4B of the Town and Country Planning Act 1990 (as amended), as referred to by Section 38A of the Planning and Compulsory Purchase Act 2004 (as amended):
 - (i) The Plan must have appropriate regard to national policies and advice contained in the National Planning Policy Framework (NPPF);
 - (ii) The Plan must contribute to the achievement of sustainable development;
 - (iii) The Plan must be in general conformity with the strategic policies contained in the development plan for the area of the local planning authority, in this case, the East Herts District Plan (see separate Basic Conditions Statement); and
 - (iv) The Plan must abide by the relevant EU regulations (or UK equivalent).
- 1.6. A separate document has been prepared to demonstrate how the Bengeo Neighbourhood Area Plan meets these Basic Conditions.



Scale 1:22,500 0 250 500 750 1,000 1,250 1,500 1,750 2,000 Meters

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Figure 1: Bengo Neighbourhood Plan Area.

Preparing the Neighbourhood Plan

- 1.7. On 24 June 2017, a public meeting was held at Bengo Primary School to explain the Neighbourhood Plan process, following which a Community Steering Group was formed. The group was endorsed by Hertford Town Council to prepare a Neighbourhood Plan on its behalf.
- 1.8. At a community workshop on the 26 July 2017, four Working Groups were agreed: Community, Heritage and Culture, Homes and Development, Natural Environment and Green Spaces and Transport and Travel. Subsequently, a Business and Enterprise Working Group was set up to ensure representation from the local business community.
- 1.9. An experienced Neighbourhood Planning Consultant, appointed by Hertford Town Council, ran public workshops and provided valuable specialist advice at Working Group meetings.
- 1.10. Working Groups met on a regular basis to agree key objectives, identify questions for the Neighbourhood Plan survey, draw up draft policies, plan public exhibitions, and evaluate consultation feedback. Working Parties, and members of the community, delivered consultation leaflets to households and businesses in the Ward.

Community Engagement

- 1.11. The Neighbourhood Plan consultation process has included:
 - a public meeting at Bengo School and two public workshops
 - a business forum
 - a household survey
 - a children's survey
 - an exhibition on survey outcomes at Bengo School
 - an exhibition on draft policies at Mill Mead School
 - A Summary Document with Neighbourhood Plan policies distributed throughout Hertford Bengo Ward
 - Nine-week public consultation on the Pre-Submission Draft (Regulation 14) Neighbourhood Plan
 - Full draft Plan available on line, with hard copies available for viewing at key locations
 - Drop-in events held at Bengo Parish Church Hall and Mill Mead School to answer queries on the Draft Neighbourhood Plan
 - Eight-week East Herts District Council Regulation 16 consultation
 - updates on the Love Bengo website and Facebook, Twitter and Instagram pages
 - updates on Hertford Town Council's website, Facebook and Twitter pages
 - press releases
- 1.12. A separate document, called the Bengo Neighbourhood Area Plan Consultation Statement has been prepared. This explains the work of the Community Steering Group, describes the engagement techniques used, events held, and the results of the public consultations.

Monitoring and Review

- 1.13. Implementation of the Neighbourhood Plan will be monitored by Hertford Town Council and a review will be undertaken should the policies become out of date or no longer relevant.

2. Hertford Bengoe Ward

- 2.1. Hertford Bengoe Ward, one of four Hertford Wards, spans just over 680 hectares from Westmill Farm in the north to Folly Island in the south. It's surrounded on three sides: north, east and west by the Green Belt, and by the Great Molewood and Hartham 'Green Fingers' to the west and east respectively. The boundary incorporates parts of Hertford town centre at Old Cross and St. Andrew Street and parts of Hartham Common.
- 2.2. The rivers Beane and Rib weave through significant parts of the Ward, with the Beane merging with the Lea in Hartham and the Rib joining it by St. Leonard's Meadows. There are more than 100 hectares of woodland, and two woods have Ancient Woodland status; St. John's Wood and Great Mole Wood. Waterford Heath and Marsh and St. John's Wood are Local Wildlife Sites and Waterford Heath is also designated as a Local Nature Reserve. There are nearly 15km of Public Rights of Way, including 8.8km of footpaths.



Figure 2: River Lea at Hartham, just south of The Warren.

- 2.3. There are more than seventy streets and roads in the Ward and the majority of residents live in the urban area, some in the Victorian houses on narrow streets in Lower Bengoe and on Folly Island. Several busy roads intersect the Neighbourhood Plan Area: the A602, A414, A10 and A119, and the B158 runs centrally through it from Mill Bridge in the town centre up to the northern boundary line, just to the east of St. John's Wood.
- 2.4. Hertford Bengoe Ward had 7,456 usual residents and a total of 3,347 household spaces in the 2011 census. These household spaces were mostly semi-detached (32.8%) or terraced (30.8%) homes with only 16.6% being purpose-built or converted flats. Whilst some flats are above shops on the edge of the town centre, most are in the north-east of the Plan area in Mansfield Gardens and Bengoe Mews.

- 2.5. The countryside in Hertford Bengoe is beautiful with wonderful walks and views, and, within walking and cycling distance (but outside the Ward boundary) there are two train stations, one into Moorgate and the other into Liverpool Street. The Neighbourhood Plan Area includes Green Belt and the town centre; a perfect combination. When residents were asked what they liked most about living in Hertford Bengoe, the biggest response was the semi-rural nature of the area and the easy access to green spaces, and the second was the proximity to the town centre.
- 2.6. There is good access to recreational and leisure facilities, and a growing cultural quarter, including the Hertford Arts Hub in Hartham Lane, Courtyard Arts in Port Vale and the Company of Players Theatre on Balfour Street. Support for the enhancement of cultural activities and facilities has been shown throughout the consultation process.

Challenges and Opportunities

- 2.7. Despite the many benefits of living in the Ward, there are significant pressures on local roads, and, throughout consultation, traffic congestion and road safety were repeatedly raised as a significant concern. Serious peak-time congestion is a daily occurrence and the impact on residents, particularly on the Lower Bengoe roads, is significant. Many of the Ward's listed buildings, some dating back to the 15th century, front onto St. Andrew Street, with its high traffic volumes. Through its Sustainable Travel policies and the Action Plan, the Neighbourhood Plan aims to mitigate the impact of development and help improve local travel conditions.
- 2.8. Equally important to improving local travel conditions is the protection and enhancement of our natural areas. Easy access to green spaces is valued by residents, and green infrastructure and green corridors protect wildlife and enhance biodiversity and should be essential components of development.
- 2.9. Although Hertford Bengoe Ward has been allocated a smaller number of new homes through the District Plan (Policy HERT4 North of Hertford) than other Hertford Wards, proposals should mitigate the impact of development on local roads by enabling walking and cycling and promoting public transport use.
- 2.10. East Herts District Council has committed to moving towards net zero carbon emissions. In July 2019, they said they would '*seek, where possible, to include the very best measures into the Local Plan to minimise any negative impact on the environment*'. An adopted Neighbourhood Plan has the same legal status as the Local Plan. The Vision Statement and Objectives in this Neighbourhood Plan reflect the broad range of issues highlighted as important by residents, including those of the environmental impact of development. The Neighbourhood Plan's policies and Action Plan support sustainable development whilst placing the protection of our local environment, air quality and natural habitats at the forefront.

3. Vision and Objectives

- 3.1. Our Vision Statement sets out what the Neighbourhood Plan aims to achieve up to 2033, in conjunction with the District Plan and a range of National, County and local plans and initiatives.

Vision Statement

Hertford Bengo Ward is a vibrant community with easy access to beautiful countryside and historic buildings. Our vision is to create a place for people to walk and cycle safely, with well-connected routes. Development will be to high environmental standards and natural areas and biodiversity will be enhanced and protected. The aim is for facilities to be accessible and designed to offer a diverse range of activities. With a strong business economy, a thriving cultural centre, and valued local heritage, it will be a place people will want to live, work and visit.

Planning Objectives

- 3.2. The Objectives in the Neighbourhood Plan link to the Vision Statement and provide the basis for the planning policies.

Green Spaces, Views, Nature Conservation and Air Quality

Objective A: Protect precious green spaces through ‘Local Green Space’ designation and preserve important views.

Objective B: Maintain, protect and increase natural habitats, wildlife and local biodiversity.

Objective C: Reduce traffic emissions and preserve and increase green lungs and corridors.

Community, Heritage and Culture

Objective D: Retain, protect and enhance community facilities.

Objective E: Encourage the development of cultural facilities and protect valuable heritage assets.

Sustainable Travel

Objective F: Improve travel conditions and road safety and mitigate the impact of development on local roads.

Objective G: Improve and extend footpath routes to increase levels of walking.

Objective H: Improve and extend the cycle network to increase levels of cycling.

Objective I: Increase the use of local public transport as a preferred option over cars.

Objective J: Increase the availability of cycle parking and improve local car parking conditions.

Homes and Development

Objective K: Achieve high-quality sustainable development with good access to natural areas and foot and cycle routes.

Objective L: Achieve brownfield development that meets residential, community or commercial need.

Sustainable Commercial Growth

Objective M: Ensure commercial development supports local businesses in continuing to thrive.

4. Neighbourhood Plan Policies

4.1. This chapter sets out the planning policies for the Neighbourhood Plan for the period 2019-2033, which aligns with the end of the period for the East Herts District Plan. The policies will help the Plan's objectives to be achieved and other matters, some not related to planning, will be taken forward in the Action Plan (Appendix H). This includes some of the important road and travel related matters raised during consultation. The Policy Process Map (Appendix G) demonstrates how the objectives and policies in the Plan are linked.

Green Spaces

- 4.2. Meeting housing needs and supporting the local business economy is essential, but it has to be balanced with the protection of valuable natural and recreational areas. There's well documented evidence of the benefits to our physical and mental health from accessible green spaces, and green corridors provide essential protection to wildlife, and enhance biodiversity.
- 4.3. Through Neighbourhood Plans, communities can now identify natural areas of importance to them and give them additional protection through 'Local Green Space' (LGS) designation. This designation is only appropriate for areas which are 'demonstrably special' to a community. This could, for example, be for their tranquillity, richness of wildlife, historical significance, beauty, or recreational value. Public access is not a requirement for LGS designation, but the areas need to be in reasonably close proximity to the community.
- 4.4. During the Neighbourhood Plan's development, a number of natural areas were evaluated. These included: Beane Marshes, Hartham Common, Great and Little Molewood, The Warren, the fields adjoining St. Leonard's Church, and High Molewood. These areas are within the Green Fingers and are already designated as Local Green Spaces through the East Herts District Plan.
- 4.5. Through a process of consultation, and assessment of current levels of protection, eight areas were identified for Local Green Space designation. All eight areas received overwhelming support for LGS designation at the policy consultation at Mill Mead School in March 2019, and during the subsequent Regulation 14 consultation, with only a handful of objections. Information on the assessment for each proposed Local Green Space site is in Appendix B: Local Green Spaces Assessment.

Policy HBN1: Local Green Space (LGS) Designation

I. Eight Local Green Spaces have been identified on the Policies Map (including Inset Maps) in Appendix A.

LGS1: Land at Bengoe Field.

LGS2: Former Railway Line, Lower Bengoe.

LGS3: Millmead Park.

LGS4: St. Leonard's Garden.

LGS5: Woodland Adjacent to the Sacombe Road Play Area.

LGS6: North Road Meadow.

LGS7: Watermill Lane Play and Recreation Area.

LGS8: Port Vale Wildlife Garden.

II. Development within these designated areas will only be permitted where exceptional circumstances can be demonstrated, in accordance with the National Planning Policy Framework.

LGS1: Land at Bengoe Field

4.6. This 5.7-hectare, clearly defined area of Bengoe Field, is indicated by the green hatched section in Figure 3. Views north across the site are iconic of Bengoe. The Byway 1 subsoil, within LGS1, is registered as an Asset of Community Value. This path is used by hundreds of residents for health walks, running, cycling, dog walking and horse riding. In the Neighbourhood Plan Survey (January 2018), more residents showed support for protecting Bengoe Field than any other green space. In the Public Inquiry report ‘Land at Ware Park’ (ref:APP/M1900/W/17/3178839), the Inspector noted the importance of landscapes such as Bengoe Field as ‘*especially important as a foil to the urban settlement of Hertford*’. He referred to the field as ‘*a landscape resource and visual amenity of considerable importance because of its proximity to the urban area*’. The Inspector’s view was endorsed by the then Secretary of State.



Figure 3: LGS1: Land at Bengoe Field.

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LGS2: Former Railway Line, Lower Bengoe

4.7. This land runs parallel to Port Vale and has returned to nature over the last 50 years. In 2017, hundreds of people signed a petition to protect it from development and, in August 2018, a Hertfordshire County Council report (‘Planning Appraisal for dismantled Bengoe railway land, Hertford’) deemed it unsuitable for development and said it had the potential to become part of the area’s green infrastructure, with ‘*locally significant gains for biodiversity*’. It could also form a wildlife corridor, augmenting the Great Molewood Green Finger, and almost joining up with the Hartham Green Finger. If it was publicly accessible, it could become part of a network of paths to make walking and cycling better and safer and create an important linking route.



Figure 4: Former Railway Line, looking east.

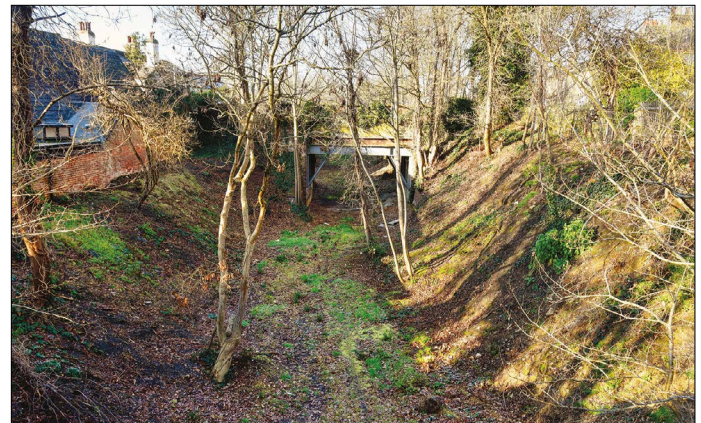


Figure 5: Former Railway Line, looking west.

LGS3: Millmead Park

- 4.8. This park is adjacent to 107 homes on the Millmead Estate and is used for walking, cycling and ball games. It has two play areas and is part of the cycle route from North Road to Hartham. Dense tree planting serves as a buffer from the noise of Hertford North station and the busy Lower Bengoe roads. The River Beane runs through the park and the semi-natural areas attract a range of wildlife. The highway land next to the River Beane (adjoining Cedar Court) and the former railway embankment land adjoining Beane Road, are included in the designation to prevent encroachment from development, and to safeguard wildlife habitat.



Figure 6: LGS3: Millmead Park.

LGS4: St. Leonard's Garden

- 4.9. This pretty public garden, close to Hartham Common, overlooks the wonderful Norman church of St. Leonard (the oldest building in Hertford). In 1948, the garden was gifted to the then Hertford Borough Council by William Gosselin Trower for the use of local people for 'exercise and recreation'. Although the garden is in the Hertford Conservation Area, designation as a Local Green Space gives it much needed additional protection. The view from the garden of St. Leonard's Church is protected through the Neighbourhood Plan. This wildlife-friendly garden has Silver Birch, Dogwood and Beech, as well as nesting boxes and bird feeders, and is a tranquil place to sit and relax.

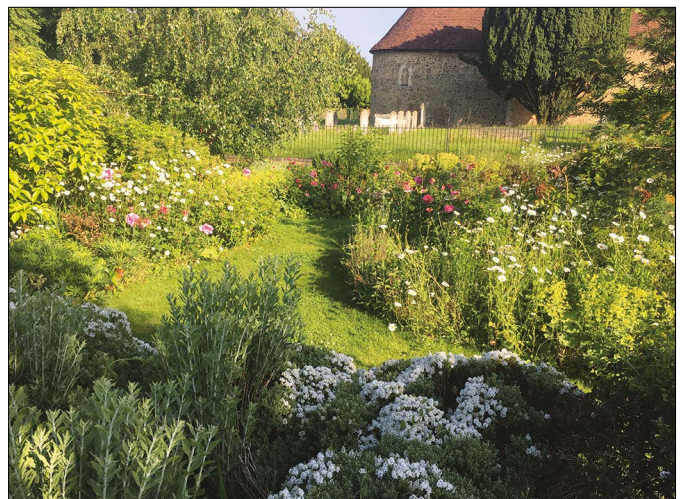


Figure 7: LGS4: St. Leonard's Garden.

LGS5: Woodland Adjacent to the Sacombe Road Play Area

- 4.10. This pretty woodland is used regularly by residents for walking, cycling and play. It appears on the 1843 Tithe Map and is a peaceful oasis. It's inhabited by woodpeckers, bats and hedgehogs. Levels of wildlife decreased following the Buckwell's Field development and it's hoped that wildlife will be encouraged to return.



Figure 8: LGS 5: Woodland Adjacent to the Sacombe Road Play Area.

LGS6: North Road Meadow

4.11. This beautiful meadow adjoins the popular Hertford Footpath 93 (part of The Hertfordshire Way) between Molewood Road and North Road. The River Beane forms the southern boundary of the meadow and the area is a wildlife haven. Some densely wooded areas help to reduce the impact of noise from North Road. Re-development has taken place nearby. Protecting the meadow through Local Green Space designation will help prevent further Green Belt encroachment. On the Title Deed, this land is referred to as 'Land at North Road'.



Figure 9: LGS6: North Road Meadow.

LGS7: Watermill Lane Play and Recreation Area

4.12. This lovely recreation area is highly valued by residents. It's used extensively and many residents enjoy its tranquil surroundings. There are semi-natural areas within the park and owls, hawks and Red Kites visit regularly. Since its regeneration in the 1970s, many trees and shrubs have matured. This wonderful park has been cared for by residents and should be protected from development.



Figure 10: LGS 7: Watermill Lane Play and Recreation Area.

LGS8: Port Vale Wildlife Garden

4.13. This wildlife garden, near the Port Vale scout hut, is sandwiched between two houses and is adjacent to the busy Lower Bengoe roads. It's a little haven of trees, shrubs and perennials, attracting birds and pollinating insects. There's a pond for frogs, wood piles for ground insects, and a compost system for recycling. It's admired by residents and is a good model for other wildlife gardens. Local Green Space designation gives it additional protection from development.



Figure 11: LGS8: Port Vale Wildlife Garden

Naturalistic Planting Areas

- 4.14. A community garden and wildflower meadow areas were popular options in the Neighbourhood Plan survey, and advice was sought from the Herts and Middlesex Wildlife Trust on suitable locations and conditions for meadow planting. We will seek to increase areas of naturalistic planting throughout the Ward and, in 2019, the inclusion of wildflower areas in the HERT4, Hartham Leisure Centre and Hartham Play Area planning applications was endorsed by the Neighbourhood Plan.
- 4.15. A community garden, like St. Leonard's Garden, with its bug hotel, bird feeders, composting boxes and water butt, is one we are keen to emulate. We are proposing that the plot on the corner of Tower Street and Duncombe Road (owned by East Herts District Council) is landscaped into a community garden with seating and wildlife-friendly planting. The proposal received almost 100% approval at the March 2019 exhibition and comments on it included: *'Great use of this unused space'* and *'Excellent initiative'*. Support for a community garden is included in the Action Plan.

Views

- 4.16. Protecting special views from inappropriate development, particularly in the rural areas at the northern end of the Ward, will help preserve its character and aesthetic appeal. The impact of mineral workings on the local landscape is highlighted in Hertfordshire County Council's Landscape Character Assessment for the Lower Rib Valley. One of its recommendations is *'resist the targeting of redundant or derelict pasture for development'*. The National Planning Policy Framework states that *'planning policies and decisions should contribute to and enhance the natural and local environment by protecting and enhancing valued landscapes'* and should *'allocate land with the least environmental or amenity value, where consistent with other policies in this Framework'*. Landscape Character Areas (LCAs) are 'unique individual geographical areas in which landscape types occur.' Five LCAs intersect with the Neighbourhood Plan area: Lower Beane Valley, Lower Rib Valley, Stoneyhills, Ware Parklands, and the Kingsmead and Hartham Floodplain. Appendix C provides more detail on the LCA locations.
- 4.17. Eight special views have been identified for protection and, at the consultation in March 2019, over 98% of those responding agreed with the proposal to protect these views from the impact of development. Each view is identified on the Policies Map in Appendix A and also on the Views Map in Appendix D.

Policy HBN2: Important Views

The following views, as shown in Appendix D, are designated Important Views. If a Landscape and Visual Impact Assessment and/or a Landscape Sensitivity and Capacity Assessment, as required by Policy DES2 of the East Herts District Plan, reveals a harmful impact on those views as a result of the proposal, the development will only be permitted where appropriate mitigation measures can be delivered.

View 1: Three Lakes towards west Bengoe.

View 2: North from Bengoe Field towards ‘The Lonely Oak’.

View 3: Bengoe Field towards Ware Park Manor.

View 4: Watermill Lane North towards Ware Park Manor.

View 5: Beane Marshes towards Molewood from Beane Road bridge.

View 6: St. Leonard’s Church from St. Leonard’s Garden.

View 7: Hartham Common towards Port Hill.

View 8: Hartham Common towards The Warren.

View 1: Three Lakes towards west Bengoe

- 4.18. This view captures the wonderful rural nature of the area. Views of the lakes, fields and trees give a sense of tranquillity and wellbeing. The landscape is undulating, and Red Kites can be seen hunting in the skyline. Although houses are visible, the volume is not enough to detract from the rural feel.



Figure 12: View 1: Three Lakes towards west Bengoe.

View 2: North from Bengoe Field towards 'The Lonely Oak'

- 4.19. The Stoney Hills landscape character is clearly seen in this view. There are two distinct waves in the field caused by the underlying gravel. Just over the rim of the hill, on the far side of the oak tree, lies the ancient St. John's Wood. As the only agricultural land within easy access of the Molewood Estate, this view is not only iconic of Bengoe, but much enjoyed by local people. The land is part of the Green Belt and the subsoil of the pathway running through it has been registered as an Asset of Community Value.

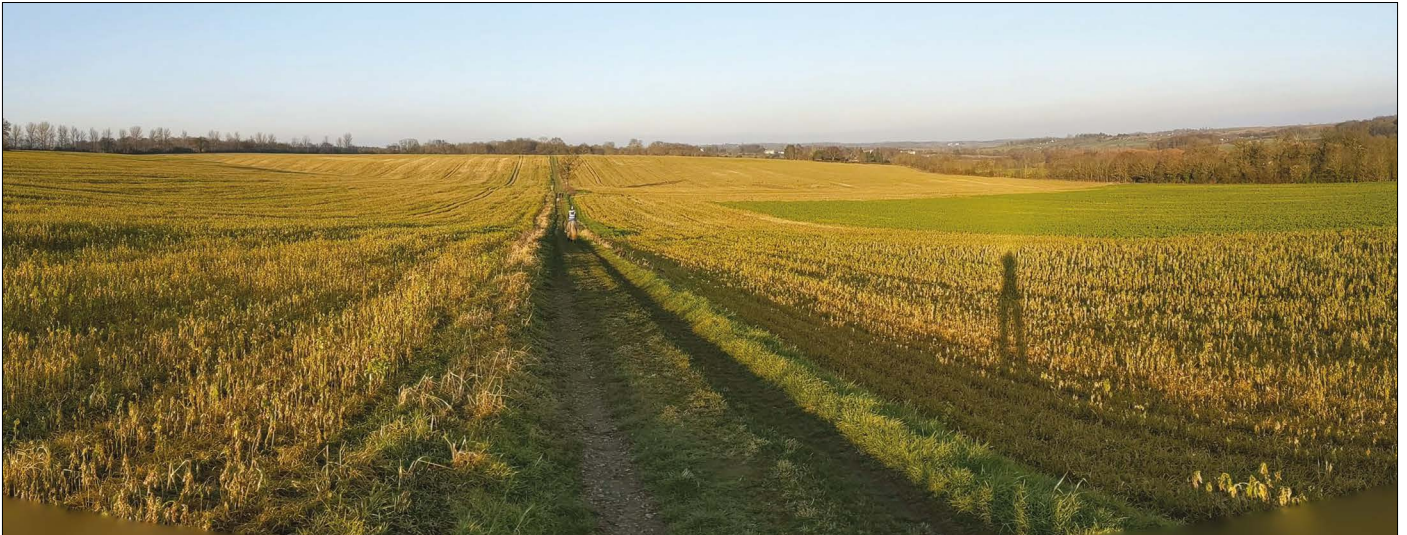


Figure 13: View 2: North from Bengoe Field towards 'The Lonely Oak'.

View 3: From Bengoe Field towards Ware Park Manor

- 4.20. The panorama to the east reveals Hertfordshire's rolling countryside, while a manor house is seen nestling on the opposite side of the valley. The partly wooded valley on the other side of the River Rib provides a stunning vista in all seasons and is a popular view with walkers and local people. Byway 1 is a Public Right of Way from Bengoe to Chapmore End and is a very well-used path, popular with walkers, joggers and equestrians. It's common to see skylark, deer and brown hare on this Green Belt land.

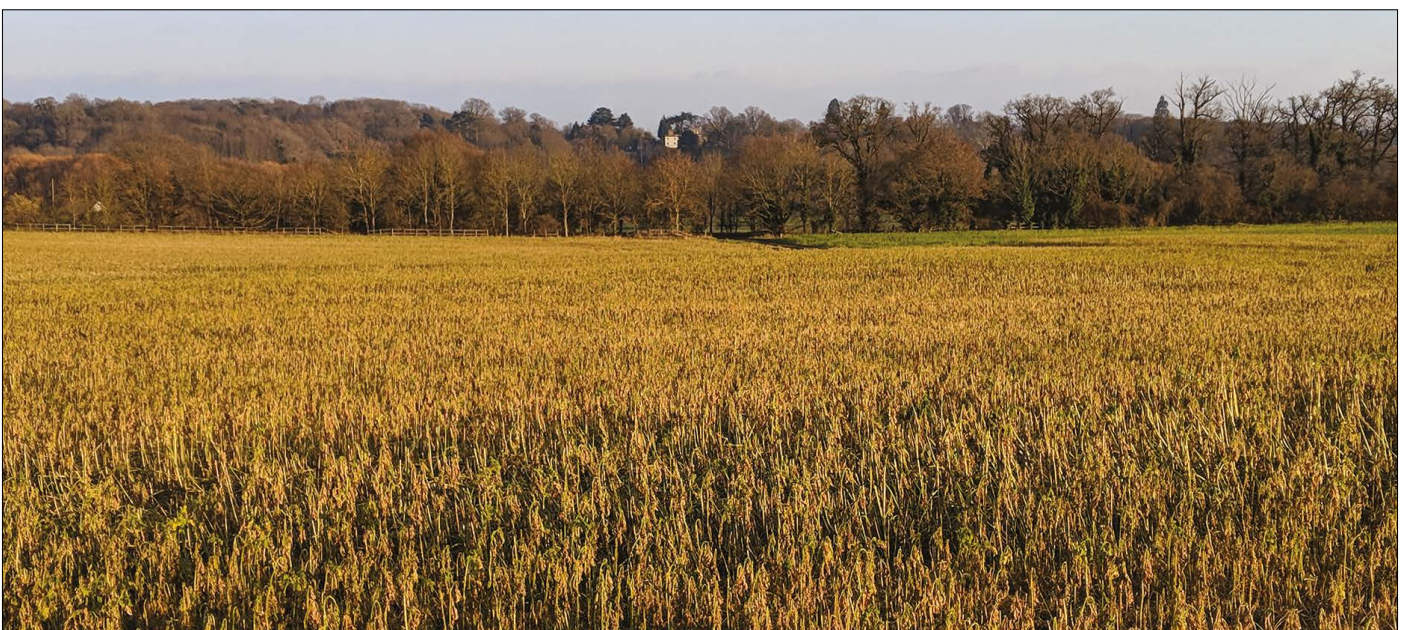


Figure 14: View 3: Bengoe Field towards Ware Park Manor.

View 4: From Watermill Lane North towards Ware Park Manor

- 4.21. The public footpath to the south of Watermill Lane North commands a spectacular view of Ware Park Manor, across the River Rib. The river course can easily be seen, together with the parklands, and lush woodland surrounds the Manor, stretching over the brow of the hill towards Ware. Ware Park is of considerable local historic interest, including ancient hornbeam, oak and lime pollards, and earth works relating to the early deer park and later ornamental park. The floodplain running along the River Rib is also plainly visible. The area is alive with the sound of birds and is a haven for wildlife. Ware Park Manor is privately owned therefore this view gives the public a glimpse of a building that is otherwise difficult to access. This farmland, to the north of the public footpath on Watermill Lane, is unsuitable for development due to the open, unspoiled views.



Figure 15: View 4: From Watermill Lane North towards Ware Park Manor.

View 5: Beane Marshes looking towards Molewood from Beane Road bridge

- 4.22. The panorama to the north and northeast takes in the River Beane and its floodplain, a rare example of a naturalised water meadow that has significant amenity and biodiversity value and provides a strong landscape setting for Bengoe's historic settlement on the hill. Some perimeter trees along Beane Road have been cut down, to the detriment of the amenity value of this space, but it is still an important, locally tranquil area of green space, providing essential wildlife habitat. Parts of Beane Marshes are owned and managed by the Herts and Middlesex Wildlife Trust.

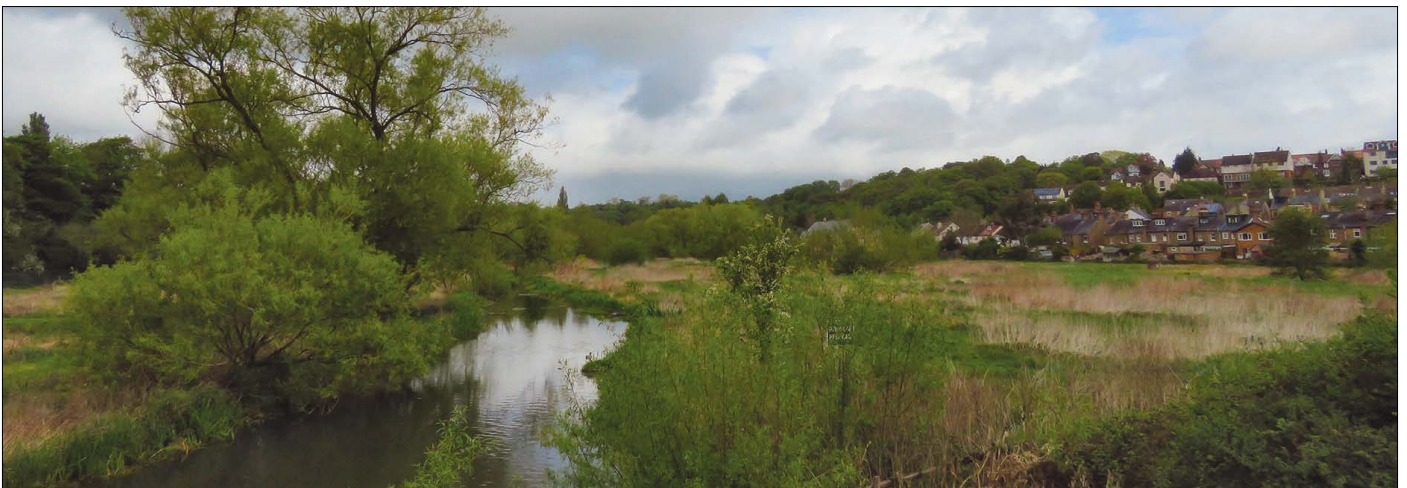


Figure 16: View 5: Beane Marshes from Beane Road bridge.

View 6: St. Leonard's Church from St. Leonard's Garden

- 4.23. This view of the iconic Norman Church of St. Leonard was taken from one of the benches in St. Leonard's Garden. The church is the oldest building in Hertford. If St. Leonard's Garden (which is designated as a Local Green Space in Policy HBN1) were developed, this wonderful view of the church would be lost to the public and should be preserved in perpetuity. The Action Plan includes a proposal for wayfinding signs from Hertford town centre towards St. Leonard's Church.



Figure 17: View 6: St. Leonard's Church from St. Leonard's Garden.

View 7: Hartham Common towards Port Hill

- 4.24. This view across the Common towards Port Hill is primarily one of densely planted mature trees, uninterrupted by high-rise buildings. It gives a sense of history to the setting and conveys the character and history of the area. The woods and Common are home to many different species of wildlife and this Green Finger helps the area not to feel over-developed. These beautiful trees change colour with the season, and the view is appreciated by residents and visitors as they walk or cycle through the Common.



Figure 18: View 7: Hartham Common towards Port Hill.

View 8: Hartham Common towards The Warren

- 4.25. The view looking north (north-east through north-west) from Hartham Common has a predominantly natural horizon formed by trees in The Warren. This pleasant aspect enhances the feeling of openness of the Hartham Common Green Finger and adds value to this open space. In recent years, development in Warren Park Road and Danesbury Park has had a negative impact on the view from Hartham, reducing the natural openness. An increased number of structures, including homes, and the covering of the all-weather sports facility at Duncombe School, are now visible through the trees. The impact is lessened when the trees are in leaf but, in winter, the man-made structures are more prominent.



Figure 19: View 8: Hartham Common towards The Warren.

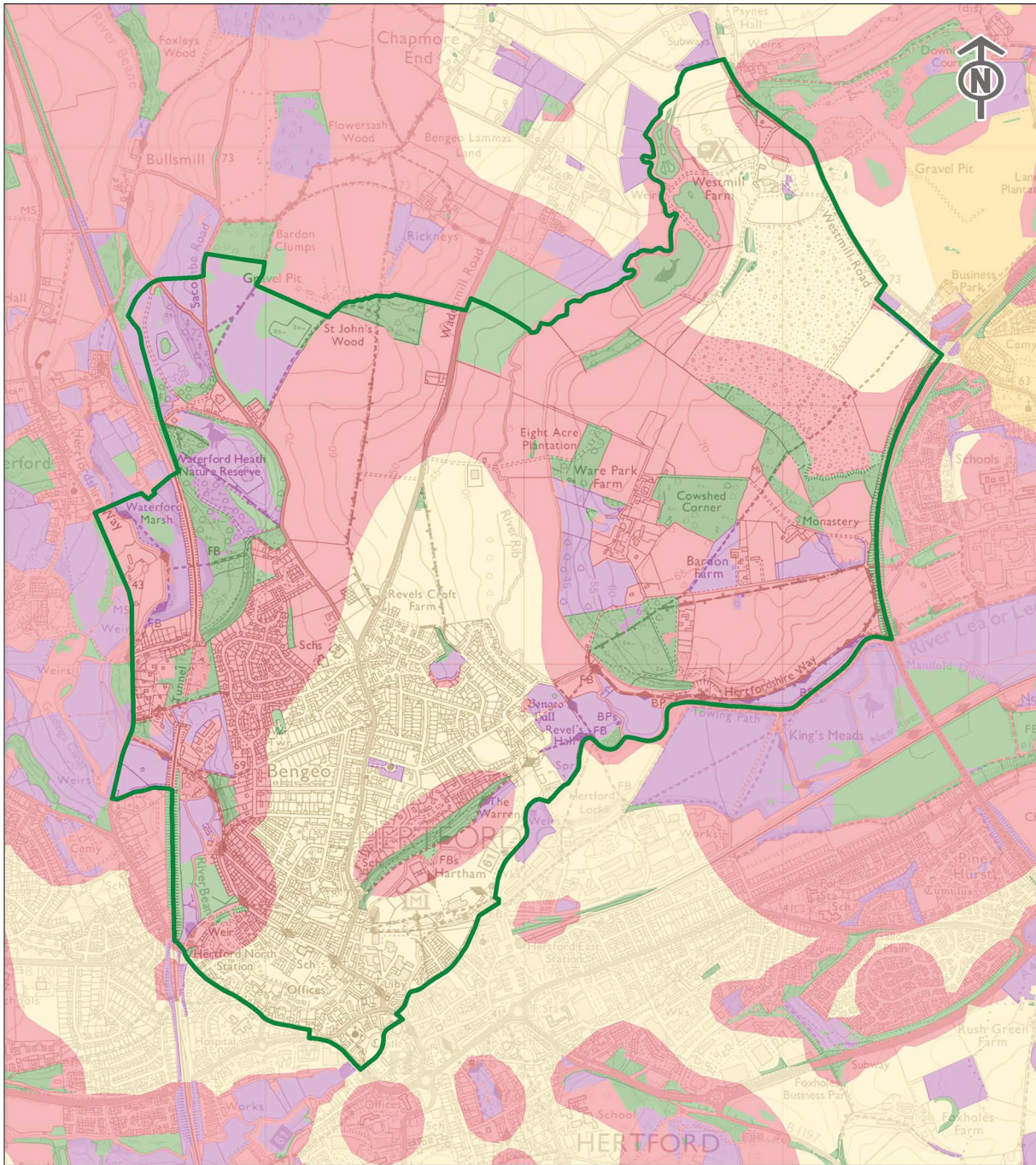
- 4.26. To preserve the positive aspects of the view north, including that of the bellcote of St. Leonard's Church (just visible in Figure 20), a significant feature of the local landscape since Norman times, future development should not exceed the total height of any pre-existing structure/s they replace or complement, nor of the trees forming the skyline when seen from Hartham. No future development should be permitted to prevent the view of the bellcote seen from Hartham or 'St. Leonard's Meadows'.



Figure 20: View towards St. Leonard's Church from Hartham Common.

Nature Conservation

- 4.27. Hertford Bengoe Ward has several areas that are protected through East Herts District Plan Policy NE1 International, National and Locally Designated Nature Conservation Sites, because of their nature conservation value. These include the flood meadows alongside Beane Road, parts of the River Beane, the River Lea and the River Rib adjacent to Hartham Common, Great Molewood, and the Waterford Heath Local Nature Reserve. Strong support was shown in the Neighbourhood Plan survey for protecting sites of nature conservation value and existing protections should be maintained.
- 4.28. Maintaining isolated protected areas is not enough to halt and reverse continuing declines in nature's diversity and abundance. The Lawton Review highlighted the need for a 'step change' in approach, involving ecological restoration and re-creation on a landscape scale, as opposed to smaller, fragmented, interventions, to give biodiversity a boost and increase ecosystem resilience to climate change and other pressures. The 2019 [IPBES global assessment report on biodiversity and ecosystem services](#) highlights land-use change as one of the most important drivers of biodiversity loss. The report warns that *'The health of ecosystems on which we and all other species depend is deteriorating more rapidly than ever. We are eroding the very foundations of our economies, livelihoods, food security, health and quality of life worldwide.'*
- 4.29. The Lower Beane Valley is recognised as a High Biodiversity Area for its wetlands and woodlands and the Lower Beane river valley in Waterford Marsh and Bengoe Meads is described in Hertfordshire County Council's 'Local Character Assessment' as *'the best example of wetlands in Central Hertfordshire'*. Hertfordshire's Environmental Records Centre (HERC) Ecological Network Mapping is a key evidence base document, identifying how our habitats are spatially related to each other, and where the highest priorities are for expanding them and linking them together. This strategic approach ensures that efforts can be targeted to where they are of the most potential benefit. The map in Figure 21 indicates clusters of high value habitats (green) and high priority areas for ecological restoration (purple) along the River Beane valley, and along the Lea and Rib river valleys.
- 4.30. These areas should be managed sensitively for biodiversity and be the focus of strategic restoration initiatives to increase biodiversity levels and ecological network connectivity. Biodiversity offsetting contributions from developments within or closest to the Plan Area should be invested in projects in these areas, or in other high priority areas identified in the HERC Ecological Network Mapping. The Neighbourhood Plan would strongly support local designation of these areas as [Nature Improvement Areas](#), in accordance with District Plan Policy NE4.
- 4.31. The District Plan notes the importance of taking opportunities to enhance biodiversity whenever possible, especially in urban areas, as this can *'contribute significantly to the success of the wider ecological network'*. This Neighbourhood Plan strongly supports any initiatives to enhance biodiversity within the built environment, including the aim to create a community garden on the corner of Duncombe Road and Tower Street. The Former Railway Line in Lower Bengoe is a green corridor, recognised as having the potential to offer significant biodiversity gains. Any project to enhance and manage biodiversity on this site, and open up public access, will be strongly supported.

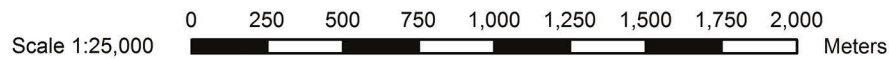


Ecological Networks

- Existing S41 NERC Act habitat
- Existing habitat not currently qualifying under S41 NERC Act
- No known habitats present (high priority for habitat creation)
- No known habitats present (lower priority for habitat creation)
- No known habitats present (medium priority for habitat creation)

Bengoe Neighbourhood Plan Area

Environmental Networks data courtesy of Herts Environmental Records Centre, hosted by Herts and Middlesex Wildlife Trust, a registered charity (No 239863) and company (No 816710).



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Figure 21: Herts Environmental Records Centre (HERC) Environment Networks.

Policy HBN3: Nature Conservation

- I. If development is unavoidable in the areas coloured purple on the Hertfordshire Environmental Records Centre (HERC) Ecological Network Mapping for the Neighbourhood Plan Area (as shown in Figure 21) it must deliver net biodiversity gains (in accordance with the latest version of Defra's Biodiversity Impact Calculator) and contribute towards enhancing ecological connectivity (in accordance with the HERC mapping).
- II. Proposals to create new natural areas and wildlife habitats, or to expand or enhance existing provision, will be supported.
- III. Replacement of trees with native species, in suitable locations, will be encouraged where the development results in the unavoidable loss of trees on the site.

Air Quality

- 4.32. Local Authorities are responsible for monitoring air quality to meet the requirements of the UK Air Quality Strategy. Three areas within East Hertfordshire have been declared as Air Quality Management Areas (AQMAs). One of these is the Gascoyne Way AQMA which includes St. Andrew Street, North Road (A119), Old Cross and the Hertford Castle Gardens play area. The Hertford Town Centre Urban Design Strategy proposes a possible relocation of this play area, further from Gascoyne Way, to reduce the negative impact of poor air quality on park users. We would support this relocation within the Castle grounds. The Gascoyne Way AQMA is indicated in Figure 22.

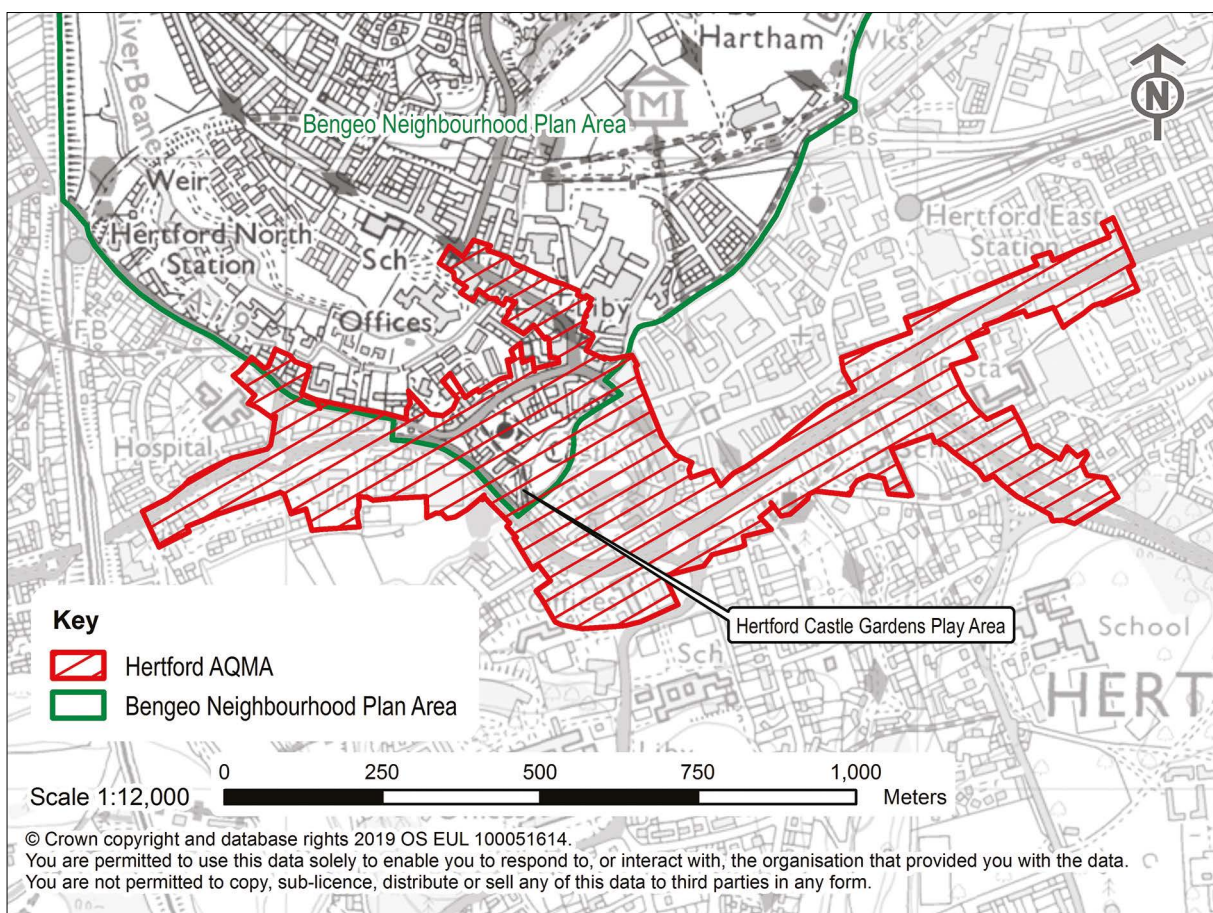


Figure 22: Gascoyne Way Air Quality Management Area.

- 4.33. Policy EQ4 in the District Plan requires developers to take account of the Council's latest Air Quality Action Plan, local Air Quality Strategies, Local Transport Plans, and national air quality guidance. Where adequate mitigation cannot be provided, development will not normally be permitted. Sustainable travel options that encourage reduced car use for shorter journeys are central to this Plan. Representations have been made by the Neighbourhood Plan Steering Group to local transport consultations in support of active travel initiatives. Achieving a sustainable travel route on the former railway line in Lower Bengoe, which is adjacent to some of the most traffic-congested roads, could contribute to the wider strategy of reducing car use.
- 4.34. 'School-gate' congestion is a significant concern locally, not only because of the additional pressure placed on local roads, but also because of engines left idling. Development proposals should encourage and facilitate active travel to and from schools to reduce unnecessary car use wherever possible.

Policy HBN4: Improving Air Quality

- I. Development within the Gascoyne Way 'Air Quality Management Area' should minimise and mitigate any increase in air pollution.
- II. Where appropriate, development proposals should support the creation, improvement and extension of foot and cycle path connectivity, particularly to key services such as train stations, local employment, health care, and retail and leisure services throughout the Neighbourhood Plan Area.
- III. Proposals to relocate the Hertford Castle Gardens children's play area to an alternative location within Hertford Castle Gardens will be supported. Relocation away from the A414 boundary will help to reduce the negative impact of poor air quality on play area users.
- IV. S106 contributions towards the funding of 'Turn-off engine' signs outside schools, shops and other waiting areas throughout the Neighbourhood Plan Area will be encouraged where the development is likely to increase waiting traffic in such locations.

Community Assets

- 4.35. In Hertford Bengoe Ward, more than 40 venues are used for a broad range of recreational and community activities. Church and school halls, community huts, social clubs, pubs, playing fields and allotments are all utilised and valued. If people can travel to facilities and activities without using their car, it reduces the impact on local roads, so it's important that development does not result in the loss of community buildings or facilities.
- 4.36. Good access to local facilities brings people together, builds social cohesion, and promotes wellbeing. In the Neighbourhood Plan survey 255 respondents wanted to see a community allotment in Hertford Bengoe, with 223 respondents supporting an allotment space with an allotment shop. Allotments allow for the meeting of like-minded people, provide good exercise, and also provide a refuge for wildlife. Folly Island Allotments and Bengoe Allotments are much valued by the local community and are included on the list of community facilities in Appendix E.
- 4.37. During consultation, residents were asked about the community buildings and facilities they valued. Although all community facilities are important, through a process of evaluation, three buildings and two allotments sites were identified as suitable for registration as 'Assets of Community Value'. Through the rights and powers conferred on communities by the Localism Act, land or facilities can be registered as Assets of Community Value (ACV). Registered ACVs remain on the [East Herts Council Assets of Community Value Register](#) for up to 5 years. If, during that time, the facility's owner decides to sell, they must notify EHDC and the community will have an opportunity to raise purchase funds.

- 4.38. Unless they are no longer needed, community facilities should be protected from development that may harm the function of the facility, and, where gaps in provision are identified, community facilities should be enhanced. The only GP services in the Ward are in St. Andrew Street. Residents living at the northern end of the Ward, with serious health conditions or mobility constraints, would benefit from more accessible health services. In the Neighbourhood Plan survey, 85% of respondents supported the provision of GP services as part of new development. Better facilities for young people have also been suggested during consultation and both will be encouraged through S106 contributions.

Policy HBC1: Enhanced Community Facilities

I. Existing community facilities, as listed in Appendix E, should be retained and protected. Loss of facilities will only be acceptable where alternative provision is of a scale and standard equivalent to, or superior to, the existing facilities. Alternative provision should be provided within walking or cycling distance of the existing facility.

II. Proposals to improve or enhance community facilities will be supported when they improve the range, quality, suitability and accessibility of facilities for residents, and when the benefits of development outweigh any disadvantages. Contributions towards enhanced youth facilities and accessible GP services, collected pursuant to Policy CFLR7 in the District Plan, will be welcomed to address any shortfall in the existing provision within the Plan Area, which would be exacerbated as a result of the development.

- 4.39. Residents expressed a wish for young people to be involved in the Neighbourhood Plan consultation process. Key Stage 2 children at Mill Mead and Bengo Primary schools completed a survey in which they were asked about housing; walking and cycling, public transport, pollution; sport and activities; parks and green spaces.
- 4.40. 110 forms were returned from the children. They said they wanted better maintenance of parks and liked the idea of a splash park, something many people would be keen to see on Hartham Common. A summary of outcomes from the children's survey is in Figures 23 and 24. The [Hartham Common Greenspace Action Plan](#) (GAP) sets out the programme of maintenance and upgrades to Hartham up to 2023. The Plan includes an objective to '*develop the play facilities to provide an exciting, challenging and unique experience for all age groups that befits a destination park*' and also states that it will '*explore, develop and implement proposals for a new leisure space on the old pitch and putt site*'. The Neighbourhood Plan supported the 2019 planning application for the refurbishment of the Hartham Common Play Area to significantly update and improve play facilities. The Plan also endorsed the proposed enhanced community facilities in the 2019 Hartham Leisure Centre planning application, including the proposed provision of a soft play area.

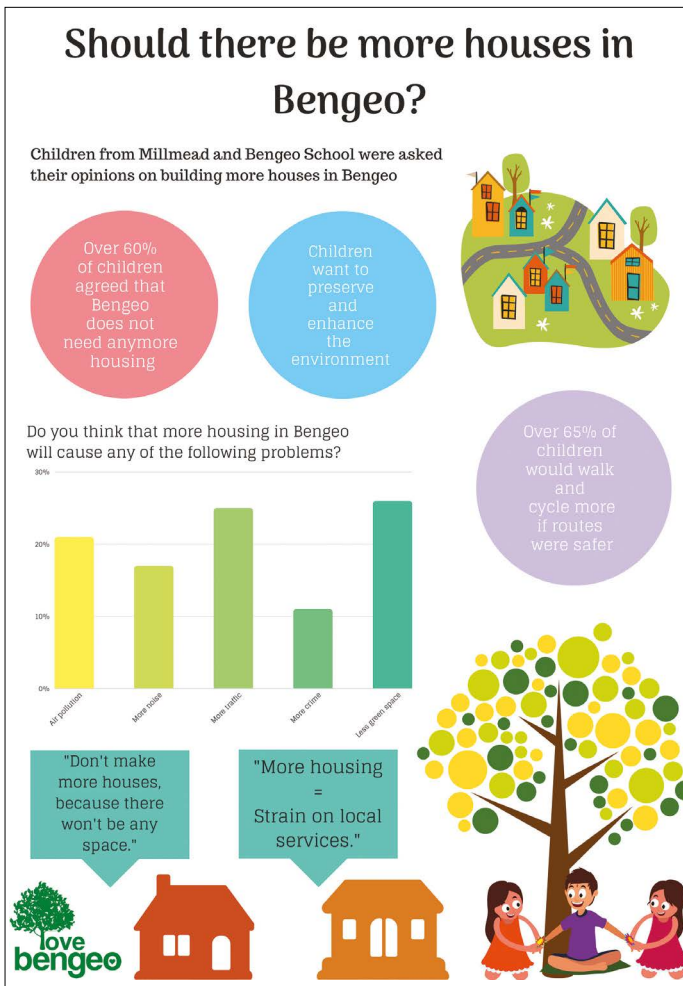


Figure 23: Children's Survey Part I.

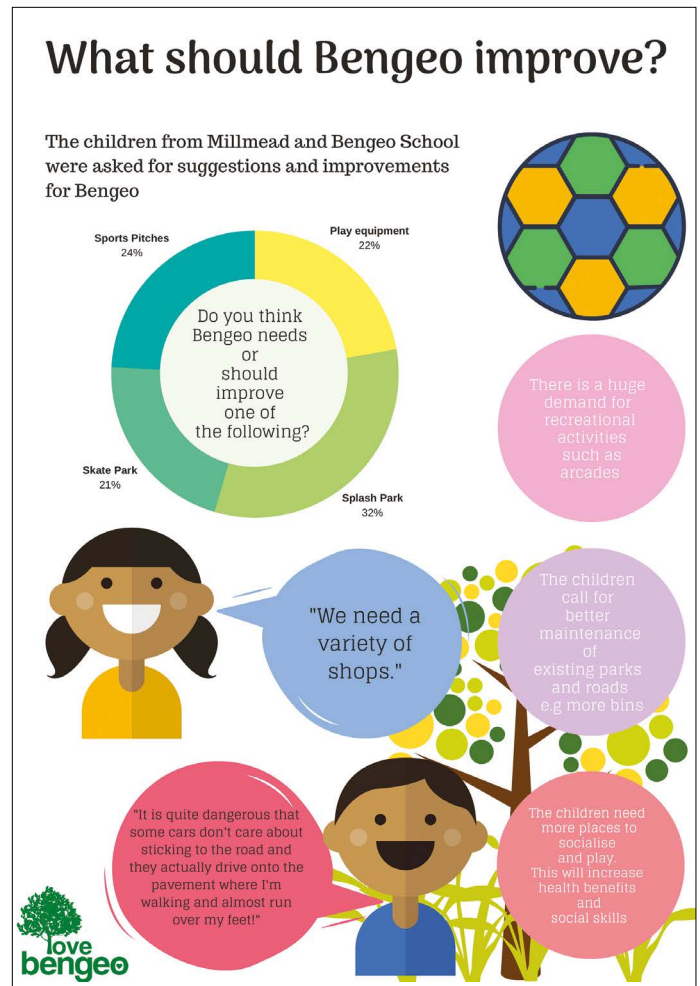


Figure 24: Children's Survey Part II.

- 4.41. There are six formally identified play and recreation areas in the Neighbourhood Plan Area: Hertford Castle Gardens, Hartham Common, Millmead Park, Sacombe Road, Watermill Lane and Bengoe Recreation Ground (also known as the New Road Sports Ground). They're afforded protection from development through District Plan Policy CFLR1 Open Space, Sport and Recreation. Sport England oversee applications to the [Community Asset Fund](#) through which communities can apply for funds to improve their outdoor sport and fitness areas. If a suitable project is identified, funding will be explored.
- 4.42. The Neighbourhood Plan Area would benefit from a youth club or similar facility for young people and this will be explored if funding provision is available. Initiatives working with schools and [YC Hertfordshire](#) will also be encouraged. There have been incidents of anti-social behaviour in local parks and any initiatives to ensure our parks and recreation areas are safe and welcoming will be welcomed.

Heritage Assets

4.43. There are at least one hundred listed buildings and structures in the Plan Area including the former Hertford Library, St. Andrew's Church, and the 15th century Old Verger's House (the oldest surviving domestic building in Hertford). A listed building or structure is added to the [National Heritage List](#) for England because of its special architectural or historic interest.



Figure 25: Former Hertford Library.

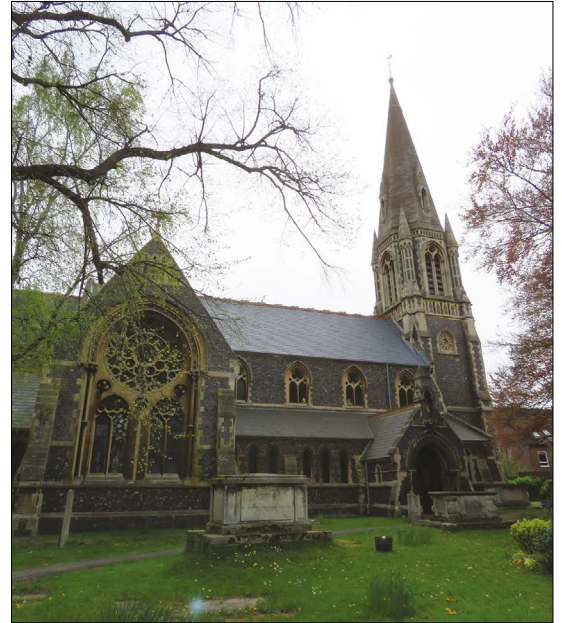


Figure 26: St. Andrew's Church.



Figure 27: The Old Verger's House.

- 4.44. Many of the listed buildings in the Plan Area are in the St. Andrew Quarter of Hertford, one of six distinct town centre ‘Quarters’ identified in the [Hertford Town Centre Urban Design Strategy \(HUDS\)](#). The map in Figure 28 shows the area covered by the St. Andrew Quarter. The HUDS includes a core objective to promote the identity of the town centre by making the most of its historic assets and street pattern. Given the substantial volume of listed assets in the Plan Area, it’s important that full account is taken of their value to the community and to future generations when development takes place.

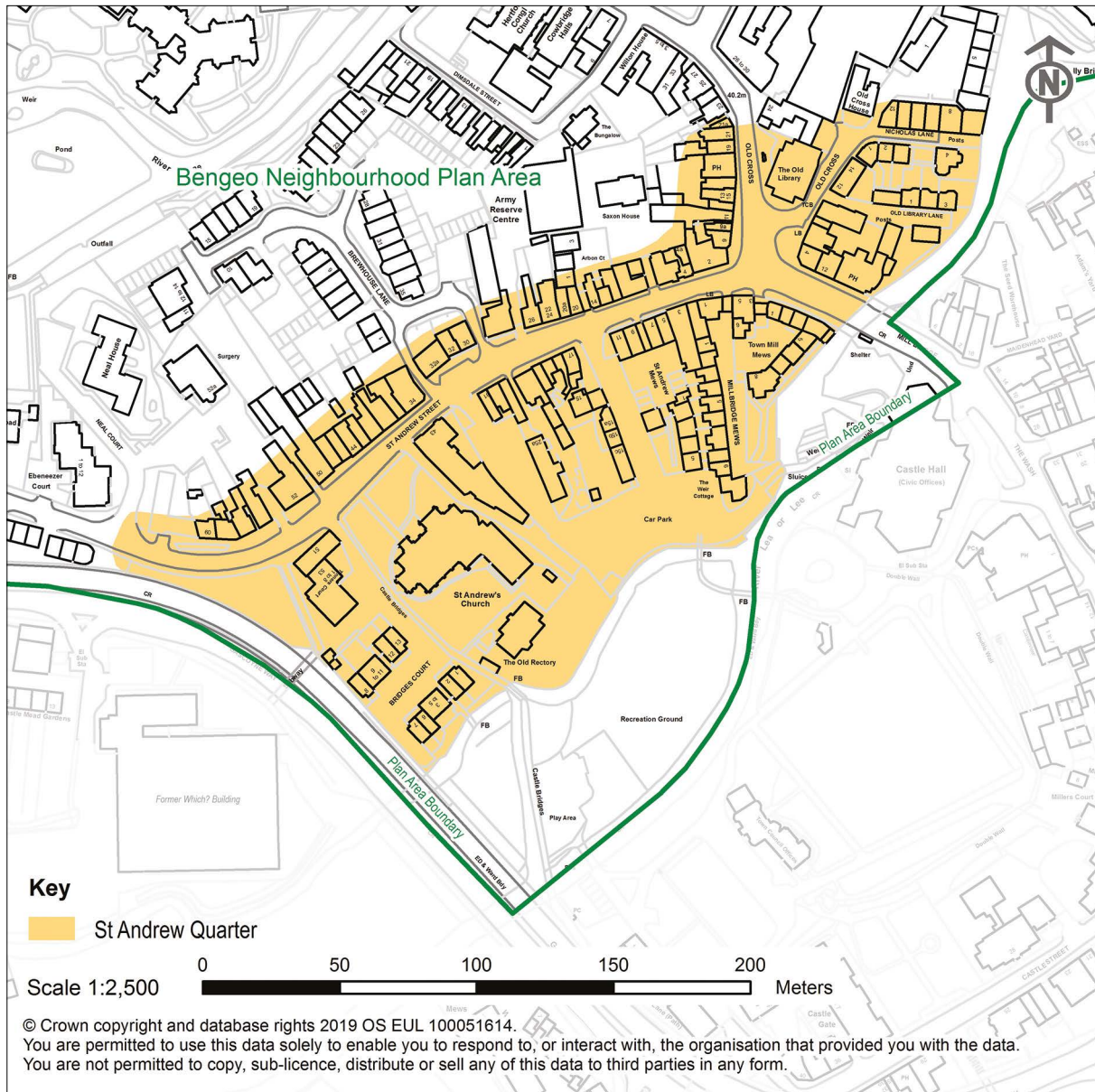


Figure 28: St. Andrew Quarter.

- 4.45. District Plan Policy HA1: Designated Heritage Assets (II) says ‘Development proposals that would lead to substantial harm to the significance of a designated heritage asset will not be permitted unless it can be demonstrated that the harm or loss is necessary to achieve substantial public benefits that outweigh that harm or loss. Less than substantial harm should be weighed against the public benefits of the proposal’.
- 4.46. Some listed buildings have lain empty for a considerable time, including the former motorcycle shop on Cowbridge and the empty premises on St. Andrew Street that previously operated as an audio shop. Historic England’s Guidance ‘Vacant Historic Buildings: Guidelines on Managing Risks’ says that historic buildings that are left vacant are ‘at a greatly increased risk of damage and decay, as well as being a potential blight on their locality’.

Policy HBC2: Listed Buildings and Structures

- I. Development proposals which affect designated heritage assets in the Neighbourhood Plan Area, including listed buildings and structures, will be permitted provided that they preserve or enhance the significance of the asset and its setting.
- II. A statement setting out any adverse impacts on the asset and its setting, along with any proposed mitigation measures, will be required.
- III. Proposals to bring empty listed buildings back into appropriate use, in line with Historic England's guidelines, will be supported when the benefits of development outweigh the disadvantages.
- IV. Proposals for the development or re-development of listed buildings will be supported when they meet identified housing, community or business need and when they are consistent with other policies in the Neighbourhood Plan.

- 4.47. The Hertford Conservation Area Appraisal and Management Plan identifies a considerable number of non-listed buildings and structures that *'make an important architectural or historic contribution to the conservation area'* including some in Dimsdale Street, Cowbridge, Bengoe Street, Port Hill and many of the Lower Bengoe Roads. Folly Island, which became an island when a millstream (now the Lea Navigation) was dug through in the 11th century, is described as being *'overall a most delightful area and one worthy of careful protection'*.



Figure 29: Thornton Street, Folly Island.

- 4.48. In the Neighbourhood Plan survey, almost three quarters of respondents were in favour of giving protection to Bengoe Water Tower, though there are divergent views on its architectural merit. There are many buildings and structures that aren't listed but are of sufficient historical or architectural interest to be worthy of a sympathetic approach should development proposals be submitted. Ten of these are included in Policy HBN3: Non-designated Buildings and Structures and more information on each is in Appendix F.

Policy HBC3: Non-designated Buildings and Structures

I. Ten non-listed buildings and structures have been identified as having local historic or architectural importance.

1. Bengo Parish Church Hall.
2. Bengo Water Tower.
3. Castle Joinery.
4. The Old British School (also known as Cowbridge School).
5. Duncombe School.
6. Lodge Close wall.
7. The Greyhound Public House.
8. The Old Barge Public House.
9. Gates to The Warren and Hartham Common, Port Hill.
10. Nos. 38-40 Port Hill.

II. Development proposals which affect these, and other non-designated heritage assets, will be permitted provided that the scale of any harm or loss is balanced against the significance of the asset.

Cultural Facilities in the Plan Area

- 4.49. Cultural facilities within the Plan Area include Courtyard Arts in Port Vale, the Company of Players Theatre in Balfour Street, the Hertford Arts Hub in Hartham Lane and Hertford Theatre (the majority of which falls within Castle Ward).
- 4.50. The Hertford Arts Hub, within the Old Hertford Brewery, is a gallery space and not-for-profit arts organisation. Their website www.hertfordartshub.org refers to 'concept plans to convert the Old Hertford Brewery and Old British School into a high-quality public gallery.' During the Neighbourhood Plan consultation process, the majority of residents who responded to questions about a possible expansion of the Hertford Arts Hub, were supportive of the proposal.
- 4.51. The locations proposed by the Hertford Arts Hub for their expansion are adjacent to Cowbridge, which is in the Gascoyne Way Air Quality Management Area. It's vital that any development proposals do not exacerbate poor air quality levels. A 'joined up' approach, incorporating reduced traffic volumes, an active modal shift towards walking and cycling, facilitated by better connected foot and cycle paths, and the provision of adequate and secure cycle parking, should all be components of development within this area.



Figure 30: The Old Hertford Brewery.



Figure 31: The Old British School

- 4.52. Proposals to improve or increase cultural facilities within the Plan Area, and to promote parts of the area as a regional cultural centre, will be supported where consideration is given to the amenity of nearby residents, where the benefits to the community outweigh any disadvantages, and when the proposals are consistent with Neighbourhood Plan policies.

Policy HBC4: Cultural Facilities

Proposals for the development or expansion of cultural facilities will be supported, subject to compliance with other relevant policies in the development plan.

Sustainable Travel

- 4.53. National, County, and District Plans place a strong emphasis on reducing car use and increasing more sustainable modes of travel. This Plan echoes the transport hierarchy in local plans and seeks to improve conditions for pedestrians and cyclists so that more of us feel safer when walking or cycling. Development throughout East Hertfordshire will put additional pressure on the transport network and on locally congested roads. Nearly 1,000 new homes are scheduled for development in Hertford up to 2033, and, throughout East Hertfordshire, around 18,500 new homes are planned. Only a small number of these are scheduled for development in Hertford Bengoe (HERT4), but traffic on local roads is not restricted to local residents.
- 4.54. Latest available data shows that vehicle availability per household in Hertford Bengoe Ward was broadly similar to the whole of Hertfordshire, with a smaller proportion of households having three or more vehicles in comparison to the rest of East Hertfordshire District and Hertfordshire County.

Car or van availability in households: 2011 census (%)			
	Hertford Bengoe Ward	East Hertfordshire District	Hertfordshire County
No cars/vans in household	14.65	12.77	16.93
One car/van in household	46.36	40.80	42.16
Two cars/vans in household	31.13	34.61	30.89
Three cars/vans in household	5.66	8.37	7.23
Four or more cars/vans in household	2.20	3.45	2.79
At least one car/van in household	85.35	87.23	83.07
Cars/vans per household	1.35	1.51	1.38

Source: Office for National Statistics, 2011 Census, Table KS404EW.

- 4.55. Given the proximity to two rail stations, it's unsurprising that the Ward has a higher proportion of people who travel to work by train, in comparison to the rest of Hertfordshire, but, in common with the rest of the County, the largest number of people drive to work. In the 2011 census (Table QS702EW) around a third of residents (aged 16-74 in employment) travelled less than 10km to work and approximately 12.5% worked at or mainly from home.

Method of travel to work: people aged 16-74 in employment. 2011 census			
	Hertford Bengeo Ward	East Hertfordshire	Hertfordshire
People aged 16-74	5347	100093	806213
Work at or from home	487	8869	64336
Underground, metro, light rail, tram	26	553	12775
Train	769	9367	62877
Bus, mini bus, coach	52	1324	17631
Taxi	10	242	2389
Motorcycle, scooter, moped	22	406	3917
Driving a car or van	1977	41922	319347
Passenger in a car or van	100	2494	22594
Bicycle	70	896	9122
On foot	371	5917	47983

Source: Office for National Statistics, 2011 Census. Table QS703EW.

4.56. Concern about local travel conditions generated more feedback during consultation than any other issue. At the Policy exhibition in March 2019, more than a third of comments were about congestion, dangerous parking, commuter parking, speeding, school-gate congestion, and, particularly, the strain on the Lower Bengeo roads which are used by many people as a 'cut through'. Every day, hundreds of cars ignore the 'Except for Access' and 'No Right Turn' (Monday - Friday 7.30am - 9.30am except cycles) restrictions onto these roads, primarily north to south in the morning peak and south to north in the evening rush hour.



Figure 32: Beane Road.



Figure 33: Cross Road.



Figure 34: Bengeo Street.

4.57. Traffic-calming measures have been achieved by the Molewood and Lower Bengeo Residents' Associations, but the current situation can only be described as unsustainable. It's essential that development proposals demonstrate how the impact of more vehicles on congested roads will be mitigated, and any initiatives to tackle the current traffic crisis will be strongly supported.

- 4.58. The urban environment envisaged by the Neighbourhood Plan requires supportive highway measures that give priority to pedestrians and cyclists on all roads that are essentially residential, whether designated A, B or C roads or not. The highways environment needs to encourage walking to school, to the shops, and, indeed, walking and cycling for most local journeys. The Neighbourhood Plan will support traffic calming measures, including, but not restricted to:
- a 20 MPH speed limit on Bengoe Street
 - a 20 MPH speed limit on Sacombe Road from the Wadesmill Road/Sacombe Road mini roundabout up to The Wick
 - increased compliance with, and enforcement of, access restrictions.

Policy HBT1: Traffic Congestion and Road Safety

I. Transport assessments for developments that will generate significant amounts of transport movement should demonstrate predicted levels of generated vehicular traffic, and the impact of this on traffic congestion. Solutions should not only mitigate impact but, where possible, improve congestion and road and pavement safety, particularly for pedestrians and cyclists.

II. Development proposals that include sustainable measures such as car club provision and the installation of electric car charging points will be supported if they are consistent with other Policies in this Plan.

III. Development proposals for new schools or school extensions which will result in an increase in the capacity of the school, should include school travel plans that promote sustainable transport choices and reduce school-gate congestion. Community involvement in the management of travel plans will be encouraged.

Walking and Cycling

- 4.59. The HERT4 housing development just off Sacombe Road is approximately 1.5km from Hertford town centre and a similar distance from Hertford North rail station. During consultation, many residents indicated they would walk more if there were more routes separated from cars and lorries, and two-thirds agreed that the separation of cycles from cars and lorries would encourage them to cycle more. Speeding cars, vehicle fumes, pavement parking, uneven or obstructed routes, and lack of safe crossing points were all cited as reasons for not walking more. Road safety, insufficient secure cycle parking and poor cycle route connectivity were reasons given for not cycling. More secure, covered, cycle parking is needed to encourage cycling, and options for expanding this provision will be explored through the Action Plan.
- 4.60. A publicly accessible path along the Former Railway Line in Lower Bengoe has been proposed by residents. A 2018 Hertfordshire County Council report ('Planning Appraisal for dismantled Bengoe railway land, Hertford') concluded that *'due to its shape, location and connectivity within an established residential area, it could be enhanced and opened up for public use as a pedestrian route to serve this part of Hertford in accordance with District Plan Policies NE2, NE3 and NE4.'* This proposal has received considerable local support, particularly as it has the potential to improve connectivity for pedestrians and cyclists between the two Hertford rail stations. Proposals to achieve this will be supported, subject to compliance with other policies in this Plan.



Figure 35: Former Railway Line, Lower Bengoe.

4.61. The Hertford Town Centre Urban Design Strategy includes core objectives to prioritise the needs of pedestrians, cyclists and public transport, and to reduce conflict with vehicles. Its 'Place-making objectives' include reducing traffic dominance on St. Andrew Street and the Old Cross junction and improving the pedestrian crossing. The Strategy also explores an alternative vehicle access route onto Folly Island, via Thornton Street, but recognises that there are land ownership, technical details, and significant works to adapt the bridge onto the street that would need to be overcome to achieve that long-term aspiration. The map in Figure 36 indicates the public realm and footway improvements proposed in the town centre strategy for St. Andrew Street and Old Cross.

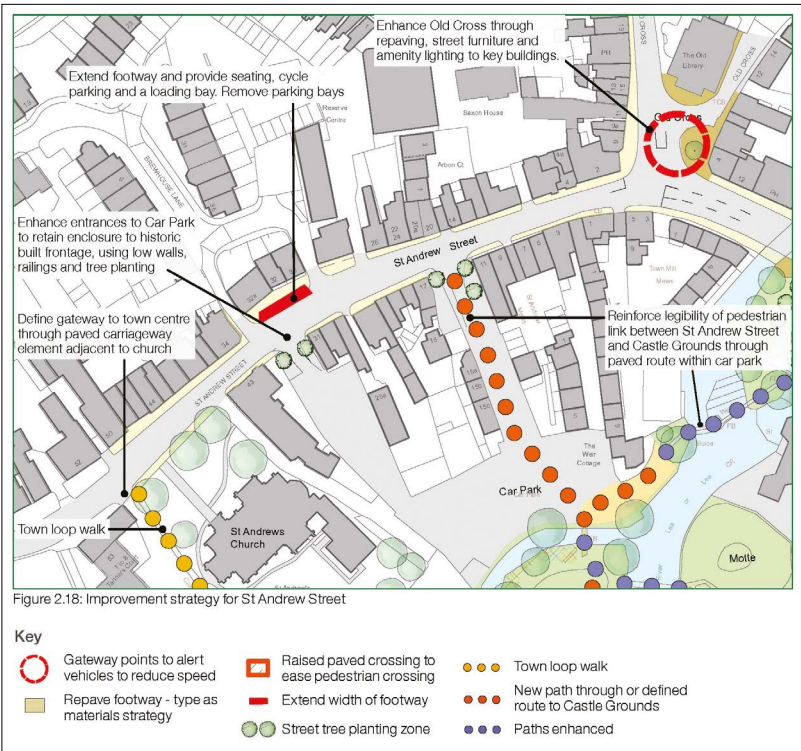


Figure 36: Hertford Town Centre Urban Design Strategy. Public Realm improvements.

- 4.62. The Hartham Common and Beyond project, part of the Hartham Common Greenspace Action Plan (GAP), is developing seven circular walking routes centred on Hartham Common and connecting all the major public green spaces around the town. Signage and infrastructure improvements, including the replacement of stiles with gates, and making routes more welcoming, are part of the project. The route network will be displayed on an interpretive map panel in Hartham Common and seven leaflets will promote the walks.

Policy HBT2: Encouraging More Walking

I. Where possible, all significant developments should deliver improvements that result in good connectivity between new and existing pedestrian routes to encourage walking as a first option. The emphasis should be on safe and unobstructed pedestrian routes to key services including health care, railway stations, bus stops, local employment, shops and leisure facilities. S106 contributions collected under the provision of Policy TRA1 of the District Plan could contribute towards:

- improvements to the Public Rights of Way network, which could include those from Ware Park Road to Hertford Lock (Hertford 17,18,19,20,23) connecting with Sustrans off-road route 61. The preference is for the footpaths to be upgraded to be capable of allowing cycling. Permissive rights could be considered as a compromise
- new pedestrian routes separated from other traffic, including cycles, either physically or with road markings. Routes should be suitable for those with pushchairs, wheelchairs or other mobility aids

II. Development proposals should include clear strategies for:

- making it easier and safer for children to walk to local schools
- ongoing maintenance of new routes to ensure they are fully accessible and not obstructed

III. Development proposals that include safe crossing points for pedestrians; traffic calming measures to reduce vehicle speeds; minimising of unnecessary road and pavement gradients; level/even pavements, and widening of pavements, will be supported when consistent with other policies in this Plan.



Policy HBT3: Encouraging More Cycling

I. Development proposals should contribute to the establishment, enhancement, and improved connectivity of cycle routes into, out of, and through the Neighbourhood Plan Area. S106 contributions collected under the provisions of Policy TRA1 of the District Plan could contribute towards:

- the installation of secure covered cycle racks within Hertford North Station car park
- cycle training courses for children and adults

II. Development proposals that include segregated cycle paths and the on-site provision of electric bikes, cycle hire, and bike club schemes, will be supported if they are consistent with other policies in this Plan.

Public Transport

- 4.63. The 333 bus provides a daytime service through Hertford Bengoe Ward. Bus services to Stevenage, Ware, Welwyn Garden City, other parts of Hertford and to Heathrow, run from outside Hertford North Station which is a few metres outside the Ward boundary. The HERT4 development site is around 400m from the Bengoe Street bus stop.
- 4.64. Consultation feedback showed that a marginally higher number of residents use bus services for shopping and leisure than the number who cycle. Significantly higher numbers use their car or walk for the same purpose. More residents cycle to work than use the bus. Just over a third of those responding said they would drive less locally if there were more frequent buses. Development should ensure good pedestrian access to local bus stops to support the modal shift from cars to public transport.

Policy HBT4: Public Transport

I. The masterplanning of significant new residential development should allow, where it would be appropriate, the development to be capable of being served by local public transport services which should complement the provision of safe walking and cycling routes.

II. Travel Plans should include information on local public transport and, where feasible, incentives to use public transport e.g. travel vouchers. The overall aim should be to facilitate behavioural change and reduce pollution.

III. S106 contributions collected under the provisions of Policy TRA1 of the District Plan, could contribute towards the extension of public and community transport services to new developments.

