



**MEETING** : EXECUTIVE  
**VENUE** : COUNCIL CHAMBER, WALLFIELDS, HERTFORD  
**DATE** : TUESDAY 13 FEBRUARY 2024  
**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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- 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;
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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. Declarations of Interest

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

### 4. Minutes - 21 December 2023 (Pages 6 - 24)

To approve as a correct record the Minutes of the extraordinary meeting held on 21 December 2023.

### 5. Budget 2024/25 and Medium Term Financial Plan (Pages 25 - 91)

### 6. Capital Strategy, Minimum Revenue Provision Policy and Treasury Management Strategy 2024/25 (Pages 92 - 133)

### 7. Harlow and Gilston Garden Town: Infrastructure Delivery Plan Review (Pages 134 - 216)

### 8. Harlow and Gilston Garden Town: Strategic Economic Framework (Pages 217 - 291)

### 9. Thriving Together 2023 - 2027 - a new health and wellbeing plan for East Herts (Pages 292 - 354)

10. Revised East Herts Council Safeguarding Policy and Procedure (Pages 355 - 401)
11. East Herts Air Quality Action Plan (Pages 402 - 587)
12. Stanstead Abbotts Car Park Charges (Pages 588 - 598)
13. 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.

# Agenda Item 4

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MINUTES OF A MEETING OF THE  
EXECUTIVE HELD IN THE COUNCIL  
CHAMBER, WALLFIELDS, HERTFORD ON  
THURSDAY 21 DECEMBER 2023, AT 5.00  
PM

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

ALSO PRESENT:

Councillors Y Estop, D Jacobs, G McAndrew  
and J Thomas.

OFFICERS IN ATTENDANCE:

James Ellis	- Head of Legal and Democratic Services and Monitoring Officer
Steven Linnett	- Head of Strategic Finance and Property
Katie Mogan	- Democratic Services Manager
Helen Standen	- Deputy Chief Executive

267 APOLOGIES

There were no apologies for absence.

268 LEADER'S ANNOUNCEMENTS

The Leader welcomed everyone to the meeting and reminded them to use the microphones to be heard on the webcast.

269 MINUTES - 28 NOVEMBER 2023

Councillor Goldspink proposed, and Councillor Wilson seconded a motion that the Minutes of the meeting held on 28 November 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 28 November 2023 be approved as a correct record and signed by the Leader.

270 DECLARATIONS OF INTEREST

There were no declarations of interest.

271 BUDGET 2024/25 AND MEDIUM TERM FINANCIAL PLAN 2024 - 2034

The Executive Member for Financial Sustainability presented the Budget 2024/25 and the Medium Term Financial Plan 2024-2034. He said that this was the first budget of the new joint administration and that the paper set out the current financial position of the council. He said that this was not the final budget but

an important step to help shape the final version.

The Executive Member for Financial Sustainability said that the Medium Term Financial Plan in March 2023 stated that significant changes needed to be made over the next four years and the council was not in a good position to absorb external shocks as recent years had seen high inflation, government support reducing and any Council Tax increases capped at 2.99%. He explained that one of the biggest issues was the council's level of debt as the last five years had seen significant capital spending by the previous administration, with the four big projects in the district costing over £90 million, which was more than the council could finance without substantial borrowing.

The Executive Member for Financial Sustainability said the proposed capital programme was provided at Appendix B which sought to change spending at the Old River Lane site, which would be paused until borrowing was down to sustainable level. He warned that was not likely to happen in the next four years unless government policy changed significantly, and that . another proposal was the selling of non-essential assets.

The Executive Member for Financial Sustainability said that further savings needed to be achieved in the budget for 2024/25 and the Leadership Team were working on implementing savings proposals and a further £996,000 of savings had been incorporated. He said that the latest estimate of additional savings needed was just £183,000 and he was confident that this would be identified. He said that 2025/26 was

going to be a challenging year with £3.37 million of savings needing to be made which represented 15% of the council's current expenditure.

The Executive Member for Financial Sustainability concluded by saying that the council's single largest source of revenue was Council Tax which was restricted to 2.99% increase without a referendum. He said that this restriction impacted the revenue budget and a Council Tax increase of 2.99% was absolutely necessary and likely to be normal for all district councils in England.

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

Councillor Wilson thanked the Executive Member and the Head of Strategic Finance and Property for their hard work on preparing the budget. He said that he spoke for all of the Executive in saying that they would welcome any saving suggestions from any Members. He said he agreed that it was very unfortunate that the council had the level of debt it did and said that his group had pointed out over the last four years that undertaking four capital projects at once would affect the council's finances.

Councillor Goldspink said she agreed with Councillor Wilson and regretted the situation the council found itself in. She understood the logic behind the proposals and said the joint administration would be responsible and act as necessary. She said that it was unfortunate for residents of Bishop's Stortford that the Old River

Lane project and the provision of an arts centre was being delayed into the future.

Councillor Daar asked if Councillor Brittain could explain why more money was being given to the Hertford Theatre project.

Councillor Brittain said that there would be an extraordinary meeting in the new year to discuss the Hertford Theatre project but said that the budget had to make an assumption that there would be extra spending on the theatre. He said that it made financial sense as significant amounts of money had already been spent on it and the return on the investment was the best way to use the extra borrowing. He said if the council did not fund it, then the council would end up with an investment that gave no return and therefore would put into question the viability of the council.

Councillor Dumont said the joint administration were having to make difficult decisions to ensure the budget was balanced and would work hard with officers in the future to ensure it was balanced in future years. He said it was important for residents to realise what has led to this position. He said that central government had reduced funding over the last 10 years and the administration had inherited a large capital programme. He said that when money was borrowed to invest, interest rates were low and now they were at a 'normal' level, it was worrying that it was seen to be a shock. He said that the Executive would take the tough decisions because that was what residents expected of them and he said that residents may disagree with the decisions taken but they must understand the reasons

why.

Councillor Crystall said that the joint administration would make difficult decisions to protect services for the vulnerable and to ensure that residents still got the services they needed. He said that 4 in 10 county councils were facing questions about meeting their budget gaps and that the Local Government Association had said that 1 in 5 councils were seriously considering issuing Section 114 notices in the next two years. He said the current administration had been left in a difficult situation.

Councillor McAndrew said that all councils were facing financial pressures and that over the next two years, councils had been given an extra £4 billion to run services. He referred to inflation coming down faster than expected this month and asked how that would impact on finances moving forward.

Councillor Brittain said that inflation had been factored into next year's budget at a certain level. If inflation was then less than that assumption, the affect would not be as severe and the budget would become more prudent. He said that the real challenges would come in 2025/26 and that the more the council could put into reserves over the next 12 months, the better position it would be in for 2025/26.

Councillor McAndrew referred to car parking in the district. He asked what the income revenue was.

Councillor Brittain said that assumptions had been

made in the budget about car parking based on the previously agreed CPI increase of 6.7%. He said there was a separate exercise being undertaken into car parking charges to try and find a better balance in the way the fees and charges worked.

Councillor McAndrew referred to a line in the budget stating a £175,000 investment in building maintenance for the hall in Bishop's Stortford.

Councillor Brittain said that the line was there to invest into the building to make improvements.

Councillor McAndrew asked what the improvements were.

The Head of Strategic Finance and Property said that the Bishop's Stortford Civic Federation asked surveyors to look at the building and had identified £170,000 of maintenance costs so it had been built into the budget.

Councillor McAndrew asked why money had been allocated to the hall that was functional and not towards the Ward Freman pool in Buntingford which had been closed.

Councillor Hopewell responded and said that the minimum estimated cost of the works to make the pool safe was £543,000. She said that the pool also ran at a loss of £10,000 a month and reminded Members that any new capital spend had to be able to pay for itself.

Councillor McAndrew asked if the report on the

swimming pool could be released to the public.

Councillor Hopewell said she would ask that the report was uploaded to the council's website.

Councillor McAndrew said the report was not independent.

Councillor Hopewell said that the report gave an opinion on what was required to obtain basic functionality. She said draining the pool came with additional risks which could require further work and funding that the council did not have. She repeated that £543,000 was the minimum spend to make the pool compliant.

Councillor McAndrew asked why the last two annual leisure reports made no mention of the challenges at the Ward Freman pool.

Councillor Hopewell responded and said that there was a plan to complete the works in 2020 including a new filtration system. She said the swimming pool had previously been taken out of the budget and so no money was set aside, which the Conservative group had voted for.

Councillor Hoskin added that the joint administration were keen to not make the same mistake again. He said that they needed to spend money to maintain a functional facility in Bishop's Stortford which did not happen previously with the swimming pool.

Councillor Goldspink said that it was prudent and wise

to set aside funds for building maintenance.

Councillor Daar said that it was quite clear from the information presented to the Executive that the previous administration chose to spend money on capital projects so there was no money left for swimming pools.

Councillor Dumont thanked other Members for attending the meeting to ask questions. He felt that the use of the £170,000 was the wrong question to be asking.

Councillor Estop said she understood the challenges faced by the Executive but asked about Old River Lane. She asked if East Herts still retained the freehold of the land. She also asked about the arts centre and if it still meant what was defined in the draft development agreement.

Councillor Crystall said the aim was to still provide an arts centre and the administration were committed to a consultation to get residents views on what the best solution was for the site. He said the budget recognised the challenges of doing that in the short term but it was still the aim at the moment.

Councillor Estop said the previous price tag was £15.5 million and hoped that the administration would look at different alternatives that did not cost that much.

Councillor Goldspink said the ambition was still to provide an arts centre and the consultation would allow residents to submit their ideas and comments.

