



*James Ellis*

Head of Legal and Democratic Services

**MEETING** : EXECUTIVE  
**VENUE** : COUNCIL CHAMBER, WALLFIELDS, HERTFORD  
**DATE** : TUESDAY 3 OCTOBER 2023  
**TIME** : 7.00 PM

**MEMBERS OF THE EXECUTIVE**

- |                              |   |
|------------------------------|---|
| Councillor Ben Crystall      | - Leader of the Council                             |
| Councillor Carl Brittain     | - Executive Member for Financial Sustainability     |
| Councillor Alex Daar         | - Executive Member for Communities                  |
| Councillor Joseph Dumont     | - Executive Member for Corporate Services           |
| Councillor Vicky Glover-Ward | - Executive Member for Planning and Growth          |
| Councillor Mione H Goldspink | - Executive Member for Neighbourhoods               |
| Councillor Sarah Hopewell    | - Executive Member for Wellbeing                    |
| Councillor Tim Hoskin        | - Executive Member for Environmental Sustainability |
| Councillor Chris Wilson      | - Executive Member for Resident Engagement          |

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

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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.

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## AGENDA

### 1. Apologies

To receive any apologies for absence.

### 2. Leader's Announcements

To receive any announcements from the Leader of the Council.

### 3. Minutes - 5 September 2023 (Pages 5 - 15)

To approve as a correct record the Minutes of the meeting held on 5 September 2023.

### 4. Declarations of Interest

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

### 5. Community Grants Policy and Priorities 2023/24 (Pages 16 - 57)

### 6. Review of the East Herts District Plan 2018 (Pages 58 - 140)

### 7. Hertford Castle Grounds Improvement Project - NLHF Award (Pages 141 - 224)

### 8. Urgent Business

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

MINUTES OF A MEETING OF THE  
EXECUTIVE HELD IN THE COUNCIL  
CHAMBER, WALLFIELDS, HERTFORD ON  
TUESDAY 5 SEPTEMBER 2023, AT 7.00 PM

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PRESENT: Councillor B Crystall (Chairman/Leader)  
Councillors C Brittain, J Dumont, V Glover-  
Ward, M Goldspink, S Hopewell, T Hoskin  
and C Wilson.

ALSO PRESENT:

Councillors S Bull, N Clements, J Dunlop,  
C Redfern and T Stowe.

OFFICERS IN ATTENDANCE:

James Ellis	- Head of Legal and Democratic Services and Monitoring Officer
Jonathan Geall	- Head of Housing and Health
Steven Linnett	- Head of Strategic Finance and Property
Katie Mogan	- Democratic Services Manager
George Pavey	- Principal Planning Officer
Helen Standen	- Deputy Chief Executive
Paul Thomas-Jones	- Service Manager – Environmental

## Health

118 APOLOGIES

An apology for absence was submitted from Councillor Alex Daar.

119 LEADER'S ANNOUNCEMENTS

The Leader reminded Members and Officers to use their microphones as the meeting was being webcasted.

120 MINUTES - 11 JULY 2023

Councillor Goldspink proposed, and Councillor Glover-Ward seconded a motion that the Minutes of the meeting held on 11 July 2023 be approved as a correct record and be signed by the Leader. On being put to the meeting and a vote taken, the motion was declared CARRIED.

**RESOLVED** – that the Minutes of the meeting held on 11 July 2023 be approved as a correct record and signed by the Leader.

121 DECLARATIONS OF INTEREST

Councillor Goldspink declared a non-pecuniary interest in Item 7 – Castle Park Improvement Project as she was a member of Bishop's Stortford Town Council.

122 BIRCHALL GARDEN SUBURB MASTERPLAN

The Executive Member for Planning and Growth presented the Birchall Garden Suburb Masterplan report which recommended to Council the adoption of the masterplan as a material consideration for development management purposes. She said that the council had worked with the landowner and key stakeholders and had been prepared by East Herts Council and Welwyn Hatfield Council as the site straddled the boundary..

The Executive Member for Planning and Growth said that the masterplan process would normally come first but the landowner had submitted an outline planning application for the site in June 2022. She said that there was a steering group that had helped develop the masterplan with both representatives from East Herts and Welwyn Hatfield and they had met on four occasions. There were also three in-person engagement sessions for local residents to understand the process.

The Executive Member for Planning and Growth said the design approach was in chapter three of the masterplan which set out the key themes and a strong vision to ensure these were maintained as the proposals were developed.

Councillor Glover-Ward proposed that the recommendation in the report be supported.  
Councillor Hoskin seconded the proposal.

Councillor Dunlop asked why the only considerations for food production in the masterplan were allotments and orchards. He felt that the masterplan lacked

ambition and that allotments were a token solution.

The Planning Policy Team Leader said that the masterplan did not preclude further opportunities for food growth. He said that the site would be made up of several planning applications but would take away Councillor Dunlop's point and review.

Councillor Dumont said the report talked about the risks of the report not being agreed and that local stakeholders had been engaged in the process and were supportive of the document. He asked if the Executive Member could reassure Members that the report did have the support of the local community and expand on the risks of not approving the masterplan.

Councillor Glover-Ward said that if the council had a masterplan for the area, any planning applications would be judged against the plan. She said for example, they might not be able to place schools in the optimum sites for sustainable travel.

The Planning Policy Team Leader said that most masterplans set up a steering group with local members and officers and in this case, across two councils. He said the steering group had four meetings and in the final meeting, the final masterplan was presented to the group, and they were happy with the outcome. The steering group discussed engagement with residents and the council held engagement events so that local residents could come along and talk to officers to understand the process. He said the draft masterplan had been on the council's website for six



weeks with additional information.

Councillor Hopewell said that residents might get anxious when they see masterplans and proposals for development. She said the administration was keen that residents feel consulted and engaged with and asked what the council and members could do to support residents to feel that their voices were being heard.

The Planning Policy Team Leader said the team would take advice from the Executive and facilitate any options. He said that there was still a role for the steering group as the planning applications came forward.

Councillor Glover-Ward said that residents were able to comment and give feedback on the planning applications via the planning portal.

Councillor Hoskin asked for an overview of how the submitted planning application stacked up against the masterplan.

Councillor Glover-Ward said there were two planning applications, one to East Herts and one to Welwyn Hatfield as the site sat across two planning authorities. She said that the planning application was in the right order but may not be organised how the masterplan wants them.

The Planning Policy Team Leader said the team were discussing details, so the application aligned with the masterplan. He said the role of the masterplan was to

set a strategy for a high-level framework and if the developer wanted to take a different approach, it was up to them to justify it.

Councillor Glover-Ward said if Council approved the masterplan, the council could use it as the bar from which to judge the planning application.

Councillor Stowe asked if the masterplan condition could be used to refuse the application.

The Planning Policy Team Leader said he expected all significant sites to go through the master planning process and this was why the council was looking to get the masterplan in place ahead of any decision on the application.

Councillor Hoskin asked if the masterplan could be amended.

Councillor Glover-Ward said the plan could not be amended but any planning applications would be assessed against the masterplan and there would normally be some negotiation with the developer.

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** – To recommend to Council that the Birchall Garden Suburb Masterplan for the strategic allocation known as EWEL1 Land East of Welwyn Garden City, as detailed in Appendix A, be agreed as a material consideration for

Development Management purposes.

123 FIT AND PROPER PERSONS DETERMINATION POLICY FOR MOBILE HOMES SITES

The Executive Member for Wellbeing presented the Fit and Proper Persons Determination Policy for Mobile Homes Sites. She said the policy had been developed in response to new legislation being introduced and it would apply to residential mobile home sites of which there are ten in East Herts. She said these sites would now require a suitable fit and proper person running them. There were no negative comments or concerns raised in the consultation.

Councillor Hopewell proposed that the recommendations in the report be supported.  
Councillor Glover-Ward seconded the proposal.

Councillor Stowe asked what strength the policy had.

The Environmental Health Manager said that the policy was backed up with an enforcement policy. He said that anyone who failed the test would not be able to run the site. If the site was unable to find a fit and proper person, the council would work with them to nominate an individual.

Councillor Crystall asked if the fees covered the cost of running the service.

The Head of Housing and Health said that the fees had been set on a cost recovery basis using the council's fees and charges strategy. He said that the

recommendation in the report made it clear that the fees will be subject to an annual uplift in line with that strategy.

Councillor Clements asked if the ten sites in the district were expected to pass. He asked if there were any specific differences to East Herts' policy in relation to other councils.

The Environmental Health Manager said the policy had been developed in consultation with other local authorities and had jointly appointed a solicitor. He said that there would be local differences due to the way enforcement was carried out, but the legislation set out what tests the person must pass. He said that it was difficult to comment on whether the existing sites would pass the test without going through the process but did not anticipate any problems.

The Head of Housing and Health said that this was relatively new legislation, and it would be challenged through case law so best practice and guidance would emerge. He gave members assurance that the policy was robust and the concept of a fit and proper person was not uncommon in licensing activity. He referred to the taxi policies which had been in place for some years and some elements of that policy had been incorporated into the mobile homes one.

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 (A) the 'Fit and Proper Persons

Determination Policy for Mobile Homes Sites' be approved;

(B) the structure for charging set out in section 13 of the 'Fit and Proper Persons Determination Policy for Mobile Homes Sites' be approved;

(C) the application fee of £180 for the assessment of the fit and proper persons check and inclusion on the fit and proper persons register, subject to an annual increase in line with the council's fees and charges strategy be approved;

(D) the 'appointment of a manager' fee of £51 per hour or part thereof, plus the employment cost of the manager (including agency fees if applicable), subject to an annual increase in line with the council's fees and charges strategy be approved; and

(E) authority to make minor amendments to the policy be delegated to the Head of Housing and Health in consultation with the Executive Member for Wellbeing.

124 CASTLE PARK IMPROVEMENT PROJECT – MATCH FUNDING CONTRIBUTION VIA OPTIONED SALE OF FINAL COMMUNITY CENTRE

The Executive Member for Financial Sustainability presented the Castle Park Improvement Project report. He said that this report was asking for approval to sell the last of the three community centres to Bishop's

Stortford Town Council to fund a previous overspend in the project.

Councillor Brittain proposed that the recommendations in the report be supported. Councillor Wilson seconded the proposal.

Councillor Hopewell asked if there were any concerns rising from the previous two sales.

Councillor Brittain said he was not aware of any.

Councillor Crystall asked how long the National Lottery Fund Grant was to be extended for.

Councillor Brittain said that it currently went up to the end of the year, but informal discussions had taken place and they have said it could be extended for another six months.

Councillor Glover-Ward asked if there was any risk of digging up further archaeological remains.

Councillor Brittain said work had already been done to recover the human remains found.

The Deputy Chief Executive said that the area had been scanned and said they were not expecting to find anymore.

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 (A) the sale of St Michael’s Mead community centre pending trigger by BSTC as defined by the Options Agreement be agreed;

(B) £125,000 of the capital receipt from the sale of St Michael’s Mead community centre contributes to the funding gap for the Castle Park project; and

(C) the option sum of £15,000 and £30,000 (deduction in liabilities) is deducted from the sale of this last remaining centre at time of purchase.

125 URGENT BUSINESS

There was no urgent business.

The meeting closed at 7.35 pm

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

# Agenda Item 5

## East Herts Council Report

**Executive meeting:** Tuesday 3 October 2023

**Report by:** Councillor Alex Daar – Executive Member for Communities

**Report title:** Community Grants Policy and Priorities 2023/24

**Ward(s) affected:** (All Wards);

### Summary

- The council's Policy Framework reserves for Council approval of the Community Grants Policy. In addition, the policy itself sees members reviewing the priorities for grant giving on an annual basis. This report sets out the updated priorities for 2023/24, within a slightly reworded policy.
- The total allocation for community grants is £40,000 in 2023/24 and so it is imperative that the council awards monies in a transparent and robust way.

**RECOMMENDATIONS FOR EXECUTIVE** that:

**(A) The revised Community Grants Policy including the priorities for 2023/24, incorporating amendments agreed by the Executive Member for Communities following consideration by the Overview and Scrutiny Committee, be recommended to Council for approval.**

### **1.0 Proposal(s)**

1.1 That the community grants priorities are updated for 2023/24.



- 1.2 That the previous programme of small grants, *up to* a maximum of £300, be removed in recognition that in the 2022/23, only two grants below this level (£285 and £290) were awarded and in any case particularly small grants were of most value during the pandemic and the immediate recovery period. With the lower overall grant pot in 2023/24, it is arguably better to focus on larger grants that are better able to achieve a legacy beyond the council's financial input.
- 1.3 That the previous maximum grant limit of £5,000 be replaced with a grant range of £300 to £3,000. While, as noted above, it is proposed that there will not be a specific small grants fund, this range still allows organisations to bid for grants of as little as £300.
- 1.4 It is felt that this revised range will enable the council to still make a significant number of grants and thus have a positive impact of the health and wellbeing of local communities. Of note, in 2022/23 the council awarded 14 small grants up to £300 and 17 larger grants up to £5,000, although in fact eight of 17 larger grants were for £3,000 or less. So, as an example, with an average allocation per grant of, say, £2,500, this would enable 15 larger projects to benefit from support from the council's community grants fund this year, with the capacity for another eight smaller grants of £300 to be awarded. Added to this, voluntary and community groups will also be eligible for grants from the council's UK Shared Prosperity Fund funded cultural activities and environmental sustainability grants programmes which together total another £40,000 in 2023/24, affording another estimated 16 projects to receive an average grant of £2,500.

## **2.0 Background**

- 2.1 The council's community grants programme helps strengthen communities, enabling residents to work towards a common

goal, develop and maximise their community assets and bring about positive change, leading to improved health and wellbeing, community engagement and other outcomes.

2.2 The council's priorities for community grants are reviewed on an annual basis by Council. The Overview and Scrutiny Committee considered the draft policy on 12<sup>th</sup> September and made comments and recommendations for the Executive Member for Communities' consideration prior to submission of the revised policy to the Executive. **Appendix A** lists issues raised by the Overview and Scrutiny Committee along with the Executive Member's response and, where agreed by the Executive Member, resulting changes to the draft policy. The remainder of this report, and the policy itself, includes the amendments made following Overview and Scrutiny's consideration. **Appendix B** presents the proposed priorities for grants being made in 2023/24, within the context of a slightly reworded overall policy.

### 3.0 Reason(s)

#### Updated priorities

3.1 The proposed priorities in the policy at **Appendix B** are built on the existing priorities. The following table compares the 2022/23 and proposed 2023/24 priorities.

Existing priorities, albeit with some amended wording, that it is proposed to retain in 2023/24	Proposed new priorities for 2023/24	Priorities it is proposed to delete
<ul style="list-style-type: none"> <li>be in keeping with the council's commitment to celebrating equality and diversity and the council's Equalities Duty under the Equality Act 2010 (<i>note: this has been amended to be an</i></li> </ul>	<ul style="list-style-type: none"> <li>widen access to arts and culture through using health and wellbeing especially among those who haven't participated in the past</li> <li>involve residents in delivering community health and wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>recovery from Covid</li> <li>Queen's Platinum Jubilee</li> </ul>

<p><i>eligibility criterion rather than simply a priority)</i></p> <ul style="list-style-type: none"> <li>• enable young people and families to take care of their mental health, achieve a healthy weight and stay active</li> <li>• promote environmental sustainability activities which encourage individual and community changes of attitude and behaviour</li> <li>• help community buildings and venues to become more environmentally sustainable</li> <li>• focus on reaching residents in the pockets of relative health inequalities across East Herts</li> <li>• support residents experiencing loneliness, isolation, domestic abuse, cost-of-living or employability challenges, or those who find it difficult to interact with the community</li> <li>• are from organisations that have not received a grant from the council in the last two years <i>(note: previously five years)</i></li> </ul>	<p>projects including food banks and similar projects which benefit those most in need</p> <ul style="list-style-type: none"> <li>• encourage communities to identify a local physical and/or mental health and wellbeing issue and address it together</li> <li>• bring different generations together</li> <li>• support those that the council doesn't typically engage with very well or those who prefer face-to-face contact</li> <li>• use outdoor spaces and community buildings more effectively, maximising their potential</li> <li>• provide activities to support Dementia Friendly East Herts</li> <li>• create safer and resilient neighbourhoods which promote community belonging</li> <li>• include evidence that the application has been developed with the involvement of the community / anticipated beneficiaries</li> </ul>	
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3.2 Of note, these amended and new priorities allow support for food banks and food outreach projects at a time of rising food costs. Also, there is a more explicit priority covering support for those experiencing or having experienced domestic abuse. The priorities also recognise that young people and families have been subjected to increased pressures across a range of health and wellbeing needs.

## **Amendments to the policy**

3.3 It is proposed to make some amendments to various sections of the overall Community Grants Policy. These are summarised below:

- making the council's requirements clearer for the benefit of applicants
- making the eligibility criteria clearer
- giving clear instructions on meeting the new priorities and how additional weight will be given to some factors within the assessment of applications and updating the assessment scoring process to reflect this
- making the assessment process more transparent
- laying out in more detail how grants will be allocated between competing applications if the fund is oversubscribed, which is likely based on experience in previous years.

## **4.0 Options**

4.1 Retain the existing policy and priorities without any updates – NOT RECOMMENDED as it is important that the priorities are reviewed and amended annually to ensure the council's community grants fund can best meet current and emerging needs in our communities.

4.2 Update the policy and priorities as presented in **Appendix A** – RECOMMENDED to ensure the community grants programme is reflective of the current issues our communities are facing and enables residents to continue to put their own solutions in place that creatively take forward the council's priorities at the neighbourhood level.

## **5.0 Risks**

### **If the policy and priorities are not updated**

- 5.1 Possible reputational risk if the priorities do not reflect the current issues our communities are facing. The council's reputation of being responsive, creative and forward thinking could be compromised.

### **If the policy and priorities are updated**

- 5.2 Should the policy and priorities be updated, there is a small risk that there would be insufficient take up. To reduce this risk, officers would promote the new priorities on social media and use existing networks to get the information to the community.

## **6.0 Implications/Consultations**

- 6.1 This latest review of the Community Grants Policy, including the priorities, was conducted by officers in consultation with the Executive Member for Communities. The amendments proposed have also been informed by ongoing discussions with partner agencies, such as Community Alliance Broxbourne and East Herts, previous recipients of grants and those who have made applications or considered making applications in the past.
- 6.2 Information on any corporate issues and consultation associated with this report can be found below.

### **Community Safety**

Perception and fear of crime and maintaining good community safety is closely connected to the resilience and strength of a community. Support for events and projects that bring people of different backgrounds together helps build civic pride, creates a

sense of belonging and more resilient neighbourhoods.

### **Data Protection**

GDPR statement is included on grant applications.

### **Equalities**

An EQIA, previously completed and approved in February 2022, has been updated in August 2023 in relation to Community Grants and is attached at **Appendix C**.

### **Environmental Sustainability**

The priorities have been amended and expanded to encourage bids that address environmental sustainability along with other health and wellbeing outcomes.

### **Financial**

The council's 2023/24 budget include £40,000 for community grants. The council has a well-established and audit process for ensuring the robust allocation of monies.

### **Health and Safety**

Safeguarding and Health and Safety requirements of applicants are covered in the proposed amended policy

### **Human Resources**

No direct implications.

### **Human Rights**

No direct implications.

### **Legal**

No direct implications.

## **Specific Wards**

Projects that take place in the top eight wards for deprivation (according to the Indices of Multiple Deprivation) will receive additional points within the assessment process. The wards concerned are listed in the appendix to the Community Grant Policy.

## **6.0 Background papers, appendices and other relevant material**

**Appendix A** Considerations of comments from the Overview and Scrutiny Committee

**Appendix B** Draft Community Grants Policy 2023/24.

**Appendix C** EQIA for the Community Grants Policy.

**Contact Member** Councillor Alex Daar, Executive Member for Communities. [alex.daar@eastherts.gov.uk](mailto:alex.daar@eastherts.gov.uk)

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[simon.barfoot@eastherts.gov.uk](mailto:simon.barfoot@eastherts.gov.uk)



## Appendix A: Consideration of comments from the Overview and Scrutiny Committee

Comment from Committee	Reasons from the Committee	Executive Member/Officer Comment	Recommended Action
<p>Section 2 of the proposed Grants Policy 2023/24 implies that an individual or informal group (with no legal status) can apply for a community grant, however, section 6 states that only constituted voluntary organisations may apply. This is contradictory.</p>	<p>Members believe that individuals and informal group (with on legal status) should be eligible for a community grant and so this inconsistency remedied.</p>	<p>The Executive Member for Communities notes the unintended apparent exclusion of individuals/informal groups from being eligible to apply and agrees that they should eligible.</p>	<p>Following the recommendation from members, Section 2 detailing the eligibility criteria to be amended from “be a constituted voluntary organisation, not-for-profit organisation or...”  to “be (a) a constituted voluntary organisation, (b) not-for-profit organisation, (c) an individual or informal group (with no legal status) with an agreed councillor mentor or (d)...”</p>
<p>Members noted that it is proposed to cease making small grants of up to £300.</p>	<p>Members of the Overview and Scrutiny Committee commented that they believed there is still an ongoing</p>	<p>Following the Overview and S Scrutiny Committee meeting, officers reviewed the fourteen small grants awarded in 2022/23. Of these, 12 were awarded £300, with the remaining two awarded slightly</p>	<p>Following the proposal from Members, amend text in section 1 of the Grants policy 2023/24 to read:  “In 2023/24, individual community grants of between £300 and</p>

Comment from Committee	Reasons from the Committee	Executive Member/Officer Comment	Recommended Action
	need for small grants of up to £300.	less – £285 and £290. While arguably <i>very</i> small grants are unlikely to enable a legacy beyond the funding, it appears that grants of £300 have led to worthwhile projects previously. Thus, the Executive Members recognises the benefit of reducing the lower grant threshold from £500 to £300.	£3,000” will be made”.
That projects focusing on mental health should extend beyond only young people and families as included in the priority list in Table 1 of the draft Community Grants Policy.	Members felt that the mental health projects could legitimately focus on people of all ages.	The wording of the proposed priority presented to the Overview and Scrutiny Committee that project could “enable young people and families to take care of their mental health, achieve a healthy weight and stay active” was designed in recognition that the issues of mental health and wellbeing among young people	To respond to members concerns, Section 3 of the Community Grants Policy 2023/24 which currently includes the priority for applications that “encourage communities to identify a local health and wellbeing issue and address it together” will be amended to “encourage communities to identify a local physical and/or mental health and

<b>Comment from Committee</b>	<b>Reasons from the Committee</b>	<b>Executive Member/Officer Comment</b>	<b>Recommended Action</b>
		<p>and families can sometime be overlooked, especially in relation to emerging from the pandemic. There was no intention of excluding applications focused on older people’s mental wellbeing. The Executive Member recognises, however, that the current wording could be read in this way.</p>	<p>wellbeing issue and address it together.”</p> <p>It is felt this clearly demonstrates the council’s openness to application seeking to address mental health issues across the age range.</p>
<p>Members commented that the list of priorities could include a greater focus employability and return to work issues.</p> <p>Section 3 of the Grants Policy 2023/24 detailing the Grants Priorities has a priority that</p>	<p>Members felt inclusion of such a priority was important given the current cost of living crisis.</p>	<p>Addressing employability and return to work issues is primarily covered by the council’s economic development funding programmes which are available to businesses, individuals and community sector partners. The Executive Member recognises, however,</p>	<p>Section 3 of the Community Grants Policy 2023/24 which currently includes the priority for applications that “support residents experiencing loneliness, isolation or domestic abuse or who find it difficult to interact with the community”</p> <p>to be amended to “support residents experiencing loneliness,</p>

<b>Comment from Committee</b>	<b>Reasons from the Committee</b>	<b>Executive Member/Officer Comment</b>	<b>Recommended Action</b>
states "support residents experiencing loneliness, isolation or domestic abuse or who find it difficult to interact with the community"		that applications which include an element of enhancing employability would merit consideration for a community grant.	isolation, domestic abuse, cost-of-living challenges, or those who find it difficult to interact with the community."
Applications from town and parish council should be ineligible because these council can raise their own resources from their precept-raising power and/or their reserves.	Town and parish councils have greater ability than many voluntary and community groups to raise money and/or use reserves and so including them in the eligible applicants could adversely affect the resources available to the voluntary and community sector.	Town and parish councils have been eligible to bid for a community grant from the council for many years, however, records show that relatively few awards are made to them. Of note, in the two years to 2022/23, only four applications were received from a town or parish council with just one of these being successful.  The Executive Member recognises that many of the town and parish council will be	The 'Match funding' assessment criterion be amended for application from town or parish councils such that: <ul style="list-style-type: none"> <li>• 0 points awarded to an application from a town or parish council providing match funding in cash (not in-kind support) of up to the same amount being applied for from the council</li> <li>• 1 point awarded to an application from a town or parish council providing match funding of an amount greater than that being applied for</li> </ul>

<b>Comment from Committee</b>	<b>Reasons from the Committee</b>	<b>Executive Member/Officer Comment</b>	<b>Recommended Action</b>
		<p>able to fund their own projects, however, she is of the view that the council's community grants programme provides an appropriate potential funding source for the smaller councils. It is worth noting that the assessment criteria under section 4 of the proposed Community Grants Policy have been designed in such a way as to award more points to the smaller voluntary or community groups over town and parish councils. As discussed above, similar criteria used previously have worked to promote voluntary and community groups' applications over those of town and parish councils.</p>	<p>from the council</p> <ul style="list-style-type: none"> <li>• 2 and 3 points will not be available to town or parish council applications</li> </ul>

<b>Comment from Committee</b>	<b>Reasons from the Committee</b>	<b>Executive Member/Officer Comment</b>	<b>Recommended Action</b>
		There is a case for reflecting in the assessment criteria the legitimate expectation that town and parish councils can provide more match funding than other bodies.	

# DRAFT East Herts Community Grants Policy

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Version control: 19<sup>th</sup> September 2023

## 1. Introduction

East Herts Council (EHC) issues grants to voluntary and community groups, not-for-profit organisations, faith groups and town and parish councils for activities that build stronger, more connected, self-reliant communities, leading to improved health and wellbeing outcomes for residents in East Herts.

Grant giving supports the council's wider corporate priority of Enabling Communities as well as the health and wellbeing outcomes described in the [East Herts Health and Wellbeing Strategy 2019-23](#).

In 2023/24, individual community grants of between £300 and £3,000 will be made.

## 2. Eligibility

For a community grant application to be considered for funding, the eligibility criteria in this section must be fulfilled. The different eligibility criteria are listed in below.

### Requirements of the body applying

To be eligible for consideration for a grant, the body applying must:

- be proposing a project that will operate within East Hertfordshire, for the benefit of residents of the district
- be (a) a constituted voluntary organisation, (b) a not-for-profit organisation, (c) an individual or informal group (with no legal status) with an agreed East Herts Council councillor acting as a mentor or (d) a town or parish council
- be financially viable with its own bank account that requires two unrelated people to authorise payments and make withdrawals. The account must be in the name of the organisation applying. In the case of individuals or informal groups (with no legal status), the council and East Herts Council councillor mentor must be satisfied of the probity of the individual's or informal group's financial arrangements
- have good governance in place including a committee or board of directors that includes at least three unrelated individuals. In the case of individuals or informal groups (with no legal status), the council and East Herts Council councillor mentor must be satisfied of the proposed governance of the management of the grant and the grant-funded project itself



- if applicable, own the freehold, or lease that cannot be ended within five years of completion of works, of the land or building subject to the proposed works/equipment and, if applicable, demonstrate that the relevant permissions are in place, including planning if applicable, to complete the works.

### **Requirements of the project for which a grant is being sought**

To be eligible for consideration for a grant, the project for which the grant is being sought must:

- be in keeping with the council's commitment to celebrating equality and diversity and the council's Equalities Duty under the Equality Act 2010
- have the written endorsement of an East Herts Council councillor representing the area from which most of the residents who would benefit from the activity come. In cases where an East Herts Council councillor is a member of the applying organisation and there is no other ward member, then the East Herts Council Executive Member for Communities may endorse the application. Note: the Executive Member for Communities cannot endorse an application from an organisation which they are a member of; another councillor from the same ward may endorse the application in these circumstances or, if there isn't another ward member, a councillor for a nearby ward may endorse the application
- be capable of being completed within a year of the grant being awarded
- commit to ensuring a legacy beyond the lifetime of the council's funding so that the benefits to the community can continue. This legacy could, for example, take the form of:
  - continuation of the activity without council support
  - a community social media group or newsletter being set up
  - a fundraising element which helps a group to give back to the community
  - an environmental activity that continues after the initial project outreach.

### **Eligible costs which can be applied for**

The following items will be eligible for grant funding:

- hire costs, publicity materials, travel and small items of equipment

- building works and improvements to community assets that result in high quality, accessible sports or community facilities or accessible outdoor spaces
- large items of equipment, including digital assistive technologies
- delivery costs of an activity/service including staff costs. If the grant sought is for an existing service, the applicant must show how the grant would develop and extend the provision and enhance what is being offered
- volunteer training
- fees to bring in additional expertise.

### **Ineligible applicants, projects or items**

East Herts Council will not provide grants for:

- organisations with the primary purpose of and/or beliefs that are challenging of East Herts Council's decisions or are contradictory to the council's core values\*
- organisations whose sole aim is to promote a political belief\*
- projects that have the sole aim of promoting a particular religion
- general fundraising campaigns
- a service that the state is obligated to provide
- works to land or buildings where ownership (freehold or eligible lease) is not held by the applicant
- building projects that have already started, though we may fund a later stage of a building project that is not dependent on an earlier stage
- maintenance or minor repair work on buildings or spaces
- purchase of items on behalf of another
- hardship where an organisation is in a crisis which requires a rapid response
- commercial ventures
- purchase of specialist medical equipment
- VAT that can be recovered.

\* If the applicant proposes to work with another organisation to deliver the project and the council believes the other organisation would be ineligible on these grounds, the application will be ineligible.

### **3. Priorities for Community Grants 2023/24**

The council's annual priorities for grant giving are listed in Table 1. Applications meet the eligibility criteria will then be assessed on how well they address the council's priorities.

#### **Table 1 – East Herts Council Community Grant Priorities 2023/24**

Applications should address one or more of the following priorities:

- widen access to arts and culture through using health and wellbeing especially among those who haven't participated in the past
- involve residents in delivering community health and wellbeing projects including food banks and similar projects which benefit those most in need
- encourage communities to identify a local physical and/or mental health and wellbeing issue and address it together
- promote environmental sustainability activities which encourage individual and community changes of attitude and behaviour
- help community buildings and venues to become more environmentally sustainable
- bring different generations together
- enable young people and families to take care of their mental health, achieve a healthy weight and stay active
- support residents experiencing loneliness, isolation, domestic abuse, cost-of-living or employability challenges, or those who find it difficult to interact with the community
- support those that the council doesn't typically engage with very well or those who prefer face-to-face contact
- use outdoor spaces and community buildings more effectively, maximising their potential
- provide activities to support Dementia Friendly East Herts
- create safer and resilient neighbourhoods which promote community belonging.

Applications will receive additional weighting through the assessment process if they address one or more of the additional factors in Table 2.

## **Table 2 – East Herts Council Community Grant Additional Weighting Factors 2023/24**

Additional weighting will be awarded to applications which:

- include evidence that the application has been developed with the involvement of the community / anticipated beneficiaries
- focus on reaching residents in the pockets of relative health inequalities across East Herts. Please see Section 8 **Wards and areas in East Herts that experience health inequalities** below
- are from organisations that have not received a grant from the council in the last two years.

### **4. Assessment of applications**

#### **Part One assessment – validation and eligibility**

**Application validation** – This determines whether the application has been fully completed, with all the necessary supporting documents attached.

**Application eligibility** – The application is assessed to make sure it meets the eligibility criteria listed in this policy. This includes a financial assessment in two parts:

- a) a check of whether the applicant organisation is financially sound and its finances are subject to the necessary governance as listed in the eligible requirements in this policy
- b) a check on whether the level of grant being sought is realistic given the project's aims and activities.

Only those applications passing the Part One assessment will proceed to the Part Two assessment.

#### **Part Two assessment – project assessment**

All valid and eligible applications will be assessed on the basis of how well the project meets the council's priorities and additional weighting factors.

Points will be awarded using the following scoring scheme.

### A) Type of applicant organisation

0 points	1 point	2 points	3 points
the applicant is not eligible for 1, 2 or 3 points	the applicant is a town/parish council in East Herts or another group/ organisation not based in East Herts	the applicant is a charity/ social enterprise based in East Herts	the applicant is a constituted community group in East Herts, primarily run by volunteers

### B) Size of organisation

0 points	1 point	2 points
the applicant reports an annual income of £200,000 or more	the applicant reports an annual income of between £50,000 and £199,000	the applicant reports an annual income of less than £50,000

### C) Anticipated beneficiaries

0 points	1 point	2 points	3 points
fewer than 50% of anticipated beneficiaries live within East Herts	main anticipated beneficiaries will be the general public of East Herts	main anticipated beneficiaries will be residents of East Herts considered to be vulnerable and/or have protected characteristics	main anticipated beneficiaries will be residents living in one of more of the top eight pockets of relative health inequalities areas in East Herts

### D) Previous support from the council

0 points	1 point	2 points
the applicant has received a grant from East Herts Council in the previous 2 years for the same/very similar project in terms of meeting priorities, location and target group	the applicant has received a grant from the council within the last two years for a different project	the applicant has not received a grant from the council in the last two years

## E) Impact and benefits to participants

0 points	1 point	2 points	3 points
does not clearly demonstrate how the project will contribute to the council's priorities	demonstrates that the project will contribute in a limited way to the council's priorities	demonstrates that the project will meet one or more of the council's grant priorities	demonstrates that the project will meet one or more of the council's grant priorities and includes evidence that the application has been developed with the involvement of the community / anticipated beneficiaries

## F) Match funding

### Match funding scoring for all applications *EXCEPT those made by a town or parish council*

0 points	1 point	2 points	3 points
the applicant has not secured funding from another source nor is it contributing cash or in-kind support itself	the applicant is providing in-kind support OR has applied to another grant fund and is awaiting a decision	the applicant has secured matched funding from East Herts Council	the applicant is providing its OWN cash for the project or has secured funding from a source other than East Herts Council

### Match funding scoring for all application *made by a town or parish council*

0 points	1 point
the town or parish council has <i>not</i> provided matched funding in cash (not in-kind support) of at least the same amount being applied for from the council	the town or parish council has provided match funding of an amount greater than that being applied for from the council

## 5. Award of grants

The applications will be ranked as follows.

- a) **first tier** – all applications that scored at least one point on each assessment criterion *and* have scored at least 50% of the total available score of 16 points will be ranked according to their total score
- b) **second tier** – all applications that scored at least one point on each assessment criterion *and* have scored below 50% of the total available score of 16 points will be ranked according to their total score
- c) **third tier** – all applications that score zero points on at least one assessment criterion will be ranked according to their total score.

The council will fund applications in the first tier from the highest scoring applications downwards until all monies have been allocated.

In the event of unallocated funding remaining once all the first tier applications have received a grant, applications in the second tier bids will be considered, starting with the highest scoring application in that tier. The council may fund an application as submitted or, given that the application did not merit placement in the first tier, may decide to negotiate with the applicant to amend their application to improve the way in which it can meet the council's grant priorities. Potential amendments could include, among other things, that the applicant agrees to:

- deliver activities to support the council's Healthy Hub East Herts
- expand their activities to an area that is known to be disadvantaged
- ensure that the project will reach a minimum number of vulnerable residents or additional residents who were not listed in the application as likely to benefit.

The applicant shall be under no obligation to agree to these amendments in which case no grant will be made.

Should there still be funds available following allocation to the first and second tier applications, the council will consider the third tier applications, starting with the highest scoring one. The council may fund an application as submitted or, given that the application scored zero points on at least one assessment criterion, may decide to negotiate with the applicant to amend their application

to improve the way in which it can meet the council's grant priorities, focusing on the criterion or criteria on which the application was awarded zero points.