Parking

- 4.65. Parking in urban parts of the Ward is challenging. At the Policy consultation in March 2019, parking issues generated more responses than any other. Commuter parking on roads near Hertford North station is a particular concern and pavement parking, and parking close to road junctions, were also highlighted as a safety issue. The Buckwell's Field development has placed additional pressure on Sacombe Road parking and the potential impact of increased parking pressures arising from the HERT4 development is a significant concern. It's essential that development proposals include strategies to promote walking and cycling and discourage car journeys to Hertford North station, to avoid additional parking pressures on roads close to Hertford North station.

- 4.66. Parking provision in high housing density areas needs to be managed and balanced against the protection of green spaces and well-connected and accessible foot and cycle paths. The Neighbourhood Plan is opposed to the development of Beane Marshes for housing or car parking but supports new parking provision that is consistent with other policies in this Plan. The Neighbourhood Plan survey revealed that 30% of those responding who said they wanted residents' parking lived in the Lower Bengoe postcodes. Of those who said they would use a residents' car park, most (121 respondents) said they would use one up to 50m away from their homes, and 108 respondents said they would use one up to 100m away.

Policy HBT5: Parking

- I. Proposals to increase off-street car parking provision in areas with insufficient residents' parking (particularly near to Hertford North Station) will be supported when consistent with other policies in the Neighbourhood Plan. S106 contributions collected under the provisions of Policy TRA1 of the District Plan could contribute to solutions to improve residents' parking in areas with limited parking.
- II. Provision of electric car charging points in car parks and other developments will be supported.

Homes and Development

- 4.67. The District Plan has allocated one area in Hertford Bengoe Ward for residential development. Policy 'HERT4 North of Hertford' (Figure 38 map) schedules around 50 homes for development to the north of Sacombe Road by 2022 and, 'subject to the satisfactory previous phased extraction of mineral deposits on the neighbouring site,' around 100 homes to the west of Wadesmill Road between 2022-2027. In September 2019, Durkan (Bengoe) Ltd. submitted a planning application for 52 dwellings on the former Bengoe Nursery site. Planning consent was granted in July 2020.
- 4.68. If the development of approximately 100 homes within HERT4, which is 'subject to the satisfactory previous phased extraction of mineral deposits' has not received planning permission and is removed from the District Plan as a Strategic Site Allocation, the Neighbourhood Plan would seek to extend LGS1 (Land at Bengoe Field) by a further 2.7Ha through a review of the Neighbourhood Plan. This would include land to the east of restricted Byway 1, north of Glenholm and west of Wadesmill Road i.e. land currently forming part of HERT4.
- 4.69. No additional development sites in Hertford Bengoe Ward are identified by the District Plan but, small sites have come forward for development and are likely to continue doing so.
- 4.70. Local housing is expensive. Land Registry data reveals that, between 2015-2017, average house sale prices in Hertford Bengoe Ward were higher than the average for East Hertfordshire District and Hertfordshire.

Average Yearly Overall House Sale Prices			
	All house types (2015)	All house types (2016)	All house types (2017)
Hertford Bengoe Ward	£430,900	£469,400	£485,400
East Hertfordshire District	£382,800	£427,400	£442,300
Hertfordshire	£398,000	£436,200	£455,300

Source: HM Land Registry Price Paid Data (as analysed by Hertfordshire County Council).

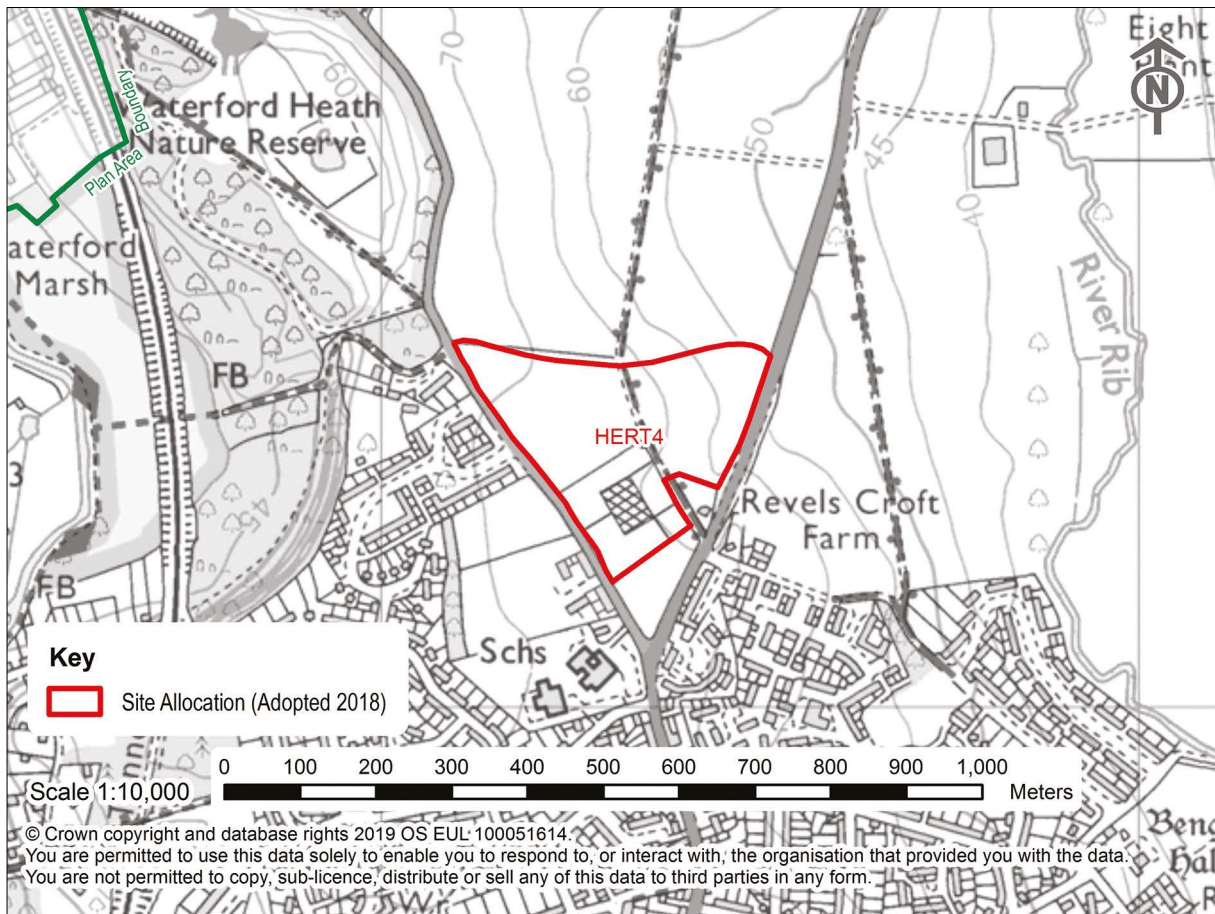


Figure 38: HERT4 site.

- 4.71. Residents would like to see more affordable housing (to rent and buy) in the Ward but, with relatively small-scale development proposals likely to come forward, achieving that on a significant scale through development will be challenging. Latest available census data shows that, in 2011, there was a slightly higher proportion of 2-bedroom properties (35.75%) than 3-bedroom ones (32.29%). Around 16% were 4-bedroom homes (Source: Office for National Statistics, 2011 Census, Tables KS403EW, QS411EW, QS413EW). In consultation, a preference was expressed for more 3-bedroom homes, as well as accessible homes for older people wishing to downsize, and homes for single people.
- 4.72. In the 2011 census, 39.20% of residents owned their property with a mortgage, 35.66% owned outright, 13.83% rented privately and 10.21% rented local authority or social housing properties. (Source: Office for National Statistics, 2011 Census, Table KS402EW).

Policy HBH1: Housing Supply

Development proposals that demonstrate how they will meet unmet demand, particularly schemes delivering at least the minimum criteria for affordable housing (to rent and buy), will be supported when consistent with other policies in the Neighbourhood Plan.

Exemplary building and landscape design

4.73. Development should echo the best examples of layout and design. The Brehouse Lane development, just off St. Andrew Street, is close to local amenities, meaning residents can easily walk or cycle to them. Buildings are set back from traffic noise and the architecture avoids uniformity and is sympathetic to nearby older buildings. Residents' parking provision is unobtrusive and avoids the need for vehicles to be parked on front gardens or obstruct roads and pavements. Planting softens hard landscaping, and with the River Beane on the northern side, there's plenty of opportunity for natural habitats and biodiversity to be enhanced. It feels welcoming, unlike some nearby gated developments.



Figure 39: Brehouse Lane.

- 4.74. In a speech to the March 2019 Waterwise Conference, the chief of the Environment Agency warned that, unless action is taken, within 25 years, England will not have enough water to meet demand. Climate change means that hotter, drier summers are predicted, with higher drought risk and less predictable rainfall. UK population growth is expected to rise from 67 million in 2019 to 75 million in 2050. The Environment Agency is working with planning authorities, businesses and local communities to *'design towns, cities and other places which put the sustainable use of water at the heart of their design and functioning'*.
- 4.75. Residents do not want development in the Plan Area to increase parking pressures on busy local roads. Throughout consultation, concerns were raised about vehicle speeds and hazards from parked cars, particularly on Sacombe Road, Bengoe Street and the Lower Bengoe roads. Criticism has been levelled at the lack of parking spaces on the Buckwell's Field development, resulting in overspill onto Sacombe Road, a problem exacerbated by the loss of informal parking at the former Bengoe Nursery. District wide vehicle parking standards are contained within East Herts District Plan Policy TRA3 Vehicle Parking Provision and the District Council's Supplementary Planning Document Vehicle Parking Provision at New Development.

Policy HBH2: Design and Layout

I. In addition to meeting the requirements set out in District Plan Policy DES4, residential development proposals should aim to incorporate all of the following provisions:

- follow the principles set out in the 'Building for Life 12' (or equivalent replacement scheme) criteria
- be set back from the road to minimise the impact of traffic noise on site occupants, in those locations subject to high levels of road traffic noise
- ensure green amenity areas are overlooked by windows to increase connection with outdoor spaces
- avoid unnecessary uniformity in external design to increase individuality between buildings
- provide discreet, accessible, bin storage (for residents in apartments as well as those in houses), with sufficient space to accommodate the full complement of recycling/refuse bins
- protect the amenity and privacy of existing and future residents

II. Proposals for 'Gated Communities' in the Plan Area will not be supported. It is considered that they do not support the principles of community cohesion and inclusion.

- 4.76. In designing the green spaces around new development, and their connection with surrounding countryside, developers have an opportunity to demonstrate best practice. [Building with Nature](#) is a benchmark for the design and maintenance of green infrastructure in housing and commercial development. Designers and planners can use Building with Nature standards to inform development from the outset. By encouraging developers to achieve an ‘Excellent’ rating, against this standard, we will ensure they deliver high quality green infrastructure including wildlife habitats.
- 4.77. Where feasible, development proposals should aim to include wildflower meadow planting areas, the retention of rough grass edges to encourage and support wildlife, and bird and bee nesting boxes and nesting areas.
- 4.78. HERT4 landscaping proposals should prioritise measures to mitigate the impact of development on local roads. The emphasis should be on improving and extending walking and cycling routes.

Policy HBH3: Landscape Design

I. Landscaping schemes should enhance the character of the development and reflect and complement the surrounding landscape, particularly when in or adjacent to the Green Belt. All the following criteria should be incorporated:

- a) welcoming, accessible open spaces and natural play areas
- b) planting of native tree and hedgerow species with green buffers between large developments and adjacent countryside, and between new developments and existing residential areas
- c) sufficient, secure, covered cycle parking to encourage active travel
- d) hard landscaping for vehicle parking should be constructed from permeable materials to reduce water run-off.

II. In addition, landscaping within the HERT4 development is encouraged to:

- a) incorporate highways improvements and a network of paths that provide good connectivity to existing routes and key services, and improve safe and accessible walking and cycling routes to Bengoe School
- b) ensure protection of local aquifers and Hertford’s water supply
- c) achieve a Building with Nature ‘Excellent’ rating
- d) incorporate headland wildflower planting, bee bricks and nesting boxes for swifts
- e) provide opportunities to grow food.

Brownfield Land and re-use of buildings

- 4.79. In their 2018 report, [State of Brownfield 2018: An analysis demonstrating the potential of brownfield land for housing](#), the Campaign to Protect Rural England examined brownfield registers produced by 320 planning authorities in England. One of the key findings in the report was that published registers demonstrate that there are suitable brownfield sites available for over 1 million homes in England. The District Plan prioritises the development of brownfield land over other sites. Rather than encroach on the Green Belt or reduce the volume of green spaces, it’s preferable to re-use industrial land or disused buildings for housing, leisure, employment or enterprise.
- 4.80. There is relatively little unused land in the Plan Area, but small areas of disused industrial land or buildings may become available for development and should be utilised if the benefits to the community outweigh the disadvantages. Most development proposals that will be judged against the policies in this Plan will be on brownfield land.

Policy HBH4: Brownfield Development

Proposals for the development of brownfield sites will be supported, especially those that provide tangible benefits to the community through the provision of community facilities, live/work spaces or housing that meets an identified need.

Sustainable Commercial Growth

- 4.81. Thriving local businesses contribute to the vitality and economy of the area, create employment, and provide services for local people. If they can be reached by foot, cycle, or public transport, it reduces the need for unnecessary car use.
- 4.82. There are more than 125 businesses in Hertford Bengoe Ward, around 50% of them in St. Andrew Street and Old Cross, including a number of restaurants, hairdressers and home interiors shops. McMullen's has been brewing in Hertford since 1827. On the northern boundary, businesses at Westmill Farm include a horticultural nursery, camp site, restaurant and play-barn. On The Avenue near the top of Bengoe Street, a newsagent, hairdresser, café, and pharmacy are all popular with the local community, who are particularly keen to ensure local pharmacy services are not lost.
- 4.83. During the preparation of the Neighbourhood Plan, a forum was held with 20 local business representatives. Concerns expressed by many of those attending were: lack of customer and employee parking, traffic congestion, and the impact of high business rates on small independent outlets.
- 4.84. One of the core objectives of the Hertford Town Centre Urban Design Strategy is to promote Hertford as a destination for small and medium sized businesses, and to work with the St. Andrew Street Traders' Association to improve and promote the area. Initiatives to encourage a diverse range of businesses into the Ward, and to support existing businesses, will be endorsed by the Neighbourhood Plan.

Policy HBB1: Local Business Development

Sustainable proposals for the development and/or redevelopment of business premises will be supported.

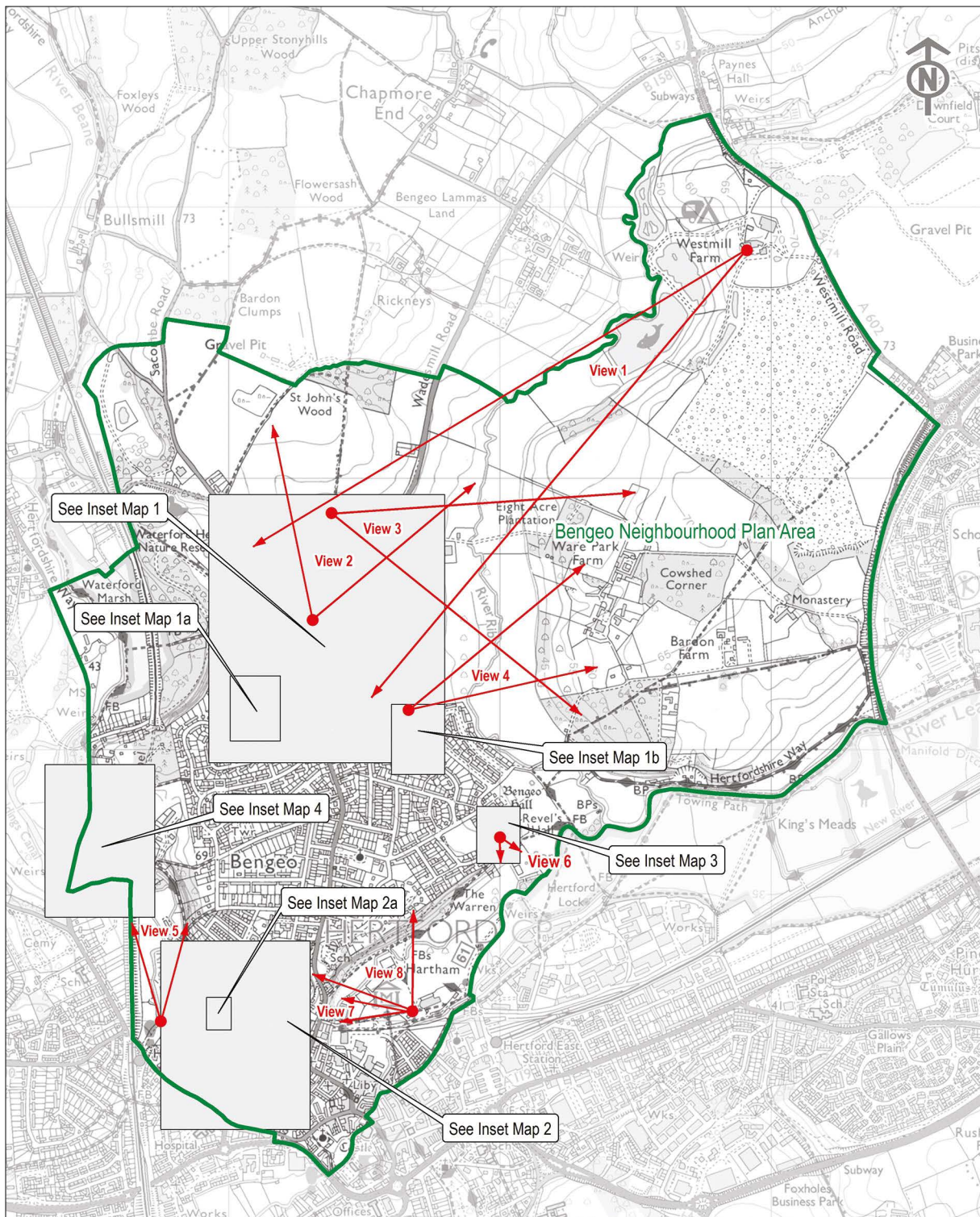
5. Implementation

- 5.1. The Policies in this Neighbourhood Plan will be implemented by East Herts District Council through the determination of planning applications within the Plan Area. The policies are intended to support sustainable residential and commercial development, protect important natural areas and community assets, and improve local travel conditions. S106 Agreements, negotiated between developers and local authorities, should take account of the policies in this Plan and should improve local infrastructure and enhance facilities for residents.
- 5.2. The Neighbourhood Plan policies may be amended at intervals to ensure they remain in line with the District Plan. Any such review or update will be carried out in accordance with the process and procedures in place at that time.
- 5.3. Projects in the Action Plan will be achieved through various public and private funding mechanisms.

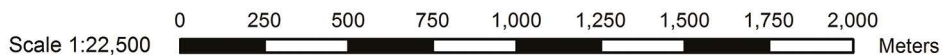


6. Appendices

Appendix A: Policies Map

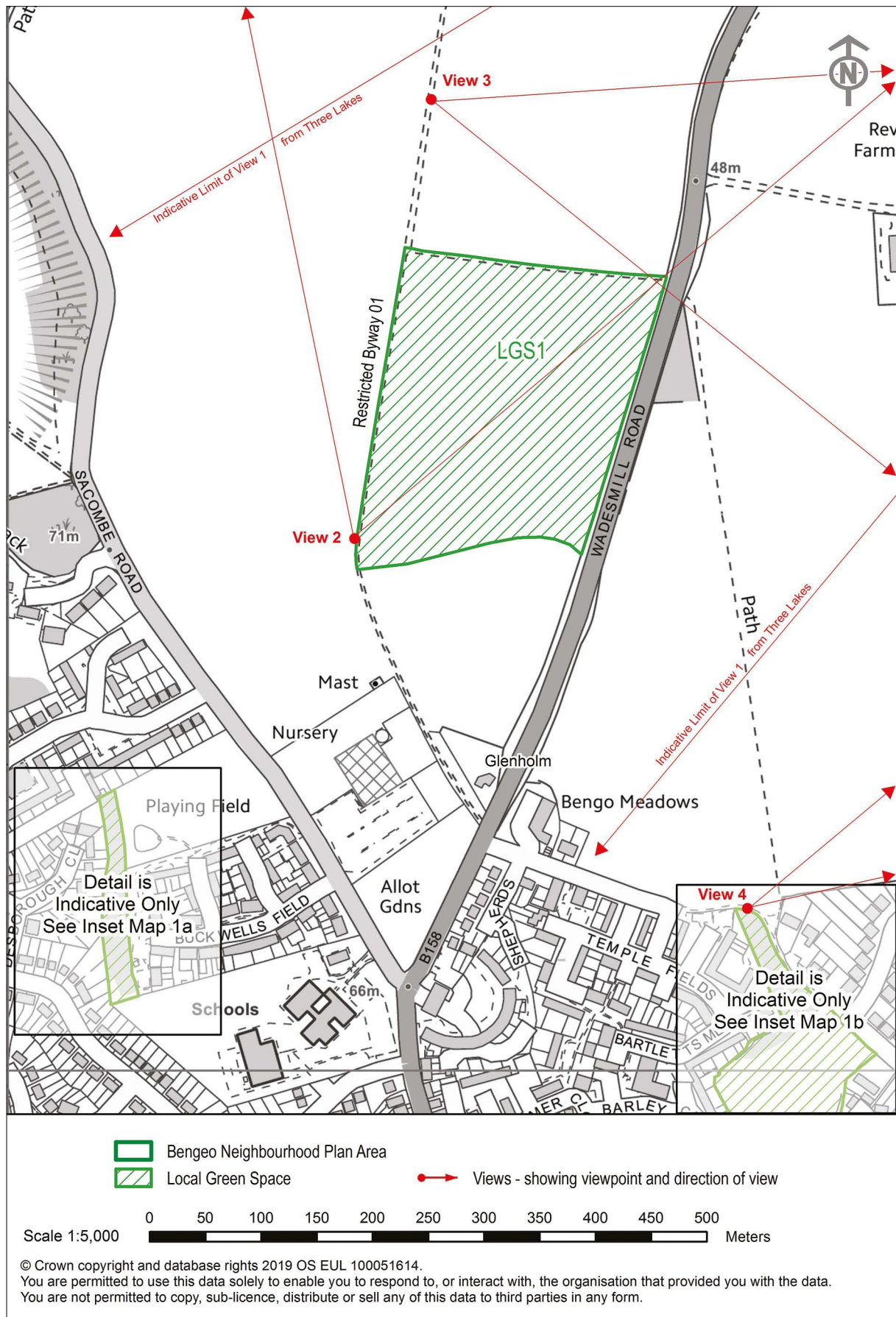


- Bengo Neighbourhood Plan Area
- Extent of Inset Map
- Views - showing viewpoint and direction of view



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Policies Map Inset 1. LGS1: Land at Bengoe Field



Policies Map Inset 1a. LGS 5: Woodland Adjacent to the Sacombe Road Play Area



Bengeo Neighbourhood Plan Area Local Green Space



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Policies Map Inset 1b. LGS7: Watermill Lane Play and Recreation Area

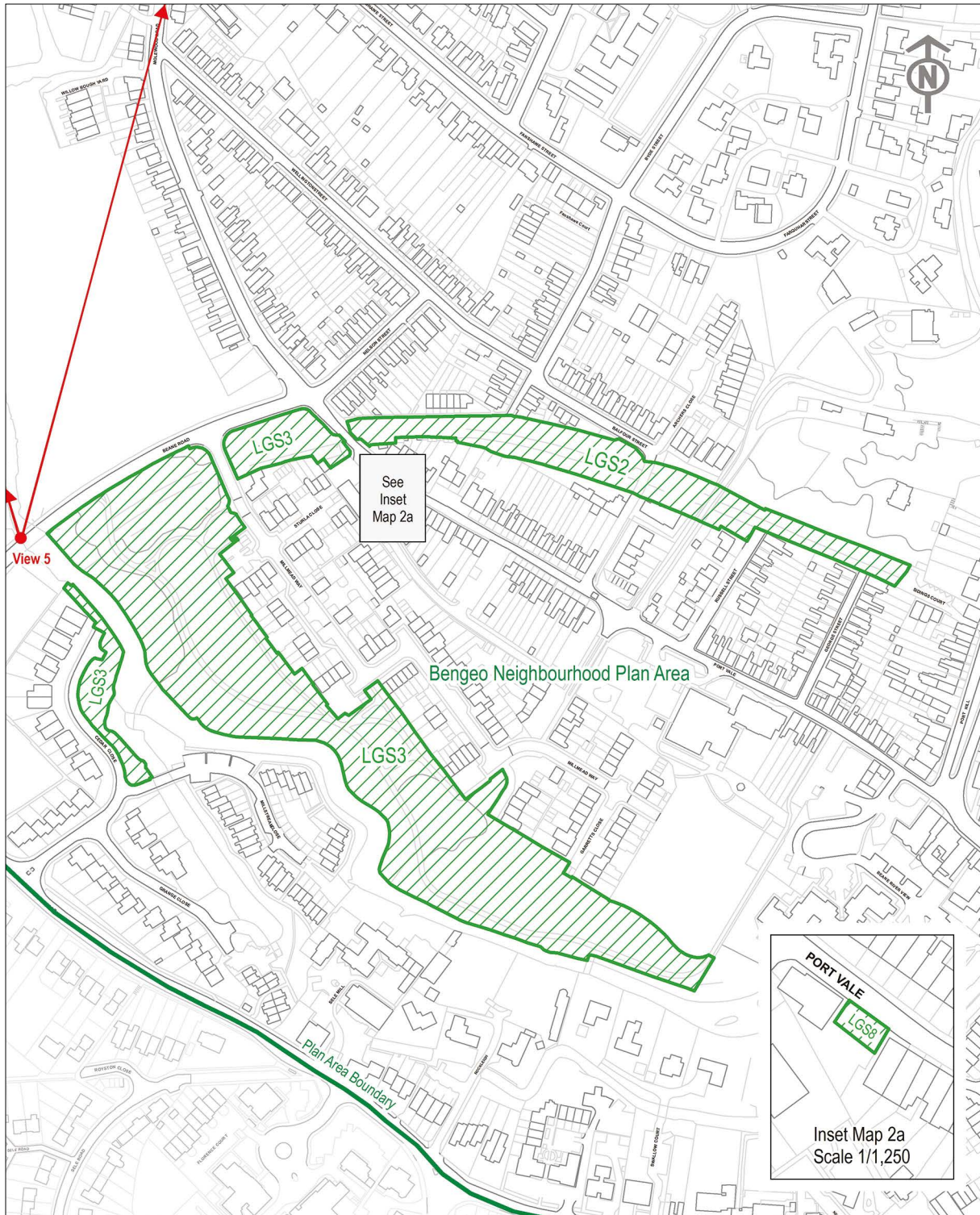


- Bengoe Neighbourhood Plan Area
- Local Green Space
- Views - showing viewpoint and direction of view

Scale 1:1,250 Meters

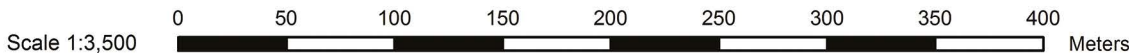
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Policies Map Inset 2. LGS 2: Former Railway Line, Lower Bengoe; LGS3: Millmead Park, and Inset 2a. LGS8: Port Vale Wildlife Garden



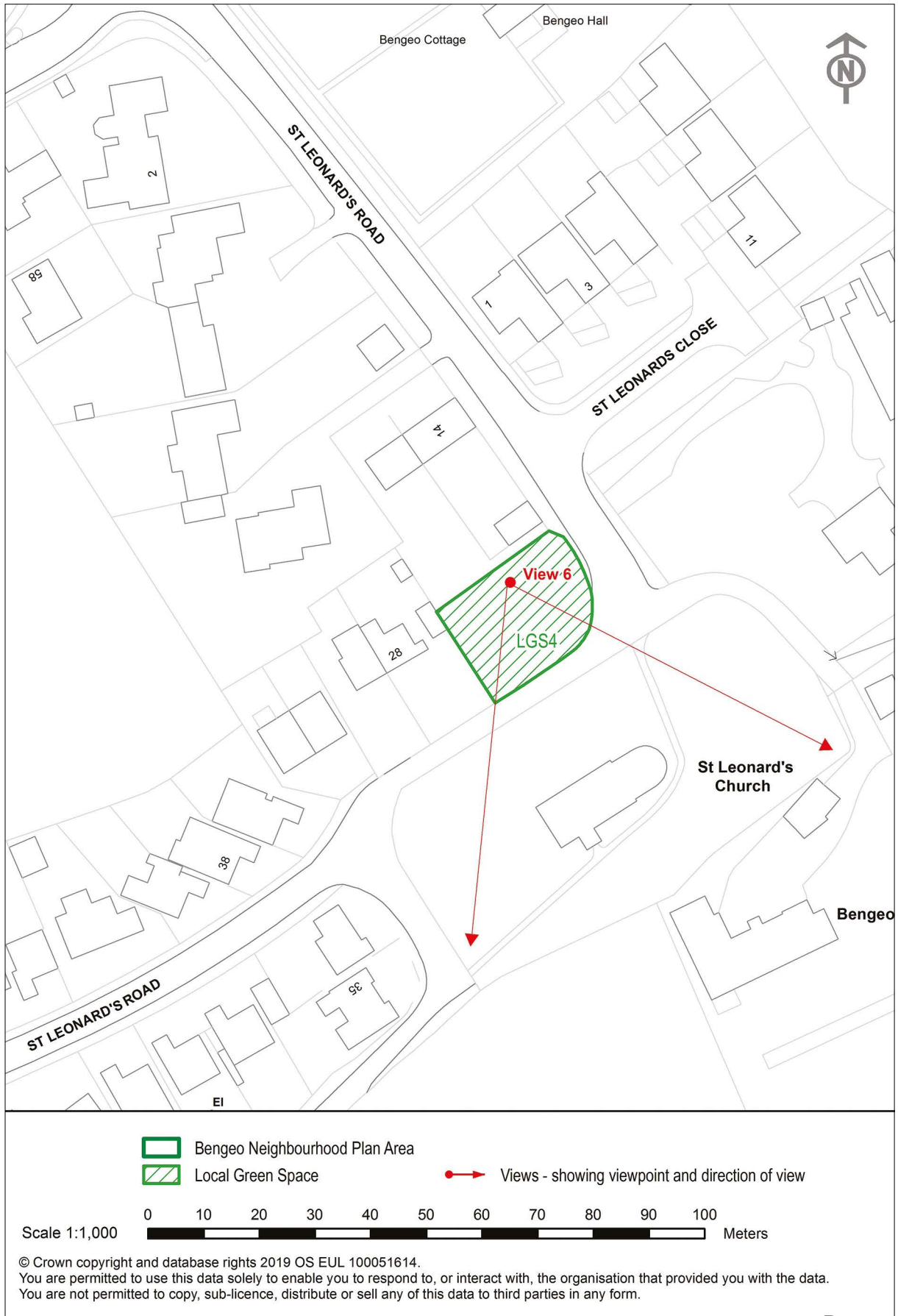
- Bengoe Neighbourhood Plan Area
- Local Green Space

→ Views - showing viewpoint and direction of view



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Policies Map Inset 3. LGS4: St. Leonard's Garden



Policies Map Inset 4. LGS6: North Road Meadow



 Bengo Neighbourhood Plan Area  Local Green Space

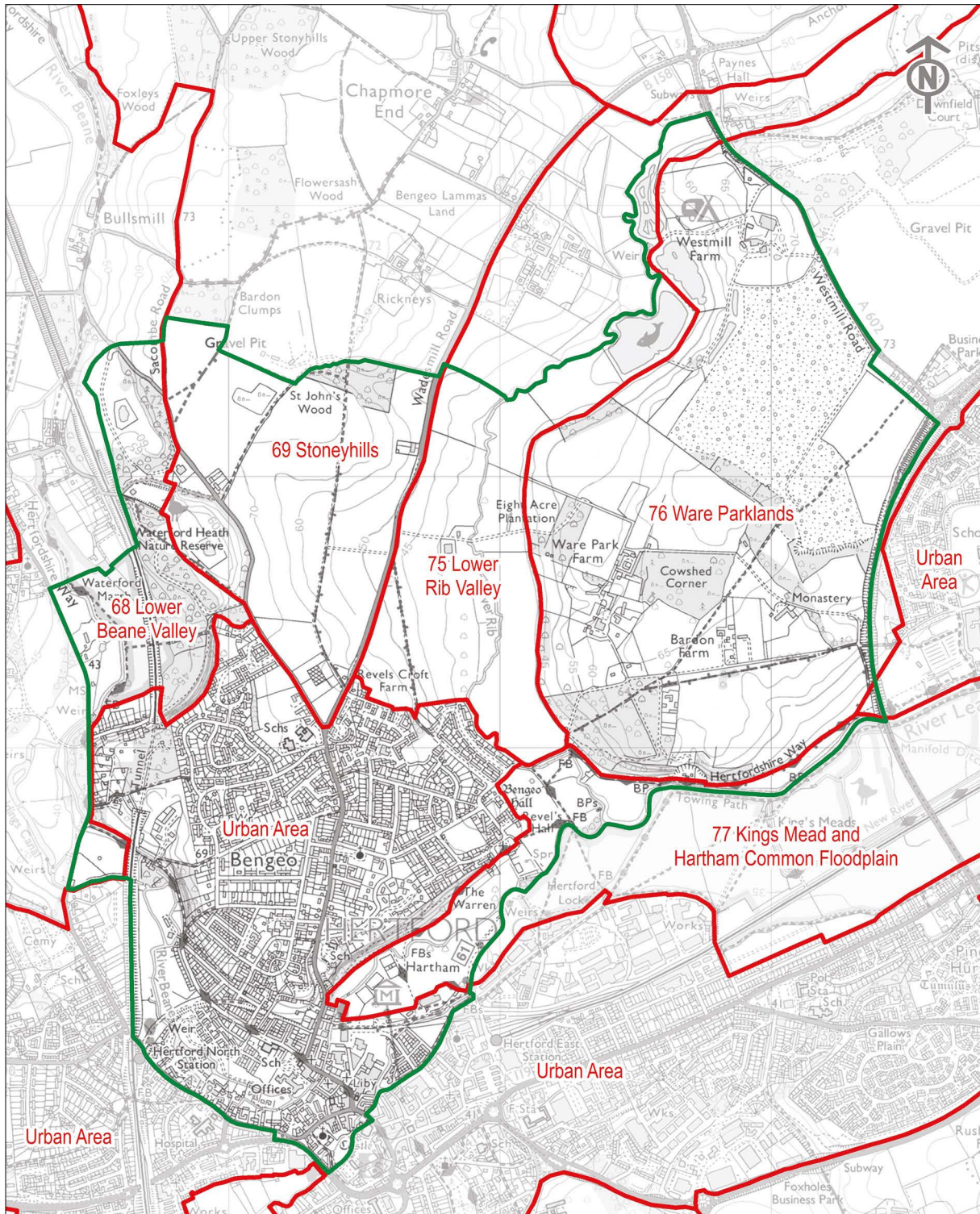
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Appendix B: Local Green Spaces Assessment

No.	Site Information						Critical Criteria				Evidence of specialness				
	Site description	National designation	Potential development site	Common land, village green or private garden	Owner known	Extant planning permission	Local in character	Extensive tract	Very special	Close by	Beauty	Historical significance	Recreational	Tranquillity	Wildlife
1	Land at Bengo Field	N	N	N	Y	N	Y	Y	Y	Views towards Chapmore End and Ware Park Manor.	Archaeological remains.	Boundary path used for dog walks, jogging, bike and horse riding.	Very peaceful and tranquil.	Skylarks and brown hare.	
2	Former Railway Line, Lower Bengo	N	N	N	Y	N	Y	Y	Y	Naturalised with native trees and hedgerows.	Was final stretch of Gt. Northern Railway's line to Hertford terminus.	Could serve community as pedestrian/cycle route if accessible.	Quiet green oasis in middle of built up area.	Badgers, foxes, muntjac.	
3	Millmead Park	N	N	N	Y	N	Y	Y	Y	Open green space with woodland areas and River Beane.	N	Walking, cycling, ball games, play equipment.	Quiet space between rail station and busy roads.	Coot, moorhen, cormorant, kestrel, Canada geese.	
4	St. Leonard's Garden	N	N	N	Y	N	Y	Y	Y	Beautiful public garden.	Gifted to local Council in 1948.	Horticultural group tends it. Benches for seating.	Quiet spot for contemplation.	Bird feeders and bug and hotels.	
5	Woodland Adjacent to Sacombe Rd Play Area	N	N	N	Y	N	Y	Y	Y	Attractive woodland in residential area.	On the 1843 Tithe map	Walking, cycling and play.	Peaceful woodland oasis.	Woodpecker bats, grass snakes.	
6	North Road Meadow	N	N	N	Y	N	Y	Y	Y	Meadow with River Beane on southern boundary.	N	Adjacent to well used 'Hertfordshire Way' route.	Tranquil area between North Road and residential area.	Birds and grizzled skipper larvae.	
7	Watermill Lane Play & Recreation Area.	N	N	N	Y	N	Y	Y	Y	Well cared for with mature trees.	N	Extensively used for play and recreation.	Two benches for relaxation.	Owls, hawks, Red Kites.	
	Port Vale Wildlife Garden	N	N	N	Y	N	Y	Y	Y	Pretty wildlife area between housing.	N	Viewed daily by passers-by.	Tranquil area near busy roads.	Nesting boxes, wood piles, pond.	

Appendix C: Landscape Character Areas

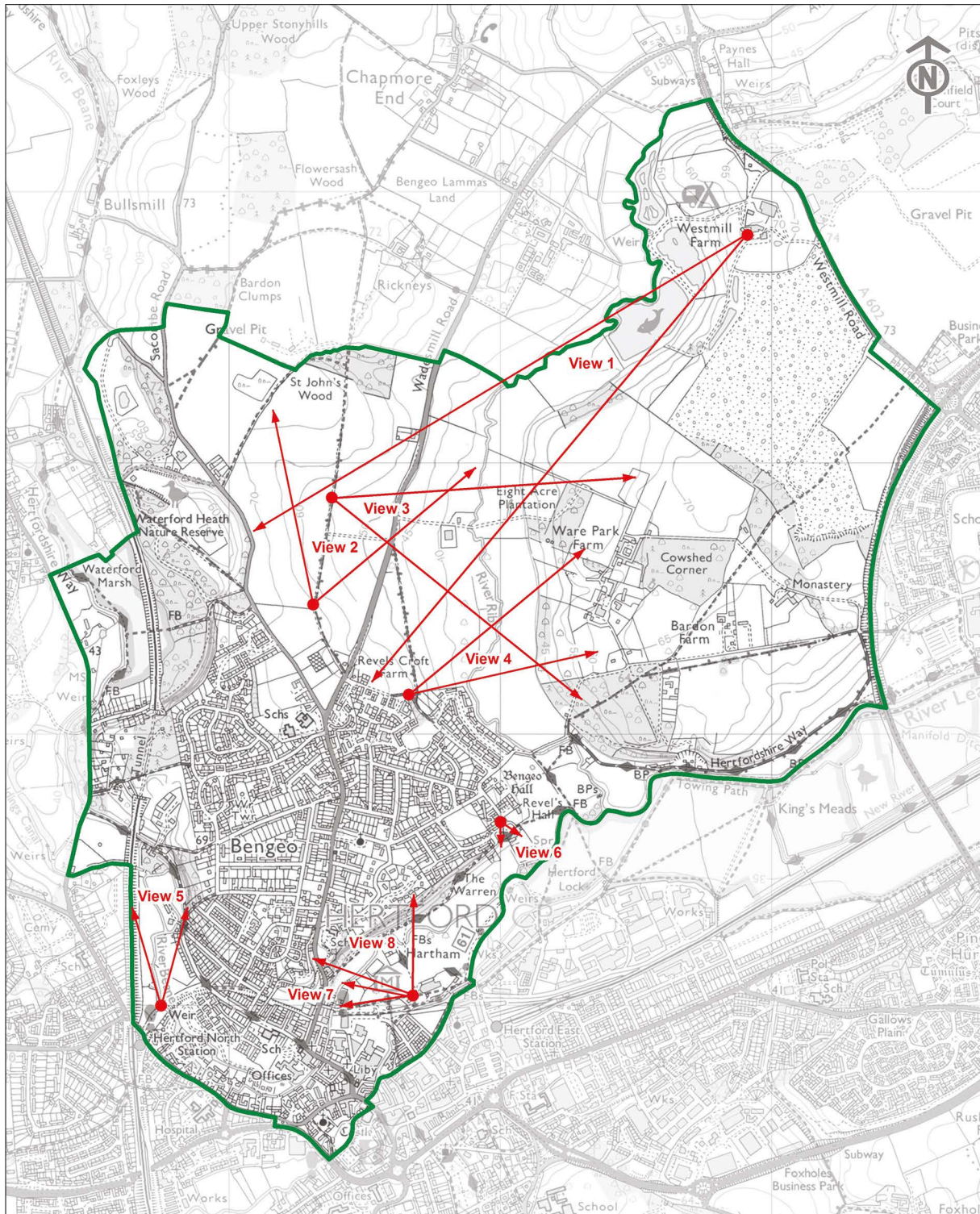


 Bengeo Neighbourhood Plan Area  Landscape Character Area Boundary

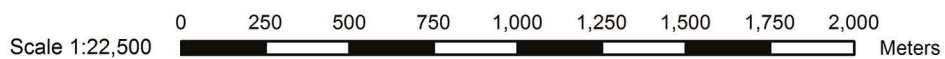
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Appendix D: Views



 Bengoe Neighbourhood Plan Area  View - showing viewpoint & direction of view



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Appendix E: Community Facilities

Bengeo Allotments
Bengeo Cricket Club
Bengeo Parish Church Hall
Bengeo Primary School and halls
Bengeo Recreation Ground
Courtyard Arts
Cowbridge Café (43) and drop-in centre
Folly Island Allotments
Hertford Castle Gardens Play Area
Hartham Common sports facilities
Hartham Common Play Areas (younger and older children)
Hartham Common Skate Park
Hartham Leisure Centre and swimming pool
Hertford Arts Hub
Hertford Baptist Church and hall
Hertford Theatre (primarily in Castle Ward but partly in Hertford Bengeo Ward)
Hertford United Reform Church and Cowbridge Hall
Herts Canoe Club
Hertford Lawn Tennis Club
Hertford Town Church
Holy Trinity Church
Millmead Park Play and Recreation Area
Mill Mead Primary School and hall
Port Vale Scout Hut
Sacombe Road Play Area
Sele Farm Bowls Club
St. Andrew's Church and St. Andrew's Centre
The Bengeo Club including the bowling green
The Company of Players Theatre
The Greyhound Pub
The Millstream Pub
The Old Barge Pub
The Old Cross Tavern
The Two Brewers Pub
The Woolpack Pub
Watermill Lane Scout Hut
Watermill Lane Play and Recreation Area
White Lion Pub

Appendix F: Non-designated Buildings and Structures

Bengeo Parish Church Hall

This red brick building with decorative brick detailing, built in 1899 by Robert Green, is in Duncombe Road. It's the church hall for Holy Trinity Church, which is on the corner of Bengeo Street and New Road.



Figure 40: Bengeo Parish Church Hall.

Bengeo Water Tower

Also referred to as the 'Artistic Water Tower' (Source: Ferro-Concrete Vol 21, May 1930 p228-291), Bengeo Water Tower is an elevated water-tank made of Ferro concrete, designed in 1930 by engineers L.G. Mouchet & Partners of Westminster. The floor of the tank is 75ft above ground level, held aloft by eight columns and a central octagonal shaft. The flagstaff, which is 15ft high, surmounts the domed roof cupola. Ferro-concrete was preferred over steel to ensure that the appearance of the tower blended harmoniously with its surroundings. The tower is understood to be still functioning as a water tower.



Figure 41: Bengeo Water Tower.

Castle Joinery

A family joinery in Tower Street, formerly known as Greens. It produces joinery products for local country estates such as Hatfield House. Built in the 1880s by Robert Green, it still looks remarkably similar, with timber cladding and a wall of timber-framed multi-paned windows.



Figure 42: Castle Joinery.

Duncombe School

The Hertford Villa Residence Company, formed in the 1860s, created Warren Park Road Suburban Villas. One of the villas, Daneshill House, is now Duncombe School. Towards the end of the Victorian era, Daneshill House was home to Mr. Mitchell (a shipping agent) and his family. It became the home of Duncombe School in 1951.



Figure 43: Duncombe School.

Lodge Close Wall

The wall was part of the walled garden of the now demolished Bengo Lodge, built in the early 1800s by William Lockett. Today, two remaining sections of the wall can be seen in Lodge Close, between numbers 14 & 16 and opposite those houses. About a dozen new homes were built on the garden of the old Lodge in the 1970s/80s.



Figure 44: Lodge Close Wall.

The Greyhound Public House

The Greyhound Pub appears on late 19th century mapping and was McMullen's first pub purchase in 1836. The adjacent site, previously a garage and car wash, has been developed for housing.



Figure 45: The Greyhound.

The Old Barge Public House

Re-built in the 1890s to serve beer to residents of The Folly and its industries, including the industry associated with the barge traffic. Prior to the Old Barge, there was The Jolly Bargeman, which, with nearby cottages and sheds, was connected with the making of clay pipes.



Figure 46: The Old Barge.

The Old British School

Known locally as the Old British School in Dimsdale Street and also referred to as 'Cowbridge School' ('The Former British School' on the Land Title) it opened in 1863 as a school for children from 'dissident' and 'non-conformist' families. After several changes of use, it has been unoccupied since 1968. It is one of the properties being considered for renovation by the Hertford Arts Hub.



Figure 47: The Old British School in Dimsdale Street.

Gates to The Warren and Hartham Common, Port Hill

These ornate metal gates were presented to the town by Philip Raynsford Longmore and form an attractive feature in the street scene.

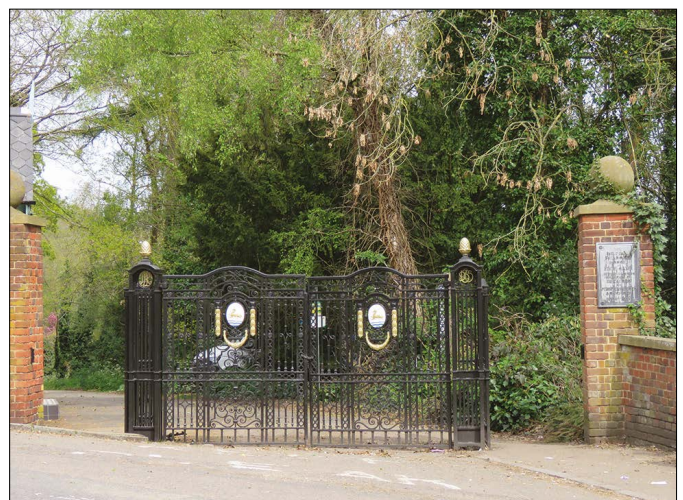


Figure 48: Gates to The Warren and Hartham Common, Port Hill.

Nos. 38-40 Port Hill

This pair of pretty houses on Port Hill are next to the gates to The Warren and Hartham Common. They are referred to in the Hertford Conservation Area Appraisal and Management Plan (2017) as probably dating from the 19th century. Their ornate detailing includes finials and barge boarding. Number 38 is also known as Warren Meadows Lodge and appears on late 19th century mapping as 'Lodge'.



Figure 49: 38-40 Port Hill.

Appendix G: Policy Process Map

This table shows how the Neighbourhood Plan's Objectives have been translated into Policies.

Objective		Policies that help achieve the Objectives
Green Spaces, Views, Nature Conservation and Air Quality		
A	Protect precious green spaces through 'Local Green Space' designation and preserve important views.	HBN1: Local Green Space Designation HBN2: Important Views
B	Maintain, protect and increase natural habitats, wildlife and local biodiversity.	HBN3: Nature Conservation
C	Reduce traffic emissions and preserve and increase green lungs and corridors.	HBN3: Nature Conservation HBN4: Improving Air Quality
Community, Heritage and Culture		
D	Retain, protect and enhance community facilities.	HBC1: Enhanced Community Facilities
E	Encourage the development of cultural facilities and protect valuable heritage assets.	HBC2: Listed Buildings and Structures HBC3: Non-designated Buildings and Structures HBC4: Cultural Facilities
Sustainable Travel		
F	Improve travel conditions and road safety and mitigate the impact of development on local roads.	HBT1: Traffic Congestion and Road Safety
G	Improve and extend footpath routes to increase levels of walking.	HBT2: Encouraging More Walking
H	Improve and extend the cycle network to increase levels of cycling.	HBT3: Encouraging More Cycling
I	Increase the use of local public transport as a preferred option over cars.	HBT4: Public Transport
J	Increase the availability of cycle parking and improve local car parking conditions.	HBT5: Parking
Homes and Development		
K	Achieve high quality, sustainable development with good access to natural areas and foot and cycle routes.	HBH1: Housing Supply HBH2: Design and Layout HBH3: Landscape Design
L	Achieve brownfield development that meets residential, community or commercial need.	HBH4: Brownfield Development
Sustainable Commercial Growth		
M	Ensure commercial development supports local businesses in continuing to thrive.	HBB1: Local Business Development

Appendix H: Action Plan

No.	Strategic Aim	Action	Funding	Responsibility
1	Increase natural areas and improve biodiversity.	Support the landscaping of a community garden on the empty plot on the corner of Duncombe Road and Tower Street.	Hertford Town Council Grants and other funding streams.	Neighbourhood Plan Steering Group and Hertford Town Council.
2	Increase natural areas and improve biodiversity.	Encourage the creation of wildflower meadow areas in developments. Encourage naturalistic planting areas throughout the Plan Area.	S106 Agreements. Public and private funding streams.	Neighbourhood Plan Steering Group and Hertford Town Council. Neighbourhood Plan Steering Group and Hertford Town Council.
3	Increase awareness of air quality issues.	Install 'Turn-off engine' signs outside schools, shops and other waiting areas.	Hertford Town Council Community Grants and S106 Agreements.	Neighbourhood Plan Steering Group Hertford Town Council.
4	Address volume and speed of traffic and increase sustainable travel.	Support initiatives to: <ul style="list-style-type: none"> • increase walking and cycling routes • improve road, foot, cycle and pavement surfaces (a request will be made to Hertfordshire County Council to resurface Bridleway 14/15 to improve the cycle route from HERT4 (former Bengo Nursery site) to the town centre) • introduce a 20 MPH speed limit on Bengo Street and on Sacombe Road from the Wadesmill Road/Sacombe Road mini roundabout to The Wick • increase compliance with and enforcement of access restrictions • introduce traffic calming and road and pavement safety measures on the Lower Bengo roads • increase the provision of secure, covered cycle parking 	S106 Agreements, local grants and other funding streams.	Hertford Town Council and the Neighbourhood Plan Steering Group.
5	Foster increased appreciation of architectural and heritage assets.	Work with Hertford Museum and local historians to develop a leaflet identifying places of architectural and historical interest in the Neighbourhood Plan Area.	Hertford Town Council Community Grants.	Neighbourhood Plan Steering Group. Hertford Town Council.
6	Improve wayfinding to heritage sites.	Support the installation of directional signs in the town centre showing the route to St. Leonard's Church, with subsequent signs erected along the route as needed.	Hertford Town Council.	Neighbourhood Plan Steering Group Hertford Town Council.

Appendix I: Glossary

Affordable Housing

Includes social rented, affordable rented and intermediate housing, provided to specified eligible households whose needs are not met by the market.

Ancient Woodland

Woodland known to have existed continuously since at least 1600.

Conservation Area

An area designated under Section 69 of the Town and Country Planning Act 1990 (as amended) as being of ‘*special architectural or historical interest*’, the character and appearance of which it is desirable to preserve and enhance.

Green Finger

Unique areas of open land which penetrate (in this case) towards the centre of Hertford and are a recognised local amenity, wildlife and leisure asset. They have been designated as Local Green Spaces through East Herts District Policy CFLR2, ensuring development will not be allowed other than in very special circumstances.

Green Infrastructure

A network of green spaces and other features such as parks, open spaces, woodlands, playing fields, allotments and gardens, providing a range of quality of life benefits for the local community.

Landscape Character Areas

Areas that share similar landscape characteristics and which follow natural lines in the landscape.

Local Nature Reserve

Places with wildlife or geological features that are of special interest locally.

Local Wildlife Site

Areas of land with significant wildlife value. Typically, they are ancient woodland, a flower-rich hay meadow, or a village pond.

Nature Improvement Areas

An ongoing network of large-scale initiatives in the English landscape to improve ecological connectivity and improve diversity.

S106 Agreements

Also known as Planning Obligations. They are legal obligations entered into to mitigate the impact of development proposals. Through these agreements, developers may be asked to provide contributions for infrastructure.

Sustainable development

Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

Wetland

An ecosystem that is covered permanently or seasonally by water. Wetlands are described by the World-Wide Fund for Nature (WWF) as ‘*some of the most productive habitats on the planet*’.

Appendix J: References and Acknowledgements

East Herts Air Quality Action Plan 2017/18-2019/20

https://cdn-eastherts.onwebcurl.com/s3fs-public/documents/East_Herts_Air_Quality_Action_Plan_2017-18_-_2019-20_3_final.pdf

East Herts District Plan, October 2018

https://cdn-eastherts.onwebcurl.com/s3fs-public/documents/District_Plan_Publish_web_view.pdf

Hartham Common Greenspace Action Plan

<https://cdn-eastherts.onwebcurl.com/s3fs-public/2019-11/Hartham%20Common%20GAP%202018-23.pdf>

Hertford Conservation Area Appraisal and Management Plan

https://eastherts.gov.uk/media/31364/Hertford-Conservation-Area-Appraisal/PDF/Hertford_Conservation_Area_Appraisal.pdf

Hertfordshire County Council Landscape Character Assessments

<https://www.hertfordshire.gov.uk/services/recycling-waste-and-environment/landscape/landscape-character-assessment.aspx>

Hertford Town Centre Urban Design Strategy

https://eastherts.fra1.digitaloceanspaces.com/s3fs-public/2019-11/Hertford%20Town%20Centre%20and%20Urban%20Design%20Strategy_0.pdf

Vacant Historic Buildings: Guidelines on Managing Risks

<https://historicengland.org.uk/images-books/publications/vacanthistoricbuildings/>

National Planning Policy Framework (NPPF)

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

The Lawton Review

https://www.researchgate.net/publication/268279426_Making_Space_for_Nature_A_Review_of_England's_Wildlife_Sites_and_Ecological_Network

UK Air Quality Strategy

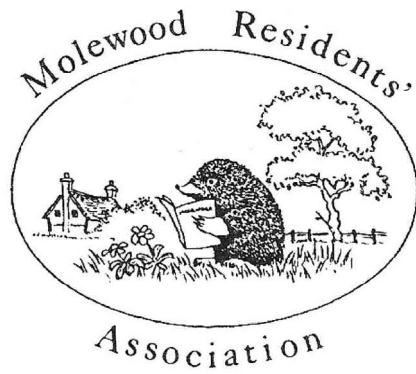
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/69336/pb12654-air-quality-strategy-vol1-070712.pdf

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John Howson, Chair, Bengo Neighbourhood Area Plan Steering Group





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SELE

NEIGHBOURHOOD AREA PLAN 2018 – 2033



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Foreword



Several distinct and sizeable residential communities fit comfortably together to make Hertford's Sele ward the home of nearly 6,000 residents. Sele ward, largely settled as a community, is close to the busy Hertford North Railway Station, and focuses within the ward are its four schools and its very busy shopping area.

A short bus ride away (downhill for most ward residents) is the historic Hertford town centre; a fine cultural, administrative and service centre with cafés and specialist independent shops. The ward itself has very high-quality parkland, river valley Green Finger, woodland, and an award winning play area at its western and northern boundaries.

Sele ward is a good place to live. Future residential 'life-quality' and opportunity has to be weighed up carefully and considered intelligently, and the work which the community's neighbourhood planners have done, attentively and professionally, has brought so much of what residents feel and believe into thoughtful scrutiny and wide dialogue. The community as a whole has benefited enormously during these months of engagement of various kinds.

For some members of the community group 'out of the box' ideas have been important; some, valuing what there is at present, have been keen to conserve. All have had to read the community make up, in order to plan for the best for all in the future years. Taken as a whole, (but there are geographical areas of the ward which are quite different), Sele has 22% of its children affected by income deprivation, and 15% of older people similarly affected. These figures are the highest in the affluent town of Hertford and, together, are virtually unique within the 200 square miles of East Herts District.

Neighbourhood Planning at ward level is therefore particularly important as a tool for those elected to serve Sele ward's particular interests, when these are set in the context of Town and District and County debate and decision-making. Less than a handful of wards in East Herts District have comparably high figures indicating deprivation, and none is recorded as having both older people and children affected by deprivation. At the same time, some areas of Sele ward are distinctly 'affluent', and one area, in its own private acreage, exceptionally so. Almost a quarter of Sele ward's households have no access to a motorcar. With no other ward in East Herts District coming close to these statistics, the ward is far and away the most deprived ward in East Herts.

So, our Neighbourhood Plan's Community Steering Group members have had diversity and social cohesion in mind. They have considered 'area characters' within Sele, and environmental qualities shared by all across the ward. They have considered movement and transport access, issues of isolation, education, and health. They have weighed up 'proximities' and the values they add: the nearby town centre, the high-quality countryside around and the accessible wider cultural, shopping and leisure centres. Together, these 'at hand' facilities provide well for Sele residents.

Home is central to each resident's life. Neighbourhood Planning is therefore so very important as a whole community engagement. The neighbourhood planning process has certainly engaged those who love and value Sele and who seek to maintain and enhance all that is good about where they live.

Peter Ruffles

Preface

The Sele ward has a unique character because, unlike large parts of Hertford, it is an area of relatively new developments of around 70 years or less. The Neighbourhood Plan presents the opportunity to ensure that improvement and growth in the years ahead will create a positive change for the community and its residents. By planning for the future with the needs and aspirations of the local people in mind, the Sele community can maximise opportunities and tackle the present challenges such as deprivation and the impact of new housing development.

The preparation of the Sele Neighbourhood Plan began in May 2016 and was a three-year long community effort to establish a vision to 2033. The East Herts District Plan included the allocation of two substantial housing sites in the ward. It was important for residents in Sele to contribute to the shaping of these new communities and to benefit from the investment in facilities and services.

Yet the Neighbourhood Plan is much more than this. It sets a vision and policies on key topics such as housing and transport, community facilities, and the environment (protecting green spaces for both recreation and wildlife). Additionally, it specifies a set of actions by which the community, Town, District and County Councils, as well as other partners, will achieve the Neighbourhood Plan's objectives. It is based on the principles of improving health indicators, ensuring that development is sustainable for people and the environment, and catering for the needs of all groups, particularly the vulnerable ones.

Throughout the neighbourhood planning process contacts and partnerships have been developed and a strong, committed Steering Group of local residents has worked on supporting and publicising the Neighbourhood Plan's progress. Maintaining and building up the momentum created by the preparation of the Neighbourhood Plan will enable us to work together to make sure Sele remains a place in which people enjoy living.

I Introduction

The Purpose of the Neighbourhood Plan

- 1.1 The adopted Sele Neighbourhood Area Plan (the Neighbourhood Plan) will form part of the statutory Development Plan which is formed of the Local Plan (The East Herts District Plan), the Minerals and Waste Local Plans for Hertfordshire, and any adopted Neighbourhood Plans. The Localism Act 2011, with effect from April 2012 sets out the provision for communities to produce plans that have statutory weight. Taking part in the making of this plan is an opportunity for the community to have a say about future growth in their area. The policies contained in the Neighbourhood Plan will be used in determining planning applications, will provide guidance for developers and will inspire local residents to enjoy and improve their area.
- 1.2 The Neighbourhood Plan is in general conformity with the Development Plan and in particular with the strategic policies of the East Herts District Plan. The East Herts District Plan was adopted on 23rd October 2018 and covers the period until 2033. The current planning documents that make up the Statutory Development Plan can be found on EHDC website and HCC website.
- 1.3 Of particular consideration in the East Herts District Plan are its site-specific policies for the Hertford Sele area (HERT3). These require the provision of around 550 new homes in Sele ward to the north and south of the Welwyn Road, between 2017 and 2033, as part of the district-wide objective to deliver sustainable new development. According to paragraph 29 of the NPPF the Neighbourhood Plan cannot restrict the maximum number of housing units being proposed.
- 1.4 The Neighbourhood Plan has been prepared with regard to the National Planning Policy Framework (NPPF) 2019 and current Planning Practice Guidance.
- 1.5 The Sele Neighbourhood Area Plan includes a vision for the future, objectives, planning policies and a set of actions, which aim to ensure that Sele ward will grow sustainably and thrive over time. The Sele Neighbourhood Area Plan includes a vision for the future, objectives, planning policies and a set of actions, which aim to encourage good quality sustainable development, enhance the environment and provide facilities that can enrich the wellbeing of the community.

Qualifying Body & Neighbourhood Area Plan

- 1.6 This Neighbourhood Plan was prepared by the Sele Community Steering Group (SCSG) through thoroughly researching the topics of interest and issues raised by the community and consultation with residents and other stakeholders in Sele ward. The qualifying body for the submission of the Neighbourhood Plan is Hertford Town Council (HTC).
- 1.7 On 28 January 2016 Hertford Town Council applied to the local planning authority, East Herts District Council, for the designation of the Sele ward as a Neighbourhood Plan Area. The Neighbourhood Plan area is represented in Figure 1 below. East Herts District Council approved the area designation on 5 April 2016.

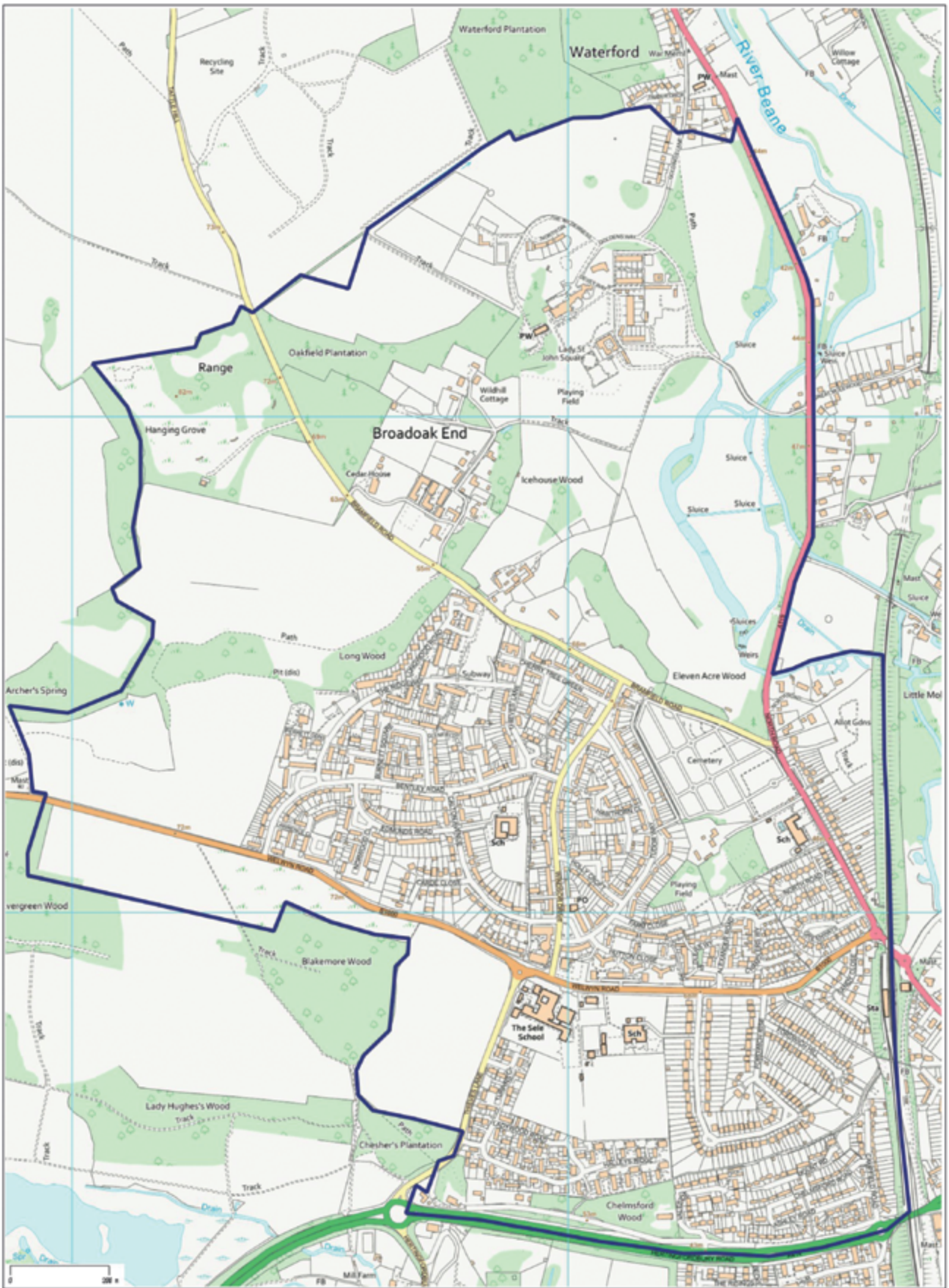


Figure 1: Designated Neighbourhood Plan Area

Legislation

- 1.8 While reflecting the aspirations of local communities, Neighbourhood Plans must comply with other local, national and European policies, as required in the Localism Act. Specifically, a Neighbourhood Plan must meet four criteria, named “Basic Conditions” and set out in paragraph 8(2) of Schedule 4B to the Town and Country Planning Act (1990), as referred to by Section 38A of the Planning and Compulsory Purchase Act (2004):
- (i) The Plan must have appropriate regard to national policies and advice contained in the National Planning Policy Framework (NPPF);
 - (ii) The Plan must contribute to the achievement of sustainable development;
 - (iii) The Plan must be in general conformity with the strategic policies contained in the development plan for the area of the local planning authority, in this case East Herts District Plan (see separate Basic Conditions Statement); and
 - (iv) The Plan must abide by the relevant EU regulations.
- 1.9 A separate document has been prepared to demonstrate how the Sele Neighbourhood Plan meets these Basic Conditions.

Process of Preparing the Neighbourhood Plan

- 1.10 The Community Steering Group for the Neighbourhood Plan was formed following a well-attended public event in May 2016. This group was endorsed by Hertford Town Council to prepare a neighbourhood plan on its behalf. The process chart below shows how the preparation of the Neighbourhood Plan progressed.
- 1.11 Initially five working groups were formed; later these were reduced to three: Community and Public Services, Housing and Transport, and Environment. An experienced Neighbourhood Planning Consultant ran a series of public workshops in October 2016. After a survey was conducted of Sele residents in early 2017, the Planning Consultant was appointed to provide specialist advice to the Town Council and the Community Steering Group.

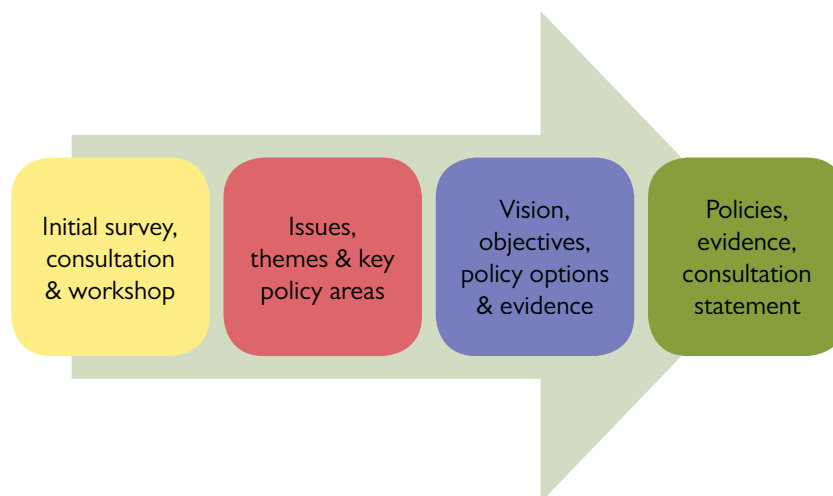


Figure 2: Process Chart

Community Engagement

1.12 The content of the Sele Neighbourhood Plan has been developed from a continuous process of gathering the views of local people in the ward using a variety of consultation approaches including:

- a ward-wide survey
- an exhibition
- a public meeting
- a workshop at Sele School
- stall at local 'Funday'
- numerous working group evening meetings

1.13 A separate document called the Sele Neighbourhood Area Plan Consultation Statement has been prepared which explains the work of the Community Steering Group, describes the engagement techniques used, events held and the results of the public consultations. It also contains a list of consultees.

Monitoring and Review

1.14 The Neighbourhood Plan will be monitored by HTC and a review will be considered at an appropriate time should the policies become out of date or no longer relevant.

2 The Sele Ward

Location, Main Features & Basic Statistics

- 2.1 Sele is one of the four wards in Hertford on the north-west side of the town, covering an area of about 275 hectares and bounded to the west and north by open spaces. Unlike older parts of the County Town, Sele has been mostly developed in the last 70 years, and the predominant architectural style is modern. Land at the original Sele Farm has been in-filled over time and no longer exists. The most prominent heritage feature is the Goldings Estate registered parkland and the listed buildings within it. The parkland was created in the mid 1800's and is contemporary with the existing 1870's Tudor style mansion. The house and parkland have survived well and some early 18th century elements can still be seen in the landscape.
- 2.2 Many of the businesses in Hertford are concentrated around the town centre, while Sele ward is mostly a residential area. The commercial premises of the ward are based on Fleming Crescent and apart from those there are a substantial number of home-based businesses.
- 2.3 In 2011, 73.8% of those between 16 and 64 were in employment (either employees or self-employed), while 6.8% were unemployed. This compares to a rate of 4.3% of unemployment in East Hertfordshire.
- 2.4 A 2015 Government report on deprivation shows that in the Sele area the percentage of employment deprivation is as high as 20%, while in other parts of the ward this ranged between 2.9 and 16.6%. Employment deprivation represents the percentage of the people of working age (16-64) who are involuntarily excluded from the labour market. Reasons for employment deprivation are difficulties in finding work, caring responsibilities, and sickness or disability.

Deprivation

- 2.5 According to a report of East Herts District Council (2015), Sele ward is one of the most heterogeneous wards in East Hertfordshire. There are pockets of deprivation in close proximity with highly sought-after areas. Some of the indices that form the deprivation score are low income, unemployment, a lack of qualifications, bad health, crime and overcrowding of houses.
- 2.6 For statistical purposes, the ward is divided into four small units (LSOA's – Lower Super Output Areas) and two of them have high rates of deprivation, ranking second and fourth most deprived areas in East Herts; which overall makes Sele the most deprived ward in East Hertfordshire. The area in the central part of Sele incorporating streets such as Windsor Drive, The Ridgeway and Tudor Way is among the top 30% of the most deprived areas in the country (DCLG 2015).
- 2.7 Overall, Sele ward has the highest proportion of children living in poverty in East Hertfordshire and the third highest percentage of income deprivation affecting older people. In July 2018, 1.4% of the population claimed out-of-work benefits, above the average in East Hertfordshire at 0.7%. It is nevertheless important to remember that despite the pockets of deprivation, living in Sele has many benefits such as good public

facilities, large green spaces and a strong community spirit. In addition, there are numerous opportunities to help drive regeneration and change perception of the area.

The History and Heritage of Sele

- 2.8 Sele started as an ancient hall situated in the Parish of St. Andrew. According to the Domesday Book it was an estate of 60 acres 1086. Sele farmhouse, including its cottage and outbuildings adjoined Sele Mill. The manor was initially owned by William the Conqueror and then went through the hands of successive owners, such as Geoffrey de Bech, Hugh de la Sele in the 12th and 13th century, the Butler family in the mid 14th century, Sir Thomas Rumbold in 1788, the Earl of Hillsborough in 1791 and Earl Cowper of Panshanger in 1800.
- 2.9 In the late 18th century, the fields belonging to Sele Farm covered parts of what is now Sele Road, the County Hospital, the railway, Beane Road and meadows, Sandy Close, the Thieves Lane and Fordwich Estate, as well as the land where Sele Farm Estate was built from the 1950's onwards.
- 2.10 In the mid-19th century, the farmland was divided in multiple plots and the farm buildings were let to several occupiers. In 1850, the land in North Road was purchased from Earl Cowper by St. Andrew's Church and was turned into a cemetery. In 1851 Captain Archibald Robertson, took the lease of the Sele farmhouse and subsequently he redeveloped and re-named it 'Sele Grange'. In 1905, the Hertford Corporation purchased another plot of land adjoining St. Andrew's cemetery and this was developed into a burial ground to extend the capacity of the cemetery
- 2.11 In the late 1920's Sele Grange was converted into a hotel and later on the land was redeveloped to provide housing, thus creating Grange Close and Cedar Close.
- 2.12 At the beginning of the 20th century, William Alexander set up a herd of pedigree jersey cattle on Sandy Lane Farm. During the time he leased the farm, a large farmhouse was built on the instructions of Lady Cowper but later on after tragedy struck the family, and Mr Alexander went bankrupt, the farmhouse lay derelict. In the 1960's, a section of the wall collapsed after several acts of vandalism and the farmhouse was eventually taken down. Successive farming tenants continued farming activities, such as dairy farming and keeping chickens. The Sadlers, neighbouring occupants, opened a coal yard alongside the chicken farm.
- 2.13 After the Second World War, numerous residential developments sprung up in Sele to meet the needs of the wider population. The municipal Borough of Hertford aspired to build hundreds of houses and flats on 50 acres of land. Based on residents' memories, the first stage of the project, which took about four years to complete, involved building work on Cherry Tree Green, Hawthorn Close, Bramfield Road, Tudor Way, Windsor Drive, Hollycroft and Welwyn Road. The second stage involved building housing on Calton Avenue and all the roads to the West of Thieves Lane. In the early 1960s, a new housing development comprising Sadlers Way, Chandlers Way and Alexander Road was built on the site of Sadler's coal yard and chicken farm.
- 2.14 Public amenities, such as Fleming Crescent shops and Sele School were built in the 1960's after the residents had moved in.

2.15 Today the area still commonly referred to as “Sele Farm”, is the central point of the ward, as this is where the shops, the medical centre and the secondary school are located. Local residents are proud to live in Sele and a strong sense of community exists.

Challenges and Opportunities

2.16 Through the initial public engagement events and the resident’s survey, a number of challenging issues were raised. Some of these have been addressed through planning policies in the Neighbourhood Plan, others have been addressed during the process of preparing the Neighbourhood Plan and those outstanding are detailed in the Action Plan (Appendix F).

2.17 The identified issues fell into five themes:

- A lack of venues for teenagers, the need to maintain existing facilities, requests for adequate play areas in HERT3, and an aspiration to create new walking and cycling routes to improve health indicators for residents.
- Transport issues were the poor public transport service despite the proximity to Hertford, the shortage of off-road parking on residential roads, the need for traffic calming to dissuade rat running, congestion at Fleming Crescent and non-observance of the 20mph speed limit.
- Countryside issues were primarily over the loss of green space which would occur through the HERT3 housing developments and the impact this would have on wildlife.
- Public Services issues focussed on deprivation indices for residents. These were identified as a lack of training facilities for adults, low achievement of pupils in primary and secondary education and poor access to health services.
- Housing issues identified mainly related to the HERT3 developments namely the impact on residential properties during and after development and improving community facilities as a result of the development. Concerns were also raised about any further loss of amenity greens within the existing Sele Farm estate as a result of Registered Housing Providers intensification of development through new build and re-building.

2.18 However, through challenges come opportunities and the Neighbourhood Plan has been seen as an opportunity to influence how Sele changes over the next 15 years. The Community Steering Group engaged with the developers of both major housing sites and with the Registered Housing Provider (Network Homes) to influence their development decisions.

2.19 The four schools in Sele (i.e. The Sele school, Hollybush Primary School, St Joseph’s Catholic Primary School, Hertford St Andrew C of E Primary School) have become more aware of the issues for each establishment, options for empty commercial properties in Fleming Crescent have been explored, Assets of Community Value have been identified and the best and most valuable open spaces will be protected from harmful development through the policies in the Neighbourhood Plan. In addition, projects have been detailed in the Action Plan, to take advantage of community funding that becomes available.

3 Vision & Objectives

Our Vision

- 3.1 We have sought to provide a planning framework for development in Sele ward, based on the basic principle that better lives for residents now does not mean worse lives for future generations. We have embraced the positive growth of our area and sought to guide that growth to enhance all aspects of living in Sele. Our vision statement is:

The community of Sele ward will have easy access to attractive and historic countryside that is protected for future generations; be a vibrant and healthy community with a variety of accessible, appropriate and affordable facilities and public services; provide new housing developments that respect the principles of sustainability for climate change, accessibility, suitability and affordability; and ensure that the transport infrastructure provides improved links to Hertford and surrounding towns by bus, foot and bicycle.

Overarching Objectives

- 3.2 In accordance with the NPPF, all plans should promote sustainable development; achieving sustainable development through the three overarching and interdependent objectives:
- Economic sustainability
 - Social sustainability
 - Environmental sustainability
- 3.3 Sustainable development should be pursued in a positive way with the presumption in favour of sustainable development at the heart of every plan, but taking into account and reflecting the character, needs and opportunities of each area.
- 3.4 The SCSG considered that improving key health indicators for the residents in Sele was a primary aim. This aim informed not only thematic policies on green spaces and public facilities, but also the approach to transport and housing policies.
- 3.5 The policies in this Plan also took into consideration the existing pockets of deprivation in Sele and sought to contribute positively towards their reduction. Deprivation is reflected in a lack of social, economic and environmental opportunities and therefore there is no one single measure that could be taken to reduce deprivation. Rather, the Neighbourhood Plan adopts an outlook that incorporates the aspiration for better education and skills, improved physical and mental health, a strong community spirit, reduced loneliness and access to quality green spaces.