Councillor Estop said that it would be better to talk about arts and culture instead of an arts centre. She referred to the United Reform Church Hall and asked whether the maintenance money was spent, the hall could have an arts and culture element.

Councillor Jacobs said that the previous administration had bought the hall with a view to demolishing it. He asked about the sale of the council's assets and asked if a list would be published.

Councillor Crystall said a full list of assets was included in the agenda for the Council meeting in March 2023 and the budget would be going through the committee system to allow discussions with Members.

Councillor Dumont said this was another example of difficult decisions that needed to be taken.

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** - (A) Agree that the proposed budget should make use of the flexibility from Government to increase Council Tax by 2.99%, which will increase Council Tax revenue by £366k a year and will result in a Band D Council Tax increase of £5.65 to £195.52 per year;

b) Request Audit and Governance Committee to consider the savings proposals and advise Executive of any significant issues they believe

may arise;

c) Agree to present proposed savings requirements, that will need to be delivered to balance the budget in the medium term, the delivery profile of which without any smoothing is as follows:

2024/25 £1.179 million

2025/26 £5.003 million

2026/27 £0

2027/28 £0.534 million;

d) Agree to propose the use of the General Reserve and the Interest Equalisation Reserve in order to smooth the delivery of the substantial proposed savings targets over the Medium Term Financial Plan;

e) Agree to propose an amended Capital Programme so as to reduce revenue costs of Minimum Revenue Provision and interest by £1,514k per annum on current interest rates, a total saving of £7.442 million of over the MTFP period. Expenditure will be prioritised for:

- a. essential property maintenance to meet statutory requirements or to prevent loss or damage to neighbouring properties;
- b. investment in ICT to continue but that the budget carry forward that has not been used for two years be deleted;
- c. invest to save initiatives where the business

case indicates that the cost of the investment will be recovered in under 10 years;

- d. to allow pausing of construction of the Arts Centre at Old River Lane until such time as debt levels have fallen sufficiently to make the revenue impacts of new borrowing affordable while at the same time undertaking landscaping works on the arts centre site so that it is an attractive site rather than an undeveloped area blighting the retail and commercial units in the City Heart scheme;
  - e. provide up to £170k for essential maintenance works for the URC Church Hall in Bishop's Stortford;
  - f. completion of Hertford Theatre, at as low a cost as possible, so that the entire venue is opened and run on a strictly commercial basis to maximise income; and
  - g. investment in depot works and waste containers for the new waste and recycling contract.
- f) Delegate to the Head of Strategic Finance and Property, in consultation with the Executive Member for Financial Sustainability, the authority to amend the proposed budget and Medium-Term Financial Plan to be put to the Audit and Governance Committee on 30 January

2024 in order to reflect the Local Government Finance Settlement and other emerging information, so that the committee can consider the most complete and up to date information.

272 WASTE, RECYCLING AND STREET CLEANSING SERVICE DESIGN

The Executive Member for Environmental Sustainability presented the waste, recycling and street cleansing service design report. He said that the waste service represented the largest spend for the council and it was a high-profile service and impacted on residents every week.

The Executive Member for Environmental Sustainability said that the Executive agreed the service design in October 2022 along with the new aims and principles of the shared service. Competitive dialogue was ongoing and had allowed officers to explore service design options. He said that the proposals had been presented to the Overview and Scrutiny Committee in November and their comments were presented at Appendix B.

The Executive Member for Environmental Sustainability said that Officers and himself were confident that the changes to the contract would provide high performing services with greater opportunities for recycling. He said that a final decision was required to progress the procurement and time scales were tight with a decision needed so not to delay the implementation for a further three months.

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

Councillor Crystall recognised the hard work from officers and said this project had been years in the making and thanked them for their work.

Councillor Brittain said that the Executive had heard previously that 2025/26 was going to be a challenging year for the budget and said it was key that the waste service was affordable and that the recommendations were a good step forward.

Councillor Daar referred to the consultation carried out under the previous administration. She said she was impressed that there was such high support for recycling and that 78% of respondents wanted to recycle more.

Councillor Goldspink said she supported the proposals and felt it would be excellent in encouraging recycling.

Councillor Hoskin said that the contract would be in place by May 2025 and said that between now and then there would be a huge amount of work to do to communicate the details to residents. He said the contract was a huge step forward and collecting food waste alone had a huge impact on the carbon footprint.

Councillor Glover-Ward noted that food waste would be collected weekly. She said that residents were often unhappy with fortnightly residual waste collections in

the summer and the weekly food waste collections would provide a better service to residents.

Councillor Dumont asked what reassurances Members could give residents about what service levels would look like and what they could expect.

Councillor Hoskin said the new contract had been designed to improve services and the set standards in the contract would not erode standards but would give operational flexibility to use vehicles and staff more efficiently. He said that the bidders for the contract have agreed that the changes would encourage savings and efficiencies.

The Waste, Recycling and Street Cleaning Manager reassured Members that during the mobilisation of the contract, there had been agreement for additional contract monitoring resources. She said the client team would be ensuring that the contract was running effectively and smoothly and would be keen to hear from Members and residents to work on areas that needed improving.

Councillor McAndrew asked if food waste would be introduced after the implementation of the new contract.

Councillor Hoskin said that was correct and the detail of how and when it would be introduced would be part of the implementation process. He said the current priority was to get a successful bid.

Councillor McAndrew referred to the new government

legislation on collecting food waste. Councillor Hoskin said that the government had indicated that it would be a requirement to collect food waste separately from March 2026.

Councillor McAndrew asked if any progress had been made on recruiting full time staff instead of relying on agency workers.

Councillor Hoskin said that the council did not directly employ staff for the waste service and the successful bidder would put their employment structures in place. He said if the council started dictating what it wanted, there would be increased costs and could impose risks on the contract.

The Waste, Recycling and Street Cleaning Manager reassured Members that a large proportion of the contract evaluation was linked to social value and one element of that was employing staff from the local area.

Councillor McAndrew asked if there would be round optimisation across both the districts.

The Waste, Recycling and Street Cleaning Manager said that all bidders intended to work across the boundary.

Councillor Crystall proposed and Councillor Glover-Ward seconded, a motion that pursuant to Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the business referred to in Appendix 2 on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of Part

1 of Schedule 12A of the said Act.

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

**RESOLVED** – that pursuant to Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the business referred to in Appendix B on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the said Act.

Full details in the restricted minutes.

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 Executive agrees that the service changes described in 3.2 c) of the report relating to the three-weekly collection of separated paper and cardboard predominantly in bins and the three weekly collection of the remaining dry mixed recycling (A 3,3,3 cycle as described in Appendix 3) be implemented as part of the new waste recycling and street cleansing contract which commences in 2025, the implementation date confirmation shall be delegated to the Head of Operations in consultation with Project Board, but shall be within four months of contract commencement;

(B) the Executive agrees that in the event that the Council is required to make a decision to provide fortnightly collection of residual waste that the dry recycling service shall be fully commingled;

(C) the Executive agrees to the service changes described in 3.2 d) of the report relating to the removal of the requirement for a continuous street cleansing presence in town centres and moving the back to standard time to 9am be implemented as part of the new waste recycling and street cleansing contract in 2025;

(D) the Executive agrees to the service changes described in 3.2 e) relating to a removal of approximately 30% of litter bins from predominantly outside the town centres be implemented as part of the new waste recycling and street cleansing contract in 2025;

(E) the Executive agrees to the service changes described in 3.2 f) relating to a change to an input specification for high-speed road cleansing to once per year be implemented as part of the new waste recycling and street cleansing contract in 2025;

(F) the Executive agrees to the service changes described in 3.2 h) relating to an extension of the bin delivery/repair Service Level Agreement (SLA) from 5 days to 9 days being implemented as part of the new waste recycling and street cleansing contract in 2025;

(G) the Executive agrees to the service changes described in 3.2 i) relating to an extension of the missed bin rectification SLA from 5pm the next working day to 72 hours except for missed whole streets which will remain 5pm the next working day, being implemented as part of the new waste recycling and street cleansing contract in 2025;

(H) the Executive agrees to the service changes described in 3.2 j) relating to a change in street cleansing SLAs being implemented as part of the new waste recycling and street cleansing contract in 2025; and

(I) the Executive agrees to the service changes described in 3.2 k) relating to reducing the number of items collected as part of bulky waste services from six to three being implemented as part of the new waste recycling and street cleansing contract in 2025.

273 URGENT BUSINESS

There was no urgent business.

The meeting closed at 6.30 pm

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

## East Herts Council Report

### Executive

**Date of meeting:** 13 February 2024

**Report by:** Councillor Carl Brittain, Executive Member for Financial Sustainability

**Report title:** Budget 2024/25 and Medium Term Financial Plan 2024 – 2034

**Ward(s) affected:** All

**Summary** – This report sets out the revised Medium Term Financial Plan (MTFP) and options to balance the budget in 2024/25 and 2025/26. The council’s financial position will remain uncertain until the final Local Government Finance Settlement is published and officers have completed the NNDR1 forecast of business rates for 2024/25. Since the current MTFP was approved by Council on 1 March 2023, the financial situation facing local authorities has worsened, with inflation, particularly the pay award and major contract inflation, exceeding the provisions in the budget for the second year running. The council has also been subject to continuing real terms reductions in resources from Government and council tax increases have also been constrained and only been allowed at below inflation levels. This revised MTFP presents Members with difficult decisions to take to ensure the council can meet its financial commitments and remain financially sustainable. Budget proposals have been prepared so that services to vulnerable residents are protected.