It may be the case that there are two or more applications with the same assessed score within the same tier described above but there are insufficient monies available to fund them all. In such an instance, the council will:

- count up the number of priorities (in Table 1 above) and additional weighting factors (in Table 2 above) that it is satisfied each application would address
- rank the applications accordingly – highest number of priorities and additional weighting factors first
- award grants from the top of ranked list downwards until all the available funding has been allocated.

The council will have the discretion to award a particular application, regardless of how well it scored, less than the amount bid for if the total fund is oversubscribed. The applicant shall be under no obligation to accept the reduced funding in which case no grant will be made to that organisation.

### **Grant conditions**

The council reserves the right to attach any reasonable conditions to an offer of grant. The applicant will be required to agree to the grant conditions to receive the grant. It is anticipated that as a minimum, each grant recipient will be required to:

- provide evidence of suitable safeguarding and/or health and safety policies and arrangements depending on the nature of the project
- provide suitable monitoring statistics to the council
- clearly display and make known that the project is proceeding due to the financial support of the council
- allow the council to make any periodic checks or audits to ensure its grant is being / has been appropriate used in line with the application.

## **6. Additional information**

### **Advice and information**

Organisations are strongly urged to discuss their proposed project with the council officer overseeing the administration of the grants prior to submitting an



application. It is expected that organisations will have investigated other funding sources, see [other grant making trusts](#). Individuals and organisations with no legal status can obtain advice and guidance on governance issues from [Broxbourne and East Herts Community Alliance](#) or [Community Development Action Hertfordshire](#).

East Herts Council also reserves the right to sample a selection of East Herts Community Grant supported projects to carry out simple financial, auditing, process and evaluation checks to ensure public funding is spent accountably and outcomes can be reasonably demonstrated. The officer of the council overseeing the administration of grants may use phone, email or other means to speak with grant recipients and request information items as needed.

### **East Herts Community Benefit Lottery**

All charities and other local good causes are encouraged to raise funds via the [East Herts Lottery](#). Monies raised for the East Herts Community Fund will be ring fenced for the council's community grants budget.

### **Member involvement**

Councillors that have agreed to mentor an individual or informal group (with no legal status) that have applied for a small grant will be expected to complete a **Mentor Statement Form** and take an active role in the delivery of the proposed project, support the individual or group and monitor outcomes. It is anticipated that this support, and the support of a "banker" will enable the groups to write a Statement of Aims and become more fundable and self-reliant in the future. Applications from constituted groups require a written endorsement from the Councillor representing the area from where most of the beneficiaries will come.

### **Submitting an application**

All requests for funding must be submitted on the council's application forms and contain all the required documentation. The preferred method of application is via email to [Grants.Admin@eastherts.gov.uk](mailto:Grants.Admin@eastherts.gov.uk). Decisions will be provided eight to 10 weeks after the application deadline. All grants will be paid up front subject to grant conditions.

### **Documents to be attached to the application**

- the group or organisation's constitution, set of rules or charity commission number
- name and contact details of main contacts, (including chair, treasurer and secretary if applicable), in your organisation or informal group
- if applicant is a constituted group, then written endorsement or an email will be needed from an East Herts Councillor representing the area from which most of the beneficiaries will come
- if applicant is an informal group with no legal status or individual, a Mentor Statement Form must be provided from an East Herts Councillor representing the area from which most of the beneficiaries will come
- bank statement showing current balance
- evidence that the owner of building or space has approved the building work
- evidence that applicant has checked that planning permission from the council is not required (if a building improvement project)
- two quotes for building projects or large items of equipment that cost £1,000 or more.

## **7. Wards and areas in East Herts that experience health inequalities**

Whilst East Hertfordshire as a whole ranks above the national average on the scale of Index of Multiple Deprivation (IMD), there are still certain wards and areas which indicate there are pockets of relative inequality within East Herts.

The Indices of Multiple Deprivation 2019 provide a set of relative measures of deprivation for small areas across England, based on seven domains of deprivation. The domains were combined using the following weights to produce the overall Index of Multiple Deprivation:

- Income Deprivation (22.5%)
- Employment Deprivation (22.5%)
- Education, Skills and Training Deprivation (13.5%)
- Health Deprivation and Disability (13.5%)
- Crime (9.3%)
- Barriers to Housing and Services (9.3%)
- Living Environment Deprivation (9.3%)

Please note the wards have been updated as result of some electoral boundary changes made during 2023. Nationally, new work is being undertaken to develop an improved IMD due for release in 2025.

### **East Herts wards and connected areas with pockets of relative inequalities**

- Bishop's Stortford Central
- Buntingford – Throcking, Cottered and Westmill
- Great Amwell and Stansteads
- Hertford Rural – Hertford Hornsmill
- Hertford Sele
- Hunsdon
- Sawbridgeworth
- Ware Rural – Wadesmill, High Cross and Thundridge
- Ware Trinity

*Note: Much Hadham is officially listed as having an area within it as the highest IMD however research has shown that this data reflects the residents of St Margaret's and St Elizabeth's Centre for those with learning disabilities as opposed to the wider residential population.*

## [Equality Impact Assessment Form \(EQIA\) for Discretionary Grants Programme](#)

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Updated by Simon Barfoot August 24th 2023 based on previous version created 28 January 2021

**Title of EQIA (policy/change it relates to):** Discretionary Grants Policy

**Date:** 24 August 2023

**Team Department:** Community Wellbeing and Partnerships

**Focus of EQIA (*What are the aims of the new initiative? Who implements it? Define the user group impacted? How will they be impacted?*):** To administer a Community Grants Programme in a fair, consistent and transparent manner to help take forward the council's corporate priorities in sustainability, engagement and collaboration with the community, economic growth and digital innovation. Officers within the Community Wellbeing and Partnerships Team will manage the programme with administrative support. All residents in East Herts benefit.

- widen access to arts and culture through using health and wellbeing especially among those who haven't participated in the past
- involve residents in delivering community health and wellbeing projects including food banks and similar projects which benefit those most in need
- encourage communities to identify a local physical and/or mental health and wellbeing issue and address it together

- promote environmental sustainability activities which encourage individual and community changes of attitude and behaviour
- help community buildings and venues to become more environmentally sustainable
- bring different generations together
- enable young people and families to take care of their mental health, achieve a healthy weight and stay active
- support residents experiencing loneliness, isolation, domestic abuse, cost-of-living challenges, or those who find it difficult to interact with the community
- support those that the council doesn't typically engage with very well or those who prefer face-to-face contact
- use outdoor spaces and community buildings more effectively, maximising their potential
- provide activities to support Dementia Friendly East Herts
- create safer and resilient neighbourhoods which promote community belonging.

### Updated Community Grants EQIA for August 2023

<b>Protected characteristics groups from the Equality Act 2010</b>	<b>What do you know?</b> Summary of data about your service-users and/or staff	<b>What do people tell you?</b> Summary of service-user and/or staff feedback	<b>What does this mean?</b> Impacts (actual and potential, positive and negative. Clearly state each)	<b>What can you do?</b> All potential actions to: <ul style="list-style-type: none"> <li>• Advance equality of opportunity,</li> <li>• Eliminate discrimination, and</li> <li>• Foster good relations</li> </ul>
<b>Age</b>	Population projections show the numbers in all age groups are growing in the district, in particular	The small grants have worked well, however with the reduced funding available for 2023/24 it is	Consideration of whether a person's age will be impacted by the eligibility, assessment or allocation of community	Provide a named officer who can help and continue to improve online application process.

	<p>those aged 60+ years. Overall, 25% of grant funded projects typically benefits older or vulnerable people. Of the revenue grants awarded in 20/21, 88% benefitted people with long term conditions and vulnerable groups who are typically from the older population. Whilst this has been a good focus, it was timely to also prioritise young people, families and vulnerable individuals of different ages. The 2023/24 agreed priorities reflect this.</p>	<p>helpful to consolidate the grants into one fund with grants awarded between £500 and £3000 to meet a wider range of need and age profiles.</p>	<p>grants has taken place. Officers have not found this to be the case but noted that it was important to recognise that people in the older age groups, young people and families and especially those on low income including single parent household families, may have a range of needs and sometimes older people can be at risk of digital exclusion.</p>	<p>Provide a paper copy if requested Consolidate small grants programme into single grant range opportunity for individuals and informal groups via standard application form and assessment process. Continue to advise organisations that for groups and organisations across the age range including older people about the opportunity to apply and send publicity to relevant partnerships</p>
<b>Disability</b>	<p>In 2021, around 7, 300 (4.9%) compared to 8700 (6.1%) in 2011 people are living with a disability Overall, 25% of grant funded projects typically benefits older or vulnerable people. Of the revenue grants awarded in 20/21, 88% benefitted</p>	<p>Successful applicants working with people with long term disabilities say their services couldn't happen without grant support and that digital exclusion and loneliness is a real problem</p>	<p>Discussions concerning whether any mental or physical barriers will be impacted by the eligibility, assessment or allocation of community grants. Officers have not found this to be the case.</p>	<p>Continue to advise organisations that work with people with disabilities and long-term conditions about the opportunity to apply and send publicity to relevant partnerships</p>

	people with long term conditions			
<b>Gender reassignment</b>	No reliable data at this time	Feedback from people with this protected characteristic has not been obtained	Discussions concerning whether an applicant who identified as transgender, or who has undergone gender reconstructive surgery 'GRC', will be impacted in eligibility, assessment or allocation of community grants. Whilst Age UK has published in their 2020 'Transgender Issues and Later Life' report that GRC can have an impact on national insurance contributions, tax liability, benefits and pensions, Officers do not find this characteristic to be a hindrance to accessing a community grant.	Consult and obtain feedback from people with this protected characteristic – building rapport and trust We will monitor how grant giving is impacting on gender reassignment by including a new application question that asks applicants to identify who their main beneficiaries are out of a list of protected characteristics.
<b>Pregnancy and maternity</b>	No reliable data at this time	We have not asked for feedback	Discussions whether a person's pregnancy or maternity status will be impacted by the eligibility, assessment or allocation of community grants. Officers have not found this to be the case.	Foster relationships with groups supporting people with this protected characteristic and individuals. We will monitor how grant giving is impacting on pregnancy and maternity by including a new application

				question that asks applicants to identify who their main beneficiaries are out of a list of protected characteristics.
<b>Race</b>	In 2021, 92.3% of people in East Hertfordshire identified their ethnic group within the "White" category (compared with 95.5% in 2011). In 2021, 2.8% of East Hertfordshire residents identified their ethnic group within the "Mixed or Multiple" category, up from 1.6% in 2011. The 1.2 percentage-point change was the largest increase among high-level ethnic groups in this area. 2.7% identified their ethnic group within the "Asian, Asian British or Asian Welsh" category compared with 1.9% in 2011. People who identified their ethnic group within the "Black, Black British, Black Welsh, Caribbean or African" category increased from	Public engagement highlighted a need to reflect an increased focus on developing a cultural offer in rural communities, as well as among residents from more diverse religious, black and minority ethnic backgrounds. One of HCC's Equality and Diversity Officer considered trust as one of the factors in accessing local authority grants.	This means there is a need to take positive action and ensure that individuals and groups supporting individuals with these protected characteristics can access the grant funding.	Add new action to grant priorities Engage with people from different faiths and black, Asian and ethnically diverse backgrounds, supporting them to develop cultural opportunities they can enjoy participating in Increase signposting and targeted support to help grass roots organisations in completing applications Add statement to grants publicity that different faiths and black, Asian and ethnically diverse are welcome to apply; designing communications to increase different faiths and black, Asian and ethnically diverse confidence to apply Engage with different faiths and black, Asian and ethnically diverse to understand the barriers to applying for a grant – building rapport and trust



	<p>0.7% in 2011 to 1.3% in 2021.</p> <p>It is recognised that there is a low participation from groups / individuals with these protected characteristics in applying for grants.</p>			<p>Create publicity campaign that includes inclusive images of people with protected characteristics and raise awareness about grants among organisations supporting people with this protected characteristic.</p>
<p><b>Religion or belief</b></p>	<p>The existing eligibility criteria states the council will not provide a grant for promotion of a particular religion or political belief In the past applications from religious organisations have been successful when the project is about improving a hall that is used for physical recreation, cultural, social and community benefit and where the project benefits the wider community with a secular aim.</p>	<p>Volunteers have told us that church halls and other facilities run by faith groups are important venues for cultural activities and health and social care services such as foodbanks and that grant giving would enable more faith groups to engage with this type of welfare work</p>	<p>Discussions concerning this situation where a faith group consists of people who predominantly belong to one ethnic background and Islamic faith will have a need for an occupational requirement recognised. This means that whilst an application for a grant may be ineligible if the proposed project solely promotes a specific political or religious belief (i.e., a request to fund prayer mats), their application will be eligible if it has a wider community benefit (i.e., a request to fund a street festival to celebrate Eid.</p>	<p>Separate the eligibility criteria into two statements The council will not provide grants that have the sole aim of promoting a particular religion The council will not provide grants to organisations with beliefs that challenge internal departments' decisions or are contradictory to the council's core values or whose sole aim is to promote a political belief. Add statement to publicity that faith groups are welcome to apply where their project has a wider community benefit Consult and obtain feedback from people with this protected characteristic –</p>

	It is recognised that there is a low participation from groups / individuals with these protected characteristics in applying for grants			building rapport and trust. This would contribute to social cohesion Foster relationships with groups supporting people with this protected characteristic Publicise discretionary grants in a way that encourages increased uptake by all faiths equally
<b>Sex/Gender</b>	There is no data to suggest affecting one gender over another.	No data at this time. We do not ask successful applicants to provide a breakdown of their beneficiaries according to gender.	Discussions concerning this indicated there was no data to suggest there is an impact.	We will monitor how grant giving is impacting on gender by including a new application question that asks applicants to identify who their main beneficiaries are out of a list of protected characteristics.
<b>Sexual orientation</b>	An estimated 6% of our population are Lesbian, Gay, Bisexual, Transgender or Questioning (LGBTQ) plus. It is recognised that there is a low uptake from this category and groups with these characteristics are underrepresented	No reliable data at this time We do not ask successful applicants to provide a breakdown of their beneficiaries according to sexual orientation	The Housing and Health Projects Officer and the Equality and Diversity Officer discussed whether a person's sexual orientation will be impacted by the eligibility, assessment or allocation of community grants. Officers have not found this to be the case.	We will monitor how grant giving is impacting on sexual orientation by including a new application question that asks applicants to identify who their main beneficiaries are out of a list of protected characteristics Foster relationships with groups supporting people with this protected characteristic and individuals

<p><b>Marriage and civil partnership</b></p>	<p>No information at this time</p>	<p>We have not asked for feedback</p>	<p>The Housing and Health Projects Officer and the Equality and Diversity Officer discussed whether a person’s marital status or partnership status will be impacted by the eligibility, assessment or allocation of community grants. Officers have not found this to be the case.</p>	<p>We will monitor how grant giving is impacting on marriage and civil partnerships by including a new application question that asks applicants to identify who their main beneficiaries are out of a list of protected characteristics Foster relationships with groups supporting people with this protected characteristic and individuals</p>
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**Assessment of overall impacts and any further recommendations**

The council is committed to ensuring that individuals or groups of individuals from the under-represented protected characteristics group are encouraged to apply for a grant and are supported to feel that grants are “for them.” At all times, it aims to take an inclusive approach and ensure that any individual or group that wants to be able to fully participate in applying for a grant. An independent audit (Dec 2019) concluded that there is satisfactory assurance that there are effective controls in place and good decision-making processes.

The policy prioritises projects that deliver in areas of deprivation in East Herts (Section 7). This takes into account how less deprived areas are considered in the grants making process. It is acknowledged that all protected characteristics are economically impacted in different ways and the process takes steps to prioritise or allocate more points within the assessment process (Section 4)

This impact assessment was updated in 2023 using previous officer experience, current insight and data information. This built on previous Equality Officer discussions which identified that within the eligibility for grants, the requirement for 'open door membership' should not act as a barrier to groups who may have an occupational requirement to recruit internally within a protected characteristic, under Schedule 9 exceptions to the Equality Act 2010. This could be relevant to any protected characteristic, especially if considered under positive action. This means that the "open door membership eligibility criteria could prove restrictive for organisations that require or strongly prefer a proportion of their beneficiaries to have a specific characteristic. It is proposed therefore that the wording for this criterion is adjusted to explain that the occupational requirement provides an exception to this and allows positive action in this situation. (See action in Table 4 below)

Information about grants is available through the council's ebulletin and is promoted on social media and via elected Members, parish and town councils and printed parish and resident newsletters. Traditional flyers are also produced on occasion and distributed to libraries, leisure centres and village halls. Information on deadlines and priorities is available on the website.

Announcement about deadlines is done via emails to Members, external partners and database of known community and voluntary organisations. Members are asked to refer organisations to the scheme.

## **2. List detailed data and/or community feedback which informed your EQIA (if applicable)**

Title (of data, research or engagement)	Date	Gaps in data	Actions to fill these gaps: who else do you need to engage with? (add these to the Action Plan below, with a timeframe)
East Herts Cultural Strategy Survey	Nov 2020	We recognise that some actions, projects and funding bids will benefit from detailed evidence gained through gap analyses and empirical research. Such future work will be carried out by the partners coming together or by the partners' pooling financial resources to fund external expertise.	Contact Faith groups, single gender membership groups and groups supporting the LGBTQ community to build relationships and trust, working within the Council's emerging Equalities and Diversity strategy

### 3. Prioritised Action Plan (If applicable)

Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Timeframe
Requirement for applicant to have "open door policy" is restrictive for organisations that	Amend eligibility criteria to the following: The body applying has an open-door membership policy and	Organisations that are impacted by this requirement feel more able and encouraged to apply	That applications are received	Continues to be implemented since March 2022 adoption.

<p>require or strongly prefer a proportion of their beneficiaries to have a specific characteristic.</p>	<p>provides services that are accessible to people from all backgrounds. However, to promote positive action, this criterion allows organisations who have an occupational requirement to recruit within a protected characteristic to do so, under Schedule 9 exceptions to the Equality Act 2010.</p>			
<p>The eligibility criteria stating that the council will not provide a grant for the promotion of a particular religion or political belief has been identified as overly restrictive to faith groups</p>	<p>Amend the grants policy as below          The council will not provide grants that have the sole aim of promoting a particular religion          The council will not provide grants to organisations with beliefs that are challenging internal departments' decisions or are contradictory to the council's core values</p>	<p>Organisations that are impacted by this requirement feel more able and encouraged to apply</p>	<p>That applications are received by faith groups</p>	<p>Continues to be implemented since March 2022 adoption</p>

	or whose sole aim is to promote a political belief			
The eligibility criteria stating that the council will not provide a grant for the promotion of a particular religion or political belief has been identified as overly restrictive to faith groups	Add statement to publicity that faith groups are welcome to apply where their project has a wider community benefit	Organisations that are impacted by this requirement feel more able and encouraged to apply	That applications are received by faith groups	Continues to be implemented since March 2022 adoption
Representation by different faith groups and black, asian and ethnically diverse backgrounds	Work with the communications team to create inclusive messages and images for social media; add welcome statement to publicity messages	Individuals and groups supporting people with these protected characteristics feel welcome and encouraged to apply for a grant Increasing diversity in grant making will give the council access to the widest possible range of volunteers with a range of skills and talents	That an application is submitted that proposes a project to benefit people with these protected characteristics	Continues to be implemented since March 2022 adoption
Long standing under-representation by faith groups and black, Asian	Consult and obtain feedback from people with this protected characteristic - building	Better understanding of the barriers and how these can be mitigated	That an application is submitted that proposes a project to benefit	Project grants have been supported since March 2022, demonstrating fulfilment of these

and ethnically diverse backgrounds	rapport and trust. This would contribute to social cohesion		people with these protected characteristics	protected characteristics. Unsure as to completion of this objective as main grants postholder left organisation in August 2022.
Long standing under-representation by faith groups and black, asian and ethnically diverse backgrounds	Consult and obtain feedback from people with this protected characteristic – building rapport and trust. This would contribute to social cohesion	Better understanding of the barriers and how these can be mitigated	That an application is submitted that proposes a project to benefit people with these protected characteristics	Project grants have been supported since March 2022, demonstrating fulfilment of these protected characteristics.
Lack of information on whether individuals from certain protected characteristics are benefitting from council grant giving	We will monitor how grant giving is impacting on protected characteristics by including a new application question that asks applicants to identify who their main beneficiaries are out of a list of protected characteristics	Better understanding of which groups are mainly benefitting from council grants alongside general population	That applicants have completed question	Continues to be implemented since March 2022 adoption

**EQIA Sign-off:** (for the EQIA to be final an email must be sent from the relevant people agreeing it or this section must be signed)



**Lead Equality Impact Assessment officer: No Officer in post currently**

**Date: 24/8/23**

**Directorate Management Team Rep or Head of Service: Jonathan Geall, Head of Housing and Health**

**Date: 24/8/23**

**Author of Equality Impact Analysis: Simon Barfoot, Healthy Lifestyles Programme Officer**

**Date: 24/8/23**

# Agenda Item 6

## **East Herts Council Report**

### **Meeting of the Executive**

**Date of meeting: Tuesday 3 October 2023**

**Report by:** Councillor Vicky Glover-Ward – Executive Member for Planning and Growth

**Report title:** Review of the East Herts District Plan 2018

**Ward(s) affected:** All Wards

**Summary** – The East Herts District Plan was adopted in October 2018. There is a statutory requirement to consider whether a review of the District Plan is required within five years from its adoption (i.e., by the end of October 2023). This report assesses this requirement and concludes that the District Plan needs updating.

**RECOMMENDATIONS FOR EXECUTIVE that the following be recommended to Council for approval:**

- a) Having assessed the East Herts District Plan 2018 in accordance with regulation 10A of The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017, it is agreed that, in order that the Council can continue to fulfil its statutory duties, the District Plan needs updating;**
- b) Work commences during 2023/24 on updating the technical studies needed to provide a robust evidence base to inform an update of the District Plan;**
- c) A 'Call for Sites' is undertaken during 2023/24;**

- d) The District Planning Executive Panel is re-convened with membership drawn from the Executive in accordance with paragraph 8.5.2 of the Constitution;**
- e) An engagement strategy is prepared which sets out the Council's approach to consulting and engaging the community and stakeholders;**
- f) A further report on the detailed scope of the update and the timetable for its preparation is prepared at the earliest opportunity once the implications of the new National Planning Policy Framework (NPPF) are better understood, the Levelling-up and Regeneration Bill has received Royal Assent, and the statutory framework required to implement the reforms has been approved.**

## **1.0 Proposal(s)**

- 1.1 There is a statutory requirement that policies in Local Plans should be assessed to see whether they need updating at least once every five years. Reviews should be completed no later than five years from the adoption date of a plan and should take into account changing circumstances affecting the area (local changes), or any relevant changes in national policy.
- 1.2 This report assesses whether the East Herts District Plan 2018 needs updating and any necessary actions arising from that assessment.

## 2.0 Background

- 2.1 The National Planning Policy Framework (NPPF)<sup>1</sup> sets out that the planning system should be genuinely plan-led. Up-to-date plans should provide a positive vision for the future of each area; a framework for addressing housing needs and other economic, social, and environmental priorities; and a platform for local people to shape their surroundings.
- 2.2 The current East Herts District Plan was adopted in October 2018 following a successful examination in public. This has meant that planning in East Herts has over the last five-years been 'plan led' with a clear framework for addressing the district's housing needs and other economic, social, and environmental priorities. Having a spatial strategy in place has meant that the Council has been able to manage growth, ensuring that it is delivered in a sustainable and balanced manner meeting objectively assessed needs for new homes, jobs and infrastructure, whilst making sure that the natural and built environment is protected and enhanced.
- 2.3 Since the adoption of the District Plan, 3,567 dwellings have been delivered; of these 997 were affordable homes (April 2019 – April 2023). The Council has also continued its trend of annual improvements on the Housing Delivery Test. Last year (2022) the Council was able to demonstrate a 130% delivery rate meaning that the Council is not only meeting its housing need but also addressing the undersupply of previous years.
- 2.4 Overall, the District Plan housing trajectory has been, and continues to be, delivered broadly in line with what was anticipated in 2018 and the communities of East Herts are

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<sup>1</sup> [National Planning Policy Framework \(publishing.service.gov.uk\)](https://www.gov.uk/publishing.service.gov.uk)

benefitting from much needed housing and associated infrastructure. In 2022/23 alone nearly £3-million of S.106 money was allocated to individual projects or uses across the district.

2.5 The benefits of having an up-to-date and clear framework in place cannot be underestimated. Given that the District Plan is now nearly five years old, and to ensure that it continues to be effective for our communities, it is vital that, in line with national guidance, the Council considers whether an update of the Plan is required to take account of changing circumstances.

2.6 Updating the District Plan would ensure that:

- The district benefits from having an up-to-date development plan against which all planning decisions are made.
- The policies in the District Plan are updated to capture the best current practice available, the latest evidence base and also would also offer the opportunity to support key corporate objectives.
- Stakeholder engagement is at the heart of Plan-making and any update would involve and integrate feedback from key stakeholders across the district, alongside statutory public consultation involving our communities.
- An updated evidence base provides better decision-making and ensures planning is directly supporting the need of the community. Opportunities to update evidence will also assist other departments' responsibilities and work-streams where there is shared-evidence in particular Economic Development and Housing.
- The Council can defend its planning decisions robustly, reducing the likelihood of costly planning inquires and appeals.

- A fit for purpose spatial strategy in the District Plan will limit the amount of speculative planning applications received and ensure that any development is Plan-led. Plan-led growth allows infrastructure to be planned for proactively via direct liaison with infrastructure providers throughout the process and can reduce piecemeal development in unsustainable locations.
- The joint-administration has the opportunity to work collaboratively to establish joint goals and objectives that could then be reflected within the strategy of an updated Plan and policies.

### **3.0 Reason(s)**

3.1 Paragraph 33 of the National Planning Policy Framework (NPPF)<sup>2</sup> states that: *“Policies in local plans and spatial development strategies should be reviewed to assess whether they need updating at least once every five years and should then be updated as necessary. Reviews should be completed no later than five years from the adoption date of a plan and should take into account changing circumstances affecting the area, or any relevant changes in national policy. Relevant strategic policies will need updating at least once every five years if their applicable local housing need figure has changed significantly; and they are likely to require earlier review if local housing need is expected to change significantly in the near future.”*

3.2 The National Planning Practice Guidance (NPPG)<sup>3</sup> provides further guidance: *“Under regulation 10A of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)*

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<sup>2</sup> [National Planning Policy Framework \(publishing.service.gov.uk\)](https://www.gov.uk/publishing-service)

<sup>3</sup> [Plan-making - GOV.UK \(www.gov.uk\)](https://www.gov.uk/plan-making)

*local planning authorities must review local plans, and Statements of Community Involvement at least once every 5 years from their adoption date to ensure that policies remain relevant and effectively address the needs of the local community. Most plans are likely to require updating in whole or in part at least every 5 years. Reviews should be proportionate to the issues in hand..."* (paragraph 62).

*"The NPPF is clear that strategic policies should be prepared over a minimum 15 year period and a local planning authority should be planning for the full plan period. Policies age at different rates according to local circumstances and a plan does not become out-of-date automatically after 5 years. The review process is a method to ensure that a plan and the policies within remains effective. Applications for planning permission must be determined in accordance with the development plan unless material considerations indicate otherwise. Due weight should be given to relevant policies in existing plans according to their consistency with the National Planning Policy Framework. It will be up to the decision-maker to decide the weight to give to the policies."* (paragraph 64).

*"A local planning authority can review specific policies on an individual basis. Updates to the plan or certain policies within it must follow the plan-making procedure; including preparation, publication, and examination by the Planning Inspectorate on behalf of the Secretary of State."* (paragraph 69).

- 3.3 Furthermore the NPPG states that: *"If a local planning authority decides that they do not need to update their policies, they must publish the reasons for this decision within 5 years of the adoption date of the plan. A local planning authority will not necessarily need to revise their entire plan in whole and may publish a list of*

*which policies they will update and which policies they consider do not need updating.” (paragraph 70).*

- 3.4 Therefore the Council is required to assess whether the District Plan needs updating by the end of October 2023. It is important to be clear at this stage that the review of the District Plan is only to consider whether the plan needs updating because the circumstances in which the plan was prepared are no longer relevant or have changed. This includes consideration of national policy and the supporting evidence that justified its policies and allocations. Importantly, it does not decide what planning policy approaches any update to the District Plan should take. This will be for the Council’s future consideration if it is decided that an update is needed.
- 3.5 Whilst reviewing a plan would normally be a relatively straight forward process, this is not currently the case due to significant uncertainty around the Government’s proposed reforms to the planning system. These changes are summarised below.

### **Summary of proposed reforms to the planning system**

#### Planning White Paper:

- 3.6 Published in August 2020, a series of proposals in the White Paper were set out that would seek to ‘radically’ reform the planning system; ensuring that it is ‘fit for purpose’. The focus was on a system that is streamlined and modernised (fit for the 21st Century), with a new focus on design and sustainability, but which also ensured that more land is made available for development.



3.7 The White Paper set out that the Duty to Cooperate, the requirement for a five-year land supply, the tests of soundness and sustainability appraisals would all be abolished. Local authorities and the Planning Inspectorate will be required through legislation to meet a statutory timetable of no more than 30 months in total for key stages of the process, and there will be sanctions for those who fail to do so.

Levelling Up White Paper:

3.8 Published in February 2022, the Levelling Up White Paper provides minimal detail on planning reform, but states that local plans will be made simpler and shorter, and that the Government is developing models for a new infrastructure levy which will enable local authorities to capture value from development more efficiently.

3.9 Wider changes to the planning system will secure enhanced social and economic outcomes by fostering beautiful places; improving democracy and engagement in planning decisions; supporting environmental protection, including support for the transition to Net Zero; and securing clear benefits for neighbourhoods and local people through a stronger say over where homes are built and what they look like.

Levelling-Up and Regeneration Bill:

3.10 Published in May 2022, this replaces the standalone Planning Bill, which was previously promised. The Bill seeks to improve the planning system by giving communities a louder voice and ensuring that developments are *'beautiful, green and accompanied by new infrastructure and affordable housing'* to support the regeneration of towns and cities where it is needed

most. The Bill will give effect to a number of measures first proposed in the Levelling Up White Paper.

#### Reforms to National Planning Policy Consultation:

- 3.11 Published in December 2022, this consultation sought views on the government's approach to updating the National Planning Policy Framework (NPPF)<sup>4</sup>.
- 3.12 As set out above, the February 2022 Levelling Up White Paper reiterated the government's commitment to making improvements to the planning system, by giving communities a stronger say over where homes are built and what they look like. The Levelling-up and Regeneration Bill (the Bill) which is currently before Parliament will put the foundations in place for delivering this by creating a plan-led system with a stronger voice for communities.
- 3.13 Whilst the Bill begins to put communities at the heart of the planning system, further changes are also needed to national policy and guidance. The Reforms to National Planning Policy consultation set out the government's proposed changes which will help deliver this wider change.
- 3.14 The changes are wide ranging and include, inter alia, specific proposals which make clear how housing figures should be derived and applied so that communities can respond to local circumstances.
- 3.15 Alongside specific changes, the consultation also seeks views on a wider range of proposals, particularly focused on making sure the planning system capitalises on opportunities to

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<sup>4</sup> The Council submitted a response to the consultation in February 2023. The Council's response can be found here: [Decision - Levelling-up and Regeneration Bill Reforms to National Planning Policy \(NKD23/04\) - East Herts District Council](#)

support the natural environment, responds to climate change, and delivers on levelling up of economic opportunity.

- 3.16 The consultation also set out the envisaged role for National Development Management Policies. These are intended to save plan-makers from having to repeat nationally important policies in their own plans so that, in theory, plans can be quicker to produce and focus on locally relevant policies.
- 3.17 Finally, the consultation set out proposed changes to the plan-making system. Subject to parliamentary approval, it is anticipated that these plan-making reforms will be implemented from late 2024.

Levelling-up and Regeneration Bill: consultation on implementation of plan-making reforms:

- 3.18 Published on the 25 July 2023, the consultation seeks views on the government's proposals to implement the parts of the Levelling-up and Regeneration Bill which relate to plan-making.
- 3.19 The consultation runs from the 25 July to 18 October 2023, and confirms, subject to Royal Assent of the Levelling-up and Regeneration Bill, certain key plan-making transitional milestone dates, which were consulted on in December 2022. The main proposals will:
- Make the role and content of plans clearer – plans will be simpler, shorter and more visual. The repetition of policies across plans will be eliminated and a new suite of national development management policies<sup>5</sup> will cover common planning considerations.

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<sup>5</sup> A suite of NDMPs will be consulted on separately.

- Speed up the process for preparing a plan – plans will be prepared and adopted over 30 months.
- Ensure local communities are engaged – planning authorities will be required to undertake two periods of public consultation. There will also be a requirement to ‘notify’ and ‘invite’ early participation on matters that might shape the direction of the plan. There will be a strengthened role for a strategic vision, which will be developed collaboratively with communities and stakeholders.
- Make the most of digital technology.

3.20 It is anticipated that new-style plans will be prepared over a 30-month period, as set out in the below flow diagram:

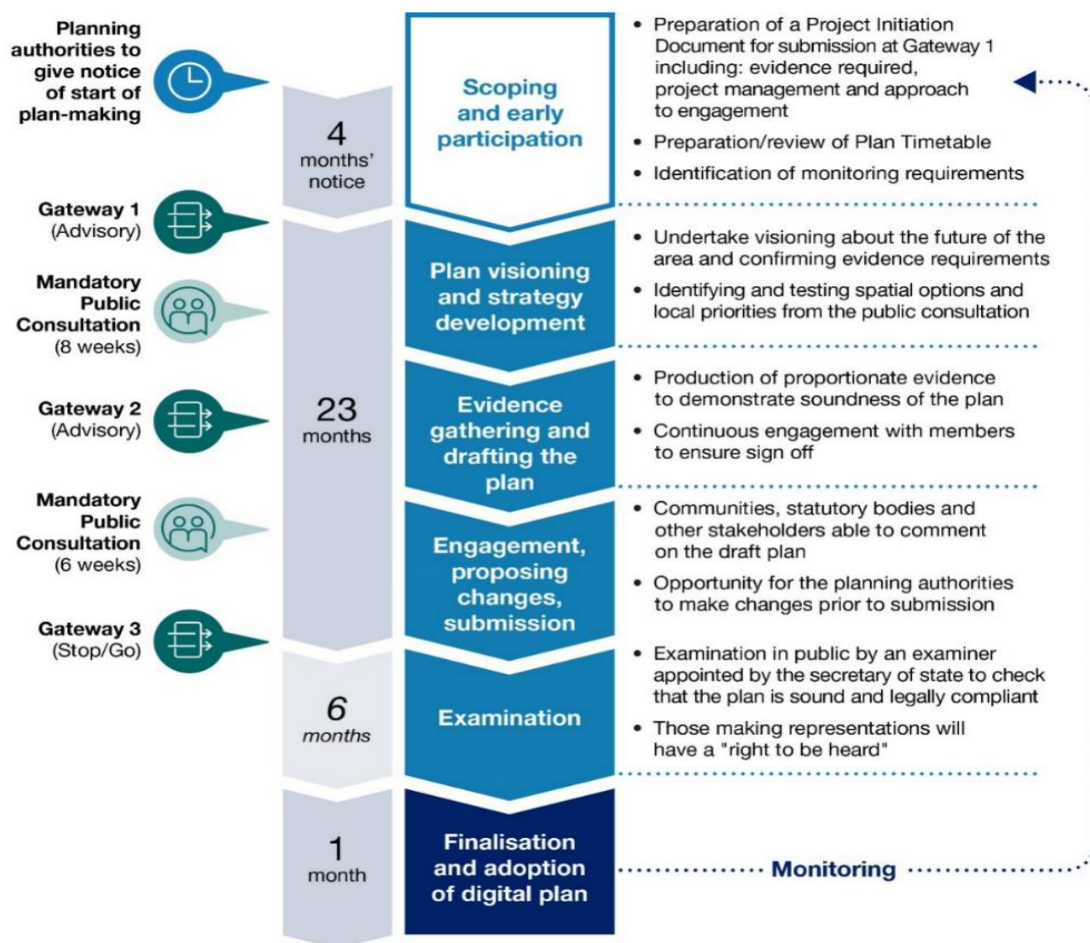


Figure 1 - Process to Make a Local Plan

3.21 The consultation also sets out proposed arrangements for moving from the current plans system to the new one. The government intends to have in place the required regulations, policy and guidance by Autumn 2024 to enable the preparation of the first new-style local plans.