Planning Objectives

3.6 The objectives focus on specific parts of the vision statement and provided the context for the development of the planning policies. The list of objectives that were formed from our vision statement are:

OBJECTIVE A: Help improve key health indicators for residents of Sele ward through improving access to the countryside and enhancing recreational open space.

OBJECTIVE B: Preserve and improve the biodiversity of natural habitats including gardens, wildlife corridors and the River Beane wetlands. Identify and protect local wildlife sites and the links between them. Create new habitat in green corridor buffer zones and in Sustainable Urban Drainage Systems (SUDS).

OBJECTIVE C: Designate Local Green Spaces (LGS) according to legislation and identify important views.

OBJECTIVE D: Highlight the importance of designated heritage assets and their settings, including Goldings and its historic parkland, identify buildings, features and landscapes of historic interest and ensure their conservation and enhancement.

OBJECTIVE E: Retain and expand existing community facilities, including new sports facilities and training facilities to meet children and adults' educational need and improve key health indicators.

OBJECTIVE F: Ensure access to and provision of a local doctors' surgery that is Sele residents focused, staffed by qualified medical practitioners, and open seven days a week to meet residents medical requirements and to improve key health indicators.

OBJECTIVE G: Retain Fleming Crescent shopping parade and actively support both the existing shops and changes of use which provide community facilities.

OBJECTIVE H: Ensure all new housing developments include a mix of house sizes and types to match local needs in Hertford and include an accessible external environment with accessible homes for the elderly and first time homes for young people.

OBJECTIVE I: Ensure that the design and layout of new housing and the redevelopment of existing housing areas creates a safe, attractive and sustainable living environment to enhance the lives of residents in Sele.

OBJECTIVE J: Ensure that sufficient resident and visitor parking is provided in any new development and retained according to need, to prevent overspill into the existing estates and avoid congestion on residential and surrounding roads.

OBJECTIVE K: Provide effective infrastructure and support to enable and enhance good walking and cycling routes throughout the area and high-quality public and community transport.

4 Neighbourhood Plan Policies

- 4.1 This chapter sets out the planning policies for the Sele ward for the period 2018–2033, which are aligned with the end of the plan period for the East Herts District Plan. The planning policies, together with the reasoned justification for them, are set out below. The policies reflect the main issues, which were raised in consultation, and provide the means by which Objectives A to K will be achieved. Appendix G sets out how policy options were mapped to objectives.

Countryside, Green Spaces and Conservation

- 4.2 The large green spaces in Sele ward are one of the greatest assets of the area. Much of this space is accessible open space that can be used for recreational purposes. Open space is invaluable for the physical and mental health of local people, so it is essential that the most valued spaces be protected from inappropriate development and enhanced to provide better facilities. Better management or community stewardship of these spaces will be sought.
- 4.3 Existing accessible green space will be lost in Sele as a result of development. Accessible routes through the new housing areas to the countryside beyond HERT3 should be an integral part of the urban design.

POLICY HSHEI - ACCESS TO GREEN SPACE

Development proposals that require the preparation of a masterplan under the terms of District Plan Policy DESI should aim to improve access into green/open spaces within and adjoining the Sele ward area, in particular, access to Panshanger Park, Archers Spring, Long Wood, the recreational open space on The Ridgeway and to new open spaces provided within the development proposals north of Welwyn Road and south of Welwyn Road/ west of Thieves Lane (Policy HERT3 of the East Herts District Plan) for existing and future residents.

This includes:

- Improving and increasing pedestrian and cycling paths
- Improving and increasing signage to encourage cycling uptake and walking for leisure purposes
- Separating cycle paths from motorised vehicles where possible
- Improving pedestrian crossings

- 4.4 Well maintained recreational open spaces provide for healthy outdoor leisure pursuits. There are nine open spaces in Sele, which are recognised as important for recreational purposes. These spaces are shown as Protected Recreational Open Space (PROS) on the Policies Map (Appendix A). The NPPF (paragraphs 96 – 99) stress the importance of access to a network of high quality open spaces for recreation and general health

and wellbeing, including the benefits of protecting and enhancing public rights of way. In accordance with policy CFLR1 of the East Herts District Plan, Protected Recreational Open Spaces that are accessible to all residents should be retained or enhanced. Enhancements might include appropriate mowing regimes, seating, outdoor gym equipment, soil improvement on allotments and new formal and informal opportunities to grow food.

4.5 One of the defining features of the landscape of Sele is the River Beane crossing the ward



POLICY HSHE2 - PROTECTED RECREATIONAL OPEN SPACE

I. The sites identified on the Policies Map and detailed below are allocated as Protected Recreational Open Space:

- PROS 1: Playing fields, playground and MUGA on The Ridgeway
- PROS 2: Lawrence Close amenity green
- PROS 3: Bentley Road amenity green (known as The Spider Park)
- PROS 4: Norwood Close Allotments
- PROS 5: Old Thieves Lane allotments
- PROS 6: Thieves Lane between Calton Avenue and Bentley Road
- PROS 7: Allotments rear of 96 – 108 Windsor Drive
- PROS 8: Play space Campfield Road
- PROS 9: Play space Mount Road

II. Proposals that enhance the provision of recreational open space within the built-up area will be supported provided they are consistent with other policies in this Plan.

III. Development will be permitted provided that it would not result in the loss of all or part of these spaces, and provided they are replaced with better facilities that are as accessible to the residents as the current recreational open spaces and/or the quality of those spaces is improved.

and the Goldings Canal running alongside it. The ward also contains part of Panshanger Park and the entirety of Goldings Park. Through its green areas and corridors, Sele supports a rich variety of natural habitats and species, many of these are of regional and national significance. A total of 652 botanical and zoological species have been identified in Sele, among which 93 are rare and have a protected status. Examples of such rare species are the Common Pipistrelle, the Brown Long-eared Bat and the Bullhead fish.

- 4.6 Although Local Wildlife Sites have no statutory protection, they must be considered in the planning process through the guidance provided by the NPPF, which states that to minimise impacts on biodiversity and geodiversity, planning policies should identify, map and safeguard components of local wildlife-rich habitats, including locally designated sites of importance for biodiversity and wildlife corridors and promote their conservation, restoration and enhancement. Plans should be concerned not only with designated areas, but also with other land of conservation value identified by local partnerships such as the Herts and Middlesex Wildlife Trust. Local Wildlife Sites are designated land of local and regional importance defined as discrete areas of land considered to be of significance for their wildlife features. They are the most important places for wildlife outside legally protected land such as SSSIs and can be as ecologically valuable as SSSI (from East Herts District Plan). Other wildlife areas containing habitats listed in Section 41 of the NERC Act such as Oakfield Plantation and Chelmsford Wood are provided protection by District Plan Policy NE3.

POLICY HSHE3 - CONSERVE AND ENHANCE BIODIVERSITY

I. Development proposals should conserve and enhance biodiversity and deliver net biodiversity gains (in accordance with the current best practice Biodiversity Impact Calculator). The nature conservation value of wildlife sites and other significant habitats including the River Beane will be protected from any harmful impacts of development, in accordance with their status. In particular, the following designated local wildlife sites, as shown on the map in Appendix C(ii) and detailed below, will be protected, managed and where possible enhanced:

- Broadoak End & Pastures
- Panshanger Park (Panshanger Spring)
- Goldings Meadows & Wood
- Grassland East of Icehouse Wood
- Elevenacre Wood
- Long Wood (Sele Farm)
- North Road (Hertford) Cemetery
- Land west of Sele Farm (Archers Spring)

II. Any scheme adjacent to the Beane and its tributaries should be designed with a naturalised buffer zone of at least 10 metres from the top of the bank in order to protect and enhance the conservation value of the watercourse and ensure access for flood defence maintenance.

Broadoak End & Pastures

- 4.7 Broadoak End & Pastures is a 2.03 ha area of old grassland which is home to a wide variety of grass and herb species. Examples of grass species found on the site are Red Fescue, Common Bent, Yorkshire Fog and False Oat-grass. Herbs species include Common Rest-harrow, Sheep's Sorrel, Common Sorrel, Bird's-foot Trefoil and Meadow Vetchling.

Goldings Meadows & Wood

- 4.8 Goldings Meadows & Wood is an area of 24.13 ha, located on alluvial and glacial gravels of the lower Beane valley. The site comprises meadows, ancient woodland and several watercourses, including an 18th Century landscape canal, which are of high wildlife and scenic value. It is a habitat for a rich variety of plants species such as Reed Sweet-grass, Fool's Water-cress found in the watercourses; Dog's Mercury, Wood Millet found on the ground flora, and Hornbeam, Oak, Horse chestnut and Sycamore found in Great Mole Wood West, an area of ancient semi-natural Oak/Hornbeam woodland on the Goldings Estate bordered by the River Beane.

Elevenacre Wood

- 4.9 Elevenacre is a narrow strip of ancient semi-natural pedunculate Oak and Hornbeam woodland covering an area of 2.32 ha, located on a steep north facing gravel escarpment. It is a habitat for numerous plants species such as Bluebell, Wood Anemone, Dog's Mercury and Wood Meadow-grass.



North Road (Hertford) Cemetery

- 4.10 North Road Cemetery is semi-improved neutral grassland, located in Hertford, covering an area of 1.71 ha. It is home to a good mix of grass species such as Yellow Oat-grass and Red Fescue and herbs species such as Common Knapweed, Germander Speedwell, Bird's-foot Trefoil, Common Sorrel and Oxeye Daisy. Meadow Saxifrage has also been recorded.

Panshanger Park (Panshanger Spring)

- 4.11 Panshanger Park is 255.01 ha parkland situated along the valley of the River Mimram. The site comprises ancient Oak woodland, a variety of grassland and a series of springs along the eastern reaches of the river. It is home to a wide variety of flora and fauna, including but not limited to, several veteran trees older than the creation of the park, a 600-700 years old Panshanger Oak, bluebell and Dong's Mercury, invertebrate species, protected birds and mammals.

Grassland East of Icehouse Wood

- 4.12 The Grassland East of Icehouse Wood is 3.32 ha area of old grassland situated on a moderate north-east facing slope. The site comprises a reasonable mix of finer grass and commoner herbs species such as Sweet Vernal-grass, Bird's-foot Trefoil, Field Wood-rush, Common Sorrel, Sheep's Sorrel, Meadow Buttercup and Spiked Sedge.

Long Wood (Sele Farm)

- 4.13 Long Wood is a 1.95 ha ancient semi-natural broadleaf woodland with a dense canopy of Hornbeam coppice located adjacent to Sele Farm. Examples of species of trees found on the site are Field Maple and Hazel. Plants species are varied, including Bluebell, Wood Anemone, Yellow Archangel, Wood Millet and Wood Meadow-grass. Some Elder and Common Nettle are found on the north-west edge of the site.

POLICY HSHE4 - GREEN CORRIDORS AND NETWORKS

I. Green corridors should provide permeability for wildlife and people. In accordance with the East Herts Green Infrastructure Plan, the green corridors in the neighbourhood plan area as shown in Appendix C(i) will be protected from harmful development, managed and where possible enhanced to create increased public access.

II. New green infrastructure (GI) should be included in all major development proposals where it is appropriate and practical to do so. Such GI should if possible provide functional wildlife habitat linking habitats together and where possible, public access. In particular, the green corridors between the north of the area opposite Waterford Marsh through to Panshanger Park should be enhanced.

III. New corridors should be provided in the HERT3 development proposals to mitigate against the harmful impact of development, north and south of Welwyn Road. These should include:

- (a) A green corridor linking Land West of Sele Farm (Local Wildlife Site) with the Panshanger Park (Local Wildlife Site) at the western extremity of the neighbourhood plan area, south of Welwyn Road; and
- (b) A green corridor linking Long Wood (Local Wildlife Site) with Blakemore Wood. Native species with positive benefits for biodiversity should be used wherever possible and appropriate planning conditions will be necessary to ensure that the corridor remains permeable for wildlife in perpetuity.

Land west of Sele Farm (Archers Spring)

- 4.14 Land west of Sele Farm also known as Archers Spring is a 2.66 ha derelict old grassland and scrub especially towards the eastern side of the site. The grassland is home to several plant species, including Red Fescue, Field Wood-rush, Sheep's Sorrel, Musk Mallow, Bird's-foot Trefoil, Common Rest-harrow, Agrimony, Sweet Vernal-grass and Common Bent. Examples of plant species found in the scrub are Hawthorn, Elder, Willow, Blackthorn and Pedunculate Oak.
- 4.15 Creating new green corridors between housing areas and to link existing Wildlife Sites was identified as a necessity that would reduce the impact of the new development proposed for the western edge of Sele, for example, green corridor (GC1) linking two Local Wildlife Sites and green corridor (GC2) linking Long Wood to Blakemore Wood retaining the ancient hedgerow and improving access between Bramfield Road and Welwyn Road (See Policies Map Appendix A).
- 4.16 A green corridor can have many uses including wildlife habitat and rights of way (pedestrian routes and cycle-paths) and improving the environment by absorbing noise and particles in the air. The better designed the corridor is, the more effective it will be. Natural England's Green Infrastructure Guidance provides information on the value of green infrastructure and how to deliver it effectively (Natural England 2009). Ideally, the minimum width of a green corridor for wildlife is 50 m but in the context of the development proposal west of Hertford, anything of more than 15 m between the existing built edge and new homes would be sufficient to create a piece of usable green infrastructure. New green infrastructure can also help to manage local flood risk by incorporating effectively planned Sustainable Urban Drainage Systems (SUDS).

POLICY HSHE5 - GREEN INFRASTRUCTURE AND SUDS

Development proposals are encouraged to use opportunities to build SUDS that enrich the aesthetic and recreational value of a development, promote health and well-being and support green infrastructure. They should also maximise wildlife habitat creation to increase and improve local biodiversity.

- 4.17 The NPPF allows communities to identify and protect green areas of particular importance through designating land as Local Green Space (LGS) in neighbourhood plans. They must be local in character; close to the community they serve; and hold a special and particular local significance. That significance can be beauty, historical significance, recreational value, tranquillity or richness in wildlife. A number of green spaces were identified and assessed to ascertain whether they met the criteria in the NPPF. That assessment is presented in a spreadsheet (Appendix E).
- 4.18 Once the assessment had been completed, residents were asked at a consultation event in April 2018 "Do you support the following Local Green Space designations?" At that time seven LGS were presented. All were supported by residents and received between 48 and 55 votes each (net of one vote against each LGS). As a result of that consultation, the CSG were asked to look more closely at the Goldings estate to see if land within the estate could be designated as LGS. One additional green space was added to the list.

The additional LGS is within the Historic Park but unlike other areas of the park, is not designated as a Local Wildlife Site.

- 4.19 Policies for managing development within a Local Green Space should be consistent with those for Green Belts. Eight LGS are identified in Policy HSHE6 below with accompanying photographs and descriptions

POLICY HSHE6 - LOCAL GREEN SPACE

I. Eight areas within the Sele ward have been identified on the Policies Map and are detailed below:

LGS 1: Panshanger Spring

LGS5: Hertford Cemetery

LGS 2: Archers Spring South

LGS6: North Road Allotments

LGS 3: Archers Wood

LGS7: Farm Close Orchard

LGS 4: Long Wood

LGS8: Goldings Meadow

II. New development will only be allowed within designated Local Green Spaces where very special circumstances can be demonstrated, in accordance with the National Planning Policy Framework.



Farm Close Orchard

LGS 1: Panshanger Spring

- 4.20 Panshanger Spring is a local green space which adjoins Panshanger Park and is covered by young plantation with mixed deciduous trees and hedgerows. Many people pass through the site to access the surrounding areas, Sele ward, and Panshanger Park. The area has a number of recreational uses such as dog walking and cycling. Although it is not designated as parkland, Panshanger Spring is a key part of the setting of the Registered Panshanger Park.



LGS 2: Archers Spring South

- 4.21 Archers Spring South is an open space area covered by young trees, scrub and old hedgerow. It is an important wildlife habitat for owls, deer, badgers and a number of other species. The site is used by walkers, runners and cyclists to access the local countryside and it is also occasionally used by mountain bikers. It is the main route between Tewin and Hertford. The site is currently owned by London & Regional (HC Sites) Limited.



LGS 3: Archers Wood

- 4.22 Archers Wood sits on a ridge and affords views across Archers Spring and Archers Spring south. It is regularly used by walkers, runners and cyclists, most coming from the Sele ward. The site is a route between Hertford and Tewin. It is currently owned by Lafarge Aggregates Limited.



LGS 4: Long Wood

- 4.23 Long Wood is a bluebell wood, which is characterised by ancient/semi-natural broadleaf woodland and contains English bluebell plants. It is an important site for walkers, dog walkers, runners and cyclists and it is easily accessed from Sele Farm. The site is currently owned by Lafarge Aggregates Limited.



LGS 5: Hertford Cemetery

- 4.24 Hertford Cemetery is an open cemetery with avenues, large Victorian-era trees, ornamental walls and gates and well-maintained grass areas. It is used as a memorial space. The site is owned by Hertford Town Council.



LGS 6: North Road Allotments

- 4.25 North Road Allotments is a large allotment space, bordering the railway line and tucked behind houses on the east side of North Road. The site is described on the North Road Allotments website as a triangular haven of peace and quiet. The semi-natural broadleaved woodland, which creates the boundary between the allotments and the railway line, is a haven for wildlife. The North Road Plottolders Group run a shop during the growing season, which sells horticultural items at cost price to members and non-members. The site is owned by Hertford Town Council.



LGS 7: Farm Close Orchard

- 4.26 Farm Close Orchard is a valuable local green space for local residents which is used by walkers and runners and as a children's play area. The site contains remnants of the old farm orchard for Sele Farm dating at least to the early 20th Century. A previous community initiative to plant new trees (heritage local variant fruit trees) has been successfully integrated into the existing historic orchard. It is currently owned by East Herts District Council.



LGS 8: Goldings Grassland

- 4.27 The area of grassland bordering the A119 to the north-east of the house contains two public footpaths (FP 105 and FP 106) and is the most publicly accessible part of the Goldings estate providing access through the estate to Waterford Marsh and Waterford Heath on the other side of the A119. The green space comprises areas of mixed parkland and grassland containing habitats qualifying under S41 of the NERC Act, which should be avoided by development proposal, and areas not currently qualifying but with a high potential to do so. The area is tranquil and uncultivated, gently undulating and forms part of a 18th Century designed landscape in the Lower Beane Valley.



Views and Vistas

- 4.28 The rural nature of Sele Ward is described in detail in the East Hertfordshire Landscape Character Assessment, adopted by the District Council in 2007 as a Supplementary Planning document (SPD). According to the SPD Sele is covered by three character areas: 44 Panshanger Parkland, an area of historic parkland with dense wooded boundaries; 67 Bramfield Plain, with one of the key features being the long views over the area; and 68 the Lower Beane Valley, in which Goldings mansion and parkland are noted as a distinctive feature.
- 4.29 East Herts District Plan policy for the HERT3 development land specifically mentions the importance of including measures in the development proposals to ensure that any impact on views affecting Panshanger Park and Goldings are successfully mitigated. A community assessment of the views on the western boundary of Hertford identified two significant views, all of which would be impacted by HERT3.

POLICY HSH7 - VIEWS AND VISTAS

I. Two important views and vistas have been identified on the Policies Map and are detailed below:

View 1: West/southwest from the junction of Thieves Land and Welwyn Road of Blakemore Wood (through HERT3 (south side of Welwyn Road)). The development of this site should retain a vista through the development to the woodland beyond.

View 2: North from land north of the Welwyn Road towards Goldings. Any development in the foreground should be designed to maintain a vista through the site so that the historic site of Goldings is still visible.

II. Any development proposal in the Neighbourhood Plan Area should include an assessment of the impact of the development on the key views and vistas. Proposals where a harmful impact is identified will only be permitted where effective mitigation measures can be delivered as required by District Plan Policy DES2.

View 1: Blakemore Wood



- 4.30 This currently uninterrupted view across fields towards Blakemore Wood and Panshanger Park is subject to a development proposal detailed in the East Herts District Plan. Any development on the site should retain a vista through the development to the woodland beyond.

View 2: Goldings



- 4.31 The stunning Goldings Grade II Listed 19th Century Historic Park and some of the listed buildings within it can be seen on the rise in the distance. Bramfield Road and Broadoak Manor are in the dip in the middle ground. Any development in the foreground should be designed to maintain a vista through the site so that the historic site of Goldings is still visible.

Heritage

- 4.32 A total of 29 heritage sites and items have been identified in Sele ward. Significant assets include Goldings Registered Park and Garden (Grade II*), and 17 listed buildings, of which one - Goldings – is listed Grade II*. The landscape around Hertford is dominated by highly significant medieval and post-medieval designed landscapes, and on the north side of the town Goldings is one of the most important. Archaeological remains found in the area include Neolithic tools, medieval road bridges and jettons, and cropmarks of a ring ditch in Broadoak End.
- 4.33 In addition, members of the community identified two other sites of local historical importance; Cemetery Lodge on North Road which was built between 1880 and 1897 and extended more recently, is a two storey home, half tile hung with scalloped and rectangular tiles and decorative bargeboards; Walls and railings to the Cemetery on North Road with cast iron railings and original gates (now disused) featuring decorative finials and panels, a pillared entrance from Bramfield Road added in the early 1900's and various other walls around the cemetery.



POLICY HSHE8 - LISTED AND NON-LISTED BUILDINGS

I. Proposals for development, which affect designated heritage assets including listed buildings and historic parks, will be permitted provided that they preserve or where possible enhance the significance of the asset and its setting. A statement setting out any adverse impacts on the asset and its setting, along with any proposed mitigation measures must be submitted with the development proposal.

II. Two non-listed buildings have been identified as non-designated heritage assets having local historic importance:

- Cemetery Lodge on North Road
- Walls and railings to the Cemetery on North Road

III. Development proposals which affect these non-designated heritage assets will be permitted provided that the scale of any harm or loss is balanced against the significance of the asset.

POLICY HSHE9 - LISTED AND NON-LISTED HISTORIC PARKS AND GARDENS

I. Development proposals which affect the Historic Parks and Gardens will be permitted provided that they conserve or enhance the significance of the asset or its setting. These heritage assets include the listed Goldings Park, the setting of the Grade II* listed Panshanger Park and the locally listed Historic Parks and Gardens identified by Hertfordshire Gardens Trust:

- Broadoak Manor Gardens
- Hertford Cemetery (including St Andrews Cemetery)
- Sele Farm Orchard, Farm Close

II. Proposals that restore, enhance and facilitate good conservation management (through a Conservation Landscape Management Plan) of any of these historic parks and gardens will be encouraged.

Goldings Park Estate

- 4.34 The wider Goldings Park Estate is a 100 Hectare site on the northern limits of Hertford town, comprising parkland, landscaped gardens in the style of Capability Brown, a large Grade II* listed historic mansion house and eight other listed buildings. The park is Grade II registered under the Historic Buildings and Ancient Monuments Act 1953 in the Register of Historic Parks and Gardens, and it is classified as “a C19 park and pleasure grounds contemporary with the 1870s Tudor-style country mansion with elements from the C18 surviving in the landscape”. The site is in the Green Belt and contains three Local Wildlife Sites (Goldings Meadows & Woods, Elevenacre Wood and Grassland E. of Icehouse Wood).
- 4.35 Modern enabling development at Goldings has had a neutral impact on the setting of the site. Whilst development has reduced the degree to which the extended historic landscape has survived, “it has facilitated the continued residential use of the site in a positive way that has maintained the listed buildings and has also enabled the preservation of aspects of the historic parkland and gardens” Panshanger Park and Environs – Heritage Impact Assessment (July 2016, para 3.5.5). The site was sympathetically converted in 2004 to a premium residential location comprising of 18 apartments in the mansion, 24 properties in the Old Walled Garden and 12 other adjacent properties. The residents of the estate wish to preserve the exceptional parkland and views, along with Sele and Hertford residents who also enjoy access to the park via multiple footpaths connected to Waterford Heath Nature Reserve and Waterford Marsh.
- 4.36 While the park is protected up to its boundaries, major development along or in close proximity to these boundaries would have a significant impact on the environment, and historic but unprotected views, most of which are bordered by deciduous trees. High rise flats under construction on the edge of the park are already impacting the rural landscape.

The Panshanger and Environs – Heritage Impact Assessment (July 2016, para 3.1.31) states “the Victorian mansion of Goldings and its Registered Park and Garden are just visible in views across from the northeast edge of Panshanger, past the modern development at Sele Farm on the outskirts of Hertford”. Future development must demonstrate how it will mitigate any further impact on the historic parkland. Consultation should be undertaken with both Goldings and the wider Sele community when considering any development that may impact the parkland views, boundaries or internal landscape.



Figure 3: View from mansion looking south



Figure 4: View from south park edge looking north



Figure 5: View looking south-west



Figure 6: Buildings and gardens on the estate

POLICY HSHE10 - GOLDINGS

Any development proposal, which has the potential to impact the significance of the historic park, the designated heritage assets it contains or the park's setting should provide a heritage impact assessment that includes all of the following considerations:

- (a) Impact of high buildings on views and vistas to and from Goldings;
- (b) Impact of major infrastructure proposals e.g. road widening or service utilities including pipelines, pylons and masts;
- (c) Impact on the waterways within the park of any water management scheme;
- (d) Impact on landscape character and setting of the heritage assets within the park and the historic park itself, in particular, agricultural structures, temporary caravans, field sports or other use of the park for agricultural purposes; and
- (e) Impact on important views within the park from the mansion south towards Sele Farm and the view east / west from the Goldings Estate entry drive (see map Figure 7).



Figure 7: Views in Goldings Park

Community and Public Services

- 4.37 The overall aim of this section of the Plan is to help improve key health indicators and contribute to the physical and mental wellbeing of the residents, through the provision of facilities and public services tailored to meet the needs of the Sele community. Ensuring the long-term use and up-keep of these community facilities could be achieved by encouraging community use of and ownership of those facilities. The ward is relatively well served, with a range of public facilities for the education, health and wellbeing of the local people.

Schools and Education

- 4.38 There are four schools in Sele – three primaries (Hollybush, Hertford St Andrew CE and St Joseph’s Catholic School), and one secondary school with a sixth-form (Sele School). Currently Ofsted rates all these as “Good”.
- 4.39 In 2011, 22.4% of people aged 16 and over in Hertford Sele ward had no qualifications. This compares to 17.2% of people in East Hertfordshire District and 18.2% of people in Hertfordshire.

The breakdown of highest qualification achieved by Sele ward residents as follows:

- 15% of the population has a Level 1 Qualification;
 - 15% of the population has a Level 2 Qualification;
 - 11% of the population has a Level 3 Qualification;
 - 29.6% of the population has a Level 4 or above Qualification;
 - 7% of the population has an apprenticeship and other certificate.
- 4.40 Good accessible educational provision, for all ages, is a priority in Sele due to the low level of education attainment. Opportunities for adults to retrain or improve their skills are as important as the availability of pre-school places. This priority should be considered when negotiating S106 contributions from developers, in particular, the developers of the HERT3 sites.

POLICY HSCI - PROVISION OF EDUCATION FACILITIES

I. Proposals for accessible childcare/pre-school facilities will be supported.

II. These facilities which are a priority in the area could be provided through Section 106 contributions or other funding mechanisms sought under the provisions of District Plan Policies CFLR10 Education, DEL1 Infrastructure and Service Delivery and DEL2 Planning Obligations.

Crime and Safety

- 4.41 Sele is generally a safe area, with overall crime levels below the average in Hertfordshire. However, as a result of recent changes brought about by “County Lines”, which is the expansion of city based organised crime groups selling drugs to the suburbs, the community and surrounding area has been affected by an increase in drug related criminality and anti-social behaviour.
- 4.42 These offences typically tend to include thefts from motor vehicles and shops and are committed in order to fund substance misuse habits. In particular, the phenomenon of “cuckooing” the addresses of vulnerable residents has impacted the local area. This involves the address of a vulnerable resident being taken over by organised crime groups in order to sell drugs from that location. Furthermore, and in line with similar trends across Hertfordshire, the local community has experienced increases in violent crime and the possession of knives by young people linked to “County Line” activity.
- 4.43 Hertfordshire Constabulary together with the local community, and in particular with the Neighbourhood Plan and its aims relating to crime and safety, are working closely to create situations and facilities that would enable us to effectively and quickly bring about a satisfactory resolve to this situation. Protecting both the community and individuals living in Sele.
- 4.44 Good planning contributes to making a place safer. Ensuring that places feel safe is a key planning consideration. The sense of safety in Sele could be further improved through the implementation of the national police policy initiative ‘Secured by Design’ (SBD) which promotes focuses on the design and security of new and refurbished homes. This should be applied to both proposal for new development in HERT3 and Housing Association schemes to refurbish their existing housing stock.
- 4.45 In addition, any opportunity should be taken to improve the community facilities in Sele. Opportunity sites such as the St John’s Ambulance Centre (see below) should provide a youth/adult facility which could reduce the incidence of anti-social behaviour in the area.

Community Facilities

- 4.46 Retaining community facilities is key in promoting community health and well-being. These are places where members of the community, old and young, have an opportunity to engage in valuable social interactions, exchanging skills and knowledge that are beneficial to society as a whole. Well-maintained community facilities help foster a sense of belonging and ownership. As people feel they belong and appreciate the places they live in, they are less likely to engage in anti- social behaviour.
- 4.47 The following is the list of community facilities in Sele:
- A surgery facility on Calton Court
 - Four schools (three primary and one secondary and sixth-form)
 - An early-years centre providing for new parents on Welwyn Road
 - Three playgrounds on Bentley Road, on the Ridgeway and the Multi Use Games Area (MUGA) on The Ridgeway
 - The Golden Griffin pub

- The Scout Hut
- The Sele Farm Community Centre
- Three allotments sites located on North Road, Norwood Close and Windsor Drive
- The shops on Fleming Crescent

4.48 The Sele School main hall, library and classrooms provide accommodation for a wide range of activities seven days a week, including fitness, pottery, painting, football (Bengeo Tigers), dancing (Carter School of Dance), singing (Hertford Rock Choir & Hertford Choral Society), all of which are advertised on a very full timetable. In addition, Sele Farm Community Centre is booked most of the time for private events and community activities



4.49 The site of the St John Ambulance centre was well used by the community, prior to it being closed, as it centrally situated, close to the shops and within walking distance from anywhere in Sele ward. Should development result in the loss of the building, the site should remain as a community asset. Through consultation during the preparation of the Neighbourhood Plan, a need for a youth/adult education facility was identified. A replacement dedicated community building could provide training in basic skills, which would increase residents' access to employment opportunities and food/lifestyle awareness to combat aspects of poor health and income deprivation, present on the Sele Farm estate in particular. Such a facility could also contribute to reducing the relatively high incidence of anti-social behaviour recorded in Sele and improve social cohesion.

4.50 The Localism Act 2011 gave local people the opportunity to identify buildings and land that they felt was of particular value to their local community as Assets of Community Value (ACVs). Hertford Town Council will nominate the ACVs that were identified and supported through the neighbourhood plan engagement process. Nominations will be made to East Herts District Council. These will be listed as assets if they further social wellbeing (by facilitating social interaction) or social interests (cultural, recreational or sporting interests) of the local community.

4.51 Once listed as an ACV, the community have the opportunity to buy or acquire an interest in the asset if it were being sold. In order to qualify for listing support from the local community is vital.

- 4.52 A comprehensive audit was carried out of all community facilities identified by the CSG. At a community consultation event in April 2017, residents were asked “Do you support the listing of the following Assets of Community Value?” Four of the assets presented received a very similar number of votes (between 51 and 53), the Golden Griffin public house had 35 votes (the net number of votes for and against). The site of the St John Ambulance no longer qualifies as an ACV because the centre has now closed. All four of the proposed ACVs are highlighted in Policy HSC2 below and are detailed in Appendix B.

POLICY HSC2 - EXISTING COMMUNITY BUILDINGS AND LAND

I. Existing community buildings valued by the community are listed below:

1. Hertford Selections Children’s Centre
2. Sele Farm Community Centre
3. Girl Guides and Scout Hut (Glenfield Court)
4. The Golden Griffin Public House

II. These community buildings will be retained in community use unless they are:

- (a) No longer needed or
- (b) Replaced by better facilities as part of a development proposal (The existing buildings that house community facilities, particularly the Community Centre and the sports and play facilities already available on the Ridgeway, should be enhanced and improved rather than replaced, as these will be located centrally between the existing community and the new development proposed to the west of Sele. This may be achieved through S106 contributions collected pursuant to District Plan Policy CFLR7 or other funding mechanisms.).

III. The site of the building previously used by St John Ambulance (on Hawthorn Close off Tudor Way) was primarily a training facility. The need for a replacement facility for young people/adults has been identified through the Neighbourhood Plan. A joint project between Hertford Town Council and East Herts Council to re-use the site for community use or re-provide a similar facility in Sele could be funded through Section 106 collected pursuant to District Plan Policy CFLR7 or similar funding mechanisms.

POLICY HSC3 - NEW COMMUNITY FACILITIES

Proposals to improve or expand community and recreation facilities, or provide new developments of multi-use community facilities, particularly the provision of space to meet informally (e.g. a community café), will be supported provided that all the following apply:

- (a) They fulfil the needs of existing and future residents of Sele;
- (b) All Sele residents are able to access them by walking/cycling or public transport;
- (c) Suitable parking provision is made so as not to cause traffic congestion; and
- (d) Any adverse impacts would not outweigh the benefits.

Health

- 4.53 The ward is served by a doctor's surgery and a pharmacy. It is reported that the general practice is busy, however this is not a Sele-specific problem. Currently new patients cannot join the surgery at Calton Court unless someone else at their address is already registered with the service. A few key outliers in terms of health condition need to be mentioned here. For example, the centre and west of the Sele ward has one of the highest percentages of self-declared bad health in East Hertfordshire of about 5.2%, while in the other areas of the ward the percentages range between 2.3 and 2.7%.
- 4.54 Overall the Sele ward is among the top three wards in East Hertfordshire in terms of child obesity by Year Six, hospital admissions for self-harm and premature deaths for the under 65s. Improving health and wellbeing of the Sele population is a main priority for this Neighbourhood Plan and its policies reflect this goal.
- 4.55 During consultation exercises in 2017 residents told us that provision of a local doctors' surgery was very important to them. Objective F of the Neighbourhood Plan is to ensure provision of a local surgery. This objective received the largest number of supporting comments in the July 2017 consultation and comments were made in the survey responses earlier that year, requesting better access to doctors (see the Consultation Statement for more details).

POLICY HSC4 - CONTRIBUTION TO IMPROVE HEALTH CARE FACILITIES

Proposals for a new health centre or the expansion of the existing facilities could be funded from S106 contributions from new developments in Sele ward collected pursuant to District Plan Policy CFLR9 and DEL2, or other funding mechanisms. Such facilities could include a one stop shop which delivers a wide range of health and social care services. They should be located either at Calton Court or where all Sele residents are able to access them by walking/cycling or public transport.

Shopping

- 4.56 Fleming Crescent includes a good selection of shops, frequented by residents and by the wider Hertford community, such as a supermarket, an award-winning fish-and-chip-shop, a hairdresser, a traditional butchery, a bakery/coffee shop, a post office, a pharmacy and a drop-in centre for Council “surgeries”. This area is the nearest thing Sele has to a community/village centre. Any proposals for new shops which would reduce the viability of the shopping parade or the loss of the essential parking area would be detrimental to community life and would be strongly opposed.
- 4.57 The shopping parade, parking area and greenspace should be enhanced to ensure the longevity of the facilities it supports. These measures could include making existing parking facilities easier to access, landscaping the green to make it more attractive and encouraging multi-use of the community office. Planned consultation with the local community and existing shopkeepers should be carried out to ensure proposals fulfil community aspirations.



POLICY HSC5 - EXISTING SHOPS (FLEMING CRESCENT)

- I. Proposals that may reduce the viability of the Fleming Crescent shopping parade will not be permitted.
- II. Proposals for the improvement and enhancement of Fleming Crescent shopping parade will be supported especially those that provide for:
 - (a) Better signage to the existing parking provision and disabled parking bays are clearly marked;
 - (b) Measures to reduce traffic congestion at the shopping parade;
 - (c) A significant element of the amenity green space to be retained.

Housing and Development

- 4.58 In 2015 the total resident population in Sele ward was 5,632 people, among which 22.5% were under 16 and 14.6% were over 65 (ONS, 2015). About 37% of the people of pension age were living alone.

4.59 One of the demographic particularities is that the area commonly known as Sele Farm has one of the highest proportions of under 16s in East Hertfordshire, and also a high proportion of lone parents with dependent children, particularly in the western side of the ward.

According to the ONS Census, in 2011 there were 2449 households in Sele. House ownership and private renting are lower in Sele than the average in East Hertfordshire.

4.60 The breakdown by ownership was as follows:
<https://www.nomisweb.co.uk/reports/localarea?compare=1237323740>

- 845 (34.5%) were owned with a mortgage or loan
- 633 (25.8%) were rented from social landlords
- 626 (25.5%) were owned outright
- 164 (6.6%) were rented from private landlords or letting agency
- 113 (4.6%) were rented from housing association
- 68 (2.7%) had another form of ownership (rent-free, shared ownership or other private landlords)

4.61 Due to infill and regeneration, the number of homes in the ward has steadily increased over time. However, lack of affordability is a reason why ownership is relatively low. In March 2017 the median price of a house in Sele ward was £330,000 (ONS, 2017).

4.62 The occupancy rating of -1 or less (meaning households in which at least one more bedroom would be needed) is 9.6%, which is higher than the average in East Hertfordshire. This is important as an indicator of overcrowding and occupancy ratings of rooms are an indicator of deprivation in a household, according to ONS.

POLICY HSHT1 - HOUSING MIX AND AFFORDABLE HOUSING

The tenure, type, and size of developments of 5 or more new homes should reflect identified local housing need in Hertford and local housing market assessments. To ease identified overoccupancy and lack of affordability for existing residents the following types of housing with an indistinguishable quality external finish will be distributed throughout the development:

- Starter homes and smaller dwellings
- Accessible homes for those with limited mobility; homes for later life including bungalows; and homes for vulnerable residents
- Affordable housing for rent or shared ownership (only to be required on schemes of 10 units or more)

POLICY HSHT2 - LAYOUT OF REDEVELOPMENT AND NEW DEVELOPMENT

I. Any new residential development in the existing built area should:

- (a) not worsen on-street parking issues;
- (b) maintain the quantity of green open space;
- (c) where possible improve the quality of green open space.

II. Innovative layouts will be encouraged which futureproof streets and spaces and draw on best practice, for example, The Essex Design Guide. In particular, the outer edge of new developments should respect the attractive rural edge of the town location and entrance to Hertford from the west.

Design

- 4.63 The proposed new development represents more than a 20% increase in the number of homes in the Neighbourhood Plan area over the plan period. In order to protect the amenities of existing and future residents, sustainable design principles must be adhered to. This includes mitigation for the loss of greenspace and Green Belt, and the impact of the encroachment of residential development into the countryside. Features such as balconies for flats with no private amenity space can improve quality of life of residents
- 4.64 Climate change is projected to increase the risk of flooding and number of flooding incidents over the Plan period. The Neighbourhood Plan Area includes areas in Flood Zone 2, 3a and 3b, associated with the River Beane and its tributaries. The Environment Agency's surface water flood map shows many parts of Sele are at risk from surface water flooding. It is critical to manage flood risk in order to minimise harm to people and property. The location and design of buildings and their curtilages are key factors in reducing the risk of such damage. New developments should aim to be "rain ready". This can be achieved through urban design that captures more water and slows runoff into drains and sewers as well as including flood resilient buildings and infrastructure.
- 4.65 The use of high energy efficiency standards is particularly important for affordable homes to reduce household bills for those least able to pay.
- 4.66 Small amenity greens are scattered throughout the existing residential areas and contribute to their distinctive characters. They provide micro-scale breathing spaces and informal places for informal play. Through the early consultation stages of the Neighbourhood Plan, the community expressed their dissatisfaction with the loss of amenity greens and the intensification of residential development. No further amenity greens should be lost without consultation and agreement with the local community.

POLICY HSHT3 - DESIGN OF NEW HOMES

The design of new homes should follow sustainable design principles and reduce any negative impacts of development to protect the amenities of existing and future residents. The following criteria should be accommodated in all development proposals:

- (a) In small scale developments in the existing built up area, building heights should reflect the prevailing height of properties in the immediate vicinity of the development. In the development proposals north of Welwyn Road and south of Welwyn Road/west of Thieves Lane (Policy HERT3 of the East Herts District Plan) building heights should reduce towards the outer edges to minimise the impact on the countryside beyond;
- (b) The use of micro-renewables for domestic scale heating and electricity is encouraged where appropriate, particularly in the development proposals north of Welwyn Road and south of Welwyn Road/west of Thieves Lane (Policy HERT3 of the East Herts District Plan);
- (c) Surface water attenuation schemes should be designed to enhance the choice of green spaces for the community. Within existing residential areas, increased surface water run-off through the loss of front gardens to provide vehicle hardstandings should be mitigated through the use of permeable surfaces. Domestic rainwater harvesting is encouraged.

POLICY HSHT4 - LANDSCAPING IN NEW DEVELOPMENT

I. Landscaping schemes in development proposals should utilise native species, add to the character of new development, be designed to incorporate wildlife friendly property boundaries, contribute to a net gain in biodiversity and provide opportunities to grow food.

II. A green buffer between development proposals and the countryside should provide new habitat for native plants and animals. Buffer zones should be at least 15m wide to provide protection to existing habitats (in accordance with Natural England's Green Infrastructure Guidance (2009)).

POLICY HSHT5 - AMENITY GREENS IN EXISTING DEVELOPMENTS

Amenity greens and informal green spaces provide a breathing space and a much-valued asset. These green areas should be retained and improved to maintain the open character of the estates in which they were provided. Proposals for development that results in the loss of amenity greens will not be supported.



Transport and Parking

- 4.67 Sele is close to Hertford North station, which is the second busiest station in East Herts and is served by regular trains from London (Moorgate) via Finsbury Park, Enfield, and Hertford to Stevenage. These provide very good connectivity into and beyond London.
- 4.68 The area has regular bus services to Hertford town centre during daytime hours Monday to Saturday plus some buses to Ware, Hatfield and Welwyn Garden City. However, there is a very limited bus service run in the evenings and on Sundays. Bus operation suffers from traffic congestion and high levels of on-street parking, making services slower and more expensive to operate and causing unreliability which makes them unattractive. A much better bus service, with regular evening and Sunday operation, would benefit residents without use of a car, who are the main users at present, and would encourage those with cars to use buses and hence reduce congestion and pollution. This could be achieved through reduction in delays to buses caused by traffic congestion and on-street parking, through the creation of bus priority measures, supported by effective traffic management.
- 4.69 Local community managed buses offer some travel services to specific groups of people. A number of taxi companies also serve the area. These both also play a role in improving mobility without a car. Priorities for scheduled bus services should also be usable to community buses and taxis.
- 4.70 Car ownership is low in Sele, and parts of the ward have the lowest rates in the whole East Herts District. This may be a positive aspect in terms for air quality, increased physical movement and limited congestion. However, it is also seen as an indicator of deprivation.
- 4.71 There is a 20mph zone covering Sele Farm. This was established following a community led campaign for the lowering of the speed limit. Streets on the new developments on Archers

Spring and Thieves Lane should also adopt the 20mph speed limit as this will encourage walking, cycling and community interaction.

- 4.72 Despite the overall low car ownership, limited availability of parking spaces can be a problem for residents and visitors. The consultation exercise conducted in March 2019, revealed that there is a lack of appropriate car parking provision particularly at Burnett Square. In general, the areas that are most likely to be affected are the areas around the shops and schools. When events take place in Panshanger Park, Thieves Lane, Turpins Close and the Ladywood estate are affected by an overspill of cars. Every opportunity to provide appropriate car parking on the edge of the park will be sought and associated safety issues affecting cyclist and pedestrians should be addressed. In addition, congestion occurs on North Road outside St Joseph's School and on Bramfield Lane at busy times, especially the morning peak. Measures to alleviate the conflict between the school drop-off and commuters travelling to the station or Hertford Town Centre, though parking restrictions and/or provision for safe off-road drop-off facilities for children, will be sought through the Action Plan (Appendix F).

POLICY HSHT6 - VEHICLE PARKING IN RESIDENTIAL AREAS AND NEW RESIDENTIAL DEVELOPMENTS

I. Proposals to improve the current provision of residents' parking within existing residential areas will be supported especially if developed in consultation with local residents. Garage blocks that no longer provide car parking could be redesigned as residents parking areas. Redevelopment of garage blocks should ensure no net loss of parking shown to be used, through surveys, by existing residents and adequate parking for occupants of the new homes.

II. In all proposals for residential development, adequate off-street car parking should be provided, where possible underground. Vehicle parking provision should be assessed on a site by site basis to ensure parking for existing residents is not worsened.

- (a) For developments of one, two, or three bedrooms, two parking spaces per dwelling (in addition to any garages) will be required within the curtilage of the dwelling or specifically allocated to the dwelling;
- (b) For developments of four or more bedrooms, three parking spaces per dwelling (in addition to any garages) will be required within the curtilage of the dwelling or specifically allocated to the dwelling;
- (c) For visitor and overspill car parking, one off-road space will be required for every three dwellings in a communal parking area;
- (d) For sheltered housing units, including housing for older people, a minimum of one off-street car parking space per dwelling will be required, together with one space per warden, and a ratio of one visitor parking space per four units; and

III. Any development proposals that result in the loss of parking provision should submit evidence demonstrating why the facility is no longer needed. Where appropriate, permitted development rights for the conversion of garages will be removed through conditions applied at the planning permission stage.

POLICY HSHT7 - SAFE AND ACCESSIBLE WALKING AND CYCLING ROUTES

I. New developments that require the preparation of a masterplan under the terms of District Plan Policy DES1, and estate refurbishment schemes should feature an appropriate package of safe and attractive walking and cycling routes that link schools and services. This includes providing safe crossing points and minimising unnecessary gradients. Existing routes should be able to accommodate increased footfall and cycle use or be widened to accommodate additional users, particularly along narrow stretches of pavement on heavily used routes such as the B1000 towards Hertford North Station.

II. Streets should be designed with speed limits conducive to safe walking and cycling. For this reason it is particularly important that the streets in the development proposals north of Welwyn Road and south of Welwyn Road/west of Thieves Lane (Policy HERT3 of the East Herts District Plan) be designed for speeds of no more than 20mph.

POLICY HSHT8 - SUSTAINABLE AND INTEGRATED LOCAL TRANSPORT SOLUTIONS

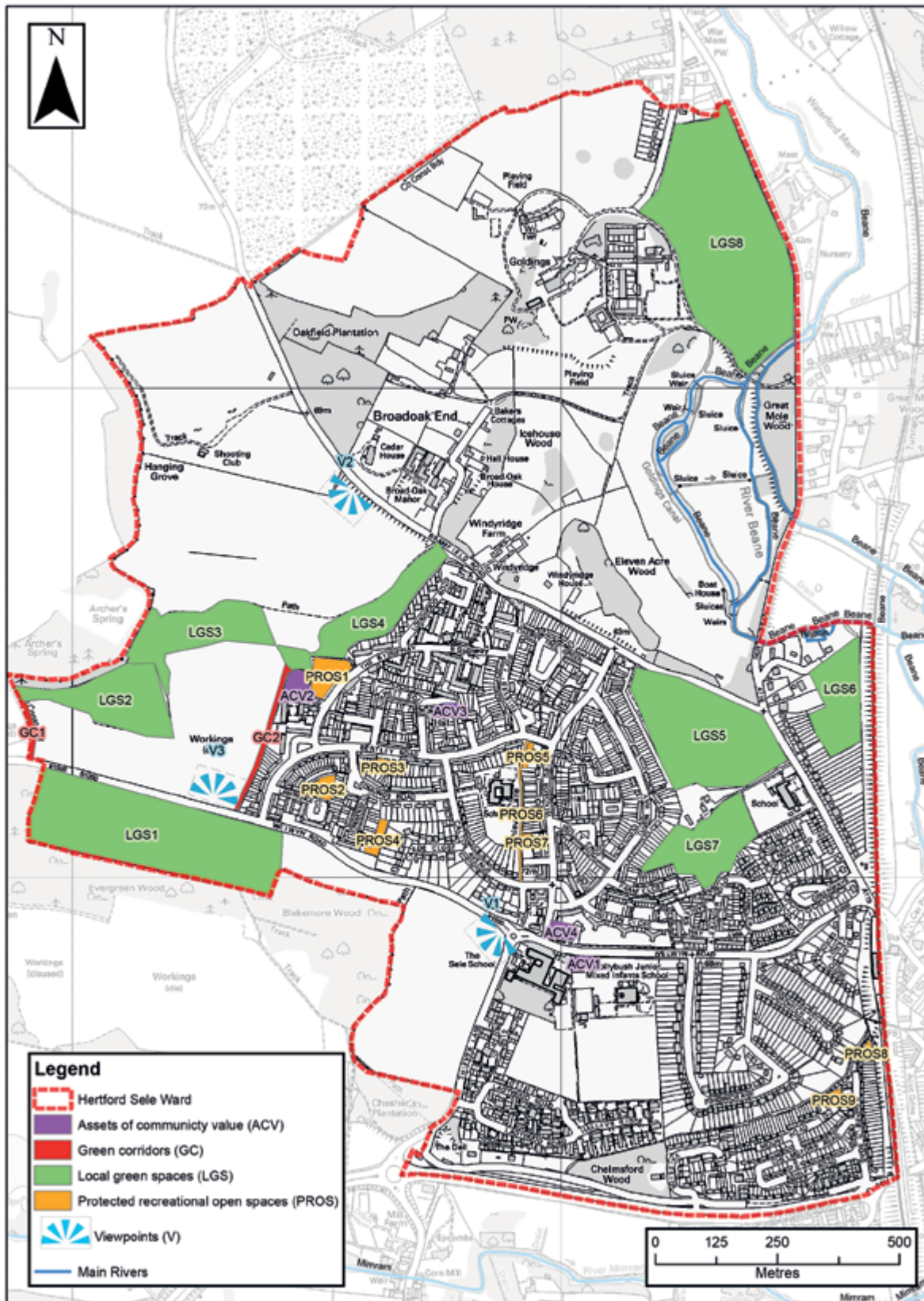
Development proposals should seek to positively contribute to behavioural changes supported by the delivery of a variety of new local transport solutions, including the provision of safe walking and cycling routes, and community transport services which demonstrate that the solutions adopted will reduce pollution, overreliance on the private car and support the mobility of all members of the community. Local transport solutions including well-designed and located bus stops, and complementary traffic calming measures could be funded through S106 contributions collected under the provisions of District Plan Policy TRA1 or other funding mechanisms.

5 Implementation

- 5.1 The Neighbourhood Plan will primarily be implemented through the determination of planning applications, by East Herts Council within Sele ward. The Neighbourhood Plan policies will provide a local focus to ensure decisions benefit the local community and will protect those assets most appreciated by residents. Major developments and associated infrastructure, including the implementation of East Herts policy HERT3, will be achieved principally through agreements between the local planning authority, developers and infrastructure providers.
- 5.2 In order to ensure that development proposals comply with Policy WAT6 of the East Herts District Plan developers are advised to contact Thames Water at an early stage to discuss the drainage requirements for their development. Details regarding Thames Water's pre-application service can be found at: www.thameswater.co.uk/preplanning
- 5.3 The Neighbourhood Plan policies may be amended at intervals in order to remain in line with the District Plan and any such review or update will be carried out in accordance with the process and procedures in place at that time.
- 5.4 A number of non-land use proposals have been put forward during the various community consultation events and the through the initial residents survey. These have been worked up into potential projects and have been included in an Action Plan at Appendix F. These projects or actions, which have been endorsed by Hertford Town Council help to complete the picture of community aspirations for residents of Sele.
- 5.5 Projects in the Action Plan will be achieved through various funding mechanism, both public and private. The Action Plan should be taken into account by developers when submitting planning applications for development in the ward and by the local planning authority when negotiating Section 106 Agreement

6 Appendices

APPENDIX A - Policies Map



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APPENDIX B - Assets of Community Value



I. Hertford Selections Children's Centre

Hertford Selections Children's Centre, located on Welwyn Road next to Sele School, is a valuable community resource which provides support services to new parents, babies and young children. These range from courses on baby massage, tips on breastfeeding, coping with post-natal blues, to play sessions for children and their parents. The centre is also hired outside its working hours by local community groups for meetings, classes and delivering activities such as playschemes for children with special needs and their siblings.

Following a consultation, the centre will change in the future to become a Family Centre which will bring together all the services it currently delivers along with Health Visiting and School Nursing services. This is intended to support services being delivered more efficiently, flexibly and in a more family-friendly way to local people.

The centre aims to provide lifelong learning opportunities and pathways that meet the needs of Hertford people in order to promote:

- Personal growth and expanded horizons
- A broader range of interests
- A wider social life
- A healthier life
- Community engagement.



2: Sele Farm Community Centre

The Sele Farm Community Centre was completed in 2007. It is a purpose-built facility designed for use by the local community and beyond, as a function centre for hire. It has a large main hall, a fully-equipped kitchen, two committee rooms, adequate storage and parking for 40 cars.

The Sele Farm Community Centre is situated in Perrett Gardens, just off The Ridgeway, well served by roads and footpaths from the rest of the Sele Farm estate and easily accessed for those travelling in.

It is mainly used for hire on a period basis (morning, afternoon or evening) or for the whole weekend. It currently has 19 different local groups with regular bookings and has an expanding reputation as a venue for celebration events.

Now celebrating its 10th year, it has become a vital hub for the Community, being extremely well run by a Management Committee and overseen by a Board of Trustees.



3: Girl Guides and Scout Hut (Glenfield Court)

The Girl Guides and Scout Hut is a good-sized, purpose brick-built, single storey meeting place comprising a main hall, kitchen and other facilities. It is located in Glenfield Court towards the centre of the estate, easily accessible by road or on foot from Burnet Square.

It is used primarily by the Scouting and Guiding movements and is also available for private and organisation hire. It is a very useful and well used facility offering a meeting place for local organisations.



4: The Golden Griffin Public House

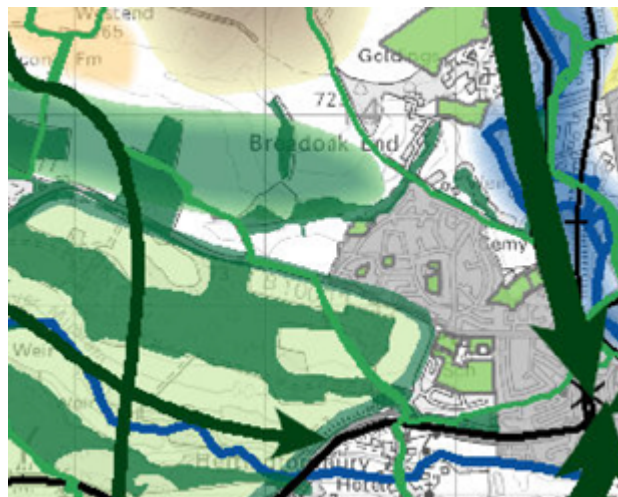
The Golden Griffin Public House is probably the first building of note to be seen as one turns into Windsor Drive, situated on the corner of the Welwyn Road (B1000). Access to the public house is very easy and there is a good number of dedicated off-road parking spaces.

It is currently owned by local brewers McMullens while the pub is run by a friendly landlady. They run an orderly and characterful establishment which is well patronised by local people and those from further afield. It is also a regular “watering hole” for cycling clubs and other organisations whose routes run through the Hertford area.

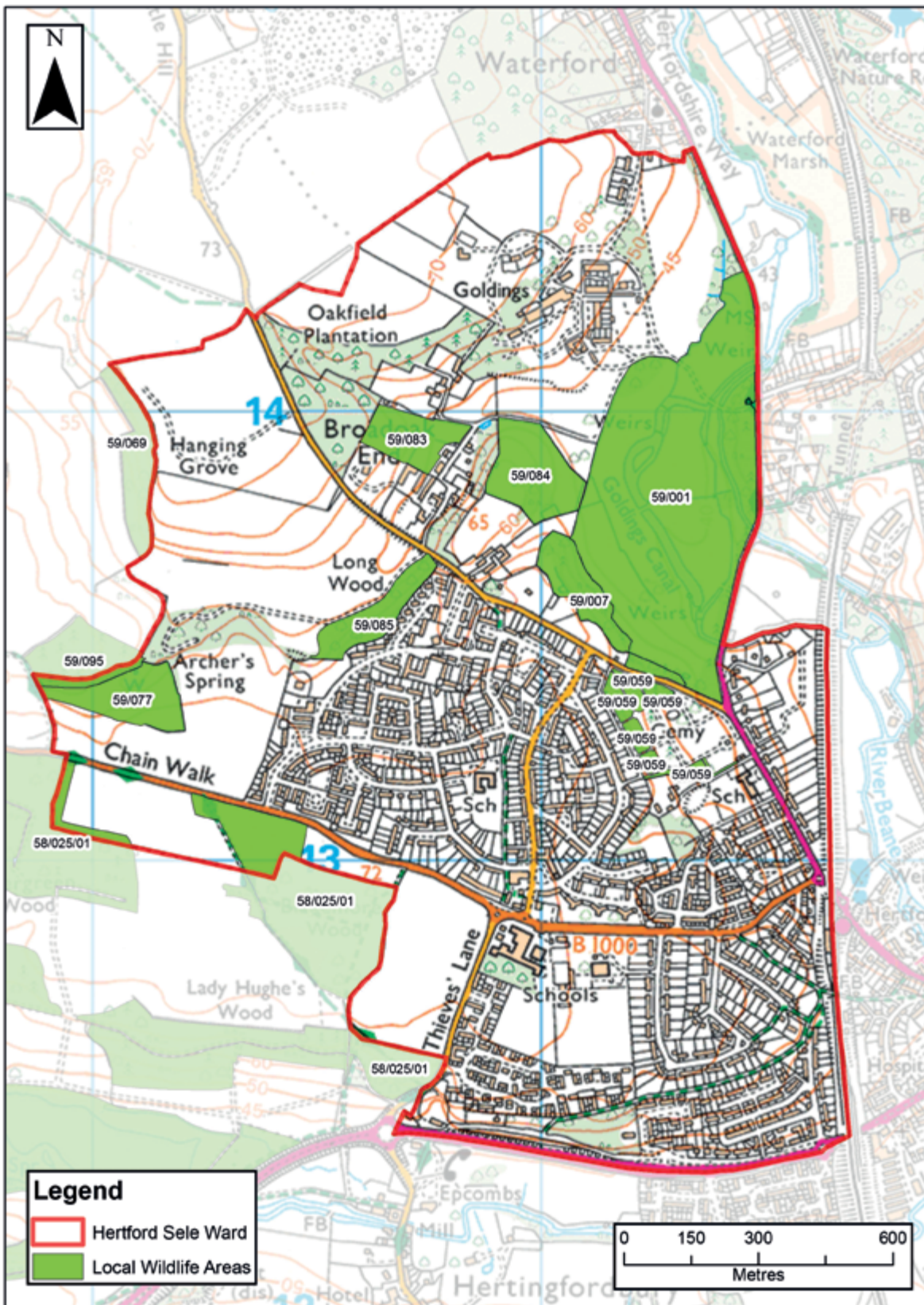
In addition to the usual pub facilities, the landlords put on various events, including children’s days, quiz nights, open days and live music events. These always attract good numbers of people, again mainly locals, but the pub’s reputation means that it draws in custom from the whole of Hertford and beyond. They also offer private function facilities, backed up by the excellent service.

As the only licensed premises in Sele ward, this pub offers an excellent focal point for the locality, is always well patronised and is considered a vital element in the life of the local area. It currently enjoys a well-deserved 4.5/5 star rating on Facebook and very positive Trip Advisor feedback.

APPENDIX C(i) - Extract from East Hertfordshire Green Infrastructure Plan 2011, Fig 3.1



APPENDIX C(ii) - Map of Local Wildlife Sites



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APPENDIX D - Sites, Finds and Heritage Assets

(Historic England – advanced search for Sele Ward)

167	CROPMARK OF A RECTANGULAR ENCLOSURE, GOLDINGS, HERTFORD
613	FLINT HANDAXE, 4 FORDWICH RISE, HERTFORD
1160	SCRAPER, 41 FORDWICH RISE, HERTFORD
1756	ICEHOUSE, ICEHOUSE WOOD, BROADOAK END, HERTFORD
2088	NEOLITHIC POLISHED AXEHEAD AND OTHER FLINTS, 25 FORDWICH RISE, HERTFORD
4247	MEDIEVAL DEER PARK & POST-MEDIEVAL LANDSCAPE PARK, HERTINGFORDBURY PARK, HERTFORD
4734	MEDIEVAL JETTON, CHELMSFORD WOOD, HERTFORD
5061	MILESTONE, OPPOSITE GOLDINGS, WATERFORD
5183	ROAD BRIDGE, GOLDINGS, NEAR HERTFORD
5184	ROAD BRIDGES, GOLDINGS, HERTFORD
5185	ROAD BRIDGE, GOLDINGS, NEAR HERTFORD
6637	SPIGOT MORTAR BASE, NORTH ROAD, HERTFORD NORTH STATION, HERTFORD
6864	SITE OF POST-MEDIEVAL GRAVEL PIT, THIEVES LANE, HERTFORD
7239	SITE OF A BRICKGROUND, ST ANDREW'S CEMETERY, HERTFORD
7334	PANSHANGER, REMAINS OF 18TH AND 19TH CENTURY PARK, HERTINGFORDBURY
7612	CROPMARKS OF A RING DITCH, BROADOAK END, HERTFORD
7613	CROPMARKS OF A RING DITCH, BROADOAK END, HERTFORD
9464	GOLDINGS, 19TH CENTURY PARK AND PLEASURE GROUNDS, HERTFORD
9996	ROMAN COIN HOARD, NEAR GOLDINGS, HERTFORD
12605	SITE OF 18TH CENTURY CLASSICAL TEMPLE, GOLDINGS PARK, WATERFORD
13046	GOLDINGS, HERTFORD
13047	SITE OF GOLDINGS HALL, GOLDINGS PARK, HERTFORD
18105	CROPMARKS OF SUBRECTANGULAR DITCHED ENCLOSURE, HANGING GROVE, BROADOAK END, HERTFORD
18577	ST ANDREW'S CEMETERY, NORTH ROAD, HERTFORD
18707	THE DELL, THIEVES LANE/HERTINGFORDBURY ROAD, HERTFORD
30289	SITE OF POST-MEDIEVAL BRICKFIELD, VALESIDE, HERTFORD
30943	COURSE OF THE WATTON TURNPIKE, GOLDINGS, BENGEO
31286	BROAD OAK MANOR, BRAMFIELD ROAD, BROADOAK END, HERTFORD
31287	WINDYRIDGE, BRAMFIELD ROAD, BROADOAK END, HERTFORD

APPENDIX E - Local Green Spaces Assessment

Site description	Site Information								Criteria				Evidence				
	Potential development site	National designation or right of way	Common land or village green	Private garden	Owner known	Insufficient evidence or data	Extant planning permission	Local in character	Extensive tract	Demonstratively special	Reasonably close	Beauty	Tranquil	Intrinsic local character	Historical significance	Recreational	Natural wildlife
1 Panshanger Spring (plantation)	N	N	N	N	Y	N	N	Y	N	Y	Y	Y	Y	Young plantation with mixed deciduous trees and hedgerows. Used for access routes into and around Panshanger park.	Part of the setting of the historic landscape of Panshanger Park, it was part of the wider estate but not designed parkland	Used by walkers, runners and cyclists.	Part LWS
2 Archers Spring south	N	N	N	N	Y	N	N	Y	N	Y	Y	Y	Open space with scrub, hedgerow and young trees. Used by walkers/runners to access the local countryside. Also occasionally used by mountain bikers and moto-cross bikers.	Historically farmland with old hedgerows intersecting	Used by walkers, runners and cyclists.	LWS	
3 Archers Wood	N	N	N	N	Y	N	N	Y	N	Y	Y	Y	Wooded area used to access local countryside and as a route between Hertford and Tewin.		Used by walkers, runners and cyclists (permissive path)	Yes	
4 Longwood	N	N	N	N	Y	N	N	Y	N	Y	Y	Y	Blue bell wood used by walkers and runners.	Ancient/semi-natural broadleaf woodland	Used by walkers, runners and cyclists (permissive path)	LWS including English Bluebell	
5 Cemetery	N	N	N	N	Y	N	N	Y	N	Y	Y	Y	Open cemetery with avenues, large Victorian-era trees, ornamental walls and gates and maintained grass areas.	Yes	Open for visitors	Part LWS	
6 North Road allotments	N	N	N	N	Y	N	N	Y	N	Y	Y	Y	Large allotment space. Wildlife etc.	Long standing allotment site	Health benefits of growing own food	Yes	
7 Farm Close orchard	N	N	N	N	Y	N	N	Y	N	Y	Y	Y	Valuable local green space for local residents. Green space often used by children.	Yes	Used by walkers and runners. Used as a childrens play area. Used as a green space	Yes	
8 Goldings Meadow	N	N	N	N	Y	N	N	Y	N	Y	Y	Y	Attractive less formal part of the historic parkland, gently undulating meadow	Part of the Goldings Estate Parkland	Well used by walkers as bordered by two public footpaths	Yes	

APPENDIX F - Action Plan

No.	Strategic Aim	Tasks	Who will lead	Notes	Funding
	Overarching	Ensure that everything that is done relates to the whole of the Neighbourhood Area.	Hertford Town Council, East Herts Council and community members	Change the language we are using. Investigate linking possible community hub on Fleming Crescent to activities in other community facilities (community centre etc.) in discussion with East Herts Council.	East Herts Council
1	A stronger Sele community	Increase support and awareness for the voluntary and community groups, including for unsung heroes.	Hertford Town Council	Rewarding and recruiting, posters and social media	Hertford Town Council community projects
2	A stronger Sele community	Retain and enhance existing community facilities. Make community space available at any time and organise more public events.	East Herts District Council	Circulate planning applications on St John Ambulance site to allow the public to respond. Audit all facilities and events. Expand community spaces. Encourage volunteers. Promote through newsletters, notice boards etc. Set up Sele ward website, run by young people.	
3	A stronger Sele community	Provide meeting spaces for young people. Provide a youth officer in Sele.	YC Hertfordshire, East Herts District Council		East Herts Community Grants; Hertford Town Council New Homes Bonus
4	A stronger Sele community	Cater for the needs of lonely or old people and people with learning disabilities through services and facilities.	East Herts District Council		East Herts Community Grants; Hertford Town Council New Homes Bonus
5	A safe Sele community	Deliver additional programmes of information and participatory activities to educate children and young people on crime prevention.	Hertfordshire Constabulary, the community members in Sele ward and Sele schools		Community Safety Grants - Police and Crime Commissioner Hertfordshire
6	An efficient and safe transport system	Overarching objective: Traffic congestion remains the same or is improved.	Hertfordshire County Council	Organise a meeting with Hertfordshire County Council to discuss the traffic and transport concerns in the area.	
7	An efficient and safe transport system	Provide maintenance and improvements to footways, footpaths and cycleways to increase usability and reduce the risk of accidents. Provide better bike racks at the shops, North Station, and other public amenities.	Hertfordshire County Council		Hertford Town Council New Homes Bonus for bike racks
8	An efficient and safe transport system	Consider the possibility of creating separated lanes for bicycles and pedestrians and areas where priority is given to pedestrian and non-motorised traffic.	Hertfordshire County Council		
9	An efficient and safe transport system	Ensure that speed limits are enforced and additional safety measures are introduced where necessary. Consider limiting the traffic speed to 20m/h in the entire ward area. For limiting speed, preference is given to chicanes, rather than speed bumps.	Hertfordshire Constabulary and Hertfordshire County Council		Community Safety Grants - Police and Crime Commissioner Hertfordshire
10	An efficient and safe transport system	Address the safety and congestion issues at peak times (particularly the morning peak and around St Joseph's School and traffic using North Road to access the train station and town centre).	Hertford Town Council and Hertfordshire County Council	Restrict parking on Bramfield Road at school dropping-off time. Hertford Town Council to brief Hertfordshire County Council on issue and discuss possible options.	
11	An efficient and safe transport system	Seek to create more parking spaces, such as around the North Road, cemetery, schools and Panshanger Park. Provide better signposting of parking spaces. Improve residents' parking in Norwood Close and other residential areas.	Hertfordshire County Council, Hertfordshire Constabulary and Hertford Town Council	Parking monitored by PCSO's. 'Controlled Parking Zone' near cemetery. Disabled Bay signing. Signpost car park in Calton Avenue. Norwood Close options: turn part of allotments into residents' parking; waiver fee for dropped curbs; new access onto Welwyn Road; improve layout in existing car park.	Hertford Town Council New Homes Bonus for parking signs

No.	Strategic Aim	Tasks	Who will lead	Notes	Funding
12	An efficient and safe transport system	Make bus service in the area more reliable and convenient to use at any time. Improve coverage, frequency, operating times and capacity to bus and rail services to Ware, Welwyn Garden City and St Albans.	Hertfordshire County Council and bus and train operators in the area		
13	An efficient and safe transport system	Do whatever possible to avoid the temporary closure of the rail link between Hertford and Stevenage.	Hertfordshire County Council	Lobby Network Rail and the Government. Discuss with Hertfordshire County Council the proposed bus replacement service.	
14	An efficient and safe transport system	Some privately owned communal drives and garages are poorly looked after.	Hertford Town Council	Consider options for encouraging improvements and make representations at planning committees.	
15	High quality natural environment	Overarching objective: Green spaces in Sele are well-maintained and open for public access.	East Herts District Council, Countryside Management/ Rights of Way at Hertfordshire County Council and community members in Sele ward	Various issues on public footpaths. Eg.: insufficient number of dog and litter bins, maintenance and lighting on Thieves Lane.	
16	High quality natural environment	The wetland is preserved and improved around the River Beane.	Community members in Sele ward	Not a major concern. Consult with the River Beane Restoration Association and the River Beane Catchment Partnership to decide if the matter can be progressed as a project plan.	
17	High quality natural environment	Goldings estate - public footpath signage and routes to be maintained to ensure routes and designated footpaths are clearly marked for enjoyment of wider Sele community while balancing privacy of residents (consider segregated footpaths in private area). Additional signage and appropriate fencing to be installed to guide visitors. Also promote footpaths, possibly through leaflets. Consider installation of litter bins at key points where public footpaths meet Goldings Park and at litter hotspots along A119.	Goldings Estate Management	Consult with Goldings residents and wider Sele Community.	
18	Quality education, health and wellbeing services	Develop and promote programmes of health walks and exercises that are free for the Sele residents.	East Herts District Council		Hertford Town Council New Homes Bonus for outdoor gym equipment
19	Quality education, health and wellbeing services	GP surgeries should provide more doctors to cover the actual and future demand.	NHS England	Make representations to Wallace House to provide a better service.	
20	Quality education, health and wellbeing services	Improve key health indicators for residents of the Sele area by providing new facilities and opportunities for outdoor leisure e.g. an outdoor gym and access to recreational areas e.g. Panshanger Park.	East Herts District Council and Hertford Town Council	Tie these two things together through Archers Spring.	
21	Quality education, health and wellbeing services	Retain the existing shopping parade.	Community members in Sele ward	If Network Homes takes over the empty unit, make representations to include a community café or other community facilities. Alternatively, cafés can be approached directly to see if there is interest for the space.	
22	Quality education, health and wellbeing services	Provide adult courses at a community centre or the Children's Centre near Sele School or in schools.	Community members in Sele ward	Expand the opportunities for adult learning if there was proven demand. This would need a community consultation with venues and organisations involved when an audit of all facilities has taken place. Contact Sele Youth and Community Forum.	

Appendix G - Policy Process Map

This table shows how the key objectives of the plan have been translated into planning policies.

	Key Objective	Policies that achieve the Key Objectives
A	Help improve key health indicators for residents of Sele ward through improving access to the countryside and enhancing recreational open space.	POLICY HSHE1 ACCESS TO GREEN SPACE POLICY HSHE2 PROTECTED RECREATIONAL OPEN SPACE POLICY HSHE6 LOCAL GREEN SPACE
B	Preserve and improve the biodiversity of natural habitats including gardens, wildlife corridors and the River Beane wetlands. Identify and protect local wildlife sites and the links between them. Create new habitat in green corridor buffer zones and in SUDS schemes.	POLICY HSHE3 CONSERVE AND ENHANCE BIODIVERSITY POLICY HSHE4 GREEN CORRIDORS AND NETWORKS POLICY HSHE5 CREATING NEW GREEN INFRASTRUCTURE POLICY HSHE6 LOCAL GREEN SPACE
C	Designate Local Green Spaces (LGS) according to legislation and identify important views.	POLICY HSHE6 LOCAL GREEN SPACE POLICY HSHE6 VIEWS AND VISTAS
D	Highlight the importance of designated heritage assets and their settings, including Goldings and its historic parkland, identify buildings, features and landscapes of historic interest and ensure their conservation and enhancement.	POLICY HSHE8 LISTED AND NON-LISTED BUILDINGS POLICY HSHE9 LISTED AND NON-LISTED HISTORIC PARKS AND GARDENS POLICY HSHE10 GOLDINGS
E	Retain and expand existing community facilities, including new sports facilities and training facilities to meet children and adults' educational need and improve key health indicators.	POLICY HSC1 PROVISION OF EDUCATION FACILITIES POLICY HSC2 EXISTING COMMUNITY BUILDINGS AND LAND POLICY HSC3 NEW COMMUNITY FACILITIES
F	Ensure access to and provision of a local doctors' surgery that is Sele residents' focused, staffed by qualified medical practitioners, and open seven days a week to meet residents medical requirements and to improve key health indicators.	POLICY HSC4 CONTRIBUTION TO IMPROVE HEALTH CARE FACILITIES
G	Retain Fleming Crescent shopping parade and actively support both the existing shops and changes of use which provide community facilities.	POLICY HSC5 EXISTING SHOPS (FLEMING CRESCENT)
H	Ensure all new housing developments include a mix of house sizes and types to match local needs in Hertford and include an accessible environment, accessible homes for the elderly active and affordable starter homes.	POLICY HSHT1 HOUSING MIX AND AFFORDABLE HOUSING
I	Ensure that the design and layout of new housing and the redevelopment of existing housing areas creates a safe, attractive and sustainable living environment to enhance the lives of residents in Sele.	POLICY HSHT2 LAYOUT OF NEW HOMES POLICY HSHT3 DESIGN OF NEW DEVELOPMENT POLICY HSHT4 LANDSCAPING IN NEW DEVELOPMENT POLICY HSHT5 AMENITY GREENS IN EXISTING DEVELOPMENTS
J	Ensure that sufficient resident and visitor parking is provided in any new development and retained according to need, to prevent overspill into the existing estates and avoid congestion on residential and surrounding roads.	POLICY HSHT6 VEHICLE PARKING IN RESIDENTIAL AREAS AND NEW RESIDENTIAL DEVELOPMENT
K	Provide effective infrastructure and support to enable and enhance good walking and cycling routes throughout the area and high-quality public and community transport.	POLICY HSHT7 SAFE AND ACCESSIBLE WALKING AND CYCLING ROUTES POLICY HSHT8 SUSTAINABLE AND INTEGRATED LOCAL TRANSPORT SOLUTIONS

APPENDIX H - Glossary of Terms

Affordable Housing

Housing for sale or rent made available, based on the evidence of need, to people whose needs are not met by the market, including Social Housing.

Ancient Woodland

Woodland known to have existed continuously since at least 1600 AD.

Archaeological interest

There will be archaeological interest in a heritage asset if it holds, or potentially holds, evidence of past human activity worthy of expert investigation at some point.

Broadleaf Woodland

Woodland composed of trees that are more than 5m high when mature, with leaves which are not needle-like, tending to be flat, broad shapes.

C18 and C19

This refers to 18th Century and 19th Century

Conservation (for heritage policy)

The process of maintaining and managing change to a heritage asset in a way that sustains and, where appropriate, enhances its significance.

Green buffer or Buffer zone

An area of land separating certain types of development from adjoining sensitive land uses, in this case a green buffer between existing and new housing or a buffer zone between new housing and the countryside.

Green walls

Walls that partially or completely covered by greenery for aesthetic or functional purposes such as improving air quality.

Heritage asset

A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listing).

Historic environment

All aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora.

Jetton

A coin-like object most commonly made of copper or brass, produced across Europe from the 13th through the 16th centuries, used in the calculation of accounts.

LGS/Local Green Space

A National designation of land made through local and neighbourhood plans which allows communities to identify and protect green areas of particular importance to them.

LGA/Local Government Association

The National voice of local government, working with councils to support, promote and improve local government.

Major development

For housing, development where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more. For non-residential development it means additional floorspace of 1,000m² or more, or a site of one hectare or more, or as otherwise provided in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

MUGA /Multi-Use Games Area

An enclosed purpose-built area with synthetic grass or hard surface that enables children of all ages to play sports such as football and basketball in a safe environment.

NERC/Natural Environment and Rural Communities Act 2006

An Act of Parliament given royal assent in 2006 designed to promote a rich and diverse natural environment and sustainable rural communities by means of modernising and simplifying arrangements for delivering Government policy.

ONS/Office for National Statistics

The UK's largest independent producer of official statistics which is recognised as the national statistical institute of the UK and is responsible for collecting and publishing statistics related to the economy, population and society at national, regional and local levels.

Porous Boundaries

Designed to allow wildlife to move between neighbouring gardens freely

Setting of a heritage asset

The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral.

Significance (for heritage policy)

The value of a heritage asset to this and future generations because of its heritage interest. The interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting. For World Heritage Sites, the cultural value described within each site's Statement of Outstanding Universal Value forms part of its significance.

SSSI/Site of Special Scientific Interest

An area designated by Natural England under the Wildlife and Countryside Act 1981 which has a high conservation area value and is of special interest because of its fauna, flora or geological or physiological features; in other words (plants, animals and natural features relating to the Earth's structure).