## RECOMMENDATIONS FOR EXECUTIVE:

- a) **RECOMMEND TO FULL COUNCIL** to approve the budget and Medium Term Financial Plan at Appendix A, Capital Programme at Appendix B, savings programme at Appendix C and increase Council Tax by 2.99%, which will result in a Band D Council Tax increase of £5.65 to £195.52 per year.
- b) Note the proposed savings requirements, that will need to be delivered to balance the budget in the medium term, the delivery profile of which without any smoothing is as follows:

2025/26	£1.441 million
2026/27	£0
2027/28	£0.526 million

- c) Note the amended Capital Programme which pauses the Old River Lane Arts Centre, reducing revenue costs of Minimum Revenue Provision and interest by £1,514k per annum on current interest rates, a total saving of £7.442 million of over the MTFP period. Comment on the capital expenditure priorities:
- i. essential property maintenance to meet statutory requirements or to prevent loss or damage to neighbouring properties;
  - ii. investment in ICT to continue but that the budget carry forward that has not been used for two years is deleted;
  - iii. invest to save initiatives where the business case indicates that the cost of the investment will be recovered in under 10 years;
  - iv. to allow pausing of construction of the Arts Centre at Old River Lane until such time as debt levels have fallen sufficiently to make the revenue impacts of new borrowing affordable while at the same time undertaking landscaping works on the arts centre site so that it is an attractive site

- rather than an undeveloped area blighting the retail and commercial units in the City Heart scheme;
- v. provide up to £170k for essential maintenance works for the URC Church Hall in Bishop's Stortford;
  - vi. completion of Hertford Theatre, at as low a cost as possible, so that the entire venue is opened and run on a strictly commercial basis to maximise income; and
  - vii. investment in depot works and waste containers for the new waste and recycling contract.
- d) Note the implication of the Autumn Statement that a further round of austerity is proposed by the Government and that the two major parties seem intent on keeping to the announced expenditure totals which will severely reduce government funding and inevitably require service cuts.

## **1.0 Proposal(s)**

- 1.1 The current Medium Term Financial Plan (MTFP) approved by Council in March 2023 has been updated to reflect current inflation impacts and the announced well below inflation increase in local government resources.
- 1.2 The financial situation facing local authorities has worsened over the last year with inflation, particularly the pay award and major contract inflation, exceeding the provisions in the budget for the second year running. The council has also been subject to continuing real terms reductions in resources from Government and council tax increases have also been constrained and only been allowed at below inflation levels.

***Budget pressure mitigation that has been built into the proposed MTFP update***

- 1.3 Officers have identified several mitigating measures which have been built into the proposed revised financial forecast – in summary:
- 1.3.1 the increase in planning application fees has been fed into the resource model;
  - 1.3.2 higher treasury income from higher interest rates has been factored in;
  - 1.3.3 the previous assumption of government funding declining in real terms has been replaced with the announced 3% increase in 2024/25 and an increase of 2% in 2025/26 followed by a cash freeze thereafter. That said, following the Autumn Statement which signalled a return to austerity, this assumption may be too optimistic. The impact of a 35% reduction in funding spread over the four years from 2025/26 has been modelled and the impact of this is included in the Risk section;
  - 1.3.4 the proposal that the Arts Centre element of the Old River Lane urban renewal scheme is postponed until the borrowing to construct the building becomes affordable. In the interim, it is proposed that a civic square would be constructed with services for the new arts centre provided in one corner of the square to promote the overall CityHeart scheme. Capital expenditure on the Old River Lane Scheme contains capitalised salaries of officers managing and monitoring delivery of the scheme of £500k per year, split between the main CityHeart development and the Arts Centre site; and
  - 1.3.5 at least £6 million of capital receipts are generated and are used to reduce the capital financing requirement and pay down external debt while enabling the capital investment priorities in the proposed MTFP to be delivered. Debt

financing is held as a corporate cost in accordance with the accounting code of practice so this will reduce the corporate level of debt. Officers have identified another £4.6 million of potential asset sales and it is proposed that those receipts are used to finance the capital programme avoiding £392,533 per year in borrowing costs.

### ***Assumptions within the MTFP following mitigation***

- 1.4 The revised MTFP position is shown in Appendix A. Several key assumptions have been made in refreshing the MTFP and these are detailed in the following paragraphs.
- 1.5 The proposed MTFP takes into account the costs of the 2023/24 pay settlement which was more than the budget provision as well as the effects of inflation.
- 1.6 The Council Tax Base due to be set at Council in December is currently estimated to improve on the current MTFP assumptions and is 64,809.9. The assumptions provide for a prudent level of increase in the tax base overall whilst avoiding a potential Collection Fund deficit in 2024/25. Should the estimate of new properties fail to materialise or there is an upswing in Working Age Local Council Tax Support claims then this will result in a Collection Fund deficit which will be apportioned between East Herts, the County Council and the Police and Crime Commissioner according to the statutory calculation based on Council Tax Precepts and Demands. The growth assumptions in the tax base calculation have been set prudently to avoid optimism bias at 500 new properties per year.
- 1.7 The provisional local; government finance settlement confirmed planning assumptions on Retained Business Rates, Revenue Support Grant (RSG) and other grants were rolled forward and the 3% increase, already announced by ministers, was confirmed.

- 1.8 New burdens funding for the introduction of food waste collections for capital items such as vehicles and containers was announced with East Herts being given £1.5 million. The actual new burdens funding for on going revenue costs will be announced as part of the 2025/26 settlement. The grant has been used to fund capital expenditure by a charge to revenue.
- 1.7 The cash contribution to pay off the past service deficit arising in the pension fund is as per the just completed triennial revaluation of the fund. For budgetary purposes this figure is rolled forward over the life of the MTFP but will in reality be reset in 3 years' time at the next triennial revaluation.
- 1.8 Pay inflation, in line with inflation forecasts has been set at 5% in 2024/25 but remaining at 2% in future years. Contract inflation has been set at 4% in 2024/25 and 2% thereafter.
- 1.9 The resulting savings requirement was met by a combination of savings proposed by the Leadership Team which are being implemented under the scheme of delegation. These savings include areas such as reprocurring cheaper merchant acquiring fees on card payments, restructure of senior management, maximising housing benefit payments in hostels and undertaking a service review of the Shared Revenue and Benefits Service.
- 1.10 The current capital programme has effectively used up the borrowing headroom that the revenue account is able to sustainably resource in the medium term and it is vital that the capital programme is tightly controlled and that any additions should not increase revenue costs. Newly emerging policies and strategies should be framed in the light of capital resources being scarce.
- 1.11 Members will be aware by now that there may be a need to borrow for capital investment but that this should only be where

doing so yields savings over and above the costs of that borrowing. There is absolutely no further capacity for significant additional borrowing for new projects that do not make a positive return in the medium term. An example of an invest to save bid is where the council may purchase refuse vehicles at the start of the new contract where we can demonstrate that the saving covers the borrowing costs and makes a further saving by doing so. Officers have also identified a further £4.6 million of assets to be sold which would be used to finance the capital programme and save a further £393k in new borrowing costs.

- 1.12 The Transforming East Herts Programme is designed to modernise the council and deliver services that are digital by default ensuring end to end services are available 24/7 on the web. To be clear, there will still be a customer contact centre with members of staff on the telephone for those residents who cannot use digital services and/or need a customer contact agent to deal with complex queries. The speed at which services are made digital is likely to be increased from April 2024 when the new card payment system goes live, the current system cannot take on new payment funds and is also not compliant with industry standards. Officers are looking at how best to increase the roll out of digitisation and the removal of manual processes.
- 1.13 There is one possible significant source of additional revenue not included in the MTFP due to the fundamental uncertainty of the amounts and timing. This is the extended producer responsibility regime. This has been delayed by DEFRA until 2025/26 but under this scheme the producers of cardboard packaging would be required to pay for the waste they introduced into the waste stream and so cash payments would be made to the council based on tonnages collected.

## ***Revenue savings requirement***

1.15 To balance the budget a further set of savings requiring Member authorisation was considered by the Executive. The savings to be recommended to Council are in Appendix C. Savings which are not recommended by the Executive, at this time, are in Appendix D.

### **2.0 Background**

2.1 Significant uncertainty continues to dominate the context within which the council is working towards delivering a balanced budget over the medium term. The financial outlook remains unclear with a further one-year financial settlement anticipated for 2024/25 and, officers anticipate, in 2025/26 as either a new incoming government will not have had time to consider reform to the system or if the general election is held on the last possible day then the draft settlement will be issued by the outgoing government and the incoming government will have no time to do anything other than confirm that draft settlement. There is uncertainty whether key reforms to the financing of local government will be progressed and in particular any change from the current business rates system to a different form of property taxation for non-domestic properties. No party has declared a position on changing Council Tax which is not fit for purpose having never been subject to revaluation.

2.2 The council's business and financial planning is underpinned by the Corporate Plan and its priorities, which provide a clear focus for decisions about spending and savings and direct activity across the Council. The new Corporate Plan will be presented alongside the budget for consideration by Council on 28 February 2024.

2.3 Officers will continue to explore options to put to members to further reduce net cost to meet the savings targets. Given the financial position, which all the districts and boroughs in Hertfordshire are also facing, East Herts Council can no longer seek to protect the service offer to residents and hard decisions are required for this budget and future budgets.

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

3.1 Council is required to set a balanced budget each year. The Local Government Finance Act 1992 requires the council to estimate revenue expenditure and income for the forthcoming year from all sources, together with contributions from reserves, in order to determine a net budget requirement to be met by government grant, Business Rates and Council Tax.

### **4.0 Options**

4.1 Given the financial outlook there are limited options available to ensure a balanced budget. Any growth will need to be balanced by reductions elsewhere.