Conclusion:

3.22 As set out above, the proposed reforms to the planning system are wide ranging. There is still a lot of detail that remains to be seen while political opposition and parliamentary timetables mean that we are still some way from any proposed changes becoming a formal part of the planning system, with no guarantee that they will all become law. There will then need to be a comprehensive suite of secondary legislation to implement the reforms, as well as changes to national policy and guidance. These changes are therefore likely to have a significant bearing on the process, scope, and approach of any update to the East Herts District Plan.

**Review of the East Herts District Plan 2018**

3.23 The review of the District Plan 2018 set out in this report and appendices is based on the current NPPF (2021) and NPPG. It can be updated as the planning reforms referred to above reach a stage where they can be given significant weight. Paragraph 65 of the NPPG indicates that, in reviewing a plan, an authority can consider information such as (but not exclusively):

- *conformity with national planning policy;*
- *changes to local circumstances; such as a change in Local Housing Need;*
- *their Housing Delivery Test performance;*

- *whether the authority can demonstrate a 5 year supply of deliverable sites for housing;*
- *whether issues have arisen that may impact on the deliverability of key site allocations;*
- *their appeals performance;*
- *success of policies against indicators in the Development Plan as set out in their Authority Monitoring Report;*
- *the impact of changes to higher tier plans;*
- *plan-making activity by other authorities, such as whether they have identified that they are unable to meet all their housing need;*
- *significant economic changes that may impact on viability.;*  
*and*
- *whether any new social, environmental or economic priorities may have arisen.*

3.24 Paragraph 68 of the NPPG states that a local planning authority may need to gather new evidence to inform their review. Proportionate, relevant, and up-to-date evidence should be used to justify a decision not to update policies and to have due regard to the Duty to Cooperate.

3.25 The East Herts District Plan 2018 was based on evidence gathered mainly in the period from 2013 to 2017. Some elements relating to the physical environment may remain fit for purpose (e.g., landscape character appraisals), but other evidence such as on social and economic matters will need to be updated (see below).

3.26 Officers have undertaken a review of the District Plan 2018 using:

- Consultation with Duty to Co-operate bodies including Hertfordshire County Council, Essex County Council, neighbouring local planning authorities and statutory/public bodies;
- An assessment of the consistency of the policies in the District Plan 2018 with the current NPPF (2021) and NPPG;
- Information available regarding changes in local circumstances; and
- The Local Plan Route Mapper Toolkit produced by PAS in October 2021.

3.27 **Appendix 1** sets out a summary of responses received to date from the Duty to Co-operate bodies. The discussions have generally focussed on the importance of updating the Council's evidence base to take account of local changes and updates to national policy. Duty to Co-operate discussions will continue throughout the process of updating the District Plan.

3.28 **Appendix 2** provides a comprehensive assessment of the policies in the District Plan 2018 against current national policy set out in the NPPF (2021) and the NPPG, along with changes in local circumstances. This indicates that, while the policies are broadly consistent with the NPPF, many will require some form of updating. It should be noted that this assessment reflects a point in time and the process will need to be repeated once the content of the new NPPF and proposed National Development Management Policies become clearer, as this may remove the need to include certain policies unless there are specific local matters that should be addressed. The update of the District Plan will also need to take account of changes to relevant legislation, such as the Environment Act 2021 and the Building

Regulations. Updated evidence may also result in further changes being required.

3.29 It should be noted that Appendix 2 does not identify where the supporting text to each policy will need updating and, due to the time elapsed since drafting of the District Plan 2018, it is likely that the majority of supporting text will need re-drafting.

3.30 Likewise, Appendix 2 does not include the following:

- Any new policy areas that may need to be included or developed in an update of the District Plan.
- Policies that should be updated to incorporate the latest evidence, best practice, updated strategies, and new requirements of statutory consultees.
- Policies that will be reviewed or added due to the priorities identified by the Council or corporate objectives.

3.31 **Appendix 3** is the completed PAS Local Plan Route Mapper Toolkit, which draws on the information in Appendix 1 and Appendix 2. It indicates that an update to the District Plan 2018 is required for a number of reasons, including the following:

- The significant change in local housing need arising from the standard method (see Appendix 4 for more information).
- The potential requirement to identify new sites for development to ensure that the Council can demonstrate a five year housing land supply.
- The ongoing requirement to address affordable housing targets which have increased since the District Plan was adopted in 2018.
- The need to maximise opportunities for jobs growth and to take account of changing economic circumstances.



- Changes in the environmental context including the Council's declaration of climate emergency and the requirement for biodiversity net gain.
- A number of the development management policies will also need clarification and updating to reflect changes in national policy/local changes, including the requirement to draw up design codes and guidance.

3.32 Having assessed in detail the policies in the District Plan 2018 it is concluded that an update is required. In terms of the scope of that update, the PAS toolkit suggests that if any of the following statements apply a full, rather than partial, update will be needed:

1. The policies update is likely to lead to a material change in the housing requirement which in turn has implications for other plan requirements / the overall evidence base.
2. The growth strategy and / or spatial distribution of growth set out in the current plan is not fit for purpose and a policies update is likely to involve a change to this.
3. The policies update is likely to affect more than a single strategic site or one or more strategic policies that will have consequential impacts on other policies of the plan.

3.33 It is difficult to answer these questions until the implications of the planning reforms outlined above become clearer. Potential changes to strategic housing requirements are clearly a key factor in considering the scope of the District Plan review. The NPPF (paragraph 61) requires that the local housing need figure calculated using the standard method should be the starting point for considering housing requirements (unless an alternative approach is justified in exceptional circumstances).

3.34 **Appendix 4** explains the background to the current District Plan 2018 housing requirement of 839 dwellings/year, and the updated housing need figure of 1,112 dwellings/year which would arise from the standard method. Paragraph 62 of the NPPG states that local housing need will be considered to have changed significantly where a plan has been adopted prior to the standard method being implemented, on the basis of a number that is significantly below the number generated using the standard method.

3.35 The District Plan 2018 was adopted prior to the standard method being implemented, and the local housing need requirement is significantly lower than the standard method requirement. This supports the conclusion that the plan needs updating and that this is likely to be a full update. However, the implications of this will require careful consideration in the context of the emerging planning reforms and a detailed assessment of constraints and capacity, in due course.

### **Evidence Base**

3.36 As details of the new plan-making system continue to emerge, it is recommended that the Council proactively commences work on updating the District Plan evidence base so that the Council is in a strong position to commence formal stages at the earliest opportunity from Autumn 2024 (when the new plan-making is anticipated to commence).

3.37 Updating the existing evidence base, will also provide the Council with an opportunity to address issues that have risen to greater prominence since the District Plan 2018 was prepared. These include:

**Climate Change** – The importance of tackling climate change has risen in the national agenda since the adoption of the District Plan in 2018. In 2019 the Government amended the Climate Change Act to commit the UK to net zero greenhouse gas emissions by 2050. Subsequently, changes to the building regulations came into force in June 2022, which require new homes to reduce carbon emissions by 30% and non-domestic buildings to reduce emissions by 27%.

The Council has recently made a declaration of climate emergency (Council, 26<sup>th</sup> July 2023<sup>6</sup>) and it has become clear that action to mitigate against climate change and adapt to its impacts must be embedded and integrated into all aspects of policy preparation, including through a review of the District Plan.

**Design** - Revised national policies state that local authorities must draw up design codes and guidance as part of their local plans or as a standalone policy document. Paragraph 129 of the NPPF states that, to "carry weight in decision-making", design guides and codes "should be produced either as part of a [development] plan or as supplementary planning documents".

**Improvements to the Environment** - The update to the NPPF in 2021 emphasised the importance of trees for enhancing the quality and character of the urban area and addressing climate change. Paragraph 131 states that planning policies and decisions should ensure that streets are tree lined and that opportunities are taken to ensure trees are incorporated elsewhere in developments.

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<sup>6</sup><http://democracy.eastherts.gov.uk/documents/s63110/Declaration%20of%20a%20Climate%20Emergency%20and%20the%20councils%20response.pdf?J=4>

**Biodiversity** - The Environment Act in 2021 introduced a mandatory requirement for biodiversity net gain and local nature recovery strategies. Development proposals will need to deliver a minimum 10% net gain using a biodiversity metric and approval of a biodiversity net gain plan. This will start to come into force for some planning applications from November 2023.

**Affordable Housing** - The current District Plan sets out the affordable housing need over the period 2011-2033, of 217 dwellings per annum. Work commissioned in 2021 and completed in 2022 concluded that the annual need for affordable housing in East Herts had risen since the District Plan was adopted. The work concluded that there was a total need of 3,784 affordable dwellings over the period 2021-2033, or 315 per annum. It should be noted that this increase in growth is largely due to the shorter period to address the backlog of need alongside the introduction of those aspiring to own being considered as potentially being in affordable housing need.

**Use Classes** - The current District Plan uses outdated Use Classes, which were subsequently updated on 1 September 2020. Inter alia, the changes provide for three new use classes - Class E, Class F.1 and F.2.

These amendments allow far greater flexibility to change uses within town centres without the need to obtain planning permission. The new approach aims to promote the vitality and viability of town centres by allowing more diversification in a way that can respond to rapid changes in the retail and leisure sectors. This does mean however that local planning

authorities will need to re-think their policy/strategies for town centres with less emphasis on retail as a key attraction.

- 3.38 An audit of existing evidence is currently being undertaken to identify gaps and to consider where these can be filled using in-house capacity and skills, and where external consultants will need to be commissioned.
- 3.39 The proposed planning reforms suggest a more streamlined plan-making process with less stringent tests of soundness, which may reduce the scope and cost of the necessary evidence base. Consideration will also be given to opportunities to commission work jointly with other neighbouring authorities.

### **Call for Sites**

- 3.40 Councils must be able to demonstrate that they have an adequate supply of housing to meet their needs in both the short term (i.e., being able to identify a rolling 5-year supply) and in the longer term, with a strategy to meet needs across the whole of the plan period. Whilst the Council's local housing need figure going forward has not yet been determined, it is anticipated that there could be a requirement to accommodate some additional growth. It is therefore recommended that a 'Call for Sites' is undertaken so that the Council can demonstrate that it is able to meet its identified needs.
- 3.41 A 'Call for Sites' is an opportunity for landowners, developers, agents and site promoters to submit sites which may be considered to have the potential for future development. The call for sites exercise will not determine the strategy or whether

a site *should* be allocated for development. However, it is important that a 'Call for Sites' takes place as it will help identify a potential pool of sites for further consideration through a range of technical work to assess their sustainability, suitability and deliverability.

- 3.42 A 'Call for Sites' does not relate solely to housing development, but could, for example, include other proposals for Gypsies and Travellers, employment, open space, and land for biodiversity offsetting.

### **District Planning Executive Panel**

- 3.43 As work commences on a review of the District Plan it is recommended that the District Planning Executive Panel is reconvened.
- 3.44 The constitution sets out at paragraph 8.5.2 that *'The District Planning Executive Panel (herein referred to as 'the Panel' in this section) will be appointed annually by the Executive and membership will be drawn from the Executive only.'*
- 3.45 The remit of the Panel is to make recommendations to Council, via the Executive, on issues associated with the East Herts District Plan. The Panel was previously made up of the Leader and two other Executive Members. However, all Councillors were invited to attend and participate, and the related discussions enabled all members to gain a far greater understanding of the processes and challenges faced in developing a robust strategy and policies.

## **Conclusion**

- 3.46 The review of the policies in the current District Plan using the combined mechanisms of the PAS Toolkit, assessment of consistency with the NPPF, and engagement with Duty to Cooperate bodies, concludes that the Plan requires updating.
- 3.47 Furthermore, it is likely that this will need to be a full, rather than partial, review of the Plan. This is largely because of the need to consider potential changes to housing requirements and the implications for other aspects of the Plan, along with the need to ensure that all policies are consistent with the latest NPPF and legislation. It will also allow the Council to give greater emphasis to climate change mitigation and adaptation and to design quality.
- 3.48 It is recommended that decisions on the final scope of the update and its associated timetable should be made when the implications of the proposed changes to the NPPF are better understood, the Levelling-up and Regeneration Bill has received Royal Assent, and the statutory framework required to implement the reforms has been approved.
- 3.49 However, while the scope of the District Plan update has yet to be determined, what is clear at this stage is that under the new system a strong evidence base will still be expected to inform and support local plans, and that evidence will remain an important part of plan-making and monitoring, allowing planning authorities to develop robust and effective plans and allowing communities and other stakeholders to understand the decisions that have been made.
- 3.50 It is therefore considered that the focus in 2023/24 should be on starting to update the evidence base and other preparatory

work needed to support an update to the District Plan, including a Call for Sites. This will enable work on updating the District Plan to progress quickly when the new plan-making system formally commences from Autumn 2024. Given the Government is currently proposing a 30 month plan-making timetable, it is particularly important that preparatory work is started soon, to help the Council meet these ambitious timescales.

#### **4.0 Options**

- 4.1 The Council is legally required to assess whether a review of its District Plan is required no later than five years from the date of adoption under the Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017.

#### **5.0 Risks**

- 5.1 There are a number of risks associated with not undertaking an update of the District Plan.
- 5.2 Without an up-to-date District Plan it will be difficult for the Council to challenge planning applications from developers and proposals may result in unsustainable, unplanned, piecemeal development across the district without the required supporting infrastructure such as roads, schools, healthcare facilities etc.
- 5.3 The costs of fighting appeals resulting from refused applications in unsuitable speculative locations should not be underestimated, both in monetary and staff resource terms, as



previous experience in the district prior to adoption of the District Plan has shown. Such costs are also not currently budgeted for but would need to be met by the Council.

- 5.4 To continue to demonstrate a five-year land supply, the Council must ensure that its housing needs are being met. Key to meeting its needs is understanding the current supply of housing and whether the supply will meet those future needs. Failure to demonstrate a five-year land supply could result in the Council losing control of certain decisions and increases the likelihood of speculative planning applications and subsequent appeals and the associated costly hearings and inquiries, as outlined above. The likely success rate at such appeals could also be negatively impacted by a lack of five-year supply or ability to demonstrate a sufficient supply of future housing sites.

## **6.0 Implications/Consultations**

- 6.1 An engagement strategy will be prepared for the review of the District Plan<sup>7</sup>. As well as traditional consultation and engagement methods this will also consider opportunities for greater use of digital technologies as advocated in the proposed planning reforms and will also seek to reach all communities.

### **Community Safety**

No

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<sup>7</sup> The Levelling-up and Regeneration Bill removes the requirement to prepare a Statement of Community Involvement (SCI). Instead, the Council's approach to engagement and consultation should set out in the Project Initiation Document.

## **Data Protection**

No

## **Equalities**

There are no direct equality, diversity, or inclusion implications in this report. An Equalities Impact Assessment (EqIA) will be carried out of the District Plan update in accordance with The Equality Act 2010.

## **Environmental Sustainability**

A review of the District Plan will allow the Council to put climate change mitigation and adaptation at the heart of the development plan to contribute to meeting the Council's environmental and sustainability objectives.

## **Financial**

Reviewing the District Plan will require a fully staffed Planning Policy Team to enable the Council to comply with the Government's proposed reduced 30 month timetable towards adoption.

Other costs are associated with the technical work required in the production of a robust evidence base to underpin the plan, and other process costs, including stakeholder and community engagement, as well as the cost of the examination.

Costs will be controlled by undertaking as much of the technical and engagement work as possible in house and by ensuring that evidence prepared for the examination enables it to be carried out in the most efficient manner.

The Council holds a reserve to cover costs related to the District Plan. The existing reserve is around £460K (which includes £400K of New Homes Bonus which the Council agreed could be set aside to meet costs in November 2022). Other costs will be met from the existing budget arrangement of £100K per year.

Costs will be refined and where possible reduced, including by taking a proportionate approach to commissioning evidence while meeting Government requirements, and exploring opportunities for joint commissioning of technical work with other neighbouring authorities, as appropriate.

### **Health and Safety**

No

### **Human Resources**

No

### **Human Rights**

No

### **Legal**

Policies in local plans should be reviewed to assess whether they need updating at least once every five years and should be updated as necessary<sup>8</sup>. Reviews should be completed no later than five years from the adoption date of a plan and should take into account changing circumstances affecting the area (local changes), or any relevant changes in national policy.

### **Specific Wards**

All

## **7.0 Background papers, appendices and other relevant material**

7.1 Appendix 1 – Summary of responses from Duty to Cooperate bodies.

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<sup>8</sup> Reviews at least every five years are a legal requirement for all local plans – see Regulation 10A of [The Town and Country Planning \(Local Planning\) \(England\) \(Amendment\) Regulations 2017 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/2017/1009/regs/10a)

- 7.2 Appendix 2 – Compliance of District Plan 2018 policies with the NPPF (2021) and NPPG.
- 7.3 Appendix 3 – Completed PAS Local Plan Route Mapper Toolkit.
- 7.4 Appendix 4 – Changes to local housing need.

### **Contact Member**

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## **Appendix 1 - Summary of responses from the Duty to Co-operate Bodies**

### **Statutory/Public Bodies:**

#### **Environment Agency (EA):**

The discussion focussed on water resources. It was recognised that East Herts is in an area of water stress. The EA are working with the water companies on updated evidence to inform their position on the efficient use of water resources. They should be able to share further information in the next six-months. The EA welcomes the current District Plan requirement to meet a target of 110 litres or less per head per day.

An updated Water Cycle Study will be required. East Herts should liaise with Hertfordshire County Council on this.

The Council's existing policies on water quality and the water environment are generally fit for purpose. The EA require an undeveloped strip at least 8m wide alongside all main rivers.

The importance of Hertfordshire's chalk rivers were discussed. The Council has requested a further meeting with the EA's Chalk Catchment Co-Ordinator.

New development should be located in areas with the lowest probability of flooding – the sequential test should be used. An updated Strategic Flood Risk Assessment (SFRA) will be required.

Other areas to consider are Source Protection Zones, Waste and Contaminated Land.

#### **Historic England:**

Historic England welcomes the proactive approach that the Council is taking.

The discussion focused on ensuring that the historic environment plays a positive role in allocating sites for development. Heritage considerations need to be fully integrated in any site selection methodology. Historic England can offer advice on evidence gathering; site selection; and site allocation policies.

Historic England has been raising awareness of the impact of climate change on heritage and the historic environment. An advice note on climate change is currently being prepared.

Design codes were discussed, including the role of the historic environment and historic expertise within design coding.

Historic England will review the policies in the current District Plan and will provide comments.

### **Natural England:**

Meeting due to take place on 26 September 2023.

### **Local Enterprise Partnership:**

The focus of the LEP over the last two years has been on business growth and opportunities. Hertfordshire overall has seen a net loss of employment land over the last five years. There was a recognition that the nature of employment is changing with an increase in the number of people working from home, although post-covid work patterns are still evolving.

Bishop's Stortford continues to offer an excellent location for commercial activity due to its transport links and location in relation to Stansted Airport.

The proposed Hertfordshire Essex Rapid Transit (HERT) proposals for a new sustainable transport network could offer significant economic opportunities which should be considered the Council.

Entrepreneurial businesses related to the environmental sector should be supported.

The Council's economic evidence will need updating and the LEP would welcome ongoing involvement in this work.

### **NHS – Hertfordshire and West Essex Integrated Care Board:**

Meeting date to be confirmed.

### **Sport England:**

The discussion focused on updating the evidence base for community sport and the increasing policy focus on creating 'active environments' through development. Sport England would like to see 'active design' embedded into strategic policies.

### **Energy Undertakers:**

Meeting date to be confirmed.

### **Thames Water:**

The discussion focussed on Thames Water's Drainage and Wastewater Management Plan, draft Water Resource Management Plan and their current business plan. Generally, the policies in the District Plan remain fit for purpose.

Water efficiency was discussed, and Thames Water considers that there are benefits to requiring the calculations to be based on the 'fittings approach'.

It was noted that Rye Meads Sewerage Treatment works was upgraded in 2020 and currently has capacity until 2036, with space for future upgrades.

### **Affinity Water:**

Meeting date to be confirmed.

### **Hertfordshire County Council:**

#### **Growth and Infrastructure Unit:**

The discussion focussed on HCC's 'Local & Joint Strategic Plans Engagement Document'. The document stresses the importance of sharing potential sites and growth scenario(s) with the county council at the earliest opportunity.

The main focus of the discussion was on education provision (including early years, mainstream schools and special schools) with specific attention drawn to the county council's new tiered approach to new development sites (1:400, 1:500, 1:1000). The planning ratio expresses the number of new dwellings in each category for which the county council would plan to be able to provide an additional form of entry. Depending on the growth strategy proposed there may be a requirement to identify reserve school sites.

The Growth and Infrastructure Unit will also coordinate responses from Adult Care Services, Community Protection, Library Services, Public Health, and Services for Young People.

### **Minerals and Waste:**

Meeting date to be confirmed.

### **Highway Authority:**

HCC's Local Transport Plan (LTP4 2018-2031) was adopted in 2018 and is currently being reviewed. The District Plan will need to need to take account of any update to the Local Transport Plan (LTP5), in particular how emerging technology might affect the way that transport needs to be provided in the longer term.



The proposed Hertfordshire Essex Rapid Transit (HERT) proposals for a new sustainable transport network should be considered.

Updated parking standards should be considered taking account of LTP5.

The provision of a Hertford bypass to address identified constraints on the A414 needs reviewing.

It will be important to take account of development in Uttlesford and any impacts on Bishop's Stortford and Sawbridgeworth

A new transport model (which will replace COMET) will be available in due course.

### **Landscape Ecology Archaeology Design (LEADs) Team:**

Meeting date to be confirmed.

### **Lead Local Flood Authority:**

Meeting date to be confirmed.

### **Essex County Council:**

#### **Highway Authority:**

The discussion focussed on the A120 and A414 corridors. The timing of the second Stort crossing was raised. Updates were provided on key schemes, including the HGGT/Gilston Area sustainable transport corridor (due to be completed by March 2026), M11 Junction 7a (now open and fully operational), and M11 Junction 8 (under construction and due to be completed in Autumn 2023).

A multi-modal transport model is now available, which covers the district across to the A10.

## **Neighbouring Local Planning Authorities (Hertfordshire):**

### **Broxbourne Borough Council:**

Meeting date to be confirmed.

### **North Herts District Council:**

Meeting date to be confirmed.

### **Stevenage Borough Council:**

SBC confirmed that they will likely be undertaking a partial review of their local plan, with a full review to follow in 2025. Unlike East Herts the standard method does not result in a significant change in their housing need figure, and they are currently able to demonstrate a 5-year housing land supply.

Opportunities to work collaboratively on evidence base updates were discussed.

### **Welwyn Hatfield Borough Council:**

Meeting date to be confirmed.

## **Neighbouring Local Planning Authorities (Essex):**

### **Epping Forest District Council:**

The Epping Forest Local Plan 2011-2033 was adopted on 6 March 2023. It is anticipated that a review will be undertaken by March 2025. The discussion focussed on implementation of the Epping Forest Local Plan, including masterplanning work. The Plan identifies a number of strategic sites which will continue to deliver after 2033.

The potential strategic implications of Biodiversity Net Gain (BNG) were discussed.

No other Duty to Co-operate matters were raised.

**Harlow Council:**

Meeting date to be confirmed.

**Uttlesford District Council:**

Meeting date to be confirmed.

## Appendix 2 – compliance of District Plan 2018 policies with the NPPF (2021) and NPPG

District Plan Policy	Purpose	Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)	Does the policy need reviewing? (Yes/No)	Reason (National Policy Change / Local Change)
1. Introduction				
INT1 Presumption in Favour of Sustainable Development	Model policy which supports the delivery of growth.	Accords with national guidance.	No	-
2. Vision and Strategic Objectives				
Vision and Strategic Objectives will need updating.				
3. Development Strategy				
DSP1 Housing, Employment and Retail Growth	Sets out the level of need for housing, employment and retail growth.	Will need updating to reflect the standard method, new use classes and up-to-date evidence.	Yes	National Policy Change
DPS2 The Development Strategy 2011-2033	<p>Sets out where development should be located within the district.</p> <p>Sets out what the 5-year housing land supply will comprise.</p>	<p>The approach is to deliver sustainable development in accordance with a hierarchy. This is broadly in accordance with national policy i.e., brownfield first.</p> <p>Policy will however need updating to reflect updated local housing need.</p> <p>Part I will need to be updated to include a new bullet point that covers development outlined in Policy GBR2.</p>	Yes	National Policy Change / Local Change

<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
		Part I should say 'Limited development in the villages <i>in accordance with Policies VILL1, VILL2 and VILL3.</i> '		
DPS3 Housing Supply 2011-2033	Sets out minimum housing supply to meet projected need to 2033.	Will need updating to take account of delivery of strategic sites, and updated commitments, completions and windfall.	Yes	Local Change
DPS4 Infrastructure Requirements	Sets out infrastructure required to support development.	Will need updating to take account of delivery and the latest infrastructure requirements.	Yes	Local Change
DPS5 Neighbourhood Planning	Supports in principle development brought forward through Neighbourhood Planning.	Accords with national guidance and the Localism Act 2011.	No	-
<b>4. Green Belt and Rural Area Beyond the Green Belt</b>				
GBR1 Green Belt	(I) Sets out that planning applications in the Green Belt will be considered in line provisions of the NPPF.  (II) References villages where changes to Green Belt boundaries may be required to accommodate growth identified in Neighbourhood Plans.	(I) Accords with national guidance.  (II) Paragraph 140 of the NPPF now allows Neighbourhood Plans to change to Green Belt boundaries where the need has been established through strategic policies.	Yes	National Policy Change

<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
GBR2 Rural Area Beyond the Green Belt	Sets out the types of development that will be permitted in the Rural Area Beyond the Green Belt.	The policy generally accords with national policy and has been mostly effective but would benefit from an update in order to provide clarity to decision-makers on other forms of development such as residential outbuildings and change of use.	Yes	Local Change
<b>5. Bishop's Stortford</b>				
BISH1 Development in Bishop's Stortford	Sets out the housing, employment and retail growth that Bishop's Stortford will accommodate over the plan-period.	Will need updating to take account of delivery of strategic sites, and updated commitments, completions and windfall.  Policy may also require updating to reflect updated local housing need and floorspace requirements.	Yes	National Policy Change / Local Change
BISH2 Bishop's Stortford Town Centre Planning Framework	Sets out that proposals in Bishop's Stortford should take account of the Town Centre Planning Framework.	Whilst the Town Centre Framework was agreed in 2016 and may need reviewing, the policy remains fit for purpose.	No	-
BISH3 Bishop's Stortford North	Strategic site allocation policy.	The site benefits from planning permission and development has commenced. The policy should be retained until the site has been completed. The policy will need to be updated to reflect latest position on the site.	Yes	Local Change
BISH4 Land South of Hadham Road	Strategic site allocation policy.	The site benefits from planning permission and development has commenced. The policy should be retained until the site has been	Yes	Local Change

<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
		completed. The policy will need to be updated to reflect latest position on the site.		
BISH5 Bishop's Stortford South	Strategic site allocation policy.	The site benefits from planning permission and development has commenced. The policy should be retained until the site has been completed. The policy will need to be updated to reflect latest position on the site.	Yes	Local Change
BISH6 Bishop's Stortford High School Site, London Road	Strategic site allocation policy.	The site has a resolution to grant permission subject to the signing of a Section 106 Agreement. The policy should be retained until the site has been completed. The policy will need to be updated to reflect latest position on the site.	Yes	Local Change
BISH7 The Goods Yard	Strategic site allocation policy.	The site benefits from planning permission and development has commenced. The policy should be retained until the site has been completed. The policy will need to be updated to reflect latest position on the site.	Yes	Local Change
BISH8 Old River Lane	Strategic site allocation policy.	The site does not currently have planning permission. An outline planning application has been submitted for up to 225 dwellings. The policy should be retained until the site has been completed.	No	-
BISH9 East of Manor Links	Strategic Site allocation policy.	The site benefits from planning permission and development is almost completed. The policy should be retained until the site has been completed. The policy will need to be updated to reflect latest position on the site.	Yes	Local Change

<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
BISH10 The Mill Site	Strategic site allocation policy.	The site does not currently have planning permission. The policy should be retained until the site has been completed.	No	-
BISH11 Employment in Bishop's Stortford	Identifies existing designated Employment Areas, and new proposed Employment Areas and other opportunities.	Policy generally reflects local position but will require updating to reflect the status of the new employment areas at BISH3 and BISH5. Likewise, the policy may need to be updated to reflect the latest position at BISH7, BISH8 and BISH10 along with any relevant employment opportunities coming forward on these sites.	Yes	Local Change
BISH12 Retail, Leisure and Recreation in Bishop's Stortford	Identifies retail, leisure and recreation requirements.	Reference to Rhodes Centre in (II) needs updating to South Mill Arts Centre.	Yes	Local Change
<b>6. Buntingford</b>				
BUNT1 Development in Buntingford	Sets out the housing growth that Buntingford will accommodate over the plan-period.	Will need updating to take account of delivery of strategic sites, and updated commitments, completions and windfall.  Policy may also require updating to reflect updated local housing need and floorspace requirements.	Yes	National Policy Change / Local Change
BUNT2 First School Site Allocation	Allocates a site for a 2-form of entry First School.	Development complete.	Delete	Local Change
BUNT3 Employment in Buntingford	Identifies existing designated Employment Areas, and new proposed Employment Areas.	Policy reflects local position.	No	-



<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
<b>7. Hertford</b>				
HERT1 Development in Hertford	Sets out the housing, employment and retail growth that Hertford will accommodate over the plan-period.	Will need updating to take account of delivery of strategic sites, and updated commitments, completions and windfall.  Policy may also require updating to reflect updated local housing need and floorspace requirements.	Yes	National Policy Change / Local Change
HERT2 Mead Lane Area	Strategic site allocation policy.	The site benefits from planning permission and development has commenced. The policy should be retained until the site has been completed. The policy will need to be updated to reflect latest position on the site.	Yes	Local Change
HERT3 West of Hertford	Strategic site allocation policy.	The Thieves Lane element of the allocation is nearing completion and so part III of the policy can be deleted. The Archers Spring element of the allocation does not have full planning permission and so this part of the policy should be retained.	Yes	Local Change
HERT4 North of Hertford	Strategic site allocation policy.	The former nursery element of the allocation has been completed and so references to that part of the site can be deleted. An application has recently been submitted on the remainder of the site for 118 dwellings (Land West of Wadesmill Road, Bengo). The policy will need to be updated to reflect latest position on the site.	Yes	Local Change

<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
HERT5 South of Hertford	Strategic site allocation policy	The site benefits from planning permission and development has commenced. The policy should be retained until the site has been completed. The policy will need to be updated to reflect latest position on the site.	Yes	Local Change
HERT6 Employment in Hertford	Identifies existing designated Employment Areas.	Policy reflects local position.	No	-
HERT7 Hertford Town Centre Urban Design Strategy	Sets out that proposals in Hertford should take account of the Town Centre Urban Design Strategy.	The policy remains fit for purpose.	No	-
<b>8. Sawbridgeworth</b>				
SAWB1 Development in Sawbridgeworth	Sets out the housing, employment and retail growth that Sawbridgeworth will accommodate over the plan-period.	Will need updating to take account of delivery of strategic sites, and updated commitments, completions and windfall.  Policy may also require updating to reflect updated local housing need and floorspace requirements.	Yes	National Policy Change / Local Change
SAWB2 Land to the North of West Road	Strategic site allocation policy.	The site benefits from planning permission and development has commenced. The policy should be retained until the site has been completed. The policy will need to be updated to reflect latest position on the site.	Yes	Local Change
SAWB3 Land to the South of West Road	Strategic site allocation policy.	The site benefits from planning permission and development has commenced. The policy should be retained until the site has been	Yes	Local Change

<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
		completed. The policy will need to be updated to reflect latest position on the site.		
SAWB4 Land to the North of Sawbridgeworth	Strategic site allocation policy.	Part of this site has a resolution to grant permission subject to the signing of a Section 106 Agreement. The policy should be retained until the whole site has been completed. The policy will need to be updated to reflect latest position on the site.	Yes	Local Change
<b>9. Ware</b>				
WARE1 Development in Ware	Sets out the housing, employment and retail growth that Ware will accommodate over the plan-period.	Will need updating to take account of delivery of strategic sites, and updated commitments, completions and windfall.  Policy may also require updating to reflect updated local housing need and floorspace requirements.	Yes	National Policy Change / Local Change
WARE2 Land North and East of Ware	Strategic site allocation policy.	The site does not currently have planning permission. A hybrid/outline planning application has been submitted for up to 1,800 dwellings. The policy should be retained until the site has been completed.  Some minor amendments required to accord with the approved Masterplanning Framework.	Yes	Local Change
WARE3 Employment in Ware	Identifies existing designated Employment Areas, and a new proposed Employment Area to the North and East of Ware.	Policy reflects local position.	No	-

District Plan Policy	Purpose	Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)	Does the policy need reviewing? (Yes/No)	Reason (National Policy Change / Local Change)
10. Villages				
VILL1 Group 1 Villages	Identifies Group 1 Villages and sets out a requirement to accommodate at least 500 new homes between 2017-2033. Encourages the preparation of Neighbourhood Plans to allocate land for development.	<p>Policy may need updating to take account of any changes to the services and facilities in each village, and the level of public transport available etc.</p> <p>The policy should be updated to reflect the quantum of homes delivered across the villages.</p> <p>Paragraph 140 of the NPPF now allows Neighbourhood Plans to change to Green Belt boundaries where the need has been established through to strategic policies.</p> <p>Part V. should be reviewed in discussion with those Parish Councils that have not met the 31<sup>st</sup> March 2021 deadline.</p> <p>Further clarity required on village development boundaries.</p>	Yes	National Policy Change / Local Change
VILL2 Group 2 Villages	Identifies Group 2 Villages and sets out that limited infill development will be permitted within the village development boundary.	<p>Policy may need updating to take account of any changes to the services and facilities in each village, and the level of public transport available etc.</p> <p>Further clarity required on village development boundaries.</p>	Yes	National Policy Change / Local Change

<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
VILL3 Group 3 Villages	Sets out that only infill development identified in an adopted Neighbourhood Plan will be permitted.	<p>When Policy VILL3 was written, it took account of the wording in the 2012 NPPF (para. 89) which set out that an exception to inappropriate development in the Green Belt was: "limited infilling in villages, and limited affordable housing for local community needs under policies set out in the Local Plan;"</p> <p>The NPPF 2021, no longer links limited infilling to local plan policies. Instead, it simply states that "limited infilling in villages" is considered an exception to inappropriate development in the Green Belt (paragraph 149 (e)).</p> <p>The policy therefore needs updating to reflect this latest position.</p>	Yes	National Policy Change
VILL4 Village Employment Areas	Identifies existing designated Employment Areas.	Policy reflects local position.	No	-
<b>11. The Gilston Area</b>				
GA1 The Gilston Area	Strategic site allocation policy.	The site has a resolution to grant permission subject to the signing of a Section 106 Agreement. The policy should be retained until the site has been completed. The policy may need to be updated to reflect latest position on the site.	Yes	Local Change
GA2 The River Stort Crossings	Seeks to facilitate the delivery of transport improvements to crossings over the River Stort.	Planning permission has been granted for the Central and Eastern Stort Crossings. Policy	No	-