SUDS/Sustainable Urban Drainage System

An alternative system to conventional piped designed to manage surface water which mimics natural systems by for example managing rainfall close to where it falls.

Sustainable development

Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

SI06 Contributions (and other funding mechanisms)

Section 106 (S106) of the Town and Country Planning Act 1990 are legal-binding agreements or planning obligation made between local planning authorities and developers. These are linked to the granting of planning permissions with the aim of ensuring that matters that are necessary to make a development acceptable in planning terms are addressed and/or delivered. Other funding mechanisms may include a Community Infrastructure Levy (CIL) which East Herts Council may introduce in the future.

Qualification Level 1-5

A range of qualifications taken through school, college, university or work, fitting into 9 qualification levels, level 1 being the lowest qualification.

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**SELE
NEIGHBOURHOOD
AREA PLAN**

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THUNDRIDGE



PARISH COUNCIL

THUNDRIDGE NEIGHBOURHOOD PLAN

2018 – 2033



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Foreword

Foreword by

Steve Bosson (Chair of Thundridge Parish Council when the Neighbourhood Plan was submitted) and Catherine Archer (a member of the Thundridge Neighbourhood Plan Advisory Committee, long-term resident and parishioner).

Steve Bosson

Following the long-awaited transition of High Cross to become a Group 2 village with the adoption of the East Herts District Plan, our entire parish is now offered greater protection from speculative development. This Neighbourhood Plan now becomes the parishioner-led legal document against which new development proposals will be measured. This means that the parishioners have helped to influence controlled parish development moving forward. The parish council is indebted to all who have given so generously of their time and skills in the collection of data and the preparation of this important document.

Catherine Archer

My aspirations for the parish over the next 20 years are largely built on the wonderful facilities and riches we already have. We have two village primary schools. In 15 years' time some of these pupils will be involved in deciding the next stages of the development of the village in a new neighbourhood plan. We have many great resources e.g. churches, school playing fields and village halls and I look forward to seeing them shared with the community.

Local people and outsiders to the villages, who enjoy the many rights of way, which are clearly marked and maintained, also appreciate the pubs in the parish. Walkers, many with dogs, horse riders and cyclists all express great appreciation and admiration of the lovely countryside in the parish. This leads to healthy living.



Puller Memorial School

Preface

Thundridge Neighbourhood Plan is the product of more than two years of consultation with the local community, relevant organisations and East Herts District Council, to produce a local plan for local people. It sets out planning policies for Thundridge Parish that will be used to make decisions on planning applications. People who know and love the area have written the policies so that they get the right types of development in the right place.

As the result of engagement with the community, lots of good ideas about how life in the parish could be improved were collated into an Action Plan. This will be delivered by Thundridge Parish Council and other local groups and funding bodies.

A great deal of volunteer time has been enthusiastically given to this project. Guided by their planning consultants, the community has written a co-researched, co-produced plan in the spirit of localism. Thanks go to all contributors to the plan and acknowledgements for photographs include Jane Harris, Richard Hallman, David Blowers and Jacqueline Veater.



Thundridge Neighbourhood Plan Team Meeting

1. Introduction

The Purpose of the Neighbourhood Plan

- 1.1 The Thundridge Neighbourhood Plan (referred to as ‘the Plan’ or ‘the Neighbourhood Plan’) has been prepared under the provisions of the Localism Act 2011, the Neighbourhood Planning (General) Regulations 2012, and the Neighbourhood Planning Act 2017. Thundridge Parish Council is the “qualifying body” for the production of the document. Essentially, the Plan is a community-led framework for guiding the future development and growth of the parish. A Neighbourhood Plan Advisory Committee, set up on 8th August 2016 for the purpose of managing the process and drafting the document for the council’s approval, has compiled the Plan on behalf of the parish council.
- 1.2 In the early stages, the formulation of the Plan paid regard to the “saved” policies of the East Herts Local Plan Second Review 2007. As time has progressed, the primary linkage has been with the emerging East Herts District Plan, which was submitted to the Secretary of State for Communities and Local Government on 31st March 2017. Following an examination by an independent Inspector in the autumn of 2017, East Herts District Plan was formally adopted by East Herts Council on 23rd October 2018.
- 1.3 The Neighbourhood Plan has also been checked against government planning policies in the National Planning Policy Framework 2019 (NPPF) and the advice set out in the on-line Planning Practice Guidance (NPPG). Within both the national and local frameworks, the Neighbourhood Plan is concerned with the development and use of land in the Neighbourhood Plan Area which comprises most of the Parish of Thundridge. In accordance with national policy, the Plan seeks to promote sustainable development and embraces a range of social, economic, and environmental issues. It provides a vision for the future of the parish, coupled with a range of planning objectives, policies and proposals.

Key Topics of the Neighbourhood Plan

- 1.4 A wide range of topics are covered in the Plan, including the environment, local character, housing, employment, transport, facilities and services. The detailed choice of issues was very much influenced by the community and reflects the concerns which are important for the area and its residents. Specific planning proposals include designating Local Green Spaces, whilst other policies highlight those sites and areas of the parish which should be protected and enhanced and provide guidance on how applications for development should be considered. Where appropriate, the policies and proposals are depicted on the policies map, which is cross-referenced to this written statement. It is important to stress, however, that this document is concerned primarily with the development and use of land within the Neighbourhood Plan Area. Wider community aspirations have been considered in the consultation process, but not all of these can be addressed by land use policies. For this reason, non-land use matters are dealt with in Appendix H, in the form of an Action Plan.

Community Engagement

- 1.5 The Neighbourhood Plan is founded on pro-active involvement with the local community at all stages during its preparation. As a result of this process of positive engagement, the Plan captures the essence of life in the parish and its community. It seeks to ensure that the quality and vitality of life in the parish continues into the future, whilst not inhibiting local enterprise, innovation and technical and social development. A full account of the Regulation 14 consultation is set out in the Consultation Statement which is submitted with this Plan.

2. The Parish of Thundridge

- 2.1 The current Parish of Thundridge is located in the district of East Hertfordshire, within an extensive rural area to the north of Ware and Hertford. According to the 2011 Census, the population of the parish was 1,406. As can be seen from the map, this is concentrated in the three linear villages of Thundridge, Wadesmill, and High Cross. To the east is the hamlet of Cold Christmas; part of a network of small farming communities across the parish.
- 2.2 The parish is bisected by the valley of the River Rib, which runs in a south westerly direction to join the River Lee (Lea) at Hertford. The three main settlements grew up alongside Ermine Street, the old Roman road which connected London to Lincoln and York. This road became an important coaching route in the 18th century, The Great North Road, linking London and Cambridge. Later, it formed the basis of the A10 trunk road, which was replaced by the current dual-carriageway bypass, which runs through the area from south to north. Wadesmill was important as the crossing point over the River Rib – the bridge built in 1826 to carry increasing amounts of traffic is still in use today.

Thundridge

- 2.3 At the southern end of the parish, Thundridge, formerly part of Wadesmill, grew up as a result of its position on the main road, building up its trade with passing travellers and servicing their needs. In mediaeval times, to the east of the current settlement, there was the manor house of Thundridge Bury, with its church, its farm, and associated cottages. In 1811, the mansion was demolished, having been purchased by Daniel Gibbs of Youngsbury. The church of All Hallows and Little St. Mary (also known as Thundridge Old Church) was abandoned in 1854, although the Grade II* derelict tower dating back to the 15th Century remains as an iconic local landscape feature seen from vantage points to the north, south, east and west. It was replaced by the Church of St. Mary the Virgin, which is located in a prominent position on the village skyline.
- 2.4 The centre of the village is now a Conservation Area, with many listed buildings. The main street was bypassed in the 19th century by a new road which led to the bridge over the River Rib at Wadesmill. Within the village, there are a number of facilities and services, including the JMI School, the Village Hall, the Norman Wodson Pavillion and playing areas. At the time of writing, the 'Sow and Pigs', the only surviving public house has re-opened as 'Maltons'. The centre of economic activity within the village is



the small industrial estate located to the east of Thundridge Hill. Hanbury Manor, the luxury hotel and golf course to the south west of the village, is also an important source of local employment.

Wadesmill

- 2.5 To the north of Thundridge is the adjacent settlement of Wadesmill, which also developed because of its position on the main road. In 1663, the village was the site of the first turnpike gate in England, when the road to Cambridge became a Turnpike Road. It is also famous as the place where Thomas Clarkson, in 1785, resolved to devote his life to the abolition of slavery. This event is commemorated by the stone monument on the west side of the highway on High Cross Hill.



- 2.6 Wadesmill still has two public houses, the 'Feathers', and the 'Anchor', both of which are linked to the village's history as a staging post on the coaching route. Stabling was provided for the additional horses required to assist in the ascent of the hill leading to High Cross. Today, Wadesmill and Thundridge operate as one settlement, sharing facilities and services.

High Cross

- 2.7 High Cross is also associated with the servicing of travellers on the London to Cambridge road. To the east of the road is the Church of St. John the Evangelist, which was originally built in 1845–46. The tower was added later, in 1906. To the north of the church is the Puller Memorial Church of England Primary School, built in 1864. In the centre of the settlement, there is the petrol filling station, which includes a shop and a car workshop. High Cross Village Hall is located a short distance down North Drive. The only remaining public house in the village, the White Horse, was closed in 2017. Business activity is centred on Oakley's, which manufactures and equips horse boxes.



The Rural Area

- 2.8 The Rib valley is an exceptionally unusual example of unbroken activity and occupation for at least two millennia, in a landscape that has remarkably not been disturbed or archeologically investigated and has great historic significance. The overall pattern of development in the parish reflects its origins and history over several millennia. There is evidence within the Rib Valley of: Neolithic finds; Bronze Age barrows; Iron Age hilltop and rare pre-Christian settlements; ancient routes and river crossings; evidence of Roman habitation; Anglo-Saxon place names; medieval and post-medieval sites and finds and well preserved Georgian and Victorian estates. It is this essential rural character that the Neighbourhood Plan seeks to conserve and enhance for the benefit of existing and future generations.

- 2.9 The rural area of the parish contains a number of farm holdings, largely devoted to the growing of arable crops with some meadowland. There are also extensive areas of woodland, all of which were formerly coppiced. Most of the farm houses are of ancient origin and are listed buildings. On the eastern edge of the parish is the hamlet of Cold Christmas, which overlooks the valley of the River Rib.
- 2.10 There are a number of large private residential properties which are listed for their historical and architectural interest. The two most prominent country estates in the parish were Poles and Youngsbury.
- 2.11 Records of an estate at Poles date from the sixteenth century, although no records of a house were shown until the late eighteenth century. The original building was replaced by the Hanbury family in the 1880s. In 1913, the estate was bought by a Mr. H King, a diamond merchant from South Africa. Ten years later, the property became a convent and boarding school for girls. It was sold in 1985, and was transformed into the Hanbury Manor luxury hotel, which was opened in 1990.
- 2.12 Early records show that the manor of Youngs existed in 1426. The current house of Youngsbury was built in 1745, together with an ice house and a bath house. Later, from 1769, the property was enlarged with the addition of a stable block. Lancelot 'Capability' Brown was engaged to landscape the grounds. A number of alterations were made to the house in the early nineteenth century, and in the period following the Second World War. The most extensive of these works entailed the removal of the top storey, with the original pitched roof.

Basic Statistics (2011 Census Parish Profile)

- Thundridge has a population of 1,406 people in 578 households.
- Thundridge has an ageing population, with, 20.2% of the population aged 65 or over (compared to 15.4% for East Herts).
- Home ownership is relatively high at 73.9% (compared with 71.9% for East Herts).
- 91.5% of households have access to one or more cars/vans (compared with 87.2% for East Herts).
- 70.8% of the population is economically active (compared with 75.4% for East Herts), of which 15.6% are self-employed (compared with 12.3% for East Herts).

Neighbourhood Plan Area

- 2.13 The area covered by the Neighbourhood Plan is shown on Figure 1. This was formally designated by East Herts Council on 5th September 2017. A small area to the south east of the A10 was not included within the Neighbourhood Plan area, because it is part of the area of housing development proposed to the north and east of Ware (see East Herts District Plan Policy WARE2).

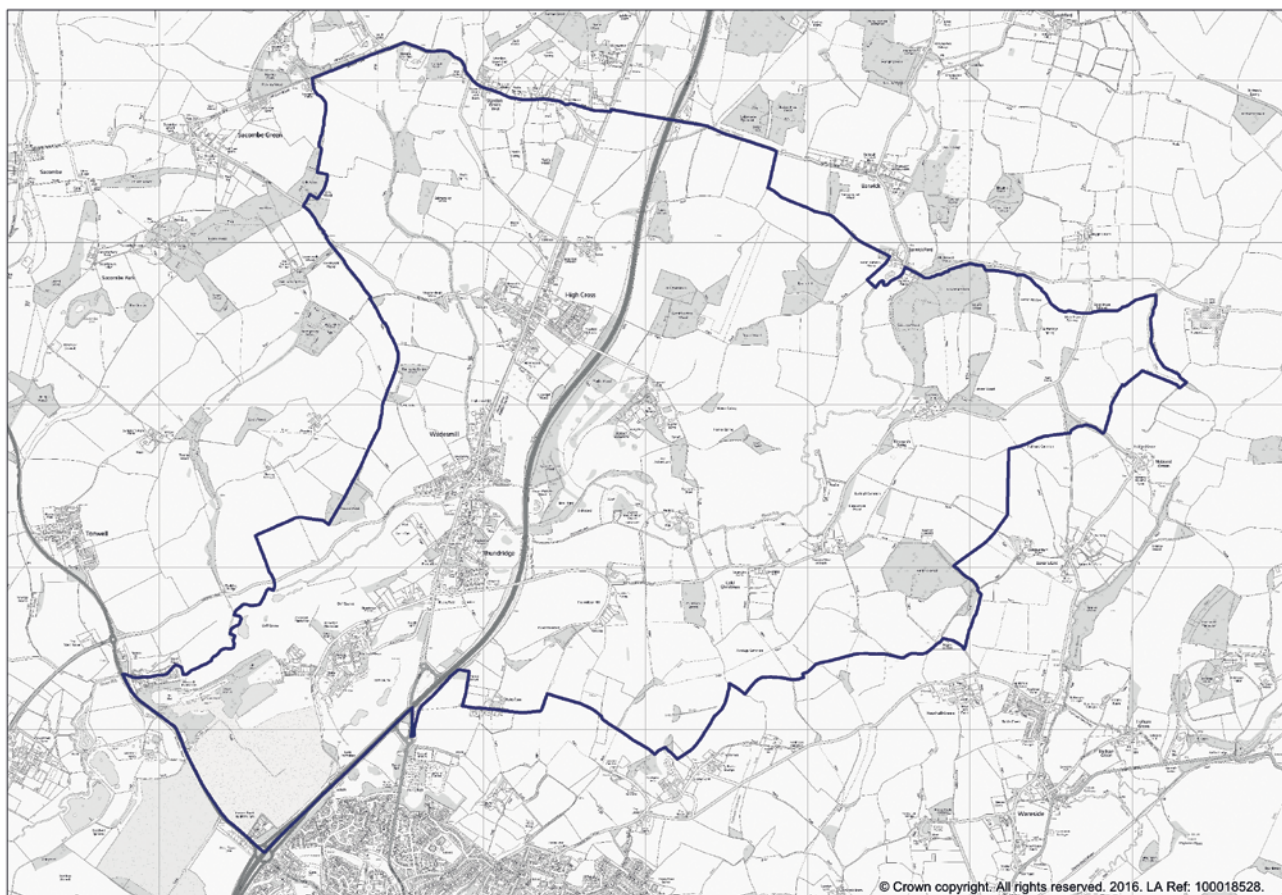
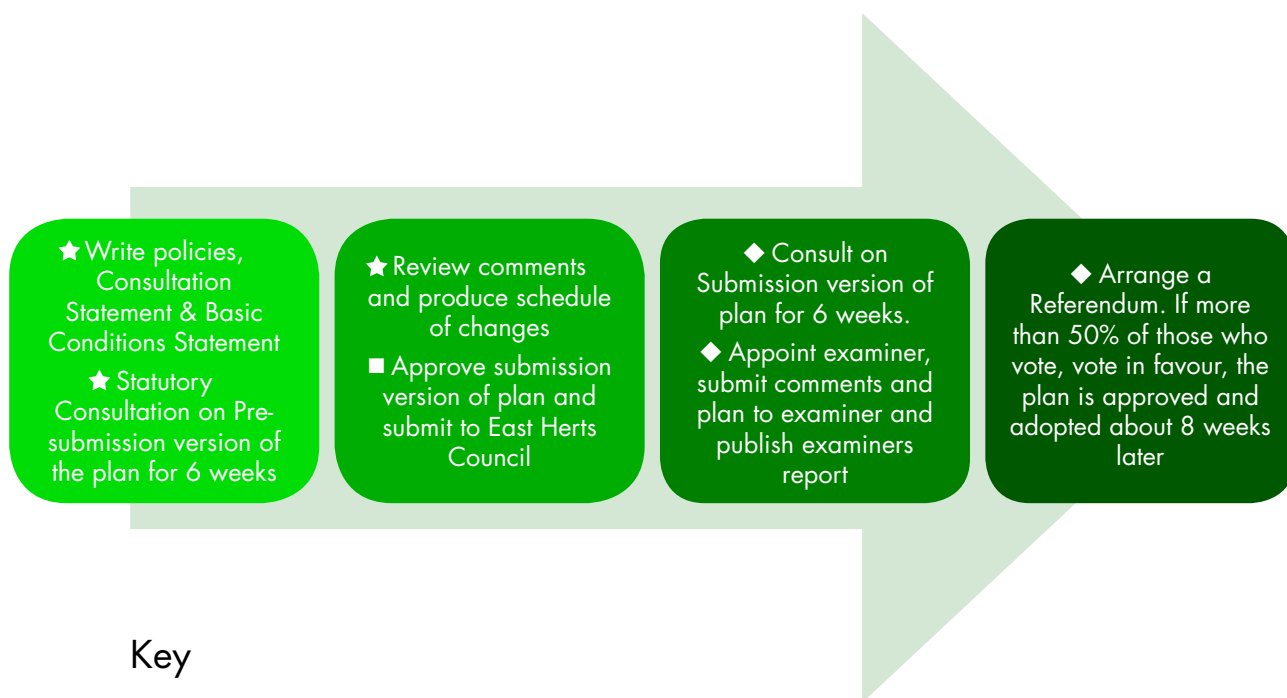


FIGURE 1 - Thundridge Boundary for NP Area Designation

3. Process Summary



Key

- ★ Thundridge Neighbourhood Plan Advisory Committee
- Thundridge Parish Council
- ◆ East Herts District Council

FIGURE 2: Thundridge Neighbourhood Plan Process Chart

3.1 The Thundridge Neighbourhood Plan has been assembled in full consultation with the local community. A full description of the process is set out in the Consultation Statement. The stages in the preparation of the Plan are summarized in the ensuing paragraphs, as follows:

Stage 1: Setting Up

Stage 2: Public Events, Survey and Consultation I

Stage 3: Vision and Objectives

Stage 4: Public Consultation II

Stage 5: Policy Formulation

Stage 6: Public Consultation III

Stage 7: Drafting of the Plan

Stage 1: Setting Up

3.2 At a meeting in May 2016, Thundridge Parish Council resolved to prepare a Neighbourhood Plan. Planning consultants were appointed to provide technical advice and assist in the management of the project. Early in the process, on 8th August 2016, an open meeting was held at Standon Green End Farm, at which an Advisory Committee was set up to oversee the preparation of the Plan on behalf of

the parish council. At its initial meeting the Advisory Committee agreed a constitution and formalized a project plan. It also discussed the topics and issues which the Neighbourhood Plan might need to cover. Topic Groups were set up to investigate these issues and to develop the evidence base which would be required to underpin the Plan.

- 3.3 Community engagement and involvement was identified by the Advisory Committee as a key element in the preparation of the Plan. A small Communications Group was formed, with the purpose of informing the public and arranging consultation events. To this end, the parish council website was set up and used to communicate information about Neighbourhood Plan events and provide access to draft documents etc. The 'Village Life' magazine was also used to give regular updates.

Stage 2: Public Events, Survey and Consultation I

- 3.4 During the autumn of 2016, the Topic Groups were involved in collecting data and background information about the parish, as a first step towards the assembly of the evidence base. It was decided that the community would be consulted by means of two public events, coupled to a Neighbourhood Plan Survey. The public events were held early in 2017 at the village halls at High Cross, on Wednesday 22nd February, and Thundridge, on Saturday 25th February.
- 3.5 At these events, local people were informed about the Neighbourhood Plan process and their opportunities to comment. They were also asked to give their opinions on the planning issues which were of most concern to them and asked to respond to the survey which was launched at the events.
- 3.6 The Neighbourhood Plan Survey Form was distributed by volunteers to every household in Thundridge Parish, with a closing date of 3rd April 2017. The results were subsequently analysed and presented to the Advisory Committee and published on the parish council website. By the end of the survey, a return rate of 32% had been achieved.
- 3.7 The comprehensive survey form was set out as a series of structured questions relating to the main issues, which had emerged from the initial work of the topic groups. These concerned housing, business and employment, the environment, facilities and services, and transport and parking. Respondents were also invited to contribute their general views about the parish and matters relating to its planning.
- 3.8 Results from the questionnaire also helped members of the Advisory Committee to supplement survey data with a socio-economic profile of the parish and its residents. A clear message was provided, both from the survey and the events, about residents' concerns. The main issues mentioned were as follows:
- General views about keeping Thundridge, Wadesmill, and High Cross as distinctive communities, set in peaceful countryside
 - A resistance to more housing, but support for specific types of units for local needs
 - A concern about design quality in housing
 - Protection and enhancement of the rural environment, including green spaces, cherished views, wildlife, and the River Rib
 - A need to improve public transport

- Support for local business
- A need to upgrade broadband and mobile phone networks.

Stage 3: Vision and Objectives

- 3.9 The next stage of preparation involved the formulation of a vision and objectives for the Neighbourhood Plan. These would be based on the results of the survey and the earlier work of the topic groups. To this end, a workshop was arranged for all members of the Advisory Committee at the 'Feathers' Inn, Wadesmill, on Monday 15th May 2017.
- 3.10 At the workshop, the Advisory Committee discussed and agreed a draft vision for the Neighbourhood Plan, which would be subject to public consultation later in the year. Divided into the respective working groups, members also formulated a set of objectives for each of the topic areas – Housing, Environment and Facilities and Services. There was also a discussion on possible policy options for each of the topics. Gaps in the evidence base were identified. Each Topic Group was tasked with refining the objectives and preparing material for the next round of public consultation, to be held in the autumn of 2017.

Stage 4: Public Consultation II

- 3.11 The results of the work on the topics were presented to the public at an open event at the Thundridge Village Hall on Saturday 11th November 2017. Attendees were invited to comment on the draft vision and objectives, and to express their views on various policy options. Of particular interest was the assessment by the Housing Group of potential housing sites in the parish. This was focused mainly on sites previously evaluated by East Herts Council in the formulation of the District Plan but included other sites which had been proposed by local landowners. There was also considerable interest in the local environment, and many suggestions were made for the protection of open spaces, public viewpoints, and assets of community value.
- 3.12 Members of the public attending the event were asked to provide feedback, either in person or afterwards. Material displayed was also posted on the parish council website, with an invitation to respond by the 28th November 2017.

Stage 5: Policy Formulation

- 3.13 Following the November 2017 consultation, it was anticipated that the Topic Groups would proceed to formulate draft policies on the basis of the public response and the evidence base. Details of this process are set out in the Appendices to this Plan. The work was largely completed by March 2018, but this coincided with the consultation on the East Herts District Plan Main Modifications.
- 3.14 In view of the uncertainty surrounding the Main Modifications and the issue of the final report by the Examination Inspector, Thundridge Parish Council resolved to postpone consultation on the Neighbourhood Plan policies. In early April, two special meetings were arranged between members of the Advisory Committee and the parish council. At these meetings, there was a presentation of the emerging draft policies, and a detailed discussion of the wording. Following these sessions, further work was done, particularly on the housing and environment topic areas, to complete the policies for public consultation.

Stage 6: Public Consultation III

- 3.15 In the following weeks, the content of the District Plan and the Main Modifications became increasingly clear, especially in terms of the policies on housing distribution in the villages. It was therefore decided to hold the next stage of public consultation in July 2018, before the onset of the summer holiday season.
- 3.16 Accordingly, a public event was held at High Cross Village Hall on Sunday 15th July 2018. Details of the draft objectives and policies were displayed for public viewing and comment. A short survey form was also issued at the event and made available on the website. More than 80 people attended the event. The main focus of the discussions and the responses was on housing, local green spaces, and protected views. A full report on the event is included in the Consultation Statement accompanying this Plan.

Stage 7: Drafting the Plan

- 3.17 Reports on the analysis of the public consultation response were presented to the Advisory Committee at its meeting on 6th August 2018. Detailed drafting of the Neighbourhood Plan was undertaken by the planning consultants. A final draft version was presented to the Advisory Committee on 7th November 2018 and to an Extraordinary Meeting of the parish council on the 17th December 2018. The Pre-submission consultation draft was subject to public consultation during early 2019. Following that consultation, a final draft of the plan was produced for submission to East Herts Council.

Evidence Base Overview

- 3.18 Evidence to support the Plan was gathered continuously throughout the process of preparation from a wide variety of sources. The evidence base for the Plan comprises all outputs from the engagement process outlined above plus the evidence base for East Herts District Plan, Nomis (2011 Census Statistics) and information provided by Hertfordshire County Council, Herts and Middlesex Wildlife Trust/ Hertfordshire Biological Records Centre, The Environment Agency, Historic England, Natural England and local businesses.
- 3.19 More detailed information on the evidence base can be found in the relevant chapters of the Plan, in the Consultation Statement and in the Appendices and other supporting documents that accompany the Plan.

4. Vision and Objectives

4.1 From the results of the public consultation events, the survey returns and the background studies, a vision for the parish was agreed by the Advisory Committee and the parish council. It was endorsed by the community at the open events held in November 2017 and July 2018. Our vision is to help ensure that Thundridge maintains its historic character, and that any development does not tarnish the lives of the current and future residents. By seeking planning guidance, we have embraced growth, environment preservation and social progress principles in Thundridge.

Vision

The Neighbourhood Plan will guide the future development and evolution of the villages and hamlets of our rural parish over the next 15 years and retain its separation from the town of Ware. It will conserve the traditional and tranquil character of the parish and be inspirational in planning its future and so ensuring an attractive, safe, sociable and sustainable community in which to live and work.



Our rural parish

Objectives

- 4.2 The objectives focused on specific parts of the vision statement and provided the context for the development of the planning policies. These were also displayed for the public at the open events and were widely accepted.
- 4.3 The objectives are to:
- A. Preserve and enhance the character of the built environment in the villages and recognise the significance of heritage assets including landscapes, conservation areas, listed buildings and other historic features and areas**
 - B. Maintain important views, green corridors and local wildlife areas and provide extra protection for the most special green spaces for future generations to enjoy**
 - C. Mitigate against the impact of climate change and promote the use of renewable energy in new development and by encouraging retrofitting of existing properties to reduce the environmental impact of an increasing number of residents in the parish**
 - D. Develop and expand existing facilities in a sustainable manner, making better use of green spaces and protecting assets of community value**
 - E. Encourage visitors to the parish's many historically important sites of interest**
 - F. Maintain existing businesses by providing what they need to stay within the parish**
 - G. Provide better car parking facilities to reduce the amount of on-street parking throughout Thundridge, Wadesmill and High Cross**
 - H. Manage the effects of increased traffic through the parish and encourage the provision of sustainable transport**
 - I. Provide a mix of housing types, including smaller units for older people, and starter homes for young people in accordance with locally defined needs**
 - J. Ensure that new development is built to a high standard of design which reinforces local distinctiveness and character.**
- 4.4 The objectives were "mapped" against the strategic objectives and policies of the East Herts District Plan. The linkages showed a high level of conformity between the Neighbourhood Plan and the District Plan. A check was also made against the NPPF. These relationships will be monitored and reviewed throughout the plan period and the objectives and policies in this Plan will be adjusted and amended as and when appropriate.

5. Neighbourhood Plan Policies

- 5.1 This chapter sets out the planning policies for Thundridge for the period 2018-2033; these are in line with the end of the plan period for the East Herts District Plan. The planning policies, together with the reasoned justification for them, are set out below. The policies reflect the main issues, which were raised in consultation, and provide the means by which objectives A to M will be achieved. Appendix C sets out how policy options were mapped to objectives.

Heritage and Conservation

- 5.2 Designated and non-designated heritage assets and their contexts, settings and the landscapes within which they are placed, including conservation areas, scheduled monuments and historic parks and gardens make a valuable contribution to the attractiveness of Thundridge Parish as a leisure destination.
- 5.3 The National Heritage List for England (NHLE) is the official, up to date, register of all nationally protected historic buildings and sites in England. Thundridge Parish has 82 entries on that list including nine Grade II* listed buildings and a Grade II* listed park. There are also two locally-listed historic parks and gardens, three scheduled monuments and the Thundridge & Wadesmill Conservation Area. Heritage assets are irreplaceable resources which should be conserved and managed for their long-term survival.
- 5.4 Plans should set out a positive strategy for the conservation and enjoyment of the historic environment. Sustaining and enhancing the significance of heritage assets should be considered along with their wider social, cultural, economic and environmental benefits and the positive contribution they make to local character (NPPF paragraph 185). East Herts District Plan contains policies for the conservation and management of heritage assets, but the policies below also stress the importance of the setting of heritage assets in accordance with current guidance from Historic England.



POLICY THE1 - DESIGNATED HERITAGE ASSETS

I. Proposals for development which have an impact on designated heritage assets in the parish, including:

- All listed buildings
- Thundridgebury moated enclosure and associated remains of Thundridgebury House, St Mary and All Saints' Church and graveyard, and moated mound south of Rennesley Garden Wood and Youngsbury Roman barrows scheduled monuments
- Poles Park garden [Hanbury Manor] Grade II and Youngsbury Park Grade II*

should take account of the historic fabric, the significance of the asset and the contribution of its setting to that significance. Proposals should conserve or where appropriate enhance the asset and its setting.

II. A statement setting out any adverse impacts on the asset and its setting, along with any proposed mitigation measures will be required.

- 5.5 Thundridge and Wadesmill Conservation Area Appraisal and Management Plan extends around the village centres and includes a part of Youngsbury Park.

POLICY THE2 - CONSERVATION AREAS

In accordance with policies in the East Herts District Plan and the guidance in the Thundridge & Wadesmill Conservation Area Appraisal and Management Plan 2016 or any updated document, the character or appearance of the Thundridge & Wadesmill Conservation Area and its setting will be preserved and, where possible, enhanced.

- 5.6 Throughout the preparation of the Plan, the importance of the heritage of the parish was raised repeatedly. Heritage assets of local significance but which are not listed (non-designated heritage assets) can be compiled in a Local Heritage List. Such assets are being identified through East Herts Council's ongoing monitoring as well as through conservation area appraisals. The parish council asked East Herts Council to consider the designation of High Cross village centre as a conservation area. In order to support this request, a report investigating the merits of High Cross as a conservation area was prepared by the Built Environment Advisory and Management Service (BEAMS) in August 2018. The assessment highlights the number and quality of listed buildings in High Cross and reflects on its long history on a principal national thoroughfare, and the patronage of the lord of the manor. More information regarding the High Cross conservation area proposal can be found in the Action Plan (Appendix H).
- 5.7 Historic England also recognises that the identification of buildings and sites during the preparation of neighbourhood plans can merit inclusion on a local list in their Advice

Note on Local Heritage Listing. Through public engagement on the Plan a list of non-designated heritage assets was drawn up. In the residents survey the community were asked which of a list of parish landmarks contributed to the character and identity of the parish and if there were any other sites in the parish that should be protected from development. The grave of Arthur Martin-Leake was indicated by 63% of respondents to contribute to the character of the parish. Other residents suggested the Meridian Post in Cold Christmas as an additional asset.

5.8 A final list of six non-designated heritage assets including both of the above plus the Cattle Creep in Thundridge, two sets of family burial vaults and the Post Mill Mound. These are specifically mentioned in policy THE3 below and are in addition to the items noted in the Thundridge & Wadesmill Conservation Area Appraisal and Management Plan. These include: dwellings in Ermine Street; Thundridge Village School; Thundridge Village Store; Trinity Barn near Rennesley Farm; and a selection of railings, gates and walls plus the K6 telephone kiosk and war memorial.

5.9 A short description of each of these assets is as follows:

- The Cattle Creep, Thundridge, once used to move cattle under the A10, now used by the children of Thundridge primary school to reach their playing field in safety
- The Post Mill Mound Thundridge, near the Pit and not far from the Windmill public house (now closed). The Post Mill was pulled down in 1870 just leaving the mound
- The Puller family vaults in St John's Church Yard High Cross and the Hanbury family vaults in St Mary's Church Yard Thundridge. These two families helped to shape much of the history of both villages and have left their legacy, still seen today
- The Grave of Arthur Martin-Leake is to be found in a quiet corner of St John's Church, High Cross. He was awarded the Victoria Cross (VC) in the Boer War and another in the Great War (WW1) which gave the Bar, as two VCs are not given. His connection with High Cross was because he spent his childhood at the family home of Marshalls where he died in 1953 aged 79. A plaque commemorating his achievements is to be found by the lych-gate of the church
- A Meridian post is directly opposite Cold Christmas cottages. There was a Meridian post placed in the year 1984, wherever the Greenwich Meridian line crossed a public highway in England.

POLICY THE3 - NON-DESIGNATED HERITAGE ASSETS

I. The following non-designated heritage assets have been identified in the Thundridge Parish:

- The Cattle Creep (Thundridge)
- The Post Mill Mound (Thundridge)
- The Hanbury family vaults (St Mary's Churchyard – Thundridge)
- The Puller family vaults (St John's Churchyard – High Cross)
- The Grave of Arthur Martin-Leake (St John's Churchyard – High Cross)
- The Meridian Post (Cold Christmas)

II. Development proposals, which affect the above non-listed heritage assets and other non-designated heritage assets, will take into account the significance of the heritage asset to enable a balanced judgement to be made having regard to the scale of any harm or loss and the significance of the heritage asset.

Important Views

- 5.10 The parish lies within three character areas identified in the East Hertfordshire Landscape Character Assessment 2007 (Supplementary Planning Document). These are areas 73, 75 and 90, the Lower and Middle Rib Valleys and the High Cross Plateau. The river valley is described as an undulating narrow valley and as a remote and tranquil area with widespread public footpaths. The ease of accessibility adds to the enjoyment of the countryside by residents and visitors including those with mobility chairs and push chairs and increases the importance of maintaining its landscape character and extensive public views.
- 5.11 Most of the important views identified in the Plan relate to the Rib Valley and its tributary valley, The Bourne. Development proposals impacting these views must ensure that key features of the views can continue to be enjoyed including distant buildings and landscape features, river valleys, sensitive village edges and rural approaches to the villages. These views should be protected for current and future generations to enjoy.
- 5.12 A total of 75% of respondents to the Residents Survey thought that the preservation of local views was important to their quality of life. A list of important views within the parish was identified prior to the Residents Survey and respondents were asked to tick the three that were most important to them. Views around Youngsbury (74% of respondents rated these views in their top three) and along the Rib Valley were the most popular. Other important views were from Rennesley Wood, from Cold Christmas and across Glebe Field in High Cross. Many other views were identified through public consultation. A final list of eleven important views is set out in Policy THE4.

POLICY THE4 - IMPORTANT VIEWS

I. Eleven important views are identified on the Policies Map and are listed as follows:

- VIEW 1: North east across Hanbury Manor Golf Course from Footpath 23
- VIEW 2: Thundridge Cricket Ground, Rib Valley and Wade's Wood
- VIEW 3: View of Thundridge Old Church from Ducketts Wood
- VIEW 4: View of Thundridge Old Church in the Rib Valley from Old Church Lane Bridleway 24
- VIEW 5: Villages of Thundridge and Wadesmill viewed from the Hertfordshire Way behind Rennesley Farm
- VIEW 6: Wadesmill and Thundridge Villages from Cambridge Road
- VIEW 7: West towards The River Rib and Thundridge Old Church
- VIEW 8: From Youngsbury to South and West
- VIEW 9: East toward St John's Church and Puller Memorial School, High Cross
- VIEW 10: St John's Church and The Rectory across Glebe Field, from North Drive, High Cross.
- VIEW 11: Tylers Wood East to South

A detailed description and indicative photographs of the above views are available below.

II. New development within the identified views listed above and indicated on the Policies Map must ensure that key features of the view can continue to be enjoyed including distant buildings, areas of landscape and the juxtaposition of village edges and countryside. Development proposals must, where appropriate, include an assessment of the impact that development will have on these key views.

VIEW 1 - North East across Hanbury Golf Course from Footpath 23



This view highlights the picturesque Rib Valley running parallel to Anchor lane, with Wades Wood in the distance. This is a popular walking route and an important corridor for wildlife. No buildings are visible from this angle, marking the view as an important local rural landscape.

VIEW 2 - Thundridge Cricket Ground, Rib Valley and Wades Wood



This view is an important part of the setting of Thundridge Old Church. The original village of Thundridge was a kilometre or so east of its present position. All that remains of the old settlement is the ruined C15th tower of the old church and what is left of a C17th moated manor house called Thundridge Bury. The church was known as 'All Hallows and Little Saint Mary' and was demolished in 1853, to be replaced by the new church of St. Mary, in what is now Thundridge village.

Any new buildings or structures should ensure that the historic view of Thundridge Old Church is not disrupted.

VIEW 3 - View of Thundridge Old Church from Ducketts Wood



This view is from a high point in Ducketts Wood, east north east over the A10 towards Thundridge Old Church. The new bypass is completely invisible, being in a cutting at this point.

No structures of built development should impinge on the view of the church from the edge of Thundridge village.

VIEW 4 - View of Thundridge Old Church in the Rib Valley from Old Church Lane Bridleway 24



This view is an important part of the setting of Thundridge Old Church. The original village of Thundridge was a kilometre or so east of its present position. All that remains of the old settlement is the ruined C15th tower of the old church and what is left of a C17th moated manor house called Thundridge Bury. The church was known as 'All Hallows and Little Saint Mary' and was demolished in 1853, to be replaced by the new church of St. Mary, in what is now Thundridge village.

Any new buildings or structures should ensure that the historic view of Thundridge Old Church is not disrupted.

VIEW 5 - Villages of Thundridge and Wadesmill viewed from the Hertfordshire Way behind Rennesley Farm



The Hertfordshire Way long distance footpath crosses through the parish, and the view taken from this point, the junction of Bridleway 35 and Footpath 37, is one of the best views of the villages of Thundridge and Wadesmill. St Mary's Church and the period cottages of Ermine Street are key features of the view, which should continue to be enjoyed, along with the woodlands and agricultural land forming a rural fringe around the villages.

Any new development in the villages should respect the scale and height of the existing built form to preserve this valued view.

VIEW 6 - Wadesmill and Thundridge Villages from Cambridge Road



This view is looking south from the Clarkson Memorial with The Feathers Inn in the foreground, a 17th century coaching inn, and the Victorian parish church of St Mary's at the top of the hill. These two key buildings must remain part of the view enjoyed by local people and visitors on the public highway. Both buildings add character to the landscape and have historical value.

Any new development or alteration to the buildings pictured should preserve or enhance the historic character and appearance of this view in the Thundridge and Wadesmill Conservation Area.

VIEW 7 - West towards the River Rib and Thundridge Old Church



The view from Footpath 33, linking the Harcamlow Way long distance path with the village of Thundridge, provides views of a diverse range of landscape features, including the Arboretum of Youngsbury, and the tranquil valley of the River Rib (in the middle ground). This view, which looks towards VIEW 4, should remain a rural approach to the village around the Thundridge Old Church.

VIEW 8 - From Youngsbury to South and West



Here the beauty of the undulating farm land bordering the Youngsbury Estate Arboretum and the Rib valley can be appreciated from the bridleway which forms part of the Harcamlow way, a long distance footpath and linking Harlow to Cambridge.

From Youngsbury Arboretum, this view takes in a large swathe of the historic features and rural character of the Rib valley, from right to left: Sawtrees Wood, Sawtrees Farm, Richmond Field, Hollytrees, Mountains, Meadow View Cottages Buckney wood, Ashridge Common, Cold Christmas Cottages, Swangles and finally the recently planted Jubilee Wood. The horizon is not disrupted by built development.

VIEW 9 - East toward St John's Church and Puller Memorial School, High Cross



This view is taken from Marshalls Lane looking east towards High Cross. In the distance, in the centre of the view, are the two most important features of High Cross; St Johns Church circa 1845 and the Puller Memorial School circa 1864.

Any new development should respect the sightlines to the church and school in order to retain this long-distance view of the village.

VIEW 10 - St John's Church and the Rectory across Glebe Field from North Drive, High Cross



The view captures the listed church and The Rectory in their idyllic setting of mature trees. The vista gives North Drive an air of tranquillity in the centre of the village and is an important element which captures the essence of a country village.

VIEW 11 - Tylers Wood East to South



From Tylers Hill Wood there is an uninterrupted view around more than an entire quarter of the compass from almost North East to past South. On the left is the Southern end of Sawtrees Wood of hornbeam coppice, late medieval Sawtrees Farm, Richmond Field and Burleigh Common containing bronze age round barrows, following round to Buckney Wood and finally Ashridge to the South at the right. Any development must maintain or enhance this rural view.

Local Green Spaces

- 5.13 The NPPF allows communities to identify and protect green areas of particular importance to them through designating land as Local Green Space (LGS) in neighbourhood plans. They must be local in character; close to the community they serve and hold a special and particular local significance. Local significance can be determined based on beauty, history, recreational value, tranquillity, or richness in wildlife.
- 5.14 LGS are protected from development in accordance with the national policy for Green Belts. They should only be designated when a plan is prepared or updated and be capable of enduring beyond the end of the plan period. East Herts District Plan identifies LGS in the form of 'green fingers' in Hertford and Bishops Stortford but has allowed local communities to identify the green spaces that mean the most to them through neighbourhood plans.
- 5.15 Respondents to the residents survey valued the many open and green spaces in the parish and called for extra protection for these areas. A total of 81.9% of respondents strongly agreed that green spaces were important to them and 86% rated open and green spaces their second most popular choice in answer to what they most valued about living in the parish. Although no specific green spaces were mentioned in the survey, support for particular sites was canvassed at subsequent exhibitions. At the final exhibition of policies in July 2018 the most popular sites were Glebe Field in High Cross, The Allotments in Thundridge and Jean's Orchard in Thundridge.
- 5.16 A number of potential green spaces were identified by the Environment Group and assessed to ascertain whether they met the prescribed criteria in the NPPF. That assessment is presented in a spreadsheet (Appendix G).

- 5.17 Of the sites considered in the assessment seven LGS have been designated. These are located both within the boundaries of the villages and beyond the built-up area, both in the Green Belt and in the Rural Area Beyond the Green Belt. They range from small intimate spaces to linear sites and open fields. Each designated LGS is featured below with a photograph and description of the space.

POLICY THE5 - LOCAL GREEN SPACES

I. A number of areas within the parish have been identified as Local Green Space (LGS). These are shown on the Policies Map, described in further detail in Appendix G and are listed below:

LGS 1: The Pit

LGS 2: Allotments (Thundridge)

LGS 3: Jean's Orchard

LGS 4: Rennesley Gardens and Castle

LGS 5: The Green, North Drive

LGS 6: The Bourne

LGS 7: Football Field and Sutes Meadow

II. New development will only be allowed in designated Local Green Spaces where it is consistent with the National Planning Policy Framework and policy CFLR2 of the East Herts District Plan.

LGS 1 - The Pit



The Pit is an area of grassland and wild flowers, which measures about 0.44 hectares and is situated centrally in Thundridge Village. It is also the location of the remaining mound of the Thundridge Post Windmill, demolished in the 1870s. Today, this green space is extensively used for dog walking and is open for other recreational uses.

LGS 2 - The Allotments, Thundridge



The Allotments is a 1.35 hectare green space located in the Rib Valley, surrounded by farmland, woodland and allotments, with views of the village and the church to the east, which provides areas of cultivation. There are 48 individual allotments on the site. 73% of the plot holders are from the parish and assist each other with ideas and watering whilst on holiday. Fresh picked vegetables are left out for anyone to take/exchange. The Allotments is the only such facility in the parish, which performs an important social function. The site is recognized as a component of an ecological network with potential of ecological protection. Access to the site is made via an unmade track known as The Common opposite the Village Hall.

LGS 3 - Jean's Orchard



Jean's Orchard is a 0.17 hectare area of grassed open space situated at the northern end of Thundridge village and adjacent to the River Rib. It includes an ancient orchard with old fruit trees and thus, contributes positively to the rural setting of the parish. As a result of the area being undisturbed/not cultivated, a range of wildlife regularly passes through and many wild flowers have freely grown on site. In the Herts Ecological Network Maps 201708_012, the site is colour coded in green and purple, meaning that the entirety of the site is a valuable component of the ecological network and that part of the site is a habitat listed within S41 of the NERC Act. This green space was featured in 'Village Life' Magazine and has been awarded the Herts CPRE Environment Award for contribution to rural living (October 2018) in recognition of its achievements in bringing together the community socially and planting heritage varieties of Hertfordshire fruit trees. Thundridge Community Orchard Trust manages the site.

LGS 4 - Rennesley Gardens and Castle



Rennesley Gardens and Castle is a 3.66 hectare green space located to the west of the parish characterized by a Motte and Bailey. It affords views across the parish and overlooks Wadesmill and Thundridge. It is an area of historical significance as it was once the site of a moated castle and is one of the most interesting moated mounts in Hertfordshire. The green space is a habitat for fallow deer, muntjac and rabbits and is listed within S41 of the NERC Act. There are two public rights of way which converge at Rennesley Gardens making it easily accessible.

LGS 5 - The Green North Drive



The Green North Drive is a 0.11 hectares green space, part of the original estate design. It is the only play area for residents within the housing development. Although it is a small site, it is locally important.

LGS 6 -The Bourne



The Bourne is a 5.77 hectare steep-sided wooded valley, situated in the north west of the parish, with ancient trees and wild flowers which was formed by glacial runoffs. The Bourne is dry for most of the year but fills in the autumn and winter with run-off from surrounding fields. The area is a habitat for badgers, woodpeckers, buzzards and red kites as well as smaller birds and animals and is listed within S41 of the NERC Act, and as such should be protected from development (Source: Herts Ecological Mapping). This Local Green Space also has some historical significance, as Iron Age earthworks are present on site. There is a public right of way that runs along the entire length of the site.

LGS 7 - Football Field and Sutes Meadow



The Football Field and Sutes Meadow site is a 1.66 hectares of meadow land, located between the A10 and the Bourne, in the north west of the parish. The meadow contains ancient pollarded oaks and wild flowers and is recognized as being part a valuable component of the parish ecological network, with potential for ecological protection (Source: Herts Ecological Mapping). A public right of way crosses the site.

Protected Recreational Open Space

- 5.18 Access to high-quality open spaces and opportunities for sport and physical activity is important for the health and wellbeing of local communities. The NPPF paragraph 97 says that existing open space, sports and recreational buildings and land, including playing fields, should not be built on unless the space is surplus to requirements or replaced by something better.
- 5.19 There are two particularly important open spaces used for recreation in Thundridge; the Football/Cricket Field and Norman Wodson Sports Field. Both of these are allocated as Open Space, for Sport and Recreation in East Herts District Plan (Policy CFLR1). They are so important for the local community as spaces for formal recreation and games that they are mentioned in the policy below as Protected Recreational Open Spaces.
- 5.20 Policy THE6 also identifies three small play spaces, which are not covered in the District Plan policy. They are Dellfield play space and the two areas at Arthur Martin-Leake Way in High Cross. These well-designed spaces cater for smaller children and include play equipment. A selection of photographs of the different types of space in the parish is shown below.

POLICY THE6 - PROTECTED RECREATIONAL OPEN SPACES

I. Four sites identified on the Policies Map, described in Appendix A and listed below are allocated as Protected Recreation Open Space (PROS):

PROS 1: Norman Wodson Sports Field, Thundridge

PROS 2: The Football/Cricket Field, Thundridge

PROS 3: Dellfield, Wadesmill

PROS 4: Two play spaces in Arthur Martin-Leake Way (4a & 4b), High Cross.

II. Development that would result in the loss of all or part of any of these spaces will not be permitted unless they are replaced with better facilities that are as accessible to the residents of the parish as the current recreational open spaces.

PROS 1 - Norman Wodson Sports Field, Thundridge

A multi-use sports and recreation area.



PROS 2 - The Football / Cricket Field, Thundridge



PROS 3 - Playspace, Dellfield, Wadesmill



PROS 4 - Two Play Spaces (4A & 4B), Arthur Martin-Leake Way, High Cross



Enhancing Biodiversity

- 5.21 According to national planning guidance, policies to protect and enhance valued landscapes and sites of biodiversity relative to their statutory status or identified quality should be included in development plans. National planning practice guidance says that plans should be concerned not only with designated areas, but also with other areas and sites of conservation value identified by local partnerships such as the Herts and Middlesex Wildlife Trust.
- 5.22 The NPPF states that, to minimise impacts on biodiversity and geodiversity, planning policies should identify, map and safeguard components of local wildlife rich habitats, including locally-designated sites of importance for biodiversity, e.g. local wildlife sites, and wildlife corridors. Policies should also promote their conservation, restoration and enhancement.
- 5.23 The importance of conserving all wildlife habitats in order to genuinely enhance biodiversity is recognised in East Herts District Plan, which includes policies for local and non-designated sites (policies NE1, NE2, and NE3). In the residents survey, 73% of respondents were recorded as valuing local wildlife. In order to highlight the areas covered by Local Wildlife Site designations and other important wildlife areas, Policy THE7 lists the most important local sites and features in the parish.



Importance of conserving and enhancing biodiversity

POLICY THE7 - CONSERVE AND ENHANCE BIODIVERSITY

I. Development should conserve and enhance biodiversity and deliver net biodiversity gains (in accordance with the current best practice Biodiversity Impact Calculator). The nature conservation value of wildlife sites, and other significant habitats including the River Rib will be protected from any harmful impacts of development, in accordance with their status. In particular, the following designated local wildlife sites, as shown on the Policies Map and detailed in Appendix D, will be protected and managed:

- Sandpit Wood
- Dilly Wood
- Wade's Wood
- Buckney Wood
- Round Wood
- Sawtrees Wood & New Plantation
- Youngsbury Park Icehouse
- The Bourne
- Gardiners' Spring Wood
- Great Southey Wood & Ash Plantation
- Sutes Wood
- Home Farm
- Poles Lane Area
- Thundridge House Area
- Great Barwick Manor Area.

II. In addition, the areas of Ancient Woodland known as Steere Wood, near Sawtrees Farm, Sawtrees Wood, Buckney Wood, Wade's Wood, Round Wood and Sutes Wood, and the list of 18 Veteran Trees identified in the HERC database will also be protected from any harmful impacts of development.

III. Other areas of the parish coloured green on the Hertfordshire Ecological Network Mapping contain habitats listed in Section 41 of the NERC Act. Development, which would cause significant harm to these areas, should either be refused, or the mitigation hierarchy applied. If permission is granted for development conditions or planning obligations the secure appropriate management regimes will be sought.

Green Corridors

- 5.24 East Herts District Plan (policy NE4) seeks to establish a network of green infrastructure across the District, in accordance with the Council's East Hertfordshire Green Infrastructure Plan. This recognises that green corridors have many benefits including making connections between wildlife sites and providing attractive walking routes, such as the established long-distance footpaths the Hertfordshire Way (east to west) and the Harcamlow Way (north to south). It is also used for leisure pursuits such as cycling, bird watching, fishing, and photography. As a green corridor, the value of the River Rib Valley was emphasised by the local community in consultation on the Neighbourhood Plan. In the residents survey, 77.93% of residents believed that the River Rib should be protected, as it contributes towards the character and identity of the parish. The Bourne was also mentioned as an important green asset and is a designated Local Wildlife Site.

- 5.25 Parts of the Plan area include Flood Zones 2, 3a and 3b, associated with the floodplain of the River Rib and its tributaries. Development in these areas should be avoided where possible and no development should take place in Flood Zone 3b, unless it is compatible with the purpose of safely storing floodwater or essential development.

POLICY THE8 - GREEN CORRIDORS AND THE RIVER RIB

I. Green corridors should provide permeability for wildlife and people. In accordance with the East Herts Green Infrastructure Plan, the green corridors in the parish, which provide networks of biodiversity and public access, will be protected from the impact of harmful development, managed and where possible enhanced to create increased public access.

II. The two most significant green corridors in the parish are The Bourne and the River Rib corridor:

- The River Rib is a chalk stream, vulnerable to both low flow problems and to flooding as well as silting up and pollution. The Rib Valley contains one of only 200 chalk rivers known globally and a habitat 'recognised as a priority habitat for protection under the UK Biodiversity Action Plan'. The Rib catchment is the only known UK site for the rare sedge *Carex cespitosa* and has been described as 'Hertfordshire's rainforests'. From the point where the river turns to flow westwards, towards Thundridge and Wadesmill, Bridleway 24 and then Footpath 22 follow the river valley. Any development that negatively impacts public access to the river will be refused. Any development scheme adjacent to the River Rib should be designed with a naturalised buffer zone of at least 10m from the top of the bank in order to protect and enhance the conservation value of the watercourse and ensure access for flood defence maintenance.
- The Bourne is dry for most of the year but fills in the autumn and winter with run-off from surrounding fields. Bridleway 42 and Footpath 40 run the length of The Bourne. Any development that negatively impacts public access along The Bourne will be refused.



Accessibility and Green Corridors

Sustainable Energy

- 5.26 The NPPF paragraph 152 encourages local planning authorities to support community-led initiatives for renewable and low carbon energy that are being taken forward through neighbourhood planning.
- 5.27 East Herts District Plan also promotes development that includes sources of renewable or low carbon energy (East District Plan policy CC3).
- 5.28 In a rural parish such as Thundridge, other considerations such as the impact on landscape and heritage assets must also be taken into account. A total of 34.5% of residents responding to the residents survey were in favour of domestic scale generation of solar energy. Community-based and domestic scale sustainable energy schemes are supported by the parish council.

POLICY THE9 - SUSTAINABLE ENERGY

Small scale domestic renewable energy schemes and community-based renewable energy initiatives will be supported; in particular, schemes to provide solar power on a domestic scale and ground source heat pumps, where they accord with other policies in the development plan.

Community Value and Facilities

- 5.29 The Localism Act 2011 gave local people the opportunity to identify buildings and land that they felt was of particular value to their local community and apply for them to be listed as Assets of Community Value through the Community Right to Bid (in accordance with the Assets of Community Value (England) Regulations 2012 (as amended)). Where possible, Thundridge Parish Council will nominate those assets that were identified and supported through the Neighbourhood Plan engagement process. Nominations will be made to East Herts District Council. These will be listed as assets if they further social wellbeing (by facilitating social interaction) or social interests (cultural, recreational or sporting interests) of the local community.
- 5.30 Once listed as an asset, the community has the opportunity to buy or acquire an interest in the asset if it were being sold.
- 5.31 A short description and photograph of the buildings and land that were identified through the Neighbourhood Plan process can be each asset together with evidence of its use can be found in Appendix E.

POLICY THFS1 - ASSETS OF COMMUNITY VALUE

All Assets of Community Value listed by East Herts Council or facilities identified as a community asset above, will be retained in community use unless they are:

- (a) No longer needed or
- (b) No longer viable or
- (c) To be replaced by equivalent or better facilities as part of a development proposal.

- 5.32 Accessible local outdoor and indoor sports and leisure facilities are important features in the parish. These include the Norman Wodson Field and Pavilion. Improvement/ expansion of these facilities will be supported provided that they serve a local need.

POLICY THFS2 - IMPROVEMENTS TO COMMUNITY AND RECREATION FACILITIES

Proposals to improve, expand, or provide new community and recreation facilities will be supported provided that:

- (a) they fulfil the needs of existing and future residents of the parish; and
- (b) any adverse impacts would not outweigh the benefits.

Businesses and Infrastructure

- 5.33 A survey of current businesses was carried out to ascertain how businesses operating in the parish felt about their location and the existing support facilities. The results of the survey can be found in the Neighbourhood Plan Consultation Statement. The business survey only included businesses with premises, although many people now work from home.
- 5.34 Residents greatly appreciate Thundridge Village Stores and if this asset was to close in the future, the continuation of a commercial use in these premises would be supported. When residents were consulted on which community assets they valued, the White Horse pub in High Cross had already closed. The future of the building is uncertain. The preference would be for the pub to reopen as it was a valued community business, but a commercial use that provided employment in the village would be supported. Both Thundridge Village Stores and the White Horse pub should remain as commercial premises, if at all possible.
- 5.35 Parking was an issue for some businesses, in particular in Thundridge Business Park where parking overflows on to the C183 (Ermine Street). Businesses were interested in being more sustainable and facilities that help them with this aim will be supported.
- 5.36 Evidence of people working from home was picked up in the residents survey. The most popular requests from respondents, to improve their experience of working in the parish, were for improved mobile reception (52%) and faster broadband (57%). Policy THFS6 Infrastructure improvements promotes the development of such infrastructure improvements.

POLICY THFS3 - EXISTING BUSINESSES

Proposals to support the retention of existing businesses will be considered favourably provided that they do not conflict with other policies in the development plan. Such proposals may include the provision of off-street parking for customers, covered and secure cycle parking facilities for employees and sustainable energy schemes.

- 5.37 The outstanding number (69%) of respondents supporting the formation of new farming and agricultural businesses ties in with the overriding wish to keep the parish rural. Although 43% of respondents to the survey would support additional shops, the one specific type of shop that was mentioned was a shop selling local produce.
- 5.38 Encouraging appropriate economic growth in the rural economy is recognised as important in the NPPF. East Herts District Plan Policy ED2 supports sustainable economic growth in rural areas. This Plan identifies the expansion of existing employment sites, new build live/work units and new uses in existing farm complexes as options that will be supported. The latter of these can have the dual purpose of ensuring the viability of existing agricultural enterprises by allowing diversification.

POLICY THFS4 - NEW OR EXPANSION OF BUSINESS SPACE

Applications for new business space will be supported provided that they are:

- (a) on an existing employment site within a village boundary where the infrastructure is sufficient to support expansion without adversely impacting on the surrounding area or its residents (e.g. no car parking overspill and in accordance with Policy ED1 of the East Herts District Plan) or
- (b) part of a new housing development providing live/work units or
- (c) in an existing farm complex, provided that it is:
 - 1. of a scale and type appropriate to the operation of the farm and its rural setting; and
 - 2. is either an ancillary agricultural use or the development supports the viability of the farm business or
- (d) A conversion of an existing rural building or well-designed new building in an appropriate location for the type of business concerned.

- 5.39 Responses to the survey showed that of those completing the question about employment (203 respondents), 17% worked from home. The 2011 census figure showed only 6% of 16-64 year olds worked from home. Either the census is not an efficient way of capturing this information or there has been a marked increase in home working in the last six years. For whatever reason, working from home is popular in Thundridge.
- 5.40 Working from home, including small conversions, extensions and changes of use to facilitate home working will be supported provided they are sensitively designed and executed.

POLICY THFS5 - HOME WORKING

Proposals to allow change of use of part of a dwelling, ancillary extensions, conversion of outbuildings or small freestanding buildings, within the residential curtilage of existing development to support home working will be supported provided that all of the following criteria are satisfied:

- (a) If the proposal includes the loss of garage space sufficient off-road parking is retained comparative to the number of bedrooms (see parking policy)
- (b) The use of the proposed development is primarily for occupants of the dwelling
- (c) There are no adverse impacts on the amenity of neighbours
- (d) All materials and the height, scale, massing and location of the development do not detract from the quality and character of other buildings on the site or its setting.

POLICY THFS6 - INFRASTRUCTURE

Provision of new infrastructure, such as high-speed broadband and mobile networks, to service existing and new businesses will be supported provided that:

- (a) Infrastructure is fully integrated into the design of future development proposals
- (b) Where new masts or structures are required, they should be sympathetic to their surroundings.

Sustainable Transport

5.41 The aim to encourage sustainable transport initiatives is stated in Objective H and measures to achieve this are included in the Action Plan at Appendix H. However, the villages suffer from on-street parking overflowing from residential developments and generated around community facilities. Parking for community facilities was raised during engagement on the plan. This was particularly in relation to the difficulties of parking at Thundridge Village Hall. Parking for the school in Thundridge also creates problems for local residents. The commitment to consider options to relieve parking issues in Thundridge will be pursued through the Action Plan in Appendix H.

5.42 For a policy on Sustainable Transport to be successful, it must be made clear to a developer, that the transport issues for the villages must be assessed and bespoke solutions found. Guidelines on thresholds for transport statements/assessments and travel plans are vague. The NPPF paragraph 111, suggests that developments that will generate significant amounts of movement should be required to provide a travel plan and a transport statement or assessment should accompany a planning application. A relatively small development would be capable of generating a significant level of movement in the context of a rural village. Proposals to mitigate the impact of additional movements should be submitted with a development proposal.

THFS7 - SUSTAINABLE TRANSPORT

I. All proposals for development in the village must provide a traffic assessment, this assessment should be proportional to the scale of the development proposed. It should include an assessment of the potential impact of increased traffic on pedestrians, cyclists, road safety, parking and congestion and any measures designed to mitigate such impacts.

II. Proposals to increase off-street car-parking provision for employment and leisure use to relieve traffic congestion and increase sustainable transport provision will be supported in principle as long as they comply with other policies in the development plan.

II. Contributions will be sought to achieve these improvements through S106 agreements, or other funding mechanisms.

Housing Needs

- 5.43 Village policies are contained in Chapter 10 of the District Plan. In Policy VILL2, High Cross, and Thundridge and Wadesmill area classified as Group 2 villages. In Thundridge and Wadesmill, which are “over-washed” by the Green Belt, the scope for development is limited. In High Cross, which is a Group 2 Village, development would normally be limited to areas within the defined village boundary. The District Plan, in policy VILL2, states that, in addition to limited infill development, small-scale development identified in an adopted Neighbourhood Plan will be permitted. A full assessment of potential housing sites was carried out in the process of preparing the Neighbourhood Plan (see Thundridge Neighbourhood Plan 2018 – 2033 Site Assessment Process Background Document). Following the Independent Examination of the Neighbourhood Plan, no housing site allocations have been included.
- 5.44 A key objective of the adopted East Herts District Plan seeks to ensure that all new housing is accessible and meets the needs and aspirations of local communities. The parish council endorses this policy aim and has given careful consideration to the issue of housing needs expressed by local residents in consultation and in survey results.
- 5.45 The District Plan (Chapter 14) sets out the aspirations of East Herts Council for the supply of housing of various types. There are policies relating to the type, mix, and density of new housing and the provision of affordable housing. Overall requirements are informed mainly by the latest West Essex and East Herts Strategic Housing Market Assessment (SHMA), the East Herts Housing and Health Strategy, as well as population and household statistics. The SHMA sets out criteria for housing tenure and size mix. These are elaborated in District Plan policy HOU1 which requires “an appropriate mix of housing tenures, types and sizes” in proposed developments of five or more gross additional dwellings.
- 5.46 The parish council supports the general thrust of policy HOU1 with regards to housing mix. Figures from the District Plan evidence base show that the average age of the population in Thundridge Parish is increasing; this is probably because many existing residents wish to remain in the area for the long term. More than 33% of the residents replying to the survey question on down-sizing said that they would be interested in downsizing over the next 15 years. In addition, 29% said that they would be interested in moving to accommodation which would support their future care needs.

Opportunities for elderly households to down-size, however, are extremely limited in the current housing market.

- 5.47 At the same time, there are limited opportunities for younger people to obtain suitable local accommodation, either to rent or to buy. The problems are exacerbated by a shrinking number of houses on the market. Both primary schools need young families living locally in order to keep their numbers at a sustainable level. A stable population is also required in order to sustain local businesses, public houses, and other facilities and services. In these circumstances, a suitable mix of housing types and tenures is essential.

POLICY THH1 - HOUSING MIX

In the Parish of Thundridge, there will be a mix of housing tenures, types, and sizes in accordance with current and future local housing need and housing market assessments. Priority will be given to the following types of housing:

- Starter homes and smaller dwellings for private purchase
- Affordable housing for rent or shared ownership
- Smaller units, including bungalows, for older residents to down-size.

- 5.48 It is clear from the East Herts District Plan, from the supporting SHMA, and from public consultation on this Plan, that there is a need for housing which is affordable. In its glossary, the NPPF has a detailed definition of affordable housing which embraces "housing for sale or for rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers)".
- 5.49 For East Hertfordshire, the 2015 SHMA identified an affordable housing requirement of 32% of total housing provision. In order to deliver this degree of housing need, policy HOU3 of the District Plan requires the following:
- (a) up to 35% affordable housing on sites proposing 11 to 14 gross additional dwellings
 - (b) up to 40% affordable housing on sites proposing 15 or more gross additional dwellings, or 0.5 hectares or more in size.
- 5.50 Planning Practice Guidance (PPG) advises that affordable housing contributions should not be sought from sites proposing development of ten units or less and where the dwellings would have a combined internal floor space of 1,000 square metres or less. Policy HOU3 is therefore likely to have limited application in the Parish of Thundridge. Nevertheless, there is clear support in the community for more affordable housing.
- 5.51 The results of the residents survey showed that 85.8% of residents valued the current rural character of the area, and 82.2% said that they would like Thundridge to remain rural in 25 years' time. At the same time, however, many expressed the view that some exceptions to policy were required to cater for local housing needs. The East Herts District Plan also acknowledges this issue and provides, in policy HOU4, for the provision of local needs housing on small sites in the rural area outside the boundaries of the villages.

POLICY THH2 - RURAL EXCEPTION SITES

I. District Plan Policy HOU4 will be applied to homes on Rural Exception Sites. Properties will be allocated via the East Herts Council Housing Needs Register according to the following criteria:

- (a) Applicants who have been ordinarily resident in the Parish of Thundridge for the 12 months immediately preceding the date of application for the affordable housing unit or have at any time previously resided in the parish for at least five years, or
- (b) Close family of existing parish residents who have been resident in the parish for a period of at least five years prior to the date of the letting application and currently reside in the parish. (NB: "Close Family" means the following categories of blood or formally-adopted relatives: parent; adult child or adult sibling.)"
- (c) "Persons working for at least 16 hours per week for an employer in the parish and have been continuously so employed for at least one year during the period immediately prior to the proposed letting date of the Affordable Unit."

II. In the event that there are no eligible nominations from the parish, then nominations from rural parishes falling within three miles radius of the Application Site will be next considered. In the event that there are no eligible nominations from the rural parishes, then each time any Affordable Units become available, nominations from those in greatest need from within the District of East Hertfordshire will be acceptable.

POLICY THH3 - STATIC CARAVANS

Additional pitches for static caravans will be supported provided that all the following criteria are satisfied:

- (a) the density of development includes provision of private garden space for each pitch
- (b) the number of caravan pitches represents proportional growth of the village in which the site is located
- (c) sustainable travel options are available in the site location
- (d) occupation of the caravans is tied to families already in the parish

Design of Development

- 5.52 Chapter 12 of the NPPF seeks to achieve high-quality places through good design. The East Herts District Plan also recognizes the importance of design quality, which helps to protect and enhance local character. Detailed criteria are set out in Chapter 17 and Policy DES1 of the District Plan. From the results of the residents survey, it is clear that local people feel strongly that new housing should be constructed in sympathy with the historic environment. In total, 67.6% of respondents were in favour of housing designs which were in sympathy with housing in close vicinity, whereas 63% supported designs in line with local character generally.
- 5.53 The District Plan also supports the principles of sustainable design in new developments, setting out the Council's approach to planning applications, Design Codes, Design Reviews, as well as its aims to protect local character and amenity (see Policies DES1 and DES3). This positive attitude to good design is fully supported by the parish council. Where a proposed development potentially conflicts with other policies in the Neighbourhood Plan, such as impacting on views or the setting of historic buildings, developers must show that the design of the scheme seeks to minimise its impact.
- 5.54 The design of a development built in 2017/2018 in High Cross has resulted in a detrimental impact on the character of the village and loss of amenity for adjacent occupiers, by allowing significantly increased densities and building heights. Properties of 2.5 storeys should have the appearance of a 2 storey house or ground levels should be lowered to reduce the overbearing appearance of properties with higher ridge heights than surrounding development.

POLICY THH4 - DESIGN CRITERIA

The scale and design of new development will reflect the traditional character of the built environment in the Parish of Thundridge. The following guidelines will apply:

- (a) All new development should respect the historic and distinctive design vernacular of the parish and its local setting including traditional design features, and where appropriate, as set out in the Thundridge and Wadesmill Conservation Area Appraisal and Management Plan and any successor document
- (b) Building materials should be in harmony with existing properties
- (c) New buildings should respect neighbouring roof heights, profiles and pitches, the characteristic spaces between buildings the historic building lines and the overall density of development in the villages
- (d) Any infilling should not reduce significantly the garden areas which are essential to the setting of character properties
- (e) Replacement, alterations or extensions to historic farmsteads and agricultural buildings in the parish should be sensitive to their distinctive character, fabric and form.

Parking Facilities

- 5.55 The residents survey included a section on vehicle parking, which appeared to be a lesser problem than in many other parts of East Hertfordshire. Nevertheless, a total of 55.2% of respondents parked their cars on the streets. At the same time, 71.4% agreed that cars should be parked off-street, within plot boundaries. In respect of new developments, 85.8% called for sufficient off-street parking in all new proposals.
- 5.56 Current car parking standards for East Hertfordshire are contained in the Supplementary Planning Document (SPD) Vehicle Parking in New Development. The standards in the SPD, however, are more applicable to urban areas, rather than villages and rural locations. In Thundridge Parish, car ownership levels are high and public transport access and usage is low. The Neighbourhood Plan therefore seeks to apply the level of parking provision which is most appropriate to the characteristics of travel patterns in the parish.

POLICY THH5 - VEHICLE PARKING IN RESIDENTIAL DEVELOPMENTS

1. In all proposals for residential development, adequate off-street car parking should be provided. The following local standards will be applied:
- (a) For developments of one, two, or three bedrooms, two parking spaces per dwelling will be required within the dwelling site or on land tied to the site
 - (b) For developments of four bedrooms, three parking spaces per dwelling will be required within the site or on land tied to the site
 - (c) For sheltered housing units, including housing for older people, a minimum of one off-street car parking space per dwelling will be required, together with one space per warden, and a ratio of one visitor parking space per four units
 - (d) For any future planning permissions, there should be a presumption against the change of use of garages and parking areas for alternative uses within the curtilage of a dwelling, if insufficient space remains for the parking of cars.

Climate Change and Sustainable Energy

- 5.57 Hertfordshire County Council leads a partnership of Hertfordshire Local Authorities including East Herts Council with the aim of promoting, facilitating, and recognising high quality sustainably designed development. The partnership provides a Sustainable Design Toolkit and runs an expert independent design review panel. There is also an awards scheme.
- 5.58 The East Herts District Plan contains policies to adapt to, and to mitigate, the effects of climate change (policies CC1 and CC2). Thundridge Parish Council supports these policies; the parish council promotes the use of sustainable design principles in the

construction of new homes in the parish, to mitigate the impact of climate change. Policy THE9 highlights to all developers the benefits of sustainable design and encourages them to follow sustainable design principles.

POLICY THH6 - CLIMATE CHANGE

In order to reduce energy use, innovative approaches to the construction of low carbon homes that demonstrate the sustainable use of resources and high energy efficiency levels will be supported. These may include self-build projects, earth sheltered buildings or houses built to Passivhaus standards.

6. Implementation

Introduction

- 6.1 In terms of its delivery, the Neighbourhood Plan will be implemented mainly by the consideration and determination of planning applications by East Herts Council. Any major developments and associated infrastructure will be achieved principally by agreements between the local planning authority, developers, and infrastructure providers.
- 6.2 There are a number of non-statutory (non-land use) proposals which have emerged during the preparation of this document. The local community in response to surveys and consultation events has suggested most of these. Where these are realistic and deliverable, they have been included in an Action Plan (in Appendix H), which has been endorsed by the parish council. This gives a comprehensive view of community aspirations in the Parish of Thundridge. It is expected that the items listed in the Action Plan will be achieved by guiding both public and private sector investments for the benefit of the community. This may be through S106 agreements, a future CIL (Community Infrastructure Levy) for East Herts, or other funding mechanisms.

Development Management

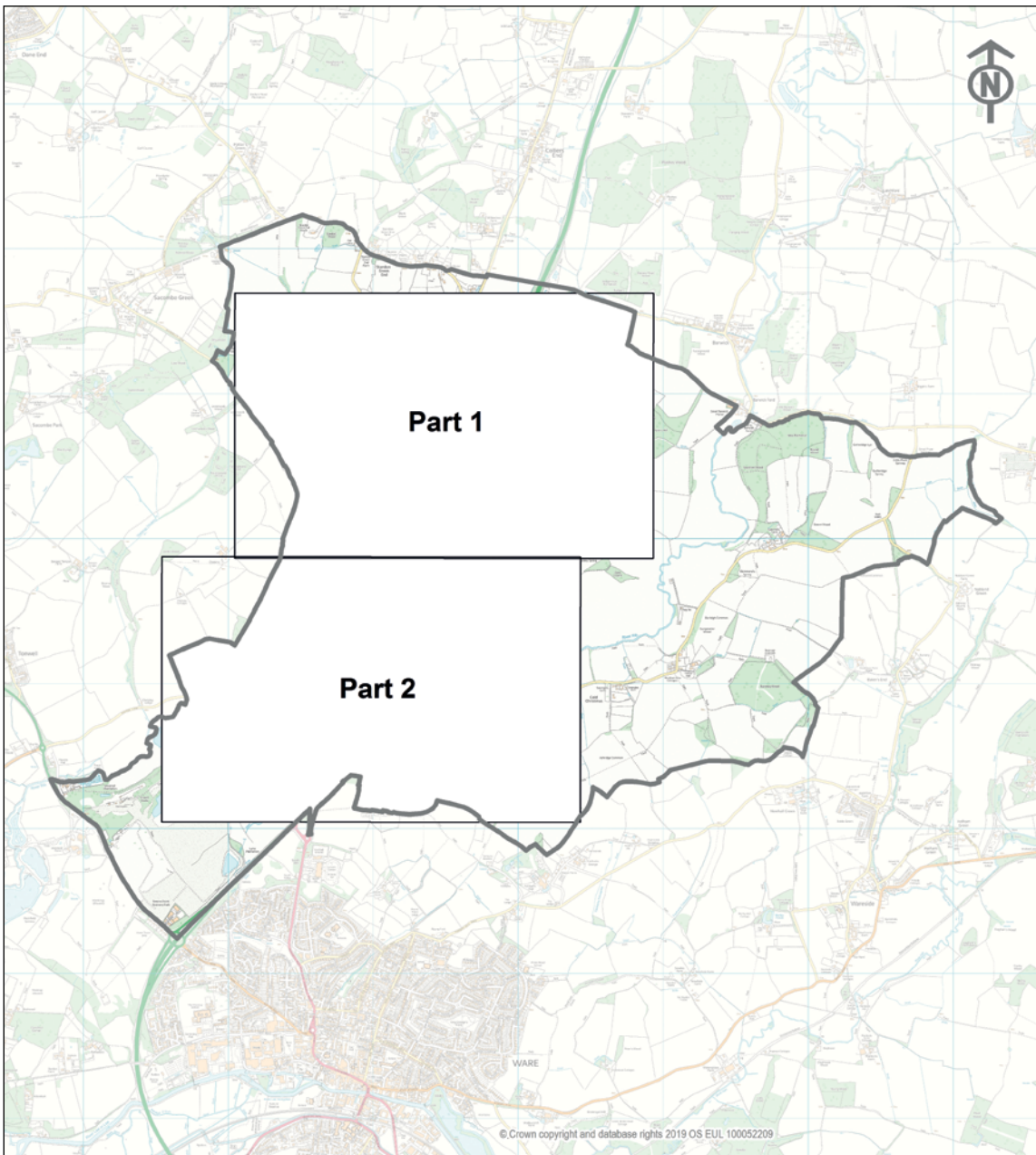
- 6.3 Development proposals in the plan period will be delivered by landowners and developers through the submission of planning applications to East Herts Council, and the subsequent carrying out of development. Most planning permissions will include a set of planning conditions or be subject to Section 106 Planning Obligations. These will ensure that the appropriate building types and designs are achieved, having regard to the policies in this plan. In preparing the Neighbourhood Plan, great care has been taken to ensure that these policies and proposals are appropriate to the local area and are achievable.
- 6.4 Whilst East Herts Council will be responsible for the formal process of development management, the parish council will also use the Neighbourhood Plan to frame their responses to planning applications. They will work closely with the local planning authority to monitor the progress of developments coming forward, by involvement in pre-application meetings with prospective developers and by monitoring the discharge of conditions and planning agreements.









Monitoring and Review

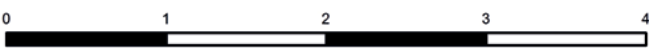
- 6.5 It is noted that East Herts Council will be producing an Authority Monitoring Report, to chart progress on the delivery of the District Plan. An early review of the District Plan is anticipated, certainly within a period of five years. The parish Council will monitor the impact of any amendments to the District Plan, or a change in national policy dictating that neighbourhood plans must be reviewed, and will review the Neighbourhood Plan accordingly.