4.2 Members may propose a lower rate of Council Tax but this will result in compound revenue foregone from Council Tax which will be lost in perpetuity. This option, given the risks and uncertainty over the local government finance system, could lead to technical insolvency being reached years earlier under the 35% grant reduction scenario – see the risks section.

### **5.0 Risks**

5.1 Significant uncertainty continues to dominate the context within which we are working towards delivering a balanced budget over the medium term. The financial outlook remains unclear with a further one-year financial settlement for 2024/25 and key reforms to the local government finance system now awaiting the result of the general election. The Autumn Statement

spending totals for the next few years implies real terms reductions for local government funding. The Labour Party has committed to keeping to the spending totals announced in the Autumn Statement so we must assume that if either the Conservatives or Labour win the next general election that government funding will not rise.

- 5.2 The MTFP is based on a cash freeze in government grants which would produce a real terms reduction in each year. We have assumed that this is the path government will take because the scenario of a repeat of funding reductions seen after 2010, the austerity period, will not be implemented as it would likely lead to the majority of local authorities becoming technically insolvent.
- 5.3 Officers have modelled an austerity 2 scenario of a 35% reduction in local government funding spread over 4 years from 2025/26 and the savings requirement would increase by £1.6 million in 2025/26 and imply spending on services being reduced to £13.8 million. Given that the spending on outsourced services will be c. £8.5 million and the ICT Shared Service spend will be c.2.9 million, that leaves £2.4 million to spend on directly provided services. Based on that figure it is difficult to envisage how services could be reconfigured within that resource envelope to deliver statutory service levels.
- 5.4 The adequacy of the General Fund balance to meet unexpected expenditure will be considered by the Head of Strategic Finance and Property and be reported to Council as part of his report under Section 25 Local Government Act 2003 on the robustness of the estimates made in drawing up the budget and the adequacy of the proposed level of reserves. However, the council has historically had relatively low levels of reserves, as a result of the Large Scale Voluntary Transfer of council housing

receipt from 2001, which created a negative Capital Financing Requirement of -£65 million which meant that capital expenditure could be incurred without any need to make Minimum Revenue Provision or set aside interest at the prevailing treasury rate. That negative Capital Financing Requirement has been used to support the capital programme in the last council and there is now a positive Capital Financing Requirement. The current earmarked reserve levels will be reduced in 2023/24 with the use of £3 million to fund Hertford Theatre. However, this will be repaid within 10 years as result of the capital receipts being applied to reduce debt levels and Hertford Theatre being put onto a commercial operating basis. The council will need to consider, if government funding or council tax referenda principles change to permit larger increases, whether the additional income is prioritised to build reserves levels up or is expended on services or to support new borrowing in the capital programme. As it stands, any large scale financial shock to the funding system could not be mitigated

## **6.0 Implications/Consultations**

- 6.1 The council is required to consult with Business Ratepayers under s.34 Local Government Finance Act 1988.
- 6.2 Consultation with the public will involve asking about perceptions of value for money and the importance of services to them but not specifics of the budget proposals due to the technical nature of the budget papers and resource pressures within the council.

## **Community Safety**

The budget underpins delivery of the Council's policies and priorities in relation to community safety.

## **Data Protection**

No

## **Equalities**

The Council has a statutory duty under the Equalities Act 2010, in particular s149. This includes the requirements on the Council to have due regard to the need to eliminate discrimination and harassment, to advance equality of opportunity, to foster good relations and to remove or minimise disadvantages suffered by persons who share protected characteristics.

Compliance with these duties in the Equalities Act does permit the Council to treat some persons more favourably than others, but only to the extent that such conduct is not otherwise prohibited.

In setting the budget, decisions on some matters may be particularly relevant to the discharge of this duty, particularly fees and charges concessions and an equalities impact assessment will be undertaken to assess and ensure compliance with this duty.

## **Environmental Sustainability**

The budget underpins policies and priorities in relation to the environmental and sustainability areas.

## **Financial**

These are contained in the main body of the report.

## **Health and Safety**

No

## **Human Resources**

The budget will provide a provision for a pay award of up to 3% but the actual award is subject to national NJC negotiations. This provision is set in the light of forward inflation estimates for September 2021 in the Bank of England Monetary Policy Report August 2021.

## **Human Rights**

No

## **Legal**

Council is required to set a balanced budget each year. The Local Government Finance Act 1992 (as amended by the Localism Act 2011) requires the council to estimate revenue expenditure and income for the forthcoming year from all sources, together with government grant and contributions from reserves, in order to determine a basic Council Tax Requirement.

Section 25 of the Local Government Act 2003 requires the Chief Finance Officer to report on the robustness of the estimates and adequacy of reserves to the Council when it is considering the budget.

Section 114 of the Local Government Finance Act 1988 requires the Chief Finance Officer to report to the Council if there is or is likely to be unlawful expenditure or an unbalanced budget. This would include situations where reserves have become seriously depleted and it is forecast that the authority will not have the resources to meet its expenditure in a particular financial year. The issuing of a Section 114 report requires the Full Council to meet within 21 days to consider the report and during that period the Council is prohibited from entering into new agreements involving the incurring of expenditure.

## **Specific Wards**

No

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

Appendix A – Budget and Medium-Term Financial Plan

Appendix B - Capital Programme

Appendix C – Recommended savings for Member Approval

Appendix D – Savings not recommended by Executive at this time.

**Contact Member**

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## General Fund Revenue Budget and Medium Term Financial Plan 2024/25 to 2034/35

2023/24 £000	Cost of Services	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	2028/29 £000	2029/30 £000	2030/31 £000	2031/32 £000	2032/33 £000	2033/34 £000
349	Chief Executive's Office	362	373	385	397	399	401	403	405	407	409
1,519	Communications, Strategy & Policy	1,626	1,683	1,731	1,780	1,836	1,894	1,954	2,016	2,080	2,146
2,193	Housing and Health	2,400	2,511	2,604	2,702	2,804	2,910	3,020	3,134	3,252	3,374
2,803	Operations	2,718	4,435	4,612	4,796	4,987	5,186	5,393	5,608	5,832	6,065
0	Hertford Theatre	(548)	(1,807)	(1,912)	(1,986)	(2,106)	(2,236)	(2,280)	(2,326)	(2,372)	(2,420)
2,209	Planning & Building Control	2,345	2,429	2,504	2,581	2,634	2,688	2,743	2,799	2,856	2,914
960	Shared Revenues & Benefits Service	995	1,056	1,110	1,165	1,201	1,238	1,276	1,315	1,355	1,396
2,291	IT Shared Service	2,822	2,938	2,720	2,822	2,928	3,038	3,152	3,270	3,392	3,519
1,506	Legal & Democratic Services	1,597	1,651	1,700	1,750	1,786	1,823	1,861	1,900	1,940	1,981
570	Human Resources & Org Development	595	617	634	651	680	710	741	773	806	840
2,147	Strategic Finance & Property	2,394	2,517	2,618	2,713	2,835	2,962	3,095	3,234	3,379	3,531
546	Centrally Managed Costs	1,019	1,506	2,007	2,522	2,862	3,248	3,686	4,183	4,747	5,387
(150)	Revenue Costs Capitalised	(150)	(150)	(150)	(70)	(70)	(70)	(70)	(70)	(70)	(70)
238	Capital Expenditure Charged to a Revenue Account	4,739	550	550	650	650	650	650	650	650	650
17,181	Net Cost of Services	22,914	20,309	21,113	22,473	23,426	24,442	25,624	26,891	28,254	29,722
2023/24 £000	Corporate Budgets	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	2028/29 £000	2029/30 £000	2030/31 £000	2031/32 £000	2032/33 £000	2033/34 £000
	Fees and Charges Annual Review	(50)	(100)	(150)	(200)	(250)	(300)	(350)	(400)	(450)	(500)
557	Minimum Revenue Provision	1,032	1,634	1,702	1,786	1,786	1,786	1,786	1,786	1,786	1,786
979	Interest Payable on Loans	2,955	3,269	2,612	2,514	2,463	2,351	2,239	2,127	2,015	1,903
(1,000)	Investment Income	(1,200)	(1,000)	(800)	(750)	(750)	(750)	(750)	(750)	(750)	(750)
637	Pension Fund Deficit Contribution	637	637	637	637	637	637	637	637	637	637
1,173	Total Corporate Budgets	3,374	4,440	4,001	3,987	3,886	3,724	3,562	3,400	3,238	3,076
	Savings implemented under existing delegations	(1,103)	(1,589)	(1,818)	(1,818)	(1,818)	(1,818)	(1,818)	(1,818)	(1,818)	(1,818)
	Executive Recommended savings proposals	(83)	(2,606)	(2,606)	(2,606)	(2,606)	(2,606)	(2,606)	(2,606)	(2,606)	(2,606)
18,354	Total Costs	25,102	20,554	20,690	22,036	22,888	23,742	24,762	25,867	27,068	28,374