<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
		should be retained until the proposals have been delivered.		
<b>12. East of Stevenage</b>				
EOS1 Land East of Stevenage	Strategic site allocation policy.	The site benefits from planning permission and development has commenced. The policy should be retained until the site has been completed, including the Travelling Showpeople's site. The policy will need to be updated to reflect latest position on the site.	Yes	Local Change
<b>13. East of Welwyn Garden City</b>				
EWEL1 Land East of Welwyn Garden City	Strategic site allocation policy.	The site does not currently have planning permission. An outline planning application has been submitted for up to 2,650 dwellings. The policy should be retained until the site has been completed. The policy will need to be updated to reflect the latest position in Welwyn Hatfield.	Yes	Local Change
<b>14. Housing</b>				
HOU1 Type and Mix of Housing	Sets out the type and mix of housing required appropriate to local character, taking account of the latest evidence.	Policy generally signposts readers to other relevant policies but also provides a link to the Strategic Housing Market Assessment (SHMA) which sets out the appropriate type and mix of housing. Given the NPPF 2021 requirement to establish housing needs through the standard method, there is likely to be a need to update the SHMA to take into account the revised housing requirement. Likewise, the policy refers to a number of strategies, data sources	Yes	National Policy Change / Local Change

<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
		and design considerations; these will need to be updated to reflect the most-relevant and up-to-date information.		
HOU2 Housing Density	Requires the efficient use of land, informed by the character of the local area.	<p>Paragraph 125 of the NPPF 2021 sets out that plans should set minimum density standards in town centres that are well served by public transport, and that minimum density standards should also be considered for other parts of the plan area. It also states that it might be appropriate to set a range of densities that reflect the different levels of accessibility and potential of different areas.</p> <p>The current policy does not set out a minimum density standard, nor does it refer to a range of densities in different locations and as such the policy will need to be updated to reflect this requirement</p>	Yes	National Policy Change
HOU3 Affordable Housing	Sets out when Affordable Housing required, the amount (%) and tenure.	<p>Policy needs updating to reflect paragraph 64 of the NPPF 2021 which sets out that 'affordable housing should not be sought for residential developments that are not major developments'.</p> <p>Policy will also need to reflect the latest affordable housing definition in the NPPF 2021, including consideration of First Homes.</p>	Yes	National Policy Change

District Plan Policy	Purpose	Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)	Does the policy need reviewing? (Yes/No)	Reason (National Policy Change / Local Change)
		<p>Paragraph 65 of the NPPF 2021 requires planning policies to expect at least 10% of the total number of homes on major sites to be for affordable home ownership unless specific exceptions apply. Policy HOU3 does not refer to the requirements of paragraph 65 of the NPPF.</p> <p>Policy may need updating to reflect the latest evidence, including consideration of delivery since the start of the plan-period; the PPG requirement to consider aspirational need; and viability.</p>		
HOU4 Rural Exception Affordable Housing Sites	Sets out when rural exception housing schemes will be permitted.	The PPG sets out that local authorities are encouraged to produce policies that specify in further detail the proportions of market housing that would be considered acceptable, and under what circumstances in regard to Rural Exception policies. The PPG also sets out that plan-makers are encouraged to set policies that detail the circumstances in which alternative approaches to viability would be considered. The current policy does not define or detail either of these criteria and as such may require updating.	Yes	National Policy Change
HOU5 Dwellings for Rural Workers	Sets out when dwellings for rural workers will be permitted.	Policy generally accords with national guidance.	No	-



<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
HOU6 Specialist Housing for Older and Vulnerable People	Encourages the provision of specialist housing for older and vulnerable people. Sets a target of at least 530 bed-spaces to meet these specialist needs.	<p>Additional guidance in the PPG was published on Housing for Older and Disabled People. This includes setting out categories of the different types of specialist housing for older people and also identifying the need to provide housing for older people as critical.</p> <p>Policy HOU6 should be updated to reflect the additional guidance and also to reflect the latest needs, and the delivery of specialist/older housing provision since the adoption of the plan.</p>	Yes	National Policy Change
HOU7 Accessible and Adaptable Homes	Ensures the delivery of accessible and adaptable homes to meet the changing needs of occupants.	<p>The PPG and NPPF allows plan-making authorities to set out the proportion of new housing that will be delivered to technical housing standards – Policy HOU7 currently does this.</p> <p>However, the proportion will need to be reassessed in light of any up-to-date evidence and viability considerations. As such the Policy will likely need to be updated.</p>	Yes	Local change
HOU8 Self-Build and Custom Build Housing	On sites of more than 200 homes, the policy requires at least 1% of dwellings for sale to self-builders.	Policy should be reviewed to increase effectiveness.	Yes	Local Change

<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
HOU9 Gypsies and Travellers and Travelling Showpeople	Ensures the delivery of traveller pitches and plots to meet locally identified need and sets out criteria for assessing proposals on allocated or windfall sites	<p>Policy should be reviewed to:</p> <p>Update Part I in light of 2022 GTANA and implications for pitch/plot delivery on allocated sites;</p> <p>Update Part II to add link to locally identified need through GTANA in criteria;</p> <p>Update Part II (a) to make clearer that ‘a sustainable location’ applies not only to services but also to reflect that travel is an important consideration in this respect and should link to meeting the aims of Policy TRA1;</p> <p>Update Part II (g) to change ‘undue’ to ‘adverse’ for clarity and to avoid potential issues around interpretation.</p>	Yes	Local Change
HOU10 New Park Home Sites for Non-Nomadic Gypsies and Travellers and Travelling Showpeople	Seeks the delivery of traveller pitches and plots to meet locally identified need for travellers who have permanently ceased to travel and sets out criteria for windfall sites	<p>Policy should be reviewed to:</p> <p>Assess any potential implications of the Lisa Smith judgement in policy revision;</p> <p>Update preamble in light of 2022 GTANA and implications for pitch/plot delivery;</p> <p>Update to add link to locally identified need through GTANA in criteria;</p>	Yes	Local Change

<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
		<p>Introduce mechanisms for meeting locally identified need through site allocations (which may, or may not, be linked to site allocations to be delivered through Policy HOU9); Update criterion (a) to make clearer that ‘a sustainable location’ applies not only to services but also to reflect that travel is an important consideration in this respect and should link to meeting the aims of Policy TRA1;</p> <p>Update criterion (g) to change ‘undue’ to ‘adverse’ for clarity and to avoid potential issues around interpretation.</p>		
HOU11 Extensions and Alterations to Dwellings, Residential Outbuildings and Works Within Residential Curtilages	Sets out the criteria against which proposals for extensions and alterations to dwellings, residential outbuildings, and work within residential curtilages, will be considered.	Policy generally accords with national guidance.	No	-
HOU12 Change of Use of Land to Residential Garden and Enclosure of Amenity Land	Sets out when a change of use of land to residential garden will be permitted.	Policy generally accords with national guidance.	No	-
HOU13 Residential Annexes	Sets out when residential annexes will be permitted.	Policy generally accords with national guidance.	No	-

<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
<b>15. Economic Development</b>				
ED1 Employment	Refers to designated Employment Areas.  Supports in principle the provision of new employment uses in suitable locations. Sets out that development which would cause the loss of an employment site will only be permitted where various criteria are met.	The Use Classes Order was amended in September 2020 and use classes previously under Class B1 are now under Class E – Commercial, business and service.	Yes	National Policy Change
ED2 Rural Economy	Supports sustainable economic growth in the rural areas and seeks to prevent the loss of rural employment. Proposals for diversification will be supported in principle subject to criteria.	Paragraph 84 of the NPPF 2021 strengthens the support planning policies should offer the rural economy. In particular with reference to the expansion and growth of businesses. Policy will also need to be updated to reflect the addition of paragraph 85 of the NPPF.	Yes	National Policy Change
ED3 Communications Infrastructure	Supports the provision and expansion of communications networks where appropriate.	Paragraphs 114 and 115 of the NPPF 2021 have expanded and updated the support for ‘next generation mobile technology (such as 5G) and full fibre broadband connections’ and as such the policy should be updated to reflect this.	Yes	National Policy Change
ED4 Flexible Working Practices	Policy supports proposals for live/work units in sustainable locations.	Policy generally accords with national guidance.	Yes	Local Change

<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
		Policy refers to the Vehicle Parking Provision at New Development SPD, which under the proposed new plan-making system will potentially cease to have effect.		
ED5 Tourism	Supports tourism facilities in appropriate locations.	Policy generally accords with national guidance.	No	-
ED6 Lifelong Learning	Supports in principle the provision of new educational establishments in line with policy CFLR10 (Education)	Policy generally accords with national guidance.	No	-
<b>16. Retail and Town Centres</b>				
RTC1 Retail Development	Supports town centre uses as defined by the NPPF within town centre boundaries. Requires proposals to be assessed in line with the sequential approach.	Policy generally accords with national guidance.  Updated evidence might be required such as a Retail and Town Centres Study to determine whether the thresholds currently applied are still appropriate.	No	-
RTC2 Primary Shopping Area	Identifies Primary Shopping Areas for Bishop's Stortford, Hertford and Ware.	Policy generally accords with national guidance.	No	-
RTC3 Primary Shopping Frontages	Identifies Primary Shopping Frontages in Bishop's Stortford, Hertford and Ware.	The Use Classes Order was amended in September 2020. This abolished the A Class definition for uses of land and buildings across England. Classes A1, A2 and A3 joined business Class B1 along with health and assembly uses D1 and D2 in a newly created Class E - Commercial, Business and Service.	Yes	National Policy Change

<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
RTC4 Secondary Shopping Frontages	Identifies Secondary Shopping Frontages in Bishop's Stortford, Buntingford, Hertford, Sawbridgeworth and Ware.	Policy generally accords with national guidance and local issues.	No	-
RTC5 District Centres, Neighbourhood Centres, Local Parades and Individual Shops	Sets out that when proposals will be supported in District Centres, Neighbourhood Centres and Local Parades. Proposals that result in the loss of shops will be resisted.	Reference to A1 Use needs updating following the amendment to the Use Classes Order in September 2020.	Yes	National Policy Change
<b>17. Design and Landscape</b>				
DES1 Masterplanning	Requires all 'significant' development proposals to collaboratively prepare a masterplan.	Policy could be strengthened to reflect the lessons learnt from the masterplanning process.	Yes	Local Change
DES2 Landscape Character	Requires development proposals to demonstrate how they conserve, enhance or strengthen the character and distinctive features of the district's landscape.	Refers to the Landscape Character Assessment SPD, which under the proposed new plan-making system will potentially cease to have effect.	Yes	National Policy Change
DES3 Landscaping	Requires development proposals to demonstrate how they will retain, protect and enhance existing landscape features.	Policy generally accords with national guidance.  The NPPF 2021 introduced a requirement for planning policies and decisions to encourage tree-lined streets and incorporate trees in new development.	Yes	National Policy Change

<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
DES4 Design of Development	Requires all development proposals to be of high standard of design and layout to reflect and promote local distinctiveness.	<p>Policy needs to be updated to better incorporate sustainability measures and ensure that it captures all key principles for good urban design.</p> <p>Revised national policies state that local authorities must draw up design codes and guidance as part of their local plans or as a standalone policy document. Paragraph 129 of the NPPF 2021 states that, to "carry weight in decision-making", design guides and codes "should be produced either as part of a [development] plan or as supplementary planning documents".</p>	Yes	National Policy Change / Local Change
DES5 Crime and Security	Requires developments to be designed to reduce the opportunity for crime.	Accords with national guidance. The NPPF 2021 requires developments to be safe and accessible, so that crime and disorder, and the fear of crime, do not undermine quality of life or community cohesion.	No	-
DES6 Advertisements and Signs	To ensure that the display of advertisements and signs is appropriate.	Policy should cross reference Policy HA5 (Shopfronts in Conservation Areas) and Policy HA6 (Advertisements in Conservation Areas).	Yes	Local Change
<b>18. Transport</b>				
TRA1 Sustainable Transport	To achieve accessibility improvements and promotion of sustainable transport in the district.	To reflect national and local changes, the policy requires updating to maximise sustainable transport potential through development. In particular HCC is currently in the process of updating both policy and guidance in this	Yes	National Policy Change / Local Change

<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
		respect. Policy should also be strengthened to reflect the active travel agenda.		
TRA2 Safe and Suitable Highway Access Arrangements and Mitigation	To ensure safe and suitable access can be achieved.	Policy generally accords with national guidance.	No	-
TRA3 Vehicle Parking Provision	To secure appropriate vehicle parking provision through development proposals.	Policy refers to the Vehicle Parking Provision at New Development SPD, which under the proposed new plan-making system will potentially cease to have effect. Parking standards will therefore need to be included within the District Plan.	Yes	National Policy Change / Local Change
<b>19. Community Facilities, Leisure and Recreation</b>				
CFLR1 Open Space, Sport and Recreation	Requires new development to incorporate open space, sport and recreation provision on-site or where appropriate through financial contributions for off-site provision.	Policy generally accords with national guidance.	No	-
CFLR2 Local Green Space	Sets out that development will only be permitted if it is consistent with the function, character and use of the Local Green Space to which it relates.	Could include designated Local Green Spaces identified in the District Plan i.e., the 'green fingers' in Hertford and Bishop's Stortford.  Appropriate LGS policy is subject to the guidance of the Court of Appeal in R (Lochailort) v (Mendip DC), which states LGS policy should be consistent with the NPPF unless exceptional circumstances are given. Para 103 of the NPPF	Yes	National Change/ Local Change



<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
		2021 requires development in LGS should be consistent with those for Green Belt.		
CFLR3 Public Rights of Way	Requires development proposals to take full account of the need to protect and enhance Public Rights of Way.	Policy generally accords with national guidance.	No	-
CFLR4 Water Based Recreation	Supports in principle water based recreation.	Policy generally accords with national guidance.	No	-
CFLR5 The Lee Valley Regional Park	Supports proposals for leisure related development within the Lee Valley Regional Park.	Supporting text may need updating.	No	-
CFLR6 Equine Development	Sets out that proposals for equine development will be permitted subject to criteria.	Clarity around equine needs assessments required to assist with effective decision-making.	Yes	Local Change
CFLR7 Community Facilities	Requires the provision of adequate and appropriately located community facilities in conjunction with new development.	Policy generally accords with national guidance.	No	-
CFLR8 Loss of Community Facilities	To protect existing community facilities.	Clarity required on how to demonstrate that a facility is no longer needed.	Yes	Local Change
CFLR9 Health and Wellbeing	Seeks to promote healthy communities and reduce health inequalities.	Policy generally accords with national guidance. May need to be updated to address local issues such as air quality.	Yes	Local Change
CFLR10 Education	To ensure that appropriate education facilities are	Policy generally accords with national guidance.	No	-

<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
	provided in conjunction with new development.			
<b>20. Natural Environment</b>				
NE1 International, National and Locally Designated Nature Conservation Sites	To protect and enhance designated nature conservation sites.	The Environment Act 2021 introduced the requirement for mandatory biodiversity net gain and local nature recovery strategies. Policy will need to be updated to reflect these changes.	Yes	National Policy Change
NE2 Sites or Features of Nature Conservation Interest (Non-Designated)	To ensure new proposals achieve a net gain in biodiversity.	The Environment Act 2021 requires new development to deliver a mandatory 10% biodiversity net gain. Policy will need to be updated to reflect the new requirements.	Yes	National Policy Change
NE3 Species and Habitats	To ensure proposals enhance biodiversity and create opportunities for wildlife.	The Environment Act 2021 requires new development to deliver a mandatory 10% biodiversity net gain. Policy will need to be updated to reflect the new requirements.  Criteria VIII could be updated to make reference to specific species, e.g., swifts and hedgehogs.	Yes	National Policy Change / Local Change
NE4 Green Infrastructure	To ensure the delivery, protection and enhancement of multi-functional green infrastructure across the district.	Policy generally accords with national guidance.  Policy could be strengthened to reflect the lessons learnt from the delivery of strategic sites, such as stewardship arrangements.  Opportunity to update to include reference to most up to date local strategies.	Yes	Local Change

<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
<b>21. Heritage Assets</b>				
HA1 Designated Heritage Assets	Sets out that development proposals should preserve and where appropriate enhance the historic environment. Proposals that lead to substantial harm to a heritage asset will not be permitted unless it can be demonstrated that public benefits outweigh the harm or loss.	Policy generally accords with national guidance.  Could be expanded to make clear that great weight should be given to less than substantial harm.	Yes	Local Change
HA2 Non-Designated Heritage Assets	Sets out that the Council will engage with key stakeholders and local communities to identify non-designated heritage assets.	Policy generally accords with national guidance.  Could be expanded to refer to a future local list, which would be appended to the District Plan.	Yes	Local Change
HA3 Archaeology	Sets the requirement to submit a desk-based assessment and a field evaluation where sites have the potential include heritage assets with archaeological interest.	Policy generally accords with national guidance.	No	-
HA4 Conservation Areas	Sets out criteria for dealing with development proposals in/outside Conservation Areas.	Policy requires updating to ensure that sustainability is given sufficient weight.	Yes	National Policy Change / Local Change
HA5 Shopfronts in Conservation Areas	Ensures that a high-quality environment is maintained in	Policy generally accords with national guidance.	No	-

<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
	the district's Conservation Areas. Proposals must be sensitive to the character and appearance of the area.			
HA6 Advertisements in Conservation Areas	To ensure signage is sensitive in Conservation Areas and does not increase levels of illumination along the street.	Policy generally accords with national guidance.  Could refer to avoiding full window vinyl adverts.	Yes	Local Change
HA7 Listed Buildings	Sets out criteria for dealing with proposals involving the alteration, extension, or change of use of a Listed Building. Proposals that affect the setting of a Listed Building will only be permitted where the setting of the building is preserved.	Policy requires updating to ensure that sustainability is given sufficient weight.	Yes	National Policy Change / Local Change
HA8 Historic Parks and Gardens	Requires development proposals to protect the special historic character, appearance or setting of sites listed on the Historic England 'Register of Historic Parks and Gardens'. The same level of protection will be afforded to other locally important sites.	Section refers to the Historic Parks and Gardens SPD, which under the proposed new plan-making system will potentially cease to have effect. Locally important sites may need to be referred to in policy and appended to the District Plan.	Yes	National Policy Change
HA9 Enabling Development	Requires proposals to be assessed having regard to	Accords with the latest Historic England's guidance.	No	-

<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
	Historic England's latest guidance.			
<b>22. Climate Change</b>				
CC1 Climate Change Adaptation	Requires new development to adapt to the impacts of climate change.	Policy needs to be strengthened to reflect latest national and local position on climate change.  The NPPF 2021 states that plans should take a proactive approach to mitigating and adapting to climate change.	Yes	National Policy Change / Local Change
CC2 Climate Change Mitigation	To ensure that new development proposals demonstrate how they will mitigate against climate change, such as reducing on-site emissions.	Policy needs to be strengthened to reflect latest national and local position on climate change. In July 2023 the Council declared a climate change emergency in East Herts.  The NPPF 2021 states that plans should take a proactive approach to mitigating and adapting to climate change.	Yes	National Policy Change / Local Change
CC3 Renewable and Low Carbon Energy	Identifies criteria to inform the appropriate location of sources of renewable energy generation.	Policy generally accords with national guidance.  Part II should explicitly refer to setting of designated heritage assets.	Yes	Local Change
<b>23. Water</b>				
WAT1 Flood Risk Management	To ensure new development does not increase flood risk.	Paragraph 160 of the NPPF 2021 has been amended to clarify the sequential test should take into account "all sources of flood risk", and new Annex 3 now sets out the Flood Risk Vulnerability Classification which was	Yes	National Policy Change

<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
		<p>previously included in national planning guidance.</p> <p>The flood risk and coastal change section of the Planning Practice Guidance was updated in 2022 to strengthen guidance on the how to apply the sequential test, surface water flood risks and sustainable drainage.</p>		
WAT2 Source Protection Zones	To protect Source Protection Zones, by requiring proposals for certain types of development to assess potential impact.	Policy generally accords with national guidance.	No	-
WAT3 Water Quality and the Water Environment	Requires proposals to preserve and enhance water quality.	Policy generally accords with national guidance.	No	-
WAT4 Efficient Use of Water Resources	Requires proposals to minimise the use of mains water by improving water efficiency.	Policy needs to be strengthened to reflect latest national and local position on climate change adaptation.	Yes	National Policy Change / Local Change
WAT5 Sustainable Drainage	To ensure new development utilises effective sustainable drainage.	The flood risk and coastal change section of the Planning Practice Guidance was updated in 2022 to strengthen guidance on surface water flood risk, the role and multi-functional use of sustainable drainage (SuDS) and to encourage the use of local policies to steer the type of SuDs preferred in different locations.	Yes	National Policy Change/ Local Change

<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
		Since the adoption of the District Plan, Herts County Council as the Lead Local Flood Risk Authority (LLFRA) have published a new strategy and guidance.		
WAT6 Wastewater Infrastructure	To ensure there is an adequate wastewater network to support any new development.	Policy generally accords with national guidance.	No	-
<b>24. Environmental Quality</b>				
EQ1 Contaminated Land and Land Instability	Requires new development to demonstrate that unacceptable risks from contamination and land instability can be addressed.	Policy generally accords with national guidance.	No	-
EQ2 Noise Pollution	Requires development to be designed and operated in a way that minimises the impact of noise on the surrounding environment and to ensure the impact of existing noise generating sources are taken into account when assessing new development.	Policy generally accords with national guidance.	No	-
EQ3 Light Pollution	To reduce light pollution by ensuring external lighting schemes address a number of criteria.	Policy should be strengthened to address impact of light pollution on wildlife.	Yes	Local Change

<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
EQ4 Air Quality	To ensure new development includes measures to minimise the impact on air quality.	Policy needs to be strengthened to reflect latest national and local position on improving air quality.	Yes	National Policy Change/ Local Change
<b>25. Delivery and Monitoring</b>				
DEL1 Infrastructure and Service Delivery	Requires the timely provision of infrastructure to support sustainable development.	Accords with national guidance.	No	-
DEL2 Planning Obligations	Sets out that planning obligations will be sought under Section 106 of the Town and Country Planning Act.	The Levelling-up and Regeneration Bill seeks to replace the current system of developer contributions with a mandatory, more streamlined, and locally determined Infrastructure Levy.	Yes	National Policy Change
DEL3 Monitoring Framework	Requires monitoring of housing delivery.	Policy superseded by the Housing Delivery Test which is an annual measurement of housing delivery in a local planning authority area.	Yes	National Policy Change
DEL4 Monitoring of the Gilston Area	Requires an action plan setting out key milestones for the delivery of the site, which will be monitored on an annual basis.	Policy should be retained.	No	-
<b>Appendix A</b>				
Key Diagram	Illustrates the main components of the development strategy.	Consequential changes following any update to strategic site allocations.	Yes	Local Change



<b>District Plan Policy</b>	<b>Purpose</b>	<b>Comments (e.g., compliance with NPPF/ NPPG and other legislation, monitoring, delivery etc)</b>	<b>Does the policy need reviewing? (Yes/No)</b>	<b>Reason (National Policy Change / Local Change)</b>
Appendix B				
Strategy Worksheet	Sets out anticipated trajectory for delivery of strategic site allocations.	Consequential changes following any update to strategic site allocations.	Yes	Local Change
Appendix C				
Glossary	Provides definition of key terms used in the District Plan.	Based on the 2012 NPPF and requires updating to reflect the 2021 NPPF (or any further updates).	Yes	National Policy Change

### Appendix 3 – PAS Local Plan Route Mapper Toolkit: Local Plan Review Assessment

	Matters to consider	Agree / Disagree	Extent to which the local plan meets this requirement
<b>A</b>	<b>PLAN REVIEW FACTORS</b>		
<b>A1.</b>	<b>The plan policies still reflect current national planning policy requirements.</b>	<b>Disagree</b>	Appendix 2 demonstrates that whilst a number of the policies in the District Plan 2018 generally accord with national policy and guidance, many do not and will require updating to reflect either a national policy change or a local change in circumstance.
<b>A2.</b>	<b>There has not been a <u>significant</u> change in local housing need numbers from that specified in your plan (accepting there will be some degree of flux).</b>	<b>Disagree</b>	<p>Appendix 4 considers changes to local housing need.</p> <p>Paragraph 62 of the NPPG states that local housing need will be considered to have changed significantly where a plan has been adopted prior to the standard method being implemented, on the basis of a number that is significantly below the number generated using the standard method.</p> <p>The District Plan requirement is for 839 dwellings per annum. The current local housing need set by the standard method is for 1,112 dwellings per annum. This represents a 33% increase and is deemed to be a significant change to local housing need.</p>

<p><b>A3.</b></p>	<p><b>You have a 5-year supply of housing land</b></p>	<p><b>Disagree</b></p>	<p>Following a hearing session in December 2022, an Inspector concluded that the Council is unable to demonstrate a five year housing land supply (5YHLS) of deliverable sites. In particular, the Inspector questioned the deliverability of the Council’s anticipated supply of housing, setting out specific concerns about the following four sites:</p> <ul style="list-style-type: none"> <li>- GA1: The Gilston Area</li> <li>- HERT3: West of Hertford (Archers Spring)</li> <li>- EWEL1: East of Welwyn</li> <li>- WARE2: North and East of Ware</li> </ul> <p>The Inspector concluded that no development from these sites should be included in the five year supply, thereby reducing the overall supply by 1,800 dwellings, leading to a 760 dwelling shortfall. This results in the Council only having 4.41 years of supply.</p> <p>The Council’s Planning Policy Team will be considering the latest housing completions data and will use this, alongside other evidence, to review the land supply position. This offers the best opportunity for the Council to comprehensively address the appeal Inspector’s concerns.</p>
<p><b>A4.</b></p>	<p><b>You are meeting housing delivery targets</b></p>	<p><b>Agree</b></p>	<p>The Council has continued its trend of annual improvements on the Housing Delivery Test. The last Housing Delivery Test result showed that the Council was able to demonstrate a 130% delivery rate.</p>

A5.

Your plan policies are on track to deliver other plan objectives including any (i) affordable housing targets including requirements for First Homes; and (ii) commercial floorspace/jobs targets over the remaining plan period.

Disagree

**i) affordable housing targets including requirements for First Homes**

The East Herts District Plan sets out the affordable housing need and targets in Table 14.1 (page 182) over the period 2011-2033, of 217 dwellings per annum.

Work commissioned in 2021 and completed in 2022 concluded that the annual need for affordable housing in East Herts had risen since the District Plan was adopted. The work concluded that there was a total need of 3,784 affordable dwellings over the period 2021-2033, or 315 per annum. It should be noted that this increase in growth is largely due to the shorter period to address the backlog of need alongside the introduction of those aspiring to own being considered as potentially being in affordable housing need.

When looking at the annual delivery rates of affordable housing, it is clear that since the adoption of the District Plan in 2018, a significant increase in affordable completions has followed which is demonstrated in the table below. However, the table also demonstrates that the net affordable completions have fallen short of the average affordable dwellings target since the start of the plan period.

Year	Net Affordable Completions
11/12	124
12/13	196
13/14	68
14/15	125

			<table border="1" data-bbox="1182 129 2063 475"> <tr><td>15/16</td><td>121</td></tr> <tr><td>16/17</td><td>158</td></tr> <tr><td>17/18</td><td>60</td></tr> <tr><td>18/19</td><td>199</td></tr> <tr><td>19/20</td><td>310</td></tr> <tr><td>20/21</td><td>267</td></tr> <tr><td>21/22</td><td>196</td></tr> <tr><td>22/23</td><td>242</td></tr> </table> <p>The District Plan 2018 does not include a policy on First Homes.</p> <p><b>(ii) commercial floorspace/jobs targets over the remaining plan period.</b></p> <p>Whilst further work will need to be undertaken to establish the exact delivery of jobs/employment land targets, it is clear that employment floorspace has continued its trend of a net decrease since the District Plan has been adopted.</p>	15/16	121	16/17	158	17/18	60	18/19	199	19/20	310	20/21	267	21/22	196	22/23	242
15/16	121																		
16/17	158																		
17/18	60																		
18/19	199																		
19/20	310																		
20/21	267																		
21/22	196																		
22/23	242																		
A6.	<p><b>There have been no significant changes in economic conditions which could challenge the delivery of the Plan, including the policy requirements within it.</b></p>	Disagree	<p>There have been some significant changes in economic conditions that will need to be taken into account. These include the impact of the pandemic and changes to the use classes order that allows for commercial premises (business and retail) to change to housing without the need for planning permission.</p> <p>Historic evidence suggests that there has been a steady decline of employment space in East Herts, and existing employment areas continue to come under pressure to redevelop to other uses.</p>																

			Updated economic evidence will be required to assess jobs growth and projections, and other opportunities for business growth across the district.
<b>A7.</b>	<b>There have been no significant changes affecting viability of planned development.</b>	<b>Disagree</b>	<p>It is acknowledged that there are currently macro-events and trends that could affect the viability of delivering developments such as the increasing cost of materials and labour shortages.</p> <p>Whilst the direct impact of the above on the viability of planned development is difficult to determine, there are local examples of site allocations demonstrating viability issues. For example, the Gilston Area allocation for 10,000 homes is unlikely to reach policy-compliant levels of affordable housing due to viability reasons. Likewise, the submitted application at HERT3 has experienced delays in determination directly linked to viability issues.</p> <p>Delays to brownfield developments could be viability linked; HERT2 was granted permission in 2020 but aside from a material start on site there have been no completions and work has largely stalled for over a year.</p>
<b>A8.</b>	<b>Key site allocations are delivering, or on course to deliver, in accordance the local plan policies meaning that the delivery of the spatial strategy is not at risk.</b>	<b>Agree/ Disagree</b>	<p>Twelve of the allocated sites in the District Plan have been granted planning permission and development is in progress. In terms of the remaining sites, an update on each one is provided below:</p> <p>BISH6 - Bishop's Stortford High School, has a resolution to grant permission subject to the signing of a Section 106 Agreement, which is in final draft and will be issued shortly. This is an outline planning application for up to 223 dwellings including the demolition of existing buildings.</p>

<p>BISH8 - Land at Old River Lane, does not currently have planning permission. An outline planning application has been submitted for up to 225 dwellings and will be determined by the Development Management committee in due course (committee date to be agreed).</p> <p>HERT3 - West of Hertford (Archers Spring), does not currently have planning permission. An outline application has been submitted for 342 dwellings and will be determined by the Development Management Committee in due course (committee date to be agreed).</p> <p>HERT4 - North of Hertford (West of Wadesmill Road), does not currently have planning permission. A planning application for 118 dwellings has been submitted and will be determined by the Development Management Committee in due course (committee date to be agreed).</p> <p>SAWB4 - Land North of Sawbridgeworth, has a resolution to grant permission subject to the signing of a Section 106 Agreement. This is hybrid planning application for full permission for 85 dwellings and outline permission for 99 dwellings.</p> <p>WARE2 - Land North and East of Ware, does not currently have planning permission. A hybrid planning application has been submitted including outline permission for 1,800 dwellings and will be determined by the Development Management Committee in due course (committee date to be agreed).</p> <p>GA1 - The Gilston Area, has a resolution to grant outline planning permission subject to the signing of Section 106 Agreements. This</p>
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			<p>relates to two separate permissions, one for 8,500 dwellings (Villages 1-6), and the second for 1,500 dwellings (Village 7).</p> <p>EWEL1 - East of Welwyn Garden City, does not currently have planning permission. An outline planning application for 1,350 homes in East Herts District and 1,300 homes in Welwyn Hatfield Borough has been submitted and will be determined by each Council's Development Management Committee in due course (committee date/s to be agreed).</p> <p>This means that the District Plan housing trajectory is being delivered broadly in line with what was anticipated in 2018; however, as the Council cannot currently demonstrate a 5-year housing land supply, there may be a need to identify additional sites to ensure an adequate supply of housing (see A3. above).</p>
A9.	<p><b>There have been no significant changes to the local environmental or heritage context which have implications for the local plan approach or policies.</b></p>	<p><b>Disagree</b></p>	<p><u>Climate Change</u> - The importance of tackling climate change has risen in the national agenda since the adoption of the District Plan in 2018. In 2019 the Government amended the Climate Change Act to commit the UK to net zero greenhouse gas emissions by 2050. Subsequently, changes to the building regulations came into force in June 2022, which require new homes to reduce carbon emissions by 30% and non-domestic buildings to reduce emissions by 27%.</p> <p>The Council has recently made a declaration of climate emergency (Council, 26th July 2023) and it has become clear that action to mitigate against climate change and adapt to its impacts must be embedded and integrated into all aspects of policy preparation, including through a review of the District Plan.</p>



			<p><u>Flood Risk</u> - Any change to strategic policies and proposals, including to site allocations, will need a revised Strategic Flood Risk Assessment (SFRA) and application of the sequential approach.</p> <p><u>Improvements to the Environment</u> - The update to the NPPF in 2021 emphasised the importance of trees for enhancing the quality and character of the urban area and addressing climate change. Paragraph 131 states that planning policies and decisions should ensure that streets are tree lined and that opportunities are taken to ensure trees are incorporated elsewhere in developments.</p> <p><u>Biodiversity</u> - The Environment Act in 2021 introduced a mandatory requirement for biodiversity net gain. Development proposals will need to deliver a minimum 10% net gain using a biodiversity metric and approval of a biodiversity net gain plan. This will start to come into force for some planning applications from November 2023.</p> <p><u>Sustainability Appraisal</u> - The SA will need to be reviewed against any new District Plan objectives. The SA will also require updating if housing numbers and distribution needs change. New sites will also need to be assessed.</p>
A10.	<b>No new sites have become available since the finalisation of the adopted local plan which require the spatial strategy to be re-evaluated.</b>	<b>Agree</b>	Delivery of the development strategy set out in the District Plan has ensured that planning in East Herts has been genuinely 'plan led' over the last five years, which will have significantly reduced the number of speculative developments coming forward.