7. Appendices

Appendix A - Policies Map

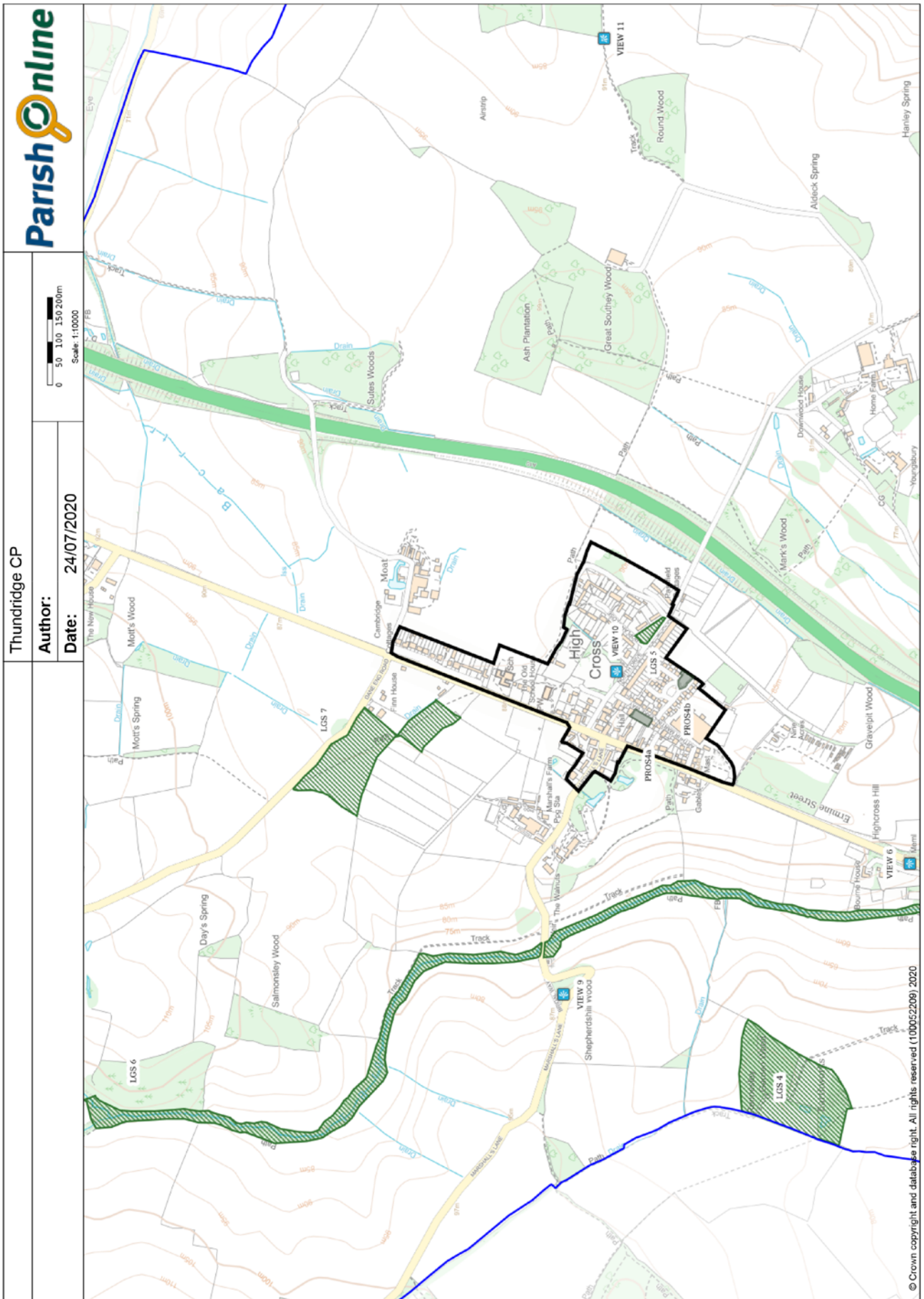


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|---|--------------------------|---|----------------------------|--|-------------------------|
|  | Designated Area Boundary |  | Extent of Inset Map | | |
|  | Village Boundary |  | Conservation Area Boundary |  | Housing Site Allocation |
|  | LGS |  | PROS |  | View |

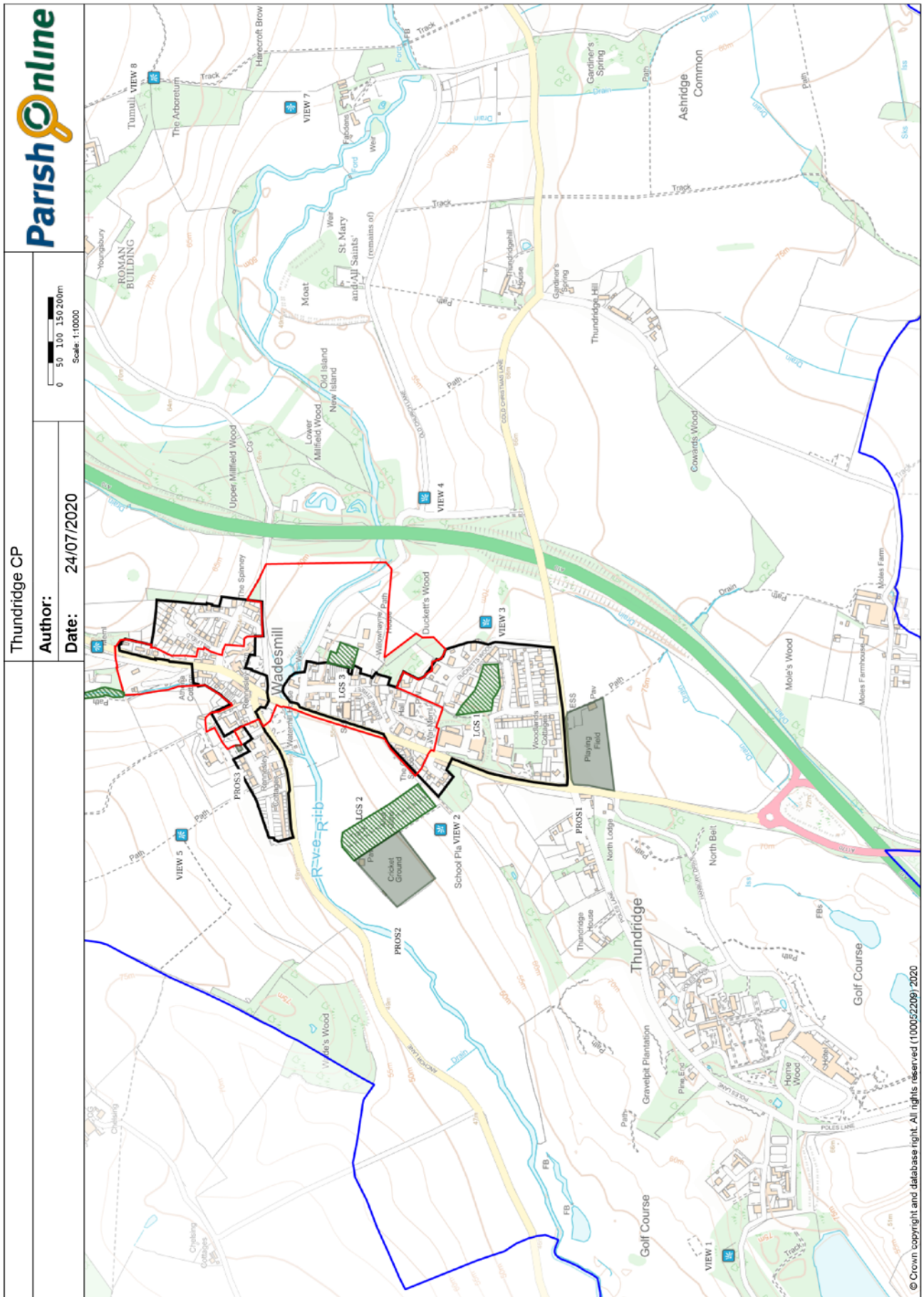
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Policies Map - High Cross



Policies Map - Wadesmill & Thundridge



APPENDIX B - Glossary of Terms

Affordable Housing	Housing made available, based on the evidence of need, to people who are unable to afford market prices, including Social Housing available to rent.
Ancient Woodland	Woodland known to have existed continuously since 1600.
Assets of Community Value	A right for communities to nominate certain buildings or land as an Asset of Community Value.
Brownfield Site	Land that has been previously developed.
Community Infrastructure Levy (CIL)	A planning charge used as a tool by local authorities to help deliver infrastructure to support development in their area.
Conservation Area	An area designated under Section 69 of the Town and Country Planning Act 1990 as being of 'special architectural or historical interest', the character and appearance of which it is desirable to preserve and enhance.
Construction Management Plan	A plan detailing how construction will be managed in order to ensure the effects of construction on residents and businesses are kept to a minimum.
Development Plan	A document setting out the local planning authority's policies and proposals for the development and use of land and buildings in the authority's area. This includes adopted local plans and neighbourhood plans.
Green Infrastructure	A network of green spaces and other features, such as parks, open spaces, woodlands, playing fields, allotments and gardens providing a range of quality-of-life benefits for the local community.
Green Corridor	A wildlife corridor, habitat corridor, or green corridor is an area of habitat connecting wildlife populations separated by human activities or structures.
Local Green Space (LGS)	Green areas of particular importance to local communities that can be designated through local development plans and neighbourhood plans.
Listed buildings	Any building or structure which is included in the list of 'buildings of special architectural or historic interest' as defined in the Planning (Listed building and Conservation areas) Act 1990.
Mitigation	Measures taken to lessen the force or intensity of the effects of a development.

National Planning Policy Framework (NPPF)	Sets out national policy and how this is expected to be applied.
Neighbourhood Area	The area to which the neighbourhood plan relates.
Neighbourhood Plan	A community-led plan for guiding the future development, regeneration and conservation of an area.
Objective	An aim or a goal to assist in achieving the overall vision for the area.
Open Space	All types of open space of public value including land, river, canals, and lakes.
Parish	This relates to the civil Parish of Thundridge.
Section 106 Planning Obligation	Contributions required under a Section 106 agreement from developers to be set aside for future works and services directly related to the development and focused on site-specific mitigation of the impact of development.
Sheltered Housing	Purpose built or converted housing exclusively for sale or rent to elderly people; self-contained accommodation with communal facilities and warden.
Supplementary Planning document (SPD)	Documents which add further detail to the policies in a development plan.
Supported Housing	Similar to sheltered housing but designed for those with a physical or learning disability rather than just the elderly.
Sustainable development	Development that meets the needs of the present, without compromising the ability of future generations to meet their own needs.
View	A pleasing sight seen from a particular place.
Vision	The description of how the community would like their area to be in the future.

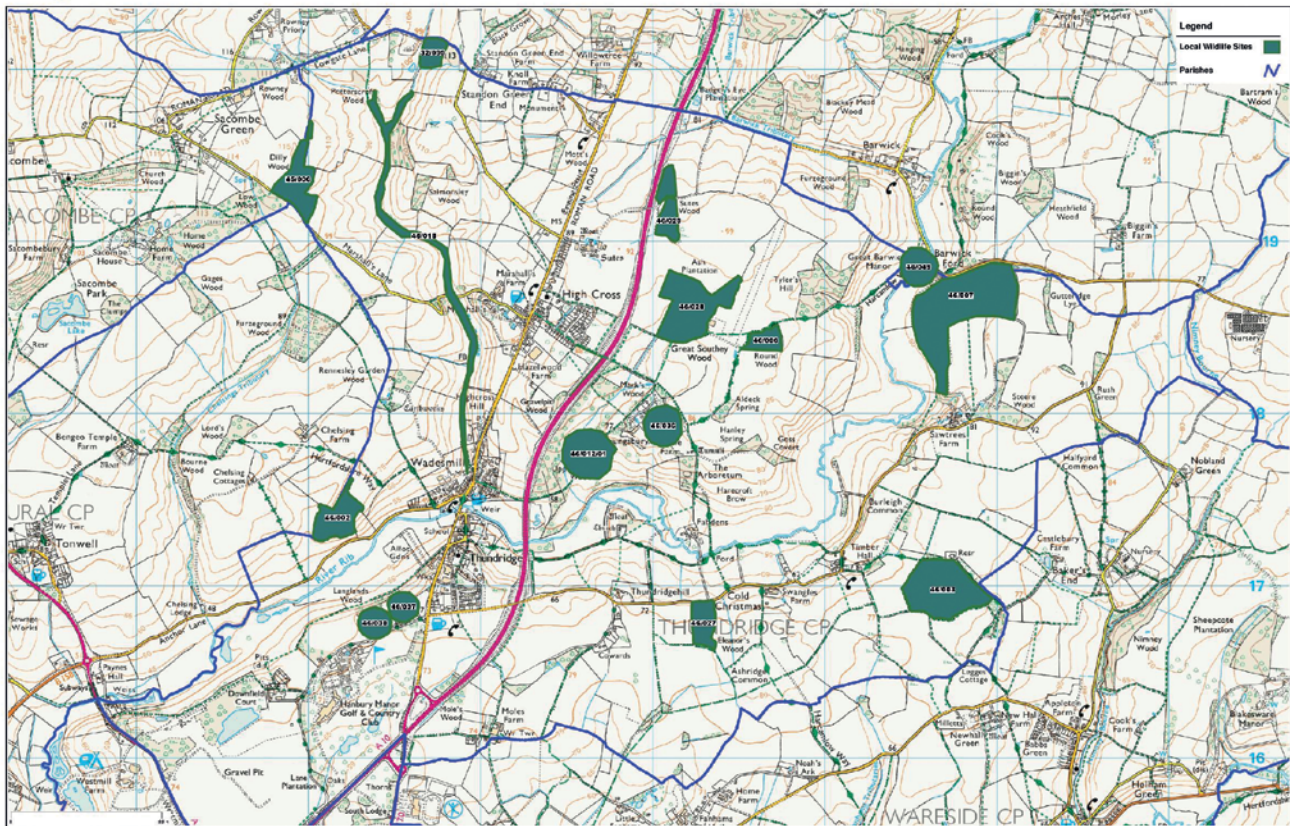
APPENDIX C - Summary of Policies Mapped to Objectives

This table shows how the key objectives of the plan have been translated into planning policies.

	Key Objective	Policies that achieve the Key Objectives
A	Preserve and enhance the character of the built environment in the villages and recognise the significance of heritage assets including landscapes, conservation areas, listed buildings and other historic features.	POLICY THE1 - DESIGNATED HERITAGE ASSETS POLICY THE2 - CONSERVATION AREAS POLICY THE3 - NON-DESIGNATED HERITAGE ASSETS POLICY THE4 - IMPORTANT VIEWS POLICY THH1 - HOUSING MIX POLICY THH2 - RURAL EXCEPTION SITES POLICY THH3 - STATIC CARAVANS POLICY THH4 - DESIGN CRITERIA POLICY THH5 - VEHICLE PARKING IN RESIDENTIAL DEVELOPMENTS
B	Maintain important views, green corridors and local wildlife areas and provide extra protection for the most special green spaces for future generations to enjoy.	POLICY THE4 - IMPORTANT VIEWS POLICY THE5 - LOCAL GREEN SPACES POLICY THE6 - PROTECTED RECREATIONAL OPEN SPACES
C	Mitigate against the impact of climate change and promote the use of renewable energy in new development and by encouraging retrofitting of existing properties to reduce the environmental impact of an increasing number of residents in the parish.	POLICY THE7 - CONSERVE AND ENHANCE BIODIVERSITY POLICY THE8 - GREEN CORRIDORS AND THE RIVER RIB POLICY THE9 - SUSTAINABLE ENERGY POLICY THE10 - CLIMATE CHANGE
D	Develop and expand existing facilities in a sustainable manner, making better use of green spaces and protecting assets of community value.	POLICY THFS1 - ASSETS OF COMMUNITY VALUE POLICY THFS2 - IMPROVEMENTS TO COMMUNITY AND RECREATION FACILITIES
E	Encourage visitors to the parish's many historically-important sites of interest.	POLICY THE1 - DESIGNATED HERITAGE ASSETS POLICY THE2 - CONSERVATION AREAS POLICY THE3 - NON-DESIGNATED HERITAGE ASSETS
F	Maintain existing businesses by providing what they need to stay within the parish.	POLICY THFS3 - EXISTING BUSINESSES POLICY THFS4 - NEW BUSINESS SPACE POLICY THFS5 - HOME WORKING POLICY THFS6 - INFRASTRUCTURE
G	Provide better car parking facilities to reduce the amount of on-street parking throughout Thundridge, Wadesmill and High Cross.	POLICY THFS7 - SUSTAINABLE TRANSPORT POLICY THH5 - VEHICLE PARKING IN RESIDENTIAL DEVELOPMENTS

	Key Objective	Policies that achieve the Key Objectives
H	Manage the effects of increased traffic through the parish and encourage the provision of sustainable transport.	POLICY THFS7 - SUSTAINABLE TRANSPORT POLICY THH5 - VEHICLE PARKING IN RESIDENTIAL DEVELOPMENTS
I	Provide a mix of housing types, including smaller units for older people, and starter homes for young people, in accordance with locally-defined needs.	POLICY THH1 - HOUSING MIX POLICY THH2 - RURAL EXCEPTION SITES POLICY THH3 - STATIC CARAVANS
J	Ensure that new development is built to a high standard of design which reinforces local distinctiveness and character.	POLICY THH4 DESIGN CRITERIA

APPENDIX D - Designated Local Wildlife Sites



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Herfordshire Environmental Records Centre

APPENDIX E - Valued Community Assets

Thundridge Village Hall



Thundridge Village Hall is located at the southern end of Ermine Street, fronting Cambridge Road with parking to the side. It was built in 1928 and is a registered charity, managed by a committee of parishioners. The spacious hall with stage is newly-refurbished having male and female toilets, disabled access, well equipped kitchen, separate bar, gas central heating and double-glazed windows. It plays host to Thundridge School for lunches and Christmas

meals for the villages' OAPs. The hall can cater for up to 120 people and is used for parties, weddings, meetings, lectures, theatre productions, cinema, quiz nights, hospice jumble sales and a host of other events and functions. The hall is one of the most well-used facilities in the parish, being used by 72% of respondents to the residents survey.

High Cross Village Hall



High Cross Village Hall is located in the heart of the village. It was built in 1924 by local people and donated by the Puller family for recreational use for local people. It is a community focal point used by numerous local organisations. Activities include: playgroup; brass band practice; Women's Institute; Thundridge and High Cross Society; clog dancing; Forever Active; tai chi; adults with learning difficulties; Christmas meal for OAPS; dog obedience classes; jumble sales; parish

council meetings; wedding receptions; badminton; and fundraising events for various local clubs. The village hall can accommodate 80 seated patrons or 100 standing. There is a kitchen and bar facilities, including cooker, microwave, crockery, and urn. An overhead projector and hearing loop facilities are also available. Parking is available on site. The hall is used by 58% of respondents to the residents survey.

Glebe Field



Glebe Field is situated centrally in the village of High Cross, adjacent to 'The Rectory', which has a strong historical link to the field. It allows near uninterrupted views from North Drive of the listed rectory and the village church. It acts as a haven of wildlife including owls and a recently growing population of red kites. Beside it there is a bridleway connected to a network of footpaths used by riders, walkers, children walking to school and for access to the church, village hall and shop.

Thundridge Sports Field



Thundridge sports Field is home to Thundridge Cricket Club/ Thundridge United and Thundridge City Football Clubs. It is located in the Rib Valley, surrounded by farmland, woodland and allotments with views of the village and the church. The 4.8 acre field was purchased in 1935 from Braziers Gravel Company. Access is via an unmade track, opposite the village hall. The pavilion has changing rooms, showers, toilets, a kitchen, dining area and score box. The sports field is available to hire for events.

High Cross Spar Shop, Petrol Station and Workshop



The local petrol station was established more than 50 years ago. The shop is well stocked; the opening hours are convenient, and it offers potential for local employment. Charitable collection boxes and a parcel collection and delivery point are available on-site. 90 % of those who responded to the residents survey said they would use the Spar and petrol station. The petrol station is used by more than 80% of respondents to the residents survey.

'The Feathers' Inn



Originally a 17th-century coaching inn, 'The Feathers' is a public house and hotel in the heart of Hertfordshire, with a pleasant mix of conserved history and modern furnishings. It is located in the small village of Wadesmill in the Rib Valley and surrounded by countryside. 'The Feathers Inn' contains 31 bedrooms all decorated traditionally with original features but also has modern facilities. Visitors can enjoy its traditional atmosphere and appreciate its perfect location to eat

with family and friends. 'The Feathers Inn' holds events such as live bands on bank holidays and garden parties and provides meeting facilities for up to twenty people. 'The Feathers Inn' also promotes collections for MacMillan Cancer Support. The pub is used by more than 80% of respondents to the residents survey.

A summary of evidence for each ACV will be contained in the individual submissions for listing each asset which will be made to East Herts Council. The village shop in Thundridge was closed temporarily but has now reopened and will also be considered as a nomination as an ACV.

APPENDIX F - References

East Herts District Plan October 2018

The National Planning Policy Framework 2019

The Setting of Heritage Assets (Planning Note 3 Second Edition), Historic England, December 2017

High Cross Thundridge Assessment as a Conservation Area, BEAMS, August 2018

Local Heritage Listing (Advice Note 7), Historic England, May 2016

Appeal decision, February 2019 APP/J1915/W/17/3181608

APPENDIX G - Local Green Space Assessment table

#	Site description	Site Information						Criteria				Evidence				
		Potential development site	National designation or right of way	Common land or village green	Private garden	Owner known	Insufficient evidence or data	Extant planning permission	Local character	Extensive tract	Demonstratively special	Reasonably close	Beauty	Intrinsic local character	Historical significance	Recreational
1	The Pit	✓	N	N	N	Y	N	N	Y	Y	Y	N/A	Grassland cut yearly	Includes remaining mound of Thundridge Post Windmill. Windmill demolished in the 1870's.	Extensively used for dog walking	Wildflowers
2	Thundridge Allocations	✓	N	N	N	Y	N	N	Y	Y	Y	In Rib Valley, surrounded by farmland, woodland, allotments and with views of village and church to east.	N/A	Only facility in Parish. 48 plots (two vacant). Scenic spot providing important social function. Growers share tasks and exchange ideas and produce.	Part of an ecological network. Contains habitat not currently qualifying under S41 of the NERC ACT but with high potential to do so.	
3	Jean's Orchard	✓	N	N	N	Y	N	N	Y	Y	Y	Old fruit trees in a grassed open space	N/A	Was featured in Village Live magazine	Area undisturbed with range of wild life passing through. Uncultivated. Many wild flowers. Contains habitat qualifying under S41 of the NERC ACT.	
4	Remesley Gardens and Castle	✓	N	N	N	Y	N	N	Y	Y	Y	Views across the Parish	Overlooks Westmill and Thundridge. Was site of moated castle in 1880. One of most interesting moated mounds in Hertfordshire	N/A	Deer, Muntjac, Rabbits - Potential for ecological protection.	
5	West Youngsbury Park	✓	N	N	N	Y	N	N	Y	Y	Y	9 hectares of parkland with ancient trees	Capability Brown landscape	Public right of way	Wild flower meadow. Small rodents and owls. Potential for ecological protection.	
6	The Green North Drive	✓	N	N	N	Y	N	N	Y	Y	N/A	A Creates Space original design	N/A	Only open area within housing development. A well used space.	Part of an ecological network. Contains habitat not currently qualifying under S41 of the NERC ACT but with high potential to do so.	
7	The Bourne	✓	N	N	N	Y	N	N	Y	Y	Y	Formed by glacial runoff. The Bourne is mostly dry but fills in autumn and winter with run-off from surrounding fields. Bridleway 42 and Footpath 40 run along it.	Iron Age earthworks present	Public right of way	Steep-sided, wooded valley. Habitat for badgers, woodpeckers, buzzards, kites and smaller birds and animals. Enforcement action taken against in-filling. Habitat listed under S41 of the NERC Act and development should be avoided.	
8	Football Field and Sutes Meadow	✓	N	N	N	Y	N	N	Y	Y	Y	N/A	N/A	Public right of way	Contains ancient pollarded Oaks and wild flowers. Part of an ecological network. Contains habitat not currently qualifying under S41 of the NERC ACT but with high potential to do so.	
9	Glebe Field	✓	Y	N	N	Y	Y	Y	Y	Y	Y	Views of listed buildings: St John's Church and The Rectory from North Drive	Glebe land for the use of the rectory	Southern boundary of field is an unadopted narrow road (North Drive) and popular bridleway.	Uncultivated wild flower meadow. A haven for wildlife including growing population of red kites and owls.	

APPENDIX H - Action Plan

Projects in this Plan have been identified through consultation with residents during the preparation of the Thundridge Neighbourhood Plan.

Project/ Task	Timetable	Project Lead	£ Cost Estimate	Funding Source	Outcome sought / Objective
Facilities & Services					
Collection of litter (regular litter pick)	Quarterly	PC	Nil	Volunteer time	Make place look more cared for
Options for reducing speeding through the villages e.g. making look cared for (flower planting)	Annual	PC	TBC	Unidentified at present	Improve general road safety
Advertise Thundridge shop – pending outcome of sale	One-off	PC	TBC	Parish council/new owner	Ensure this facility survives either in its present location or another location
Encourage the joint use of facilities such as the schools and churches	Ongoing	Neighbourhood Plan Advisory Committee	Nil	Volunteer time	Provide a better range of venues for activities
Speak to the owners of the White Horse to establish option to retain it as a pub	One-off	Neighbourhood Plan Advisory Committee / Parish Council	Nil	Volunteer time	Pubs are often the heart of a village and this facility is missed by villagers in High Cross
Campaign to improve the bus service	Ongoing	PC to negotiate with Herts County Council	Nil	Volunteer time	Encourage use of public transport rather than private cars
Investigate options for car parking at village facilities including schools and sport fields e.g. Norman Woodson	Ongoing	Parish council/ TNP Facilities Group to identify options	Nil	Volunteer time	Reduce congestion around facilities and encourage events
Nominate community assets listed in Appendix E	Ongoing	Parish council	Nil	Parish Council time	All identified community assets listed as ACVs
Environment					
Make the Clarkson Memorial and the information boards more visible from the road and maintain regularly	Annual	PC/School project	TBC	Volunteer time / community grant	Encourage more visitors and foster pride in local parish history
Advertise local history in pubs (with accommodation)	One-off	PC	Printing cost	Parish funds	Encourage more visitors
Promotion of the Turnpike and Doric columns on Thundridge bridge	One-off	PC / School	TBC	TBC / Possible grant funding	Making it more obvious – pride in local history

Project/ Task	Timetable	Project Lead	£ Cost Estimate	Funding Source	Outcome sought / Objective
Encourage landowners of river banks to care for the River Rib	On-going	TNP Environment Group	TBC	Project with Wildlife Trust or Groundwork	Maximise flow and reduce extraction, tree removal
Agree a scheme for long-term maintenance of Thundridge Old Church	March 2020	TOCAG	TBC	TBC/ possible grant funding	Take responsibility for the permanent protection, maintenance and public access to Thundridge Old Church
Seek formal designation of High Cross as a Conservation Area ref BEAMS Report (2018) High Cross Assessment as a Conservation Area	On-going	Parish Council	TBC	Parish Council time	Designation of the centre of High Cross as a Conservation Area
Encourage more hedge and tree planting	On-going	PC on plan apps/Env G	TBC	Volunteer time or grant funded	Reduce pollution from roads through parish
Initiate tree planting schemes e.g. on agricultural land	On-going	Groundwork?	TBC	Volunteer time	Community awareness and benefits of trees
Mark and publicise the Meridian line and Harcamlow Way (long distance path)	One-off	Thundridge & High Cross Society	TBC	TBC/ possible grant funding	Encourage visitors & walkers to the parish, plus encourage residents to walk more
Design/implement project to raise awareness of issues of single use plastic	One-off	Puller School/ Catherine	Nil	Volunteer time	Increase awareness of school children to plastic pollution
Put a management scheme in place to clear the river and its banks	October 2019	Environment Agency or other Trust	Time to negotiate	Volunteer time	Reduce incidents of flooding and manage the river for nature and public enjoyment
Jean's Orchard expand access – more open days	Annual	Trust	TBC	Volunteer time	Encourage participation
Housing					
Monitor progress of new builds with a view to reporting any breaches of housing policies	Ongoing	PC/ Housing Group	Nil	Volunteer time	Ensure the Neighbourhood Plan is properly implemented
Communications					
Village Life Mag continues and expands	Annual	Magazine Committee	TBC	To be identified	Promotes community engagement
High Cross shop – ideas welcome to encourage use and encourage them to advertise themselves	One-off	TNP Communications Group	Nil	Volunteer time	Ensure it remains as a facility for the village





HEGNPG

Supporting our Community

Gilston Area Neighbourhood Plan

2020-2033

(May 2021)

Plan Making Winner
Editor's Award Winner

**PLANNING
AWARDS 2021
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HUNSDON EASTWICK AREA
NEIGHBOURHOOD PLAN GROUP

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Document prepared by the Hunsdon Eastwick and Gilston Neighbourhood Plan Group with the technical support of URBAN Silence (Martina Juvara; Joanna Chambers)

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A. Introduction to the Neighbourhood Plan

Why have a Neighbourhood Plan?

1. The Green Belt around Gilston and Eastwick was released in the East Hertfordshire District Plan (October 2018) to accommodate the strategic allocation identified in Policy GA1 for 10,000 homes, jobs and services as part of the wider Harlow and Gilston Garden Town (HGGT).
2. People living in the area are concerned about the impacts of this scale of change and are determined to ensure development respects the integrity of the local area, minimises impacts on landscape, local heritage and existing communities and upholds the essential quality of life. The community wants to ensure the release of Green Belt genuinely leads to a development of 'exceptional quality' and creates distinctive villages set within an attractive rural landscape, protecting and enhancing existing settlements at the same time and delivering benefits for existing and new communities.
3. The Gilston Area Neighbourhood Plan (the Plan or the GANP)¹ has been prepared by the local community, through the Hunsdon Eastwick and Gilston Neighbourhood Plan Group which represents the Parish Councils and is made up of people living within the Parishes². Once adopted, it will form part of the Development Plan for the area: this means that developers will be required to take account of its policies when putting forward development proposals to the local planning authority for approval.
4. Between summer 2017 and spring 2018, the local community worked closely with the developers/landowners and East Hertfordshire Council (EHC) in the preparation of the Gilston Area Concept Framework³ which was endorsed by the Council in July 2018 as a material consideration in the determination of planning applications. The Parish Councils believe the Concept Framework sets appropriate foundations for respectful development but recognise that it does not have the status of formally adopted planning policy. For this reason, the Parish Councils agreed to prepare a Neighbourhood Plan which is based on the Concept Framework to elevate its vision and principles to formal policy in order to provide a stronger, locally informed planning policy framework for the Gilston Area.

¹ The Gilston Area Neighbourhood Plan refers to the Eastwick, Gilston and part of Hunsdon Neighbourhood Plan designated area – See Fig. 1 - Neighbourhood Plan Area Boundary. This is referred to as the Gilston Area in the Plan.

² The Hunsdon Eastwick and Gilston Neighbourhood Group was constituted in 2016 and has been working hard in trying to influence the future of the area. It meets regularly and is open to all local residents wishing to join and take an active role - www.hegnp.org.uk

³ See - <https://www.eastherts.gov.uk/article/36592/Other-Material-Considerations>

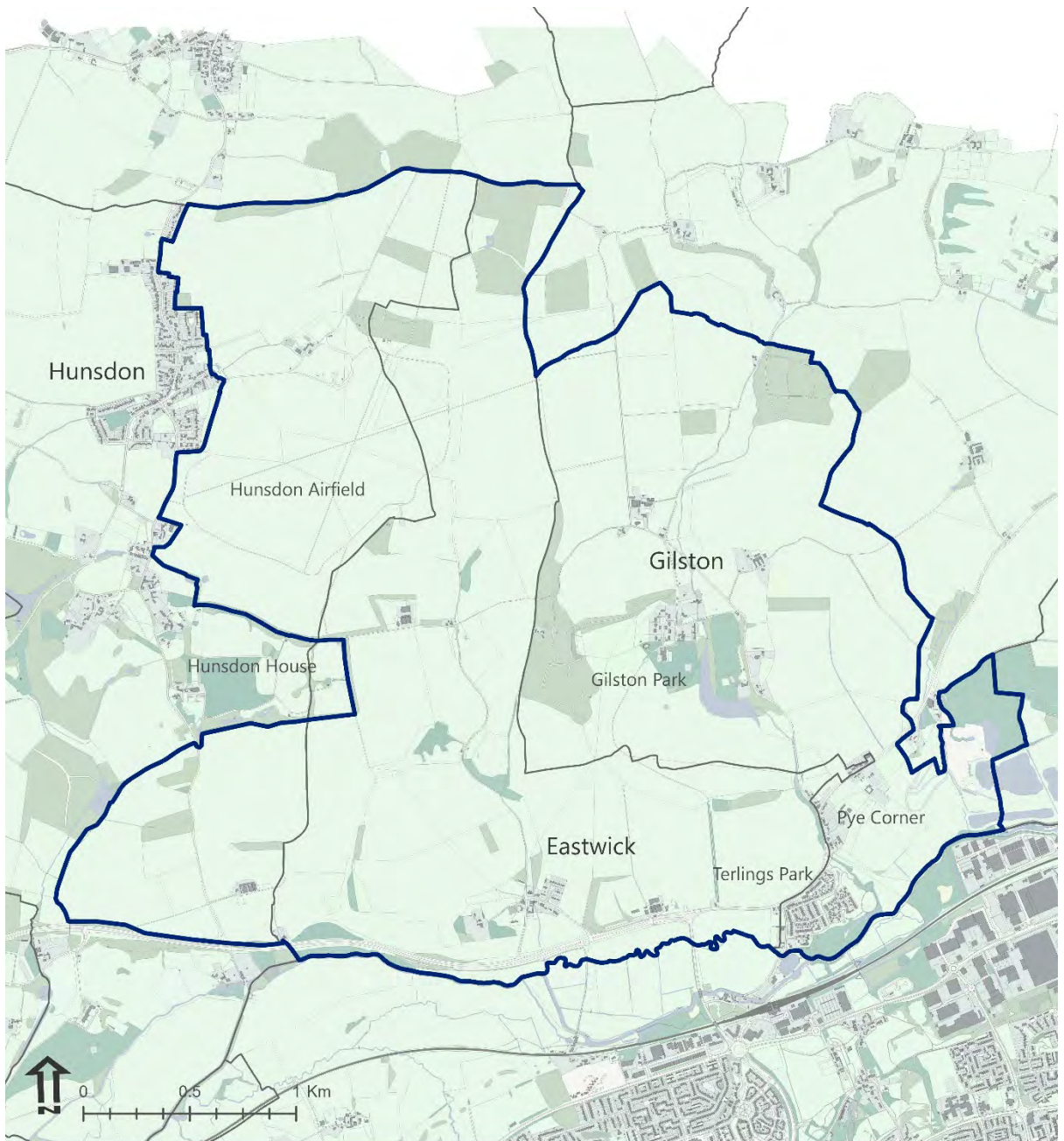
5. The aim is to give weight to the views and priorities expressed by the local community whilst respecting the Policy GA1 allocation and the aspirations of the Council and developers. Accordingly, the Plan sets out:
 - **A shared vision** for the Neighbourhood Area (already endorsed by all parties through the Concept Framework).
 - **Key development principles for comprehensive and integrated development**, respectful of local village character and providing benefits for existing and new communities.
 - **Planning policies** to be taken into account in the determination of planning applications, with a particular focus on the importance of a comprehensive landscape led approach which draws inspiration from the local area.
 - **Priority projects** as identified by the local community in consultation (where appropriate) with statutory bodies.
 - **A framework for partnership working** between EHC, developers and the local community.
6. The Neighbourhood Plan consists of a Written Statement (this document) and a Policy Map. It will be subject to review to ensure that it responds to changes over time and if necessary, policies and development guidelines will be revised.



The Neighbourhood Area

7. The application for designation of the Neighbourhood Area was approved by EHC on 28 November 2017. It covers the entirety of Gilston Parish, Eastwick Parish and that part of Hunsdon Parish which lies within the Policy GA1 allocation (see Fig. 1).
8. The remainder of the Parish of Hunsdon (including the village, the SSSI and part of the Stort Valley) forms a separately designated Neighbourhood Area for which a Plan is currently in preparation ⁴.

⁴ Hunsdon Area Neighbourhood Plan - <http://hunsdonneighbourhoodplan.org.uk/>

Fig. 1 - Neighbourhood Plan Area Boundary



-  Neighbourhood Plan Boundary
-  Parish Boundaries

Plan Preparation Process

9. The Neighbourhood Plan has been prepared in accordance with the Localism Act 2011 and the Neighbourhood Planning Regulations 2012 (as amended)⁵. It has had regard to the Policies of the NPPF (February 2019) and PPG on Neighbourhood Plans, and is in general conformity with the East Herts District Plan (adopted October 2018).
10. A more detailed explanation of how the Plan conforms with national and local planning policies is provided in the accompanying Basic Conditions Statement.
11. The Neighbourhood Plan has been founded on extensive public consultation within local communities and with the Parish Councils. It has been prepared in close collaboration with EHC, the Harlow and Gilston Garden Town (HGGT) and the developers.
12. Regulation 14 Consultation was undertaken between September and October 2019 when the community confirmed general support for the vision and objectives set out in the Plan and the scope and purpose of the policies. The responses to consultation and the changes made to the Draft Plan are summarised in the accompanying Consultation Statement.
13. Preparation of the Neighbourhood Plan has also taken account of the outcomes of the Gilston Steering Group Meetings, formally hosted by EHC, and attended by the developers, Hertfordshire County Council, the Parish Councils and Neighbourhood Plan Group and of an extra round of consultations held with EHC and the developers between February and March 2020. The Draft Neighbourhood Plan was reviewed by the Harlow and Gilston Garden Town Quality Review Panel (QRP) in February 2020.

Evidence Base

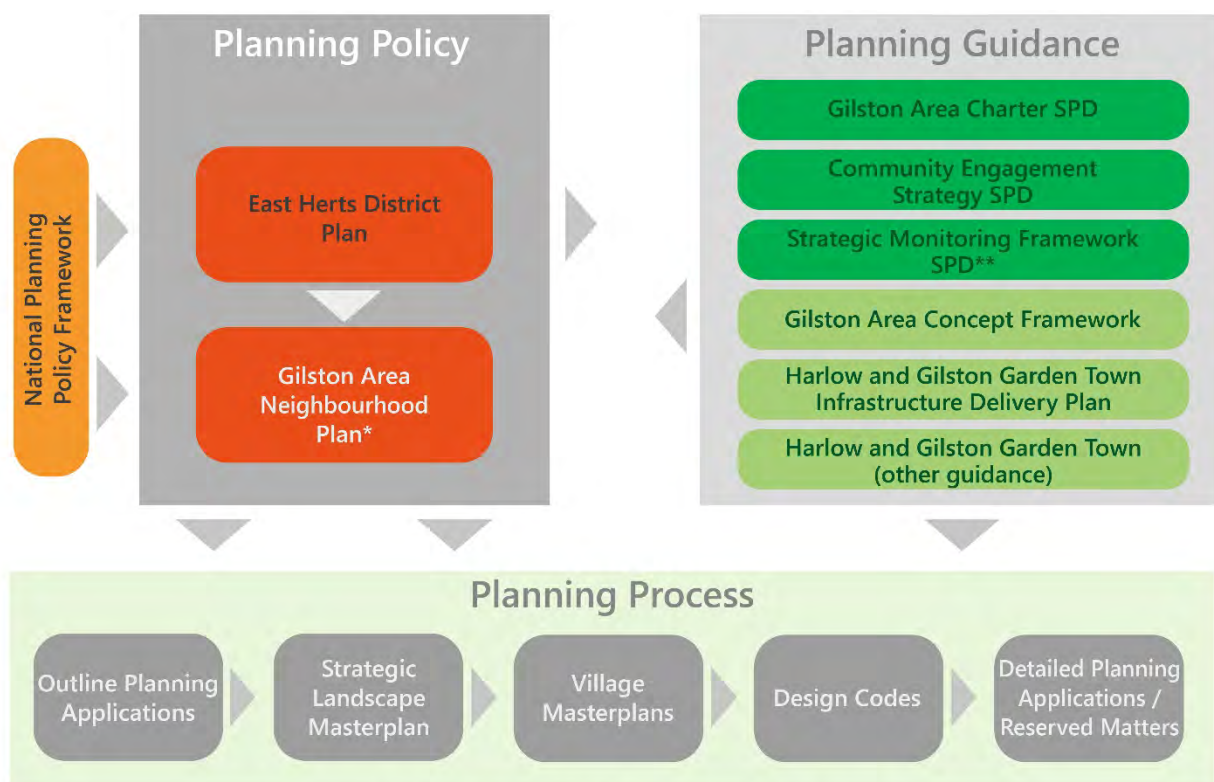
14. Preparation of the Draft Neighbourhood Plan has drawn on the extensive evidence base that supports the District Plan, the Gilston Area Concept Framework and the HGGT documents.
15. The evidence base has been supplemented by direct inputs from the community, either in the form of comments or through their knowledge of local history, character, landscape and environmental sensitivities.
16. A list of the key evidence base is included in Appendix 5. Further evidence base and supporting documents are available on the Neighbourhood Plan Group website: www.hegnp.org.uk

⁵ Neighbourhood Planning Regulations 2012 (as amended)
<https://www.gov.uk/guidance/neighbourhood-planning--2>

B. Planning Policy Framework

17. This section summarises the national, strategic and local planning policy context. Further details are provided in the Basic Conditions Statement.
18. The Neighbourhood Plan provides an additional level of detail and a distinct local approach without undermining the strategic policies of the District Plan. It forms part of a suite of planning policies (mandatory) and guidance (advisory) relevant to the area. The relationship of the Neighbourhood Plan to other planning documents is illustrated in Fig. 2.

Fig. 2 - Framework of key Planning Policy and Guidance relevant to the Gilston Area



* = This document ** = In preparation (Feb. 2021)

Planning Policy

East Hertfordshire District Plan

19. The East Hertfordshire District Plan⁶ (Policy GA1) allocates land in the Gilston Area (see Fig. 3) for 10,000 new homes in distinct villages, with at least 3,000 to be delivered by 2033 along with employment development and supporting infrastructure including roads and sustainable transport, schools, health centres and public open space. This accounts for a large proportion of the District's housing and employment needs.

⁶ [The East Herts District Plan 2018 | East Herts District Council](#)

20. Fig. 3 below shows the key allocations in the Gilston Area overlapping with the Neighbourhood Plan Area. The map shows a part of the allocation (in the Parishes of High Wych and Widford) outside the scope of the Neighbourhood Plan.

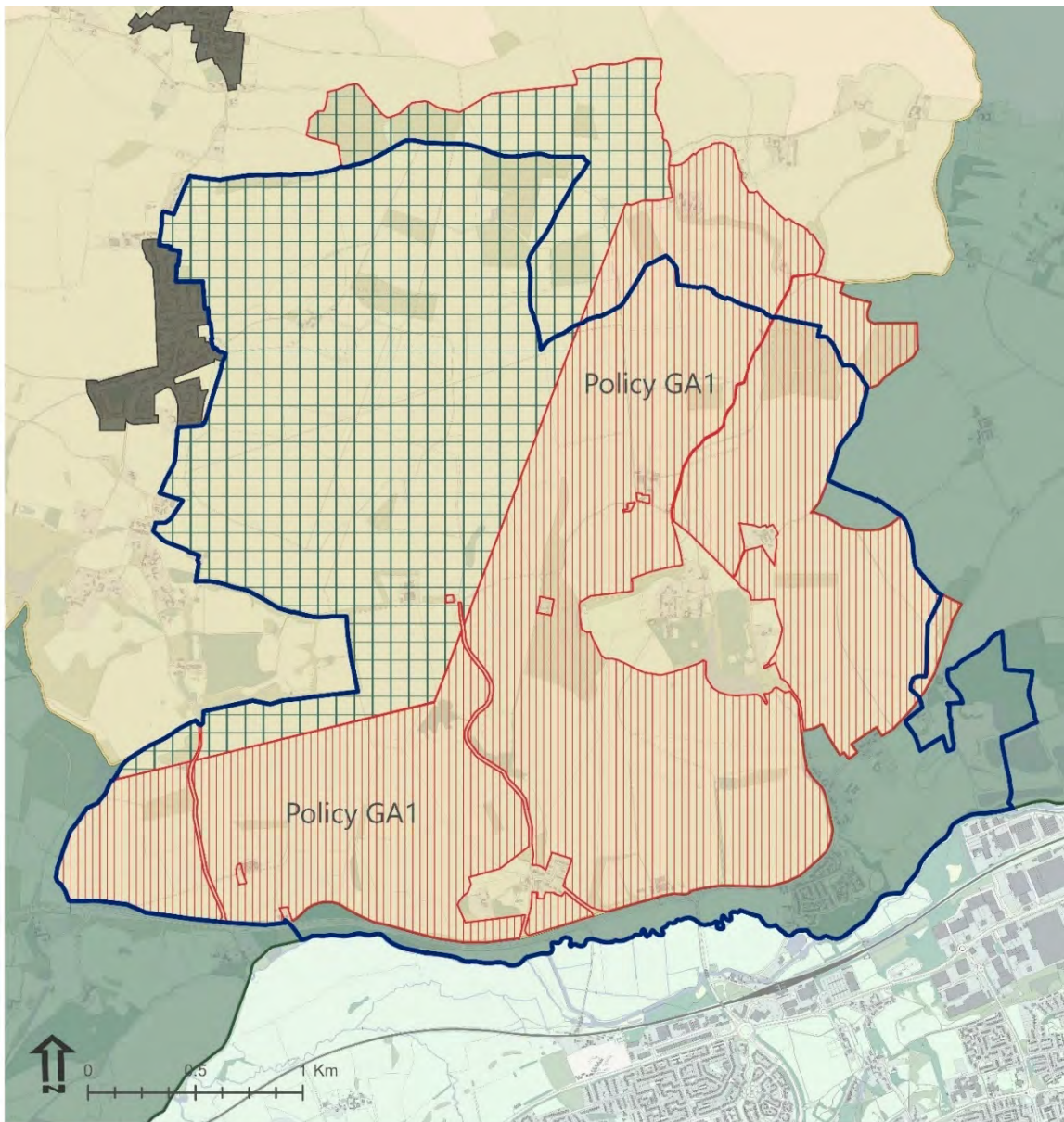
Policy GA1 – The Gilston Area

21. The main development strategy established in Policy GA1 includes:
- **Single allocation:** to be delivered within this Plan period and beyond as part of a comprehensive green infrastructure network according to Garden City Principles.
 - **Housing:** a mixture of house sizes and tenures.
 - **Education:** land for twenty forms of entry for both primary and secondary education to cater for the needs arising from the development.
 - **Transport:** a wide range of interventions and sustainable transport measures (with buses, cycling and walking) to prevent unacceptable congestion.
 - **Community Facilities:** new provisions based around a network of village centres.
 - **Employment:** provision of local employment area/s of around 5 ha in the form of either a business park or distributed across the village centres.
 - **Open Space:** development of only the south and south eastern sections of the site with new greenspaces, sports pitches, parks and recreation areas. Within the north and north western sections of the site, provision of a substantial amount of public open space as part of wider managed parklands.
 - **Character:** high-quality design, with careful consideration given to layout, architecture, building heights and materials and sensitive integration with the wider surrounding landscape.
 - **Heritage:** the many heritage assets and their settings to be conserved and, where appropriate, enhanced within the context of the overall development.
 - **Ecology and Environment:** protection of important hedgerows, Local Wildlife Sites and ancient woodlands with the creation of new habitats to achieve an overall net gain in biodiversity and integration of a Sustainable Urban Drainage (SuDS) network.
22. Policy GA1 (II) indicates that the Concept Framework will identify the design principles, potential land uses, infrastructure requirements and phasing and will be used as a benchmark in reviewing development proposals.
23. Policy GA1 (IV) requires the preparation of a Community Engagement Strategy to include managing the effects of development on local residents, and opportunities to participate in the emerging new community.
24. Policy GA1(V)(u) requires new landscaping and planting, both within the site and on the periphery, which responds to the existing landscape and complements development.

Policy GA2 – Stort Crossings

25. The Council aims to facilitate the delivery of improvements to River Stort crossings:
- A widening of the existing A414 crossing (Central Crossing / Fifth Avenue);
 - A new vehicular, cycle and pedestrian crossing either to the east of the existing crossing (connecting the A414 to the River Way), or to the west of the existing crossing (connecting the A414 to Elizabeth Way).

Fig. 3 - District Plan Policy GA1 and the Neighbourhood Plan Area



-  Neighbourhood Plan Boundary
-  Site Allocation (Policy GA1)
-  Community Trust Open Space Land (Policy GA1)
-  Green Belt (East Herts only)
-  Rural Area Beyond the Green Belt
-  Village Development Boundary (Group 1)

Other Planning Documents (Material Consideration)

National Planning Policy Framework

26. The Neighbourhood Plan promotes sustainable development in line with the National Planning Policy Framework⁷ (NPPF) together with improvements to the environment, economy and wellbeing of people (existing and new communities) in the Neighbourhood Area. The NPPF is supplemented by the National Planning Policy Guidance (the “guidance” referred to in paragraph 8(2)(a) of Schedule 4B to the Town and Country Planning Act 1990).
27. Critically, the NPPF makes it clear that in guiding development to sustainable solutions, the planning system must take into account local circumstances to reflect the character, needs and opportunities of each area. Paragraph 29 states that Neighbourhood Planning gives communities the power to develop a shared vision for their area.

The Gilston Area Concept Framework

28. The Concept Framework⁸ was produced in parallel with the District Plan for the purpose of the Policy GA1 site allocation by Places for People and City and Provincial Properties (now operating as Briggens Estate 1) in collaboration with EHC and following collective input by the local communities. It was endorsed by EHC as a material consideration for Development Management purposes in July 2018. It represents an agreed approach between all main parties and identifies high quality design and placemaking principles, potential land uses, landscaping and public realm, transport and infrastructure requirements and phasing.
29. The Concept Framework was heavily informed by the community through the Neighbourhood Plan Group and engagement with hundreds of local residents. As a result, revisions strengthened the concept of development in the Gilston Area as a series of distinct villages inspired by local character.
30. The framework was used to demonstrate deliverability of Policy GA1 as seven distinct villages separated by meaningful landscape with shared infrastructure and a clear collective identity. It also established key principles to shape the content of any future masterplanning work, including ‘strong vision, leadership and community engagement in accordance with Garden City Principles’ and informed by the landscape, topographical and built features of the area.

East Herts Gilston Area Charter and Community Engagement Strategy SPDs

31. The Gilston Area Charter SPD has been produced by EHC through engagement with developers, key stakeholders and representatives from the Neighbourhood Plan Group to help guide the planning and delivery of high quality and coordinated development and infrastructure within the Gilston Area. The final document was approved by the Council’s Executive in June 2020⁹.

⁷ NPPF, Ministry of Housing Communities & Local Government (February 2019)
<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

⁸ Gilston Area Concept Framework (2018)

⁹ Gilston Area Charter SPD- Executive Report (East Herts Council 2 June 2020)

32. The Charter establishes a consistent approach to the production of Masterplans to ensure development in the Gilston Area comes forward in a comprehensive and cohesive manner that contributes to the creation of successful and sustainable places. This is seen as particularly important because of the strategic scale of development and the multiple parties with an interest in its delivery. It requires the preparation of a Strategic Landscape Masterplan to be approved in advance of Village Masterplans.
33. The Charter SPD also embeds the important role of collaborative engagement with the local community in the preparation of the Masterplans. This is further developed in the Gilston Area Community Engagement Strategy (GACES, Dec 2020), which sets out the objectives, stakeholders and methods to be used for proactive engagement¹⁰.

Harlow and Gilston Garden Town

34. The Harlow and Gilston Garden Town (HGGT) is an initiative born out of the shared aspirations of five partner Councils -EHC, Epping Forest and Harlow District Councils with Essex and Hertfordshire County Councils - to deliver housing, economic growth and the regeneration of Harlow and surrounding settlements. It was awarded formal Garden Town status by the Government in January 2017
35. The Garden Town comprises the whole of the existing Harlow District and four strategic development sites including the Policy GA1 allocation. As such, the proposals for the Gilston Area will be required to complement, and have regard to, ongoing work relating to the Garden Town.
36. The Garden Town Board expects that the strategic sites will not be developed in isolation but will be interrelated to create a coherent and sustainable Garden Town. To this end, the Garden Town is preparing a series of guidance documents, which once formally endorsed by the Garden Town Board and the three Districts will constitute material planning considerations in relation to all HGGT planning applications. Key documents¹¹ prepared to date include:
 - The **Harlow and Gilston Garden Town Vision** (November 2018) sets out the main aspirations for the area. It incorporates the concept of the 7 distinctive villages in the Gilston Area and a range of development principles.
 - The **Harlow and Gilston Garden Town Design Guide** (November 2018)- provides further guidance and some detailed examples how development could fulfil the Vision. It identifies a clear distinction in development form between the urban green setting of Harlow and that of Gilston, where individual villages in the rural landscape are to be provided.

¹⁰ [Gilston Area Community Engagement Strategy final Appendix A.pdf \(eastherts.gov.uk\)](#)

¹¹ For all HGGT documents refer to: [Our resources - Harlow and Gilston Garden Town](#)

- The **Harlow and Gilston Garden Town Transport Strategy** (Draft for Consultation January 2020)¹² prepared in line with Hertfordshire County Council’s Local Transport Plan 2018-2031 (LTP4)¹⁷ setting out three headline objectives to:
 - Achieve a target of 60% of all journeys by sustainable modes of travel within new development (and 50% in existing areas of Harlow).
 - Deliver mobility options on a hierarchy that prioritises a reduction in the need to travel, walking, cycling and public transport.
 - Support a culture of active and sustainable travel within the HGGT.
- The **Infrastructure Delivery Plan (IDP)**¹³, **Strategic Viability Assessment (SVA)** and **How to Guide for Planning Obligations and Viability**- jointly produced by all five Garden Town partner Councils in consultation with the main developer stakeholders (April 2019). The purpose of the IDP is to set out the infrastructure that will be required to deliver the planned level of housing and employment growth at the Garden Town and it will be used as a basis for subsequent masterplanning and planning application discussions for the strategic sites in the HGGT.

Other guidance

37. The Building Better, Building Beautiful Commission¹⁴ published its final report, –Living with Beauty, on 30 January 2020¹⁵. This sets out the Commission’s recommendations to government and is expected to guide changes to the planning system in the future.
 - **Ask for Beauty** - The report sees beauty as the benchmark that all new developments should meet and an essential condition for granting planning permission.
 - **Refuse Ugliness** - The report sees ugliness in buildings that are unadaptable, unhealthy and unsightly, and which violate the context in which they are placed.
 - **Promote Stewardship** - The report maintains that the built and natural environment belong together and new developments should be regenerative, enhancing their environment and adding to the health, sustainability and biodiversity of their context.
38. The Commission advocates an integrated approach, in which all matters relevant to placemaking are considered from the outset and subject to a democratic or co-design process. The proposals aim for long-term investment in which values that matter to people – beauty, community, history, landscape – are safeguarded. Environmental goals – durability, adaptability, biodiversity – are seen as contiguous with the pursuit of beauty.
39. The Neighbourhood Plan seeks to provide an exemplary showcase for the principles set out by the Commission, through its commitment to high quality design, placemaking and long-term stewardship in the Gilston Area.

¹² Harlow and Gilston Garden Town Transport Strategy (Draft for Consultation) (January 2020)

¹³ Harlow and Gilston Garden Town Infrastructure Delivery Plan Final Report (April 2019) p.4

¹⁴ <https://www.gov.uk/government/groups/building-better-building-beautiful-commission>

¹⁵ Living with Beauty: report of the Building Better, Building Beautiful Commission (January, 2020) <https://www.gov.uk/government/publications/living-with-beauty-report-of-the-building-better-building-beautiful-commission>

C. Local Context

Understanding local context is essential in promoting sustainable development in the Gilston Area. It is important that local character and the aspirations of the local community help shape and influence development in accordance with national guidance and strategic policy objectives.

A Brief History of the Parishes and Villages

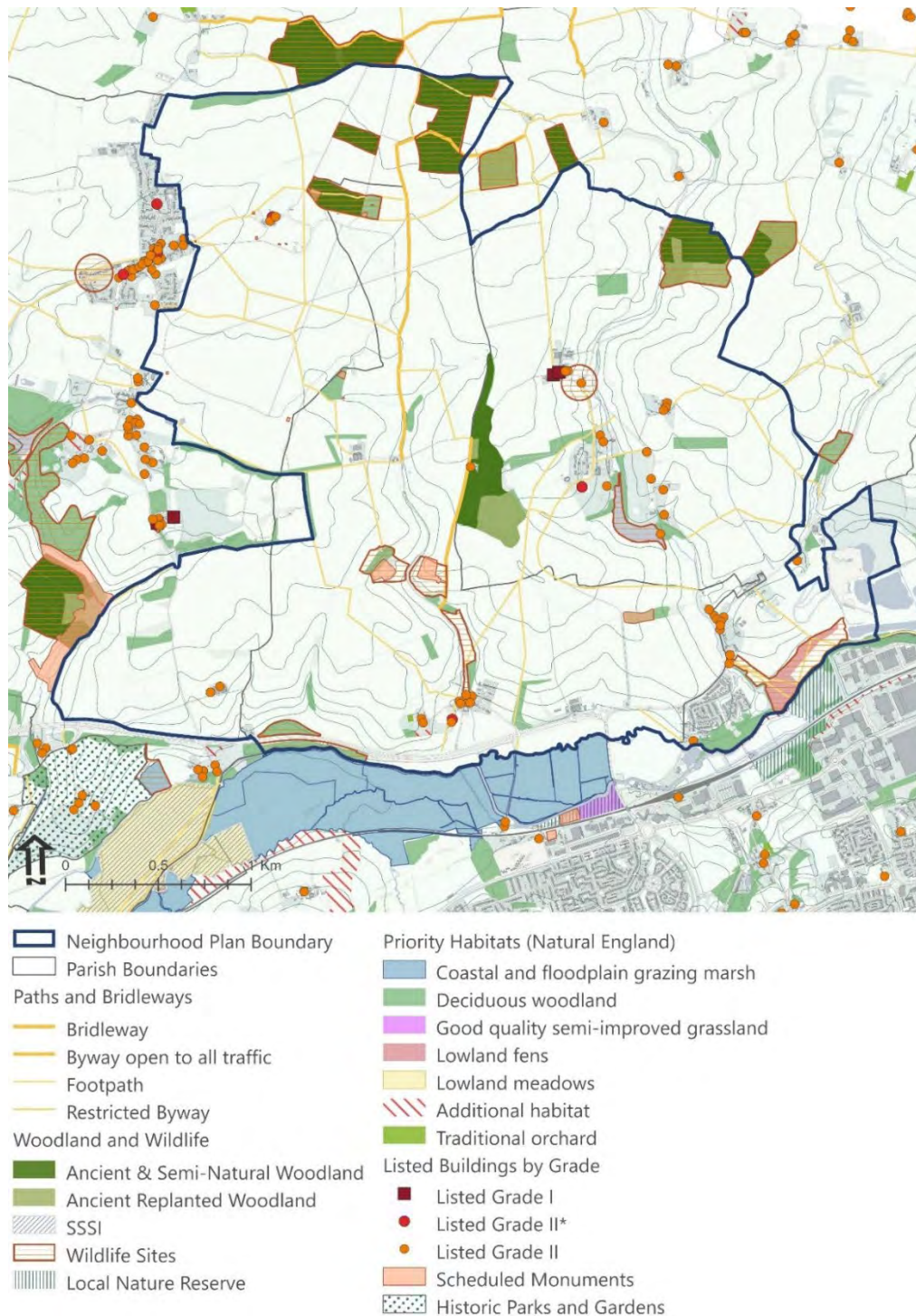
40. The Gilston Area contained small settlements before pre-Roman times and has been continuously inhabited ever since. Many heritage assets are still prominent features of the area today (see Fig. 4).
41. Since the 14th-15th centuries the area was the site of three churches and manor houses, all located outside the main working settlements:
 - St Botolph's in Eastwick (Grade II* Listed Building) founded around the 13th century and Eastwick Manor.
 - St Mary's in Gilston (Grade I Listed Building) surrounded by the manors of Overall and Netherhall, which later became New Place and then the present Gilston Park House (Grade II* Listed Building).
 - St Dunstan's, built as part of the complex of Hunsdon House (both Grade I Listed Buildings), located just to the west of the Neighbourhood Area.
42. All three settlements share a common history and rural economies. Hunsdon House (Grade I Listed) is one of the most important medieval houses in the country, with a long history of Royal association. The extensive countryside setting of Hunsdon House remains substantially undeveloped and allows an understanding of the role of agriculture and woodland in the operation of this nationally important historic house¹⁶.
43. Gilston Park House is a Grade II* Listed country house in Gilston designed by Philip Hardwick for John Hodgson around 1852. Hodgson also built distinctive model farmhouses and community buildings, in rich red brick, with black detailing, tall 'Tudor' chimneys, decorative wooden gables, ornate porches, diamond-paned windows, and solid oak doors. Many of these still exist today and are listed (see Fig. 4).
44. Connections with Harlow remained limited until recently and the villages stayed outside the main routes connecting London to Cambridge which helped Old Harlow grow into a small market town even before the railways. Throughout the periods of fast urban expansion (late Victorian with the railways and in the post-war period), Eastwick, Gilston and Hunsdon retained their small size and character, despite major changes in Harlow, which developed into a sizeable town in the 1870s and then a major New Town in the post war period.
45. Until recently, physical growth in settlements in the Gilston Area was limited:
 - In the second half of the 19th century development of farmhouses and benevolent facilities took place in the Gilston Park Estate.

¹⁶ <https://historicengland.org.uk/listing/the-list/list-entry/1347687>

- Between 1941 and 1945 the RAF built the airfield at Hunsdon, by altering fields and removing woodlands. The site at peak had around 2,000 personnel, mostly living in the village.
- Terlings Park, formerly a manor house to the south of Netherhall, became a medical research facility before being redeveloped for around 200 houses in 2017.

Fig. 4 - Protected Landscape Designations and Heritage Assets

(Source: District Plan, Natural England, Historic England)



The Gilston Area today

Population and Socio-Economic Overview

46. The census data of 2011 does not fully represent the current population of the area, particularly in Gilston, where the development of Terlings Park has brought 200 new households and increased the variety of age, ethnicity, and economic profile.
47. The 2011 Census paints a picture of the Gilston Area as an affluent established family area, with high employment level and a good proportion of people in managerial and professional occupation. Overall, Eastwick appears to have smaller houses and middle range of employment, while Hunsdon has an older population and a slightly lower proportion of people in high-level occupation. The three Parishes are still clearly different in socio-economic terms from the ward of Old Harlow, which profiles as a decidedly more urban area: higher proportion of flats, many singles, higher proportion of elderly and lower skills.

Landscape Setting and Relationship of Villages and Countryside

48. The Gilston Area is located on the southern facing lower slopes of the Hertfordshire uplands reaching the Stort Valley to the south. It is in large part rural and the landscape includes arable fields, clusters of veteran trees and woodland, and the parkland of Gilston Park. Notable is also the vast Hunsdon Plateau, which during WWII was cleared of trees and hedges for the airfield, the footprint of which is clearly identifiable today even though it comprises open arable fields. The Area includes many protected habitats and wildlife sites (see Fig. 4).
49. The southern edge of the Area, in part reaching the county boundary at the River Stort, extends into the valley (the remaining designated Green Belt) that separates Gilston from Harlow and provides links to significant areas of protected biodiversity within the Stort Valley and the Lee Valley Regional Park, a major Natural Green Space within an accessible distance. Further afield, but still relevant for their size and importance, are Epping and Hatfield Forests.
50. Arable fields and grassland surround the compact village of Eastwick to the south, and the scattered village community of Gilston, which comprises several building groups around St Mary's Church, at Gilston Park, along Gilston Lane and at Pye Corner and Terlings Park. Isolated farms, often Listed Buildings, are situated among the fields.
51. A Landscape Character Appraisal SPD was prepared in 2007, identifying three main zones¹⁷.
 - The southern Eastwick Slopes characterised by parklands and cultural landscapes.
 - The River Stort, a quiet valley containing a mix of floodplains, discontinuous pasture, biodiversity-rich water meadows (SSSI and other wildlife areas), wetlands and 19th century water related industrial buildings (maltings and mills).
 - The Hunsdon Plateau characterised by the large scale open arable farmland and the WWII Airfield on the flat upland plateau south of the village of Hunsdon. The plateau is accessed by footpaths but has poor vehicular access.

¹⁷ https://cdn-eastherts.onwebcurl.com/s3fs-public/documents/Landscape_Character_Assessment_SPD.pdf

52. Pockets of woodland and many veteran trees are distributed throughout the area, in between large arable fields. These have been identified by the District Plan as Wildlife Sites which could potentially connect the water landscapes of the Stort Valley and Lee Valley to the south and west (floodplain marshes, water bodies and important SSSI/ RAMSAR sites) to the upper plateau woodland to the north.
53. Gilston Park is the designed parkland of the eponymous manor house. Whilst the park is not formally designated, it is of importance for its landscape design and groupings of mature trees. The park of Hunsdon House is adjacent to the Neighbourhood Area, while the listed Ancient Garden of Briggens House is located just to the south.
54. Areas of parkland were retained as part of the redevelopment of Terlings Park in 2017 together with many mature trees including significant specimens such as Giant Redwood and a Cedar of Lebanon. This parkland contributes to the character and landscape setting of Gilston.
55. Numerous footpaths and Rights of Way cross the area and intersect farmhouses and other dwellings.
56. The overlay of urban development over time – comparing the 1886 map of the area to that of today – has not dramatically transformed the area: the patterns of most lanes, woodland and fields remain the same, with the notable exceptions of the construction of the A414, the 5th Avenue bridge over the Stort and railways and the Hunsdon Airfield. Settlements and farms have grown with time, but they never altered the previous patterns. Because of this, local settlements still have a close relationship with the countryside: open views over the field, trees, hedgerows and planting of a rural nature and simple access lanes rather than streets.

Settlement Character

57. The existing communities comprise the villages of Eastwick, Gilston and Hunsdon and scattered or non-contiguous dwelling houses. Only Hunsdon has a defined Village Boundary in the District Plan. The existing settlements are characterised by a dispersed built-up form and scattered clusters of buildings. Gilston is formed by a loose grouping of buildings rather than a compact settlement.
58. Whilst the settlements are all unique, the villages within and nearby the Gilston Area (including Hunsdon, Much Hadham, Puckeridge, Widford, and High Wych) display some common features and settlement characteristics. More detail about settlement characteristics is provided in Appendix 3.

Transport and Mobility Patterns

59. At present, the existing settlements are served by the A414 and Eastwick Road, with a network of narrow roads and lanes linking the villages and outlying settlements. As there are limited public transport services to Harlow, Bishop's Stortford or Hertford, most journeys must be undertaken by car. This includes most school trips and commuting patterns to work in Harlow or London.
60. Harlow Station is on the London-Stansted-Cambridge rail link and services are heavily used particularly during peak hours. Residents in the Gilston Area have reported problems of lack of capacity and overcrowding on existing services.
61. Cycling trips to Harlow Station are undertaken by some residents, but this is made difficult by the lack of safe crossing at the A414 and Eastwick Roundabout. The cycle parking facilities at Harlow Station are also poor and have inadequate capacity. Harlow Mill and Roydon Stations have fewer and slower train services and are less used.
62. Most residents are aware of the impacts of through movements using, for example, Church Lane and the main street in Hunsdon to go to Bishops Stortford; or Eastwick Road serving Sawbridgeworth. These movements are particularly intense when there is congestion on the M11, spilling over onto the A10. Often in these occurrences, the Eastwick Roundabout causes severe delays, and Church Lane and Eastwick Road are observed by residents to become dangerously busy.

Fig. 5 - Character of Eastwick and Gilston



A. Attractive village front garden (Eastwick Hall Lane); B. Views over the open countryside from within the village (Eastwick); C. Deep front garden with large trees (Gilston Lane); D. Churches typically set in landscape at the village edge (St. Botolph's, Eastwick)

D. Vision and Objectives

The Vision and Objectives for the Area are the result of collaborative work between the community, the local authority and the promoters of development in the Gilston Area, which started during preparation of the Concept Framework and continued on the Neighbourhood Plan.

Local Perspective

63. Through on-going dialogue with EHC, the HGGT Board and developers, through engagement on the Concept Framework, the community has identified issues which have informed preparation of the Neighbourhood Plan:
- The community wishes to ensure that the release of Green Belt in this area genuinely leads to development of exceptional quality, that will create a strong community and eventually mature into attractive villages for the future.
 - Gilston, Eastwick and Hunsdon have a different identity and history from Harlow, and development in the area should emphasise this distinctiveness and sense of place.
 - The creation and preservation of green infrastructure and ease of access to community facilities, employment sources, shops and other services is recognised as a benefit for all residents of the Gilston Area.
 - Development should take the form of individual villages set in a rural landscape which take their inspiration from local Hertfordshire villages, rather than that of urban neighbourhoods. Great importance is placed by the community on using the existing landscape and local characteristics to create an attractive place and landscape setting for people to enjoy.
 - The development will lead to complete transformation of the Gilston Area, and this should be accompanied by improvements such as better connectivity and better services for the whole area, including existing communities, in line with Garden City Principles – rather than simply mitigation of development impacts.
 - It will be important to uphold the provisions in the District Plan to preserve and protect the open spaces in the northern section of the Gilston Area and to transfer them to the community to ensure their long-term stewardship and governance.
64. The Neighbourhood Plan adopts the shared vision and objectives set out in the Concept Framework¹⁸, which have been agreed by developers and endorsed by EHC and supported by the community during their drafting and then in consultation for the Neighbourhood Plan.

¹⁸ Gilston Area Concept Framework (July 2018), Gilston Area Vision (p.10)

65. The overall vision for development in the Gilston Area is to create seven new villages, each with its own distinct character and identity, within one overall landscape setting and based on the following Garden City Principles:
- Strong vision, leadership and community engagement.
 - Land value capture to deliver the essential social and physical infrastructure for the benefit of the community.
 - Long-term community ownership of land and stewardship of assets.
 - Mixed-tenure homes and housing types including those that are genuinely affordable.
 - A wide range of local jobs within easy commuting distance of homes.
 - Beautifully and imaginatively designed homes with access to open space, combining the best of town and country to create healthy communities, and including opportunities to grow food.
 - Development that enhances the natural environment, providing a comprehensive green infrastructure network and net biodiversity gains, and that uses energy-positive technology to ensure climate resilience.
 - Strong cultural, recreational and shopping facilities in walkable, vibrant, sociable communities.
 - Integrated and accessible transport systems, with walking, cycling and public transport designed to be the most attractive forms of local transport.

Vision for the Gilston Area

- I. To deliver new housing within seven distinct villages each of individual character, that are informed by the landscape, topographical and built features of the area and establish a positive relationship with the existing settlements.
- II. Each village will be clearly separated by meaningful and high-quality landscape with a compact centre and softer edges facing onto greenspace. The centres will be designed to be individually distinctive and to become natural meeting places, providing a good range of day-to-day services and facilities alongside housing.
- III. Every village will be designed using a palette of appropriate materials and features which respond to existing local context and architecture. The villages will be planned to support healthy community lifestyles, including a range of housing types and tenures, reducing car dependency, encouraging participation in community life, active mobility, sport and enjoyment of the countryside.
- IV. The housing mix will include typologies and tenures suitable for all ages, will support home working and learning and offer a range of accessible tenures including genuinely affordable housing and homes for those with care and support needs. Care will be taken to ensure that homes front the streets and lanes and car parking does not dominate the street scene.
- V. The achievement of a modal shift to reduce the dependence on car borne traffic will be strongly promoted through sustainable transport choices, new technologies and the creation of walkable neighbourhoods.
- VI. A cohesive and enhanced rural landscape will bind all the new and existing settlements together and measures will be taken to enhance habitats and biodiversity, the natural environment and resilience to climate change. Community ownership and management will ensure an attractive and permanent green setting, offering substantially increased access to open spaces and amenity for all. Existing villages and communities / clusters of houses will be physically respected but functionally integrated into a unified wider community.
- VII. The Gilston Area development will draw on the strategic thinking of the original 'Garden City' values of equality, good health, quality of life, a sense of community and access to employment, facilities and the countryside.
- VIII. The developers and East Hertfordshire District Council have committed to the principle of land value capture and the funding and delivery of services and infrastructure needed to support the Gilston Area, with long-term community stewardship of community assets and land. New infrastructure will be phased to mitigate the impacts of the development on existing and new communities.
- IX. Development of the Gilston Area will be delivered in conjunction with initiatives to further develop and regenerate Harlow through the Harlow and Gilston Garden Town initiative and the Harlow Town Centre Action Plan. This will encompass the delivery of strategic infrastructure to remedy current deficiencies, coordination of the infrastructure delivery to service the growth areas surrounding the town and potential funding/investment to support its delivery.

Objectives

66. The vision is underpinned by interrelated objectives and development principles which the Neighbourhood Plan seeks to achieve through a range of policies, actions and projects. These are consistent with the objectives and placemaking design principles set out in the Concept Framework and Policy GA1 and are set out in Appendix 1.

Fig. 6 - Historic Gilston Park

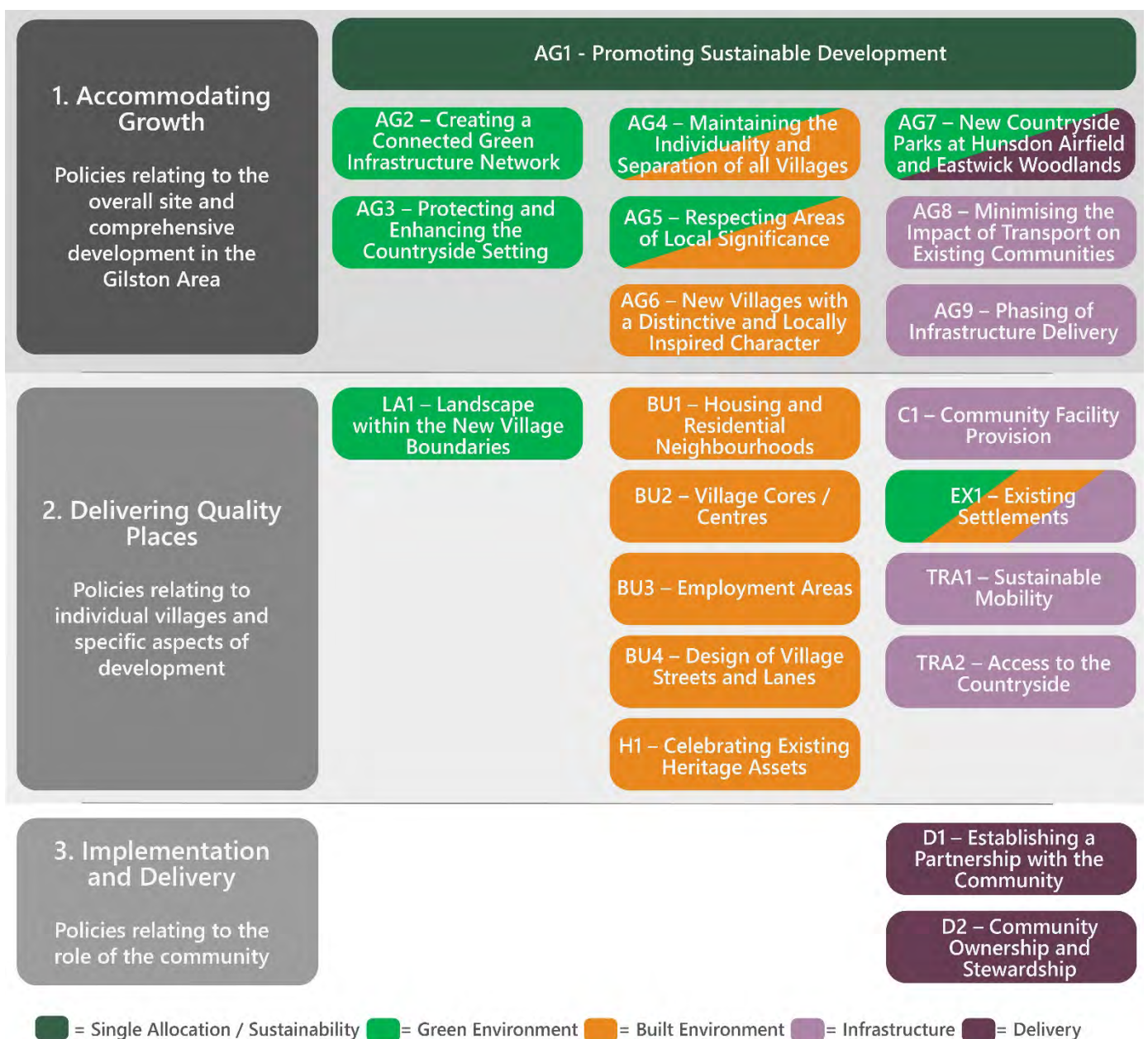


E. Neighbourhood Plan Policies

The Neighbourhood Plan policies address the Vision and Objectives for the Gilston Area and aim to shape and influence the development, contributing individually and collectively to the over-arching objective of delivering sustainable development in accordance with the strategic priorities of the District Plan.

67. The Neighbourhood Plan policies are criteria based and not prescriptive as long as the aim of each policy is satisfied. They are organised in three core themes as illustrated in Fig. 7 below.

Fig. 7 - Policy structure of the Neighbourhood Plan



1. Accommodating Growth

This group of policies addresses strategic issues: the meaning of sustainable development in the context of the Gilston Area, the relationship with landscape and countryside, the character of villages and the integration of new and existing settlements and the wider area.