2023/24	Government Funding & Council Tax	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
£000		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
(3,444)	Retained Business Rates - Business Rates	(2,933)	(2,933)	(2,933)	(2,933)	(2,933)	(2,933)	(2,933)	(2,933)	(2,933)	(2,933)
(1,169)	Retained Business Rates - Section 31 Grants	(1,361)	(1,361)	(1,361)	(1,361)	(1,361)	(1,361)	(1,361)	(1,361)	(1,361)	(1,361)
(931)	New Homes Bonus Grant	(1,697)	(250)								
(111)	Revenue Support Grant	(111)	(111)	(111)	(111)	(111)	(111)	(111)	(111)	(111)	(111)
(1,250)	General Government Grants	(1,999)	(1,608)	(1,716)	(1,716)	(1,716)	(1,716)	(1,716)	(1,716)	(1,716)	(1,716)
	New Burdens Funding - food waste collection	(1,501)									
(12,113)	Council Tax Demand on the Collection Fund	(12,652)	(13,130)	(13,625)	(14,137)	(14,668)	(15,218)	(15,788)	(16,379)	(16,991)	(17,624)
1,583	Collection Fund (Surplus)/Deficit	(500)									
(17,435)	Total Government Funding & Council Tax	(22,754)	(19,393)	(19,746)	(20,258)	(20,789)	(21,339)	(21,909)	(22,500)	(23,112)	(23,745)
<b>919</b>	<b>Net Budget before Reserves movements</b>	<b>2,348</b>	<b>1,161</b>	<b>944</b>	<b>1,778</b>	<b>2,099</b>	<b>2,403</b>	<b>2,853</b>	<b>3,367</b>	<b>3,956</b>	<b>4,629</b>
2023/24	Contributions to/(from) Reserves	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
£000		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
589	Contributions to Earmarked Reserves	652	250	60	159	309	468	542	618	694	770
(1,508)	Contributions (from) Earmarked Reserves	(3,000)									
	Contributions to General Fund										
	Contributions (from) General Fund										
(919)	Total Contributions to/(from) Reserves	(2,348)	250	60	159	309	468	542	618	694	770
<b>0</b>	<b>Net Budget Position</b>	<b>(0)</b>	<b>1,411</b>	<b>1,004</b>	<b>1,937</b>	<b>2,408</b>	<b>2,871</b>	<b>3,395</b>	<b>3,985</b>	<b>4,650</b>	<b>5,399</b>

**Savings Target**

	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
2024/25	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
2025/26		1,411	1,411	1,411	1,411	1,411	1,411	1,411	1,411	1,411
2026/27			0	0	0	0	0	0	0	0
2027/28				526	526	526	526	526	526	526
2028/29					471	471	471	471	471	471
2029/30						463	463	463	463	463
2030/31							524	524	524	524
2031/32								590	590	590
2032/33									665	665
2033/34										749
	(0)	1,411	1,411	1,937	2,408	2,871	3,394	3,985	4,650	5,399



APPROVED SCHEMES	Schemes expenditure to 31/03/22 £000	2022/23 Unaudited Outturn £000	2023/24 Forecast Outturn £000	2024/25 Original Budget £000	2025/26 Estimate £000	2026/27 Estimate £000	2027/28 Estimate £000	2028/29 Estimate £000	2029/30 Estimate £000	2030/31 Estimate £000	2031/32 Estimate £(000)	2032/33 Estimate £(000)	2033/34 Estimate £(000)	Total (£000)
<b>Revenue Expenditure Funded as Capital Under Statute (REFCUS)</b>														
Community Capital Grants		0	48	50	50	50	50	50	50	50	50	50	50	548
Rivers and Watercourse Maintenance		48	400	-	-	-	-	-	-	-	-	-	-	448
Land Management Asset Register & Associated Works		50	50	-	-	-	-	-	-	-	-	-	-	100
<b>Total REFCUS</b>		<b>98</b>	<b>498</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>1,096</b>
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>56,514</b>	<b>15,430</b>	<b>31,322</b>	<b>16,437</b>	<b>1,452</b>	<b>2,326</b>	<b>900</b>	<b>900</b>	<b>900</b>	<b>900</b>	<b>900</b>	<b>900</b>	<b>900</b>	<b>129,781</b>
<b>FUNDED BY:</b>														
Borrowing (Internal)				-	-	-	-	-	-	-	-	-	-	(56,514)
Borrowing (External)		(11,743)	(24,222)	(14,053)	(552)	(1,426)	-	-	-	-	-	-	-	(51,996)
Capital Receipts		(1,427)	(306)	(250)	(250)	(250)	(250)	(250)	(250)	(250)	(250)	(250)	(250)	(4,233)
Capital Grants Applied		(2,207)	(3,506)	(83)	-	-	-	-	-	-	-	-	-	(5,796)
Capital Expenditure Charged to a Revenue Account		(53)	(3,288)	(2,051)	(650)	(650)	(650)	(650)	(650)	(650)	(650)	(650)	(650)	(11,242)
<b>TOTAL CAPITAL PROGRAMME FUNDING</b>	<b>(56,514)</b>	<b>(15,430)</b>	<b>(31,322)</b>	<b>(16,437)</b>	<b>(1,452)</b>	<b>(2,326)</b>	<b>(900)</b>	<b>(900)</b>	<b>(900)</b>	<b>(900)</b>	<b>(900)</b>	<b>(900)</b>	<b>(900)</b>	<b>(129,781)</b>

<b>APPROVED BUT NOT YET COMMITTED</b>														
<b>Schemes approved not yet committed</b>														
Transformation Programme			2,500	2,500										5,000
Home Improvement Loans			140	140	140	140	140	140	140	140	140	140	140	1,400
Historic Building Loans			20	20	20	20	20	20	20	20	20	20	20	200
Capital Contingency - Major Projects			1,500	-	-	-	-	-	-	-	-	-	-	1,500
<b>TOTAL APPROVED BUT NOT YET COMMITTED</b>	<b>0</b>	<b>0</b>	<b>4,160</b>	<b>2,660</b>	<b>160</b>	<b>8,100</b>								

<b>Funded by:</b>														
Borrowing			(1,500)		-									(1,500)
Capital Receipts			-	-	-									-
Capital Grants Applied			-	-	-									-
Use of Earmarked Reserves			(2,500)	(2,500)										(5,000)
Capital Expenditure Charged to a Revenue Account			-	(160)	(160)	(160)	(160)	(160)	(160)	(160)	(160)	(160)	(160)	(1,600)
<b>TOTAL APPROVED BUT NOT YET COMMITTED</b>	<b>0</b>	<b>0</b>	<b>(4,160)</b>	<b>(2,660)</b>	<b>(160)</b>	<b>(8,100)</b>								

**NOTE:**  
Schemes Approved but not yet Committed are those schemes where past experience has indicated there are traditionally underspends or there are specific issues with a scheme proceeding that is outside the control of the Council. Approval by Council provides protection for the budgeted scheme for the year(s) indicated. Schemes are Committed by the Head of Strategic Finance in consultation with the Executive Member for Financial Sustainability. Virements are forbidden from these budgets without the authority of Council to prevent these budgets being committed to cover overspends or for immediate transfer to new schemes that do not have Council approval.

**Savings requiring Member Decision**

	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>
	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>
<a href="#">Innovation Corridor</a>	0	(10)	(10)	(10)
<a href="#">Digital Innovation Zone</a>	0	(10)	(10)	(10)
<a href="#">Visit Herts</a>	0	(5)	(5)	(5)
<a href="#">HGGT Joint Committee</a>	(15)	(15)	(15)	(15)
<a href="#">Advertising</a>	(18)	(38)	(38)	(38)
<a href="#">Asset Disposals</a>		(528)	(528)	(528)
<a href="#">Invest to Save - Refuse Contract Vehicle Financing</a>	0	(200)	(200)	(200)
<a href="#">Civil Parking Enforcement</a>	0	(1,750)	(1,750)	(1,750)
<a href="#">Garden Waste Charges</a>	0	0	0	0
<a href="#">Reduce Grounds Maintenance specification</a>	(50)	(50)	(50)	(50)
	<b>(83)</b>	<b>(2,606)</b>	<b>(2,606)</b>	<b>(2,606)</b>

<b>Service:</b>	<b>Innovation Corridor</b>			
<b>Portfolio:</b>	Vicky Glover- Ward, Executive Member for Planning and Growth			
<b>LT Lead:</b>	Head of Communications, Strategy and Policy			
<b>Priority:</b>				
<b>Description of Service:</b>				
<p>Subscription to the London Stansted Cambridge Corridor (now referred to as the Innovation Corridor). This grouping of public sector and private sector bodies is a regional network that lobbies for inward investment into the area between North London and Cambridge known as the Innovation Corridor. It should be seen as a regional rival to the Midlands Engine, Northern Powerhouse, Golden Triangle and Oxford Cambridge Arc. The group has existed for around 15 years and has regular events regarding strategies and objectives for lobbying central government. It has recently appointed a new chair to provide new leadership. See website for more details:</p>				
<b>Description of savings proposal:</b>				
<p>The annual subscription is £10,000. This has been the same amount for some time (10 years) and not has increased by inflation (some discussion was had recently regarding the need to increase the contributions to cover rising costs). Subscriptions pay for a small amount of staff, based at LB Haringey, and an events and marketing budget. Although we are part of the geography, we could stop providing contributions to the corridor but would need to provide at least one year's notice</p>				
<b>Value of proposal(s) per year (Estimated) £ (000)</b>				
Savings must be shown as a negative figure, set up costs as a positive figure				
	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>
	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>
Revenue	0	(10)	(10)	(10)
Capital	0	0	0	0
<b>Current budget £(000) (Net Revenue Costs or CAPEX only <u>not</u> financing)</b>				
	<b>Expenditure:</b>	<b>Income:</b>	<b>Net Budget:</b>	
	10	0	10	
<b>Equality Impact Assessment</b>				
<b>Does initial EQIA screening indicate any key issues? (If yes, list the issues)</b>	Unlikely as the corridor does not deliver any direct services			
<b>Will a full EQIA be required?</b>	Yes/No			
<b>Key issues/Risks/Impacts of proposal</b>				
Include here any potential negative public or media reaction and proposed lines to take with media messaging				
	<b>Issues/Risks/Impacts</b>	<b>Mitigations and Media Messaging</b>		
	<p>The Corridor does not undertake any direct delivery work and its outputs are by nature strategic and intangible (e.g. lobbying for investment on 4 tracking the railway lines from North London to Cambridge). It is unlikely there would be any obvious impact in terms of service delivery however the political implications of withdrawing from the organisation would need to be considered.</p>			