			It will be important that the District Plan continues to provide a clear framework for addressing the district's housing needs and other economic, social, and environmental priorities.														
A11.	<p><b>Key planned infrastructure projects critical to plan delivery are on track and have not stalled / failed and there are no new major infrastructure programmes with implications for the growth / spatial strategy set out in the plan.</b></p>	<p><b>Agree</b></p>	<p>Policy DPS4 Infrastructure Requirements sets out the key planned infrastructure requirements to support the levels of growth required – the table below assesses their progress and current status:</p> <table border="1" data-bbox="1182 491 2056 1026"> <thead> <tr> <th data-bbox="1182 491 1621 536">Project</th> <th data-bbox="1621 491 2056 536">Progress</th> </tr> </thead> <tbody> <tr> <td data-bbox="1182 536 1621 576">a) New Junction 7a on M11</td> <td data-bbox="1621 536 2056 576">Completed</td> </tr> <tr> <td data-bbox="1182 576 1621 699">b) Upgrades to Junction 7 and 8 of M11</td> <td data-bbox="1621 576 2056 699">Junction 8 under construction due to be complete autumn 2023</td> </tr> <tr> <td data-bbox="1182 699 1621 863">c) Widening of existing River Stort crossing, provision of a second</td> <td data-bbox="1621 699 2056 863">Permission granted for both the widening of the existing crossing, and the provision of the new crossing</td> </tr> <tr> <td data-bbox="1182 863 1621 943">d) Provision of Hertford bypass</td> <td data-bbox="1621 863 2056 943">Solution not identified</td> </tr> <tr> <td data-bbox="1182 943 1621 983">e) Little Hadham bypass</td> <td data-bbox="1621 943 2056 983">Completed</td> </tr> <tr> <td data-bbox="1182 983 1621 1026">f) Upgrades to A602</td> <td data-bbox="1621 983 2056 1026">Completed</td> </tr> </tbody> </table> <p>Other infrastructure required to support development has also been delivered or will be delivered, including:</p> <ul data-bbox="1182 1193 1921 1383" style="list-style-type: none"> <li>- upgrades to rail network</li> <li>- measures to facilitate sustainable transport</li> <li>- new schools and the expansion of existing schools</li> <li>- healthcare facilities</li> <li>- broadband telecoms</li> </ul>	Project	Progress	a) New Junction 7a on M11	Completed	b) Upgrades to Junction 7 and 8 of M11	Junction 8 under construction due to be complete autumn 2023	c) Widening of existing River Stort crossing, provision of a second	Permission granted for both the widening of the existing crossing, and the provision of the new crossing	d) Provision of Hertford bypass	Solution not identified	e) Little Hadham bypass	Completed	f) Upgrades to A602	Completed
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			<p>- upgrades to wastewater and water supply</p> <p>In 2022/23 alone nearly £3-million of S.106 money was allocated to individual projects or uses across the district.</p> <p>Further information on infrastructure delivery is available in the Council's Annual Infrastructure Delivery Statements - <a href="https://www.eastherts.gov.uk/about-east-herts-0/east-herts-annual-infrastructure-funding-statements">https://www.eastherts.gov.uk/about-east-herts-0/east-herts-annual-infrastructure-funding-statements</a>.</p>
<p><b>A12.</b></p>	<p><b>All policies in the plan are achievable and effective including for the purpose of decision-making.</b></p>	<p><b>Disagree</b></p>	<p>Appendix 2 considers the individual policies in the Plan and identifies where updates are required based on either local changes and/or national policy changes.</p> <p>In some cases, the need to update is due to the effectiveness of the policy since its adoption. This mainly relates to the Development Management policies, where a number of them would benefit from an update following lessons learnt across a number of years of decision-making.</p> <p>Similarly, where a national policy change has occurred some policies have become outdated or are now in conflict with the NPPF; again, an update would benefit the effectiveness of these policies.</p> <p>Where issues have been identified and Development Management colleagues have reported them, this information has been included in the commentary within Appendix 2 accompanying the relevant policy.</p>

A13.	<b>There are no recent or forthcoming changes to another authority's development plan or planning context which would have a material impact on your plan / planning context for the area covered by your local plan.</b>	<b>Agree</b>	<p>Appendix 1 summarises the Duty to Co-operate discussions that have been held to date with key stakeholders.</p> <p>There are currently no identified matters that would have a material impact on the planning context for the district. This will be kept under review.</p>
A14.	<b>There are no local political changes or a revised / new corporate strategy which would require a change to the approach set out in the current plan.</b>	<b>Disagree</b>	<p>The political make-up of East Herts Council changed substantially in May 2023. The new-Joint Administration may have a different approach or objectives and likewise may wish to incorporate their manifesto commitments into any update.</p> <p>A Corporate Plan was agreed in 2020 and whilst the District Plan doesn't necessarily conflict with the objectives of this Plan, it does not contain reference to it or directly support its objectives. Furthermore, it is anticipated that a new Corporate Plan will be prepared by the Joint Administration.</p> <p>Key partners and departments have also adopted or agreed a number of strategies and plans in the intervening years since the District Plan was adopted. For example, the East Herts Housing Strategy 2022-27 and the Homelessness Review and Strategy 2019-2024 were both agreed following the District Plan adoption.</p>

	<b>ASSESSING WHETHER OR NOT TO UPDATE YOUR PLAN POLICIES</b>	<b>YES/NO (please indicate below)</b>	
<b>A15.</b>	<b>You AGREE with <u>all</u> of the statements above</b>	<b>NO</b>	<b>If no go to question A16.</b>
<b>A16.</b>	<b>You DISAGREE with one or more of the statements above and the issue can be addressed by an update of local plan policies</b>	<b>YES</b>	<b>If yes, based on the above provide a summary of the key reasons <u>why</u> an update to plan policies is necessary in section A17 below and complete Section B below.</b>
<b>A17.</b>	<p><b><u>Decision:</u> Update plan policies</b></p> <p><b>Reasons for decision on whether or not to update plan policies:</b></p> <ul style="list-style-type: none"> <li>• The significant change in local housing need arising from the standard method (see Appendix 4 for more information).</li> <li>• The potential requirement to identify new sites for development to ensure that the Council can demonstrate a five year housing land supply.</li> <li>• The ongoing requirement to address affordable housing targets which have increased since the District Plan was adopted in 2018.</li> <li>• The need to maximise opportunities for jobs growth and to take account of changing economic circumstances.</li> <li>• Changes in the environmental context including the Council's declaration of climate emergency and the requirement for biodiversity net gain.</li> <li>• A number of the development management policies will also need clarification and updating to reflect changes in national policy/local changes, including the requirement to draw up design codes and guidance.</li> </ul>		

	<b>B. POLICY UPDATE FACTORS</b>	<b>YES/NO (please indicate below)</b>	<b>Provide details explaining your answer in the context of your plan / local authority area</b>
<b>B1.</b>	<b>Your policies update is likely to lead to a material change in the housing requirement which in turn has implications for other plan requirements / the overall evidence base.</b>	<b>YES</b>	The housing need for East Herts has changed from the currently adopted District Plan-figure of 839, to the standard method derived figure of 1,112. This represents a 33% increase and is deemed to be significant change to local housing need.
<b>B2.</b>	<b>The growth strategy and / or spatial distribution of growth set out in the current plan is not fit for purpose and your policies update is likely to involve a change to this.</b>	<b>YES/NO</b>	<p>A change to the housing requirement does not necessarily mean that there is a need for a change to the spatial strategy. However, this cannot be concluded until a full assessment of the implications of the increase on the longevity of the development strategy have been considered, alongside the consequences of an extended plan-period.</p> <p>Likewise, the ability of the Council to be able to demonstrate a five year housing land supply and perform well in the housing delivery test are also key metrics as to the effectiveness of the spatial strategy. The continued delivery of the site allocations and their ability to contribute to the overall spatial strategy is also a further consideration.</p>
<b>B3.</b>	<b>Your policies update is likely to affect more than a single strategic site or one or more strategic policies that will have consequential impacts on other policies of the plan.</b>	<b>YES</b>	The increased local housing need figure, alongside the extended plan-period, will have consequential impacts on other policies in the plan.

	<p><b>You have answered yes to one or more questions above.</b></p>	<p><b>YES</b></p>	<p><b>You are likely to need to undertake a full update of your spatial strategy and strategic policies (and potentially non-strategic policies). Use your responses above to complete Section B4.</b></p>
	<p><b>You have said no to <u>all</u> questions (B1 to B3) above</b></p>		<p><b>If you are confident that the update can be undertaken without impacting on your spatial strategy and other elements of the Plan, you are likely to only need to undertake a partial update of policies. Complete Section B4 to indicate the specific parts / policies of the plan that are likely to require updating based on the answers you have given above.</b></p>
<p><b>B4.</b></p>	<p><b><u>Decision:</u> Full Update of Plan Policies</b></p> <p><b>Reasons for scope of review:</b></p> <p>It is likely that be a full, rather than partial, review of the Plan will be required. This is largely because of the need to consider potential changes to housing requirements and the implications for other aspects of the Plan, along with the need to ensure that all policies are consistent with the latest NPPF and legislation. A full update will also allow the Council to give greater emphasis to climate change mitigation and adaptation and to design quality.</p> <p>It is recommended that decisions on the final scope of the review and its associated timetable should be made when the implications of the proposed changes to the NPPF are better understood, the Levelling-up and Regeneration Bill has received Royal Assent, and the statutory framework required to implement the reforms has been approved.</p>		

## **Appendix 4 – Changes to Local Housing Need**

### **1. Introduction: Housing Need**

- 1.1 The NPPF requires that strategic policy-making authorities should establish a housing requirement figure for their whole area which can be met over the plan period
- 1.2 The NPPF sets out that if the local housing need figure for an authority has changed significantly then strategic policies will need updating.
- 1.3 This appendix sets out the current housing requirement and explores the future approach to housing need, before going on to consider the significance of the resulting variation and the next steps in the context of a District Plan review.

### **2. Current Housing Need:**

- 2.1 Previously, when the East Herts District Plan was progressing through the plan-making process, Strategic Housing Market Assessments (SHMA) were prepared to identify the Objectively Assessed Housing Need (OAHN) for an area.
- 2.2 East Herts worked with its SHMA partners Uttlesford, Harlow and Epping Forest to produce a SHMA that concluded that the total housing need across the four authorities between 2011 – 2033 was 51,878 dwellings. East Herts, along with the other partners, committed to meeting their own needs and entered the District Plan Examination in 2017 with a housing need figure of 18,396 which equates to 836 dwellings per year across the plan period.



2.3 Through the examination process, the Inspector took the view that there should be an amendment to the figure derived by the SHMA and it was concluded that the overall housing figure for East Herts over the plan period was 18,458 dwellings, or **839** dwellings per year. This change from 836 to 839 was the result of a change to the market signals uplift from 13.6% to 14%<sup>1</sup>.

### **3. Future Housing Need:**

3.1 The NPPF, through paragraph 61, states that:

*To determine the minimum number of homes needed, strategic policies should be informed by a local housing need assessment, conducted using the standard method in national planning guidance – unless exceptional circumstances justify an alternative approach which also reflects current and future demographic trends and market signals. In addition to the local housing need figure, any needs that cannot be met within neighbouring areas should also be taken into account in establishing the amount of housing to be planned for.*

3.2 The standard method for calculating housing need was introduced by the government in 2018 and is a different method to that used previously to inform the formulation of the East Herts District Plan, which underwent Examination from 2017. The standard method, which is the approach recommended by NPPF, uses a specific formula to identify the minimum number of homes expected to be planned for, in a way which addresses projected household growth and historic under-supply. It should be noted that the standard method

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<sup>1</sup> [Microsoft Word - Inspector's post hearing note East Herts District Plan.docx \(onwebcurl.com\)](#)

only identifies a minimum annual housing need figure, it does not go further to produce a housing requirement figure.

- 3.3 The standard method formula uses 4 steps to determine the annual figure:

Step 1 - Setting the baseline

Step 2 - An adjustment to take account of affordability

Step 3 - Capping the level of any increase

Step 4 - Cities and urban centres uplift

- 3.4 For East Herts, Step 4 doesn't affect the standard method figure as this is only applied to the largest 20 cities and urban centres in England. Likewise, currently the East Herts figure does not find itself being capped under Step 3, due to the increase being under a 40% of the current housing requirement figure.

- 3.5 Utilising the standard method, the annual housing need figure for East Herts is calculated using the following components:

Step 1: is set using the 2014-based household projections (the approach required by Planning Practice Guidance (PPG)), calculating any increase across a 10-year period, 2013-2023. The increase in East Herts over this period is 732.3 and this forms the baseline figure.

Step 2: makes an adjustment for affordability using the median workplace-based affordability ratio. The ratio for East Herts, which is assigned to the council by the government, is 12.29 which, applying the methodology, translates to an adjustment factor of 1.518.

Annual need figure: Multiplying the baseline and the adjustment factor produces the annual housing need figure which for East Herts is **1,112** dwellings per year.

#### **4. Change to Housing Need**

4.1 Paragraph 33 of the NPPF states that:

*“Relevant strategic policies will need updating at least once every five years if their applicable local housing need figure has changed significantly; ...”*

4.2 As detailed above, and summarised in the table below, the housing need for East Herts has changed from the adopted District Plan-figure of 839, to the standard method derived figure of 1,112. This represents a 33% increase and is deemed to be a significant change to local housing need.

<b>2018 Adopted Housing Need</b>	<b>Local Housing Need 2023</b>
839	1,112

#### **5. Next Steps and Further Considerations**

5.1 The National Planning Policy Framework expects strategic policy-making authorities to follow the standard method for assessing local housing need. Understanding the housing need figure at the start of the plan-making process is essential. This number should also be kept under review and revised where appropriate, and in some cases the housing need figure could change as the inputs are variable. It should also be noted that the standard method figure set out above only identifies the

minimum annual housing need figure, it does not produce a housing requirement figure.

- 5.2 After identifying the increase in housing need from 839 to 1,112, it is important that officers assess the impact of this increase on the ability of the current housing strategy to meet the long-term housing needs of the district.

## East Herts Council Report

### Executive

**Date of meeting: Tuesday 3 October 2023**

**Report by:** Councillor Sarah Hopewell – Executive Member for Wellbeing

**Report title:** Hertford Castle Grounds Improvement Project - NLHF Award

**Ward(s) affected: Hertford Bengoe; Hertford Castle;**

**Summary** – A project to make improvements to Castle Grounds, Hertford has resulted in the successful award of a grant from National Lottery Heritage Fund (NLHF). This report outlines the work already carried out to achieve this and how the project will now progress in partnership with the Town Council. It explains the necessary commitment of resources and funds by the Council implied by acceptance of the grant.

### **RECOMMENDATIONS FOR EXECUTIVE:**

- a)** To accept the terms and conditions of the grant
  
- b)** To approve the proposals to fund the initial development phase of the project with a £20,517 contribution submitted in the Council's Capital Programme for 2023/24

### **1.0 Proposal(s)**

- 1.1 That Executive consider, the terms and conditions of the grant awarded by NLHF and

1.2 investment of the match funding contribution.

## **2.0 Background**

2.1 The Council has been progressing through a programme to make improvements to its major parks. Those already completed include Hartham Common in Hertford, Pishiobury Park in Sawbridgeworth and both Southern Country Park and Castle Park in Bishop's Stortford. This has required the development of detailed Greenspace Action Plans (GAP) to consult with users, explore needs and designs and create action plans to deliver the agreed improvements.

2.2 The Town Council share ownership and responsibility for the grounds with the Council and in December 2019 confirmed their willingness to work in partnership to complete and deliver a plan for Hertford Castle Grounds. They hosted a consultation event in February 2020 to secure public support and inform final modifications.

2.3 The GAP included an ambition to apply for Lottery funding to help deliver the recommended actions.

2.4 An Expressions of Interest (EIO) was submitted to NLHF and accepted in March 2022.

2.5 A full application was then developed, submitted in February and subsequently approved by Lottery in June 2023.

2.6 The project has been developed with considerable support from the Countryside Management Service as part of the programme of works that we employ them to deliver each year. It includes a wide range of improvements that will make a real

difference to this green space, creating a much better understanding of its rich history, improving access and increasing biodiversity. As a very brief outline this will include:

- Completing the replant of the shrub borders in a regency style
- Refurbishing the Ashley Webb shelter incorporating a space for all to sit and enjoy the park
- Conserving and improving visibility of the historic curtain walls
- Strategic lighting to highlight important features
- Installing a cantilever walkway from the town centre along the riverbank and wrapped around the base of the ancient monument (initially developed as part of the theatre project)
- Removal of the fencing around the historic motte, enabled by the new walkway
- Removal of vegetation around the motte to further increase its prominence
- Continuing the installation of interpretation boards introducing visitors to the park's history
- Replacing bridges to improve access and enhance the landscape
- Improving parking arrangements and in so doing, the appearance of the gatehouse
- Improving habitats along the river
- Creating opportunities for wildflower meadow and more tree planting
- Relocating and improving the play area
- Bringing art into the landscape
- Finding ways to engage more effectively with the community and creating active links with other local initiatives including the new theatre

2.7 The Lottery application (appendix 1) summarised the project ambitions:

“Our vision is to transform the park into a safer and more welcoming gateway to the historic town of Hertford with a distinctive and coherent identity which recognises the site’s historic, cultural and natural heritage as well as its amenity value, and to ensure the future protection of this heritage by engaging visitors and local communities with its importance.

### **3.0 Reason(s)**

3.1 The award provides funds to fully develop and cost these ideas with survey and consultation work to inform the designs, ensuring that the works will meet the needs of the community and visitors to the space. Lottery then make a final assessment of the project to consider approval of a further grant to deliver the works. Both East Herts and the Town Council are obliged to make a financial contribution to both stages of the project.

3.2 The full value has been estimated within the grant application and is split into two phases; the development phase and the delivery phase. The first round “Development” involves consultation and preparatory design and costing works. The second round “Delivery” involves the final design works and installation of improvements on the ground.

3.3 The level of contributions have been approved by Head of Strategic Finance & Property and detailed in the grant notification letter (appendix 3):



	<i>Full estimated costs</i>	<b>Council Contribution</b>	<i>Value of Grant</i>
Development Stage 1	£383,340	<b>£41,034</b>	£342,306
Delivery Stage 2 (estimated)	£2,806,270	<b>£210,000</b>	£2,596,270

East Herts Council are funding 50% of the Development contribution; £20,517 with Hertford Town Council who are funding the balance.

3.4 The Council commits to the defined NLHF contribution through the Permission to Start document for this first Development Phase of the project in order to receive that initial grant. NLHF explain in the Grant Notification Letter that a Development Grant does not guarantee that we will receive a Delivery Grant. They receive more requests for Delivery Grants than they can support and will only be able to fund the strongest high-quality bids, so our Delivery Phase Application will still be in competition for funding. The total costs of our project may change during our Development Phase, but if there is any significant increase in our grant request in the Delivery Phase Application this may have an impact on their judgement of the value for money our project offers.

3.5 The local authority contribution for the Delivery phase, should we make a successful application, would be supported by section 106 funding. A further report will seek formal approval from Council to proceed. Each authority would be required to contribute up to £76,000 (£152,000 in total) depending upon the final delivery budget and the level of section 106 funding available. The full budget listed by NLHF includes allowances for

contributions in kind such as volunteer and staff time. It also includes estimated contributions from other third parties such as the Environment Agency. These are not included in the above “cash” amounts.

3.6 The Grant Notification Letter (Appendix 3) sets out the principal elements of the Approved Purposes to which the grant is intended to be applied. It confirms the improvements to the park which the project aims to achieve.

3.7 It is a condition of the offer that the Council demonstrates the necessary authority is in place to accept the terms of the grant.

3.8 The ‘general power of competence’, introduced by the Localism Act 2011, gives local authorities ‘... power to do anything that individuals may do’ subject to any pre-commencement restrictions or any post-commencement restrictions which expressly apply to the general power of competence, to all of the authority’s powers or to all of the authority’s powers but with exceptions that do not include the general power.

3.9 Acceptance of the Grant from NLHF for the intended purpose falls within the general power of competence and is not subject to any, relevant, pre or post-commencement restrictions.

3.10 NLHF summarise the detailed application and clarify the objectives they require in order to meet the terms of the grant.

These Approved Purposes are as follows:

- Secure Scheduled Monument Consent, Flood Risk Activities Permit (FRAP), and any other relevant consents for works to trees and structures.

- Recruit Project Manager ensuring it is delivered on time and to budget.
- Recruit Community Engagement Officer to liaise with stakeholders; run youth, nature and geophysical events; and develop Activity and Interpretation Plans.
- Update condition survey of the historic structures in the grounds.
- Develop all documents for Round 2 submission.
- High visibility acknowledgement of the National Lottery Heritage Fund.
- Take proactive measures to be inclusive, remove barriers to access and reach new and diverse audiences through the delivery of this project.
- Undertake a feasibility study to determine the most appropriate style of fish pass for the Hertford Castle weir as conditioned by the Environment Agency.
- Develop detailed designs for the cantilever walkway, bridge, play area and Ashley Webb Shelter.
- Deliver youth nature events through the summer/autumn for schools or wider public.
- Undertake Geophysical surveying and associated public event.
- Undertake consultation with stakeholders (Environment Agency, Middle Lea Catchment Partnership, Wildlife Trust etc) and the wider public to inform delivery phase proposals.

3.11 The period of the development phase has been extended after some preliminary discussion with NLHF. Submission to the delivery phase is therefore programmed currently for September 2025. A three to four month gap in the programme allows NLHF to assess before confirming whether to offer a Delivery Grant.

The length of the delivery phase will be determined by findings from the development phase but is not expected to be less than two years. Projected completion could therefore be achieved by 2028.

#### **4.0 Options**

4.1 Accept the conditions of the Development Phase grant and potentially benefit from more than £2.5 million investment by NLHF to make some discernible improvements if successfully accepted to the Delivery Phase.

4.2 Manage Castle Grounds to its current reasonable standard and await other options in the future to improve this major park.

#### **5.0 Risks**

5.1 The Council will be required to comply with the terms set out by NLHF (Appendix 2). Any breach of those terms is likely to result in a requirement that the grant be repaid in full. The approved purposes for which the grant is being paid must be completed within the agreed timescales.

5.2 The Council will be required to apply for a Green Flag Award for the park in the year immediately following completion of the Delivery Phase capital works and then take all steps necessary to retain the Green Flag Award for a defined period. There are some cost and resource implications to this condition but they are not found to be excessively demanding in the context of this project. The application fee is currently £369 per annum. The development phase will identify a sustainable approach to maintaining the flag into the future. Grounds maintenance regimes will be budgeted for but these are not anticipated to be more than the current cost of maintaining this high-profile park. A community group will need to be established and supported

through the existing arrangements in place with both authorities. Friends groups such as those already in place in some of our parks contribute significantly through volunteer hours and their direct links with the community.

5.3 It must be noted that the Stage 2 Delivery Phase remains a competitive process and to be successful, a high quality and convincing bid, demonstrating the delivery of the concept plan and activities outlined in Stage 1, will be required. There will be the opportunity to refine the detail of the proposals during the development phase. Any potential changes will be fully discussed with NLHF to reduce any risk to the Stage 2 outcome and ensure the scheme continues to deliver the Lottery criteria and demonstrates value for money.

## **6.0 Implications/Consultations**

### **Community Safety**

No

### **Data Protection**

No

### **Equalities**

No

### **Environmental Sustainability**

6.1 The project aims to make improvements to habitats in the park. The river will be restored to provide globally rare chalk river habitat. If possible, it will be desilted and the banks will be reprofiled to restore the extent of the Scheduled Ancient Monument (SAM) and create more gradual slopes to establish a

riparian zone. Installing berms and gravel would create flow diversity and a more natural riffle-pool sequence. The grassland to the west of the river will be enhanced with areas of wildflower meadow and tree planting where the existing playground is. A modification will also be considered to allow fish passage across weir if this can be achieved without increasing flood risk.

## **Financial**

6.2 The risks of committing to the grant are defined in the report. The Council has experienced additional and unprecedented risk from projects developed in recent years. Issues relating to Brexit, the pandemic and the war in Ukraine have seen rapid and unpredictable price increases along with unstable supply chains. Whilst some observers advise these issues are reducing, we will need to build precautionary strategies into the project.

6.3 The Council can of course decide not to accept prices at tender stage if they increase dramatically following estimates at the Development stage but this can be challenging once the Delivery phase is reached and public expectation is raised. NLHF have been extremely supportive during the recent Castle Park project in Bishop's Stortford by increasing their grant to help cover gaps but this has also required additional contributions by the partnering authorities.

6.4 Precautions might include Tenders being asked to price different options, delivering a "silver standard" and a "gold standard". Estimated budgets would be set at the anticipated "gold standard" but, as final prices come in, and even once awarded, the Council could agree an option to revert to the "silver standard", should price increases exceed budgets.

6.5 Winning bidders can be asked to agree to purchase and stockpile the bulk of their materials, particularly those with volatile prices at the beginning of the contract, effectively “locking in” to prices at that point.

6.6 There is no simple answer to protecting any project from price rises but it will certainly be considered a priority as plans are developed.

6.7 From a positive perspective, this project does not include such a high level of building construction works as the Castle Park project which is where the price increase issues were predominantly experienced.

### **Health and Safety**

No

### **Human Resources**

No

### **Human Rights**

No

### **Legal**

No

### **Specific Wards**

No

## **7.0 Background papers, appendices and other relevant material**

- 7.1 1. Copy of bid submission
2. NLHF terms of conditions of grant
3. The Grant Notification Letter

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## The Project

**Name of your organisation** East Hertfordshire District Council

**Project reference number** NL-22-00027

**Project Title** Hertford Castle Grounds Transformation

**Is this your organisation's first application to the fund?** No

**Reference number of your most recent application:** OH-18-06172

**Project title of your most recent application:** Heritage Discovery at Pishiobury Park

### **Tell us your idea. (5000 characters)**

Our vision is to transform Hertford Castle Park and Gardens into a safer and more welcoming gateway to the historic town of Hertford with a distinctive and coherent identity which recognises the site's cultural and natural heritage as well as its amenity value, and to ensure the future protection of this heritage by engaging visitors and local communities with their importance.

The gardens are currently the central feature of the castle grounds and need to be welcoming to all visitors. To reflect the historic nature of the site they gardens will be replanted in a regency style using historically accurate and pollinator friendly flowers. The regency style incorporates lower hedges which, combined with improved lighting, will improve the feeling of safety in the grounds by improving sightlines.

The Ashley Webb shelter will be refurbished addressing the damage to the structure and opening up the sightlines into the shelter. This will make it less appealing as a place for antisocial behaviour and more suitable as a venue for performances, art displays and pop-up stalls.

The curtain walls on the eastern edges of the site and the motte will be protected and made more visible by removing trees and vegetation which threaten and obscure them. Furthermore, strategic planting of the beds and additional lighting will highlight these features and turn them into a focal point. The barrier around the base of motte will be removed and steps to its top installed so it is no longer disconnected from the rest of the grounds, while a cantilever walkway along the river from the base of the motte to the front of the theatre will create a scenic route to the town centre. This new walkway will replace the need for the safety fence along the river whilst also while protecting the motte from river erosion.

Using more innovative media including tactile displays and virtual reality to show how the castle would have looked in the past, interpretation will engage a wider range of visitors with the heritage present. The physical accessibility issues of Hertford Castle grounds will be addressed by replacing the existing three bridges with two bridges which meet the need for vehicle access and step free access across the river. At the same time active travel will be supported by installing bike racks and waymarking to points of interest both inside and outside the castle grounds. Creating a new car park away from the gatehouse will protect the historic appearance of the gatehouse while making the site more accessible for those who can only travel to the site by car due to disability.

The river will be restored to provide globally rare chalk river habitat; it will be desilted and the banks will be reprofiled to restore the extent of the Scheduled Ancient Monument (SAM) and create more gradual slopes to establish a riparian zone. Installing berms and gravel will create flow diversity and a more natural riffle-pool sequence. The grassland to the west of the river will be enhanced with areas of wildflower meadow and tree planting where the existing playground is. This will not only benefit wildlife but also link back to Hertford Castle's past when it was surrounded by a more natural landscape. To engage the youngest visitors with the castle's heritage a new play area, perhaps resembling a motte and bailey, will be placed closer to the motte.

Artistic displays inspired by local heritage will attract new visitors to the park and increase the stay time of existing users of the park, facilitating new ways of connecting with the heritage of the park. Displays will be developed in collaboration with minority and special interest groups and be representative of the diversity both in Hertford today and in the past.

Day-to-day visitors to the castle will have greater opportunities to engage with the heritage of the site independently as a result of the capital works described above however the project will aim to engage the public with heritage more directly through a series of events. Hertford Town Council hold an annual Heritage Day which will be expanded into a longer event. Individual events will happen throughout the spring and summer months ranging from wildlife and history talks to heritage skills courses (e.g. basket weaving, nalbinding, lapidary, etc.) to wellbeing events (e.g. mindfulness and art). The activity plan will be developed with advice from AccessibleUK and Herts Equality Council to ensure inclusiveness.

In summary this project will transform Hertford Castle grounds and the associated waterway to highlight the history of the site, increase biodiversity, and connect local communities and visitors with the cultural and natural heritage of the grounds and wider town in varied and inclusive ways. Improvements to the heritage assets and improvements to the site's value to the community will be delivered holistically creating a coherent identity for the site which encompasses its importance as a historic site and as a crucial greenspace.

### **Where will your project take place?**

The Castle

Hertford

SG14 1HR

### **Explain what need and opportunity your project will address. (5000 characters)**

The potential of this historic location as a place of interest and recreation is not currently realised largely due to the poor condition of and lack of appreciation for its heritage. The castle grounds are well maintained but, having evolved disparately from the heritage contained within it, the site is often viewed as any other amenity greenspace without recognition of the rich heritage it contains which should be explored and enjoyed.

There is a lack of understanding about the heritage of Hertford Castle, in particular many visitors believe that the gatehouse is the castle (a fact evident from Tripadvisor reviews). The interpretation currently used around the grounds is text based and has little engagement value especially for

younger audiences. The need for more eye-catching features and diverse media presents opportunities to support local artists by commissioning sculptures, and involve students at the local colleges and the University of Hertford in developing inventive contemporary interpretation. The play area is outdated and its current location raises concerns about air quality due to its proximity to a main road. Moving the play area creates an opportunity to improve its play value in a way that complements its surroundings such that it functions as interactive interpretation.

Key historical features, including the motte, are difficult to view in places due to the surrounding vegetation. The project will focus on bringing these back into prominence and celebrating them. In some places tree roots and branches also risk damaging historic structures and need careful management if the structures are to be conserved. By developing an appropriate garden plan the vegetation will be used to draw the eye towards historic features instead of hiding them.

The natural heritage of the site is in poor condition with the river habitat in particular being at risk. The grassland areas are generally species poor and the river is impounded and silted up. The habitat improvements in this project will contribute to meeting the targets in the Hertfordshire Sustainability Strategy and in doing so help tackle the national biodiversity crisis. There are already several projects in the surrounding landscape and along the River Lea improving habitats which would be strengthened by the additional stepping stone created by this project. By working with the Middle Lea Catchment Partnership there is also an opportunity to maximise the benefits of the river restoration by applying lessons learnt during other similar projects.

The Ashley Webb Shelter, which was constructed in an era when anti-social behaviour (ASB) was not such an issue, now unfortunately provides a shelter for such activities. The entrances to the castle grounds are currently locked overnight as a deterrent however refurbishment could facilitate more positive deterrents such as increased site use by turning the Ashley Webb Shelter into a pleasant gathering place, outdoor theatre space and a hub for community engagement. Safety is a concern for some visitors, particularly where visibility is limited. Additional lighting and a garden plan which allows fewer areas to be concealed by vegetation will deter ASB as well as make heritage assets more prominent. In addition to benefitting wildlife, the replant will also be ecologically friendly, creating opportunities to hold events teaching local residents about wildlife friendly gardening.

The site is not completely accessible to those with mobility issues due to steps on one of the bridges and uneven paths. This is compounded by the fact that there are no clear indications of where paths lead either within the park or if followed outside of the grounds. Also, the only bridge wide enough for vehicles has a weight limit due to a gradually deteriorating structure, thus allowing only pedestrian access. By resurfacing paths in a consistent style, following the recently adopted design pallet to ensure the new waymarking, interpretation and bridges complement existing furniture a clearer identity for the site can be established while addressing the physical accessibility of the site.

The castle grounds currently see a reasonable amount of use by the local community for everyday activities associated with parks as well as occasional wedding receptions, so it is already well known as greenspace and a venue for events. There is an opportunity to promote the gardens as an even more versatile multi-use space for fitness classes, artistic displays as well as heritage events, beyond those organised by Hertford Town Council, returning Hertford Castle to a vibrant place at the heart of the community.

**Why does your project need to happen now? (5000 characters)**

The most pressing reason that the project needs to happen now is that the issues with river habitat and bridges, and the threats to the historic structures need to be addressed before they worsen and potentially irreparable damage is done.

We must address the imbalance of focus from stakeholders and visitors, and instil in them an understanding of the historical significance of the motte, so that they will value and protect it for generations to come.

Improving pedestrian links between the castle grounds and the town centre and improving the habitats present are key parts of the Hertford Town Centre Urban Design Strategy which was produced to ensure the economic and environmental sustainability of the town. The strategy aims to re-invigorate the town centre and meet the needs of residents. The relevant core objectives from the strategy for this project are:

- Transform the river bank into an attractive destination and create and improve links to connect it into the wider town centre.
- Promote Hertford town centre as a tourist destination by improving, publicising and extending the offer of cultural attractions.
- Create a high quality accessible network of routes and spaces that encourages people to move around the town centre and invites people to stay.

The Town Councils Objectives for the period 2019-2023 were adopted in October 2019 and, based on the Urban Design Strategy, include an objective to 'Positively Influence Spatial and Economic Development' - 'Collaborate with East Herts District Council to enhance and maximise the utilisation and public amenity of Hertford Castle Grounds'. Although the full project will not be delivered within this time frame, it is important that it is delivered in the near future to achieve this objective.

Delivering the project in the next five years also presents the opportunity to coincide with improvements to the neighbouring theatre, establishing a network of high quality community assets and cultural attractions which strengthen each other.

The cantilever walkway has been adopted into this Hertford Castle Transformation project to support delivery of a parallel project to develop Hertford Theatre but is also crucial to protect the future of the motte. The walkway will deliver mutual benefits to Hertford Castle Park and Gardens, Hertford Theatre and the development of the town centre:

- It will connect the theatre with the heritage of the town and the stories contained therein and, vice versa, connect visitors to the castle grounds with an additional method of experiencing the castle's heritage.
- The formal link between the theatre and the Ashley Webb shelter will also facilitate the use of the shelter for live performances.
- It will improve the habitats within the River Lea and increase public access to this important natural heritage asset.
- It will remove the need for fencing around the motte and protect the motte from erosion by the river.
- It will improve connectivity with the town centre for pedestrians via an attractive route, facilitating and encouraging active travel.

The Hertford Theatre Development is expected to be completed by spring 2024 and permission for these works around the Motte has been granted by the Secretary of State for Digital, Culture, Media

and Sport until June 2025. It must therefore be completed within the first year of delivery of this Hertford Castle Transformation project.

Improving the condition of the river now will have a more notable impact than it would have done earlier as it will act synergistically with other projects enhancing the habitats and connectivity along the Lea and its tributaries which are being co-ordinated by the Middle Lea Catchment Partnership. These projects include reducing sediment and chemical input, installing eel passes and, where possible, reducing impoundment as well as creating and restoring habitats within and around the river.

**Tell us what advice you have received in planning your project and from whom. (5000 characters)**

The primary basis for this project is the Greenspace Action Plan (GAP) which East Herts Council and Hertford Town Council developed with the assistance of the Countryside Management Service. This was formulated through two rounds of public engagement and identified the basis for this project. The GAP itself was developed in line with Hertford Town Centre Urban Development Strategy, Hertfordshire Biodiversity Action Plan, East Herts Plan, Parks and Open Spaces Strategy 2013-2018, Everyone Matters 2009-2024, Health and Wellbeing Strategy 2019-2023, and Thames River Basin District: River Basin Management Plan 2016. The project has been developed using the findings from an options appraisal for the Ashley Webb shelter by Donald Insall Associates and learning shared via the Future Parks Accelerator and the Healthy Parks Framework.

Advice has been received from NLHF senior engagement officers (Rachel Macfarlane and Dawn Bainbridge) both before and after submission of the Expression of Interest. The discussions with senior engagement officers covered, among other things, the suitability of individual project costs for NLHF funding and how various elements of project management should be planned for including acknowledgment of the grant, evaluation and recruitment for new roles.

The Environment Agency (EA) have advised that a new feasibility study will need to be conducted to ensure that any proposed modifications to the weir to allow fish passage do not increase flood risk and that the application for the Flood Risk Activity Permit should be started as soon as possible during the development phase. The EA also suggested that it may be possible to facilitate fish passage by adjusting the operating procedures of the weir, however a feasibility study would need to investigate this as an option to determine whether it would have the desired effects without incurring negative impacts.

Historic England have advised that any works to the river bank which is part of the Scheduled Ancient Monument will need consent from the Secretary of State for Digital, Culture, Media and Sport. This may limit what restoration works can be undertaken on this side of the river. They also agreed that the cantilever walkway could protect the motte from erosion and suggested that the car park should be moved to maintain the appearance of the gatehouse. They provided some advice on the specifications for the condition survey.

The EHC Tree officer has advised on the most appropriate management for vegetation both where the aim is to conserve nearby structures and where the aim is to conserve trees.