1.1 - Promoting Sustainable Development

Rationale and Justification

68. Policy AG1 is a general policy which supplements Policy GA1 to ensure future development is comprehensively planned as a single allocation informed by local character and distinctiveness. It also sets out the main criteria for delivering sustainable development for the area and the measures needed to respond to a changing climate.
69. In accordance with Policy GA1, development in the Gilston Area is required to take the form of a series of villages set around the historic landscape of Gilston Park. Each village should have its own distinct character and identity which responds sensitively to local landscape, character and heritage.
70. The HGGT Vision makes a clear distinction between the Gilston Villages and the wider Garden Town, defining a village as ‘a residential community with local community facilities, shops and work spaces, which is set in rural countryside and is physically and visually distinct from the rest of the Garden Town and respects the existing landscape character.’¹⁹. This is reinforced in the Development Principles which underpin the Concept Framework (‘Well Connected but Distinctive from Harlow’).
71. The Neighbourhood Plan supports the emphasis placed on the rural landscape setting and on the development of distinctive villages of appropriate scale and character to provide a singular and coherent identity for the whole Gilston Area. A landscape led approach will ensure the integration of the existing settlements whilst retaining their individual form and identity.
72. In accordance with the Gilston Area Charter SPD, a Strategic Landscape Masterplan for the entire Gilston Area site allocation will be produced and approved before approval of the first Village Masterplan. The Charter SPD establishes that the production of the Strategic Landscape Masterplan, Village Masterplans and Design Codes will be developed with key stakeholder and community engagement as an integrated and ongoing part of the process²⁰.
73. The Strategic Landscape Masterplan will establish the spatial strategy for comprehensive development of the entire Gilston Area and how it will successfully integrate with existing settlements and the wider landscape²¹. It will establish the key components of the Green Infrastructure Network and address strategic matters including support for sustainable

¹⁹ Harlow and Gilston Garden Town Vision (November 2018) https://cdn-eastherts.onwebcurl.com/s3fs-public/documents/Harlow_and_Gilston_Garden_Town_Vision.pdf

²⁰ Gilston Area Charter SPD (June 2020) Figure 6

²¹ Gilston Area Charter SPD (June 2020) para 4.6

travel, integration with existing settlements and the wider landscape, village buffers and separation and management of surface water and flood mitigation²².

74. The NPPF²³ requires a proactive approach to mitigating and adapting to climate change, taking into account the long-term implications for flood risk, water supply, biodiversity and landscapes, and the risk of overheating from rising temperatures. Development in the Gilston Area should therefore:
- Protect areas of ecological, wildlife and landscape value and create an integrated green infrastructure network to support biodiversity.
 - Ensure that development supports the comprehensive needs of the area without placing additional pressures on existing infrastructure and services.
 - Promote the conservation of resources including water supplies and protect existing and future communities from the impacts of flood risk and climate change.
 - Manage storm water and avoid downstream flooding in the Stort Valley, through sustainable drainage systems and maintenance arrangements which will ensure an acceptable standard of operation for the lifetime of the development and, where possible, provide multifunctional benefits.
 - Promote high standards of sustainable design and construction.

Community Perspective

75. The community places great value on living in the Hertfordshire countryside and on the identity of the villages in the Gilston Area. Local residents recognise the functional interrelation with Harlow, but would like to ensure that the aspects of village character, community spirit and lifestyle of the area they value are extended to the new communities.
76. Whilst it is acknowledged that development on the scale proposed will impact on the rural setting of the area and existing settlements, the community is keen to ensure it is appropriate to the character of the area and does not result in an urban or suburban character, which could erode its distinctiveness from Harlow - a matter on which they place great importance.
77. A comprehensive plan for the whole Gilston Area is seen as key to preventing piecemeal development and controlling the form and character of new development.

²² Gilston Area Charter SPD (June 2020) para. 4.11

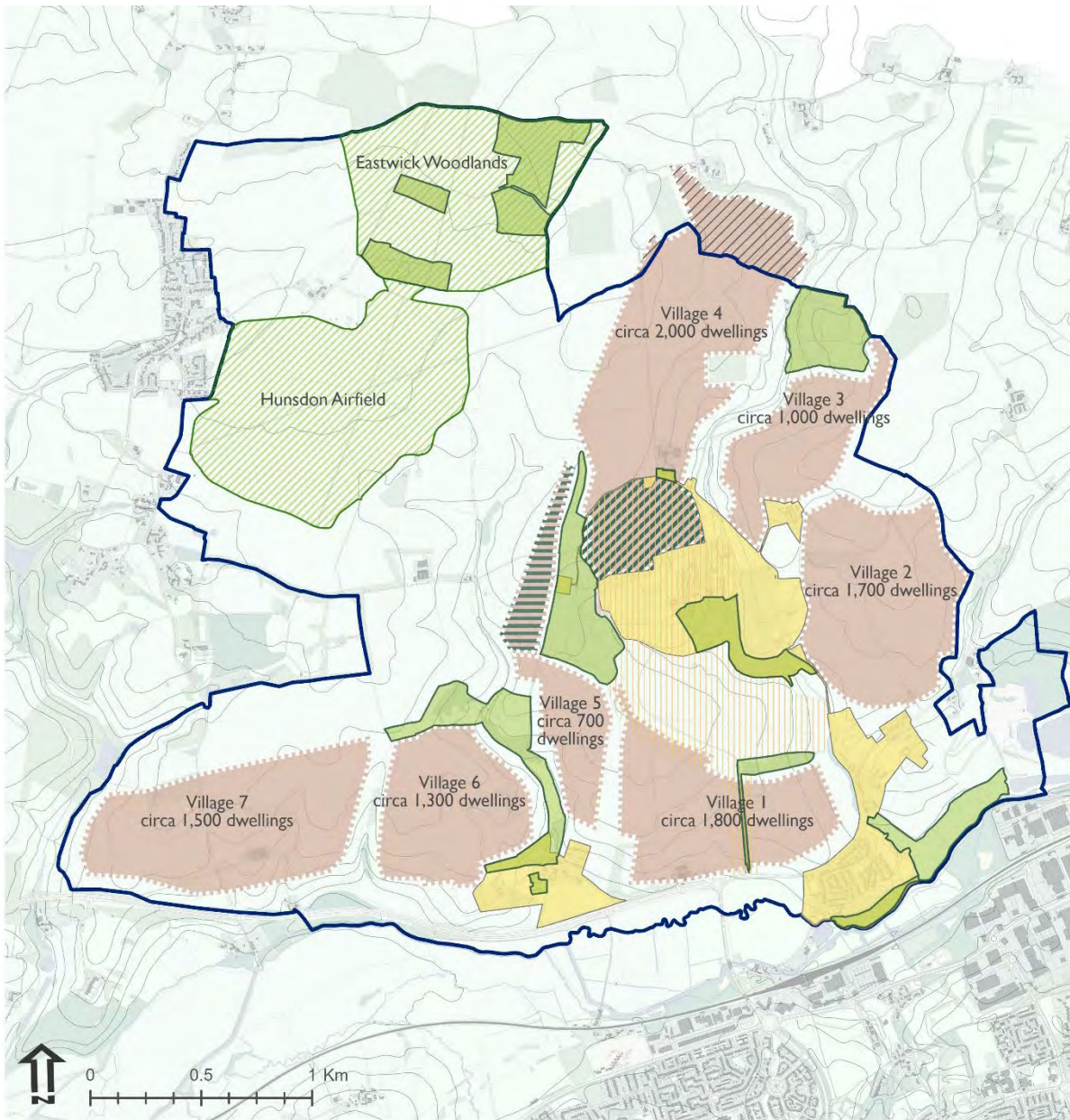
²³ National Planning Policy Framework (July 2018)

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

POLICY AG1 - Promoting Sustainable Development in the Gilston Area

1. Development in the Gilston Area will be supported where it can be demonstrated that the following criteria have been satisfied:
 - i. Development proposals have considered the context of the overall development of the Gilston Area and can demonstrate that they have not been considered in isolation.
 - ii. Development proposals have positively considered the existing settlements of Gilston, Eastwick and Hunsdon with respect to their character, heritage, environment and landscape setting and where possible have sought to enhance their access to services and facilities.
 - iii. Proposals are landscape-led and a sensitive approach has been adopted in the transition between built development and the countryside setting of new and existing villages.
 - iv. The new villages are visually and physically separated from Harlow by the natural greenspace of the Stort Valley.
2. The preparation, in collaboration with the local community, of a Strategic Landscape Masterplan for the entire Gilston Area will be necessary to provide the context and inform the preparation of Village Masterplans in accordance with Policy GA1 (IV).
3. Seven separate and distinctive new villages will be created, the locations of which are broadly defined in Fig. 8 together with the approximate number of dwellings for each. Every village will have an individual identity which complements the existing settlements and will be informed by Garden City Principles.
4. An integrated approach should be adopted to promote sustainable development, which considers:
 - i. The phased delivery of necessary social and physical infrastructure to meet the comprehensive infrastructure needs of the area.
 - ii. Retention of the countryside character of the landscape setting of the Gilston Area and an integrated network of green spaces.
 - iii. Protection and enhancement of areas of ecological, wildlife and landscape value.
 - iv. Protection and, where possible, enhancement of heritage assets.
 - v. The proactive engagement of local communities.
5. New development across the Gilston Area should:
 - i. Incorporate measures to conserve water resources and protect existing and new communities from the impacts of flood risk and climate change.
 - ii. Maximise energy and water efficiency. Non-residential buildings should seek to achieve the same standards of efficient use of water resources as residential buildings or a BREEAM 'excellent' rating for water efficiency.
 - iii. Deliver high-quality low carbon homes, using where appropriate wood or recycled materials in construction and measures for energy and water efficiency.

Fig. 8 - Strategic Plan of Designations and Development Areas



- Neighbourhood Plan Boundary
- Broad Location of New Villages
- Part of Village outside Neighbourhood Plan
- Community Boundaries
- Designated Local Green Space
- Countryside Park
- Sensitive Landscape Setting (Gilston Fields)
- Sensitive Landscape Integration of Community & Leisure Use
- Sensitive Heritage Setting

1.2 - Creating a Connected Green Infrastructure Network

Rationale and Justification

78. Policy AG2 seeks to promote the creation of a continuous network of natural greenspaces and to protect the water environment in the Gilston Area.
79. The objective is to:
- Create an extended network of accessible ‘natural greenspaces’ as defined by Natural England (ENRR526 Accessible Natural Greenspace)²⁴, using existing trees, hedgerows and landscape features.
 - Establish and maintain a natural landscape setting of rural character between new and existing settlements/ communities.
 - Ensure the protection of existing landscape features and wildlife sites and the establishment of wildlife corridors and interconnected habitats across the area.
80. District Plan Policy GA1(III) and GA1(V(g)) states that development will deliver comprehensive green infrastructure throughout the site, maximising opportunities to link into existing assets and enhancing biodiversity. Proposals will include a significant amount of open space within the north and north western sections of the area. In addition, the environment of the Stort Valley will be enhanced, and other landscape features preserved.
81. Policy AG2 seeks to ensure that the green infrastructure network is continuous and connected beyond the Gilston Area to incorporate key landscape features (see Fig. 9) and reflect the priorities established in other relevant guidance:
- The HGGT Vision highlights the importance of a landscape-led approach to masterplanning which responds to the natural character of the landscape, connecting all parts of the Garden Town and the wider countryside.
 - The Concept Framework established the principle of connectivity between the existing network of parks, views and paths to form a rich and permeable green network²⁵.
 - The HGGT Design Guide highlights the need to ensure that areas of new development should minimise the visual presence of built form and retain a green setting separating Gilston and Harlow²⁶.
82. The Gilston Area Charter SPD requires the preparation of a Strategic Landscape Masterplan to establish the key components and Character Areas that will form the comprehensive green infrastructure network across the site and inform the relationship between new villages and their green setting and ensure that the area as a whole integrates seamlessly into the wider landscape, beyond the development boundaries²⁷.

²⁴ [Accessible Natural Green Space Standards in Towns and Cities: A Review and Toolkit for their Implementation - ENRR526 \(naturalengland.org.uk\)](https://www.naturalengland.org.uk/Policy-and-Strategy/Policy-and-Strategy-Details/Accessible-Natural-Green-Space-Standards-in-Towns-and-Cities-A-Review-and-Toolkit-for-their-Implementation-ENRR526)

²⁵ Gilston Area Concept Framework (July 2018) p.80

²⁶ Harlow and Gilston Garden Town Design Guide (November 2018) p.22

²⁷ Gilston Area Charter SPD (June 2020) paras 4.10-4.11

83. Natural England has developed the Accessible Natural Greenspace Standard (ANGSt)²⁸ to assist in planning for accessible natural greenspace. The standards recommend the distances required to ensure that everyone has good access to natural greenspace.
84. The creation of a network of greenspaces is consistent with Hertfordshire County Council's Local Transport Plan 4 (LTP4) which recognises the need for integration of footpaths and cycleways with the greenspace and landscape corridors to support sustainable mobility and achieve the aims of the HGGT Sustainable Transport Strategy.
85. The setting of villages within a predominant landscape and associated water environment is a key feature of the area whose countryside character has remained broadly unchanged since Tudor times (see Section C) and substantially unaltered in the post-war period, when Harlow and many villages and towns around Hertfordshire grew and changed in both size and character.
86. The slopes and plateaus of Eastwick, Gilston and Hunsdon comprise agricultural fields, semi-natural parkland (Gilston Park and nearby Hunsdon House), veteran trees, established hedgerows, ditches and pockets of ancient or replanted woodland. Important wildlife areas exist nearby at the Lee Valley Park, Stort Valley marshlands and its SSSI, and the Forests of Epping and Hatfield.
87. The creation of buffer zones adjacent to rivers performs a vital role in preserving and enhancing the health of rivers in terms of water quality, floodplain storage and habitats. River corridors are used by migrating and foraging species such as bats and thus allow the movement of species between areas. Networks of these buffer zones will help wildlife adapt to climate change and provide the opportunity to restore the watercourses. The Stort Catchment Partnership, hosted by Herts and Middlesex Wildlife Trust, has prepared The River Stort Catchment Management Plan²⁹ setting out the objectives and main projects to improve these watercourses and associated habitats. Their aim is to reach good ecological status for all waterbodies by 2027.
88. It will be important to protect existing wildlife sites and biodiversity and retain wildlife connectivity across the wider area, as the sites are developed. The government is to introduce a mandatory requirement for development in England to deliver 'biodiversity net gain' of 10% at least. Biodiversity net gain could be achieved in a number of ways, for example through the creation of biodiversity corridors between villages, species-rich planted areas and woodland, restoration and enhancement of rivers and their corridors (e.g. Fiddlers Brook and projects within the Stort Valley).
89. The creation of a green infrastructure network also provides the potential for betterment of land drainage through appropriately designed sustainable urban drainage systems (SuDS). Appropriate stewardship arrangements are essential to ensure that any blue/green infrastructure is appropriately managed and maintained in the future.

²⁸ 'Nature Nearby' Accessible Natural Greenspace Guidance, Natural England, March 2010
http://www.ukmaburbanforum.co.uk/documents/other/nature_nearby.pdf

²⁹ River Stort Catchment Management Plan www.riverleacatchment.org.uk/index.php/river-stort-home

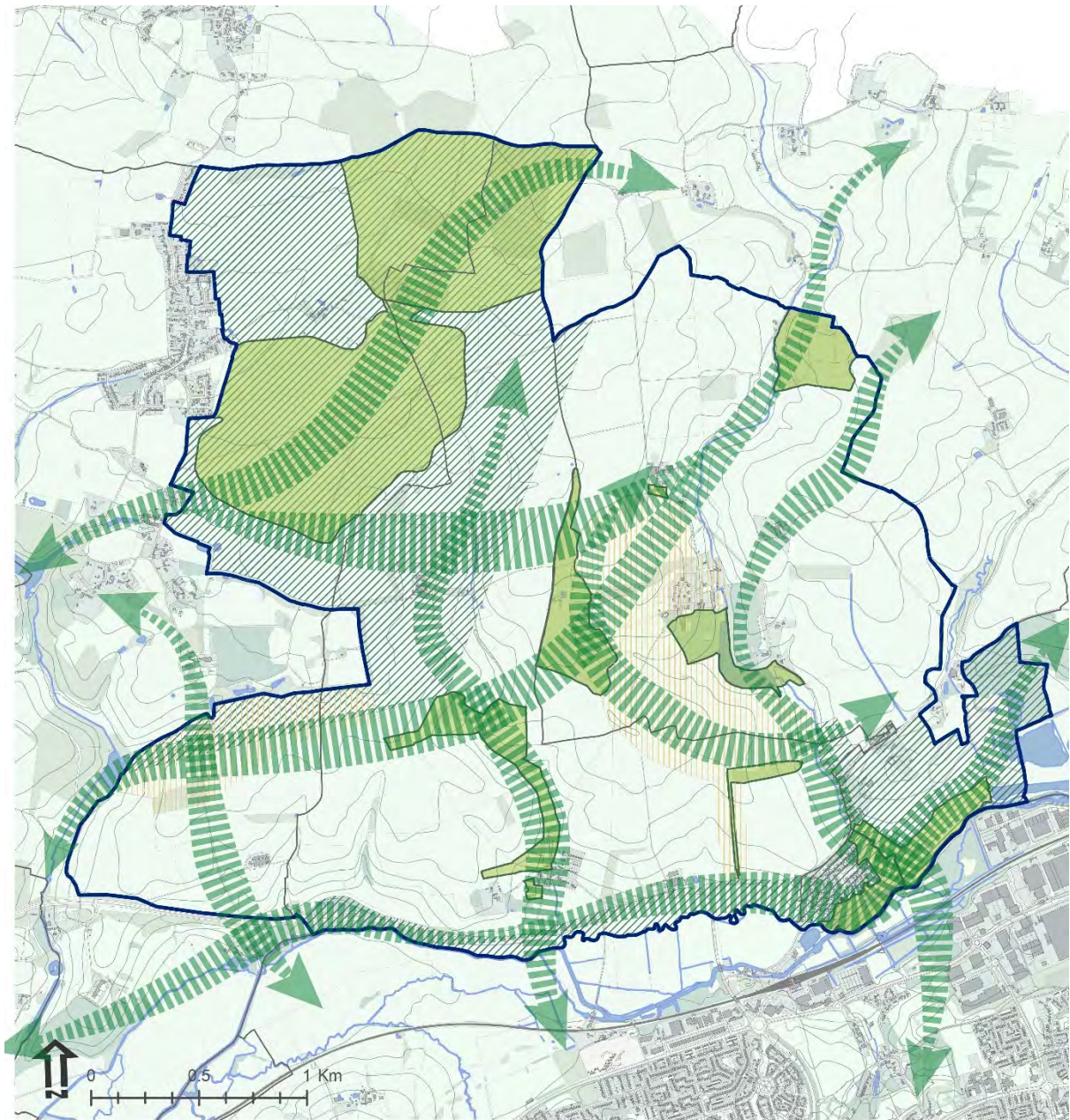
Community Perspective

90. The community places great value on the countryside setting of their villages, the proximity of wildlife habitats and access to natural greenspace. Consultation on the Concept Framework (Sept 2017) highlighted local concerns about the impact of development on the relationship between countryside and new and existing villages and the need to protect and expand existing wildlife habitats and achieve a net biodiversity gain for the area.
91. Additionally, concern has been expressed about retaining the open aspect of important heritage assets, including St Mary's Church, Gilston Park House, St Botolph's, St Dustan's and Hunsdon House. Concern has also been expressed about the location of more intensive recreational activities in the open spaces and woodlands where these would disturb existing wildlife habitats.

POLICY AG2 – Creating a Connected Green Infrastructure Network

1. Development should:
 - i. Minimise direct and indirect impacts on natural landscape assets in the Gilston Area including Local Wildlife Sites, areas of ecological importance, woodlands and water bodies and create, retain and manage appropriate separation distances and buffer zones.
 - ii. Retain and, where possible, enhance areas of ecological importance including local wildlife sites and existing waterbodies.
 - iii. Retain, enhance and, where possible, extend existing woodlands at an early stage of the development process.
2. Development proposals should take into account the Strategic Landscape Masterplan for the Gilston Area (see Policy AG1 (2)) to ensure the integrity of the landscape and countryside setting whilst creating an integrated Green Infrastructure Network that will surround and sit alongside the new villages, existing settlements and the wider landscape comprising:
 - i. Existing parks, woodlands, designated green spaces and wildlife sites, streams and other water bodies including the River Stort and Navigation and connections into it.
 - ii. Interconnected green corridors of adequate width to safeguard biodiversity and natural assets with suitable wildlife corridor connections with the wider green infrastructure network including the Stort Valley, the Green Belt and Green Wedges in Harlow which abut the River Stort, the Lee Valley Park, Epping Forest and Hatfield Forest.
 - iii. Green corridors separating the villages (see Policy AG4).
 - iv. New green spaces and habitats to promote a net gain in biodiversity.
 - v. Walking and cycling access to the countryside in accordance with best practice such as Natural England Accessible Natural Greenspace Standards (ANGst).
 - vi. Areas of open space contributing to locally cherished views in the Gilston Area and the natural corridor of the Stort Valley (see Policy AG5).
 - vii. Land required for an effective sustainable drainage system in accordance with District Plan Policy WAT5, taking account of historic flood problems, protecting the Stort water systems and taking inspiration from traditional ditch and pond features.
3. The Green Infrastructure Network will be retained in perpetuity and subject to management and maintenance plans which will be secured through appropriate legal agreements.

Fig. 9 - Indicative Green Infrastructure Network



-  Neighbourhood Plan Boundary
-  Parish Boundaries
-  Sensitive Historic Setting
-  Green Belt and Open Space Land
-  Important Green Spaces
-  Waterbodies
-  Indicative Green Corridors

1.3 - Protecting and Enhancing the Countryside Setting of New and Existing Villages

Rationale and Justification

92. Policy AG3 identifies the measures required to mitigate the urbanising effect of development and protect the countryside setting of villages (existing and new) in order to retain the character of the area.
93. Countryside is the common term that indicates the open space outside cities and urban areas, made up of agricultural and natural greenspace (as defined by Natural England ENRR526³⁰), including woodland, scrub, heathland, meadows and marshes, which support wild plants and animals.
94. The HGGT Vision supports the same objective of this Policy as it defines a village as being set in rural countryside and states that the open space between the Gilston villages ‘will be rural in character using farmland and woodland to reinforce the separation of development and maintain existing village ways of life’³¹.
95. The importance of preserving and protecting the landscape attributes of the Gilston Area whilst accommodating the scale of development proposed in the District Plan has also been established in the Concept Framework. The Concept Framework sets out the following guidelines to develop a unique landscape setting for the Gilston Area³²:
 - The location of the villages should emerge from analysis and understanding of the wider strategic landscape character.
 - Development in the Gilston Area should respect and have a positive relationship with its landscape and heritage assets.
 - Where appropriate, landscape buffers are to be proposed to create a positive transition between existing places or features and new development.
96. The Gilston Area Charter SPD requires Masterplans to consider how development will sensitively respond to context, including protecting and enhancing ecological and heritage assets of the site, the wider landscape and Stort Valley and the relationship with existing settlements, Harlow and the wider Garden Town.
97. The Neighbourhood Plan requires that the greenspace between the villages retains a seamless landscape with the surrounding countryside, with the character and appearance of common land rather than that of a formal / urban parkland. Inspiration should be taken from local villages, set between trees and appearing in the wider landscape as blocks of trees with interspersed rooftops (See Appendix 3, Section 3.6).
98. Effective management will be important to ensure that the countryside setting of development is maintained over time. Uses which would have a negative impact on the natural and tranquil character of the countryside or require substantial new buildings or infrastructure, such as some forms of commercial leisure activities, will not be supported.

³⁰ [Accessible Natural Green Space Standards in Towns and Cities: A Review and Toolkit for their Implementation - ENRR526 \(naturalengland.org.uk\)](https://www.naturalengland.org.uk/implementation-enrr526)

³¹ Harlow and Gilston Garden Town Vision (November 2018) p. 12, Point 7

³² Gilston Area Concept Framework (July 2018) p.80

Community Perspective

99. The community places great importance on the countryside setting of the villages and the character of the area, where the countryside is a place of peaceful enjoyment. They would like that future residents chose this area because they also appreciate these distinctive characteristics and living near the countryside.
100. The proposed development will impact on existing landscape character, and these impacts must be managed and mitigated to retain the natural green setting of new and existing settlements and to enhance biodiversity and wildlife in the area.

Fig. 10 - The countryside setting of local villages



A. Rural setting of Hunsdon (Widford Rise) from the plateau of Eastwick Wood; B. Setting of agricultural fields of Eastwick from the east; C. View of Pye Corner from the footpath to the north

POLICY AG3 – Protecting and Enhancing the Countryside Setting of New and Existing Villages

1. Development proposals will be supported where it can be demonstrated that the following criteria have been satisfied:
 - i. Measures have been taken to contain and mitigate the visual impacts of development on the open character of the landscape setting of new and existing villages.
 - ii. Natural features such as fields and woodland blocks have been utilised to enhance the setting of new and existing villages (see Policy AG4).
 - iii. Open land outside the Village Boundaries has generally been maintained as Natural Greenspace (as defined by Natural England) with inspiration taken from the local countryside comprising areas of woodland, common land, hedgerows, fields and grassland, large trees and wetland by the brooks and ditches.
 - iv. Proposed plant species are typical of the local countryside and adaptable to changing climate conditions and maximise opportunities for enhanced biodiversity, spontaneous colonisation and habitat creation.
 - v. Paths and bridleways are well integrated with the landscape and, where provided, walls and gates take inspiration from local features.
2. Sport pitches and formal recreational facilities within the Green Infrastructure Network and outside of Village Boundaries should respect the countryside setting by:
 - i. Not requiring significant alteration of contours or the removal of substantial areas of existing vegetation.
 - ii. Ensuring that the setting of heritage assets or wildlife habitats are not adversely affected.
 - iii. Proposing a form of surfacing and enclosure in keeping with the rural setting.
 - iv. Providing only small-scale ancillary facilities, appropriately sited and of sensitive design, which carefully consider the impact on cherished views (see Fig. 14).
 - v. Avoiding floodlighting or night use where this would have an unacceptable impact on the environment, wildlife, the maintenance of dark skies or amenity as a result of noise and light pollution.
 - vi. Incorporating mitigation measures to reduce any adverse impacts on the amenity of existing residents and new communities.
3. The rural landscape, wetland environment and open views of the Stort Valley should be protected from encroachment and appropriate measures should be implemented to mitigate the impacts of development proposals on the Stort Valley and the open countryside including noise and light pollution.

1.4 - Maintaining the Individuality and Separation of all Villages

Rationale and Justification

101. The principle of avoiding coalescence between settlements is well established in planning policy and is recognised in the Concept Framework, the HGGT Vision and Design Guide and in good practice. Policy AG4 aims to ensure that the open space separating new and existing villages is meaningful and designed to emphasise the individuality of each settlement within a cohesive whole.
102. The Gilston Area should have a singular and coherent identity as a group of villages within the landscape, while accommodating diversity of character within. This approach makes possible the potential of incorporating the two existing settlements Gilston and Eastwick while retaining their individual form and identity.
103. All planning policy and guidance documents consistently refer to Gilston as a place which is distinct and separate from Harlow. District Plan Policy GA1(III) refers to ‘distinct villages’ and the HGGT Vision points to a ‘series of distinctive neighbourhoods and villages’ and to connecting ‘out to the wider countryside and Stort Valley’. The HGGT Vision places emphasis on the difference in the balance between green and built areas between the Gilston Area and the wider Garden Town ³³: in Gilston there will be individual and distinctive villages set within the landscape, while Harlow (although still landscape-led) has an urban layout of interrelating neighbourhoods separated by green wedges.
104. The new villages should also have individual identities. This approach is supported by the Garden Town Design Guide, which promotes an individual identity for each village and requires that development should respond positively to the landscape and topography to avoid being too visually prominent. The placemaking principles which underpin the Concept Framework state that the location and extent of village development will be influenced by the existing landscape and that the new villages will be separated by green corridors of sufficient width to ensure the villages are separate and distinctive, whilst also performing a greenspace role and function ³⁴.
105. The Gilston Area Charter SPD provides detailed guidance on the preparation of Village Masterplans and the need to have regard to how villages will interface and respond to the surrounding landscape in the context of the approved Strategic Landscape Masterplan ³⁵.
106. Within Hertfordshire, villages are typically surrounded by a rural landscape of fields and woodlands. In some cases, villages along a road corridor are separated by smaller fields of 100-200m width and clear discontinuity in the built form that maintains identity and prevents coalescence. This is the case of Hunsdon and Widford, or High Wych and Sawbridgeworth.
107. Identity and distinctiveness should be informed by an in-depth understanding of the structure of local settlements, landscape, topographical and built features of the area

³³ Harlow and Gilston Garden Town Vision (November 2018) pp.4-5

³⁴ Gilston Area Concept Framework (July 2018) p.74

³⁵ Gilston Area Charter SPD (June 2020) para 5.3 step 4

within a comprehensive plan. Each of the new villages should feature discrete built areas, clear detachment, separation of frontages over rural fields or woodland with a clear perception of distance, sufficient to ensure that the villages are not seen as neighbourhoods of a single settlement but as genuinely distinct and individual villages.

108. Boundaries for the new villages and the communities of Eastwick and Gilston should be defined through a landscape-led approach to identify the landscape boundaries (in the Strategic Landscape Masterplan) and the edge of the built form and village boundaries (finalised through the Village Masterplans).

Community Perspective

109. The community has expressed concerns about the appropriateness of urban built forms in new development. Whilst it is recognised that the Gilston Area is separated from Harlow by the retained Green Belt and the River Stort, the community is concerned that there is a risk of visually merging the new built form into the urban area of Harlow.
110. Local residents support the sentiment of the strategic diagram in the HGGT Design Guide³⁶ and have a strong desire to ensure that new development respects the character of existing settlements, minimises and mitigates impacts on the existing community and creates separate villages which are sympathetic to the character of the Gilston Area and have a distinctive individual character.

Fig. 11 - Example of the gap between Hunsdon and Widford, typical of the area



A. Gap between Widford and Hunsdon looking west towards Gilston (power lines in the distance)
B. Visual gap between Widford and Hunsdon looking east

³⁶ Harlow and Gilston Garden Town Design Guide (November 2019), Page 9

POLICY AG4 – Maintaining the Individuality and Separation of all Villages

1. The location and extent of new village development should be informed by existing landscape character, topography and heritage assets and respond sympathetically to the built form and setting of existing settlements and communities:
 - i. A landscape-led approach should be adopted to define the extent of meaningful separation and green corridors between villages. The boundaries of these corridors will be identified in the Strategic Landscape Masterplan.
 - ii. The green corridors separating villages should form part of the Green Infrastructure Network (Policy AG3).
2. Measures should be incorporated to protect the setting and distinctiveness of Eastwick, Gilston and Hunsdon and other clusters of existing buildings, including the establishment of landscape buffers and the retention of existing landscape features. The landscape buffers should comprise natural greenspace and a mixture of new planting and management of existing vegetation.
3. The new villages should each have a defined Village Boundary within which built development should be contained in order to create a distinct identity.
4. The green corridors separating villages should:
 - i. Be of sufficient width and biodiversity value to support wildlife habitats and protect areas of ecological value from environmental impacts such as noise and light pollution.
 - ii. Accommodate paths and cycle connections provided these can be accommodated without compromising the physical and visual separation between villages, the amenity of existing and new communities and the ecological value of the corridors.
 - iii. Include provision for early planting and landscape improvements.
5. The detailed design and treatment of the natural green corridors and landscape buffers including rights of way and cycle connections will be identified in the Strategic Landscape Masterplan and Village Masterplans in consultation with the local community.

1.5 – Respecting Areas of Local Significance

Rationale and Justification

111. Policy AG5 seeks to respect the integrity of the setting of existing settlements, heritage assets and landscape features of the area by identifying Local Green Spaces, community identity and locally cherished views. This is essential to respect local context and the character and distinctiveness of the Gilston Area, so that existing and future residents can still appreciate its qualities.
112. The Policy identifies:
 - Local Green Spaces, corresponding to landscape and biodiversity assets meaningful to the community.
 - Community Boundaries, identifying the extent of existing village communities, whose integrity should be protected, which is not always clear, particularly in the case of the dispersed settlement of Gilston.
 - Locally cherished views over the open countryside and sensitive areas contributing to the appreciation of the landscape, and the setting of the most significant landmarks. These have been identified by the community as contributing to the character and enjoyment of the area. They are not assessed views and are independent of any views which may be agreed with EHC and assessed for the purposes of the Environmental Impact Assessments (and LVIAs) supporting the outline applications as part of the formal planning process.
113. This is consistent with Policy GA1 (V(g) and V(o)) of the District Plan, which emphasises the need to include opportunities to enhance on-site assets, biodiversity and protect Local Wildlife Sites and heritage assets and their settings, on-site and in the wider area.
114. The Gilston Area Concept Framework promotes the notion of development that will have a positive relationship with its landscape and heritage assets and the countryside and existing landscape attributes as far as possible. It also states that the designs of each village will identify long and short-range views to create visual connections with notable existing built and landscape features³⁷.
115. Similar aims are also established in the HGGT Vision and Design Guide. The Vision (Maximising Visibility and Appreciation of our Heritage) states that views of the natural and built landscape will be retained, with views towards heritage assets framed and enhanced³⁸. The HGGT Design Guide identifies key landmarks and views across the Garden Town that will be important to retain and enhance. These include the strategic views from Hunsdon Airfield, St Mary's Church and St Dunstan's Church which are specifically identified as distinctive local assets³⁹.
116. Policy AG5 identifies specific Local Green Spaces (in accordance with the NPPF⁴⁰) to signal their special qualities and because their protection and enhancement is considered to be critical to meeting the objectives set out in the Neighbourhood Plan. These are areas of local significance which are highly valued by the community (see Fig. 12). They are sensitive and

³⁷ Gilston Area Concept Framework (July 2018) p. 77

³⁸ Harlow and Gilston Garden Town Vision (November 2018) p11

³⁹ Harlow and Gilston Garden Town Design Guide (November 2018) p.22

⁴⁰ Paragraph 99, National Planning Policy Framework, Ministry of Housing, Communities & Local Government (June 2019)

highly constrained areas of woodland and natural space with high biodiversity value, compatible with quiet outdoor recreation and contemplation. There is therefore strong local justification for taking a different approach to development management to that advised in paragraph 101 of the NPPF. Accordingly, development should be restricted to what is needed for their maintenance and preservation, with limited additions aimed at increasing appreciation and respect for these spaces. This could include repair and adaptation of existing structures, improvements to paths and drainage, and limited interventions such as erection of memorials, information boards or similar. The assessment of the designations demonstrates that they meet the criteria set out in the NPPF and is summarised in Appendix 2.

117. Of the existing communities of the villages of Eastwick, Gilston and Hunsdon and scattered or non-contiguous buildings, Hunsdon is a Group 1 Village and the others are Group 3 as defined in the District Plan. Only Hunsdon has a Village Boundary defined in the District Plan maps.
118. In order to protect the character of existing communities, and to assist in the protection of their integrity and setting, Community Boundary designations are proposed to identify the extent of the existing settlement and community (defined in Fig. 12). The Community Boundaries indicate a community unit, which should be protected to retain its cohesion. They are not equivalent to a Village Boundary, as they do not define areas where intensification and infill will be permitted. The existing settlements are characterised by a loose built-up form and scattered buildings and any future development in the Gilston Area should ensure that the character remains that of a settlement made of groupings of buildings dispersed in open space. Any planning applications within the Community Boundaries would need to respond to adopted policies relevant to Group 3 Villages as well as the Neighbourhood Plan.
119. The Neighbourhood Plan identifies three types of views (see Fig. 14):
 - Long Distance Views, relating to the entire Harlow and Gilston Garden Town, and already identified in the HGGT Design Guide ⁴¹.
 - Mid Distance Views to and from local assets, forming the setting of the churches, the historic manor houses and other locally significant features, like the war memorials and the Airfield memorial (see photos in Fig. 19).
 - Mid Distance Open Views from publicly accessible tracks and footpaths across the countryside and open fields important for the identity and appreciation of the landscape of the area.

Community Perspective

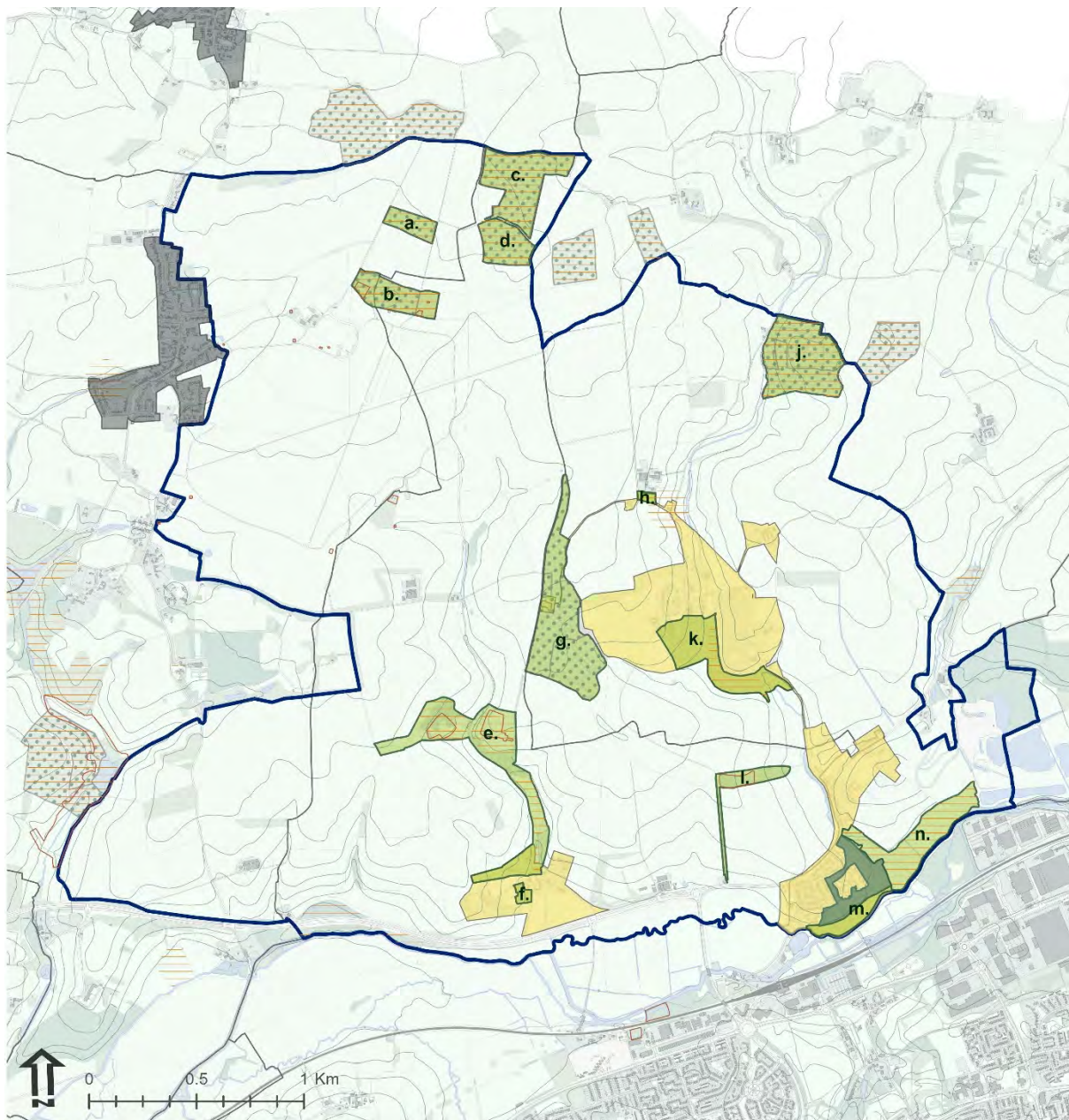
120. The Local Green Spaces have been identified as being special by the local community and hold a particular local significance, because of their beauty, historic significance, recreational value, tranquillity or richness of their biodiversity and wildlife (see Fig. 13).
121. Views across the fields towards heritage landmarks and mid-distance views across the landscape and towards the existing villages are cherished by local residents. These have been recorded by the local community. The preparation of Village Masterplans should involve consultation with the local community on these views to ensure a positive interface between development and the countryside (see Fig. 14 and Fig. 15).

⁴¹ Harlow and Gilston Garden Town Design Guide (November 2018), p.21

POLICY AG5 - Respecting Areas of Local Significance

1. The following sites are locally significant and are designated as Local Green Spaces in accordance with the NPPF and District Plan Policy CFLR2. These sites should form part of the Green Infrastructure Network; the Local Green Spaces are (Fig. 12):
 - a. Eastwick Wood
 - b. Black Hut Wood
 - c. Lawns Wood and Moat
 - d. Queens Wood
 - e. Eastwick Valley and Eastwick Hall Corridor
 - f. St. Botolph's Churchyard
 - g. Home Wood
 - h. St. Mary's Churchyard
 - j. Golden Grove
 - k. Gilston House Parkland and Lake
 - l. Avenue and Chase
 - m. Woodland to the south of Terlings Park
 - n. Fiddlers Brook / Lowland Fens
2. Any development within local green spaces should be tightly constrained, and restricted to works necessary for their maintenance and preservation, and minor ancillary works necessary for enhancement of their appreciation. In exceptional circumstances, development needed for strategic infrastructure required for the Gilston area (Policy GA2) may be permitted.
3. Community Boundary designations (as defined in Fig. 12) identify the extent of the existing settlements of Eastwick, Gilston and Hunsdon, including clusters of scattered buildings which form part of these communities. Development proposals will be required to protect the integrity of the community within these areas and proposals should demonstrate how impacts on existing communities will be managed.
4. The preparation of Village Masterplans should involve consultation with the local community on locally cherished views (identified in Fig. 14):
 - A. Long distance view from the Hunsdon Plateau / Hunsdon Lodge Farm looking south
 - B. Long distance view from Harlow, marking the transition from urban to village setting
 - C. Long distance view from Parndon Mill across the Stort Valley
 - D. Views to and from the Churches of St. Mary's, St. Botolph's and St. Dunstan and churchyards
 - E. Views of the Listed Gilston Park House and Hunsdon House and their gardens
 - F. Open view over Hunsdon Airfield from Acorn Street and Drury Lane and from the airfield towards St Mary's
 - G. Open views across the airfield from the Airfield Memorial and hangars
 - H. Open views out from Eastwick Road towards the Memorial
 - J. Open views towards Eastwick from the Stort Valley and from the lower part of Gilston Park
 - K. Rural views from Hunsdon Pound towards Brickhouse Farm House
 - L. Open views towards Hunsdon Brook Fishponds
 - M. Open views towards and from Home Wood and Hunsdon / Cock Robin Lane
 - N. Open view from the exit of Terlings Park and Fiddlers Brook
 - P. Open view from the path by Channock Farm towards Golden Grove and High Wych.

Fig. 12 - Designation of Local Green Spaces and Community Boundaries



- Neighbourhood Plan Boundary
- Parish Boundaries
- Local Green Space
- Local Green Space Designated by the District Plan
- Wildlife Sites
- Ancient Woodland
- Scheduled Monuments
- Community Boundaries

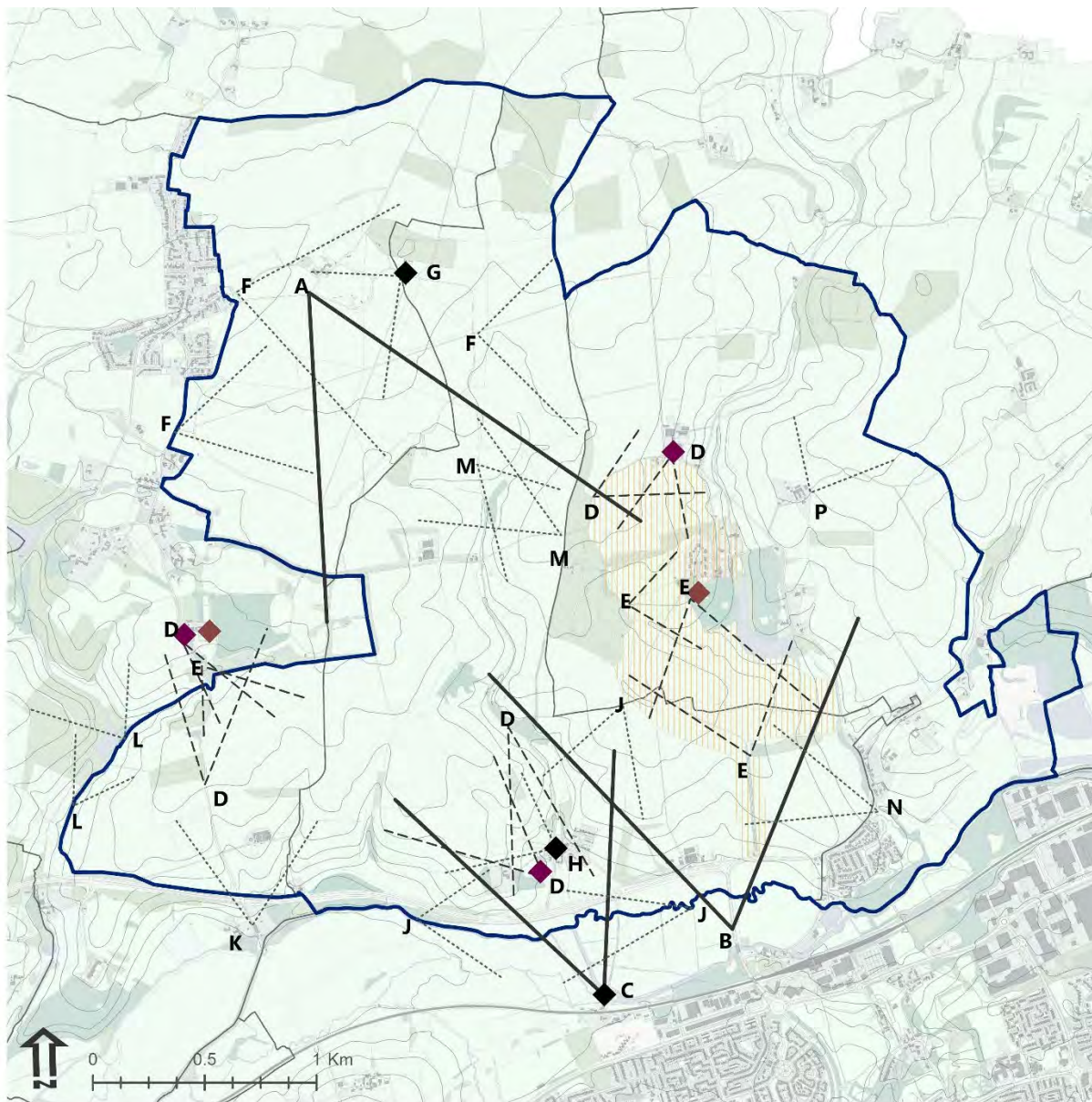
- Local Green Space Designations
- a. Eastwick Wood
 - b. Black Hut Wood
 - c. Lawns Wood and Moat
 - d. Queens Wood
 - e. Eastwick Valley and Eastwick Hall Corridor
 - f. St. Botolph's Churchyard
 - g. Home Wood
 - h. St. Mary's Churchyard
 - j. Golden Grove
 - k. Gilston House Parkland and Lake
 - l. Avenue and Chase
 - m. Terlings Park (Southern Edge)
 - n. Fiddlers Brook / Lowland Fens

Fig. 13 - Impressions from the Local Green Spaces



A. Eastwick Wood; B. Parkland at Gilston Park House; C. Giant cedar of Lebanon in Terlings parkland; D. Edge of Home Wood with a deer; E. Early purple orchids in Hunsdon; F. Home Wood.

Fig. 14 - Cherished Views over the Open Countryside and Sensitive Heritage Settings



Neighbourhood Plan Boundary

Parish Boundaries

Church

Manor House

Other Asset

Sensitive Heritage Setting

Cherished Local Views

Long Distance View

View Towards and from Distinctive Landmarks

View of Open Countryside

Cherished Views (Identified by the Local Community)

A. Long distance view from the Hunsdon Plateau

B. Long distance view from Harlow

C. Long distance view from Parndon Mill

D. Views to and from the churches and churchyards

E. Views of Gilston Park House and Hunsdon House

F. Open view over Hunsdon Airfield

G. Open views from the Airfield Memorial and hangars

H. Open views out from Eastwick Road and Memorial

J. Open views towards Eastwick from south

K. Rural views from Hunsdon Pound

L. Views towards Hunsdon Brook Fishponds

M. Open views towards and from Home Wood and Hunsdon

N. Open view from Terlings Park and Fiddlers Brook

P. Open view from the path by Channock Farm

Fig. 15 - Examples of key cherished views over the open countryside or part of the setting of local assets



A. The green setting of fields and trees looking south from St. Mary's Church; B. View of Hunsdon House and St Dunstan's from the south; C. Looking south across the airfield; D. Tranquil semi-natural part of the river looking towards Eastwick and A414; E. View towards Home Wood, past St Mary's Church; F. From Eastwick Hall Lane looking south-west towards Eastwick; G. Looking north from the edge of the airfield towards Black Hut Wood and the hangars

1.6 - Creating New Garden Villages with a Distinctive and Locally Inspired Character

Rationale and Justification

122. **Policy AG6 seeks to promote new villages with a distinctive character, appropriate to context and inspired by the typical characteristics of Hertfordshire settlements. The design of each village should draw from the appreciation of the existing landscape, topography, local village form and heritage assets and should aim to achieve the best possible balance between landscape, height and density. Where trade-offs may be required, the local community should be engaged in the choices to be made, through a collaborative Masterplanning process.**
123. The Neighbourhood Plan recognises that the new villages will be required to accommodate the allocation requirements of the District Plan and to meet current design and sustainability standards and does not intend to be prescriptive about specific architectural or built form, as long as the aim of the policy is satisfied.
124. The importance of designing in context is well established in design practice and it is supported by policy and guidance for the area:
- The report of the Building Better, Building Beautiful Commission (Living with Beauty, January 2020) sees ugliness as buildings that violate the context in which they are placed. Such buildings would destroy the sense of place and undermine the spirit of community.
 - The District Plan (2018) makes numerous references to design in context and respecting the character of the area in its policies on design, villages and housing.
 - The Concept Framework, HGGT Vision and HGGT Design Guide all make reference to, and support, the importance of development proposals drawing from the character of local settlements and the wider East Hertfordshire context and, where possible reflect the historic pattern of lanes in the structure of the new villages.
 - The HGGT Vision also states that housing densities across the Garden Town will be broadly between 25 and 55 homes a hectare and that densities will typically increase towards local centres and transport hubs and villages should fragment at their edges.
 - In their responses to local consultations, Historic England highlighted the important role that the historic environment plays in place-making and reiterated their advice that development should draw on local vernacular/building materials and village forms, allowing a development to have a clear and distinctive character⁴².
125. The Concept Framework proposes that the height of buildings will be defined in the Village Masterplan and that the overall development will have an average net density of 33 dwellings per hectare⁴³. This approach is consistent with the aim of Policy AG6 as it will allow the identification of balance between massing and the delivery of new villages of distinct and locally inspired character when the new villages are designed.
126. As part of the Village Masterplan process, consideration should be given to the typical characteristics of local villages. Appendix 3, Defining Village Character, offers a source of design cues covering the key characteristics to be considered in future designs. By choice,

⁴² Gilston Area Charter Executive Report (East Herts Council 2 June 2020) p.95

⁴³ Gilston Area Concept Framework (2018), pages 104-109

the Appendix makes no prescriptive recommendation and does not endorse any specific architectural style and is not to be interpreted as prescriptive guidance. Key elements include:

- The typical structure of local villages linear and organised around a central spine, without comprehensive grids, common in planned settlements and market towns.
 - Streets and lanes informal layout with low engineering definition, slow speed and rich mixed landscape.
 - How views out towards the countryside are present within villages with views over rural landscape opening up from crossroads from within the core of the village.
 - The character of the landscape within the village boundaries, including blocks of natural / semi-natural landscape with big countryside trees or fields.
 - How local villages are seen and with views from the countryside dominated by big trees and landscape and not by buildings.
 - The importance of ‘soft’ and informal edges, without continuous frontages or repetitive rooflines and with buildings partly hidden by planting.
 - The sense of arrival and transition from countryside to village without a built ‘gateway’; typically, arrival is through a green transition area.
 - The character of local landmark buildings (manor houses and churches) isolated from the village, creating attractive views from the countryside and no focal point within the built-up area.
 - Height and massing typically two-storeys, with the occasional three-storey building in a discreet location.
 - Variety of alignment and built form from compact and continuous frontages in the core of the village (such as Hunsdon, Much Hadham, High Wych) to deeply set back isolated buildings (such as Gilston Lane, Eastwick fringes, and the outer parts of Hunsdon).
127. The new villages should also reflect contemporary design criteria, which incorporate the highest standards of sustainability. Innovative design that is flexible, adaptable and incorporates cutting-edge technology in the fields of low carbon, low energy consumption, low water demand and water conservation is encouraged in line with the HGGT Vision⁴⁴.

Community Perspective

128. The community is of the view that new development should respond sensitively to existing buildings and settlements so that future residents will also enjoy the qualities of the area. The need to reflect local village character in the design of the new villages was a recurring theme. For example, during revisions to the Concept Framework, images and built form which were pointing towards urban and suburban character were removed at the request of the local community. It is, however, recognised that:
- The new villages will be larger than the majority of local ones and will need more articulation in their structure, taking inspiration from settlements like Puckeridge (see Appendix 3) or possibly Buntingford.

⁴⁴ Harlow and Gilston Garden Town Vision (November 2018) p.9

- There may be a need for trade-off between landscape separation and density. These trade-offs will need to be explored as options in collaboration with the local community through the preparation of Village Masterplans.
 - Contemporary and innovative design will be encouraged subject to development being of an appropriate form and scale with views and connections to the surrounding countryside. Importance is placed on the variety of building design, informality of village layout and use of appropriate detailing and materials. Pastiche design is not advocated.
129. The community expects to be actively engaged in the preparation of Village Masterplans to ensure that development reflects village character drawing inspiration from Gilston, Eastwick and Hunsdon and the wider context of East Hertfordshire.

Fig. 16 - Examples of local soft edges to development boundaries in Hunsdon and Gilston



A. Typical village soft edge (Gilston Park new development); B. Soft edge of Widford looking towards Hunsdon; C. New housing edge at Hunsdon seen from the Airfield.

POLICY AG6 – Creating New Garden Villages with a Distinctive and Locally Inspired Character

1. Proposals for the new villages should clearly demonstrate that the best possible balance has been achieved between landscape, village separation, mass, density and the overall delivery of the aims of Policy GA1 of the District Plan. This should be demonstrated in the Village Masterplans prepared in collaboration with the local community, each of which should:
 - i. Respect local topography, landscape features and settlement morphology.
 - ii. Create a garden village of distinct and individual character.
 - iii. Provide a range of densities appropriately scaled in relation to location, heritage assets, landscape features and topography.
2. Each Village Masterplan should demonstrate how it has been informed by relationship with the landscape and heritage assets and has drawn inspiration from the character and morphology of existing villages in the Gilston Area and elsewhere in Hertfordshire. Consideration should be given to the following typical village and other local characteristics (see Appendix 3, presented by way of further guidance) in the preparation of Village Masterplans:
 - i. Clear visual integration with the countryside, with direct views over the rural landscape and the retention of pockets of natural greenspace and existing landscape features within the village boundary.
 - ii. Softer outer village edges (with a fragmented building line and varied frontages dispersed among trees), with no visually prominent buildings or built frontages at the edges.
 - iii. Building heights and massing which are appropriately scaled in relation to village location and heritage and landscape elements.
 - iv. Informal layout of streets and lanes which should include street planting and connect with the Green Infrastructure Network.
 - v. Diversity of building typologies and design.
3. Contemporary and innovative design will be encouraged taking into account the context in terms of landscape, topography, built form, scale and materials.
4. The character, built form and morphology of each of the new villages should be clearly distinguishable from the character and built form of Harlow.

1.7 - Creating New Countryside Parks at Hunsdon Airfield and Eastwick Woodlands

Rationale and Justification

130. Policy AG7 establishes the Airfield and Eastwick Woodlands as a combined area of significant natural greenspace which can provide substantial benefits to new and existing communities, making a positive contribution to the natural environment and the countryside setting of the villages.
131. The creation of new countryside parks at Hunsdon Airfield and Eastwick Wood, forming part of the wider Green Infrastructure Network (Policy AG2) and providing a countryside setting for the development (Policy AG3) is in keeping with the overall vision and objectives set out in policy and guidance for the area.
132. The land north of the powerlines identified in Fig 11.2 of the District Plan including Hunsdon Airfield and Eastwick Woodlands is allocated in GA1 as 'Community Trust Open Space Land': an area to be enhanced by planting and management schemes and remain permanently undeveloped, with the exception of small buildings associated with its recreational use. The District Plan also indicates that the transfer of the site to a community land trust, or other governance mechanism, should take place early in the overall development programme to deliver local ownership and management of these assets⁴⁵.
133. The creation of countryside parks also reflects the aspirations for the HGGT Vision which states that open land on the edge of the Garden Town will be improved with investment in public access, landscape and biodiversity enhancements, and the creation of country parks where appropriate.
134. The combined size of the Airfield and Eastwick Woodlands offer significant potential for permanent natural greenspace. Its provision is particularly important to relieve pressure on the comparatively greater ecological sensitivity of the land of the Stort Valley south of the Gilston Area.
135. Besides its present recreational value, the Airfield has great local historic significance, which should be protected and enhanced: the site was requisitioned in 1939 as a night fighter station hosting to over 20 squadrons.
136. There is also an opportunity to consider wider betterment in a planned and managed way through the proposed countryside parks in relation to:
 - Legacy drainage issues associated with the old airfield, which the Lead Local Flood Authority (LLFA) considers essential to resolve.
 - Risk of contamination in Groundwater Source Protection Zones 2 and 3 in the vicinity of the airfield which, according to the Environment Agency, could be affected by future works or drainage proposals that may disturb the ground.
 - Creation of appropriate connections to new and existing settlements through a network of footpaths, cycleways and bridleways as alternative to motorised access.

⁴⁵ East Herts District Plan (October 2018) para 11.3.7 p.150

Community Perspective

137. The local communities of Hunsdon, Eastwick and Gilston would wish to see the Airfield used as a natural greenspace in accordance with Policy AG3 for the enjoyment of walking, cycling, horse riding and the countryside and for enhanced biodiversity. They want to ensure that it will never be developed.
138. Hunsdon Airfield and the area of Eastwick Woodlands are important areas of open countryside for the enjoyment of Hunsdon residents in particular, and essential to the setting of the village. The Airfield's strong local historical legacy is valued by the local community who are concerned that this cultural link should not be lost. For these reasons, this area cannot be considered a resource to be planned only for the benefit of the new communities – it is already very important to the communities of today.
139. The Concept Framework states that the area is to be placed in a locked trust prior to the commencement of development, and the community strongly supports this approach. There is an expectation that the Community Trust Open Space Land will be transferred to local ownership and management and delivered at an early stage of the development programme and that the community will be fully engaged in its design and implementation.
140. Concerns have been expressed about existing non-conforming uses which detract from the rural character of the area and generate noise and heavy traffic within Hunsdon. There is a desire that non-conforming uses and activities with negative local impacts will be removed at the earliest opportunity, as part of the mitigation measures. Concern has also been expressed that some of the present agricultural practices are incompatible with the longer-term objective of enhancing biodiversity and should be replaced over time with grassland and pasture which will benefit wildlife.

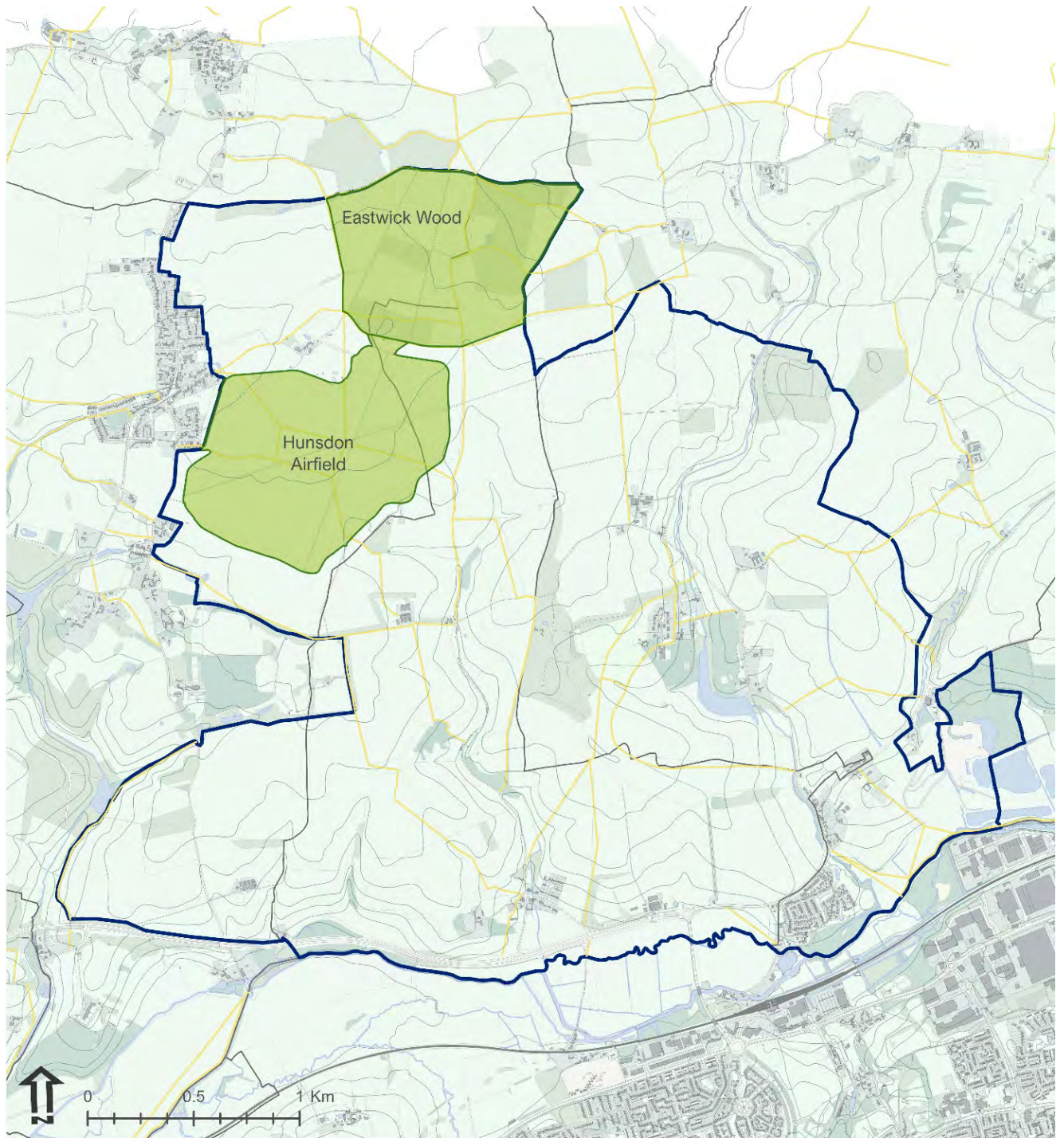
Fig. 17 - The open views across Hunsdon Airfield from Church Lane



POLICY AG7 – Creating New Countryside Parks at Hunsdon Airfield and Eastwick Woodlands

1. In accordance with Policy GA₁, development in the Gilston Area will be required to include provision of Community Trust Open Space Land on the northern section of the site including Hunsdon Airfield and the area around Eastwick Wood. This area will include new countryside parks (broadly located in Fig. 18) to be designed and managed as natural greenspaces (see Policy AG₃) and will address the following requirements:
 - i. Retention of the area as Community Trust Open Space Land in perpetuity and the transfer of the site to a community land trust, or other suitable mechanism that ensures its long-term stewardship and governance, to deliver local ownership and management of these assets early in the overall development programme.
 - ii. Funding and design support secured through a legal agreement prior to the transfer of the land and made available at the early stages of the development, with provision for community involvement in the preparation of proposals and a management and maintenance plan for the countryside parks (see Policies D₁ and D₂).
 - iii. Implementation of early planting and woodland restoration, consideration of relocation of existing incompatible land uses and introduction of agricultural practices with greater biodiversity value.
 - iv. Prior to the commencement of works in the area, investigation for potential land contamination and remediation as appropriate, to ensure the long-term safety of any future works or drainage proposals.
2. The design of the countryside parks should include:
 - i. Substantial increase in biodiversity value, including woodland planting and natural grassland.
 - ii. Protection of the legacy and appreciation of the Airfield footprint.
 - iii. Restoration of existing heritage buildings to provide a visitor centre with interpretation facilities relating to the history and natural environment of the Airfield and small-scale ancillary uses such as a café.
 - iv. No formal recreation or commercial uses where the scale and nature of these uses would impact on the countryside setting and open character of the parkland or local amenity or be in conflict with other policy objectives.
 - v. New buildings only if in keeping with local character and provided these are ancillary to the recreational use of the area, of a compatible scale and architectural design, and discreetly located.
 - vi. Car parking provision in accordance with Policy TRA₁ and, where required, located in small groups on the edge of the parkland and well-integrated with the landscape.
 - vii. Footpath, cycleway and bridleway connections to existing and new villages.
 - viii. Integration of flood water retention in the landscape to remedy, if necessary, surface water flood risk within Hunsdon village in consultation with the lead local flood authority (LLFA).

Fig. 18 - The proposed countryside parks



-  Neighbourhood Plan Boundary
-  Parish Boundaries
-  Countryside Park
-  Existing Public Rights of Way

Fig. 19 - Views of the area of Hunsdon Airfield and Eastwick Wood



A. Airfield memorial and base hangars; B. View of Listed Hunsdon Farm Lodge; C. Open view across the airfield looking towards Hunsdon (at the horizon); D. Looking north from the site of Eastwick Hall Farm; E. From the northern edge of Hunsdon towards Marshland and Eastwick Woods; F. Marshland Wood natural environment.

1.8- Minimising the Impact of Traffic and New Transport Infrastructure on Existing Communities

Rationale and Justification

141. Policy AG8 seeks to ensure that new transport infrastructure is planned and delivered in a way which minimises adverse impacts on existing communities in terms of safety, noise, pollution and local character. The interrelationship with the A414 and with east-west strategic movement will also need to carefully address any severance issue and be considered in the context of the Garden Town's sustainable mobility strategy.
142. The Gilston Area is to be planned and delivered in accordance with Garden City Principles and designed so that walking, cycling and public transport are the most attractive forms of local transport. This is consistent with Policy GA1, the draft HGGT Transport Strategy and the HCC Local Transport Plan (LTP4).
143. The HGGT Transport Strategy⁴⁶ argues that it is futile to build more road capacity to accommodate future growth and that a change in travel behaviour is the only option to facilitate sustainable growth, based on reducing the need to travel and focusing travel on active travel modes. Consistent with that Strategy, new roads should be built only to serve the sustainable needs of the existing and new communities without attracting additional traffic from outside the area creating unacceptable impacts on the residents of the area or its environment.
144. A wide range of large and small interventions, including sustainable transport measures, will be required to ensure that the Garden Town development is able to proceed without causing unacceptable congestion in Harlow and the surrounding towns and villages. The proposed wider strategic interventions include a new Junction 7a and upgrades to Junctions 7 & 8 on the M11, a second River Stort crossing, widening of the existing crossing, and upgrades to the Amwell Roundabout.
145. To accommodate housing and employment growth, the District Plan promotes transport improvements in the form of two improved crossings of the River Stort. Policy GA2 states that the Council aims to facilitate:
 - A widening of the existing A414 crossing (Central Crossing / Fifth Avenue) to facilitate the provision of a sustainable transport corridor which will connect the Gilston Area to the urban area of Harlow⁴⁷.
 - A new vehicular, cycle and pedestrian crossing either to the east or to the west of the existing crossing.
146. Whilst the new Stort Crossing will be required to provide additional highway capacity, it should still respond to the overall sustainable mobility targets for the area rather than be designed as a heavily engineered route which encourages car use. Its design must consider the potential impacts on community cohesion and the impact of noise, air quality, severance and disturbance on existing residents within the Gilston Community Boundary (including Terlings Park and Pye Corner). Consideration must also be given to the

⁴⁶ [Garden-Town-Transport-Strategy_2020.pdf \(harlowandgilstongardentown.co.uk\)](#)

⁴⁷ East Herts District Plan (October 2018) para 11.4.2-11.4.4

surrounding landscape and ecology, heritage impacts and the experience of pedestrians and cyclists.

147. In addition, measures will be required to establish an improved streetscape environment on the stretch of the A414 along the southern edge of the Gilston Area, given the importance of north-south permeability to link the villages to the wider Garden Town and Stort Valley by walking and cycling.
148. Consistently with the HGGT Transport Strategy, all streets and connecting roads in the Gilston Area, including the primary vehicular routes, should be designed to limit through traffic, contain vehicular speeds, and should be pedestrian friendly and in character with the village concept. Given the requirement to deliver significant modal shift that would encourage walking, cycling and public transport, it will be necessary to consider how these modes can be given advantage over private motor vehicles in the design of new road infrastructure to encourage behavioural change.
149. The likely increase in the volume of heavy vehicle movements and deliveries, particularly during the construction period, and to serve the future population, should be managed to minimise impacts on existing and emerging communities.
150. There should be no risk of deterioration to the water quality of the River Stort or any of the other watercourses as a result of surface water run-off from transport infrastructure and appropriate measures should be sufficiently resilient for the lifetime of the infrastructure and for a changing climate. The HGGT Water Cycle Study⁴⁸ also points to the limited capacity of the surface water sewer systems, highlighting the need to use sustainable drainage measures to avoid overspill and pollution.

Community Perspective

151. The local community is extremely concerned about the impact of major new road infrastructure (which may have a strategic function) on the character of the Gilston Area and the ease of movement and amenity of existing residents.
152. Great concern has been expressed about the potential impacts on the existing community of Gilston which may arise as a result of the final route of the second River Stort Crossing. This relates to the possibility of through traffic being routed via Pye Corner/ Terlings Park leading to severance and noise within the Gilston Community Boundary (Policy AG5) (in particular the severance of Terlings Park from the rest of Gilston) and additional traffic volumes on the narrow Church Lane towards Hunsdon. Residents of Gilston Lane are anxious to retain the low volume of traffic in their lane but would not want to be 'cut off' from accessing facilities and services.

⁴⁸ Harlow-Gilston Garden Town Water Cycle Study Update (2018) and Garden Town Water Cycle Study Addendum (2018) – see www.harlow.gov.uk/evidence

POLICY AG8 – Minimising the Impact of Traffic and New Transport Infrastructure on Existing Communities

1. Infrastructure design proposals will be supported where it can be demonstrated that the following criteria are satisfied:
 - i. The design of new road infrastructure minimises impacts on existing communities and incorporates mitigation measures to minimise severance within existing settlements.
 - ii. Impacts from traffic and road infrastructure on existing communities in terms of safety, traffic speed, pollution, environmental and visual impacts are adequately controlled and mitigated.
 - iii. Measures have been taken to mitigate visual and noise impacts on the landscape character of the Stort Valley and the setting of local heritage assets.
 - iv. Measures have been put in place to minimise the risk of potential pollutants entering the River Stort or any of the other watercourses (main river or ordinary) as a result of surface water run-off from new transport infrastructure or increase in traffic volumes resulting from the development.
 - v. The design of the new bridge crossings over the River Stort should minimise impacts on the character and environment of the river and provide good connections for walking and cycling, including provision for wayfinding.
 - vi. New vehicular access arrangements are designed to minimise any increase in traffic on existing roads and lanes and to retain convenient access for existing communities.
 - vii. No significant additional heavy vehicle movements through the existing communities as a result of the development or of new highway and access arrangements associated with the development.
2. A Construction and Environmental Management Plan (CEMP) will be prepared to limit the impact of construction traffic in agreement with the community.
3. A monitoring and management regime will be implemented to ensure appropriate measures will be introduced to address any issues which may arise during the construction or operation of the development.

1.9 – Phasing of Infrastructure Delivery

Rationale and Justification

153. The provision of necessary infrastructure is critical to the delivery of growth in the Gilston Area. Policy AG9 places great importance on making sure that infrastructure provision is phased to provide adequate capacity to meet the comprehensive needs of new and existing communities.
154. The principle of comprehensive assessment and delivery of infrastructure requirements is already established in the District Plan and in a variety of supporting documents:
- Policy GA1 (V(v)) states that development in the Gilston Area is expected to assist in the delivery of all necessary on-site and appropriate off-site infrastructure. It also requires development to be in accordance with Garden City Principles including land value capture to deliver infrastructure for the benefit of the whole community.
 - The Gilston Area Concept Framework adopts as a key principle the phased delivery of necessary infrastructure to meet the needs arising from development in the Gilston Area and the cumulative needs of new and existing communities⁴⁹.
 - The stated mission of the HGGT is enhancing existing communities and creating exciting new ones in and around Harlow, through delivery of sustainable growth and infrastructure of considerable scale and significance.
 - The HGGT Infrastructure Delivery Plan ⁵⁰ sets out the infrastructure that will be required, based on assessment of the quality and capacity of existing infrastructure and its ability to meet forecast demands. It goes on to propose ways to address identified deficiencies, establishing the principle of comprehensive infrastructure upgrades.
 - The HGGT ‘How To’ Guide for Planning Obligations sets out how the Councils intend to ensure that a consistent approach is adopted to sustainability and long-term stewardship of the Garden Town as a whole⁵¹. The guidance also requires achievement of land value capture for the benefit of the community.
155. The definition of infrastructure within the District Plan and the IDP covers:
- Transportation (roads, walking and cycling and public transport services).
 - Utilities (water, sewerage, energy, etc).
 - Social infrastructure (education, healthcare, social care, community facilities and sport and leisure facilities).
156. Water and sewerage form a critical element of infrastructure provision⁵². It is important that there is sufficient capacity in the foul water network to accommodate existing and future needs without risk of further leakages into the watercourses and deterioration of water quality. There is the opportunity to explore with the Environment Agency and Water Companies how the current surface water and wastewater infrastructure can be improved in existing areas alongside new development.

⁴⁹ Gilston Area Concept Framework (July 2018) p. 78

⁵⁰ Harlow and Gilston Garden Town Infrastructure Delivery Plan (April 2019)

⁵¹ Harlow & Gilston Garden Town ‘How To’ Guide for Planning Obligations, Land Value Capture and Development Viability (Guidance Note: 01/20190417).

⁵² Harlow-Gilston Garden Town Water Cycle Study Update (2018) and Garden Town Water Cycle Study Addendum (2018) – see www.harlow.gov.uk/evidence

157. Each new village will need to be supported by appropriate social infrastructure, reflecting the scale of each village, including education, health, faith, open space, leisure and retail alongside excellent links to the undeveloped Green Infrastructure Network and accessible greenspaces. Development should also ensure that existing communities will be connected to the new villages, and have easy access to infrastructure facilities, preferably through sustainable transport routes⁵³.
158. Infrastructure requirements need to be considered in light of the Garden Town IDP and trigger points should be directly related to actual arising needs, rather than standard requirements, which are not appropriate to a development of this scale and impact. Phasing will need to ensure timely delivery within the legal agreements associated with the planning permissions to ensure there is sufficient capacity (taking into account existing demand) to accommodate the needs of new development.

Community Perspective

159. The community has voiced its concerns about the capacity of existing infrastructure and its ability to accommodate demand arising from new development in the Gilston Area, including the capacity of road infrastructure, the current absence of bus and cycle facilities, the poor capacity of Harlow rail stations, the weakness or absence of the sewage network and the poor broadband and telecom services.
160. The community sees in the development of the Gilston Area an opportunity for a step change in infrastructure provision and would like to ensure that development should not take place in advance of necessary provision, as this would place unacceptable additional strain on existing capacity. There is expectation that the existing community will share in land value capture and benefit from new and improved infrastructure as a result of development in the Gilston Area as well as in mitigation of the impacts of development activities.

POLICY AG9 – Phasing of Infrastructure Delivery

1. The early delivery of infrastructure will be encouraged, and development proposals will be supported, where the following criteria are satisfied:
 - i. A comprehensive assessment of needs arising from the development has been undertaken having regard to the Harlow and Gilston Garden Town Vision and Infrastructure Delivery Plan.
 - ii. It has been demonstrated how delivery will be phased to ensure that social and physical infrastructure is provided at the time of need for the benefit of the entire community according to Garden City Principles and there is adequate capacity to meet the cumulative needs of new and existing communities.
2. Infrastructure requirements and the timescale for provision will be subject to public consultation and determined through the planning application process.

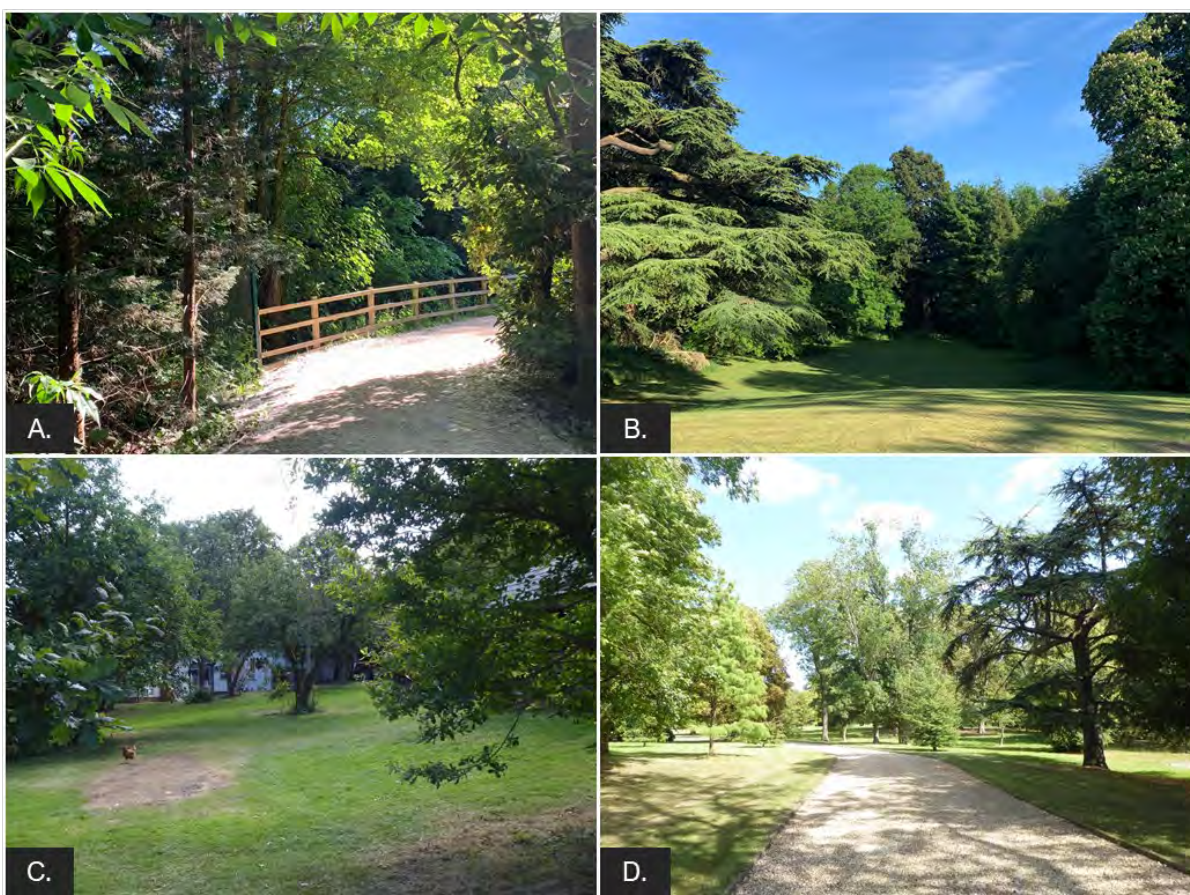
⁵³ Gilston Area Concept Framework (July 2018) p.12

2. Delivering Quality Places

This set of policies addresses the development choices related to the appropriate design for individual villages and their local areas, leading to the creation of beautiful places, within the framework of the general and strategic policies addressing the areas as a whole in Section 1.