<b>Consultation requirements:</b>			
None			
<b>Thematic Assessment</b> (these themes will be replaced with Corporate Plan Priorities once agreed)			
<b>Net Zero, climate change and sustainability</b>	<b>Communities (how it affects the people in the district)</b>	<b>Place (how it affects the district as a place)</b>	<b>Value for money services that are digital by design</b>

<b>Service:</b>	<b>Digital Innovation Zone</b>			
<b>Portfolio:</b>	Vicky Glover- Ward, Executive Member for Planning and Growth			
<b>LT Lead:</b>	Head of Communications, Strategy and Policy			
<b>Priority:</b>				
<b>Description of Service:</b>				
Subscription to the Digital Innovation Zone. This is a grouping of public sector and private sector bodies across West Essex and East/ South Hertfordshire. It undertakes different activities including networking events to look at new and developing technologies, better collaboration across public and private sectors and also has a work programme based on successful bids to central government on digital connectivity. The highest profile example was the 2019/20 award of funds to accelerate broadband connections between GP surgeries				
<b>Description of savings proposal:</b>				
The subscription costs £10,000 per annum. This has been the same since the DIZ was formed in 2017 and has not risen in inflation. The subscription provides a very small number of staff as well as a marketing and events budget (n.b. this is much smaller than the corridor budget). We could withdraw from the DIZ but would need to provide one year's notice				
<b>Value of proposal(s) per year (Estimated) £ (000)</b>				
Savings must be shown as a negative figure, set up costs as a positive figure				
	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>
	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>
Revenue	0	(10)	(10)	(10)
Capital	0	0	0	0
<b>Current budget £(000) (Net Revenue Costs or CAPEX only <u>not</u> financing)</b>				
	<b>Expenditure:</b>	<b>Income:</b>	<b>Net Budget:</b>	
	10	0	10	
<b>Equality Impact Assessment</b>				
<b>Does initial EQIA screening indicate any key issues? (If yes, list the issues)</b>	Unlikely as the DIZ does not deliver any direct services			
<b>Will a full EQIA be required?</b>	Yes/No			
<b>Key issues/Risks/Impacts of proposal</b>				
Include here any potential negative public or media reaction and proposed lines to take with media messaging				
	<b>Issues/Risks/Impacts</b>	<b>Mitigations and Media Messaging</b>		
	the DIZ does not deliver any direct services to the public so in that sense would not present immediate risks. It does however have a more tangible work programme than (for instance) the corridor with some evidence of actual delivery of projects and is regularly submitting bids to different central government funding pots to undertake digital projects. The political implications of withdrawing would need to be considered			

<b>Consultation requirements:</b>			
None			
<b>Thematic Assessment</b> (these themes will be replaced with Corporate Plan Priorities once agreed)			
<b>Net Zero, climate change and sustainability</b>	<b>Communities (how it affects the people in the district)</b>	<b>Place (how it affects the district as a place)</b>	<b>Value for money services that are digital by design</b>

<b>Service:</b>	<b>Visit Herts</b>			
<b>Portfolio:</b>	Vicky Glover- Ward, Executive Member for Planning and Growth			
<b>LT Lead:</b>	Head of Communications, Strategy and Policy			
<b>Priority:</b>				
<b>Description of Service:</b>				
<p>Visit Herts won a contract to deliver designation management services from the LEP in 2016. This was topped up by contributions from 8 of the 10 districts. The contract actually launched in East Herts when it was first set up. They deliver a range of destination management services including marketing for tourism businesses and venues and those in their supply chains. They are in essence, a marketing company. Many of their campaigns have been good at publicising key events or venues then encouraging visitors to then stay in the local area and visit local pubs and restaurants. They have ad hoc campaigns (e.g. heritage trails/ parks and pubs) and regular events such as the Herts Big Weekend. They also produce the annual value and volume survey which provides metrics on the tourism sector in the county. We pay a small extra amount to have this broken down by our 5 towns. East Herts always comes out in the top 1 or 2 districts for the overall value of the visitor economy to the wider economy (mostly driven by day trip spend). East Herts used to have an in house destination management resource (essentially 1 person). In 2015 this post was made redundant with the option of opting into the Visit Herts contract to achieve savings and better value for money. Please note our £5k contribution has not increased by inflation since 2015</p>				
<b>Description of savings proposal:</b>				
<p>The current contract is up for renewal in the middle of 2024. The LEP are currently seeking views from districts and other partners on what sort of a destination management service the county needs. We have the option of opting out of the next tender exercise (likely to be awarded late 2024/ early 2025)</p>				
<b>Value of proposal(s) per year (Estimated) £ (000)</b>				
Savings must be shown as a negative figure, set up costs as a positive figure				
	<b>2024/25 £(000)</b>	<b>2025/26 £(000)</b>	<b>2026/27 £(000)</b>	<b>2027/28 £(000)</b>
Revenue	0	(5)	(5)	(5)
Capital	0	0	0	0
<b>Current budget £(000) (Net Revenue Costs or CAPEX only <u>not</u> financing)</b>				
	<b>Expenditure:</b>	<b>Income:</b>	<b>Net Budget:</b>	
	5	0	5	
<b>Equality Impact Assessment</b>				
<b>Does initial EQIA screening indicate any key issues?</b> (If yes, list the issues)	This may require some assessment as Visit Herts to tend to work with hospitality and entertainment businesses. Withdrawing support for them - which means reducing support we give to these businesses in the district - means some business owners may be disproportionately impacted. However the value is small.			
<b>Will a full EQIA be required?</b>	Yes/No	yes		
<b>Key issues/Risks/Impacts of proposal</b>				
Include here any potential negative public or media reaction and proposed lines to take with media messaging				
	<b>Issues/Risks/Impacts</b>	<b>Mitigations and Media Messaging</b>		
	Tourism is actually a significant part of the East Herts economy (see the value and volume surveys for more detail) and this limited investment does support many of the businesses in that industry. The current contract and SLA could certainly do with some revision however to allow them to focus on few			

activities in a more focused way

**Consultation requirements:**

Some consultation with businesses who have featured in Visit Herts campaigns may be required to get their feedback on how it has worked for them

**Thematic Assessment**

(these themes will be replaced with Corporate Plan Priorities once agreed)

Net Zero, climate change and sustainability	Communities (how it affects the people in the district)	Place (how it affects the district as a place)	Value for money services that are digital by design

<b>Service:</b>	<b>Harlow and Gilston Garden Town Joint Committee</b>			
<b>Portfolio:</b>	Cllr Ben Crystall, Leader of the Council			
<b>LT Lead:</b>	Head of Planning and Building Control			
<b>Priority:</b>				
<b>Description of Service:</b>				
Harlow and Gilston was designated as a Garden Town by the Department for Homes, Communities and Local Government in January 2017 and will comprise new and existing communities in and around Harlow.				
East Herts together with Epping Forest and Harlow District Councils are working together with Hertfordshire and Essex County Councils to bring forward plans for 16,000 new homes to 2033, with a further 7,000 planned for the Gilston area to be built from 2033 onwards. The Gilston area is the largest allocation with 10,000 new homes in East Herts.				
To support delivery and joint working the programme is currently being overseen by the Garden Town Board which will be replaced by a Joint Committee and Delivery Team. Core funding for the Delivery Team comes from annual contributions from the partner authorities and capacity funding from Homes England. The contribution sought for 2024/25 from each partner authority is £150k.				
<b>Description of savings proposal:</b>				
The saving proposed is £15k representing a 10% reduction. This would mean the Council's contribution to the core funding of HGGT would be £135K for 2024/2025. This is considered to be an appropriate saving whilst still providing a meaningful contribution to the operation of HGGT. This would still allow for a clear work programme to be developed and provide support for the Joint Committee.				
<b>Value of proposal(s) per year (Estimated) £ (000)</b>				
Savings must be shown as a negative figure, set up costs as a positive figure				
	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>
	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>
Revenue	(15)	(15)	(15)	(15)
Capital	0	0	0	0
<b>Current budget £(000) (Net Revenue Costs or CAPEX only not financing)</b>				
	<b>Expenditure:</b>	<b>Income:</b>	<b>Net Budget:</b>	
	0	0	0	

Equality Impact Assessment	
Does initial EQIA screening indicate any key issues? (If yes, list the issues)	No
Will a full EQIA be required?	No
Key issues/Risks/Impacts of proposal	
Include here any potential negative public or media reaction and proposed lines to take with media messaging	
Issues/Risks/Impacts	Mitigations and Media Messaging
Full extent of the HGGT work programme may not be realised in 2024/2025 and may need to be adjusted/scaled back to fit with the core funding allocation.	Continued proactive and positive engagement as a key partner in HGGT and support for the Joint Committee.
Consultation requirements:	
The joint committee and the partner councils will need to be consulted on this proposal, although early indications are that a number of partners are considering a 10% reduction in contributions to reflect the current budget pressures all partner authorities have.	

<b>Thematic Assessment</b> (these themes will be replaced with Corporate Plan Priorities once agreed)			
<b>Net Zero, climate change and sustainability</b>	<b>Communities (how it affects the people in the district)</b>	<b>Place (how it affects the district as a place)</b>	<b>Value for money services that are digital by design</b>
		The proposed reduction is unlikely to affect the work of the Joint Committee.	