HERC have offered to advise on the delivery of wildlife surveying events (BioBlitz etc.) to ensure the quality of the data recorded and the quality of participant experiences as measurable outputs.

**Tell us about the people who will benefit from your project. (5000 characters)**

The people who will benefit most from this project will be the residents of Hertford and the surrounding areas who are able to visit the castle grounds regularly as they will have a better place to live and work due to the improvements in access to high quality greenspace, children's activities, heritage interpretation and safety. According to the most recent census there are around 29,000 people living in Hertford and around 152,000 living in East Hertfordshire.

13.1% of East Hertfordshire residents report that their day to day activities are limited to some extent by a long term illness or disability. By reducing the barriers to physical and sensory accessibility through creating step free access and additional parking, and diversifying interpretation media, some of those residents will have somewhere new they can visit and enjoy. Though people of all ages can have disabilities this is more likely to benefit the elderly as 80% of over 85s have some form of disability and 65% of those over 75 have a degree of both sight and hearing loss.

Restoring the river and improving the neighbouring habitats, and in doing so increasing the biodiversity of the site, will raise the quality of the castle grounds natural features. Studies not only show that natural spaces improve the mental health of those that visit them but suggest that these benefits increase with biodiversity. This project will be of great benefit to residents in supporting their mental health. Residents of East Hertfordshire on average scored their anxiety levels as 3.1 out of 10, 1 being very anxious and 10 being not anxious at all.

The 11.8% of local residents under 10 in particular will benefit from the new play area. It will be further away from the air and noise pollution from the A414 and will provide local parents with a more appealing opportunity to keep their children active and entertained than the previous playground. This will not only help in tackling childhood obesity but also allow more stimulating play which is important for child development by facilitating sensory and imaginative play.

The project aims to reduce less visible barriers and support environmental justice as advocated by the Future Parks Accelerator. By representing minority groups and recognising the role minorities have played in the history of Hertford in the interpretation materials, events and artistic displays we aim to make those minorities feel more welcome at the site. Events delivered in collaboration with specialist organisations which actively encourage the involvement of minorities and disadvantaged groups are planned throughout the project, both facilitating learning about the heritage and being involved protecting it as a volunteer.

Mudlarks, a local charity supporting adults with learning disabilities and mental health issues, has provided the garden maintenance for the castle for several years with their volunteers. They have demonstrated the benefits of volunteering in a public greenspace like Hertford Castle, especially for those with learning disabilities and mental health issues. For the volunteers it provides opportunities to socialise which reduces isolation, learn new skills and be part of successful projects which helps to build self confidence, and enjoy physical exercise in a peaceful environment. Just as importantly, members of the public gain an understanding of other groups within their community which helps to break down barriers. We aim to extend these benefits to all volunteers engaged through the project.

Encouraging additional footfall in the castle grounds through activities and improvements to the site, combined with improved visibility will discourage antisocial and criminal behaviour. Hertford Castle ward has a higher rate of crime than any other ward in East Hertfordshire so ensuring that the

grounds are not appealing as a site for illegal activities and that they are a place where people can feel safe would be very beneficial to locals and visitors alike.

Local organisations and their communities will also benefit from the project. Local schools (3 primary schools and 1 secondary school within 1 mile of Hertford Castle) will benefit from an improved local history resource and the opportunity for children to be involved with biodiversity surveying events. Hertford Theatre will benefit from being able to use the Ashley Webb Shelter as an outdoor performance venue. Local businesses may also benefit from increased tourism and catering opportunities as Hertford Castle develops as a heritage attraction and event venue.

*It is not currently feasible to count the total number of visitors to the Castle grounds. The visitor numbers provided are estimates. Infra-red counters will be installed at the entrances to the grounds at the beginning of the Development phase to establish a baseline for daily visitor numbers.*

**Does your project involve heritage that attracts visitors?**

Yes

**How many visitors did you receive in the last financial year?**

109500

The number of day to day visitors to Hertford Castle is not counted currently but is estimated to be around 300 every day. Infra-red counters will be installed at the entrances to the grounds at the beginning of the Development Phase to establish a baseline for daily visitor numbers.

The number of visitors for the annual Heritage Festival which currently lasts one day is approximately 3,500. The three day Christmas Market is the best attended event that Hertford Town Council currently runs attracting approximately 21,500 each year.

**How many visitors a year do you expect on completion of your project?**

136875

25% Estimated percentage increase in daily visitor numbers.

7,000 for festival (assuming making event twice as long will bring twice as many visitors) and 1500 (minimum 100 events throughout project x 15 attendees each) for other heritage events including Friends of Hertford Castle tours.

**Will your project be delivered by a partnership?**

Yes. East Hertfordshire District Council's partner for the project will be Hertford Town Council. The primary contact is Nick Kirby, Civic Administration Manager.

**What measures will you take to increase positive environmental impacts and reduce negative environmental impacts? (5000 characters)**

This project will have an inherent positive environmental impact due to habitat restoration elements. To maximise the benefit of these elements all of the plants used in restoring habitats will be native species and will be UK sourced for biosecurity reasons. The tree planting will follow the Miyawaki method of planting trees densely to encourage greater carbon sequestration and rapid development of diverse layered woodland community. Additionally where trees must be removed because the roots threaten historic features (but do not obscure them), the trees will be monolithed to create standing deadwood habitat or the timber used on site if possible.

The regency style planting scheme will focus on pollinator friendly plants and a small section of the gardens will be managed as a wildlife garden. Through hosting workshops on wildlife gardening and bug hotel making etc, local residents will be encouraged to create wildlife areas in their gardens as miniature habitat stepping stones which will bolster the habitats in the grounds.

The project will also encourage positive environmental changes in travel habits by installing bike racks near entrances and improved waymarking to facilitate active travel in line with the Town Centre Urban Development Strategy. Also, to facilitate greener travel options electric vehicle charging points will be installed in the new car park.

New furniture, including the new play equipment, will be sustainably sourced and locally sourced where practical. Materials will be reused on site wherever possible. Timber that needs to be felled to protect or facilitate views of historical structures will be used to create new furniture or berms or deflectors for the river enhancement. During the events, vendors will be encouraged to facilitate the use of reusable items such as travel mugs to reduce waste.

Visitors will be encouraged to only feed ducks and geese on the grass using appropriate feed to reduce the nutrient input into the river from discarded food and faeces and provide the wildfowl with a healthier diet.

We will also continue existing efforts to act sustainably such as having virtual project meetings when practical instead of face to face meetings to facilitate home working, minimising printing, and encouraging recycling and reusable items. Hertford Town Council will join Fit for the Future on behalf of the project partnership to identify additional means of improving the sustainability of activities within Hertford Castle Park and Gardens and the partnership.

**How do you plan to acknowledge your grant? (5000 characters)**

A page will be created on the Hertford Castle website at the start of the project explaining the project aims and acknowledging the support that the National Lottery Heritage Fund have provided. Updates will be posted on the page as the project progresses and it will be accessible via links on the Hertford Castle home page and the Hertford Castle Park and Gardens page on the East Herts Council website ([Hertford Castle Park & Gardens | East Herts Council](#)). Similar updates using #NationalLottery and #HeritageFund will be posted on social media.

The acknowledgement logo or stamp will also be displayed on all interpretation and publicity relating to the project. This will include notices around work areas informing visitors of the purpose and duration of works.



The primary physical feature commemorating the delivery of the project and celebrating the heritage of Hertford Castle will be a carved bench depicting key features of the project, such as the motte, the river. The carving will incorporate the NLHF logo. This bench will be carefully designed to blend with the regency style of the garden and provide visual and tactile interest. It will be made using timber felled on the site to minimise waste. A plaque will also be installed in a prominent place within the grounds, to be determined during development of the interpretation plan.

Throughout the development and delivery phases VIP events will be held for National Lottery players to thank them for their part in making the project possible. During the development phase this will include a guided tour of the gatehouse and castle grounds and the studies being carried out during this phase. During the delivery phase the VIP events may differ but will highlight the project progress. These VIP events will be developed further as part of the Activity Plan.

The advertisement of the Engagement Officer and Project Manager posts will state that the creation of the position was made possible by the NLHF grant.

## The Heritage

### **Tell us about the heritage in your project and why it is important to your organisation and community. (5000 characters)**

Hertford Castle is the cornerstone that Hertford was built upon and has over 1000 years of recorded history. The site has a storied past which shaped the country we live in today, having played host to church synods, kings and queens.

There is evidence of earlier settlements in or near Hertford but the first earth works were erected by King Edward the Elder in 912, to control a key ford on the River Lea, then a frontier between the Anglo-Saxon and Danish kingdoms. The motte next to the river has survived from one of the two burhs created by King Edward the Elder and was, in some respects, the foundation on which all subsequent versions of Hertford Castle were built. When the Normans conquered England they built the flint curtain walls, which have been repaired and stabilised using bricks in more recent years. In 1304 the Castle became a Royal Palace and for the next 300 years it was regularly used by the monarchs, sometimes as a prison for other royalty.

In 1463, the brick Gatehouse was built. During three outbreaks of plague in the 16<sup>th</sup> century the palace buildings housed Parliament, law courts and the Privy Councils. By 1600 though the castle proper had become very outdated and rundown. In 1608 the Palace buildings had been demolished and the gatehouse had become a private house, the south wing and Icehouse were added around 1790 and the north wing followed in the 1930s to leave the buildings as they stand today. Hertford Castle Gardens was opened to the public in 1912. The Friends of Hertford Castle play an important role in preserving and sharing the history of Hertford Castle and have inspired others to care about its history through their talks.

The Ashley Webb Shelter was erected in 1938 to commemorate the Coronation of King George VI and Queen Elizabeth and is named after the former Mayor of Hertford who paid for its construction. The oak tree which this pavilion faces was planted by the Her Majesty, the Queen Mother on 27th June 1973 to celebrate the 1300th anniversary of the Synod of Hertford in 973AD which was held within what later became the confines of Hertford Castle. Also commemorating the synod is an

engraved stone which was erected in 1934 near the gatehouse. Within the grounds there are also a few heritage assets not directly relating to the castle including: a boundary stone believed to date from the 18<sup>th</sup> century, a silver granite boulder of geological significance, and a sundial commemorating the coronation of Queen Elizabeth II.

The heritage that Hertford Castle represents is an important part of Hertford's identity as a historic town. Developing the grounds as a heritage attraction will add to Hertford's appeal as a tourism destination, contributing to Hertford Town Council's aim of improving the town's economic sustainability.

The castle, and by extension the town, owes much of its history to its location next to the River Lea near its confluences with the Beane, Mimram and Rib; as well as being a strategically valuable crossing point along the river which brought trade, it provided resources including fresh water and rich agricultural lands, without which the town would not have grown as it did. Because of how interconnected the natural heritage and cultural heritage of Hertford Castle are they ought to be celebrated together.

The ancient stone walls are noted for their ecology as well as their historical interest. Sites like this provide important habitat for lichen and moss communities, as well as some flowering plants, and invertebrate animals. The abundant wallflowers which it supports have been known on the walls here for over 150 years, in one of their only more or less natural sites in Hertfordshire.

The River Lea is a globally rare chalk river, identified as a priority habitat for protection in the UK Biodiversity Action Plan, and despite being in poor condition it still provides an important corridor through the town for wildlife, both aquatic and terrestrial and is still one of the most popular features of the park as it brings a sense of tranquillity to visitors. The grassland retains some species associated with native meadow such as meadow saxifrage and the site contain a number of mature trees which could provide roosting sites and food sources for a range of animals. The castle grounds are currently used by common garden wildlife with the addition of mallards, mute swans and kingfisher. Otters, water voles and several species of bat have been recorded on the site in the past 20 years so it is likely the site has the potential to be a habitat for these priority species again.

Restoring the natural heritage in Hertford Castle grounds and encouraging the local community to value and protect it will aid in tackling the biodiversity crisis and make the local landscape more resilient to future threats. Hertford Town Council, East Herts Council and Hertfordshire County Council have committed to ensuring a sustainable future by restoring and protecting healthy ecosystems.

**Type of Heritage** [drop down]

**Sub-type of Heritage** [drop down]

**Is the heritage considered to be at risk?**

Yes

**How is the heritage at risk? (5000 characters)**

The curtain wall leading from the motte along the east and southern boundaries has a number of issues affecting its condition, leading to unfavourable status in light of the SAM and Grade II\*

listings. None of the historic features present are currently on the Heritage at Risk Register, however there is sufficient concern about the condition that Hertford Castle may be put on the register.

Woody vegetation, including tree saplings and ivy, is growing in a number of places on the face of the walls. In addition to causing initial damage to the mortar, capping, brick and stonework, it allows further weathering action e.g. freeze/thaw and water ingress to the interior of the wall, which damages the wall even further. A sycamore tree growing on the corner of the wall by the motte is suspected to be affecting the structural integrity of the wall at this point. Conserving the curtain walls conflicts with conserving the lichen and plant communities they support. The conservation plan will need to be carefully developed with a prioritised schedule of vegetation removal to balance the conservation of the curtain wall and, if at all possible, retaining some vegetation to sustain this relatively rare growing habitat.

Woody vegetation as well as dense vegetation is also threatening the motte as it can encourage burrowing animals. In addition to this the base of the motte is currently vulnerable to erosion from the river and will become more so if the vegetation is removed. The ground of the SAM has already been eroded in places along the riverbank.

The Ashley Webb Shelter is not a listed building but does have some historic significance. It is subject to vandalism and is also threatened by excessive leaf litter damaging the roof.

The natural heritage of the site is also at risk. The castle grounds were previously designated as a local wildlife site but they have since lost this status as it no longer meets the criteria. The primary natural heritage feature is a stretch of the River Lea, a globally rare chalk river, which is badly degraded in this section, due to impoundment, bank erosion and silting up of the riverbed. The riverbanks have been eroded due to the lack of vegetation and animals entering and exiting the water. This has caused a widening of the river and combined with the impoundment has led to a very slow flow allowing silt to be deposited in the riverbed clogging up the characteristic gravel bed.

As a riparian owner, East Herts Council has a statutory duty to accept the natural flow from upstream and transfer it downstream without undertaking any activities which would obstruct, pollute or divert the water. These requirements are insufficient to improve the condition of the river or even completely prevent its condition worsening so this project aims to go beyond this requirement by stabilising the banks and improving flow diversity river connectivity in addition to enhancing adjacent habitats, including the back channel around the northwest of the island.

Crucially, the current lack of public understanding about the heritage of the site means that visitors are unlikely to value the heritage assets so they won't be motivated to protect and conserve them. This impacts upon the Council's ability to make positive changes and to generate support for funding initiatives.

**Has a condition survey been undertaken for the heritage asset in the last five years?**

No. The last survey for the castle wall was conducted 10 years ago.

**Does the heritage have any formal designation?**

1 SAM covering the remains of the Norman motte and the extent of the bailey including the buildings

1 Grade I listed building (C15th Gatehouse)

1 Grade II\* listed building (Curtain walls)

1 Grade II listed building (C18<sup>th</sup> Icehouse)

In the Hertford conservation area (may not be an option)

(select from drop downs)

**Will you be undertaking any capital work as part of your project? (5000 characters)**

The capital works to be undertaken as part of this project in order of delivery are:

- A cantilever walkway will be built from the theatre to the base of the motte.
- Conservation works on the curtain wall.
- The two bridges crossing the Lea from the gardens to the island will be removed and replaced with a single bridge which provides an accessible crossing point for all visitors. The bridge into the grounds from the St Andrew Street car park will also be replaced with one which is fully accessible and provides a new vehicular access point for vehicles to the island.
- Some of the paths will be resurfaced to remove trip hazards and create a more cohesive appearance to the grounds.
- Bike racks and waymarking will be installed to facilitate active travel.
- River habitat improvements by way of reprofiling the riverbank and stabilising it using pre-planted coir mats to prevent erosion in the future, then adding gravel to raise the bed and create habitat for invertebrates and spawning fish.
- The weir or overspill structure may be modified following the recommendation of the feasibility study.
- Commissioning a series of sculptures which highlight the diversity in Hertford's history and its present population.
- Installing steps to the top of the motte.
- Refurbishing the Ashley Webb Shelter by repairing the roof and removing the west and southwest facing low walls to open views into the shelter. There will also be works to the area around the shelter including reducing hedges, lifting overhanging tree canopies to make the area less enclosed and more inviting.
- Installing new play equipment, which provides interactive interpretation, and removing the old play area.
- Terrestrial habitat improvements through tree planting where the old play equipment was removed and a wildflower margin created around the northwest edge of the grounds.
- Interpretation panels will be installed inside the Ashley Webb Shelter and a VR rendition of the castle as it would have been in the past will be made available for mobile devices. Downloadable leaflets will also be produced along with interpretation in any additional media identified as necessary during the development of the Interpretation Plan.
- Implementing a garden plan, incorporating a new landscape feature adjacent to the Icehouse that complements the garden and prevents visitors from using the mound for BMX riding.
- A new car park with additional spaces and vehicle charging points will be created where it will be screened from the view of the gatehouse.

Revenue costs for the project include developing conservation, garden and interpretation plans, annual vegetation management and garden planting, events, and staff costs.

**If you are undertaking any capital work (including repair, refurbishment etc.) to land, buildings or heritage items, tell us who owns it. (5000 characters)**

The riverbanks and the island north of the river where the habitat improvements will take place and where both the existing and proposed play areas are located are owned by East Herts Council. As the riparian owner, the bridges are also owned by East Herts Council. The main gardens, the Ashley Webb Shelter and Hertford Theatre are also owned by East Herts Council.

The Moat Gardens are owned by Hertford Town Council.

The Gatehouse and areas to the front and rear of the Gatehouse are owned by Lord Salisbury and leased to Hertford Town Council.

Please see the site ownership map for more details.

**Are there are legal conditions, restrictions or covenants associated with the heritage asset which may affect your project? If so please provide details. (5000 characters)**

The works to the river and bridges will require a bespoke Flood Risk Activity Permit (FRAP) from the Environment Agency. The Environment Agency has advised to start a FRAP application as soon as possible during following the feasibility study. FRAPs are typically valid for at least 3 years.

As grade listed buildings there are restrictions to the works which can be done on the gatehouse, icehouse and curtain walls. Similarly, there are restrictions to what can be done to the motte and the buildings and ground within the Scheduled Ancient Monument. Consent is required from the Secretary of State for Digital, Culture, Media and Sport for physical works occurring within the SAM including the bank stabilisation, cantilever walkway, bridges, conservation of the curtain walls and motte, motte steps, new lighting, pavilion refurbishment, interpretation installation, and path resurfacing within in the SAM.

Because the grounds are within a conservation area permission is required form the Local Planning Authority for removal of trees or any significant work to trees.

**Does your project involve the acquisition of a building, land or heritage items?**

No

## Managing your project

**Has your organisation taken on a project of this scale in the last 5 years? If so please provide details. (5000 characters)**

The 'Castle Park' project began development in 2014 and is now in the delivery stage, having received NLHF support.

**Project focus:**

Covering 6.8 hectares, Castle Park is the popular main town centre park in Bishop's Stortford.

*Waytemore Castle*

The remains of this Norman motte and bailey castle consist of a large, 12 metre high oval mound. The ruins of the castle keep are still evident at the top of the mound. The castle and mound are Grade 1 listed and designated as a Scheduled Ancient Monument. Tall vegetation on the mound obscures the remains.

*Park Landscape*

The area surrounding a castle motte would once have hosted the castle bailey. The present day park is vital for the people of Bishop's Stortford, providing immediate access to a greenspace at the heart of the town, along with recreation opportunities, history and events.

*Additional Historical Structures*

Castle Park contains a Grade II listed yorkstone war memorial, a smaller Masonic memorial, and a granite drinking fountain.

*River Stort*

The Stort is linked to numerous aspects of the town's history. It was rerouted through Castle Park in straight, deep sided channels in the 1960s to allow for the expansion of the town centre. It is lined with self-seeded trees.

**At risk:**

Waytemore Castle was placed on the EHC 'Buildings at Risk' register in 2006 as Risk 1, Priority A. The condition survey has found the remnant walls to be in varying states of disrepair, with exposed sections of the wall core, embedded ivy, deeply rooted saplings and erosion by foot traffic. The mound itself is also subject to damage. The landscape around the two war memorials does not reflect their importance, meaning they suffer from underuse and a lack of public understanding. The River Stort is in a 'bad' ecological condition, offering little natural heritage to visitors.

**Outcomes:**

*A functional landscape*

The park will be zoned into clearly defined but well connected areas that showcase the different features of the park. The historic heritage around Waytemore Castle will transition through the biodiversity corridor of the River Stort, to the events, play and recreation areas in Sworder's Field.

*Protecting and Promoting Waytemore Castle*

A condition survey has outlined proposals for protecting the remnant masonry, including removal of vegetation, consolidation and soft capping of the walls. Lower sections of the wall will be built up to give a greater visual representation of the previous extent of the castle, while discouraging climbing on the masonry.

To portray the castle prominently within the landscape a lighting scheme will be installed that provides a gentle glow to the mound and the wall. Wildflower planting around the base of the mound will add visual appeal.

#### *Presenting the memorials in the landscape*

A new formal garden will be developed around the two war memorials and the drinking fountain, allowing visitors to appreciate them.

#### *Repurposing the buildings*

Three buildings at the western end of the park currently provide an unattractive entrance into the park and convey little value to visitors. These consist of:

- a closed toilet block,
- two garages, now used for storage, and
- a 1960s built pavilion, containing two community rooms.

Based upon extensive discussions with user groups, these buildings will be partially demolished and partially refurbished to provide:

- A new community room.
- A café, which will provide income to support the sustainable maintenance of the park.
- Publicly accessible toilets, including a Changing Places facility.

All buildings will be timber clad to improve their visual appearance.

#### *Relocating the tennis courts*

To open up the area around the castle, the tennis courts will be removed and the area grassed over. New tennis courts will be constructed to the north of Sworder's Field, linking with the other recreation the park has to offer.

#### *Rejuvenation of the River Stort*

The Stort will be revitalised to become a vibrant feature that provides valuable habitat and helps link the two sides of the park. Selective reduction in tree cover will increase light in the river corridor, encouraging the establishment of marginal vegetation. This will benefit a range of wildlife including otters and water voles which have both recently been reintroduced in the area. A series of brush berms will be constructed by volunteers to further encourage marginal habitat and create flow diversity.

#### *Engaging people with the river*

To ensure people have the ability to enjoy and interact with the river a new bridge will be built with an associated pontoon. This will facilitate access to the river edge and use of canoes and kayaks.

#### *Creating a space for teenagers*

The park is well used by older children and teenagers. To give them a space of their own in the park, an outdated recreational space will be significantly upgraded to allow for social gathering and provide recreation facilities. The design of the space was produced in close consultation with young people.

**Tell us why this is the most appropriate project for your organisation to take on at this time. (5000 characters)**

East Herts Council manage over 120 open spaces across the District including 5 destination parks of which this is one. Castle Park in Bishop's Stortford and Pishiobury Park in Sawbridgeworth are currently being developed with Lottery support. Southern Country Park in Bishop's Stortford has been developed over the last 5 years. Hartham Common benefitted from a completely new play space and entrance landscape last year.

Improvements at Castle Grounds in Hertford have been planned as the last major park development outlined several years ago in our Parks Planning strategy.

As the Castle Park project in Bishop's Stortford and the theatre development comes to an end in 2024 there can be a natural shift of resource to support this new project. The Town Council and East Herts Council have worked collaboratively to develop a comprehensive management plan for the park. They are at a good phase in their ongoing focus to revitalise the town centre to now realise the ambitions for these grounds.

CMS have been crucial to the success of our National Lottery funded projects. They have recently expanded and so have sufficient capacity to support this project.

**Does your organisation need to undertake any capacity building activity to better deliver your project? (5000 characters)**

East Herts Council and Hertford Town Council will need to build capacity within one of the organisations for running and promoting events as well as publicising the progress of the project. To this end an Engagement Officer role will be created with East Herts Council but based at the Hertford Town Council offices to facilitate close working with the town council's existing events manager for Hertford Castle. To ensure accessibility of the site, events and interpretation accessibility training such as that offered by AccessibleUK will also be required for staff and volunteers with relevant roles and responsibilities.

A dedicated project manager is required to ensure cohesion between different elements of the project and liaise with the NLHF. The Project Manager role will be created with East Herts Council which will allow them to benefit from the learning and experience of colleagues involved in similar projects like 'Castle Park' more efficiently.

Evaluation training will need to be arranged for the project team to ensure they collect suitable evidence throughout development and delivery to enable a thorough final evaluation. This could be delivered internally if the Project Manager already possesses the relevant knowledge and skills or could be arranged with an external company.

Volunteers will require training relevant to their roles. Training on the safe handling of tools can be delivered in collaboration with CMS who have extensive experience organising and running



volunteer activities. Volunteers involved in the delivery of events will be expected to attend induction training relating to health and safety and providing accessible events.

Additional training and resources required in the delivery phase may be identified during the development phase.

**Tell us about any jobs or apprenticeships that you will create to deliver your project. (5000 characters)**

Community Engagement Officer

The Community Engagement Officer will be responsible for engaging stakeholders and members of the community with the project and the heritage it will protect. This will include:

- maintaining a positive and highly visible public profile to promote the project and its events and activities
- developing and maintaining relationships with collaborating organisations to ensure events realise their potential
- identifying demographic groups which are not engaging with the castle's heritage then liaise with them to remove barriers to them and encourage participation
- developing the Activity and Interpretation Plans through engagement with stakeholders and specialist consultants
- organising, publicising and delivering events which appeal to a broad range of participants in collaboration with external organisations
- enabling volunteer participation in events at a range of levels in a structured and supportive environment

Project Manager

The Project Manager will be responsible for overseeing the project as whole, ensuring the different elements of the project link together and develop in a way that will deliver a coherent identity for the park, and ensuring the project is delivered on time and to budget. This will include:

- Holding regular meetings with the project team and NLHF representatives to monitor the project and adapt to ensure successful delivery
- Supporting the project team and ensuring they are appropriately resourced, including arranging training as necessary
- Creating regular financial and progress reports with input from the project team and presenting these to relevant stakeholders including the NLHF
- Developing and maintaining relationships with collaborating organisations and stakeholders to maximise the impact of and opportunities for the project
- Developing a concept and design strategy as part of the masterplan and working with each of the working groups in the design of their respective areas
- Negotiating and managing contracts with third parties, ensuring that they provide high quality products and services
- Ensuring the timely submission of the Delivery Phase application to the NLHF.

Both of these roles are described in more detail in the job descriptions provided with this application. Both roles will be continued in the delivery phase following a new round of recruitment.

**What work will you do during the development phase of your project? (5000 characters)**

Recruitment for the Project Manager role will start as soon as possible in the development phase. The condition survey of the historic structures in the grounds will be updated during the first 6 months of the project. During the same period a feasibility study to determine the most appropriate style of fish pass for the Hertford Castle weir will be undertaken.

Sensors will be installed at the entrances to the grounds at the start of the development phase to record visitor numbers and establish a baseline which outcomes can be measured against throughout the delivery phase.

The role of Engagement Officer will be filled in autumn, as they will need to be in place to develop the interpretation and activity plans. Accessibility training will be organised for shortly after the new Engagement Officer joins Hertford Town Council to ensure the interpretation and activity plans developed in the following few months are inclusive. Development of the bridge, play area and Ashely Webb Shelter designs will begin by the end of autumn.

During the second half of our development phase we will develop the SAM conservation plan, garden plan, travel plan, activity plan and interpretation plan, each of which will include at least one round of consultation with stakeholders. These documents will guide and support our applications for funds from other sources. The Flood Risk Activity Permit and Scheduled Monument Consent will be secured during the final 4 months of the development phase.

Geophysical surveying will take place during winter or early spring, with an associated public event taking place during spring. Youth nature events will be organised for the spring and summer of 2024 which will help to establish a baseline for the biodiversity and, by proxy, the condition of the natural heritage of the site. The Delivery Phase Application will be submitted for the spring deadline.

The youth nature events are planned to happen throughout the warmer months from May to September and may be run in co-operation with larger efforts such as the BioBlitz and may either be closed events organised with youth groups or schools or may be open to the public.

**Who are the main people responsible for the work during the development phase of your project? (5000 characters)**

Roles and Responsibilities within East Herts Council

Project Manager (position to be filled at the start of the development phase):

- Leading Heritage working group
- Managing delivery of the river feasibility study
- Managing delivery of the condition survey and Conservation Plan
- Managing delivery of the Garden Plan
- Developing the Master Plan
- Support development of Interpretation Plan / Activity Plan / Travel Plan
- Developing partnership and stakeholder relationships

- Submitting additional funding applications
- Securing FRAP permit
- Securing Scheduled Monument Consent
- Developing bridge and playground specifications
- Developing the Delivery Phase application

Engagement Officer (position to be filled at the start of the development phase):

- Leading Engagement working group
- Organising, promoting and running youth nature and geophysical events
- Publishing project updates on webpage and social media
- Liaising with collaborating organisations to create broad range of events
- Collecting visitor baseline data and liaising with site users to inform development of plans
- Developing the Activity Plan
- Developing the Interpretation Plan

Ian Sharratt, Parks and Open Spaces Manager:

- Recruiting for the Project Manager role
- Recruitment for the Engagement Officer post
- Ensuring co-ordination with Theatre development
- Ensuring co-ordination with wider East Herts strategies

Roles and responsibilities within Hertford Town Council

Steve Catherall, Town Centre Project Officer:

- Leading Infrastructure working group
- Ensuring co-ordination with the town centre development
- Developing the Travel Plan

Nick Kirby, Civic Administration Manager:

- Ensuring co-ordination with wider Hertford Town Council strategies

Roles and Responsibilities within Countryside Management Service (Hertfordshire County Council)\*:

Sarah Roberts, Land Management Project Officer:

- Leading Biodiversity working group
- Procurement of river feasibility study (prior to recruitment of the Project Manager)
- Procurement of condition survey (prior to recruitment of the Project Manager)
- Arranging accessibility training
- Reviewing Greenspace Action Plan and updating to reflect new timescales

- Supporting development of other plans
- Supporting development of Delivery Phase application

\*CMS provide advice on land management and arrange practical work through arranging contractors and managing groups of volunteers on the behalf of East Herts Council. The Council pays CMS an annual contribution towards their costs as part of a larger District wide arrangement.

HTC and EHC largely manage the lands they own and lease separately with the exception that the town council currently manage the grounds maintenance for all the grounds south of the river not including responsibility for the trees, structures and hard surfaces.

**Who are the main people responsible for the work during the delivery phase of your project?  
(5000 characters)**

Roles and Responsibilities within East Herts Council

Project Manager (position to be filled at the start of the delivery phase):

- Developing partnership and stakeholder relationships
- Liaising with NLHF
- Arranging vegetation works to protect historic structures
- Procurement and managing delivery of repairs to historic structures
- Procurement and managing delivery of bridge replacement
- Procurement and managing delivery of path resurfacing and active travel infrastructure
- Procurement and managing delivery of additional travel infrastructure (car park)
- Procurement and managing delivery of interpretation materials

Engagement Officer (position to be filled at the start of the delivery phase):

- Leading Engagement working group
- Organising, promoting and running events
- Arranging and running volunteer activities
- Publishing project updates on webpage and social media
- Liaising with collaborating organisations to create broad range of events
- Collecting visitor data and liaising with site users
- Developing interpretation materials

Ian Sharratt, Parks and Open Spaces Manager:

- Recruiting for the Project Manager role
- Recruitment for the Engagement Officer post
- Ensuring co-ordination with wider East Herts strategies

Roles and responsibilities within Hertford Town Council

Steve Catherall, Town Centre Project Officer:

- Leading Infrastructure working group
- Ensuring co-ordination with the town centre development

Nick Kirby, Civic Administration Manager:

- Co-ordinating with Mudlarks for the garden improvements
- Ensuring co-ordination with wider Hertford Town Council strategies

Roles and Responsibilities within Countryside Management Service (Hertfordshire County Council)\*:

Sarah Roberts, Land Management Project Officer:

- Leading Biodiversity working group
- Procurement and delivery of habitat enhancement works
- Supporting development of interpretation

The Friends of Hertford Castle is a small group of volunteers that assist Hertford Town Council with open days, tours and events throughout the year. They undertake tours of the gatehouse and some tours of the Castle Grounds. Six tour events are generally held each year with visitor donations going to the Mayor of Hertford's Charity. The Friends of Hertford Museum also run occasional walks through the Castle Grounds for visitors to learn about the history, this normally links to a wider walk round the town. During the delivery phase of the project the Friends of Hertford Castle will deliver a series of events and assist with the development of interpretation materials relating to the built and cultural heritage. The Friends of Hertford Castle may expand during the delivery phase to incorporate volunteers focused on the maintenance and interpretation of the natural heritage to complement the existing volunteers, whose main focus is the preservation and communication of Hertford Castle's history.

### **What work will you do during the delivery phase of your project? (5000 characters)**

Assuming a start date in autumn the first actions to be delivered will be increasing the annual range of heritage events offered at Hertford Castle, including extending the heritage festival to a two day event, and installing the cantilever walkway at the base of the motte.

The wildflower margins in the area north of the river will be sown in October of the first year, these areas will then be cut annually in late summer after the plants have gone to seed. The bridges will be commissioned by the end autumn with a view to installing the bridge from the north entrance to the site to the island between February and July 2025.

The majority of the vegetation works required including those necessary to protect historic structures and improve sightlines will be conducted in the first winter of the delivery phase, followed by more routine maintenance each subsequent winter. Any further works to the curtain wall which are identified in the conservation plan will be delivered as soon as possible following the removal of detrimental vegetation.

The regency style garden plan will be adopted the following spring. The river restoration will take place after the existing bridge from the St Andrew's Street car park has been removed and the new vehicle access bridge is in place, during the summer 2025 when wildlife will be disturbed the least and the water level will be relatively low, making volunteer tasks safer. Sculptures are also intended to be installed during the summer as this would be the preferred time to hold an unveiling event. The playground will be commissioned by the end of the summer 2025.

In late summer or early autumn 2025 steps and viewing platform will be installed on the motte to enable public access without risking damage to the motte. The virtual reality resource will be commissioned around this time with a view to being launched in the third summer.

The new playground will be built and the old playground dismantled in early winter 2025/26, allowing trees will be planted before March where the old playground is currently located to expand the wooded area around the north and west of the island. The new physical interpretation will be developed over winter to be installed, in spring ready for the events of the third year of delivery. The new car park will also be built in spring 2026. The pavilion refurbishments will also be commissioned during this time with a view to being delivered the following autumn.

The second bridge, next to the motte, will be installed in summer 2026. At the same time the preferred modifications to the weir structures to enable fish passage, based on the recommendation of the feasibility study, will be made. The virtual reality resource will also be launched in the summer.

During the final autumn the pavilion will be refurbished, ready for artistic displays the following spring and summer. The remaining interpretation will be designed over winter to be published online in spring 2027. The path resurfacing and installation of bike racks and waymarking will be arranged for the final spring of the delivery phase.

A project evaluation report and an updated management and maintenance plan will be developed during the final winter and spring.

#### **How do you plan to cash flow the delivery phase of your project? (5000 characters)**

East Herts Council and Hertford Town Council possess combined reserve funds of £100,000 available for this project (£50,000 each), which is sufficient to cashflow smaller elements of the project

Community Infrastructure Levy funds are available to contribute towards the costs of the play area, bridges and river enhancement. These funds can be paid towards the provision of specified community assets at the time of invoice.

The Environment Agency will contribute towards the costs of the river enhancement.

To support the cost of the bridges and walkway East Herts Council would like permission from the NLHF to claim the grant on invoice.

#### **Delivery start date and end date.**

Start September/October 2024

End June 2027

**Are there any fixed deadlines or key milestones that will restrict your project's timetable? (5000 characters)**

The consent granted for the cantilever walkway is valid for 5 years from 17 June 2020 so the walkway must be built within this timeframe. Flood Risk Activity Permits are typically valid for at least 3 years therefore the river restoration is planned to be completed within this time frame.