161. Appropriate design and development are considered under the following policy themes:
- Landscape design within new villages
 - Built environment
 - Heritage setting
 - Community facilities
 - Improvement of existing settlements
 - Sustainable transport and access to the countryside

Fig. 20 - The natural landscape character of the existing settlements and manor house parks



A. and B. Semi-natural parkland (Terlings Park); C. Rural gardens of Gilston Park houses by the Golden Brook
D. Parkland of Hunsdon House

2.1 - Landscape within the New Villages

Rationale and Justification

162. Policy LA1 aims to ensure that the overall landscape-led approach in a countryside setting will be reflected within the villages themselves, which should draw inspiration from the landscape within existing settlements in the Gilston Area and elsewhere in Hertfordshire (see Appendix 3 for guidance).
163. Each village should have a strong landscape framework, incorporating new and existing landscape features and maximising visual and physical connections with natural greenspace:
 - The landscape within the new villages should create a strong sense of place and local character, appropriate to a village in Hertfordshire.
 - It should be designed to maximise the continuity of the Green Infrastructure Network (Policy AG2) through the village and provide walking and cycling access to open spaces and the wider countryside.
164. High quality public spaces should positively respond to local landscape character and history and reflect local identity, using plant species and trees that are typical of the area, restoring and integrating the hedgerows, or planting new ones and adopting local patterns for lane verges and front gardens.
165. Landscape will also play a key role in defining village character which will make each village distinctive and individual.
166. The Neighbourhood Plan supports key landscape design placemaking principles advocated by the Concept Framework and HGGT Vision and Design Guide, with:
 - Green spaces within villages being connected where possible to the wider Green Infrastructure Network for the Gilston Area and the wider Garden Town.
 - Maximising access to open spaces and the wider countryside with a network of walking and cycling routes integrated with the existing network of rights of way to form a rich and permeable network⁵⁴ supporting active lifestyles and good health.
 - Creation of a range of multi-functional open spaces, local play areas, playing fields, adventure spaces, natural greenspace and SuDS carefully designed to be safe and pleasant, forming an essential part of the experience of living in the Gilston Area⁵⁵.
 - Retention of existing landscape features such as the existing holloways and historic tree planting.
 - Encouragement for new development to face onto public greenspaces where appropriate⁵⁶ to improve safety and facilitate social use⁵⁷.

⁵⁴ Gilston Area Concept Framework (July 2018) p.77

⁵⁵ Gilston Area Concept Framework (July 2018) pp. 126-128

⁵⁶ Harlow and Gilston Garden Town Vision (November 2019) p.12

⁵⁷ Harlow and Gilston Garden Town Design Guide (November 2019) p.40

Community Perspective

167. During consultation, the community highlighted the need to ensure that development in the Gilston Area would reflect the character of local villages of Hertfordshire, rather than the urban character of Harlow. Landscape design appropriate to the local context is critical to establishing village character and the local community would wish to ensure that each village has an individual character informed by local rural features and rich biodiversity.

POLICY LA1 – Landscape within the New Village Boundaries

1. Village Masterplans should incorporate a comprehensive landscape framework within each village, which should:
 - i. Seek to optimise the visual relationship of the village with the surrounding countryside. The landscape within the boundary of each village should incorporate existing and new landscape features, new green spaces and be integrated into the Green Infrastructure Network.
 - ii. Retain existing trees and significant hedgerows wherever possible and seek to enhance existing landscape features, such as woodland blocks, hedgerows, mature trees and tree lines.
 - iii. Provide appropriate new planting characteristic of the local countryside and ensure a net gain in biodiversity on the village site.
 - iv. Preserve and where possible enhance important views and connections to and from existing heritage assets and their setting. A sensitive approach will be required to the treatment of the area known as Gilston Fields to the south of St Mary's Church in Village 4 and the Community & Leisure Use area (see Fig. 8) which respects its landscape and significance.
 - v. Integrate existing heritage assets, SuDS and other features in a comprehensive landscape design.
 - vi. Make suitable provision for outdoor recreation and leisure facilities, including sports pitches with artificial surfaces and floodlighting provided that it can be demonstrated there would be no significant adverse impacts on the environment and residential amenity of existing and new communities.
2. Where possible, the implementation of landscape proposals should take place at an early stage in each village development programme.
3. Provision should be secured for the long-term management and maintenance of landscape and green spaces within the village boundary as part of an overall governance strategy (see Policy D2).

2.2 – Housing and Residential Neighbourhoods

Rationale and Justification

168. Policy BU1 aims to provide direction for the preparation of Village Masterplans and the design of each village to encourage community life and minimise travel for shopping, leisure, education and other activities.
169. New villages should use height and density of development to create a distinctive village character drawing from the local area (see Appendix 3 for design cues). It is expected that density will vary across each village with higher density near more accessible locations which are well connected by public transport, walking and cycling (generally the village centres) and reducing to the village edge, where ‘soft edges’ should define the boundary of the village.
170. Village Masterplans will be required (as envisaged by the Gilston Area Charter SPD) for each of the Gilston Area villages. These will provide a framework within which designers and developers can bring forward more detailed proposals for individual development plots in a planned and comprehensive way, whilst still allowing for design flexibility and innovation at the detailed design stage⁵⁸. The Village Masterplans will provide the framework for:
- Meeting the development requirements of the allocation of District Plan Policy GA1.
 - Land use distribution, housing mix (including specialist housing typologies) and tenures, activities and other facilities required to meet local needs and create sustainable and inclusive communities.
 - Height, density and massing suitable to village character, appropriately scaled and sensitive to existing built, heritage and landscape assets and in relation to existing villages.
 - Creation of character areas and a coherent, yet diverse, built form.
 - Network of public spaces and visual links to wider reference assets and neighbouring villages.
171. These principles are consistent with the Concept Framework⁵⁹, which promotes a sustainable and efficient model of development structure and provides guidance on density (averaging net 33 dwellings per hectare) across the Gilston Area.
172. These placemaking principles are also consistent with the HGGT Vision and Design Guide, which invite development that is responsive and distinctive, responding to its context⁶⁰.

⁵⁸ Gilston Area Charter SPD (June 2020)

⁵⁹ Gilston Area Concept Framework (July 2018) p.102

⁶⁰ Harlow and Gilston Garden Town Vision (November 2018) p.8

Community Perspective

173. The community expressed concern about inappropriate forms of development resulting in suburban or urban character and the need to have a well developed understanding of the character of local villages before proposing design solutions.
174. There is support for high quality development which is respectful of village and landscape character but a strong view that the density and height of development needs to be controlled to avoid urbanisation of the area and to respect the scale of existing villages.

POLICY BU1 – Housing and Residential Neighbourhoods

1. Development proposals will be supported where they are in accordance with a Village Masterplan developed in collaboration with the local community and where it can be demonstrated that the criteria below are satisfied.
2. The proposals should clearly define the character and individuality of each village and adopt a layout appropriate to context and the existing landscape, heritage, topography and built form.
3. The design of each village should be in accordance with Policy AG6 and in addition make provision for:
 - i. The creation of character areas within each village, each adopting a range of built-form, scale and height appropriate to a village setting.
 - ii. Location of more compact development and higher densities, subject to high-quality design, in village centres and locations with enhanced access to sustainable transport.
 - iii. Lower heights and densities adjacent to or within sensitive landscape and heritage assets and their settings, on village boundaries and within proximity to existing settlements (see Fig. 8).
4. The design of new residential development should:
 - i. Contribute positively to the overall landscape structure of the village, the streets and green spaces.
 - ii. Provide direct frontages to community open spaces and amenities and establish soft edges towards the open countryside.
 - iii. Follow natural contours and including visual links to wider heritage and natural assets.
 - iv. Optimise orientation for sustainability benefits.

2.3 - Village Cores / Centres

Rationale and Justification

175. Policy BU2 focuses on the creation of mixed-use village centres offering a range of services and community facilities, critical to the promotion of sustainable development and village identity.
176. Whilst the typology, mix and forms of these centres will vary, the village centres will form the heart of each of the villages, serving as the meeting space necessary to the creation of a strong community. They should accommodate a range of different facilities and the community infrastructure required to support a growing settlement including schools, an appropriately scaled transport hub, shops, cafes and restaurants, leisure facilities, health centres, community spaces, faith buildings and civic buildings. These local facilities will complement the more strategic retail provision within Harlow Town Centre.
177. While each village centre primarily serves its local community, it is anticipated that each will provide a slightly different and complementary set of land uses to promote their distinctive character and to provide variety and a viable catchment area.
178. Village centres will also be the preferred location for employment uses (see Policy BU3).
179. The location of primary schools should be in preference within the heart of the villages to maximise their accessibility on foot and by other sustainable means and provide a community meeting place. The potential for community use of the school sites when not required for education will assist in building strong communities. EHC and the County Education Authority have articulated the desire that all of the new villages have a primary school to support the vibrancy of the village centres and reduce the need for car use.
180. The design of village centres should take inspiration from local village centres typically compact, varied and of human scale, providing a focal point for pedestrian movement and social interaction.
181. The importance of the village centre is reinforced in the guidance of the HGGT Vision⁶¹ and Design Guide⁶² and in the Gilston Area Concept Framework⁶³.
182. The Harlow and Gilston Garden Town Transport Strategy encourages the development of vibrant centres offering a wide range of services to reduce the need to travel and the creation of transport hubs to facilitate modal interchange⁶⁴. The Garden Town Vision establishes the principle of a series of 'micro-hubs' at key points on the Sustainable Transport Corridors (to be identified in Masterplans), to provide interchange between public transport and cycle facilities⁶⁵.

⁶¹ Harlow and Gilston Garden Town Vision (November 2018) p.10

⁶² Harlow and Gilston Garden Town Design Guide (November 2018) p.41

⁶³ Gilston Area Concept Framework (July 2018) p.74

⁶⁴ Harlow and Gilston Garden Town Transport Strategy (Draft for Consultation - Jan 2020) p.17

⁶⁵ Harlow and Gilston Garden Town Vision (November 2018) p.18

Community Perspective

183. The local community places great importance on access to new local services and community infrastructure and the role that village centres can play in creating a cohesive community.
184. There is an expectation that new facilities should benefit new and existing residents and that the new centres be designed to reflect the character of the local areas, where an active village centre with a mix of uses and meeting places is the heart of each community.

POLICY BU2 – Village Cores / Centres

1. Development proposals will be supported where it can be demonstrated that the following criteria are satisfied:
 - i. The village centre provides a clear identity to the village and is located along an active pedestrian friendly street or appropriate village green and well connected to housing areas through a network of walking and cycling routes.
 - ii. The village centre provides a mix of uses to serve the new community with active frontages and ground floor uses comprising retail, workspaces, community and leisure uses in addition to residential to support the functions of the village centre.
 - iii. Consideration has been given to the location of nursery and primary schools in the village centre.
 - iv. The village centre is well connected by public transport services.
2. Village Masterplans will identify the location of public transport hubs at key points and demonstrate flexibility in anticipation of future mobility scenarios, including adaptable parking, drop off and pick-up arrangements and electric vehicle charging points.

2.4 - Employment Areas

Rationale and Justification

185. The provision of employment space within the Gilston Area is supported by Policy BU3 as an essential component of providing sustainable and mixed communities, as long as employment uses are designed and integrated in a way that makes a contribution to the character and life of the villages.
186. Historically, employment within villages was located in the high street (shops, small offices and other customer facing businesses), or dispersed within the residential area and in farms. In the Gilston Area, the historic model of small-scale multiple employment opportunities could have its focus in village centres as the locations most accessible by walking, cycling and public transport. The location of employment space in village centres will be beneficial to the vibrancy and overall viability and sustainability of the villages.
187. Development in the Gilston Area could, therefore, integrate smaller scale office accommodation distributed across the villages, catering for smaller companies (SMEs) across a combination of small private offices and flexible workspace. This is more likely to attract employment for local residents and therefore reduce the need to travel.
188. District Plan Policy GA1 (V(q)) identifies a requirement for employment area/s of around 5ha within visible and accessible location/s, which provides appropriate opportunities to promote self-containment and sustainability. District Plan Policy ED1 states that new employment should be located where access can be achieved by a choice of sustainable transport.
189. Residents will also be able to access more substantial employment opportunities within Harlow, including the Enterprise Zone. In addition, the proximity of the site to Harlow Town station will enable sustainable access to employment opportunities further afield, including Stansted Airport, Cambridge, Bishop's Stortford and London.
190. The Neighbourhood Plan policies on sustainability, countryside setting and local character (Policies AG1 to AG8) indicate that delivery of employment as a large self-contained business park is not appropriate for the Gilston Area as this type and scale of development would have better synergies as part of the Harlow Enterprise Zones which are a focus for regeneration and investment by the Garden Town and Harlow District Council⁶⁶. A conventional business park at the fringes of the villages and served by the A414 will inevitably be a car-based development, undermining efforts to reduce the need to travel. It will also present a suburban frontage to the villages and make limited contributions to community life. If employment development is proposed outside village centres, this would need to be well integrated within the village and satisfy the criteria set out in other policies in the Neighbourhood Plan.
191. This approach is consistent with the Concept Framework, which anticipates provision for employment uses in village centres and with the HGGT Vision, which states that local centres could include small enterprise spaces to create a mix of businesses, shops and community facilities.

⁶⁶ Gilston Area Village 7 Employment Land Review (Savills, October 2019)

192. The focus for the Garden Town in terms of economy and regeneration is primarily on growth and investment in the Harlow Enterprise Zones (at London Road and Templefields)⁶⁷. In the Gilston Area, the village centres are identified as the locations for investment and innovation with the potential for new employment typology mixes⁶⁸.
193. The HGGT Council partners have jointly commissioned work which will provide an assessment of the opportunities for sustainable job generation across the Garden Town in relation to the known housing trajectory growth. There will be an expectation that provision of employment land and premises within the Gilston Area will respond to the outcomes of the study, which will ultimately become a material consideration for the determination of planning applications. A draft report for the HGGT Employment Commission has recently been produced which supports a level of provision of 34,000 sqm of employment floorspace across the Gilston Area and sets out further information in respect of the considerations for its location, primarily focussed around village centres and in locations with better access to sustainable transport and strategic transport infrastructure. The Commission also identifies the importance of early delivery of employment space with at least 20,000 sqm by 2033⁶⁹.
194. It is acknowledged that a sensitive and innovative approach to integrating employment within the villages will be possible, supported by a step change in travel modes as part of the transport approach to the Garden Town and models of employment development designed to accord with other policies in this Plan.

Community Perspective

195. The community is concerned about the impact of free-standing business parks on achieving the shared vision and objectives for the Gilston Area and the creation of sustainable communities with a vibrant social life and active village centres. The community is of the view that this type of development is likely to give rise to increases in traffic generation with limited contribution to the image and life of the villages, potentially presenting visual and functional coalescence with Harlow.
196. The community has suggested that any business parks would be more appropriately located in the Enterprise Zones and other employment areas as defined in the HGGT Vision.
197. However, the community supports the concept that new development should not result in 'dormitory villages' and that a range of smaller scale employment development could enrich the life of village centres, assisting in meeting local needs and complementing residential development. This could include a mix of market and affordable employment spaces such as small workshops, offices and other facilities to serve the local community and provide opportunities for businesses to locate in the area.

⁶⁷ Harlow and Gilston Garden Town Vision (November 2018) p.22

⁶⁸ Harlow and Gilston Garden Town Design Guide (November 2018) pp.26-27

⁶⁹ Harlow and Gilston Garden Town Employment Commission Draft Report, February 2020

POLICY BU3 – Employment Areas

1. Employment uses will be encouraged in village centres as part of mixed-use areas where it can be demonstrated that the following criteria are satisfied:
 - i. Employment uses are well integrated and respectful of the overall character of the village centre.
 - ii. A range of workspace of different types and sizes are provided including workspace suitable for SMEs and start-up businesses.
 - iii. Measures have been taken to encourage access to employment uses by walking, cycling and public transport with a reduction in the need for car parking. Parking and other operational areas associated with new employment spaces should be suitably designed to minimise their visual impact and located away from the main public spaces.
2. Proposals for employment development outside village centres will be required to demonstrate compliance with the following criteria:
 - i. Location within a defined Village Boundary and detailed as part of the Village Masterplans.
 - ii. Respectful of context and landscape setting.
 - iii. Well-integrated within the built fabric of the village.
 - vi. Consistent with and complementary to the overall employment strategy for the Garden Town.
 - v. Pedestrian oriented and accessible by walking, cycling and public transport.

2.5 - Village Streets and Lanes

Rationale and Justification

198. Village streets and lanes are identified in Policy BU4 as essential elements of villages character and the public realm. Their treatment should include features typical of villages: big trees, hedgerows, mixed shrubs and verges with a clearly defined relationship with adjoining buildings and open views onto the landscape where possible (see also Appendix 3).
199. The network of roads should reflect topography and function, adopting standards as close as possible to characteristic village street patterns. Boulevards and formal avenues are urban street types which should be avoided. Informal layouts, with short cross-roads and no formal grid patterns are typical of the area and should be reflected in the Village Masterplans.
200. New streets and lanes will create safe and accessible living environments with clear and legible pedestrian and cycle routes. The development should encourage active lifestyles and social integration by limiting car dominance and maximising opportunities for rich planting, biodiversity and safe informal use. The quality and character of the primary street network linking the villages should be defined in the Strategic Landscape Masterplan, while village streets and lanes should be defined in the Village Masterplans.
201. This is consistent with other guidance for the area:
 - The Concept Framework proposes that the street network typology should be in line with and enhance the overall character of the place⁷⁰.
 - The HGGT Vision stresses the importance of changing the character of roads into streets. It states that villages should be largely based on tree lined, local street layouts creating sociable places with a human scale. New development should have front doors and windows to the streets, to create safe, friendly streets and open spaces with informal overlooking⁷¹.
 - The Garden Town Design Guide indicates that the organic pattern of lanes could be used as a cue for the structure of new villages⁷².

Community Perspective

202. The community has expressed concerns about the urbanising effect of wide engineered roads and the introduction of alien design such as formal boulevards. They emphasise the need to ensure that the design of streets reflects the informality of village lanes and becomes an element of identity and distinctiveness and that existing routes such as Gilston Lane or Church Lane should retain their existing character with big trees and ancient hedgerows.

⁷⁰ Gilston Area Concept Framework (July 2018) p.147

⁷¹ Harlow and Gilston Garden Town Vision (November 2018) p.19

⁷² Harlow and Gilston Garden Town Design Guide (November 2018) p.40

POLICY BU4 – Design of Village Streets and Lanes

1. The quality and character of the primary street network linking the villages should be defined comprehensively for the whole area in the Strategic Landscape Masterplan. Streets and lanes within the Village Boundaries should be defined in the relevant Village Masterplan.
2. Development proposals will be supported where it can be demonstrated that the following criteria are satisfied:
 - i. The design of all streets and lanes makes a positive contribution to the character and setting of the village.
 - ii. Each village layout incorporates a legible street network designed to encourage walking and cycling connecting new housing to the village centre and other facilities.
 - iii. The provision and design of streetlighting is appropriate to its location and purpose. Streetlighting should provide a safe environment for pedestrians but the level of lighting should be sensitive to the landscape setting and minimise light pollution and impacts on biodiversity.
 - iv. Street planting should be generous and include trees and hedgerows characteristic of the local area and appropriate to village character.
 - v. Car parking (on and off road) should be well integrated into the street design and in line with the sustainable mobility strategy for the area.

Fig. 21 - Typical informality and landscape of the streets and lanes of the villages of the area to be used as cues for future streetscape



A. Street landscape in Widford Rise (Hunsdon Road); B. Green verges and tree screening of houses on Church Lane in Hunsdon; C. Informal access lane to houses on Eastwick Hall Lane; D. Planted road verges on Eastwick Road by the Dusty Miller

2.6 - Celebrating Existing Heritage Assets

Rationale and Justification

203. Heritage assets are an irreplaceable resource intrinsic to the character of the Gilston Area. Policy H1 requires that they should be protected and, where possible, enhanced to retain significance in the life of the future communities and guide the design of the new villages.
204. The proposed development boundaries, massing and landscape buffers will incorporate appropriate mitigation measures to minimise impacts on local heritage assets and their settings, retaining key views but also safeguarding their role and significance and celebrating them for the qualities they will bring to new and existing communities.
205. There are around 50 heritage assets designated by Historic England within the Neighbourhood Plan Area and more undesignated ones. Examples include St Mary's Church in Gilston, Gilston Park and its associated Listed Buildings, such as the schools and Hodgson farmhouses and the locally listed parkland; Hunsdon Airfield; St Botolph's Church and the Scheduled Monuments at the Mount and Eastwick Hall. There are also many heritage assets just outside the Neighbourhood Plan area, including Hunsdon House, St Dunstan's church, and others at Hunsdon, Hunsdonbury, Hunsdon Pound and Little Parndon in Harlow. Other non-designated assets include the War Memorials at the Airfield, Pye Corner and Eastwick.
206. Mostly, these assets have a rural setting and a strong relationship with the open countryside. Their location and use make a positive contribution to the area and give it clear significance as independent meaningful rural communities.
207. The Neighbourhood Plan supports the principles identified in the Concept Framework⁷³, including:
 - Promotion of opportunities to increase public appreciation of heritage assets.
 - Consideration of options for strategic positioning of open spaces and open layouts to preserve the setting of heritage assets, including Gilston Park House and Hunsdon House.
 - Preservation and enhancement of historic boundaries, such as the former deer park pale and ditch.
 - Establishment of appropriate set back distances and buffers to preserve and enhance the rural setting of key heritage assets.
 - Layouts that respond sensitively to the form, proportion, scale and character of heritage assets.
 - Protection of views to and from heritage assets including all churches, Gilston Park House and Hunsdon House to preserve or enhance their setting.
 - Development of long-term conservation and plans management for all heritage assets.
208. Historic England expects protection of the rural setting of heritage assets in the Gilston Area and would like to see meaningful integration going well beyond the simple safeguarding and protection of the buildings.

⁷³ Gilston Area Concept Framework (July 2018) p.90

Community Perspective

209. The community places great importance on the protection of local heritage assets and landmarks (particularly the manor houses and churches) which are critical to the character of the area. They wish to ensure that development in the Gilston Area will respect and have a positive relationship with local heritage, so that their history and significance to the area can still be appreciated by existing and new communities after the changes brought about by new development.

POLICY H1 – Celebrating Existing Heritage Assets

1. A comprehensive assessment of the area should be undertaken to identify all designated and non-designated heritage assets within and in proximity to the development including the historic Gilston Park House and Hunsdon House, Hunsdon Airfield, St Mary's, St Dunstan's and St Botolph's Churches, the local War Memorials, all Scheduled Monuments and other Listed Buildings and set out a clear approach for their protection and where possible, enhancement.
2. Development proposals will be supported where it can be demonstrated that the following criteria are satisfied:
 - i. The layout and design of the development respond sensitively to the form, proportion, scale and character of heritage assets, including, where appropriate, set back distances and buffers to preserve and enhance their countryside setting.
 - ii. The open, edge of settlement setting of the Churches of St. Mary's, St. Botolph's and St. Dunstan's and of Gilston Park House and Hunsdon House is retained.
 - iii. Open spaces have been strategically positioned to preserve the setting and key views of heritage assets.
 - iv. The significance and historic role of heritage assets in the area have been considered as part of the new development to avoid or minimise any conflict between their conservation and the proposal.
3. Proposals should also include measures to celebrate and give prominence to heritage assets by:
 - i. Promoting opportunities to increase public appreciation and understanding of heritage assets by integrating them in an appropriate layout and incorporating appropriate references in the design of new development.
 - ii. Ensuring that heritage informs the preparation of the Village Masterplans, through the enhancement of assets and the retention of key views.
 - iii. Respecting, preserving and where possible enhancing historic boundaries, such as the former deer park pale and ditch.
 - iv. Seeking to protect from visual encroachment or pollution (noise or light) and to enhance the parkland setting of Gilston Park House and Hunsdon House.
 - v. Ensuring that the 19th century legacy of John Hodgson's Gilston Park Estate improvements (cottages, farm and community buildings, etc.) is recognised and highlighted in design proposals.
4. Where the proposed development affects heritage assets, a long-term heritage conservation and, where appropriate, management plan should be developed in consultation with the local community.

2.7 - Community Facility Provision

Rationale and Justification

210. Policy C1 requires development of strong and sustainable communities through the provision, in close proximity to home, of necessary community facilities which will meet the needs of new and existing residents over the lifetime of the development.
211. Community facilities are an essential and indispensable feature of any successful place. Services such as education, health, social services, libraries, the Police, Fire and Ambulance services all help to support quality of life in a community. The development of 10,000 homes will need to be supported by an appropriate level and quality of community facilities and services. An overall strategy is required to guide the location of new facilities, so that they are easily accessible to new and existing communities in line with Garden City Principles. Key facilities such as primary schools and local shops should be located within walking distance of most properties.
212. One of the challenges will be demonstrating that the secondary schools are appropriately located, considering the potential role of the schools' playing fields and halls to the wider community. The location of the secondary schools must take into account other policies in this Plan, especially relating to reducing noise, visual impact and light pollution on the open countryside setting (Policy AG2 and AG3) and respecting the framework provided by the overall Strategic Landscape Masterplan and Green Infrastructure Network. Appropriate triggers for provision of secondary education on site are also important to achieve the sustainable transport mode share target given the scale of peak time journeys linked to education.
213. EHC and the County Education Authority have articulated the desire that all of the new villages have a primary school and that, generally, the schools should be of a 'village' scale which was considered as ideally 2 form-entry in size and no larger than 3. Provision within each village helps to achieve the movement hierarchy and mode share target as well as support the vibrancy of the village centres and sense of community.
214. Garden City Principles consider the phasing of infrastructure provision key to ensure there is adequate capacity to meet the cumulative needs of new and existing communities. This is also supported by the Concept Framework and the HGGT Infrastructure Development Plan⁷⁴.
215. Facility provision must be phased so that it becomes operational in time to ensure there is adequate capacity to meet the comprehensive requirements of the Gilston Area of new and existing communities (see also Policy AG9).

⁷⁴ Harlow and Gilston Garden Town Delivery Plan (April 2019)

Community Perspective

216. The local community is concerned about the lack of capacity of existing social infrastructure and the impacts of large-scale new development in the area unless community facilities are provided on time to meet the current needs and future demands arising from new residents in the area. Trigger points for the delivery of facilities should reflect actual capacity and need for a development of this scale.
217. There is a clear expectation that the existing communities will benefit from new and improved facility provision. However, the community is concerned that convenient and easy access to local facilities will not be extended to existing residents and nearby villages.

POLICY C1 – Community Facility Provision

1. Development proposals will be supported where it can be demonstrated that the following criteria are satisfied:
 - i. The distribution, availability and access to community facilities across all proposed villages is clearly set out, especially during the initial phases of development and where facilities are provided in one village to serve more than one community.
 - ii. Community facilities are provided in locations which are easily accessible by walking, cycling or public transport. The location of community facilities in village centres is encouraged.
 - iii. Where appropriate, measures are in place for the transfer of key community facilities into the ownership and stewardship of the local community, as part of the governance agreement (see Policy D1).

2.8 –Existing Settlements

Rationale and Justification

218. The scale of the proposed development will have a significant impact on existing settlements. Policy EX1 aims to ensure these impacts are mitigated and existing settlements may benefit in terms of access to improved infrastructure and facilities.
219. A comprehensive approach to development in the Gilston Area is required to ensure that the existing settlements in Eastwick and Gilston and Hunsdon Parishes are positively considered as part of the overall scheme: respected in their integrity, supported to flourish in a time of great change and placed at the foundation of the future community. The existing settlements will be significantly affected by the proposed development and it is important from the outset to consider how impacts can be mitigated and compensated during the extended construction programme.
220. It will be important to ensure that measures are taken early-on to enhance and strengthen the setting of the existing settlements and provide the off-site enhancements required to mitigate against the impacts of development during construction and at completion. The Strategic Landscape Masterplan should also clearly identify the safeguarding and enhancement measures of landscape features including any tree and hedgerow retention and maintenance along streets, lanes or around the churches and war memorials.
221. Existing communities should be connected to the new leisure and community facilities in the villages through an extended network of pedestrian, cycle and public transport routes. Access to key destinations within Harlow from the existing settlements should be protected and improved.
222. These measures will be essential to ensure a comprehensive and integrated development as advocated by the District Plan and the Garden Town, through its Vision, which state that new development should support and encourage the regeneration and enhancement of existing areas.
223. Policy EX1 also addresses the mitigation of impacts of new development on existing settlements through appropriate funding mechanisms.

Community Perspective

224. The local community has expressed great concern about the impact of development on existing settlements and their quality of life. There is an expectation that effective measures will be taken to minimise impacts and to ensure that existing residents share in the benefits of development in line with Garden City Principles.
225. The community wishes to ensure that measures are implemented to mitigate impacts, including provision for landscape maintenance, integration of green buffers around existing settlements and enhancement of existing greenspaces.
226. There is a clear expectation that the existing community will also benefit from the new and improved infrastructure provision of the Gilston Area. The community is concerned that the comprehensive vision for infrastructure upgrades outlined in the HGGT 'How To' Guide for Planning Obligations⁷⁵ will not materialise within their smaller scale settlements and would wish to ensure that major change will also result in infrastructure improvement within Eastwick, Gilston and Hunsdon to help mitigate the impacts of development and ensure the benefits are shared by existing communities. This should include better access to utilities (including high speed broadband), improved sewerage, access to public transport and cycle network, and convenient and easy access to local facilities.
227. As part of the development process and in adherence to the Garden City Principles adopted in the District Plan, consideration should be given to appropriate mitigation measures, subject to passing the tests set out in NPPF policy. These should be agreed in consultation with the local community. A preliminary list of priority projects identified at this stage by the community is provided in Appendix 4, which also includes other priority projects identified by the local community which could be supported through collaboration with the developers of the new villages.

⁷⁵ Harlow & Gilston Garden Town 'How To' Guide for Planning Obligations, Land Value Capture and Development Viability (Guidance Note: 01/20190417).

Fig. 22 - Local lanes: characterful, but in need of maintenance and enhancement (Gilston Lane)



POLICY EX1 – Existing Settlements

1. Development proposals in the Gilston Area will be required to:
 - i. Demonstrate how the impact of development on existing settlements and outlying properties which form part of these communities will be mitigated as part of the overall development scheme.
 - ii. Protect the landscape character of lanes, streets and open spaces affected by the development and within existing settlements such as Church Lane, Gilston Lane and Eastwick Hall Lane.
 - iii. Make provision for early landscape works and planting of indigenous species with high biodiversity value and species characteristic of the local countryside to strengthen the green buffers around existing settlements and along the existing lanes.
 - iv. Provide suitable and convenient access to new and existing community facilities and destinations.
2. Long-term maintenance of green and public spaces within the existing communities will be considered through the planning process and as part of the wider maintenance agreements for the Gilston Area (Policy D2).
3. Funding will be made available through legal agreements or through the possible future introduction of an infrastructure charging levy or similar charging regime to undertake improvements to the existing settlements in order to mitigate the impacts of new development. Mitigation measures will be agreed in consultation with the local community.
4. Development proposals within the settlements (outside the GA1 allocation) will be required to mitigate the impacts of development in accordance with the policies of the Neighbourhood Plan and the District Plan.

2.9 - Sustainable Mobility

Rationale and Justification

228. Policy TRA1 requires development in the Gilston Area to make an essential contribution to sustainable transport choices advocated for the Harlow and Gilston Garden Town through provision of a comprehensive sustainable mobility strategy and design choices for the new villages and the existing communities.
229. Development in the Gilston Area must promote sustainable transport choices, seek to anticipate foreseeable changes in transport technology and reduce the dominance of cars and traffic within existing and new communities and on the transport network across the wider area.
230. Promotion of sustainable transport choices requires an extensive network of safe and convenient active transport routes linking new and existing settlements and providing access to their facilities, open space and the countryside. Attractive village character and prioritisation of walking and cycling over car mobility will be essential.
231. Policy TRA1 sets out an approach which is consistent in relation to sustainable mobility with the East Herts District Plan, the ongoing HGGT work and with Hertfordshire County Council's Local Transport Plan 4 (LTP4)⁷⁶. A sustainable approach to travel is also a key objective underpinning the Concept Framework⁷⁷.
232. Development in the Gilston Area will be designed:
 - To provide an extensive network of safe and convenient pedestrian and cycle routes linking new and existing villages / communities and integrated with existing Public Rights of Way and routes beyond the Gilston Area.
 - For an order of priority to reduce the need to travel, walking, cycling, public transport, "mobility as a service" vehicles, freight and delivery vehicles and private cars - in this order.
 - With open and permeable village layouts, to shorten distances for sustainable modes and offer multiple safe routes, discouraging car use.
 - To provide safe cycling and pedestrian access to Harlow Town, Harlow Mill and Roydon stations.
 - With new efficient and frequent public transport connectivity to link new and existing settlements in the Gilston Area with surrounding areas, in particular Harlow Town Station and the town centre.
 - To avoid road layouts that give priority to cars or encourage speed.
 - To reduce provision for the car (including parking) and minimise visual presence.

⁷⁶ Local Transport Plan 2018-2031 (LTP4) Hertfordshire County Council (May 2018)

⁷⁷ Gilston Area Concept Framework (July 2018) p.12

233. The HGGT has set itself an ambitious target of 60% of all movement in new areas to be by sustainable transport modes (walking, cycling, shared mobility services or public transport), and 50% in existing areas of Harlow⁷⁸. This is a very significant shift, and one which will not happen unless a comprehensive strategy for mobility is developed and adopted for the site and for the wider area, taking account of progressive changes in travel habits and technology. This will not happen if the new villages are not designed on active design principles, with a range of uses and services that reduce the need to travel and a structure and layout which makes walking, cycling and public transport attractive.

Community Perspective

234. The local community is very concerned about the existing capacity of the local highway network, the poor public transport services and the capacity and accessibility of Harlow Town Station. They are aware that, without a robust and comprehensive approach, there will be significant impacts on local communities caused by growth and major new development. The local community would wish to see an increased focus on sustainable and achievable transport modal split and the provision of improved public transport facilities and services.
235. The community would like to see substantial change in the transport and mobility patterns of the area, leading to:
- Reliable and frequent bus services for journeys to Harlow, Bishops Stortford, Hertford and Ware and the creation of sustainable transport corridors.
 - Safe and convenient cycling provision across the Gilston Area, extending into existing settlements beyond and to main local destinations.
 - Measures to control, reduce and slow down through traffic movement.
 - Restrictions to freight movement through Hunsdon, Gilston and High Wych.
 - Improved facilities and services at Harlow Town Station as a priority, including improved access and cycle facilities and potentially also at Harlow Mill and Roydon stations and increased train capacity in peak hours.
 - Improved pedestrian routes extending the existing network of Rights of Way.

⁷⁸ HGGT Transport Strategy, p.5. [Garden-Town-Transport-Strategy_2020.pdf](https://www.harlowandgilstongardentown.co.uk)
([harlowandgilstongardentown.co.uk](https://www.harlowandgilstongardentown.co.uk))

POLICY TRA1 – Sustainable Mobility

1. Development should be designed to seek to achieve the sustainable mobility targets set by the Harlow and Gilston Garden Town Transport Strategy (presently 60%) and any subsequent update to it.
2. Development should demonstrate that clear sustainable mobility targets are secured as part of planning permission and that they can be realistically monitored and achieved through a range of practical and achievable solutions.
3. Development proposals should:
 - i. Promote sustainable transport choices with a clear order of priority: reduce the need to travel, walking, cycling, public transport, shared transport, deliveries and private transport.
 - ii. Be integrated with sustainable travel initiatives in the wider Garden Town area including the creation of sustainable transport corridors and public transport hubs.
 - iii. Provide a well-connected network of attractive, safe, convenient and where possible separated pedestrian and cycle routes within each village and between villages, including the existing communities as part of appropriate street design.
 - iv. Make provision for sustainable transport links which serve journeys outside the Neighbourhood Plan Area to nearby urban centres including Harlow's key shopping and employment destinations.
 - v. Provide multiple safe, direct and where possible separated pedestrian and cycle routes to Harlow Town Station, Roydon Station and Harlow Mill Station with smart cycle schemes and cycle parking facilities and give consideration to a northern entrance to Harlow Town Station dedicated to active mobility.
 - vi. Make early provision for frequent and extended public transport services to serve new and existing settlements with bus stops within walking distance of most new and existing houses to encourage use of public transport from the outset of the development.
 - vii. Anticipate changes in transport technology and support smart mobility services.
 - viii. Make provision for cycle parking and electric charging facilities to encourage the use of low carbon emission vehicles. An appropriate level of cycle storage and cycle parking should be provided in homes and at local destinations.
 - ix. Seek to minimise car parking provision in relation to adopted standards and make allowance for possible reductions in parking standards over time.

2.10 - Access to the Countryside

Rationale and Justification

236. Living in close proximity to the countryside is a key part of the vision for the Gilston Area. Policy TRA2 seeks to ensure that new development delivers an extended network of footpaths, rights of way, cycleways and bridleways which will link existing and new villages to each other and the wider countryside.
237. Consistently with the Concept Framework, the Neighbourhood Plan requires that the new villages are designed to maximise access to open spaces and the wider countryside through a network of greenspaces (the Green Infrastructure, Policy AG2) providing walking and cycling routes, integrating the existing views and network of paths with new connections to form a rich and permeable network⁷⁹.
238. The design of new pedestrian and cycle facilities within or across the River Stort (including the crossings proposed in District Plan Policy GA2) should minimise impacts on the character of the River Stort and provide good pedestrian connections to the Stort towpath, including wayfinding.
239. The enhancement to the Rights of Way network via improved new, safe and, where possible, separated footpath and cycle connections should be considered in the Strategic Landscape Masterplan and Village Masterplans in consultation with the community.

Community Perspective

240. The community places value on access to the countryside and the opportunities for integration and expansion of the existing network of footpaths presented by development in the Gilston Area.
241. The local community currently enjoys a village setting in which meeting people along streets and lanes is a common occurrence. They believe that this is essential for community cohesion, enjoyment of the countryside and encouragement of walking and cycling for need or leisure. They would like to see that the new development creates comparable or better opportunities for a healthy community lifestyle. They would also wish to see improved safe and, where possible, separated pedestrian and cycle connections throughout the Gilston Area.
242. There is a concern, however, that existing rights of way, which in some cases pass through sensitive areas and close to houses, will need to be protected from the potential impacts of significantly more use, as the population of the area increases, and appropriate mitigation will be required. Furthermore, the community is concerned that new cycle routes and leisure facilities could affect ancient woodland, disturbing important wildlife habitats and leading to the loss of important woodlands.

⁷⁹ Gilston Area Concept Framework (July 2018) p.77

POLICY TRA2 – Access to the Countryside

1. Development proposals should establish a comprehensive plan for the network of footpaths, cycleways and bridleways in the Gilston Area in collaboration with the community and preferably as part of a Strategic Landscape Masterplan (see Policy AG2).
2. Proposals will be supported where it can be demonstrated that the following criteria are satisfied:
 - i. The development provides an extended network of safe and where possible separated footpaths, cycleways and bridleways integrated with the existing wider network of Rights of Way to ensure that residents of existing and new villages have access to the countryside for informal leisure activities and enjoyment.
 - ii. The network is capable of being extended by wider stakeholders to provide access to the major areas of natural greenspace in and around the area (including connections to the Stort Valley, Lee Valley Park, and further away to Epping Forest and Hatfield Forest).
 - iii. The design of the routes should consider the tranquillity of the Green Infrastructure Network and other natural greenspaces and the need to minimise environmental impacts such as noise and light pollution.
 - iv. The impact on residential amenity and privacy of Rights of Way in proximity to existing properties is respected.

Fig. 23 – The delicate environment of countryside connections within the Stort Valley



3. Implementation and Delivery

This section of the Neighbourhood Plan sets out how the community intends to work with the local planning authority, developers and other stakeholders in bringing forward development in the Gilston Area.

243. The Neighbourhood Plan has been prepared to sit alongside national and local planning policies and other planning guidance to provide a policy framework for the determination of planning applications in the Gilston Area. It seeks to provide a positive and proactive planning tool to assist in the delivery of Policy GA1 and the vision and objectives set out in this Plan. The planning process involved in delivering development on the scale proposed in the Gilston Area is complex and the policies in this Plan should be applied at each stage to ensure positive outcomes.

Planning Process

244. The Gilston Area Charter SPD sets out in detail the requirements and steps for the various stages in the planning process⁸⁰, including:
- Outline Planning Applications, establishing the structure and range of development.
 - Strategic Landscape Masterplan, defining the Green Infrastructure Network and the overall landscape framework for the site and integration with existing settlements and the wider countryside.
 - Village Masterplans, identifying the boundaries of the proposed built-up area (having regard to the Strategic Landscape Masterplan), and the layout and development parameters for each village
 - Reserved Matters Applications/Detailed Planning Applications for individual buildings or smaller parts of each village.

Community Engagement and Governance Strategy in the District Plan

245. According to District Plan Policy GA1 (IV) developers will be required to agree a Community Engagement Strategy, setting out the expectations for engagement with the local community and stakeholders across Harlow and East Herts at each stage of the planning and development process to allow meaningful participation in the creation and management of the emerging new communities.
246. A Governance Strategy will be required to satisfy District Plan Policy GA1 (V(h)). It will establish the arrangements for the planning, development and long-term stewardship of the Gilston Area that will put local people at the heart of the decision making. It is also set out in the Concept Framework as a strategy for committed, long-term community-led governance⁸¹.
247. The Neighbourhood Plan expects, therefore, the Governance Strategy to be comprehensive, and related to all villages and existing communities to ensure that the overall area will be managed effectively, coherently and in the interest of all current and future residents.

⁸⁰ Gilston Area Charter SPD (June 2020) Fig.4

⁸¹ Concept Framework, p.159 and p.140

3.1 – Establishing a Partnership with the Community

Rationale and Justification

248. The community has a key role to play in taking forward growth in the Gilston Area and ensuring that development is appropriate to the location and distinctive. Policy D1 aims to put community engagement at the heart of delivering growth in the Gilston Area in accordance with Garden City Principles. Accordingly, the community must be fully engaged at each stage of the planning and development and in future governance arrangements.
249. The Council is committed to community engagement: this is a key principle underpinning Policies GA1 and DES1 of the East Herts District Plan and it is the driver of the Community Engagement Strategy SPD (Dec 2020). The Garden City Principles highlight the importance of strong vision, leadership and community engagement and long-term community ownership of land and community assets.
250. The commitment to community engagement in the development of the Strategic Landscape Masterplan, Village Masterplans and Design Codes is amplified in the Gilston Area Charter SPD (June 2020)⁸². The Charter SPD also requires that the production of each Masterplan for the Gilston Area will be led by an applicant team of professionals with suitable experience of collaborative landscape led masterplanning who will work together with the community and other stakeholders⁸³.
251. The Neighbourhood Plan advocates that a partnership approach with the community, starting with the existing one and progressively including future residents, should be at the heart of the development and of design choices, to ensure that these are informed by appreciation of local quality.

Community Perspective

252. The existing community has engaged proactively in the development of the Concept Framework and has worked hard at creating a climate of collaboration with the local planning authority, the HGGT Board and developers in the interest of achieving development that is of exceptional quality and appropriate to the Gilston Area. The Neighbourhood Plan Group has also worked with the District Council and the developers in the preparation of the Gilston Area Charter and Community Engagement Strategy. The community (existing and new) will expect to be fully engaged in the development of proposals for the new villages and future governance agreements and stewardship of open space and community assets in accordance with Garden City Principles and as envisaged by planning policy.

⁸² Gilston Area Charter SPD (June 2020) para 8.1

⁸³ Gilston Area Charter SPD (June 2020)

POLICY D1 – Establishing a Partnership with the Community

1. Development proposals will be supported which have been developed in partnership with the community and meet the following criteria:
 - i. Local communities (existing and new) have been fully, meaningfully and collaboratively engaged with at each stage of the development process; this will include evidence of how community views have been taken account in the development proposals.
 - ii. Involvement of the community in briefing the design teams responsible for the preparation of Masterplans about the local area and the perspective of the community.
 - iii. Collaborative Design Charrettes / Co-Design workshops will be held to facilitate the active engagement of the community at each stage in the preparation of the Strategic Landscape Masterplan and individual Village Masterplans and to ensure they respond to local aspirations and are grounded in an understanding and evaluation of the area's defining characteristics.
2. Funding may be made available through legal agreements to support the local community to enable full engagement and participation, including professional support where required.

3.2 - Community Ownership and Stewardship

Rationale and Justification

253. Policy D2 establishes criteria for future governance and stewardship of greenspaces and community assets so that arrangements are in place in a timely manner and in the interest of the whole community, including the existing one. It also requires a clear understanding of how future assets will be managed in perpetuity and identification of appropriate sustainable funding.
254. The framework for governance arrangements of the Gilston Area will bring together the new and existing communities by seeking active involvement of residents in the management and governance choices for the area. District Plan Policy GA1 (VII) states that the development should include mechanisms to secure the long-term stewardship, protection and maintenance of the parkland, open spaces, play areas and community assets and create the conditions for local resident participation in the design and stewardship of their new communities. The District Plan indicates that this should take place early in the overall development programme⁸⁴.
255. Long-term stewardship is one of the key Garden City Principles identified in the District Plan, Concept Framework and the HGGT Vision. The Concept Framework states that the Principal Landowners will establish mechanisms that will put local people at the heart of the decision-making process. It also promises land ownership and management arrangements which will guarantee independent control of the undeveloped parkland at Gilston Park Estate⁸⁵.
256. New facilities will not be sustainable without well organised management structures supported by consistent revenue streams. As such, the capture of land value from the uplift in granting planning permission is central to the original Garden City Principles, and to the TCPA's contemporary vision for Garden Towns⁸⁶. The HGGT 'How To' Guide for Planning Obligations sets out how the Councils intend to ensure the sustainability and long-term stewardship of the Garden Town as a whole through the use of planning obligations⁸⁷.
257. As part of the planning process, landowners/developers will be required to make arrangements for the long-term management, funding, maintenance and residents' participation in the stewardship of greenspaces, parklands, leisure and community facilities, potentially including schools, health centres etc. Existing residents and residents moving into the development should have a right to be involved in the governance structures.

⁸⁴ East Herts District Plan (October 2018) para 11.3.7 p.150.

⁸⁵ Gilston Area Concept Framework (July 2018) p.140

⁸⁶ Guide 9: Long-Term Stewardship. Garden City Standards for the 21st Century. Practical Guide for Creating Successful New Communities (TCPA, December 2017)
<https://www.tcpa.org.uk/tcpa-pgs-guide-9-stewardship>

⁸⁷ Harlow & Gilston Garden Town 'How To' Guide for Planning Obligations, Land Value Capture and Development Viability (Guidance Note: 01/20190417).

258. Long-term management and maintenance will be secured as part of the planning process and legal agreements via a Governance Strategy, which should be in place before the start of the development and be prepared with the active involvement of the local community and other local stakeholders. The Governance Strategy should be designed to meet a common level of investment and standard of maintenance for each village and for site-wide infrastructure serving the Gilston Area as a whole (including the existing settlements).
259. Land ownership, funding and management measures should also guarantee independent control of the Community Trust Open Space Land and other greenspaces (identified in Policies AG2 and AG7) in the interest of the community. A legal agreement for the Community Trust Open Space Land (District Plan Policy GA1) should include funding and design support to the community prior to the transfer of this land to enable community involvement in the design of the countryside parks and preparation of a management and maintenance plan (see Policy AG7).

Community Perspective

260. The local community has made clear its desire to be fully engaged from the outset in future governance arrangements and are supportive of the delivery and transfer of the Community Trust Open Space Land north of the powerlines into community ownership and control early in the development programme to help mitigate the impacts of development and provide a community asset for existing and new residents in the Gilston Area.
261. There is also an expectation that measures will be agreed and put in place at an early stage in the development programme to secure the long-term stewardship, protection and maintenance of other areas of parkland, open spaces, play areas and community assets and that local residents (existing and new) will be fully engaged in the design and stewardship of their new communities.

POLICY D2 – Community Ownership and Stewardship

1. Arrangements for future governance and long-term stewardship of the Gilston Area will be agreed between the principal landowners/developers and the local planning authority in consultation and with the endorsement of the local community and will be secured as part of the planning process.
2. An agreed governance structure should be in place at the outset of development to ensure the delivery and management of community assets is undertaken in a timely manner and in the interest of the community in accordance with Garden City Principles.
3. The arrangements for future governance and long-term stewardship will apply to all development within the Policy GA1 allocation and should include provision for the following:
 - i. An integrated approach to development and necessary infrastructure provision, and the delivery and long-term stewardship of green spaces and other community assets.
 - ii. The early delivery of community ownership and the long-term stewardship, protection and maintenance of the Community Trust Open Space Land (see Policy AG7).
 - iii. The establishment of governance and stewardship mechanisms early in the overall development programme for the funding, timely delivery and transfer into community ownership of other green spaces, parklands, sports and recreation areas and community assets.
 - iv. The active involvement of residents from the outset and the continued representation of existing and new communities in future governance arrangements and stewardship of the Gilston Area.
 - v. Funding and re-investment opportunities to ensure the long-term operation and maintenance of the Community Trust Open Space Land and other community and heritage assets.

4. Monitoring and Review

262. The Neighbourhood Plan provides a policy framework for the preparation and determination of planning applications in the Gilston Area. The community is not responsible for delivery of development in the Gilston Area and will work with the Council, developers, infrastructure providers and other stakeholders to ensure development takes place in accordance with the vision, objectives and policies set out in the Neighbourhood Plan.
263. Regular monitoring of actual development outcomes against the plan is an essential part of ensuring that the plan is effective. Monitoring can indicate areas where interventions may be needed to achieve the objectives of the plan; it may also demonstrate the need for a review or partial review of the plan.
264. Given the size and complexity of the Gilston Area development and the fact that the District Plan expects it to make a significant contribution towards housing needs within the Plan period, the Council recognises the importance of closely monitoring its implementation. In accordance with District Plan Policy DEL₄ (Monitoring of the Gilston Area), the Council will draw up an action plan setting out key milestones for the delivery of the site, including masterplanning, phasing of infrastructure and submission of planning applications and monitor its progress on an annual basis. The annual rate of housing completions in the Gilston Area will be reviewed by the Council as part of its District wide monitoring in accordance with Policy DEL₃ (Monitoring Framework).
265. The Neighbourhood Plan will be kept under review by the Neighbourhood Plan Group and this will be undertaken in collaboration with EHC who will be responsible for monitoring development in the Gilston Area in accordance with Policy GA₁ and other policies in the District Plan. Working closely with the Council, it will be possible to determine the progress being made in relation to the objectives and policies set out in the Neighbourhood Plan and the delivery of necessary infrastructure.
266. The Gilston Area Charter SPD reinforces this collaborative approach to monitoring. It states that the Garden Town Authorities will seek to provide information on an ongoing basis to keep the public informed about the planning process for the Gilston Area and subsequent development as it comes forward. The Council will use a Monitoring Framework and a series of measurable indicators to review progress⁸⁸.
267. The Monitoring Framework to be provided by EHC is expected to include a live web-based platform, regularly updated to keep the public informed about the progress of development in the Gilston Area. It will also include a record of what has been delivered and a framework for quality control of the development post construction⁸⁹. This Monitoring Framework will assist in keeping the Neighbourhood Plan under review.
268. If necessary, a formal review of the Neighbourhood Plan or parts of the Plan will be undertaken to reflect changes in national, strategic or local policies affecting the Neighbourhood Plan area.

⁸⁸ Gilston Area Charter SPD (June 2020) para 9.3

⁸⁹ Gilston Area Charter SPD Executive Report (East Herts Council 2 June 2020) para 3.6 p.22

Appendices

Appendix 1 – Neighbourhood Plan Objectives

OBJECTIVE 1: CREATING DISTINCTIVE AND BALANCED COMMUNITIES

- Creation of seven separate and distinctive new villages, each informed by Garden City Principles, with a wide range of homes, employment, local retail, education and community facilities well connected by pedestrian, cycle and public transport routes and three existing villages and other groups of houses each with a distinctive character and identity.
- The location and extent of village development to be influenced by the existing landscape character, topography, heritage assets and respond sympathetically to existing settlements and communities.
- New villages are to be separated by natural green corridors and the boundaries to each village will generally have softer edges and lower density development to reinforce separation, with most developments fronting directly and overlooking the greenspaces.
- There will be a defined centre to each village of an appropriate size and scale which will provide the heart of community life.
- The village centres will generally be higher in density with a mix of uses including retail, community and education facilities and will be distinct from other parts of the village (middle and edge).
- The new villages will be designed around a network of streets, walking and cycling routes and greenspaces. The streets will be easily navigable and permeable with streets treated as vibrant and active spaces to promote inclusive communities.

OBJECTIVE 2: MAINTAINING DISTINCTIVENESS AND MANAGING THE IMPACTS OF DEVELOPMENT ON EXISTING VILLAGES

- Protect the distinctive character of existing villages in the Gilston Area and carefully manage the impacts of the development and construction on existing communities through protective green landscape and the timely provision of improved infrastructure (roads, public transport, etc.). Existing communities will be connected to new villages, and have easy access to greenspaces and community facilities through an extended network of pedestrian, cycle and public transport routes.
- The setting of Eastwick, Gilston and Hunsdon and other clusters of existing buildings will be protected through the creation of natural green corridors of sufficient width which will separate them from new villages. They will contain walking and cycling routes to connect the existing settlements with new villages in the Gilston Area and to the wider area including Harlow.
- The provision of necessary infrastructure will be phased and delivered in a timely fashion to ensure that there is sufficient capacity to accommodate the needs of new development and that existing communities are equally and adequately served.
- The extended network of pedestrian, cycle and public transport routes will connect existing communities to the new villages, and the facilities contained within them.
- It will be important to deliver early landscape improvements to strengthen the green buffers around the existing settlements.
- Construction and traffic impacts on existing communities will be minimised and mitigated.

OBJECTIVE 3: DELIVERING A WIDE CHOICE OF QUALITY HOMES

- A wide range of housing typologies and tenures (including market and affordable housing) will be provided in each village to create mixed and balanced communities.
- New homes will be designed and constructed to a high-quality standard. They will be flexible and adaptable to changing lifestyles, providing for a variety of needs.
- New homes will meet high standards of sustainability and internal space.

OBJECTIVE 4: CONNECTED TO, BUT DISTINCTIVE FROM, HARLOW

- The villages will be well connected to the infrastructure, facilities and employment of Harlow, but will be separate and distinctive in their spatial form and design and be clearly distinct from the predominantly urban development of the wider Harlow area. The development will respect the Garden Town strategy and vision and contribute to the wider aspiration for the sustained economic regeneration and growth of Harlow.
- Development in the Gilston Area will be physically separated from Harlow (save for the river crossings) by the open landscape of the Stort Valley, an amenity to be preserved for its natural and water-related character and shared by all communities subject to protection of its sensitive natural and wildlife environment.
- Land uses, streets and public spaces will be in line with the character of a village and not be inspired by urban places. Green landscape should be natural and characteristic of the countryside.

OBJECTIVE 5: PROMOTING HEALTHY COMMUNITIES

- Each new village will be supported by an appropriate range of social infrastructure, including education, health, faith, open space, leisure, retail and community facilities alongside excellent links to the undeveloped open countryside especially that in community ownership and management.
- The development will encourage active lifestyles and social integration
- Each village will provide community facilities and local services relevant to the scale and size of that village.
- Opportunities for sport and recreation will be available for all age groups. Sport pitches will be provided in a variety of accessible locations, but should be designed to reflect the setting of their location. Ancillary works should accord with relevant policies, eg: AG3 and LA1.
- Accessible homes and neighbourhoods, and housing with care and support, will be integrated into the villages to enable people to live independently within their community.

OBJECTIVE 6: PROMOTING SUSTAINABLE TRAVEL

- New development will promote sustainable transport choices, anticipate foreseeable changes in transport technology and mitigate the traffic impact of the development on existing communities and the wider transport network across the locality.
- The development will prioritise active travel and support smart mobility services, reducing the need to own a car.
- All streets and connecting roads within the villages will be designed to limit speeds and car use, will be pedestrian friendly and in character with the village concept. Streetlighting should be minimal and sensitive to the darkness of the countryside.

- New development will provide an extensive network of safe and convenient pedestrian and cycle routes well integrated with existing Public Rights of Way and routes within and beyond the site.
- Each village will be developed around a legible street hierarchy which connects new housing to the village centres and other facilities.
- New efficient and frequent public transport connectivity will link new and existing villages in the Gilston Area with surrounding areas, in particular Harlow Town Station and the town centre, with safe and direct cycle and pedestrian routes and smart cycle schemes and cycle parking.
- Electric charging facilities will be provided in all developments to encourage the use of low carbon emission vehicles.

OBJECTIVE 7: CREATING WALKABLE NEIGHBOURHOODS

- New development will be designed on active design principles. New homes will be located within short walking distance of open space, community facilities, shops, and schools to promote a healthy and active community.
- A balance of land uses will be provided in each village (relative to the scale, size and role of the village) to encourage people to minimise journeys for shopping, leisure, education and other activities.
- Safe and secure layouts will be created which minimise conflicts between traffic and cyclists or pedestrians and avoid street clutter.

OBJECTIVE 8: PROMOTING HIGH QUALITY DESIGN

- The development should create a strong sense of place and local character, drawing inspiration from the morphology and character of existing settlements in the Gilston Area and elsewhere in Hertfordshire.
- Durable and high-quality buildings and public spaces will positively respond to local landscape character and history. Clear and detailed design guidance will be developed for each village.
- Frontages should be interesting, attractive and designed to be part of a street or landscape space.
- The design of buildings and materials used will provide a balance and rich variety of material treatment in building design which draws on local materials and character, from traditional to contemporary, reflecting individual village character.
- New development will be appropriately scaled in relation to a village location and heritage and landscape elements.
- Buildings will be designed to front onto spaces to provide activation, security and surveillance. Back fences onto green areas for public use should be avoided.
- The potential to create open layouts with variable building lines integrated with landscaping should be explored. Development should follow natural contours and minimise cut and fill wherever possible.
- Smart Technologies for the home should be anticipated.

OBJECTIVE 9: A PROTECTED AND ENHANCED LANDSCAPE AND NETWORK OF GREEN SPACES

- The landscape setting of new and existing villages / settlements will be protected and enhanced through the creation of an extended network of accessible greenspaces, with the retention of existing trees, hedgerows and landscape features and enhancement of the water environment where possible. The network of green greenspaces will be linked by a series of environmentally viable green corridors promoting rich biodiversity appropriate to the area.
- The revised Green Belt will be protected and opportunities will be taken to improve access to the countryside.
- The designs for each village will identify long and short-range views to create visual connections with notable heritage and landscape features.
- The new villages will be designed to maximise access to open spaces and the wider countryside.
- Connectivity between all the different landscapes will be promoted both in terms of greater open access as well as the creation of connected green corridors for flora and fauna.
- Each village will have a range of multi-functional open spaces, local play areas, landscaping and SuDS carefully designed to be safe and pleasant, forming an essential part of the experience of living in the Gilston Area.
- Long term maintenance will be considered as part of the governance strategy, including measures to enable long term management by the community.

OBJECTIVE 10: PROTECTING AND ENHANCING NATURAL ASSETS

- Existing natural assets, especially woodlands and the water environment, will be retained and enhanced and incorporated as part of the integrated network of green and blue spaces. The topography of the site and existing landscape features will inform the configuration of the village layouts and assist in the sustainable management of surface water drainage.
- Key habitat features will be preserved and enhanced as a priority and new habitats created to improve biodiversity.
- Development will be designed to minimise impacts on areas of ecological importance through the creation of adequate separation distances and buffer zones. This should contribute to restoring the health of local rivers and their associated habitats.
- Early restoration and management of woodlands will be required. Existing woodlands will be enhanced and management plans developed at an early stage of the development process.

OBJECTIVE 11: PROTECTING AND ENHANCING HERITAGE ASSETS

- Existing heritage assets will be respected, protected and, in some instances, enhanced. This includes the historic Gilston Park House and associated Listed Buildings, the setting of Hunsdon House, Hunsdon Airfield, St Mary's, St Dunstan's and St Botolph's Churches, the local War Memorials, all Scheduled Monuments and the settings of other Listed Buildings. The proposed development layout and setbacks will incorporate appropriate mitigation measures to minimise impacts on the settings of local heritage assets alongside celebrating such assets for the qualities they will bring to the new communities as places of quality.

- Development in the Gilston Area will respect and have a positive relationship with its heritage assets. Historic boundaries, such as the former deer park pale and ditch will be respected, preserved and enhanced.
- The layout and design of new development will respond sensitively to the form, proportion, scale and character of heritage assets. Open spaces will be strategically positioned to preserve the setting of heritage assets.
- Development will be positioned and landscape designed to respect, protect, and in some instances, enhance, the setting and views to/ from heritage assets.
- Long term conservation and management plans will be developed for all heritage assets, in consultation with the local community as part of the planning process.
- Opportunities will be promoted to increase public appreciation and understanding of heritage through village design and the incorporation of appropriate references.

OBJECTIVE 12: ENGAGING LOCAL COMMUNITIES

- Establish early on the framework for governance arrangements for the long-term stewardship of the Gilston Area that will bring together the new and existing communities whilst ensuring the long-term protection of the greenspaces and their high quality management by the community.
- Local communities (existing and new) will be fully, meaningfully and collaboratively engaged with each stage of the development process.
- The undeveloped land to the northwest of the Gilston Area will be transferred at an early stage into community ownership via a community land trust or similar governance mechanism, supported by a comprehensive long-term management strategy.
- Through the Governance Strategy, measures will be put in place to ensure that the community will have the necessary means to secure the long-term operation and maintenance of community assets.

OBJECTIVE 13: ENSURING THE PHASED DELIVERY OF NECESSARY INFRASTRUCTURE TO MEET THE NEEDS ARISING FROM THE DEVELOPMENT

- New infrastructure will be designed to meet the comprehensive needs of the Gilston Area and will be phased to minimise and manage the impacts of the development on the local area. The provision of necessary infrastructure will be phased in relation to development to ensure there is adequate capacity to meet the cumulative needs of new and existing communities.
- Infrastructure requirements and the timescale for provision will be determined as part of the approval of future planning applications.
- Construction traffic will be managed to minimise impact on existing and new communities, with stringent operational management plans agreed prior to the commencement of development in a village.

Appendix 2 – Local Green Spaces and Locally Cherished Views

Table 1 - Proposed Local Green Space Designations ⁹⁰

Proposed Local Green Space	Description	Character	Proximity to Community	Special Qualities
a. Eastwick Wood (2.2ha) b. Black Hut Wood (5ha) c. Lawns Wood and Moat (9ha) d. Queens Wood (4.1 ha)	Four blocks of Ancient Woodland (Natural England) and designated Wildlife Site (District Plan) and World War II Airfield Defences (Scheduled Ancient Monument).	Local coppiced woodlands, in need of enhancement and conservation.	Extensive network of footpaths and bridleway connecting to Hunsdon, Widford, Eastwick and High Wych used by local communities for informal recreation.	Tranquil area of woodland in between arable farmland with buzzard, red kite, owl, deer, hare, orchids; important for wildlife in the open setting of the Hunsdon Plateau.
e. Eastwick Valley and Eastwick Hall Corridor (15.3ha)	Pastures and fields of Eastwick Hall, Wildlife Sites and 2 Moated sites - Scheduled Ancient Monuments.	Local semi-natural valley in between undulating fields.	Close to Eastwick, linking the village green to the countryside to the north and Hunsdon Airfield.	Historically significant: ancient lane linking to former location of Eastwick Hall and two moated sites.
f. St. Botolph's Churchyard (0.5ha)	Listed church building (Grade II*) and Listed tombs. Mature trees. Identified as a distinctive local asset in the Garden Town Design Guide.	Local semi-natural tranquil greenspace.	Close to Eastwick, and an important place of identity for the local community.	Historically significant, attractive image for the village. Tranquil and contemplative place.
g. Home Wood (15.1ha)	Block of Ancient Woodland (Natural England) and designated Wildlife Site (District Plan).	Local natural greenspace.	Interface between the Hunsdon and Gilston communities, in close proximity to both.	Tranquil, wooded, bats, buzzards, red kite, owl, hare and other wildlife habitat with wild animals, bluebells and orchids. Essential setting of St Mary's Church and Church Cottages.

⁹⁰ NB. No Site i. is identified for reasons of cartographic clarity

Proposed Local Green Space	Description	Character	Proximity to Community	Special Qualities
h. St Mary's Churchyard (0.4ha)	Wildlife Site Grade 1 Listed church and monuments. Identified as a distinctive local asset in the Garden Town Design Guide.	Local semi-natural greenspace and part of the heritage of the area.	At the core of Gilston community, history and identity. It contains old tombstones and ancient yew trees.	Historically significant, and part of the image of the Gilston community. Heritage interior of St Mary's Church valued locally. Tranquil space. Wildlife.
j. Golden Grove (11.2ha)	Ancient Woodland and designated Wildlife Site.	Local natural greenspace.	Close to existing community of Gilston and separating it from High Wych.	Wildlife habitat. Tranquil. Easily reached from Gilston and High Wyche via quiet lanes.
k. Gilston House Parkland and Lake (8.5ha)	Historically significant landscaped area (not listed) Site of Netherhall one of the original three farmsteads established by Geoffrey de Mandeville in 1135.	Local in character and part of heritage of area.	Privately owned. Part of the heritage setting and identity of Gilston.	Historically significant, landscaped and wooded area providing an essential setting to Grade 2* Gilston Park House, wildlife habitat.
l. The Avenue and Chase (2.8ha)	The Mount is a Scheduled Ancient Monument surrounded by a dry moat and the original site of Giffards Manor one of the three farmsteads established by Geoffrey de Mandeville in 1135.	Local in character and part of heritage of area.	Planted and wildlife habitat at the core of the Gilston area and in need of enhancement and valorisation.	Historically significant, strong local feature in need of enhancement. Wooded area and wildlife habitat.
m. Terlings Park (Southern Edge) (5.6ha)	Strip of woodland south of the parkland designated under District Plan Policy CFRL1 . Green space serving local community.	Local woodland providing the interface between Terlings Park and the river Stort towpath.	Enjoyed by residents of Terlings Park and wider Gilston community.	Mature trees, wildlife and tranquil space for community and passers-by.
n. Fiddlers Brook and Lowland Fens (8.5ha)	A designated Wildlife Site and partly designated Fen Habitat (Natural England), including a woodland strip.	Local natural greenspace.	Close to existing settlement of Gilston Lane, Pye Corner and Terlings Park with footpaths linking to the Stort Valley.	Provides habitat for wildlife and biodiversity. Tree planted buffer between roads and open greenspaces.

Table 2 - Identified cherished views

Proposed View	Type	Justification	Design considerations
A. Long distance view from the Hunsdon Plateau / Hunsdon Lodge Farm looking south	Long Distance – Wider HGGT view	Expansive appreciation of the Hunsdon Plateau – Identified by HGGT Vision	Seek to avoid foreground encroachment and location of prominent buildings in the view. Rooftops visible in between trees acceptable.
B. Long distance view from Harlow, marking the transition from urban to village setting	Long Distance – Wider HGGT view	Presentation of village character arriving from Harlow – Identified by HGGT Vision	Present an attractive village frontage, making clear character distinction from Harlow.
C. Long distance view from Parndon Mill across the Stort Valley	Long Distance – Heritage setting + Wider HGGT view	Setting of listed building and green separation from Harlow	Retain and enhance heritage setting and Stort Valley as natural greenspace separation from Harlow. Avoid foreground encroachment and mitigate full view of any buildings through appropriate planting. Rooftops visible in between trees acceptable.
D. Views to and from the Churches of St. Mary's, St. Botolph's and St. Dunstan and churchyards	Protection of heritage setting	Retain countryside setting and appreciation of Grade I and II Listed Churches	Avoid visual encroachment and location of buildings in full view. Rooftops visible in the distance in between trees acceptable. No floodlighting visible from these viewpoints.
E. Views to and from Gilston Park House and to Hunsdon House and their gardens	Protection of heritage setting	Retain countryside setting and appreciation of Grade I and II* Listed countryside manor houses	Avoid visual encroachment and location of buildings in full view. Rooftops visible in the distance in between trees acceptable. No floodlighting visible from these viewpoints.
F. Open view over Hunsdon Airfield from Acorn Street and Drury Lane and from the airfield towards St Mary's	Mid distance view over countryside	Important countryside frontage to the village. Retain view of countryside from the village through unbuilt gap in the access road to Hunsdon	Seek to avoid foreground encroachment and mitigate full view of any buildings through appropriate planting. Rooftops visible in between trees acceptable. Careful use of localised lighting to retain dark skies at night. Minimise visual impact of roads.
G. Open views across the airfield from the Airfield Memorial and hangars	Mid distance view over countryside	Retain view of countryside from a location of local significance. Retain setting of Grade II	Seek to avoid foreground encroachment and mitigate full view of any buildings through appropriate planting. Rooftops visible in between trees

Proposed View	Type	Justification	Design considerations
		and II* Hunsdon Lodge Farm	acceptable. Careful use of localised lighting to retain dark skies at night.
H. Open views out from Eastwick Road towards the Memorial	Mid distance view over countryside	Important countryside frontage to the village. Retain view of countryside from the village through unbuilt gap within the heart of Eastwick	Seek to avoid foreground encroachment and mitigate full view of any buildings through appropriate planting. Rooftops visible in the distance in between trees acceptable. Careful use of localised lighting to retain dark skies at night.
J. Open views towards Eastwick from the Stort Valley and from the lower part of Gilston Park	Mid distance view over countryside	Retain appreciation of the setting of Eastwick as a village surrounded by countryside from public RoW	Seek to retain appreciation of the setting of Eastwick through buffers, soft edges and lower buildings. Rooftops visible in the distance in between trees acceptable. Careful use of localised lighting to retain dark skies at night.
K. Rural views from Hunsdon Pound towards Brickhouse Farm House	Mid distance view over countryside - Protection of heritage setting	Retain countryside setting of Hunsdon Pound and Grade II Listed Buildings	Seek to avoid foreground encroachment and mitigate full view of any buildings through appropriate planting. Rooftops visible in the distance in between trees acceptable. Careful use of localised lighting to retain dark skies at night.
L. Open views towards Hunsdon Brook Fishponds	Mid distance view over countryside - Protection of heritage setting	Retain visual connection across towards the Fishponds from the edge of the development and protect the integrity of the heritage setting of the Hunsdon House complex	Seek to create a visual connection between new village and Hunsdon House complex. Avoid foreground encroachment into the rural setting of the Hunsdon House complex and location of buildings in full view. Rooftops visible in the distance in between trees acceptable. Careful use of localised lighting to retain dark skies at night.
M. Open views towards and from Home Wood and Hunsdon / Cock Robin Lane	Mid distance view over countryside	Retain appreciation of the setting the Airfield, bounded by woodland from public RoW	Seek to avoid foreground encroachment and mitigate full view of any buildings through appropriate planting. Rooftops visible in between trees acceptable. Careful use of localised lighting to retain dark skies at night.

Proposed View	Type	Justification	Design considerations
N. Open view from the exit of Terlings Park and Fiddlers Brook	Mid distance view over countryside	Important countryside frontage to the village. Retain view of countryside from the village through unbuilt gap within the heart of Eastwick	Seek to avoid foreground encroachment and mitigate full view of any buildings through appropriate planting. Rooftops visible in the distance in between trees acceptable. Careful use of localised lighting to retain dark skies at night.
P. Open view from the path by Channock Farm towards Golden Grove and High Wych	Mid distance view over countryside	Important countryside frontage to the village. Retain view of countryside from the village through gap by Channock Farm	Seek to retain long distance views over open land and appreciation of the setting of the villages (Gilston and future) through buffers, soft edges and lower buildings. Rooftops visible in between trees acceptable. Careful use of localised lighting to retain dark skies at night.

Appendix 3 - Defining Village Character

A3.1 - Locally Inspired Village Character

The purpose of this Appendix is to support Policy AG6 and provide details and photographic illustration of the key characteristics of the local area that can be used as inspiration. The Appendix is to be used as a source of design cues, which will need to be creatively reinterpreted in the masterplanning proposals, rather than copied or literally replicated. By choice, the Appendix makes no prescriptive recommendation and does not endorse any specific architectural style.

This Appendix provides an organised collection of ‘design cues’, articulated in the following sections:

- The typical structure of local villages
- The character of streets and lanes
- How views out towards the countryside are present within villages
- The character of the landscape within the village boundaries
- How local villages are seen and impact views from the countryside
- The importance of soft edges
- The sense of arrival and transition from countryside to village
- The character of local landmark buildings
- Typical height and massing
- Variety of alignment and built form.

The images and text are intended to describe the local villages and help designers and decision-makers understand what the community values and considers the essence of the morphology and character that makes their villages special. Use of local materials and building detailing is encouraged (see Policy BU1), but in itself this is not considered the principal element of local character, and no specific ‘palette’ is proposed.

The Appendix is to be used as a source of design cues, which will need to be creatively reinterpreted in the masterplanning proposals, rather than copied or literally replicated. Nevertheless, Policy AG6 requires that proposals demonstrate the extent to which the various components of character identified in this Appendix have been considered in the design.

Each section includes a text box intended to exemplify how local characteristics can be used as design inspiration, which is relevant and appropriate to new contemporary villages in accordance with the aims of Policy GA1, other guidance for the site and the Neighbourhood Plan. They are not to be interpreted as prescriptive guidance.



1. Much Hadham High Street

Respecting Morphology and Character

The District Plan and Concept Framework require new development at Gilston to be in the form of distinct villages, respecting local character and village morphology. Policy AG6 of the Neighbourhood Plan expects proposals to demonstrate that the best possible balance has been achieved between landscape, village separation, mass, density and the overall delivery of the aims of Policy GA1 of the District Plan.

This Appendix explores some of the aspects that the local community considers typical of local villages and which could be used as inspiration in future designs.

In the interest of retaining flexibility of development, the Neighbourhood Plan does not specify fixed development parameters, but expects this flexibility to nevertheless respond to local character. In the spirit of Policy AG6, where trade-offs are to be made (for example between green separation and height of buildings), these should be explored and agreed with the local community, as part of the Village Masterplan process.

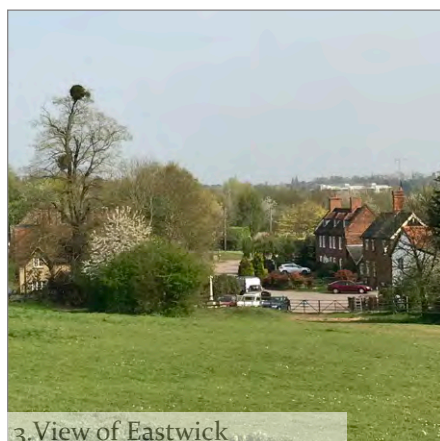


2. Hodgson cottages, Gilston

Guidance on Density

The Neighbourhood Plan does not specify density parameters, which are expected to conform to guidance offered elsewhere:

- Policy HOU2 of the District Plan requires housing development to make efficient use of land. Proposals are required to demonstrate how the density of new development has been informed by the character of the local area.
- The Gilston Area Concept Framework identifies an illustrative average net density of 33 dwellings per hectare based on indicative masterplanning work undertaken (pg.108).
- The Harlow and Gilston Garden Town Vision (pg. 8) indicates densities between 20 and 55 dwellings per hectare. Density could vary, typically with intensity in the centre and greater fragmentation at the edge, to respond to the landscape setting. Further guidance is in the Harlow and Gilston Garden Town Design Guide.



3. View of Eastwick

Examples from the Local Area

The villages used as reference in this Appendix have already been referenced in the Concept Framework and are drawn exclusively from the local area for the purpose of guiding 'local character', rather than generic good design principles, or generic 'villages'. The selection is drawn from:

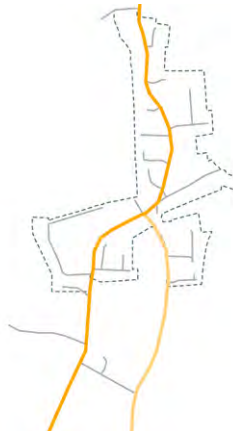
- Group 1 Villages (the largest category of the District Plan) nearby: Hunsdon, Much Hadham and Puckeridge.
- Group 2 Villages in the immediate vicinity: High Wych and Widford.
- The local settlements of Eastwick and Gilston within the area itself.