<b>Service:</b>	<b>Advertising on Assets</b>			
<b>Portfolio:</b>	Financial Sustainability			
<b>LT Lead:</b>	Head of Strategic Finance and Property			
<b>Priority:</b>	Assets			
<b>Description of Service:</b>				
<b>Charging for advertising or accepting sponsorship on physical assets and the website</b>				
<p>Currently the council does not have advertising space on or in its physical assets, or on its websites. Income generation from sponsorship is extremely low, is done only by individual initiative within some services and there is no policy in place to provide a framework for officers to operate within.</p> <p>A draft advertising and sponsorship policy has been written and was taken, along with an asset listing, to the market to gauge potential income levels.</p>				
<b>Description of savings proposal:</b>				
<p>Large digital advertising screens facing out towards main roads. Probably 3 @£5k per year.</p> <p>Opportunities with other assets and smaller boards and screens – e.g.. digital screens in foyer at Northgate End. Requires further work to ascertain income levels</p> <p>Website could yield £4k per annum</p> <p>Street furniture is usually managed in house and we would require new bins with advertising panels. Income unknown at this point but based on Stourbridge town centre could be £80 per month per bin. 20 bins would yield £19,200 per year</p> <p>Sponsorship opportunities to be explored for other street furniture e.g. benches.</p> <p>Work on potential sponsorship packages for Hertford Theatre need to be expedited to reduce borrowing costs. These packages will also be available for the ORL Arts Centre to meet construction and fit out costs.</p>				
<b>Value of proposal(s) per year (Estimated) £ (000)</b>				
Savings must be shown as a negative figure, set up costs as a positive figure				
	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>
	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>
Revenue	(18)	(38)	(38)	(38)
Capital	0	0	0	0
<b>Current budget £(000) (Net Revenue Costs or CAPEX only not financing)</b>				
	<b>Expenditure:</b>	<b>Income:</b>	<b>Net Budget:</b>	
	0	0	0	

Equality Impact Assessment	
Does initial EQIA screening indicate any key issues? (If yes, list the issues)	No
Will a full EQIA be required?	No
Key issues/Risks/Impacts of proposal	
Include here any potential negative public or media reaction and proposed lines to take with media messaging	
Issues/Risks/Impacts	Mitigations and Media Messaging
<p>Sites for large advertising boards unlikely to gain planning permission as in conservation areas or were refused on last application.</p> <p>The list of sites where approval would not be granted, but income potential is high, need to be assessed as to what measures, that are affordable, can be undertaken to gain approval.</p>	<p>Planning Teams will need to provide pre-application advice to ensure that potential income is maximised.</p> <p>Planning Teams will need to provide pre-application advice to ensure that potential income is maximised.</p>
Consultation requirements:	
<p>Consultation on the policy can be undertaken, although there is no statutory requirement to undertake consultation. As the policy is mainly to defend the council's position against any potential offensive materials and to prevent the advertising of anything that would go against council policy and corporate plan aims and objectives.</p> <p>Physical advertising sites will require planning permission with statutory consultation undertaken on each application site.</p>	

**Thematic Assessment**

(these themes will be replaced with Corporate Plan Priorities once agreed)

<b>Net Zero, climate change and sustainability</b>	<b>Communities (how it affects the people in the district)</b>	<b>Place (how it affects the district as a place)</b>	<b>Value for money services that are digital by design</b>
<p>The advertising policy prohibits advertising the direct consumption of fossil fuels or any product or service that principally consumes fossil fuels, except local public transport services.</p>	<p>The advertising policy prohibits advertising material which, in the council's opinion, may have a negative impact on groups in the community because of their race, disability, gender, age, sexual orientation, or faith. To protect members of the community who may be struggling financially the policy prohibits advertising any product or service offering unsecured credit at interest rates significantly above market norms.</p>	<p>The policy may result in more and/or higher quality street furniture as a result of providing sponsorship. Litter may be reduced in the district as a result of the opportunity to sponsor bins.</p> <p>Cultural, leisure and recreational venues may be able to afford items as a result of sponsorship that could not be afforded from the base budget and improve the experience of living, working and visiting the district.</p>	<p>Application processes for advertising and sponsorship will be designed from a CRM First perspective so that the council only accept electronic applications that must include all relevant information and have been paid in full by debit or credit card before the application can be submitted.</p>

<b>Service:</b>	<b>Asset Disposals to pay down debt</b>			
<b>Portfolio:</b>	Financial Sustainability			
<b>LT Lead:</b>	Steven Linnett			
<b>Priority:</b>	Assets			
<b>Description of Service:</b>				
<b>Sale of assets to reduce borrowing costs</b>				
Assets that are not, and unlikely to be, used in service delivery and which are not suitable to be let or are in productive use are a cost to the council. Such assets should be identified and disposed of. The money received for the sale of assets are called capital receipts. The law on capital receipts says that they can only be used to repay debt or to fund new capital expenditure. External debt results in two charges to the revenue account: Minimum Revenue Provision is a statutory requirement to set aside an amount to repay the principal of the debt over a number of years, usually 30; and interest, which is usually fixed for the duration of the loan taken from the Public Works Loans Board.				
<b>Description of savings proposal:</b>				
Assets would be sold and the capital receipts used to pay off borrowing. Each £1 million of debt repaid will save £88,133 per year for 30 years. It is proposed that officers identify £6 million worth of assets for disposal. It is proposed that the assets are offered for sale in the most appropriate manner. The Northgate End Residential will be sold via an Estate Agent, the car parks will be offered to the current tenant, Southern Maltings will be offered to Ware Town Council first and the rest sold via public auction, with a reserve price on each item. A proposed sale list is appended below.				
The capital receipt generated will be used to repay debt along with the balance of £3 million in the MRP Reserve to reduce the debt to be serviced by the council. Further receipts are proposed to the sum of £4.6 million which it is proposed to be used to fund the capital programme and cancel the need to raise new loans for the items to be funded saving a further £392k if Members approve the total sales list and the values are realised. The list of proposed capital programme items is appended below. The savings figures below only include the £6 million debt repayment at this stage.				
<b>Value of proposal(s) per year (Estimated) £ (000)</b>				
Savings must be shown as a negative figure, set up costs as a positive figure				
	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>
	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>
Revenue	0	(528)	(528)	(528)
Capital	0	0	0	0
<b>Current budget £(000) (Net Revenue Costs or CAPEX only not financing)</b>				
	<b>Expenditure:</b>	<b>Income:</b>	<b>Net Budget:</b>	
	0	0	0	

**Equality Impact Assessment**

<b>Does initial EQIA screening indicate any key issues?</b> (If yes, list the issues)	No
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<b>Will a full EQIA be required?</b>	<b>No</b>
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**Key issues/Risks/Impacts of proposal**  
**Include here any potential negative public or media reaction and proposed lines to take with media messaging**

<b>Issues/Risks/Impacts</b>	<b>Mitigations and Media Messaging</b>
<p>Council is selling the family silver and denying future generations the enjoyment of the assets.</p> <p>Speculators will pick up the land cheaply.</p> <p>Will the land be bought and the buyer put in an application to build housing.</p>	<p>The assets are not used in service delivery and if there was public access then they would be being used for service delivery. These assets often cost the council money in maintenance. Where an asset is leased the loss of income has been factored into the calculation as to whether it would be a net benefit to the council to dispose of the asset as there is a net saving to the revenue account.</p> <p>The land has been valued by professional valuers and the council will put a reserve price on assets at the public auction to prevent the land being sold at an undervalue.</p> <p>Where the land is suitable to build a house(s) then the valuation reflects the potential to build housing. Any planning application would be determined by in the usual way.</p>

**Consultation requirements:**

There is no requirement to consult before disposing of assets. The decision to sell assets is an Executive function and if Members object then the decision is subject to call in to Overview and Scrutiny Committee. If a Town or Parish Council wishes to purchase any of the assets at the valuation price then they should contact Property Services and a sale can be arranged with the Town or Parish Council at the valuation price avoiding the need to attend the auction.

<b>Thematic Assessment</b> (these themes will be replaced with Corporate Plan Priorities once agreed)			
<b>Net Zero, climate change and sustainability</b>	<b>Communities (how it affects the people in the district)</b>	<b>Place (how it affects the district as a place)</b>	<b>Value for money services that are digital by design</b>
Asset disposal should not affect the net zero, climate change and sustainability.	As assets are not used in service provision there should be no affect on local communities from the asset sales. Some communities may object to any planning applications for housing on sites sold, but if the proposals are in line with the District Plan then there should be no grounds for objection.	Sites redeveloped or improved will improve the landscape of the district.	Sale by auction is felt to deliver the best value for money solution to the method of sale.