There are seasonal constraints to some elements of the project. In particular the river restoration works should not take place during the fish breeding season between November and January. Wildflower establishment is most successful if seeds are sown in early autumn, similarly tree establishment is most successful when whips or saplings are planted before the end of March while they are still dormant.

The public events primarily happen from April to October, so it is practical to plan the majority of works not to hinder these. Furthermore, some elements of the project must be delivered before others for practical reasons, e.g. the river re-naturalisation should take place after the bridge over the river is replaced as this will have exposed additional bank, and the pavilion refurbishment should be complete before the interpretation panels are installed in the pavilion.

## Project Outcomes

**How will your project involve a wider range of people? (5,000 characters)**

Firstly, the current barriers to engaging with heritage at Hertford Castle will be removed. By consulting organisations representing minority groups such as Access for All and Herts Equality Council we will ensure inclusiveness and accessibility in all aspects, from the promotion and running of events to recruiting volunteers to interpretation, with safe spaces to suit every visitor as advocated in the Healthy Parks Framework developed by UCL.

Creating step free access and widening the bridges into and within the grounds will remove physical barriers while, using more diverse media, such as braille, audio, VR, art, and tactile features, in interpretation materials will make the information more accessible and engaging for more visitors. We will seek advice from organisations like the Sensory Trust in developing the interpretation plan to ensure that interpretation is suitably accessible for all visitors. The new themed play area, the design of which will be inspired by Hertford Castle, will also help to engage our youngest visitors with the history of the grounds.

There may also be less obvious barriers such as perceptions of being unsafe or unwelcome. Many minorities may feel that Hertford Castle grounds is not designed with them in mind or that the heritage of the grounds doesn't belong to them and so they may not feel that the grounds would be interesting or even welcoming for them. By publicising the accessible features and other facilities of the site online, representing various minority groups among the art and events in the grounds, and acknowledging how minorities have shaped the history of Hertford, we will change this perception. Additional travel infrastructure and creation of a travel plan will also make it easier for people to visit. Furthermore the pavilion refurbishments, reduction in obscured areas and anticipated increase in visitors are intended to make the grounds a safer place to visit. Making the site a safer and more

welcoming place with more diverse and engaging displays will encourage new visitors to come to Hertford Castle and existing visitors to stay longer and learn about the heritage of Hertford Castle.

Secondly, there will be active efforts to involve groups not currently engaging with heritage at Hertford Castle. The first events to actively engage people will be the geophysical surveying event and the youth nature events starting during the development phase. In the delivery phase these will be complemented with history tours for local primary schools and new public events aimed at families. There will also be events targeting other audiences or aiming to appeal to as wide an audience as possible. To maximise the quality of these events we aim to run them in co-operation with other organisations; for events exploring the history of the castle and town the Friends of Hertford Castle, Hertford Civic Society and Hertford and Ware Local History Society have been invited to collaborate, for events looking at the natural heritage of the site Hertfordshire and Middlesex Wildlife Trust, Hertfordshire Environmental Records Centre and Hertfordshire Natural History Society will be involved, and static and performing arts events will be run with support from Courtyard Arts, Manic Ceramics and Hertford Theatre. All of the events will be designed and run utilising learning from accessibility training to maximise the inclusiveness of the range of events. To this end we will endeavour to provide alternative methods for people to book events in addition to an online booking system.

There will also be self guided events supported by downloadable resources (also available from the town council offices during opening hours) including history walks, sensory trails and scavenger hunts for distinctive wildlife or historic features. There may also be competitions for the creative arts (painting, photography, creative writing, poetry etc.) with themes relating to the wildlife, history and culture of Hertford. The winning entries would be displayed online and, for a limited time, in the Ashley Webb Shelter.

There will also be a series of volunteering opportunities associated with the habitat improvements and heritage events, notably the tree planting which a number of community organisations will be invited to take part in as well as the event being open to the wider public. Organisations such as YC Hertfordshire and the Positive Alternatives Project which provide a positive alternative to ASB through conservation activities will be invited to take part in volunteering tasks. Hertford Town Council have worked with Mudlarks for several years and will be able to learn from their experience helping volunteers get the most out of volunteering for the events we deliver.

This output will be measured and evidenced by participant feedback and numbers at events and the number of day to day visitors to the castle grounds as well as survey data collected for each year.

**Will your project achieve any of our other outcomes? If so please provide details.**

**Heritage will be in a better condition (5,000 characters)**

As noted in “The Heritage” section of this application the curtain wall is being damaged by the roots plants growing on and close to the wall. During the development phase a detailed conservation plan will be developed to ensure that appropriate actions are followed to ensure the condition of the curtain wall is at least preserved if not improved. This is expected to include preventing further growth of the aforementioned vegetation as a minimum. Working with Historic England to develop a long-term maintenance plan will help the Council to manage resources and to safeguard the future of the site’s historical assets. The Ashley Webb Shelter will be refurbished in a way that preserves its historic significance and enhances its value to the local community.



As previously stated the river is in poor condition due to impoundment, excessive silt accumulation and bank erosion, and there is scope to improve the surrounding habitats as well. To improve the quality of the river, parts of the bank will be reprofiled to a shallower slope and stabilised using pre-planted coir mats to prevent erosion in the future. Vertical banks will be stabilised using either a stone revetment or spiling. Gravel will be added to the river to create a substrate and depth which is more typical for a natural chalk river. Berms will be created in the river and back channel to diversify the flow rate and create a more natural sequence of riffles, glides and pools. The gravel bed will be kept clear of silt in the riffles by the higher rate of flow such that it stays suitable habitat for a range of aquatic invertebrates and spawning fish, while glides and pools are used by fish at other life stages and other wildlife. We also intend to modify the operating procedures at Hertford Castle weir to improve the habitat connectivity in the downstream direction. This element of the project will be delivered in coordination with the Environment Agency and Middle Lea Catchment Partnership and is listed on their project webpage.

Establishing a conservation cut on the margins of the island and seeding these areas with wildflowers will increase the diversity of flowering plants in the grounds benefitting pollinators and providing tall grasses which many invertebrates and small mammals require for shelter from weather and predators. The woodland planting will expand the habitat available to species which rely on trees as well as creating a screen between the road and the park.

Trees within the grassland areas would benefit from root protection, having long grass maintained throughout the growing season would reduce trampling effects under the tree as well as damage from equipment. It would also help to maintain soil and moisture round the base of the trees. This would add structural diversity to the grassland and add some visual variation.

The improvements to the condition of the heritage assets present will be measured and evidenced using data from the volunteer based ecological surveys as well as professional WFD survey and fixed point photography.

### **Heritage will be identified and better explained (5,000 characters)**

As previously noted some of the historic features of the site are difficult to view at present. The motte is largely hidden by fencing and overshadowed by trees. There is tall vegetation growing on the motte and in front of the curtain wall. The existing interpretation consists of five visual text and image based panels dotted around the site, one of which provides a timeline of the noteworthy events in the castle's history while the rest provide more detailed information on the curtain wall, the gate house, and how the castle would have looked in Norman times and in Tudor times. There are a handful of events each year focussing on the history of the castle and its grounds: an annual heritage festival and around six tours run by the Friends of Hertford Castle each year. Currently there are no interpretation materials or events focussing on the natural heritage at Hertford Castle.

Firstly the historic features will be turned into a focal point by redesigning the infrastructure and clearing the obscuring vegetation. Lighting will be improved where possible (careful consideration will be given to ensure the additional lighting has minimal negative impacts on wildlife, especially bats). The garden plan should aim to guide the eye towards features of interest in the historic structures as well adopting a regency style which reflects the historic setting. The car park will be moved away from the front of the gatehouse to improve the context in which the gatehouse is viewed and encourage visitors to envisage it as it would have been in the past.

Secondly, additional and more diverse interpretation materials will explain the both the cultural and natural heritage of the grounds in ways which are accessible to a wider audience. It will highlight the history of the site and bring it to life with opportunities to interact with the historic and natural environment including a virtual reality resource which shows the grounds as they would have been in the past. The new interpretation will be consistent with the design palette adopted for the existing interpretation to enhance the visitor experience by establishing a cohesive identity for Hertford Castle Grounds. Consistent interpretation combined with gardens and play equipment which are in keeping with the historic character of the site will make the grounds as a whole better defined as a heritage attraction. The location of the Ashley Webb shelter next to the motte makes it an ideal location for interpretation panels explaining the history of the site; these will be designed with versatility in mind such that they can be used to hang set dressings during performances. Hertford Theatre intends to produce plays connected to and inspired by the heritage of Hertford enabling visitors to engage with heritage in an additional way in Hertford Castle.

Interpretation of the park's history at the more personal level of a guided walk greatly enhances the visitor experience and understanding of the importance of a site. Expanding the opportunities for visitors to join such events, both those exploring the history and those highlighting the wildlife of the site, would be a major boost to engage visitors in the rich culture and heritage of the park. Following the biodiversity surveying events a summary of the results will be published online as part of the regular updates relating to the project while the full results will be held by the local environmental records centre. The results of the geophysical survey and the associated public event will allow people to learn about archaeological techniques and connect with a part of Hertford Castle's heritage which is normally hidden.

The improvements to the identification and explanation of the heritage will be measured and evidenced using examples of the new interpretation materials, participant numbers for heritage events and visitor surveys.

### **People will have developed skills (5,000 characters)**

This is not a target outcome for the project however there will be opportunities for personal development for people from a range of backgrounds and ages.

The youth nature events will provide under 16s with opportunities to develop species identification skills. Having developed connections with youth groups we will be able to promote opportunities throughout the project for young adults to develop other skills while working towards activity badges. By expanding existing connections with Mudlarks and the Countryside Management Service and developing new connections, with YC Hertfordshire for example, there will be opportunities for people to develop skills through volunteering at environmental conservation tasks and events. The events offered to the public will include heritage craft workshops where they can learn new skills such as willow weaving or wood carving.

Producing the virtual reality resource in collaboration with University of Hertfordshire would enable students to hone their skills developing a product which will have a real world use as innovative interpretation material, and boost their career prospects following graduation.

Staff and volunteers involved in organising and hosting events will also receive accessibility training to ensure the events are open and welcoming to as wide an audience as possible. Other training opportunities for staff and volunteers will also be developed as required.

### **People will have learned about heritage, leading to change in ideas and actions (5,000 characters)**

This is not a target outcome for the project however by encouraging members of the public to develop an understanding of their local heritage through interpretation materials and events we expect to raise the value they place on it so that they will be motivated to help care for and protect it. Improving the opportunities to take part in volunteer activities will provide an avenue for people to act on that motivation in a tangible and rewarding way and at the same time foster a sense of ownership which will heighten its value to local communities further. Having been introduced to volunteering networks through the project it is our hope that participants from a number of the events take up volunteering more regularly.

We also aim to run workshop events such as wildlife friendly gardening sessions alongside volunteering sessions which will not only teach attendees about the heritage in an interactive way but provide them with the skills and knowledge to enact changes which will support the actions delivered directly through the project.

### **People will have greater wellbeing (5,000 characters)**

This is not a target outcome for the project however the most recent Greenspace Action Plan places a greater focus on improving the wellbeing of residents by ensuring an inviting and safe space to relax, socialise, exercise and learn within a more biodiverse natural space. Studies show that natural spaces improve the mental health of those that visit them and suggest that such improvements increase with biodiversity. Combined with improved sense of safety in the grounds due to the improved sightlines, the increase in biodiversity at Hertford Castle should deliver noticeable benefits for the mental health of visitors to the site. The improvements to the accessibility of the site should also mean that these benefits can be enjoyed by a wider range of people.

There will be more opportunities to take part in activities and volunteering which deliver physical health benefits as well as the mental benefits of spending time in nature. Such activities can also provide a social element which has been proven to improve mental health. Though there is not currently a dedicated green social prescribing offer in Hertfordshire a number of these activities could be delivered in collaboration CDA Herts to ensure they reach communities which are most in need of the opportunities they create, including the elderly and those suffering from poor mental health. In addition to holding heritage and volunteering events we intend to promote the park as a place for open air physical activities by organising a range of sports and exercise sessions with a mix of intensity levels with support from Active East Herts.

The tree planting once the existing playground has been replaced will provide a screen from the road after it has had time to grow reducing air and noise pollution in the park in the long term. Miyawaki planting (dense planting) causes trees to grow up to ten times faster than conventional planting schemes enabling this benefit to be delivered in the shortest possible timeframe. In the short term, positioning the new playground away from road will reduce the air pollution children will be exposed to when using the play equipment.

By reducing the number of obscured areas and encouraging more visitors in the park we expect that occurrences of ASB will diminish as the grounds will present fewer opportunities to execute such behaviour unnoticed.

### **The funded organisation will be more resilient (5,000 characters)**

This is not a target outcome for the project so will not be measured as a means of evaluating the success and impact of the project however East Herts Council are committed to increasing resilience and improving the financial sustainability of the parks and open spaces they own and manage.

The expanded heritage festival will lead to additional bookings from stall holders. The improved aesthetic appeal of the grounds with the new garden design and natural views is also expected to lead to an increase in wedding bookings for Hertford Town Council.

East Herts Council and Hertford Town Council will be able to better fulfil their roles as local authorities by creating a better place for their residents to live. The staff training in accessibility will also enable the local authorities to serve their residents effectively when delivering future projects and events.

East Herts Council and Hertford Town Council will also strengthen connections with other organisations throughout the project putting the councils in a better position to deliver events after the completion of the project.

### **The local area will be a better place to live, work or visit (5,000 characters)**

Hertford Castle Grounds provides the people of Hertford and the wider District with a unique community asset that can be utilised to improve the quality of people's lives in so many different ways, from providing an enjoyable stroll to a premier venue for hosting quality events.

At a fundamental level there will be aesthetic improvements to the historic structures, gardens and ecological habitats which will make the castle grounds a more pleasant place to visit, increasing people's enjoyment of the park. The improvements to the identification and interpretation of the heritage will provide added interest for all site users, contributing to Hertford's identity as a vibrant historic town. In addition, creating a more cohesive identity for Hertford Castle as a heritage attraction with better signposting both to points of interest inside and outside the grounds will improve the experience of visitors who aren't familiar with the area by making it easier to navigate. The new walkway and active travel infrastructure will contribute to the development of a high quality accessible network of routes and spaces. An improved understanding of and connection to heritage will also give people a sense of pride in the Hertford Castle and their town. The additional static and performance art, which will become a regular feature at Hertford Castle building on the music events and arts trails which Hertford Town Council already host, will also contribute to the Hertford's cultural offer.

The new playground will provide local parents and carers with a more engaging way to keep children active and entertained than the previous playground. Having a play area designed as interactive interpretation will both enable children to connect with the heritage of Hertford Castle and promote imaginative play. Creating step free access throughout the site along with new surfaces on sections of the path and installing new bike racks near the entrances will facilitate active travel and complement the town centre development, facilitating people of all mobility levels in getting around the grounds and the wider town.

As noted in the previous section on wellbeing, the project will deliver benefits to the mental and physical health of those who visit the castle grounds. Higher quality natural spaces and activities

which create opportunities to socialise will improve mental wellbeing and improved sightlines and site use will ensure visitors feel safer, reducing stress. In addition to becoming an attractive destination the river bank will have better links to connect it into the wider town centre creating new ways to access this natural asset. The range of physical activities taking place combined with the improved convenience of active travel options will make it easier for residents to exercise more. All of the main features of the site will now be away from the road and separated by a screen to reduce the air and noise pollution in the grounds. The increased chance of being seen will deter anti social behaviour in the grounds while volunteer activities delivered in collaboration with relevant organisations will provide a positive alternative.

The project has had inclusiveness in mind from its conception and this will remain a core aim throughout its delivery. Improving the accessibility of the site and making it a more inviting place to visit for minorities will mean the project has an even greater impact on the quality of Hertford as a place to live, work and visit for these communities.

The improvements to the local area as a place to live, work and visit will be measured and evidenced with visitor surveys supported by fixed point photos and attendance of relevant events and activities.

#### **The local economy will be boosted (5,000 characters)**

This is not a target outcome for the project however by increasing the value of the site as a heritage attraction, this project will add to the offer of cultural attractions and help to bring more visitors to Hertford benefitting tourism businesses. An increase in wedding bookings as a result of the improved aesthetic appeal of the grounds would also benefit local catering, photography etc. businesses.

## After the Project Ends

#### **How will you maintain the outcomes of your project after the grant ends and meet any additional running costs? (5,000 characters)**

The Greenspace action plan is updated every 5 years, outlining necessary actions to maintain the heritage assets and site furniture as well as identifying suitable funds for the delivery of prescribed actions. These GAPs are developed through ongoing rounds of public engagement to ensure the site is improved with consideration to changing community needs.

Opportunities for volunteers to be involved with regular actions required to maintain the natural heritage of the site and biodiversity events will continue. Because these and several of the other events do not incur any cost due to the generosity of volunteers from local organisations, they can continue beyond the end of the project. The heritage festival is financially self-sustaining as the fees paid by vendors to hold stalls cover the costs of entertainment and administration.

Additional income from increased wedding venue bookings is anticipated due to the increased aesthetic appeal of the site. Also, once refurbished the Ashley Webb Shelter may become an

attractive venue for people wanting an outdoor wedding. This may help finance the continuation of the Engagement Officer post and additional heritage events for which there is popular demand.

**How will you ensure that the skills and knowledge developed whilst delivering your project are embedded within your organisation once it has ended? (5,000 characters)**

Skills learnt by staff including how to ensure accessibility and inclusiveness will continue to be used in other projects, which will both benefit these future projects and prevent these skills falling out of practice. Establishing the value of training and the impact it has had through thorough evaluation will justify similar training for future staff. In addition, keeping accurate records and evaluation of the project will enable future staff as well as other organisations to learn from it.

At the end of the NLHF funded roles the post holders will be invited to exit interviews to identify suitable alternative roles within the organisation to enable the skills and experience they have developed to be retained. The Engagement Officer position may continue if there is sufficient increased revenue to support it and popular demand for the events programme established during the project.

**How will you evaluate the success of your project and share the learning? (5,000 characters)**

Most of the target outcomes are qualitative and difficult to measure directly but the visitor surveys will be the primary method of direct measurement. We will begin surveying visitors to establish baseline data during summer 2023 and will refine the survey questions throughout the Development Phase where required to better measure the desired outputs and outcomes. We will measure and assess the outputs and outcomes achieved for anthropogenic heritage and natural heritage separately.

The visitor survey includes questions on demographic information and the purpose and frequency of visits which will allow us to determine whether a wider range of people are visiting Hertford Castle and whether a wider range are visiting specifically to engage with heritage. Participant numbers and feedback from heritage events and volunteer tasks will also be used to gauge the number of people benefitting and engaging with heritage as a result. The majority of the surveys are expected to be completed online for efficiency however to avoid excluding people suffering from digital poverty alternative methods of providing feedback, for example hardcopy survey forms or phone based surveys, will be available.

To confirm that the anthropogenic heritage is in better condition fixed point photos will be taken and the repairs made will be recorded as an appendix to the conservation plan. The condition of the natural heritage will be measured using data from the volunteer based ecological surveys supported by the volunteer hours contributed to conservation tasks and fixed point photography. The biodiversity surveys will be the primary method of measuring the condition of natural heritage as the abundance of indicator species is a well established proxy for habitat quality.

To demonstrate the improvements to the identification and explanation of both natural and anthropogenic heritage the physical assets and improvements to visibility of the heritage will be evidenced using electronic copies of the new interpretation materials and fixed point photos. The heritage events will be evidenced using participant numbers. Participant feedback from events and

visitor surveys will be used to measure whether the physical improvements and events have had the desired effect and increased understanding of the heritage.

The quality of the grounds as a whole and the impact this has on Hertford as a place to live, work and visit will be gauged using visitor surveys and numbers. An increase in the total number of visitors to the park would also indicate an increase in the overall appeal of Hertford Castle including the impact of events. The actions which have delivered aesthetic improvements, i.e. the habitat restoration, garden replant, sculptures and conservation of historic structures, as well as the improvements to access and facilities, will be evaluated using fixed point photos. Participant feedback forms from events and visitor surveys should indicate whether the project has achieved the desired increase in inclusiveness.

The majority of these measures will need a baseline to be compared to therefore fixed point photography, visitor counts and biodiversity surveys will begin during the development phase. The measures will be assessed annually to identify ways to improve the project for the remainder of its delivery. The participant numbers and feedback from events will be used in conjunction with feedback from collaborating organisations and internal staff to assess the quality of events and improve them both for attendees and collaborating organisations in future.

We will also be able to collect data on website and social media analytics as well as anecdotal evidence from social media and review sites such as google and Tripadvisor, which may be useful in giving a more complete picture of the impact the project has.

The collated evidence will be evaluated by an external company unless suitable skills, experience and capacity exist within the project team or wider partnership. Training will be arranged by the project manager during the development phase of the project to ensure staff know what information and evidence will be required for the evaluation and how to collect this throughout the project.

We intend to share our ongoing learning from the project throughout its delivery via the project webpage with information on how we will address any shortcomings in the future. After the end of the project the end of project evaluation will be published as a report and made available on the Hertford Castle Park and Gardens page on the East Herts Council website alongside the Greenspace Action Plan. It may also feature as a case study in the next Parks and Open Spaces Strategy which is due to be published in 2027. In addition, details and learning from the river restoration will be shared with the Middle Lea Catchment Partnership to aid in the delivery of other restoration projects in the catchment.

## Project Costs

### **Summary of project costs.**

[autofilled]

### **Development phase costs.**

Cost Heading	Description	Cost	VAT	Total
New staff	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Professional fees	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Opening-up works / Surveys	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Capacity Building Activity	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Recruitment	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Other costs (development phase)	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Full Cost Recovery	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Contingency	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Non-cash contributions	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Volunteer time	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

### Development phase income.

Type	Description	Secured?	Evidence of income?	Amount
Local authority	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Other public sector	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Central government	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Private donation - Individual	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Private donation - Trusts/Charities/Foundations	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Private donations - corporate	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Commercial/business	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Own reserves	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Other Fundraising	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Loan/Finance	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Non cash contributions	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Volunteer Time	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>

[Save development income](#)



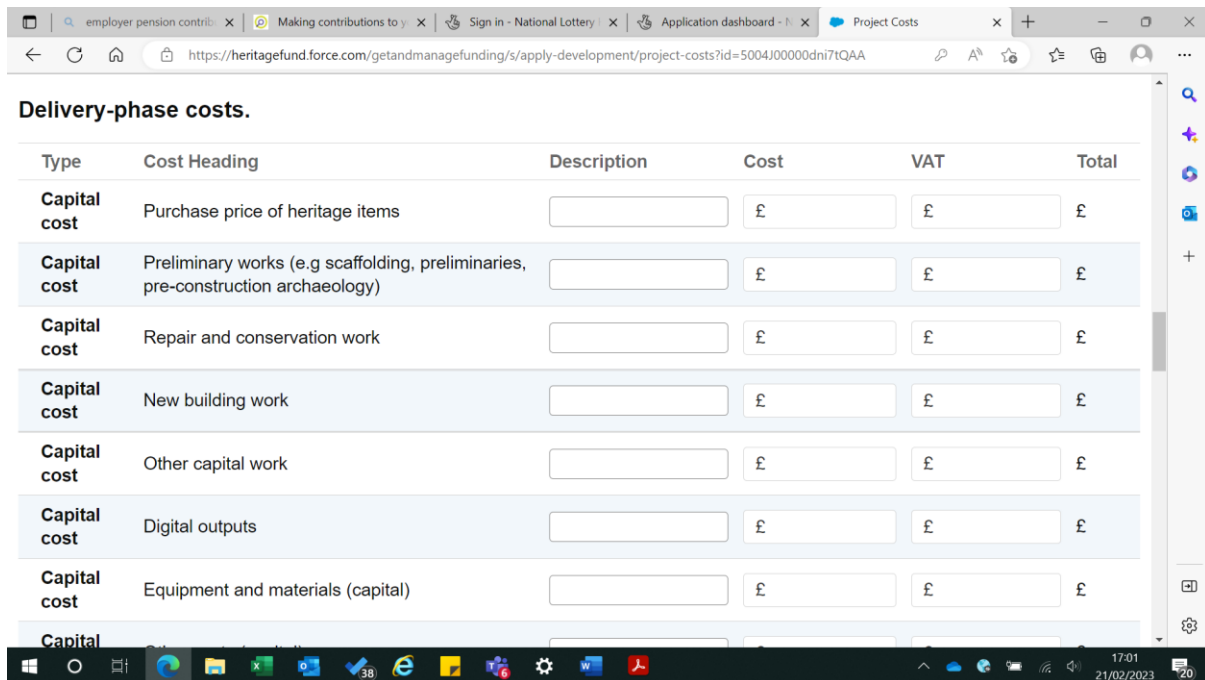
Including estimated grants

EA contribution

Heritage event is net zero income

In kind donations and volunteer hours (estimated value)

### Delivery phase costs. Capital and Revenue.



Type	Cost Heading	Description	Cost	VAT	Total
Capital cost	Purchase price of heritage items	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£
Capital cost	Preliminary works (e.g scaffolding, preliminaries, pre-construction archaeology)	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£
Capital cost	Repair and conservation work	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£
Capital cost	New building work	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£
Capital cost	Other capital work	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£
Capital cost	Digital outputs	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£
Capital cost	Equipment and materials (capital)	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£
Capital		<input type="text"/>			

Project Costs

https://heritagefund.force.com/getandmanagefunding/s/apply-development/project-costs?id=5004J00000dni7tQAA

Capital cost	Other costs (capital)	<input type="text"/>	£	<input type="text"/>	£	<input type="text"/>	£
Capital cost	Professional fees (capital)	<input type="text"/>	£	<input type="text"/>	£	<input type="text"/>	£
Activity cost	New staff	<input type="text"/>	£	<input type="text"/>	£	<input type="text"/>	£
Activity cost	Training for staff	<input type="text"/>	£	<input type="text"/>	£	<input type="text"/>	£
Activity cost	Paid training placements	<input type="text"/>	£	<input type="text"/>	£	<input type="text"/>	£
Activity cost	Training for volunteers	<input type="text"/>	£	<input type="text"/>	£	<input type="text"/>	£
Activity cost	Travel and expenses for staff	<input type="text"/>	£	<input type="text"/>	£	<input type="text"/>	£
Activity cost	Travel and expenses for volunteers	<input type="text"/>	£	<input type="text"/>	£	<input type="text"/>	£
Activity cost	Event Costs	<input type="text"/>	£	<input type="text"/>	£	<input type="text"/>	£

Project Costs

https://heritagefund.force.com/getandmanagefunding/s/apply-development/project-costs?id=5004J00000dni7tQAA

Activity cost	Equipment and materials (activity)	<input type="text"/>	£	<input type="text"/>	£	<input type="text"/>	£
Activity cost	Other costs (activity)	<input type="text"/>	£	<input type="text"/>	£	<input type="text"/>	£
Activity cost	Professional fees (activity)	<input type="text"/>	£	<input type="text"/>	£	<input type="text"/>	£
Other cost	Recruitment	<input type="text"/>	£	<input type="text"/>	£	<input type="text"/>	£
Other cost	Publicity and promotion	<input type="text"/>	£	<input type="text"/>	£	<input type="text"/>	£
Other cost	Evaluation	<input type="text"/>	£	<input type="text"/>	£	<input type="text"/>	£
Other cost	Other	<input type="text"/>	£	<input type="text"/>	£	<input type="text"/>	£
Other cost	Full Cost Recovery	<input type="text"/>	£	<input type="text"/>	£	<input type="text"/>	£
Other cost	Community grants	<input type="text"/>	£	<input type="text"/>	£	<input type="text"/>	£

Project Costs

https://heritagefund.force.com/getandmanagefunding/s/apply-development/project-costs?id=5004J00000dni7tQAA

Other cost	Contingency	<input type="text"/>	£	<input type="text"/>	£	<input type="text"/>	£
Other cost	Inflation	<input type="text"/>	£	<input type="text"/>	£	<input type="text"/>	£
Other cost	Increased management and maintenance costs (maximum five years)	<input type="text"/>	£	<input type="text"/>	£	<input type="text"/>	£
Other cost	Non-cash contributions	<input type="text"/>	£	<input type="text"/>	£	<input type="text"/>	£
Other cost	Volunteer time	<input type="text"/>	£	<input type="text"/>	£	<input type="text"/>	£

[Save delivery costs](#)

## Delivery phase income.

### Including estimated grants

The screenshot shows a web browser window with the URL <https://heritagefund.force.com/getandmanagefunding/s/apply-development/project-costs?id=5004J00000dni71QAA>. The page title is "Delivery-phase income". Below the title is a table with the following columns: Type, Description, Secured?, Evidence of income?, and Amount. The table contains 14 rows, each with a text input field for the Description and a numeric input field for the Amount (prefixed with £). The rows are: Local authority, Other public sector, Central government, Private donation - Individual, Private donation - Trusts/Charities/Foundations, Private donations - corporate, Commercial/business, Own reserves, Other Fundraising, Loan/Finance, Increased management and maintenance costs (maximum five years), Non cash contributions, and Volunteer Time. Each row has a checkbox for "Secured?" and a checkbox for "Evidence of income?".

Type	Description	Secured?	Evidence of income?	Amount
Local authority	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Other public sector	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Central government	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Private donation - Individual	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Private donation - Trusts/Charities/Foundations	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Private donations - corporate	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Commercial/business	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Own reserves	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Other Fundraising	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Loan/Finance	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Increased management and maintenance costs (maximum five years)	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Non cash contributions	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Volunteer Time	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>

## Your Organisation

### Tell us about your organisation's main purpose and regular activities. (5,000 characters)

The District of East Hertfordshire has a population of approximately 150,000 and covers about 480 square miles on the eastern side of Hertfordshire.

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 main centres of population are Hertford, Ware, Bishops Stortford, Sawbridgeworth and Buntingford. Between these main centres much of the area is open countryside, with rural communities of various sizes.

The vision of the Council is to provide East Hertfordshire residents and businesses with a future that is prosperous and sustainable. In order to achieve this, a number of strategic objectives have been developed, which allow the Council in conjunction with its many partners to focus on the key issues that concern the residents of East Hertfordshire.

For more information on the Council's vision and strategic objectives, please see our [Vision & Corporate Priorities](#).

To see the map boundary of East Herts, see the [Ordnance Survey](#) map

### Our priorities

Our priorities and how we will deliver them:

#### Sustainability at the heart of everything we do

- We will make changes to how the council manages its own premises, people and services
- We will use our regulatory powers to promote action by others
- We will influence and encourage others to be more environmentally sustainable

#### Enabling our communities

- We will invest in our places
- We will ensure all voices in the community are heard
- We will support our vulnerable residents

#### Encouraging economic growth

- We will develop new sources of income
- We will support businesses growth
- We will create viable places

#### Digital by design

- We will improve the customer experience for those who use council services
- We will work with partners to ensure our communities are digitally enabled

#### **How many people does your organisation employ?**

EHC currently employs 310 people (@ 02 02 23)

**How many board members or Trustees does your organisation have?**

East Herts Council has 50 Members:

<http://democracy.eastherts.gov.uk/mgCommitteeDetails.aspx?ID=158>

**How much did your organisation spend in the last financial year?**

East Herts Council spent £82.6m in 2020/21

There has been a delay auditing more recent accounts explained here:

<https://www.eastherts.gov.uk/about-east-herts-0/statement-accounts-budgets-and-annual-audit>

**What level of unrestricted funds is there in your organisation's reserves?**

See pages 14 to 15 of the Draft Statement of Accounts 2020-21:

[https://cdn-eastherts.onwebcurl.com/s3fs-public/2021-08/Draft%20Statement%20of%20Accounts%202020-21\\_accessible.pdf](https://cdn-eastherts.onwebcurl.com/s3fs-public/2021-08/Draft%20Statement%20of%20Accounts%202020-21_accessible.pdf)

USABLE RESERVES –

General Fund 3,854

General Reserve 974

Earmarked Reserves 23,927

Capital Receipts Reserve - - -

Capital grants Unapplied 224

TOTAL 28,979

UNUSABLE RESERVES - Revaluation Reserve Note 21 16,956 21,355 Note 21 925 1,403 - Pensions Reserve Note 21 (35,038) (21,610) - Capital Adjustment Account Note 21 77,138 79,327 - Deferred Capital Receipts Note 21 147 148 - Collection Fund Adjustment Account Note 21 (9,840) 997 Note 21 (322) (202) 49,966 81,418 TOTAL RESERVES 78,945 98,20

**Are you VAT-registered?**

EHC is VAT registered.

**Do you consider your organisation's mission and objectives to be any of the following? Please select the options that apply.**

Black or minority ethnic-led

Disability-led

LGBT+-led

Female-led

Young people-led

East Herts Council is committed to ensuring that equality of treatment and opportunity are reflected in our policies, services and employment. We are currently in the process of developing our new corporate equality policy from 2020 onwards.

This is explained in more detail on our web site at:

<https://www.eastherts.gov.uk/about-east-herts-0/equalities>

**Does your organisation use social media? If so, please provide us with some information (for instance, your organisations Twitter handle) (5,000 characters)**

East Herts Council uses social media extensively to promote our objectives and communicate with our customers. These are the available links to find us all of which are managed by our experienced Communications Team:

Facebook

- [East Herts District Council](#)

Twitter

- [@eastherts](#)
- [@HealthyHubeh](#)

Instagram

- [@easthertscouncil](#)

Youtube

- [@EastHertsDistrict](#)

Linkedin

- [East Herts District Council](#)

**Tell us how you review the Governance and Senior management arrangements in place for your heritage. (5,000 characters)**

The Council has demonstrated its commitment to maintain the natural and built heritage in our recently published Parks & Open Spaces Strategy (available at <https://www.eastherts.gov.uk/sports-leisure-and-parks/how-we-look-after-our-parks-and-open-spaces>). This includes a forward by our Executive Member for Wellbeing, Councillor Eric Buckmaster reassuring that the next five years will be committed to ensuring our parks remain fit for purpose to accommodate a higher volume of use as our District grows.

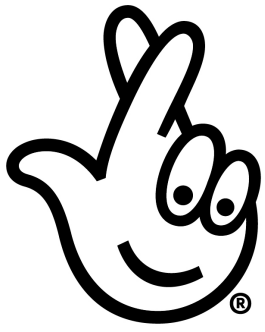
He explains that parks provide a vital opportunity for our residents to enjoy the outdoors. Green spaces are central to the council's vision of offering health and wellbeing to all.

The Strategy covers in detail the resources, aims and objectives in place for the next five years to manage our parks responsibly and effectively. It outlines that our parks will remain Attractive & Accessible to all, managed with a Commercial influence and Engaged with their users whilst considering the Environment and will continue to contribute to the wellbeing of our residents.

The Strategy will be monitored and reviewed, ensuring that objectives are met and that the document is replaced after the five year period.

**Are you planning to undertake a governance review to ensure you have the right expertise to deliver and then sustain your project beyond the period of your grant funding? (5,000 characters)**

The Strategy will be monitored and reviewed, ensuring that objectives are met and that the document is replaced after the five year period.