A3.2 - Village Structure

Most local villages developed organically along a central countryside lane. Typically, development has been by progressive addition over time, without any significant visual focal point such as a market square, church or manor house. This has created an intricate structure of different neighbourhoods within each village: a characteristic that could be mimicked in new development.

Description of Local Character

Most local villages have a linear development structure, along a country lane turned into High Street linking a chain of settlements. The secondary street system is typically organic and originating from country lanes, while local streets are shorter and developed over time through infill and small additions, with a characteristic open structure, often terminating with views over the countryside. Larger villages, like Puckeridge, evolved to form a composite structure articulated along 2-3 organic linear spines. Large central places (like a market square or even a large central green) and rectilinear grid plans are absent in all local villages.



Hunsdon

- A central spine hosting most communal activities.
- An organically shaped green at a 4-way cross-roads along the main local route.
- Short local streets opening towards the countryside.
- Groups of houses connected by an organic / irregular grid.
- Landmark buildings set in landscape outside the village.



Much Hadham

- A central compact high street, with continuous frontages of varied architectural styles.
- Landmark buildings not creating local focal points, set back from the main spine.
- Very short secondary streets perpendicular to High Street.
- Semi-rural lanes parallel to the main spine at the outer edges.



Puckeridge

- Composite structure with multiple forks linked to successive expansions.
- No green or other public space.
- Local organic grid by addition of clusters of houses.
- Outer local streets opening towards the countryside.
- 1960s schools and leisure facilities at the edge of the village.

Drawing Inspiration from Local Character: Village Structure

Most local villages are smaller, after 500 years of development, than the new ones will be after 20-30 years. It is therefore reasonable to expect that the structure of the new villages will be more articulated. Nevertheless, cues could be appropriately taken from the local area, for example by:

1. Adopting a main spine as the principal alignment connecting across multiple villages through rural landscape: this could be an important organising element of the structure of each village and function as a 'high street' and central reference place, where the majority of community activities are located.
2. Retaining, as far as possible, the alignment of the existing country lanes to form a secondary street network linked to the countryside or creating additional secondary links, following topography and natural or rural features as cues for the alignment.
3. Expanding the local street network of the new villages as if it were 'by addition', forming connected pockets (future distinctive neighbourhoods), rather than large formal grids, which are more typical of urban development.
4. Avoiding long straight avenues and formal piazzas with focal views on landmark buildings, as this is more typical of market towns.



Much Hadham High Street

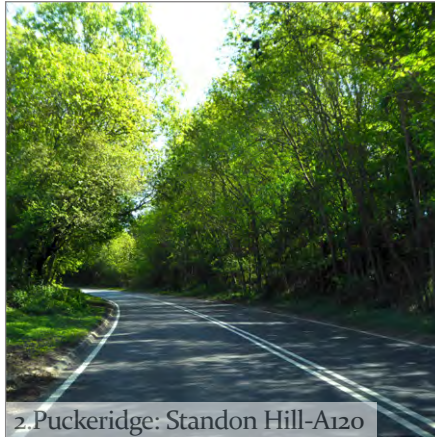
A3.3 - Street Character

Description of Local Character

Local streets and lanes are rich in landscape at the edges of the villages and attractively curving in the centres. They were built before the advent of highway codes and engineering standards: as a result, driving is constrained and needs to adapt to the location. Limited segregation of cycling and walking results in 'shared space' arrangements for most of the local streets.



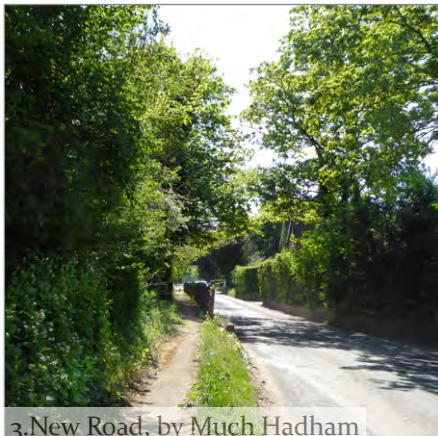
1. Gilson: Eastwick Road-C161



2. Puckeridge: Standon Hill-A120

Main roads outside villages

- Single carriageway with one wide lane per direction.
- Occasional walking path / cycle route in the verge and layby for buses.
- Minimal guardrails, street lighting and signage.
- Green semi-natural verges.
- Open views over countryside fields or enclosed in woodland.



3. New Road, by Much Hadham



4. Church Lane, Hunsdon

Main lanes at the village edges

- Single carriageway with one narrow lane per direction.
- Occasional walking path in the verge and passing point.
- No street lighting. Minimal road marking.
- Green verges.
- Direct access to properties, mainly behind tall hedges or boundary walls.



5. Hunsdon High Street



6. Puckeridge High Street

High streets

- Single carriageway with one lane per direction and side parking (encroaching in the road lane)
- Narrow footpath.
- No lighting posts.
- No verges or trees.
- Continuous frontages with narrow or no front garden space.



7. Church Cottages, Gilston



8. Cunningham Grove, Hunsdon

Other secondary streets / lanes

- Single carriageway / shared surface.
- No street lighting.
- Side footpath occasional and part of a green verge.
- Informal edge of carriageway with a green verge of trees or hedgerow planting.
- Informal landscaped front gardens.

Drawing Inspiration from Local Character: Streets and Lanes

With current highways standards, it will not be possible to replicate the appearance of the most attractive country lanes of the Gilston Area. Yet, inspiration can be usefully taken from local character, by:

1. Adopting informal layouts, with low speeds and reduced 'engineering' driven design in favour of locally adapted design that respects topography and landscape and encourage drivers to adapt their driving style to respond to the location.
2. Ensuring that there is abundant space for green verges, hedgerows and woodland-style planting at the edges or outside the villages, designing streets and frontages so that they are greener towards the edges (for example with deeper front gardens with trees and hedges) and more compact towards the centre.
3. Integrating cycle lanes and footways within the verges outside the villages and at the edges, while maximising opportunities for shared space arrangements in most local streets and neighbourhoods.
4. Minimising the visual impact of road signage, lighting and other street clutter.



Standon Hill Road - A120

A3.4 - Views out towards the countryside

Description of Local Character

Views out over fields and woodland are common from the village edges and occasionally from within the built-up area, creating a strong visual connection between the two.



1. Eastwick Road, Eastwick



2. Road from Widford, Hunsdon

Foreground of fields on arrival

Outer access roads and lanes typically open up onto the outer fields as soon as the edge of the built area is reached, creating long distance views and visual connection with the countryside, with:

- Open views over fields.
- Grassed edge.
- No or see-through boundary fencing.



3. Eastwick Green and Memorial

View of the countryside from the heart of the village

In many cases, there are visual openings onto the countryside from within the village itself, either onto fields, like in Eastwick or onto woodland or mature hedgerow planting like in High Wych, through:

- Gaps in the building alignment.
- Inviting the countryside into the village.



4. Exiting Terlings Avenue

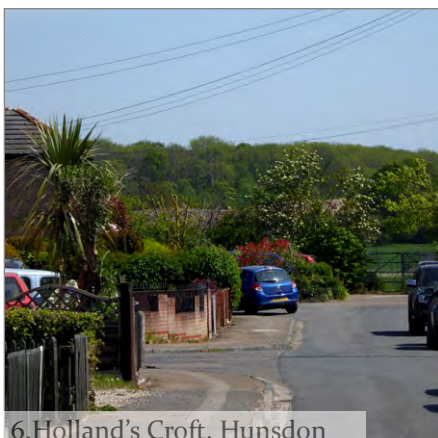


5. Roseley Cottages, Eastwick

No transition between houses and countryside

The countryside typically stops at the road edge and housing boundary, with no semi-urban transition zones. Often, only a green interface of grass, trees or hedge planting delimits the property boundary.

Agricultural fields typically come close to the houses, without any recreational parkland as transition.



6. Holland's Croft, Hunsdon



7. Terlings Park, Gilston

Green at the end of the street

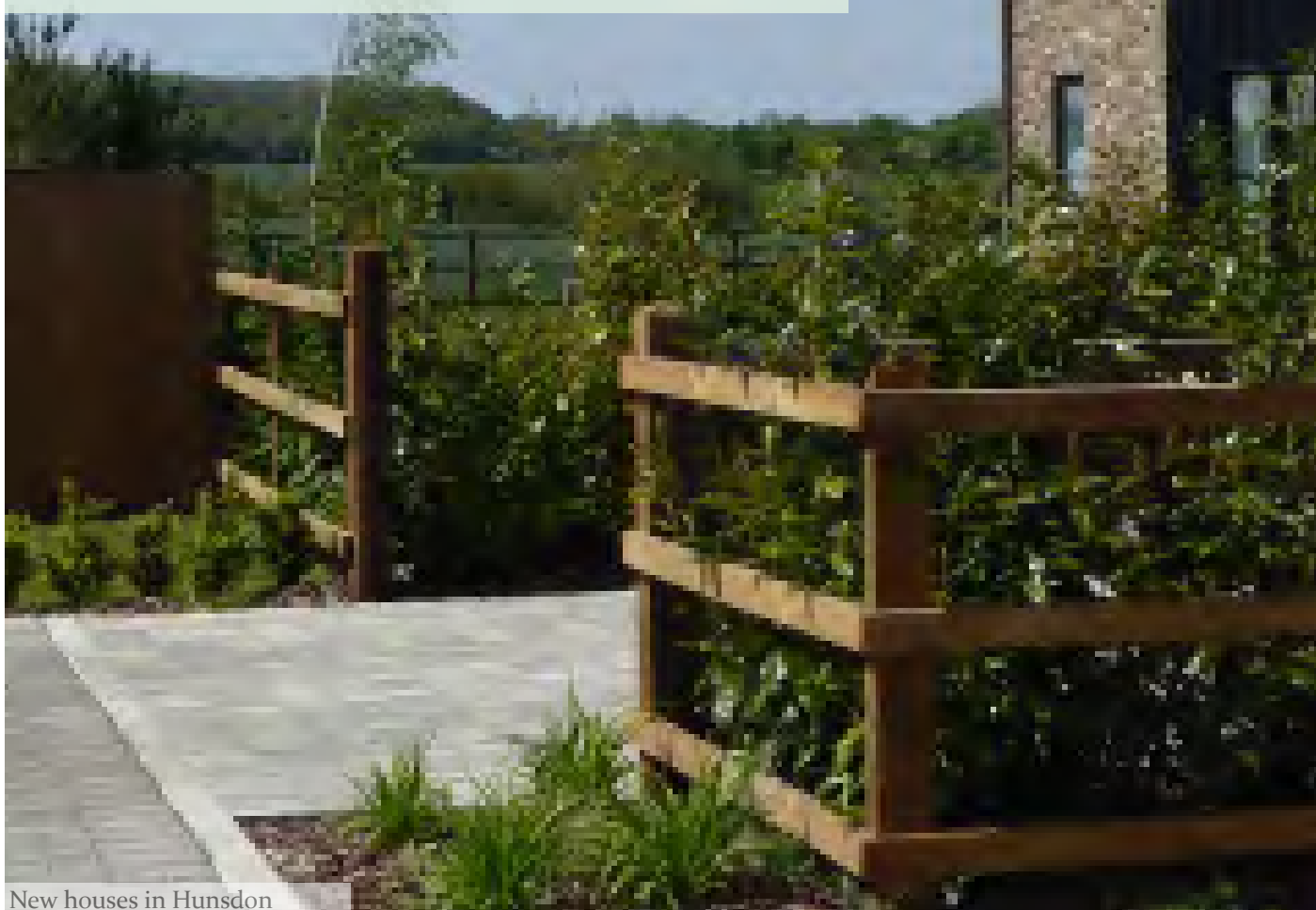
Secondary streets often adopt an open structure, opening views of the countryside or woodland at the end of many of the streets, sometimes even visible from the high street (Hunsdon, High Wych, Much Hadham), with:

- Open street end, without perimeter buildings.
- Semi-natural planting transition and / or see-through fencing.

Drawing Inspiration from Local Character: Views out Towards the Countryside

Future villages will be larger than most local ones, and seeking opportunities for visual interaction between countryside and the built areas will be very important to retain the visual interaction between village and countryside. A range of opportunities could be explored:

1. Maximising open views across the countryside, whenever there is a foreground of fields (for example towards the powerlines) or a wider gap between villages.
2. Identifying and highlighting key viewpoints from inside the village out towards fields and creating visual gaps, penetrating as deep as possible into the village.
3. Bringing the feel of the countryside as close as possible to the built area, by retaining agricultural activity where practical or recreating the countryside through species-rich grassland and hedgerows.
4. Adopting in preference open street layouts at the edges, with views out over the fields at the end of the street.



New houses in Hunsdon

A3.5 - Landscape within the village

Description of Local Character

All local villages have rich biodiversity and are characterised by semi-natural landscape, many tall trees, mixed species hedges and flowering front gardens.



1. Within Widford



2. Gilston Park access lane

Enclosed woodland

Blocks of woodland or semi-natural wooded parkland are often enclosed within the perimeter of each village, enriching biodiversity and creating opportunities for wildlife.

- Retained older woodland within the built-up area.
- Establishment of new woodland or parkland; sometimes associated with larger properties (Gilston Park).



3. Church Lane, Hunsdon



4. High Street, Much Hadham

Countryside trees

Inside the villages, trees crowns and foliage dominate the built form, screening or framing the buildings through:

- Presence of many mature tall trees in green spaces, gardens, verges and hedges.
- Species are typical of the countryside, with few ornamental trees.



5. Gilston Park, Gilston



6. High Wych Road

Richness and variety

Within and around private properties, many species of trees are planted often close together to create a dense and rich mix of foliage and biodiversity, through:

- Use of mixed species, shape and colour.
- Dense semi-natural planting.
- Low intensity maintenance to promote naturalisation.



7. Pye Corner, Gilston



8. Eastwick Hall Ln., Eastwick

Green frontages

Front garden flowers, shrubs and climbers are typical of villages, and the local area is no exception:

- Soft landscape frontages with mixed species and flowers.
- Low boundary edge within the village and hedge planting towards the edges.
- Concealed car parking.

Drawing Inspiration from Local Character: Landscape within the Village

Landscape within local villages is very distinctive and derived by a combination of legacy countryside planting (woodland and hedgerows) and semi-natural, biodiversity rich planting within the village itself. Inspiration should be drawn by local landscape, by:

1. Maximising opportunity to increase biodiversity (and contributing towards net gain) within the villages by adopting species rich planting elements along boundaries, verges, ditches and SuDS.
2. Retaining and enriching the planting of blocks of woodland or landscape corridors running through the village, optimising semi-natural planting mixes and low maintenance plant assemblages.
3. Planting as early as possible, as tall as possible, structural groups of trees typical of the countryside within key areas of the new villages.
4. Establishing early in the development process some richly planted front gardens, with flowers, shrubs and climbers, along key axis or at key locations.
5. Encouraging new owners to contribute to the character of the village through their front gardens, for example by establishing on site plant nurseries and providing practical advice.

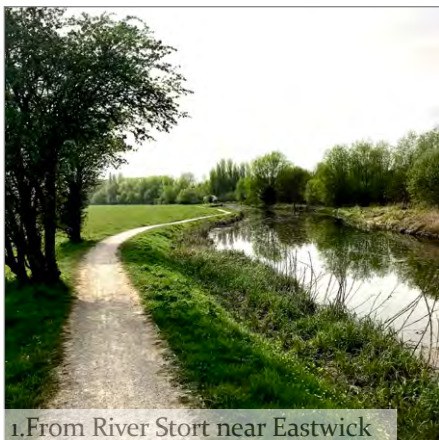


Landscape in Terlings Park

A3.6 - Views from the countryside towards the villages

Description of Local Character

Most villages are set among trees and richer in plants and biodiversity than most of the agricultural fields. From a distance they are barely distinguishable from the blocks of woodland.



1.From River Stort near Eastwick



2.Hunsdon from the Airfield

Wider area

The slopes and tree belts typically hide the villages from each other and from other key locations.

From the towpath along the River Stort, less than 200m away, the buildings of Eastwick are invisible.

From the Airfield Memorial, the roofs of Hunsdon are barely discernible, as they are mostly lower than the crown of the trees.



3.From fields by Gilston House looking south

Gilston

The settlement of Gilston completely merges within the landscape. Even views from the fields of Gilston House do not reveal the roofs of Terlings Park: only the towers and facilities of Harlow beyond give indication of buildings being not so far away.



4.Long-distance view from the east



5.Short-distance from the north

Eastwick

Eastwick appears as a settlement among trees, with roofs and frontages barely appearing in between the trees and tall hedgerows, and more tree crowns rising above the rooflines behind the houses.



6.Long-distance looking north



7.Short-distance from the Airfield

Hunsdon

Hunsdon has a fragmented perimeter: entirely green in places and more built-up in others. In all cases, the built form is horizontal and interspersed with trees, either in front or beyond the houses or farm buildings.

Drawing Inspiration from Local Character: Views from the Countryside towards the Villages

Future villages will be larger and closer together than existing ones, and it will be more of a challenge to achieve the effect of 'village set amongs trees'. Nevertheless, opportunities could be explored to:

1. Strategically locate (and plant as early as possible) blocks of woodland or seminatural trees within the green corridors and buffer area to mimic the appearance of existing villages.
2. Carefully design the landscape from key points and Important Views to optimise the impact of the landscape over the built form.
3. Avoid prominent buildings or highly visible uses at the fringes of villages, especially towards open land and countryside footpath.
4. Distribute height and massing in a way that assists a soft transition between built-up areas and countryside, adopting fragmented perimeters with tall trees interspersed between the houses.



View of Eastwick

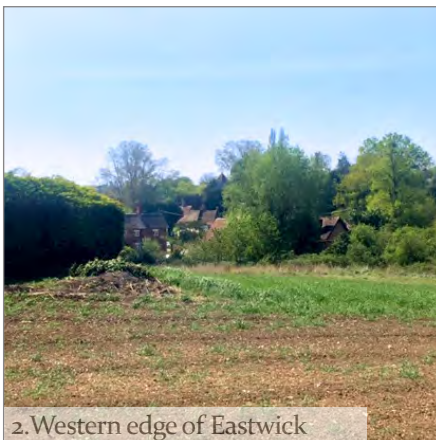
A3.7 - Soft edges

Description of Local Character

Village edges are typically green and informal, with abundant planting and a diverse roofline creating a soft transition between village and countryside.



1. Southern edge of Widford



2. Western edge of Eastwick

The importance of soft edges

Soft edges are a characteristic of villages, creating a narrow transition buffer from the built-up area of the village and the countryside.

Towards the edge, villages tend to become informal and open, with irregular rooflines and a belt of trees and tall shrubs interspersed between the buildings and along the boundaries.

This characteristic is not just a historic feature of the older parts of villages.

The better and more appropriate designs for infill and new development adopted principles such as:

- Avoiding development all around the perimeter, leaving gaps and open views towards the countryside beyond.
- Informal building alignment and varied rooflines, so that a compact frontage is not formed towards the outside.
- Planting of tall trees in between buildings at the edge.
- Planting of shrubs and trees to create a leafy transition between the property boundary and the countryside land beyond.



3. New houses at the edge of Hunsdon



4. New houses, Gilston Park



5. Terlings from the air, Gilston

Inappropriate urban edges

Hard frontages, aligned buildings and formal sequences of buildings or terraces are uncommon and unsuitable to village location, as they create an urbanised frontage that dominates the landscape and countryside.



6. Edge of a South Cambridgeshire village

Drawing Inspiration from Local Character: Soft Edges

Soft edges are a well established design principle in rural setting, and a key differentiator between rural development and the more urban / suburban styles at the edges of urban areas. Soft edges can be created through a range of design principles:

1. Adoption of informal and open building alignments at the edges of the villages, presenting diverse orientation of frontages, gables and rooflines towards the edge.
2. Avoidance of perimeter blocks or regular compact frontages towards the open countryside and key views, as these create an urbanised frontage dominating the countryside.
3. Planting of tall trees in between buildings at the edges and plants and shrubs to create a leafy, fragmented transition from village to countryside.



Southern edge of Widford

A3.8 - Sense of arrival / Gateways

Description of Local Character

Arrival into local villages is generally understated: the side of the first houses appear in between trees and edges almost unexpectedly, without any gateway buildings.



1. Puckeridge from A10

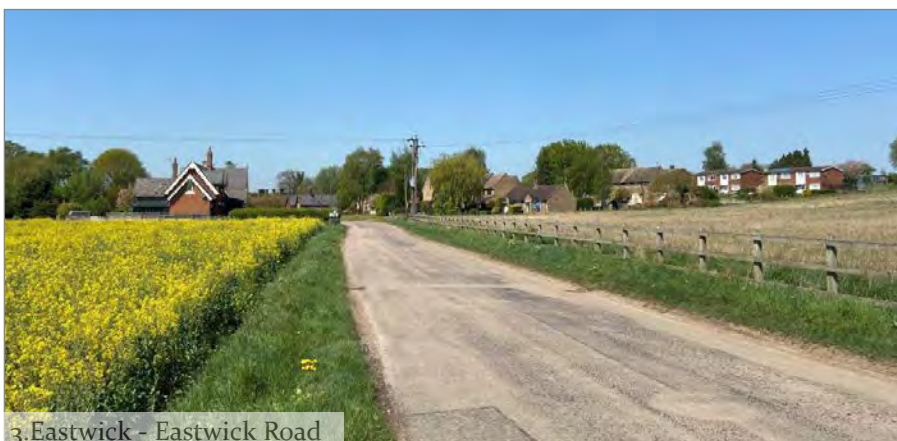


2. Much Hadham from north

Main characteristics

Arrival into a village, even from a main road, such as the arrival from the A10 into Puckeridge, is never marked by the built form:

- Trees and hedges increase in variety and colour.
- The road narrows and loses its formal definition. Road markings and signage are less prominent.
- Buildings appear sideways, without creating a focal point.



3. Eastwick - Eastwick Road

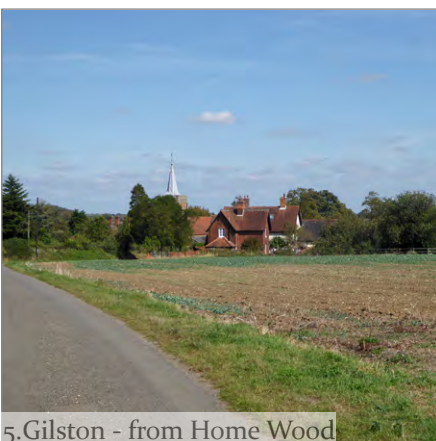
Eastwick

Arrival into Eastwick from the A414 is through an informal lane and fields, the village appearing in between trees in the distance.

No single building dominates the view. The Victorian Old School building on the left appears sideways with its decorated eaves and interlocked roofs.



4. Gilston - Eastwick Road



5. Gilston - from Home Wood

Gilston

Gilston does not have a compact village form, and no clear arrival point either. Arriving from Harlow via Eastwick Road, the village is announced by buildings isolated by landscape gaps: the Dusty Miller pub, the trees and entrance to Terlings Park and the first houses of Pye Corner.

From Home Wood, St Mary's Church spire blends between the trees.



6. Hunsdon - B180 from Stanstead Abbots

Hunsdon

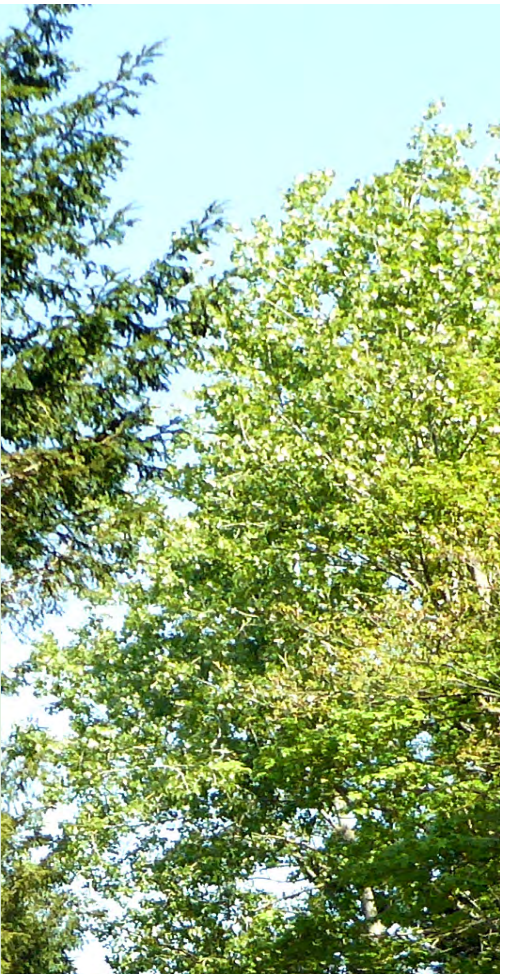
Arrival along Hunsdon Road, from either north or south, is marked by trees and buildings replacing the open views of the fields, without any significant gateway point or building.

Arrival from Church Lane is gradual, with Hunsdon House barely noticeable, and St Dunstan just appearing in between trees. Fields and scattered housing follow, before reaching the core of the village.

Drawing Inspiration from Local Character: Sense of Arrival / Gateways

Gateways and landmark buildings at the entrance of a site are typical of 'estate' development, and alien in villages that developed organically over time. The design of a transition through landscape into the new villages could consider:

1. Gradual increase in the variety and colour of trees and planting, creating a diverse and visually rich landscaped 'gateway', rather than a built one.
2. Sideways orientation of the first buildings along the main spine, preferably set back behind planting and hedges, so that buildings and houses start to appear in between the foliage, rather than assert themselves.
3. Delicate and fine detailing in the first buildings at the edges, as a way to replicate the subtle uniqueness of key buildings like the Old School House in Eastwick or the pubs of the villages.
4. Changes to the access road upon arrival, as it turns into an attractive local street, where slow and attentive driving and streetscape quality are even more important.



Arrival in High Wych

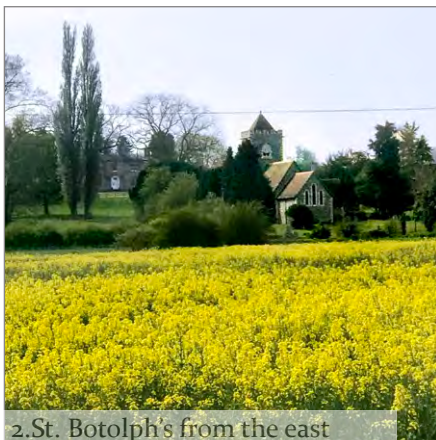
A3.9 - Landmark buildings

Description of Local Character

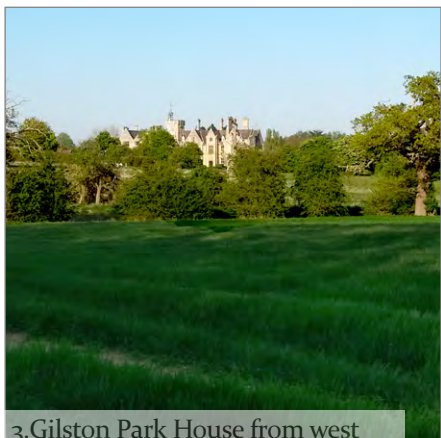
The historic development of the area is marked by the large country houses set in woodland and hunting grounds: this relationship has not been lost and should be safeguarded for the future.



1. St Mary's from Home Wood



2. St. Botolph's from the east



3. Gilston Park House from west



4. View from the park



5. View of St. Dustan's and Hundson House from Lords Wood



6. Much Hadham's big houses



7. The Manor of Groves

The character of local landmarks

Unlike the settlements grown around a central market or a manor house, local villages have no landmark buildings in a prominent focal position within the built area.

The houses of the gentry gave origin to the villages, but these developed at some distance and out of sight, so that the main house could retain its connection with the landscape and with the hunting grounds. Large churches were built near the main house, and therefore outside the village.

- The imposing scale and proportions of Gilston Park House and Hundson House are the most conspicuous of the area.
- They are set in landscape and hidden from public view, only visible in the distance from the countryside.
- The churches are mostly part of the landscape scenery, just emerging in between the trees, visible through fields and countryside, but discreetly positioned when travelling by road.
- Other large houses, built by wealthy owners as seasonal country residences, mostly sought a private and secluded position.
- Where located within the village, landmark buildings are simply part of the street scene, without pronounced gateways or features.

Drawing Inspiration from Local Character: Landmark Buildings

The design of future villages should respect and retain the significance of the existing landmark buildings, and take inspiration from the distinctive way local landmarks relate to the landscape. Design suggestions could include:

1. Ensuring that prominent major landmarks are significant in the village for their function as well, and are designed to excellent standards of architectural quality, innovation and exemplary sustainability.
2. Establishing very strong integration between major built landmarks and landscape, safeguarding the predominance of landscape over built form from a distance, and without compromising the role, setting and presence of the historic manor houses (Gilston Park House and Hunsdon House).
3. Avoiding introducing major 'urban' landmarks, forming formal gateways, urban vistas or frontal focal points in a piazza.
4. Introduce local landmarks as element of 'surprise' within the organic layouts of the villages to include schools, village halls and other community or special buildings.

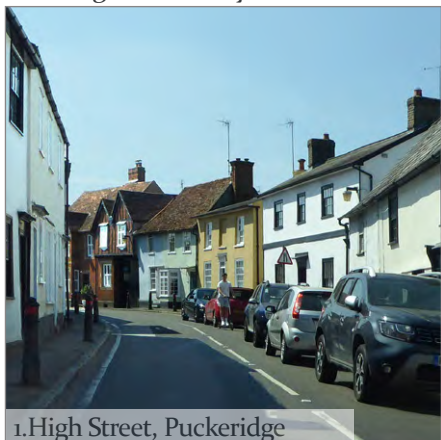


Gilston Park House

A3.10 - Height and massing

Description of Local Character

The villages are typically formed by two storey houses with a steeply pitched roof, lower than the trees. Larger buildings are mostly articulated in multiple volumes.



1. High Street, Puckeridge



2. Eastwick Hall Ln, Eastwick

Along the main spine

The high street is often the most compact street of the village, with buildings, forming a continuous but varied 2-storey frontage with no front gardens.

Larger buildings are mostly set back by a landscaped front space and have vertically proportioned gables, often on the main frontage.



3. Pye Corner, Gilston

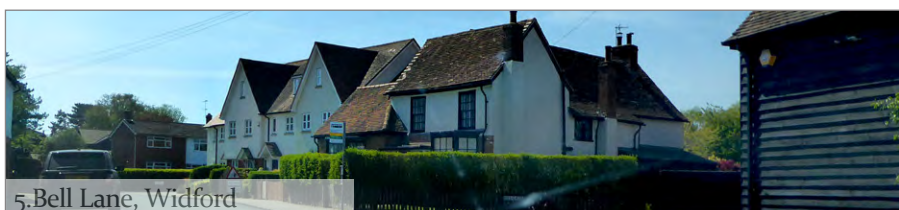


4. Gilston Lane, Gilston

Individual houses

Single or semi-detached houses are:

- Typically 2-storey high, with a steep pitched roof set low on the upper floor.
- Volumes are articulated, reducing the visual mass of the frontage.
- Tall decorative chimneys and gables with windows and decorative features are common.



5. Bell Lane, Widford

Larger blocks

Larger blocks are not common, unless they are farm buildings. Where present, they are generally:

- Informally arranged.
- Formed by a horizontal bar interrupted by front triangular gables.
- Set back from the roads and interspersed with trees.

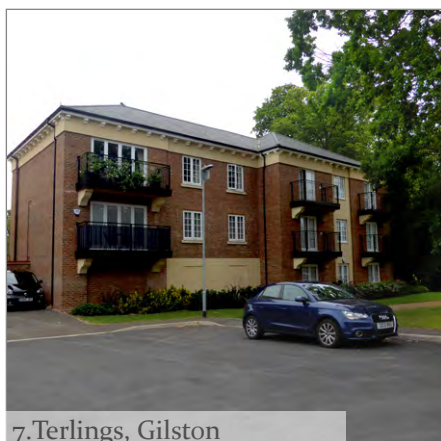


6. Hunsdon Lodge Farm

Three floor buildings

Three-storey buildings are uncommon and generally:

- Are located on secondary streets and / or well set back from the roads.
- The third floor is often part of the roof space, or other devices have been used to reduce the visual impact of height and bulk.



7. Terlings, Gilston



8. Gilston Lane, Gilston

Drawing Inspiration from Local Character: Heights and Massing

Exploration of the distribution of heights and massing in future villages will need to be very carefully undertaken, to retain 'human scale' and visual presence of trees above and in between the roofs. Overall buildings may be between 2 and 4 storeys in height – taller buildings may be acceptable in appropriate circumstances, including taller buildings which will be considered on a case by case basis.

Local character prompts a range of design choices:

1. Compact village centres and high streets with a variety of buildings of modest height, with diverse frontages and rooflines.
2. Larger buildings positioned to minimise visual impact, set back from the street or located on secondary streets, so that their presence is blended in between buildings of prevalent modest height.
3. Common features include visual devices to de-emphasise the bulk and massing of larger buildings: front triangular gables, interlocked volumes and roofs, informal clustering around a private or semi-private yard (as in farm buildings).
4. Avoiding linear arrangements of bulkier buildings, taller gateway buildings and any other layout that gives prominence to mass and height.



Hodgson Cottages, Gilston

A2.11 - Variety of alignment and built form

Description of Local Character

As the villages were built over time and by successive addition, they display a great variety of buildings, and only small groups of similar houses.



1. Hunsdon High Street



2. Hunsdon, Drury Lane corner

Similar buildings - variety of details

In places, like the centre of Hunsdon, the buildings have similar colours and materials. In this case, diversity is shown in the irregular alignment, the different roof shapes and the details: doors, windows, eaves.



3. Station Road, Puckeridge



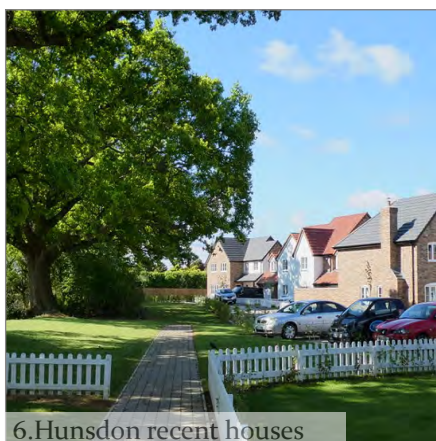
4. High Road, High Wych

Varied alignment and form

In most part of local villages, buildings of different times and form are mixed together. Within the variety there has been a consistent use of materials and forms.



5. Gilston Park new extension



6. Hunsdon recent houses

New buildings with local references and variety

Successful new additions to the villages typically present:

- Richly planted frontages, including trees.
- Simplicity of forms.
- Height and massing comparable to those of the local area.
- Range of locally inspired building materials.



7. Beaulieu Park, Chelmsford



8. Barking Riverside

Inappropriate formal or repetitive units

Certain building formats, even at appropriate densities, can create an urban or suburban character, inappropriate in the Gilston Area. Inappropriate features include:

- Rows of repeated units.
- Formal alignments.
- Hard front gardens.
- Flat roofs.

Drawing Inspiration from Local Character: Variety of Alignment and Built Form

Future villages will not have the benefit of successive additions over centuries of development, and history as a source of variety and architectural interest. Nevertheless, uniformity of layout and repetition of building 'templates' is typical of suburban extensions and out of character in a village environment. Future designs should attempt to build-in variety through:

1. Informal layouts (see also A4.2: Village Structure) with only small-scale clusters of buildings of a similar design, even if overall character is consistent across each village. Rows of repeated units and formal alignments should be avoided.
2. Creating opportunities for 'customisation' from the outset, encouraging residents and owners to adopt variations in the palette of details, in frontages and front gardens.
3. Adopting simplicity of forms that can be enriched through planting and local detailing, with a range of locally inspired building materials.
4. Avoiding hard front gardens, flat roofs and cladding panels that are commonly associated with urban character and architecture.



High Wych

Appendix 4 – Priority Projects

Priority projects identified by the local community as necessary to mitigate the impacts of development:

- Early planting of buffers and landscape maintenance within and around existing settlements to strengthen their landscape setting.
- New planting and maintenance of the existing lanes including Gilston Lane, Church Lane and Eastwick Hall Lane to improve safety and strengthen local character.
- Enhanced facilities, churchyard and setting for St Mary's Church, Gilston; St Botolph's Church, Eastwick and St Dunstan's Church, Hunsdon and provision of good access to them for faith and community activities and improved kitchens and toilets to serve an expanded community.
- Early restoration and maintenance of watercourses, paths and holloways including hedgerows in Cock Robin Lane (a historic link from Eastwick towards the Airfield).
- Early planting and maintenance of the existing woodlands within the Gilston Area.
- New design and landscape setting for the Gilston War Memorial, whose setting and significance will dramatically change as a result of the development.
- Comprehensive facilitation of the upgrade of infrastructure provision in the existing settlements as new provision is made for the new villages: this would be particularly important in respect of utilities and telecoms.
- Enhanced access to pedestrian and cycle routes and to bus services, extended to the existing communities, consistently with LTP4.
- Comprehensive study of changed drainage patterns as a result of the development and SuDS networks designed to address existing problems with surface water runoff.
- Safety improvements to Church Lane and Acorn Street from the A414 to the centre of Hunsdon impacted by new traffic generated by the development.
- Comprehensive improvement of any downgraded Pye Corner and Eastwick Road to create a safer and welcoming pedestrian space.
- Improvements to Burnt Mill Lane including provision of appropriate lighting, footpath improvements and prioritisation measures for pedestrians and cyclists to provide a safe route to Harlow Station.
- Improvement to the existing village halls to serve the whole community, alongside new provision.

Other priority projects identified by the local community which could be supported through collaboration with the developers of the new villages include:

- Shared surface / public space design in Eastwick Road between the Red Lion Pub and the War Memorial.
- Creation of green / play spaces in the existing communities and an all-weather multi-use play area in Hunsdon.
- Enhancement of the facility called the Dell in Hunsdon.

Appendix 5 – Key Evidence

The Neighbourhood Plan draws from extensive evidence base prepared for the East Herts District Plan and preparation of the Concept Framework. It also draws from national and regional guidance. The list below summarises the key evidence documents that have informed the policies in the Neighbourhood Plan

1. National Planning Policy Framework, Ministry of Housing Communities & Local Government (June 2019)
2. East Herts District Plan (October 2018)
3. East Herts District Landscape Character Assessment SPD 2007
4. Affordable Housing SPD, East Herts Council (Draft for Consultation, January 2020)
5. Open Space, Sport and Recreation SPD (Draft for Consultation), East Herts Council (October 2019)
6. Gilston Area Charter SPD, East Herts Council, East Herts Council (June 2020)
7. Hertfordshire County Council Local Transport Plan 2018-2031 (LTP4, July 2018)
8. Hertfordshire Infrastructure & Funding Prospectus 2018-2031, Hertfordshire County Council 2018
9. Statement of Common Ground between East Herts Council and Places for People and City & Provincial regarding GA1 (the Gilston Area) Ref: ED160 (November 2017)
10. Gilston Area Concept Framework (July 2018)
11. Gilston Area Concept Framework- Executive Report (East Herts Council, 12 June 2018)
12. Gilston Area Concept Framework- Council Report (East Herts Council, 25 July 2018)
13. Harlow and Gilston Garden Town Vision (November 2018)
14. Harlow and Gilston Garden Town Design Guide (November 2018)
15. Harlow and Gilston Garden Town Sustainable Transport Strategy (Draft for Consultation, January 2020)
16. Harlow and Gilston Infrastructure Delivery Plan (April 2019)
17. Harlow and Gilston Strategic Viability Assessment Report and Appendices (April 2019)
18. Harlow and Gilston Garden Town ‘How To’ Guide for Planning Obligations, Land Value Capture and Development Viability (Guidance Note: 01/20190417, Nov 2018)
19. Harlow-Gilston Garden Town Water Cycle Study Update (2018) and Garden Town Water Cycle Study Addendum (2018)
20. Harlow and Gilston Garden Town Board Stewardship Principles (July 2019)
21. Harlow and Gilston Garden Town Employment Commission Draft Report, (February 2020)
22. Sustainability Appraisal of Pre-Submission District Plan, AECOM (September 2016)
23. Sustainability Appraisal Report Addendum, Main Modifications to District Plan, AECOM (January 2018)
24. Sustainability Appraisal of Strategic Spatial Options for West Essex and East Herts, AECOM (September 2016)
25. East Herts Green Belt Review, Peter Brett Associates (September 2015)
26. Updating the Overall Housing Need- Based on 2014 based projections for West Essex and East Herts, ORS, (August 2016)

27. The Gilston Area Settlement Appraisal, East Herts Council 2016
28. East Herts Strategic Sites Delivery Strategy, PBA (September 2015)
29. Village Hierarchy Study, East Herts Council (August 2016)
30. Gilston Area: Heritage Impact Assessment (Montagu Evans, October 2017)
31. Strategic Housing Market Assessment (SHMA) ORS (September 2015)
32. Housing Needs Survey, DCA 2014
33. Delivery Study for Harlow and Surrounding Area: Infrastructure Delivery Plan (2018)
34. East Herts Infrastructure Delivery Plan (2017)
35. Gilston Area Flood Risk Assessment and Drainage Strategy, Places for People (May 2014)
36. East Hertfordshire Level 1 and Level 2 Strategic Flood Risk Assessment (2016) and Addendum, JBA Consulting (March 2017)
37. Draft Final Water Resources Management Plan 2020-2080, Affinity Water (June 2019)
38. Wildlife Sites Inventory for East Herts, Hertfordshire Biological Records Centre, 2013
39. Habitat Regulations Assessment, AECOM (September 2016)
40. River Stort Catchment Management Plan
www.riverleacatchment.org.uk/index.php/river-stort-home
41. Natural England - ENRR526 Accessible Natural Greenspace
42. Nature Nearby' Accessible Natural Greenspace Guidance, Natural England (March 2010)
43. Biodiversity Strategy for Development, Places for People & Provincial Properties (December 2016)
44. Open Spaces and Sports Facilities Assessment Technical Study- Background and Context, Nortoft 2017
45. East Herts Assessment of Sports Facilities, East Herts Council 2011
46. Air Quality Planning Guidance Document, East Herts Council 2016
47. Green Infrastructure Plan, Land Use Consultants (March 2011)
48. Living with Beauty: report of the Building Better, Building Beautiful Commission (January, 2020)
49. South Cambridgeshire District Council Village Design Guides (2020)
50. Pevsner Architectural Guides: Buildings of England (Hertfordshire) 2012
51. Historic England National Heritage List for England
<https://historicengland.org.uk/listing/the-list>
52. Gilston Area Heritage Desk Based Assessment, Places for People and City & Provincial Properties (December 2016)
53. Gilston Area Village 7 Employment Land Review (Savills, October 2019)
54. Guide 9: Long-Term Stewardship. Garden City Standards for the 21st Century. Practical Guide for Creating Successful New Communities, TCPA (December 2017)
55. Hunsdon Neighbourhood Plan - <http://hunsdonneighbourhoodplan.org.uk/>
56. Historic Census Data - Vision of Britain www.visionofbritain.org.uk/census
57. ONS Housing Statistics / NOMIS, Local Area Profiles Census 2011
58. Groundwater www.gov.uk/guidance/groundwater-source-protection-zones-spzs
59. Geographical spatial data:
District Plan designations – East Herts District Council
Landscape and environmental designations – Natural England (magic.defra.gov.uk)
Heritage – Historic England, National Heritage List
Public Rights of Way – Government Datastore (data.gov.uk)

Appendix 6 - Glossary

The terminology used in the Neighbourhood Plan reflects the terminology used in the East Herts District Plan, the Gilston Area Concept Framework and the Harlow and Gilston Garden Town Vision.

Term	Definition
Accessible Natural Greenspace	Natural England’s ‘Nature Nearby: Accessible Natural Greenspace, March 2010’ includes the following definitions: Accessible Natural Greenspace (ANG) Accessible greenspace –available for the general public to use free of charge and without time restrictions (although some sites may be closed to the public overnight and there may be fees for parking a vehicle) and compliant with the requirements under the Disability Discrimination Act (DDA 1995). Natural greenspace – Places where human control and activities are not intensive so that a feeling of naturalness is allowed to predominate.
Accessible Natural Green Space Standards (ANGst)	ANGst recommends that everyone, wherever they live, should have an accessible natural greenspace: <ul style="list-style-type: none"> • of at least 2 hectares in size, no more than 300 metres (5 minutes walk) from home; • at least one accessible 20 hectare site within two kilometres of home; • one accessible 100 hectare site within five kilometres of home; and one accessible 500 hectare site within ten kilometres of home; plus • a minimum of one hectare of statutory Local Nature Reserves per thousand population.
Affordable Housing	<p>Social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market, including provisions to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision.</p> <p>Social rented: housing is owned by local authorities and private registered providers (as defined in section 80 of the Housing and Regeneration Act 2008), for which guideline target rents are determined through the national rent regime.</p> <p>Affordable rented: housing is let by local authorities or private registered providers of social housing to households who are eligible and subject to rent controls that require a rent of no more than 80% of the local market rent.</p> <p>Intermediate housing: homes for sale and rent provided at a cost above social rent, but below market levels subject to the criteria in the Affordable Housing definition above. These can include shared equity (shared ownership and equity loans).</p> <p>Starter Homes: new homes only available for purchase by qualifying first-time buyers.</p>

Allocated Site	To deliver the development strategy and meet its housing requirement the Council allocates land for particular types of land use, such as housing, as part of its planned approach to managing development and shaping the future of the district's towns and villages. Infrastructure providers can then take the planned growth of a settlement into account when delivering their services.
Ancient Woodland	An area that has been wooded continuously since at least 1600 AD
Biodiversity	The whole variety of life encompassing all genetics, species and ecosystem variations, including plants and animals.
Biodiversity Net Gain	Biodiversity Net Gain is an approach to development that leaves biodiversity in a better state than before, by which developers are encouraged to bring forward schemes that provide an overall increase in natural habitat and ecological features. Biodiversity Net Gain is part of the National Planning Policy Framework (NPPF, Para 170(d) and Para 175(d)). The draft Environment Bill (2020) includes a requirement to deliver a mandatory 10 % biodiversity net gain to be maintained for at least 30 years.
Bus Rapid Transit	A fast and efficient priority bus service, located along the Sustainable Transport Corridors, making use of the latest transport technology.
Central Stort Crossing	This connects the A414 Eastwick Road with the A414 Edinburgh Way via Fifth Avenue. The crossing will be located to the immediate west of the existing crossing.
Character	A term relating to the appearance of any rural or urban location giving places their own distinct identity.
Climate Change	Long-term changes in temperature, precipitation, wind and all other aspects of the Earth's climate. Often regarded as a result of human activity and fossil fuel consumption.
Climate Change Adaptation	Adjustments to natural or human systems in response to actual or expected climatic factors or their effects.
Climate Change Mitigation	Action to reduce the impact of human activity on the climate system, primarily through reducing greenhouse gas emissions.
Community Boundary	Definition of boundary to identify extent of existing community to include separate groups of buildings outside settlement boundary. Applies to existing village communities, whose integrity should be protected, particularly the dispersed settlement of Gilston. It does not imply that development within its boundary is typically acceptable (unlike a Village Boundary).
Community Trust Open Space Land	The area allocated in the key Diagram for the Gilston Area in the District Plan as open space as part of wider managed parklands including continuing farming. This area will remain undeveloped, with the exception of a small number of buildings associated with its recreational use. Policy GA1 states that a community land trust, or other governance mechanism as appropriate, will be established in order to deliver local ownership and management early in the overall development programme.

Community Sport	A mix of formal and informal sports areas, including; playing fields, cricket club, bowls club, tennis club, trim trail, climbing walls, sports courts, etc. Some community sports facilities are to be shared with schools
Concept Framework	Descriptive planning document produced by the developers and formally endorsed by the Council to provide a benchmark for future development in accordance with Policy GA1.
Countryside	Common term that indicates the open space outside cities and urban areas, made up of agricultural and natural land as defined by Natural England (ENRR526 Accessible Natural Greenspace). Natural land includes tracts of countryside (woodland, scrub, heathland, meadows and marshes) which through appropriate management support essentially wild plants and animal assemblages, and the less intensively managed parts of parks, sport pitches, churchyards and cemeteries.
Density	Density is a calculation of the number of houses that may be built on a particular piece of land. It is usually expressed as the number of dwellings per hectare (dph). Net density includes directly associated uses, such as local access roads, private garden space, car parking areas, incidental open space, landscaping and children's play areas, where they are provided. Gross density includes large-scale open space, main roads, schools, hospitals, and other major supporting infrastructure.
Eastern Stort Crossing	This connects the Eastern Access to the Site, and Eastwick Road (at Pye Corner), to the A414 Edinburgh Way (eastern end) via River Way.
Enterprise Zone	A designated geographical area in which state incentives such as tax concessions and simplified local authority planning procedures are offered in order to encourage business investment.
Flood Plain / Floodplain	Generally low-lying areas adjacent to a watercourse, tidal lengths of a river or the sea, where water flows in times of flood or would flow but for the presence of flood defences.
Garden City	Concept of urban design and planning developed by Ebenezer Howard and his contemporaries that sought to create settlements that combined the positive aspects of both the town and countryside
Gilston Area	Gilston Parish, Eastwick Parish and that part of Hunsdon Parish including the proposed Gilston Area allocation (Policy GA1) as defined in the East Hertfordshire District Plan and corresponding to the designated Neighbourhood Plan Area.
Green Belt	A designated tract of land around urban areas, designed to: <ul style="list-style-type: none"> • Check the unrestricted sprawl of large built up areas • Prevent neighbouring towns from merging into one another • Assist in safeguarding the countryside from encroachment • Preserve the setting and special character of historic towns • Assist in urban regeneration, by encouraging the recycling of derelict and other urban land

Green Corridors	The landscape separating villages which will reinforce the distinctiveness of individual villages and their relationship to the countryside and create rich areas for wildlife habitats and informal recreation.
Green Infrastructure Network	Green Infrastructure is a strategic network of multi-functional greenspace, both new and existing, rural and urban, which supports natural and ecological processes and is integral to the health and quality of life in sustainable communities. It provides habitats for and aids migration of wildlife, flood water storage, urban cooling and local access to shady outdoor space as well as creating attractive spaces for recreation.
Green Wedges	Green wedges comprise the open areas around and between parts of settlements, which maintain the distinction between the countryside Green Wedges and built up areas, prevent the coalescence (merging) of adjacent places and can also provide recreational opportunities.
Group 1,2 and 3 Village	The District Plan identifies three types of village: Group 1 Villages: villages where development for housing, employment, leisure, recreation and community facilities will be permitted, in order to help sustain vital and viable rural communities. Group 2 Villages: villages where limited infill development, together with small-scale employment, leisure, recreation and community facilities will be permitted. Group 3 Villages: villages where limited infill development identified in an adopted Neighbourhood Plan will be permitted
Heritage Asset	A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).
Historic Parks and Gardens	A park or garden of special historic interest. Graded I (highest quality), II* or II. Designated by Historic England
Infrastructure	Provision of utility services, transport, schools, open space, community, health and leisure services. See also Green Infrastructure.
Infrastructure Delivery Plan	The Infrastructure Delivery Plan establishes a framework for private and public investment. It identifies as far as possible the infrastructure needs of new development, and the associated costs, phasing, funding sources and responsibilities for delivery.
Listed Building	A building of special architectural or historic interest. Listed Buildings are graded I, II* or II with grade I being the highest. Listing highlights what is significant about a building or site, and helps to ensure that any future changes to it do not result in the loss of its significance. Designated by Historic England.

International, national and locally designated sites of importance for biodiversity	All international sites (Special Areas of Conservation, Special Protection Areas, and Ramsar sites), national sites (Sites of Special Scientific Interest) and locally designated sites including Local Wildlife Sites
Land Value Capture	Mechanisms that enable the recovery and reinvestment of a percentage of the uplift in the value of land associated with granting planning permission. Current methods focus on linking the delivery of infrastructure to the contribution of funds from landowners/developers.
Landscape Buffer	Areas surrounding existing settlements and other clusters of buildings comprising natural greenspace and a mixture of new planting and management of existing vegetation which protect the setting of existing settlements and retain sensitive views and existing landscape features.
Local Green Space Designation	The Local Green Space designation is a way to provide special protection against development for green areas of particular importance to local communities. Established by the National Planning Policy Framework (NPPF).
Local Nature Reserve	Non-statutory habitats of local significance designated by local authorities where protection and public understanding of nature conservation is encouraged. (See also Site of Nature Conservation Importance or Site of Biological Interest).
Local Transport Plan (LTP)	A statutory document which sets out the strategy for the management, maintenance and development of the area's transport system. This five-year integrated transport strategy is prepared by local authorities in partnership with the community, seeking funding to help provide local transport projects. The Plan also sets out the resources predicted for delivery of the targets identified in the strategy.
Locally Important Biodiversity Sites	Normally smaller, isolated sites, including trees, hedgerows or ponds that may not be designated but make a contribution to local or wider ecological networks.
Long-term Stewardship	East Herts Council and the Harlow and Gilston Garden Town Board accept that new facilities will not be sustainable without well organised management structures supported by consistent revenue streams. Community assets must be actively managed and properly looked after in perpetuity through the creation of Community Trusts or other governance mechanisms.
Masterplan	A plan that shows an overall development concept that includes urban design, landscaping, infrastructure, service provision, circulation, present and future land use and built form.
Micro-hub	An interchange point within new neighbourhoods between the Bus Rapid Transit and the cycling and walking routes of the Super Greenways. Often found at local centres, small local centres and other intersections, it will provide facilities such as cycle hire, repair and parking and live updates for the Bus Rapid Transit service

Mitigation	The term can be used to refer to measures to reduce the incidence or creation of negative impacts.
Mixed Use Development	A development which contains a variety of uses such as businesses, housing, leisure and recreation. Such developments contribute towards building sustainable communities by increasing accessibility to a range of activities and promoting non-car modes of travel.
Modal Shift	A change of transport mode (for example, car, bus, train, bicycle, walking). In planning terms this usually implies a shift away from the private car to more sustainable transport modes, whether passenger transport or walking and cycling.
Open Space	All space of public value, including public landscaped areas, playing fields, parks and play areas, and also including not just land, but also areas of water such as rivers, canals, lakes and reservoirs, which can offer opportunities for sport and recreation or can also act as a visual amenity and a haven for wildlife.
Permeability	The extent to which an environment allows for a choice of routes both through and within it, and allows opportunities for movement.
Planning Condition	A condition imposed on a grant of planning permission (in accordance with the Town and Country Planning Act 1990) or a condition included in a Local Development Order or Neighbourhood Development Order.
Planning Obligation	A legally enforceable obligation entered into under section 106 of the Town and Country Planning Act 1990 to mitigate the impacts of a development proposal.
Plateau	A landscape of fairly level high ground, which in rural areas tends to be a prominent landscape feature, often supporting a unique biodiversity.
Primary Road	A publicly maintained road, together with footways and verges that connects all villages.
Public Open Space	Open space, including not just land, but also inland bodies of water such as rivers, canals, lakes and reservoirs which offer important opportunities for sport and outdoor recreation and can also act as a visual amenity. In some instances, Public Open Space can be designated by a council, where public access may or may not be formally established, but which fulfils or has the potential to fulfil a recreational or non-recreational role (for example, amenity, ecological, educational, social or cultural usages).
Public Realm	Those parts of a village or town (whether publicly or privately owned) available, for everyone to use. This includes streets, squares, parks, etc.
Rights of Way	A strip of land occupied or intended to be occupied by particular public use facilities, like roads, railroads, and utility lines.
Rural	The term used to describe the landscape setting of villages where farmland and woodland is used to reinforce the separation of development and maintain village character and to highlight the distinction from urban areas. Used interchangeably with countryside to describe landscape character.

Rural Area beyond the Green Belt	This East Herts specific policy operates a similar level of restraint to Green Belt. The Rural Area Beyond the Green Belt covers two-thirds of the District not covered by Green Belt, outside designated settlement boundaries.
Secondary Streets	Secondary streets are considered support streets for the primary ones, meant to provide access between residential development.
Section 106 Agreement	A legal agreement under section 106 of the 1990 Town & Country Planning Act. Section 106 agreements are legal agreements between a planning authority and a developer, or undertakings offered unilaterally by a developer, that ensure that certain extra works related to a development are undertaken.
Setting of a Heritage Asset	The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral.
SMEs	Small and medium-sized enterprises (SMEs) are non-subsidary, independent firms which employ fewer than 250 employees.
Strategic Green Corridors	Semi-natural open space generally associated with existing landscape/ecological features
Strategic Landscape Masterplan	The requirement for a Strategic Landscape Masterplan to be produced and approved before the first Village Masterplan is established in the Gilston Area Charter SPD (June 2020). This will establish a spatial strategy for comprehensive development of the entire Gilston Area in one overarching plan.
Supplementary Planning Document (SPD)	Documents which add further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.
Sustainable Development	A widely used definition drawn up by the World Commission on Environment and Development in 1987: "Development that meets the needs of the present without compromising the ability of future generations to meet their own needs."
Sustainable Drainage Systems (SuDS)	An alternative solution to the direct channelling of water. SuDs are designed to control the run-off from a development; to improve the quality of the run-off; and to enhance the nature conservation, landscape and amenity value of the site and its surroundings.
Sustainable Transport Modes	Any 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.
Sustainable Transport Corridors	A series of strategic corridors in the Garden Town providing high quality public and active travel options, connecting neighbourhoods quickly with key destinations such as the town centre and rail station.

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.
Utilities	Utilities include services provision such as electricity, gas, water, cable and telephone.
Village	A residential community with local community facilities, shops and workspaces, which is set in rural countryside and is physically and visually distinct but in this context, will maintain strong links with surrounding villages and the Garden Town.
Village Boundary	A boundary drawn as part of the District Plan process, usually quite tightly, around the main built up area of a village, within which development may be allowed in principle.
Village Buffers	Natural & semi-natural greenspace creating recreational opportunities in a more naturalistic setting, as well as valuable habitat provision and screening/buffer to neighbouring villages and the wider countryside
Village Centre	A predominantly social space (paved or green) that provides a meeting/focal point for the village close to key amenities such as the school, shops, etc.
Wildlife Sites	Designated land of local and regional importance defined as discrete areas of land considered to be of significance for their wildlife features. They are the most important places for wildlife outside legally protected land such as SSSIs



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East Herts Council Report

Council

Date of meeting: 28 July 2021

Report by: **Head of Legal and Democratic Services**

Report title: **Committee Membership update**

Ward(s) affected: **All Wards**

- Council, at its annual meeting, is required to approve the decision-making arrangements for the discharge of functions. Since the meeting on 29 April 2021, there have been a number of changes to the committee membership. Council are asked to note the changes to the committees.

RECOMMENDATIONS that:

The membership of the Council's Executive and Committees as set out in Appendix A and B, be noted

1. Background

- 1.1 At its annual meeting in April, Council appointed members to its committees. As part of that report, one recommendation was that the Head of Legal and Democratic Services be authorised to make changes in the standing membership of committees, joint committees and panel, in accordance with the wishes of the political group to whom seats on these bodies have been allocated.

- 1.2 Since the Annual Council meeting, the Head of Legal and Democratic Services has received notification from the Group Leaders of changes to their committee allocation and this report sets out the new memberships for Council to note.
- 1.3 There has been a change in the Executive membership with Councillor Jonathan Kaye joining as Executive Member for Communities. His seats on other committees have needed to be backfilled. In addition to this, the Leader has moved Licensing from the remit of the Executive Member for Neighbourhoods. This will now sit under the remit of the Executive Member for Planning and Growth. An updated Executive list is attached at Appendix B.
- 1.4 Also since the annual meeting, the result of the by election in Bishop's Stortford All Saints ward on 6th May 2021 was announced. This seat was won by Councillor Richard Townsend from the Liberal Democrats so there is no change to the political balance of the Council.

2 Committee changes

2.1 Appendix A lists the membership of all committees.

2.2 The changes are as follows:

Councillor Jonathan Kaye to Executive (to replace Councillor Suzanne Rutland-Barsby)

Councillor Richard Townsend fills vacant seat on Audit & Governance

Councillor Alastair Ward-Booth to Overview & Scrutiny (to replace Councillor Jonathan Kaye)

Councillor Sally Newton to Development Management (to replace Councillor Jonathan Kaye)

Councillor Andrew Huggins to Substitute of Development Management (to replace Councillor Sally Newton)

Implications/Consultations

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

Background Papers

Annual Council report "Committee Membership and Political Balance of the Council 2021/22" on 29th April 2021.

Contact Officer: James Ellis, Head of Legal and Democratic Services
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Report Author: Katie Mogan, Democratic Services Manager
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Committee membership 2021/22

Overview and Scrutiny Committee - 14 seats			
Conservative	Liberal Democrat	Labour	Green
John Wyllie	Mione Goldspink	Mary Brady	James Frecknall
Ruth Buckmaster	Sophie Bell		
Alexander Curtis			
Ian Devonshire			
Holly Drake			
Diane Hollebon			
David Snowdon			
Mari Stevenson			
Norma Symonds			
Alastair Ward-Booth			
Substitutes			
David Andrews		Carolyn Redfern	Ben Crystall
Ian Kemp			
Vacant			

Audit and Governance Committee - 7 seats			
Conservative	Liberal Democrat	Labour	Green
Mark Pope	Richard Townsend		
Angela Alder			
Rishi Fernando			
Andrew Huggins			
Tony Stowe			
Alastair Ward-Booth			
Substitutes			
John Burmicz			
Alexander Curtis			

Development Management Committee - 12 seats			
Conservative	Liberal Democrat	Labour	Green
Bob Deering	Terence Beckett	Carolyn Redfern	Ben Crystall
David Andrews			
Ruth Buckmaster			
Rishi Fernando			
Ian Kemp			
Sally Newton			
Tim Page			
Peter Ruffles			
Tony Stowe			
Substitutes			

Stan Bull	Joseph Dumont	Mary Brady	James Frecknall
Ian Devonshire			
Andrew Huggins			

Licensing Committee - 12 seats			
Conservative	Liberal Democrat	Labour	Green
David Andrews	Mione Goldspink	Carolyn Redfern	
Rosemary Bolton	Chris Wilson		
Ken Crofton			
Antony Hall			
Jeff Jones			
Tim Page			
Stephen Reed			
David Snowdon			
Norma Symonds			
Substitutes			

Human Resources Committee - 7 seats			
Conservative	Liberal Democrat	Labour	Green
Rosemary Bolton	Joseph Dumont		
Angela Alder			
Stan Bull			
Michael McMullan			
Sally Newton			
Peter Ruffles			
Substitutes			
Alexander Curtis	Mione Goldspink		
Ruth Buckmaster			
Alastair Ward-Booth			

Financial Sustainability Committee - 10 seats			
Conservative	Liberal Democrat	Labour	Green
Angela Alder	Mione Goldspink	Carolyn Redfern	
Ken Crofton			
Ian Devonshire			
Holly Drake			
Andrew Huggins			
Tony Stowe			
Alastair Ward-Booth			
Geoffrey Williamson			

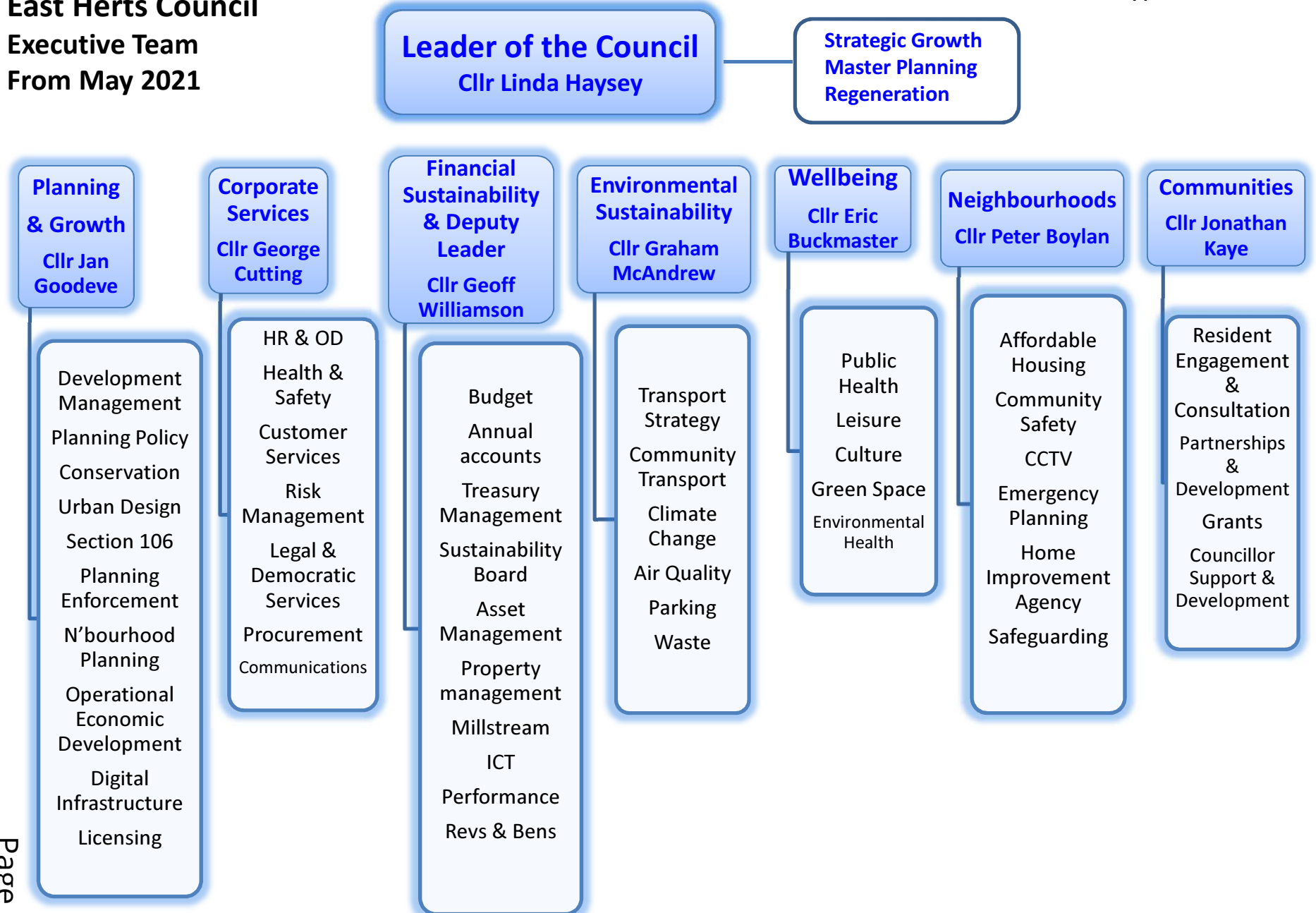
Chief Officer Recruitment Committee - 5 seats			
Conservative	Liberal Democrat	Labour	Green
Linda Haysey	Mione Goldspink		
Peter Boylan			
Geoffrey Williamson			
Eric Buckmaster			

Revenues and Benefits Joint Committee - 3 seats			
Conservative	Liberal Democrat	Labour	Green
Geoffrey Williamson (Chair)			
Peter Boylan			
Mari Stevenson			

CCTV Joint Executive - 3 seats			
Conservative	Liberal Democrat	Labour	Green
Geoffrey Williamson			
Peter Boylan			
Alexander Curtis			

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**East Herts Council
Executive Team
From May 2021**



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East Herts Council Report

Council

Date of meeting: 28th July 2021

Report by: Councillor Peter Boylan, Executive Member for Neighbourhoods

Report title: Acquisition of 34 Queens Road, Ware

Ward(s) affected: Ware Trinity

Summary – This report covers the proposed acquisition of a house in Ware for the purpose of conversion into two self-contained flats for the council to let as temporary accommodation for homeless households instead of placement in bed and breakfast hotels.

RECOMMENDATIONS FOR COUNCIL:

- a) That the residential property known as 34 Queens Road, Ware be acquired by the council and converted to two self-contained units for use by East Herts Council as temporary accommodation for homeless households by means of an addition the council's capital programme and utilisation of commuted sums held by the council for affordable housing as detailed in the EXEMPT Appendix A.

1.0 Proposal(s)

- 1.1 In order to provide a more suitable alternative to bed and breakfast accommodation when the council's existing temporary accommodation for homeless households is full, it is proposed to acquire and convert a house at 34 Queens

Road, Ware into two self-contained units. The two flats would be suitable for the short-term housing of homeless people, principally those with children, while the council helps them secure longer term accommodation. The council would have exclusive control over who is placed in the newly created units.

- 1.2 The funding required would be supported by the rental income net of the costs to manage and maintain the units, with the shortfall in the funding needed being met from s106 commuted sums held by the council solely for the alleviation of housing need experienced by those unable to meet their needs in the open housing market.

2.0 Background

- 2.1 East Herts Council has, over the last 18 months, extended its provision of temporary accommodation for homeless households quite considerably such that the council now owns or manages the following temporary accommodation:

- Hillcrest House, Spellbrook – 11 units
- The Rectory, Stanstead Abbots – 11 units
- Cedar Lodge, Stanstead Abbots – 6 units
- Birch Green bungalows (leased from Network Homes, managed by the council) – 3 units.
- **total – 31 units.**

- 2.2 Given high house prices and private rents in the district, coupled with efforts to help longer term rough sleepers during the Covid pandemic and the current economic uncertainty resulting from the pandemic, the Housing

service has experienced a significant increase in households turning to the council for help as they are facing or already experiencing homelessness. Of note, in the final quarter of 2020/21, some 235 households turned to the council for help because they were facing homelessness. This was a third higher than in the first quarter of the year when 178 households approached the council due to homelessness.

- 2.3 When the Housing service is unable to work with a household, their landlord and/or their family to avoid the loss of their home, temporary accommodation often needs to be provided in line with national legislation. If the council's temporary accommodation is full there is no alternative to the use of bed of breakfast accommodation.
- 2.5 While the council minimises the placement of households, at the end of June 2021, some 17 households were in bed and breakfast accommodation.
- 2.6 As well as clearly being an unsuitable housing option for anything other than a few days, bed and breakfast accommodation represents a direct and significant cost to the council because housing benefit is unable to cover the full costs of the rooms used and the homeless households are not in a position to make up the shortfall. The latest budget estimate is that the council will need to find £100,000 in costs for bed and breakfast for 2021/22.
- 2.7 At this time, the council is able to utilise grants from the government for homeless prevention to meet these bed and breakfast costs, however, (a) the resources are finite and left unchecked, these costs would represent an additional burden on council's revenue funds which are already under significant pressure and (b) simply paying over

homelessness prevention grant monies to hotels takes the resources away from much needed preventative and support work.

- 2.8 It is within this context that officers are proposing the acquisition of the property in Ware. The capital costs falling to the council can be met from the net rent, with additional capital needed being met from s106 commuted sums held. In addition, a saving of around £26,000 per year would arise from the resultant reduction in bed and breakfast hotel use.

3.0 Reason(s)

- 3.1 It is proposed to acquire the property and convert it into two much needed units of temporary accommodation so as to provide a far better alternative to bed and breakfast use while at the same time delivering a saving to the council arising from a commensurate reduction in the use of bed and breakfast rooms.
- 3.2 The proposal means the council could provide temporary accommodation in Ware, a part of the district in which the council does not currently have such options.
- 3.3 The council granted planning permission in July 2020 for 34 Queens Road covering *'Demolition of outbuilding. Erection of single storey rear extension and dormer window to rear. Conversion of dwelling to create 1, two bedroomed and 1, one bedroom dwelling together with parking, vehicle entrance and crossovers'*. The council may wish to follow this planning permission or, alternatively, seek a slight variation to 2no one bedroom units in line with service requirements and accessibility needs. Officers do not foresee any significant

difficulties inherent with seeking permission for such changes should they be deemed necessary.

- 3.4 The adjoining property and adjacent small garage block are in the ownership of a local housing association. While the idea has not been raised with the housing association, officers feel that at some future point it might be worthwhile exploring the possibility of a wider joint use / redevelopment of site. Officers are of the opinion that any possible future reuse does not diminish the case for conversion of the house made in this report.

4.0 Options

- 4.1 Not approve the acquisition and conversion of 34 Queens Road, Ware and not approve the acquisition of any alternative property – NOT RECOMMENDED as this would not enable the council to develop its portfolio of temporary accommodation and in doing so deliver the dual benefits of more directly managed high quality temporary accommodation and reduced bed and breakfast costs to the council. It should be noted that just because the council's offer on the property has been accepted, this does not oblige Council to approve the report's recommendation.
- 4.2 Not approve the acquisition and conversion of 34 Queens Road, Ware but ask officers to find an alternative property – NOT RECOMMENDED. The property in question appears particularly suited to conversion, not least because it is vacant and the current owner has already secured planning permission for conversion thus 'de-risking' this element of the proposal. The property has been stripped back and is ready for conversion. Officers feel it is unlikely that an

alternative property in a similar state of readiness would be readily available.

5.0 Risks

5.1 As with any capital works project, there is a risk of cost increases whether due to unforeseen issues arising during the works phase or general cost inflation. To mitigate this:

- the council's Property team has modelled costs based on recent projects such as the conversion works at Cedar Cottage
- the financial modelling presented in the EXEMPT appendix includes a 20% contingency on the modelled conversion costs
- officers have confirmed that sufficient s106 commuted sums are available should unavoidable cost over-runs arise. Use of these s106 resources would not place any additional burden on the council's own capital resources and/or present a further need to borrow.

5.2 Officers appreciate that conversion of a semi-detached property into two units of temporary accommodation may raise questions among the property's neighbours or other residents in the locality. That said, however:

- the adjoining semi-detached property is in the ownership of a local housing association. Officers have raised the council's proposed use of the property with a representative of the housing association who is supportive
- the current owner of 34 Queens Road has been able to secure planning permission, with local people thus able

to raise any issues when the application was lodged. Neither the housing association which owns the adjoining property, nor the tenant of that property, made any comments on the planning application. Residents at two addresses on the opposite side of the road made objections that conversion to flats was not in keeping with an estate consisting of houses and that additional properties could add to parking pressures. It is worth noting that the planning permission granted allows off-street parking to be formed in the grounds of the property thus, arguably, reducing any pressure on on-street parking.

- 5.3 Officers feel the likelihood of nuisance to neighbours during both works and occupation is minimal given that:
- the council has a track record of considerate capital works to residential properties, for example the extensive refurbishment of the terraced property at 6 Water Lane, Hertford in 2019 and the conversion of Cedar Lodge earlier this year. Neither projects caused any notable nuisance to neighbours
 - the council currently manages 31 units of temporary accommodation at three separate locations without neighbour nuisance occurring
 - as at the council's existing temporary accommodation locations, officers will engage with local members, partners and residents to ensure the temporary accommodation is seen as part of the local community.
- 5.4 Continuing to add to the council's operational asset portfolio could place additional pressure on officers managing the

portfolio; adding properties for which the council is responsible risks a situation where there are inadequate resources to deal with multiple issues especially as residential properties require a 24/7 response capability. To address this risk:

- Property and Housing officers are looking at how best to provide arrangements for out-of-hours property management and works. This work has already been necessitated by the acquisition of The Rectory and Cedar Lodge
- estimated costs have been included in the financial model for management and maintenance. It is thus felt that sufficient provision has been made for these, however, this will be kept under review with options put to members through the annual budget setting process in the unlikely event that uncontrollable pressures arise at a future date.

6.0 Implications/Consultations

Community Safety

Yes – by its very nature, temporary accommodation can accommodate those fleeing difficult situations such as domestic abuse and so it is felt that the accommodation, professionally managed directly by the Housing team’s specialist homelessness officers, would make a positive contribution to alleviating community safety issues in the district.

Data Protection

No.

Equalities

Yes – the development of the homelessness strategy, which this proposal supports, has been subject to an equalities impact assessment. Services are, as a result, provided in person and by telephone and e-mail, with translation available. For some people with protected characteristics, there may be a need to be accommodated in certain parts of the district, for example to retain health, support or education networks. Thus, additional provision in a part of the district currently without council-owned temporary accommodation, in this case Ware, would be extremely helpful in overcoming any disadvantage.

Environmental Sustainability

Yes – the conversion works would maximise the energy efficiency of the units and thus contribute to the council's environmental sustainability aspirations.

Financial

Yes – see the EXEMPT appendix for further details.

Health and Safety

Yes – the capital works contract would specify adherence to health and safety in construction.

Human Resources

No – management of the additional two units can be accommodated by existing staff managing the council's temporary accommodation and supporting homeless households.

Human Rights

Yes – the availability of self-contained units assists in ensuring households' rights to family life can be maintained while homeless.

Legal

No – the proposals are being made within the existing homelessness legislation.

Specific Wards

Yes – Ware Trinity.

7.0 Background papers, appendices and other relevant material

7.1 EXEMPT Appendix A – the commercially sensitive business case supporting the proposal.

Contact Member

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Neighbourhoods

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(delete is not applicable)

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

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Motion – Planning Reforms

The Council notes the announcement in the recent Queen’s Speech that the Ministry of Housing, Communities & Local Government is to proceed with the reforms to the planning system set out in the 2020 White Paper “*Planning for the Future*”.

The Council responded to the Government’s consultation in October 2020, and regrets that the Government is pushing ahead with some reforms with which the Council previously expressed concerns, including:

- the proposal to grant automatic outline permission in certain circumstances;
- more centralised decision making, which would reduce local democratic input to planning decisions; and
- failure to acknowledge important local contexts.

The Council is concerned that the White Paper as published last year would lead to less local control and less accountability about planning decisions which fundamentally affect the lives of local residents and hopes that the Government will listen to the responses of this Council and others to the White Paper when forming its new legislation.

The Council urges the Leader and the Executive Member for Planning & Growth to work with stakeholders including the Town & Country Planning Association to continue to lobby Government to listen to the responses to the White Paper consultation and alter the reforms before they appear on the statute book.

Proposed by: Councillor Deering

Seconded by: Councillor Ward-Booth

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