# Heritage Fund

## **Permission to Start Form Development phase**

Project title: Hertford Castle Grounds Transformation

Project reference number: NL-22-00027

Grant expiry date: 13/06/2025

Organisation: East Hertfordshire District Council



## **1. Approved Purposes**

1. Secure Scheduled Monument Consent, Flood risk activities permit (FRAP), and any other relevant consents for works to trees and structures.
2. Recruit Project Manager who will be responsible for overseeing the project, ensuring it is delivered on time and to budget.
3. Recruit Community Engagement Officer to liaise with stakeholders; run youth nature and geophysical events; and develop Activity and Interpretation Plans.
4. Update condition survey of the historic structures in the grounds.
5. Develop all documents for Round 2 submission including: the SAM conservation plan, garden plan, travel plan, activity plan and interpretation plan.
6. High visibility acknowledgement of the National Lottery Heritage Fund on site, online and in all activities as well as using your project to acknowledge and thank National Lottery Players.
7. Take proactive measures to be inclusive, remove barriers to access and reach new and diverse audiences through the delivery of this project.
8. Undertake a feasibility study to determine the most appropriate style of fish pass for the Hertford Castle weir.
9. Develop more detailed designs for the cantilever walkway, bridge, play area and Ashely Webb Shelter.
10. Deliver youth nature events through the summer/autumn alongside BioBlitz and other events for schools or wider public.
11. Undertake Geophysical surveying and associated public event.
12. Undertake consultation with stakeholders (Environment Agency, Middle Lea Catchment Partnership, Wildlife Trust etc ) and the wider public to inform delivery phase proposals.

## 2. Agreed Costs

### Your project costs

<b>Cost heading</b>	<b>Agreed costs (£)</b>	<b>Agreed VAT (£)</b>	<b>Agreed total costs (£)</b>
New staff	66,600.00	0.00	66,600.00
Professional fees	213,650.00	0.00	213,650.00
Opening-up works / Surveys	15,250.00	0.00	15,250.00
Capacity Building Activity	4,400.00	0.00	4,400.00
Recruitment	3,000.00	0.00	3,000.00
Other costs (development phase)	1,000.00	0.00	1,000.00
Full Cost Recovery	10,000.00	0.00	10,000.00
Contingency	62,780.00	0.00	62,780.00
<b>Total (£)</b>	<b>376,680.00</b>	<b>0.00</b>	<b>376,680.00</b>

Total VAT allocation: £0.00

Total contingency allocation: £62,780.00

Payment percentage: 90.8744823 %

### **3. Cost breakdown and cashflow with an indication of when you will be seeking grant payments**

Document emailed to Investment Manager

# Cash and non-cash contributions

## 4. Cash contributions

### Cash contributions summary

Description of funding	Amount expected (£)
reserve funds and existing staff budget	34,374.00

## **5. Evidence of secured cash contributions**

I have emailed evidence of secured cash contributions to my Investment Manager

## **6. Evidence of fundraising plan**

This is not applicable to my project

## 7. Non-cash contributions

### Non-cash contributions summary

Description of funding	Amount expected (£)
HERC staff time	2,500.00
stakeholder meetings, training attendance, events	4,160.00

## **Timetable or programme**

### **8. Proposed timetable or work programme with milestones including dates for getting grant payments and giving project updates**

Document emailed to Investment Manager

## **Project management and procurement**

### **9. Project management structure, including methods for choosing consultants, contracts and suppliers**

Document emailed to Investment Manager

## **Evidence of ownership**

### **10. Evidence of who owns any property that forms part of the project and information on restrictions or other claims on it**

I have emailed evidence of ownership to my Investment Manager

## **Statutory permission**

No new statutory permissions or licenses



## Declaration

By completing this Declaration, you are confirming that your organisation accepts these terms and any Additional Conditions that are set out in Appendix 2 of your Grant Notification Letter or grant contract. All joint grantees must confirm that they accept the standard terms of grant by adding a contact name and signing at the end of the declaration. Project partners are not required to sign the declaration unless they are also joint grantees.

We are committed to being as open as possible. This includes being clear about how we will use your application form and other documents you give us. As a public organisation we have to follow all data protection laws and regulations, to include the UK General Data Protection Regulations and the Data Protection Act 2018 (the 'Data Protection legislation'). As defined by the Data Protection legislation the Trustees of the National Heritage Memorial Fund (who administer the National Lottery Heritage Fund) is a data controller.

When you completed the Declaration at the end of the application form, you confirmed that you understood our legal responsibilities under data protection legislation and the Freedom of Information Act 2000 and had no objection to us releasing the 'The Heritage', 'Your Project' and 'Project Outcomes' sections of the application form to anyone who asked to see them. If there was any information in these sections of the form that you did not want made publicly available, you had an opportunity to explain your reasons.

We will take these into account when we respond to any request for access to those sections. We may also be asked to release other information that you provided to us plus information included in monitoring documentation you submit. We will respond to these requests after taking account of your rights and expectations under Data Protection legislation. In those cases, we will always consult you first. We will not be responsible for any loss or damage you suffer as a result of our meeting these responsibilities.

When you completed the Declaration you also agreed that we would use your application form and the other information you gave us, including any personal information covered by Data Protection legislation, for the following purposes:

- To decide whether to give you a grant,
- To provide copies to other individuals or organisations who are helping us to assess, monitor and evaluate your grant,
- To share information with organisations and individuals working with us with a legitimate interest in Lottery applications and grants or specific funding programmes,
- To hold in a database and use for statistical purposes,
- To publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications, and in the publications or websites of relevant Government departments and any partner organisations who have funded the activity with us,
- To support our work to demonstrate the value of heritage by contributing (when asked) to publicity activities during the period we provide funding for and participating in activities to share learning, for which we may put other grantees in contact with you.

We may use your photographs in publicity material. If your photographs include people, you must gain their permission (or that of parents or guardians for children under 16) before you submit them to us. You agree to ensure that you have the written consent of the copyright owner of the images you send to us so that we may use any of them to represent the project.

I confirm that:

- the organisation named on this application has given me the authority to complete this application on its behalf.
- the activity in the application falls within the purposes and legal powers of the organisation.
- the organisation has the power to accept and pay back the grant.
- we will keep to the standard terms of grant, and any further terms or conditions as set out in the grant notification letter, or in any contract prepared specifically for the project.
- as far as I know, the information I have supplied is true and correct and that anything I supply in future will be true and correct.

I agree with the above statements.

# Signatories

## Person completing the form signature

Full name: Sarah Roberts

Position: .....

Organisation: East Hertfordshire District Council

Signature: .....

Date: .....

## Authorised signatories sign

Names and signatures of 2 people who are authorised to sign documents for your organisation

### Signatory One for your organisation

Full name: Nick Phipps

Signature: .....

Date: .....

### Signatory Two for your organisation

Full name: Ian Sharratt

Signature: .....

Date: .....

## Project Partner

Project partner organisation's name:

.....

Name of person signing on behalf of project partner:

Nick Kirby

Position of person signing on behalf of project partner:

.....

Signature: .....

Date: .....

## **National Heritage Memorial Fund sign**

**This section is for National Lottery Heritage Fund use only**

We have reviewed your request and give our permission for you to start the project

Signed for NHMF: .....

Date: .....



13th June 2023

Our Ref: NL-22-00027

Ian Sharratt  
Leisure and Parks Development Manager  
East Hertfordshire District Council  
Wallfields,  
Pegs Lane,  
Hertford,  
SG13 8EQ.

Nick Kirby  
Civic Administration Manager  
Hertford Town Council  
The Castle,  
Hertford,  
SG14 1HR

Dear Ian and Nick,

## **Hertford Castle Grounds Transformation**

Congratulations! We're happy to tell you that your *Application* has been assessed, and I am pleased to confirm that we will offer you a Development Grant of up to £342,306. This is 89% of the total approved Development work cost of £383,340 towards the Development Phase of the above *Project* which is set out in the *Approved Purposes* below.

Although the *Application* was submitted in the name of East Hertfordshire District Council we have awarded the *Grant* to you jointly. Hertford Town Council need to confirm by signing the *Permission to Start Form* that they have received the *Application* and all supporting documents and agree to be bound by the *Grant Contract* as if they had been named as an original applicant.

The percentage above is your *Grant Percentage*. As your Approved Project Costs include non-cash contributions and/or volunteer time, we have also calculated the percentage of cash that we will be contributing towards the *Project*. We describe this as the *Payment Percentage* and for your *Project* this will be 90.87%. More information on this can be found within the [Receiving a Grant guidance](#).

## Your Development Grant Contract details

Your Grant Contract is made up of:

1. *Grant Notification Letter*,
2. *Standard Terms of Grant*,
3. *Any Additional Grant Conditions*,
4. *Signed Permission to Start Form*.

Project Reference Number: NL-22-00027

Grant Amount Awarded: £342,306.

Grant to be paid to:

East Hertfordshire District Council of:

East Hertfordshire District Council, Wallfields, Pegs Lane  
HERTFORD  
SG13 8EQ

## Your Project

### What your project will do

*Approved Purposes* summarise your *Project* described in your *Application*. We will monitor your progress against the following *Approved Purposes* which we agreed to support:

### Approved Purposes

- Secure Scheduled Monument Consent, Flood risk activities permit (FRAP), and any other relevant consents for works to trees and structures.
- Recruit Project Manager who will be responsible for overseeing the project, ensuring it is delivered on time and to budget.
- Recruit Community Engagement Officer to liaise with stakeholders; run youth nature and geophysical events; and develop Activity and Interpretation Plans.
- Update condition survey of the historic structures in the grounds.
- Develop all documents for Round 2 submission including: the SAM conservation plan, garden plan, travel plan, activity plan and interpretation plan.
- High visibility acknowledgement of the National Lottery Heritage Fund on site, online and in all activities as well as using your project to acknowledge and thank National Lottery Players.

- Take proactive measures to be inclusive, remove barriers to access and reach new and diverse audiences through the delivery of this project.
- Undertake a feasibility study to determine the most appropriate style of fish pass for the Hertford Castle weir.
- Develop more detailed designs for the cantilever walkway, bridge, play area and Ashely Webb Shelter.
- Deliver youth nature events through the summer/autumn alongside BioBlitz and other events for schools or wider public.
- Undertake Geophysical surveying and associated public event.
- Undertake consultation with stakeholders (Environment Agency, Middle Lea Catchment Partnership, Wildlife Trust etc ) and the wider public to inform delivery phase proposals.

### **What the money is for**

The attached Appendix 1 sets out the Approved Project Costs to which the National Lottery Heritage Fund has agreed to contribute, along with any partnership funding.

If you spend less on your *Project* than the Approved Project Costs, we will reduce the final *Grant* payment. The amount will be in proportion to our *Grant* contribution.

### **When we pay the Grant**

We will pay you the *Grant* subject to you complying with:

- the *Standard Terms of Grant* set out in Appendix 2,
- the *Additional Grant Conditions* set out below, if applicable,
- the conditions and requirements set out in the document entitled *Receiving a Grant*.

### **Additional Grant Conditions**

In addition to our *Standard Terms of Grant* you must observe the following *Additional Grant Conditions* in respect of the *Development Phase* of your *Project*. *None*

### **What your organisation must do**

- agree to follow a whistleblowing process to report if the dignity, safety, security and well-being of end-users is not met,
- behave ethically by following the [7 principles of public life](#) and make sustainable choices to reduce your Projects impact on the environment,
- follow the [government Code of Conduct](#) that sets out standards of behaviour for people or organisations that receive government grants,



- agree to send us digital images of the Project, with the agreed relevant permissions,
- take all steps and sign and date any documents as may be necessary to carry out your obligations under these terms and conditions and Standard Terms of Grant and to give us the rights granted to us under them.

### **Subsidy Control**

We need to be satisfied that you have considered whether our funding is a subsidy – and ask for copies of advice you have taken.

### **Grant Expiry Date**

You must complete the *Approved Purposes* of your *Development Phase* and submit your *Completion Report and Final Payment Request* form and *Evaluation Report* by **13/06/2025**.

### **Term of the Grant Contract**

The *Development Grant Contract* will last for two years from the date of this letter.

The following documents define the *Project* for which the *Grant* is offered:

1. This letter,
2. Your *Application* dated 23rd February 2023,
3. Documents submitted by you in support of your *Application* including all correspondence we have sent you and all correspondence we have received from you.

### **Withdrawal of the Grant**

We may withdraw the *Grant* if:

- You have already started work on the *Development Phase* of your *Project* before we have given you our permission to do so,
- You do not start work on your *Project* within six months of the date of this letter,
- Your *Project* does not pass the *Development Phase Review*. If your *Project* is rejected at this point we will withdraw the remainder of the *Development Grant*,
- If the Grant Expiry Date has passed or the *Development Phase* exceeds the two years, and we do not consider that a convincing case has been made for an extension.

## **How we will work with you during your Development Phase**

### **What does a Development Grant mean?**

A *Development Grant* means that we believe that your *Project* has potential to deliver high-quality *Outcomes* and value for Lottery players' money.

Your *Application* will have been in competition with other supportable projects, so a *Development Grant* is recognition that we value your proposals and want to have the opportunity to assess them in detail in your *Delivery Phase Application*.

A *Development Grant* does not guarantee that you will receive a *Delivery Grant*. We receive more requests for *Delivery Grants* than we can support and will only be able to fund the strongest high-quality bids, so your *Delivery Phase Application* will still be in competition for funding. The total costs of your *Project* may change during your *Development Phase*, but if there is any significant increase in your grant request in the *Delivery Phase Application* this may have an impact on our judgement of the value for money your *Project* offers.

### **Your Project's Development Phase**

You will need to develop your *Project* in line with the proposals set out in your *Application* and the key points to be addressed during the *Development Phase* set out below. We will contact you shortly to arrange a start-up discussion for your *Development Phase*, where we will agree a timetable for progress reporting, grant payment requests and the likely submission of your *Delivery Phase Application*. More information on this can be found within the *Receiving a Grant* guidance.

### **Develop your Delivery Phase Application**

**The deadline for us receiving your *Delivery Phase Application* is 13/06/2025.**

If we have not received your full *Delivery Phase Application* by then, your *Development Phase* will have lapsed and you will need to start a new *Development Phase Application* if you wish us to consider your *Project* again.

### **Development Phase Review**

The key points that need to be addressed in the working up of a *Delivery Phase Application* are:

Taking advice from the relevant authorities and expert stakeholders to ensure all proposed interventions to the river are appropriate, and such other requirements as may be notified to you during the *Development Phase*.

During the *Development Phase* we will ask you to report on progress against these and on how you are doing in preparing the documents that you need for your *Delivery Phase Application*. This will help us to understand how well your plans are advancing and alert us to any issues affecting the timing of your *Delivery Phase Application* submission.

We will undertake a formal review of your progress when you have developed outline costs, which is known as a *Development Phase Review*. This will usually be when your outline proposals are ready and the timing of the review will be discussed at your start-up meeting.

Following this review, we will normally ask you to continue developing your *Project* for the *Delivery Phase Application*. If we raise serious concerns about the viability of your *Project*, if it has changed significantly in terms of the *Outcomes* and *Approved Purposes*, or if your costs and grant request have increased significantly and we consider they no longer represent value for money, we may fail your *Development Phase Review*. If you fail your *Development Phase Review* you will not be able to proceed with your *Project* or submit a *Delivery Phase Application*.

## What you need to do next

You should now read:

- [Receiving a Grant](#),
- Appendix 2: [Standard Terms of Grant](#).

You are required to:

1. obtain our *Permission to Start the Project*,
2. submit *Progress Reports* at intervals agreed at *Permission to Start*,
3. request your *Grant*,
4. provide a *Completion Report and Final Payment Request* form and an *Evaluation Report* when you have finished your *Project*,
5. procure goods, works and services in accordance with the [Receiving a Grant guidance](#).

### Obtaining Permission to Start your Project

We will only give you our *Permission to Start* when certain pre-conditions, defined in the [Receiving a Grant guidance](#), have been satisfied. You will need to complete and submit the *Permission to Start* within **six** months of the date of this letter. We will email you within five working days of this letter, when you can start completing it along with guidance on how to do it.

For us to pay your *Grant* by bank transfer (BACS), we need to see a copy of a recent bank statement (from within the last three months), or a cheque a paying-in slip for the relevant account, showing the bank's name and address. We will ask for this when you provide your bank details at the next stage. We will let you know when and how to do this.

We wish you every success with your *Project*. Please me if you have any queries after reading this letter.

Yours sincerely,



Simon Lewis  
Senior Investment Manager for England, Midlands & East

Cc Sarah Roberts Projects Officer – Land Management, Countryside & Rights of Way, Hertfordshire County Council

## Appendix 1: Approved Project Costs

### Development costs

Cost Heading	Description	Cost	Vat	Total
New staff	Project Manager and Engagement officer	£66,600	£0	£66,600
Professional fees	condition survey, production of plans, feasibility studies and outline designs	£213,650	£0	£213,650
Opening-up works / Surveys	topographical, archaeological, PEA, etc.	£15,250	£0	£15,250
Capacity Building Activity	staff and volunteer training	£4,400	£0	£4,400
Recruitment	recruitment for two roles	£3,000	£0	£3,000
Other costs (development phase)	events, visitor counters, FFTF membership	£1,000	£0	£1,000
Full Cost Recovery		£10,000	£0	£10,000
Contingency	20% of cash costs	£62,780	£0	£62,780
Non-cash contributions	data collation, geophys survey	£2,500	£0	£2,500
Volunteer time	stakeholder meetings, training attendance, events	£4,160	£0	£4,160
<b>Total Costs</b>		<b>£383,340</b>	<b>£0</b>	<b>£383,340</b>

### b) Development Phase income

#### Development income

Income Heading	Description	Secured	Total (£)
Local authority	reserve funds and existing staff budget	Yes	£34,374

Non cash contributions	HERC staff time	Yes	£2,500
Volunteer Time	stakeholder meetings, training attendance, events	No	£4,160
Grant			£342,306
Total Income			£383,340

### c) Delivery Phase costs

#### Capital costs

Cost Heading	Description	Cost	Vat	Total
Repair and conservation work	historic structure repair and protection and river improvement	£593,000	£0	£593,000
New building work	travel infrastructure, pavilion, play area	£1,050,000	£0	£1,050,000
Professional fees (capital)	quantity surveyor, ecological surveys, supervision of works	£90,000	£0	£90,000
Total Costs		£1,733,000	£0	£1,733,000

#### Activity costs

Cost Heading	Description	Cost	Vat	Total
New staff	Project Manager, Community Engagement Officer	£244,200	£0	£244,200
Training for volunteers	Friends group and event leaders	£12,000	£0	£12,000
Travel and expenses for volunteers	equipment maintenance and travel for training	£1,500	£0	£1,500
Event Costs	heritage, culture and wellbeing events	£62,900	£0	£62,900
Equipment and materials (activity)	interpretation, event equipment, volunteer activity materials	£33,400	£0	£33,400
Professional fees (activity)	research and design of interpretation	£20,750	£0	£20,750

Total Costs		£374,750	£0	£374,750

### Other costs

Cost Heading	Description	Cost	Vat	Total
Recruitment	recruitment for two roles	£3,000	£0	£3,000
Publicity and promotion	printed materials design, production and distribution	£19,000	£0	£19,000
Evaluation	surveys, assessment of feedback, report	£30,000	£0	£30,000
Full Cost Recovery		£30,000	£0	£30,000
Contingency	20% of cash costs	£437,950	£0	£437,950
Inflation	Delivery phase inflation set at 15%	£341,070	£0	£341,070
Increased management and maintenance costs (maximum five years)	3 years to support tree establishment	£7,500	£0	£7,500
Non-cash contributions	HERC staff time	£1,500	£0	£1,500
Volunteer time	stakeholder forum, garden maintenance, training attendance, event delivery, conservation tasks	£75,050	£0	£75,050
Total Costs		£945,070	£0	£945,070

### d) Delivery Phase income

#### Delivery income

Income Heading	Description	Secured	Total (£)
Local authority	reserve funds, existing staff budget, S106	Yes	£210,000

Other public sector	Environment Agency	No	£100,000
Private donations - corporate	sponsorship for heritage improvements	No	£10,000
Commercial/business	festival stall bookings	No	£30,000
Other Fundraising	Arts Council England	No	£30,000
Non cash contributions	HERC staff time	No	£1,500
Volunteer Time	stakeholder forum, garden maintenance, training attendance, event delivery, conservation tasks	No	£75,050
Grant			£2,596,270
Total Income			£3,052,820

## Appendix 2: Standard Terms of Grant

### National Lottery Grants for Heritage

Standard Terms for Development Grants of £250,000 to £5 million

#### Definitions we use:

'we', 'us', 'our' – the Trustees of the National Heritage Memorial Fund (who administer the National Lottery Heritage Fund).

'you', 'your' – the organisation(s) awarded the *Grant* as set out in the *Grant Notification Letter* and any organisation which agrees to be joint grantee and to comply with the *Grant Contract*.

**Additional Grant Conditions** – any additional grant conditions set out in the *Grant Notification Letter*.

**Application** – your completed *Application* form and any documents or information you send us to support your request for the *Development Phase* of the *Project*.

**Approved Purposes** – the *Approved Purposes* summarise the *Project* described in your *Application* which comprises the *Development Phase*.

**Approved Usage** – how you said you would use the product of the *Development Phase* to further the *Project* to the point of submission of your *Delivery Phase Application* (allowing for any changes that we may have agreed up to the release of any of the *Grant*).

**Completion Report** – the form you must submit with your final payment request once the *Project* is complete and no later than 3 months of completing the *Project*.

**Development Phase** – the *Approved Purposes* involved in progressing the *Project* to the point of submission of your *Delivery Phase Application*, including the production of designs, plans, and other documents.

**Development Phase Review** – formal review of the progress of the *Development Phase*.

**Delivery Phase** – the implementation of the capital and/or activity phase of the *Project*.

**Delivery Phase Application** – your application for grant funding for the *Delivery Phase* of the *Project*.

**Digital Outputs** – all material with heritage content created in or copied into a digital format by or for you in connection with the *Project*.



**Evaluation Report** – the report you must send us before we pay the last 10% of the *Grant* telling the story of the *Project*, its achievements and lessons learned.

**Grant** – the amount set out in the Grant Notification Letter for the *Development Phase*.

**Grant Contract** – made up of the

- *Grant Notification Letter*,
- *Standard Terms of Grant*,
- *Any Additional Grant Conditions*,
- *Signed Permission to Start Form*.

**Grant Expiry Date** – the date by which you must complete the *Approved Purposes* as set out in the *Grant Notification Letter*.

**Grant Notification Letter** – our letter confirming our *Grant* to you for the *Development Phase*.

**Other guidance** – all other guidance relevant to the *Project* on our website including:

- [Activity plan](#) or [Area action plan](#)
- [Conservation Plan Guidance](#)
- [Evaluation Guidance](#)
- [Good Practice Guidance](#)
- Management and Maintenance Plan Guidance
- [Procurement Guidance](#)
- [Understanding your Heritage](#)
- [Viability and Development Appraisal Guidance](#)

**Outcomes** – we describe the difference we want to make with our funding through a set of nine Outcomes. Outcomes are changes, impacts or benefits that happen as a direct result of the *Project*. All of the projects we fund will achieve one or more of these Outcomes.

**Permission to Start Form** – the form you submit to us requesting permission to start the *Project*.

**Permission to Start** – our written confirmation that you may start the *Project*.

**Programme Application Guidance** – the document setting out the scope of the programme and how to apply.

**Project** – the purposes we have approved as set out in the *Application* (taking account of any changes we and you have agreed in writing up to the date of our decision to award you the *Grant* and any changes that we tell you about in the *Grant Notification Letter*). These purposes are sometimes described as *Approved Purposes* and include you getting and using partnership funding as set out in the *Application* and how you said you would use the *Property* (if any).

**Project Completion Date** – the date of the letter we send you letting you know that the *Project* is recorded as complete.

**Property** – any property that you buy, create, receive or restore, or property that is otherwise funded by the *Grant* including *Digital Outputs*, intellectual property rights and any documents that you produce or order as part of the *Project*.

**Receiving a Grant** – the guidance we publish to explain how we will pay the *Grant*, monitor the *Project* and agree changes to the *Grant*.

**Standard Terms of Grant** – the standard terms set out herein.

**Term of the Grant Contract** – means the duration of the *Grant Contract* set out in the *Grant Notification Letter*.

### **Achieving the Approved Purposes**

1. You must use the *Grant* only for the *Approved Purposes*, unless you get our approval beforehand.
2. You must not start work to achieve the *Approved Purposes* before *Permission to Start*.
3. You must achieve the *Approved Purposes* and make your final *Grant* drawdown by the *Grant Expiry Date*.
4. You must use the product of the *Development Phase* only for the *Approved Usage* during the *Term of Grant Contract*.
5. As well as these *Standard Terms of Grant*, you must follow the *Additional Grant Conditions* (if any) set out in the *Grant Notification Letter*, address any issues we identify in the course of monitoring, and meet the requirements set out in the *Programme Application Guidance*, *Receiving a Grant*, the guidance we have about acknowledging your grant on our website, and any other guidance published on our website which is relevant to the *Project*.
6. You must carry out the *Approved Purposes* in line with current best practice in your area of heritage and to a standard that is appropriate to a project of importance to the national heritage. You must have appropriate policies and procedures in place and act in accordance with them at all times to help you comply with any relevant law government requirement and best practice including but not limited to data protection, freedom of information, equal opportunities, employment law, harassment and bullying and safeguarding vulnerable people.
7. You acknowledge that the *Grant* comes from public funds. You must continue throughout the *Approved Purposes* to ensure the *Grant* is compatible with subsidy control law meaning:
  - a. the law embodied in Chapter 3 (Subsidies) of Title XI of the new Trade and Cooperation Agreement agreed with the EU on 30 December 2020;  
or
  - b. any domestic law which replaces such subsidy law or the World Trade Organisation Agreement on Subsidies & Countervailing Measures, the Northern Ireland Protocol and any other World Trade Organisation or Free Trade Agreement that applies to your project.
8. You must maintain appropriate records of compliance with subsidy laws and must take all reasonable steps to assist us to comply with any requirements and respond to any subsidy control challenge or investigation(s) instigated by

the European Commission (or its domestic successor) into the *Grant* or any equivalent regulatory body as the case may be.

9. In the event that the *Grant* is deemed to be unapprovable subsidy, this constitutes a breach of our *Standard Terms of Grant* and you will be required to repay the entire *Grant* without delay together with compound interest from the date on which the unlawful subsidy was at your disposal until the date of its recovery.

### **Project monitoring**

10. You must give us any progress reports, financial or other information and records we may need from time to time on the *Grant*, the *Property* (if any), the *Approved Purposes* (and achieving them) and the *Approved Usage*.
11. You must allow us (or anyone we authorise) to have any access we may need to:
  - a. inspect the *Property* and any work to it;
  - b. monitor the conduct and progress of the *Approved Purposes*; and
  - c. monitor the *Approved Usage*.

In these cases we will give you notice. You will report on the progress of the *Project* at times agreed with us.

12. We may ask you to provide proof that you have taken action to reduce the risk of fraud. We may ask you to let us examine your accounting processes and procedures to check the effectiveness of anti-fraud measures.
13. We will monitor the progress of the *Project* and will carry out checks during, at and after the end of the *Project* to confirm that it is delivering the outcomes expected. If we (or anyone we authorise) make any recommendations on the matters set out in paragraph 11, you must take those recommendations into account when meeting your obligations to us.
14. You must take appropriate steps to monitor your own success in achieving the *Approved Purposes* and in using the product of the *Development Phase* for the *Approved Usage*. On completing the *Project*, you must submit your *Evaluation Report* before we will release the final *Grant* payment.
15. You must provide us with the web address or addresses (URL/s) of the site or sites that will host your *Digital Outputs* for the specified length of time, and update these if materials are relocated. For projects where materials are located across a range of sites, the URL of an online index page is required.

### **Procurement**

16. Before you start any phase of the work needed to achieve the *Approved Purposes*, you must put in place all necessary contracts with appropriately qualified contractors and professional advisers to allow you to finish that phase of the work. Building contracts must contain a clause which allows you to retain part of the contractors' fees on practical completion of the works. If you want any contracts to be on different terms, you must get our approval beforehand.

17. If the *Approved Purposes* involve buying goods or services or getting work done, you must carry out a tendering exercise in line with the requirements set out in the *Receiving a Grant* and Procurement Guidance available on our website.

### **Property**

18. You must keep any objects or fixtures that form part of the *Property* in a physically secure and appropriate environment.
19. You must tell us, in writing, within five working days about any significant loss or damage to the *Property*.
20. You must arrange for the general public to have appropriate access to the *Property*. You must make sure that no person is unreasonably denied access to the *Property*.

### **Publicity and acknowledgement**

21. All grant recipients must acknowledge our support publicly and make it clear the funding has been made possible thanks to National Lottery players. Your acknowledgement must be prominent, visible and proportionate to the size of grant.

Acknowledgement includes, but is not limited to, displaying our 'Made possible' stamp or logo prominently in your project, and using the message 'Thanks to National Lottery players'.

All grant recipients must acknowledge our support publicly for the duration of the grant contract. Where permanent or long-lasting spaces, places or items (in-person or virtual) have been created, permanent acknowledgement should be used.

We also ask recipients with publicly accessible space to provide special access and/or offers for National Lottery players as part of National Lottery Open Week.

Full details on how to acknowledge your funding, and use of The National Lottery Heritage Fund branding within your project and across your communications are available on [our website](#).

To support our work to promote National Lottery funding and demonstrate the value of heritage, we may ask you to contribute to publicity activities and share learning from your project.

We expect you to let us know about milestones and other newsworthy aspects of your projects, so that we can consider opportunities for joint publicity.

Our communications team may also request your involvement in UK national, country and/or regional PR. This will require you to provide photographic/film assets and a spokesperson for quotes and interviews.

We expect you to amplify any stories in the media via your website, social media and other relevant platforms and networks.

22. Photographs and film footage really help us maximise the reach and impact of our funding through the media. Please share with us any high-quality imagery you produce in your project. If your imagery includes people, you

must gain their permission (or that of parents or guardians for children under 16) before you submit them to us. You agree to ensure that you have the written consent of the copyright owner of any assets you send to us so that we may use any of them to represent the project across our own digital channels and in the media. It is a condition of grant that all digital outputs produced with grant funding, including photographs, are shared under our default open licence (Creative Commons Attribution 4.0 or CC-BY 4.0), except where an agreement has been put in place. You can find out more about our licensing requirement on our website: [Digital guide: working with open licences | The National Lottery Heritage Fund](#)

## Digital outputs

23. You agree to:

- a. grant us a non-exclusive, royalty free licence to use, copy, keep and disseminate the Digital Outputs as we see fit and to grant sub-licences of the same kind for the *Term of the Grant Contract*;
- b. apply a [Creative Commons Attribution 4.0 International](#) (CC BY 4.0) *Open Licence* or equivalent, to all grant funded *Digital Outputs*, with the exception of code and metadata, and not including public domain assets or non-original digital reproductions of public domain assets (see below).
- c. clearly identify and apply Creative Commons 0 1.0 Universal ([CC0 1.0](#)) Public Domain Dedication, or equivalent to:
  - i) code and metadata created in the course of the project; and
  - ii) Public domain assets or non-original digital reproductions of public domain assets
- d. obtain and maintain in force all authorisations of any kind required for you to apply the relevant Open Licence or Public Domain Dedication (CC BY 4.0 or CC0 1.0).
- e. contract to the effect that any creation by you or on your behalf of material which forms *Digital Outputs* is undertaken on terms that either the copyright in the digital material is assigned to you or that the copyright owner agrees that material may be shared under a CC BY 4.0 *Open Licence* or equivalent.;
- f. ensure that the *Digital Outputs* are kept up-to-date, function as intended and do not become obsolete before the twentieth anniversary of the *Project Completion Date*
- g. comply with these *Standard Terms of Grant* in relation to the digital files that make up the *Digital Outputs* for the Term of the Grant Contract. For the avoidance of doubt, this includes ensuring free and unfettered online access to the *Digital Outputs*. You must not release your project's Digital Outputs on other terms without our prior written consent.

## Grant payment and repayment

24. We will, up to the *Grant Expiry Date*, pay you the *Grant* or any instalment of it in line with these *Standard Terms of Grant* and the procedures explained in *Receiving a Grant* as long as:
  - a. the National Lottery continues to operate under the National Lottery etc. Act 1993 (as amended from time to time), and enough funds are made available to us under the Act; and
  - b. we are satisfied that you are achieving (and will continue to achieve) or have achieved the *Approved Purposes* in line with these *Standard Terms of Grant* and that you are spending the *Grant* in proportion to any other funds you receive from other sources for the *Approved Purposes*.
25. You acknowledge that the *Grant* is the total amount of funds we will provide and will not be increased as the result of you overspending or for any other reason.
26. You must repay to us immediately any *Grant* that we have paid you (and we will stop any future instalments of the *Grant*) if:
  - a. you no longer operate, or you are declared bankrupt or placed into administration, receivership or liquidation;
  - b. you have, in our opinion, given us fraudulent, incorrect or misleading information;
  - c. you have acted negligently in any significant matter or fraudulently in connection with the *Approved Purposes* or the *Approved Usage*;
  - d. any competent authority directs the repayment of the *Grant*;
  - e. there is a significant change in your status;
  - f. you knowingly withhold information that is relevant to the content of your *Application*;
  - g. you do or fail to do anything that brings us or the National Lottery into disrepute, or which we consider for any reason puts public funds at risk, or we terminate or suspend any other grant we have given you;
  - h. you fail to make good progress with the *Project* or are unlikely in our view to complete the *Project* or achieve the *Outcomes* agreed with us;
  - i. you fail the *Development Phase Review*; or
  - j. you fail to keep to any of these *Standard Terms of Grant*.
27. If you achieve the *Approved Purposes* without spending the full amount of the *Grant*, you must pay back the part of the *Grant* you have not spent. We will treat you as spending the *Grant* in proportion to other funds you were due to receive from other sources for the *Approved Purposes*.

28. If you receive money in some way as a result of you not following these *Standard Terms of Grant*, you may have to pay us immediately a share of the net proceeds if that share is more than the amount we would otherwise be entitled to under paragraph 27.

### **General terms**

29. You may not, and must not claim to, transfer the *Grant* or any rights under these *Standard Terms of Grant*.
30. You must take all steps and sign and date any documents as may be necessary to carry out your obligations under these *Standard Terms of Grant* and to give us the rights granted to us under them.
31. If there is more than one of you, any liability under these *Standard Terms of Grant* will apply to you all together and separately.
32. We may rely on any of our rights under these *Standard Terms of Grant* at any time, even if we do not always choose to do so immediately. If we decide not to rely on one right, we may still rely on any of our other rights under these *Standard Terms of Grant*.
33. If you need our approval for anything, you must write to us to ask for it. You may only rely on any approval needed under these *Standard Terms of Grant* if we (or anyone we authorise) give it to you in writing.
34. Any notice, request or other document we or you send to each other under these *Standard Terms of Grant* shall be in writing and shall be deemed to have been given if personally delivered by hand or post (first class postage pre-paid) to the address for service of the relevant party. If hand delivered all such communications shall be deemed to have been given when received (except that if received on a non-working day or after 5 pm on any working day they shall be deemed received on the next working day) and if posted all such communications shall be deemed to have been given and received on the second working day following such posting. Or, delivered by email to one or more email addresses as notified in advance by the relevant party to the other party.
35. Any documents you need to send us under these *Standard Terms of Grant* are for our own purposes only. If we approve or accept any documents, this does not mean that we have approved or accepted them for any other purpose.
36. The *Term of the Grant Contract* will last for the period set out in the *Grant Notification Letter*.
37. These *Standard Terms of Grant* cannot be enforced by anybody other than you or us.
38. Our staff, Trustees and advisers cannot give you professional advice and cannot be held responsible for any action you take, any action you fail to take, or for your debts or liabilities. Even though we may give you funding you are still fully responsible for every part of your Project, your business and

the decisions about it. We will not be responsible to anyone else who may take, or threaten to take proceedings against you.

39. You must tell us in writing as soon as possible if any legal claims are made or threatened against you and/or would adversely affect the Project during the period of the Grant (including any claims made against members of your governing body or staff concerning the organisation).
40. You must tell us in writing as soon as possible of any investigation concerning your organisation, trustees, directors, employees or volunteers carried out by the Police, Charity Commission, H M Revenue & Customs or any other regulatory body.
41. We reserve the right to introduce new requirements, guidance and/or Additional Conditions and to amend these Standard Terms.