<b>Proposed list of asset disposals</b>	<b>£(000)</b>
Northgate End Residential	3,750
Waitrose Car Park Bishop's Stortford	2,200
TESCO Car Park Ware	1,250
CityHeart Old River Lane main site receipt	2,700
Land at Widford Road, Hunsdon	156
22 Great Innings North, Watton at Stone	240
Land at King George Road Ware	206
Southern Maltings, Ware	250
Land adjacent to 65 Sele Road, Hertford	45
	<u>10,797</u>

<b>Service:</b>	<b>INVEST TO SAVE: Refuse Vehicle Financing</b>			
<b>Portfolio:</b>	Financial Sustainability/Environmental Sustainability			
<b>LT Lead:</b>	Head of Strategic Finance and Property/Head of Operations			
<b>Priority:</b>	Assets			
<b>Description of Service:</b>				
Vehicles used in the refuse, recycling and streets contract are traditionally financed by the contractor and therefore the council pays mark-up on the financing costs as part of the contract.				
<b>Description of savings proposal:</b>				
Where there is a demonstrable cost saving to both councils, the competitive dialogue process has been exploring the option for the council's to finance and therefore own the refuse and recycling vehicles purchased at the start of the contract. The cost saving will be directly deducted from the contract price. Bidders are being specifically asked to submit prices where they arrange the financing and where the councils provide financing. Initial calculations indicate that the level of price reduction in the contract for council provided financing would recover the costs of providing the capital financing in full and also a further saving reflecting the contractor's profit charged on them providing the financing. A full value for money justification for this invest to save proposal will be calculated when final tenders are submitted and it is proposed that Council be requested to delegate authority to the Head of Strategic Finance and Property, in consultation with the Executive Members for Financial Sustainability and Environmental Sustainability to enter into the necessary borrowing and contractual arrangements to purchase vehicles. Savings in the table below are based on indicative vehicle purchases after discussions with bidders in the competitive dialogue process. MRP would be charged over 8 years for these vehicles to recover the debt principal over the life of the minimum contractual term.				
<b>Value of proposal(s) per year (Estimated) £ (000)</b>				
Savings must be shown as a negative figure, set up costs as a positive figure				
	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>
	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>
Revenue	0	(200)	(200)	(200)
Capital	0	0	0	0
<b>Current budget £(000) (Net Revenue Costs or CAPEX only not financing)</b>				
	<b>Expenditure:</b>	<b>Income:</b>	<b>Net Budget:</b>	
	0	0	0	

Equality Impact Assessment	
Does initial EQIA screening indicate any key issues? (If yes, list the issues)	No
Will a full EQIA be required?	No
Key issues/Risks/Impacts of proposal	
Include here any potential negative public or media reaction and proposed lines to take with media messaging	
Issues/Risks/Impacts	Mitigations and Media Messaging
<p>Vehicle ownership rests with the council with contractual protections in place so contractor has to maintain and insure the vehicles and at the end of useful life the contractor will take the vehicles to the auction site specified by the councils for disposal.</p> <p>As provision of vehicles for free would contravene subsidy control issues, a finance charge will be required to be made to the contractor for vehicle use but this charge will pass back via the contract price but without contractor mark-up thus income and expenditure on the finance charge nets to zero and the real incurred capital finance costs remain.</p>	
Consultation requirements:	
None.	

<b>Thematic Assessment</b> (these themes will be replaced with Corporate Plan Priorities once agreed)			
<b>Net Zero, climate change and sustainability</b>	<b>Communities (how it affects the people in the district)</b>	<b>Place (how it affects the district as a place)</b>	<b>Value for money services that are digital by design</b>
			By utilising capital financing the councils will save on the cost of the refuse, recycling and streets contract by providing cheaper financing rates, seeing an auditable reduction in contract price and avoiding contractor mark up on financing charges that they arrange themselves.

<b>Service:</b>	<b>Civil Parking Enforcement</b>			
<b>Portfolio:</b>	Environmental Sustainability			
<b>LT Lead:</b>	Head of Operations			
<b>Priority:</b>	Income Generation			
<b>Description of Service:</b>				
Civil Parking Enforcement is undertaken by East Herts under an agency agreement with Hertfordshire County Council. Executive Members have indicated they want a new parking policy, changes to tariffs and TROs to keep short stay car parks free of long term parking so that shoppers are not driving between car parks in search of a space and producing more pollution. The service has not recovered costs to date and there is a cumulative deficit of £4 million which the council could recover from any surplus on car parking.				
<b>Description of savings proposal:</b>				
Increase revenue from car parking so that the council makes a surplus of £250k per year to recover the deficit with a new policy and changes to TROs increasing on and off street revenues.				
<b>Value of proposal(s) per year (Estimated) £ (000)</b>				
Savings must be shown as a negative figure, set up costs as a positive figure				
	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>
	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>
Revenue	0	(1,750)	(1,750)	(1,750)
Capital	0	0	0	0
<b>Current budget £(000) (Net Revenue Costs or CAPEX only not financing)</b>				
	<b>Expenditure:</b>	<b>Income:</b>	<b>Net Budget:</b>	
	2,289	(5,005)	(2,716)	

Equality Impact Assessment		
<p><b>Does initial EQIA screening indicate any key issues?</b> (If yes, list the issues)</p>	<p>Potentially, depending on the proposals.</p>	
<p><b>Will a full EQIA be required?</b></p>	<p>Yes</p>	
Key issues/Risks/Impacts of proposal		
<p>Include here any potential negative public or media reaction and proposed lines to take with media messaging</p>		
Issues/Risks/Impacts	Mitigations and Media Messaging	
<p>The council are using motorists as a cash cow.</p>	<p>The council's policy is designed to limit congestion and reduce air pollution and keep traffic movements efficient by ensuring vehicles are using the most appropriate car park and that the number and size of car parks is appropriate.</p>	
Consultation requirements:		
<p>Traffic Regulation Orders require a statutory consultation process which will take at least 6 months to complete.</p>		

<b>Thematic Assessment</b> (these themes will be replaced with Corporate Plan Priorities once agreed)			
<b>Net Zero, climate change and sustainability</b>	<b>Communities (how it affects the people in the district)</b>	<b>Place (how it affects the district as a place)</b>	<b>Value for money services that are digital by design</b>
<p>By reducing unnecessary vehicle movements to find car parking spaces this should reduce pollution and the price mechanism should encourage modal shift to more sustainable travel options.</p>	<p>Residents, visitors and businesses should find that it is easier to make shopping trips where short stay spaces are available in car parks rather than needing to drive between car parks finding a space.</p>	<p>More available spaces for short stay use should make local shopping places easier to reach encouraging foot fall.</p>	<p>Paying for parking has become more digital. We will explore the possibility of removing pay and display machines completely by making it possible to pay for parking in cash at PayPoint outlets.</p>

<b>Service:</b>	<b>Garden Waste Charging</b>			
<b>Portfolio:</b>	Environmental Sustainability			
<b>LT Lead:</b>	Head of Operations			
<b>Priority:</b>	Income Generation			
<b>Description of Service:</b>				
Garden Waste service is opt-in and has been £49 since its introduction in 2021/22. A new waste contract is currently in the competitive dialogue process and indications are that the cost of the garden waste service will increase. Under the Fees and Charges Policy the price will need to be recalculated to reflect the new cost.				
<b>Description of savings proposal:</b>				
Ensure the new charge covers the total cost of providing the service and investigate the cost of introducing a discount for those residents who are in receipt of Housing Benefit and/or Council Tax Support. In line with the fees and charges policy the cost of the discount will be paid for by increased charges for those not in receipt of the discount. Once the charge is calculated then investigate the possibility of making surplus income by increasing the charge.				
The potential income cannot be assessed until the new waste contract is put in place.				
<b>Value of proposal(s) per year (Estimated) £ (000)</b>				
Savings must be shown as a negative figure, set up costs as a positive figure				
	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>
	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>
Revenue	0	0	0	0
Capital	0	0	0	0
<b>Current budget £(000) (Net Revenue Costs or CAPEX only not financing)</b>				
	<b>Expenditure:</b>	<b>Income:</b>	<b>Net Budget:</b>	
	0	0	0	

Equality Impact Assessment			
<p><b>Does initial EQIA screening indicate any key issues?</b> (If yes, list the issues)</p>	<p>Yes - the use of Council Tax Support as the sole eligibility criterion will exclude those residents who are not the liable person for Council Tax or whose Council Tax is included in the rent paid (Council Tax Support does not apply in these cases as the Council Tax element of the rent can be eligible for Housing Benefit in Houses in Multiple Occupation for example).</p>		
<p><b>Will a full EQIA be required?</b></p>	<p>Yes/No</p>		
Key issues/Risks/Impacts of proposal			
<p>Include here any potential negative public or media reaction and proposed lines to take with media messaging</p>			
	Issues/Risks/Impacts	Mitigations and Media Messaging	
	<p>Public expectation that charge will be on a cost recovery basis only.</p>	<p>Fees and Charges Policy covers charging more than cost and justification for this.</p>	
Consultation requirements:			
<p>Consultation on the change to the calculation of the charge and the effects on take up of the service will be required prior to implementation. Consultation will target existing customers and those who are not customers at present.</p>			

<b>Thematic Assessment</b> (these themes will be replaced with Corporate Plan Priorities once agreed)			
<b>Net Zero, climate change and sustainability</b>	<b>Communities (how it affects the people in the district)</b>	<b>Place (how it affects the district as a place)</b>	<b>Value for money services that are digital by design</b>
<p>Garden waste tonnages count towards the council's recycling tonnage and has a positive affect on the headline percentage waste recycled. There is an argument that garden waste collection adds CO2 and other pollutants to the environment and that it would be better to compost this material rather than collect it. Not all residents have space to compost and the anerobic digestion process klimits harmful methane emmissions.</p>			<p>Garden waste service is a digital first service although sign on and payment is currently undertaken by the contractor. Sign up and payment will be undertaken by the council under the new contract and the introduction of direct debit, online sign up/paperless direct debit and a new card payment system is underway to have the infrastructure in place for February 2025 renewal/sign up.</p>

<b>Service:</b>	<b>Grounds Maintenance Contract</b>			
<b>Portfolio:</b>	Cllr Sarah Hopewell Executive Member for Wellbeing			
<b>LT Lead:</b>	Head of Operations			
<b>Priority:</b>				
<b>Description of Service:</b>				
Current Grounds Maintenance contract costs £1.3 million per annum. The contractor often struggles to recruit staff and meet the contract specification.				
<b>Description of savings proposal:</b>				
In negotiation with the contractor, reduce the specification by £50k per annum.				
<b>Value of proposal(s) per year (Estimated) £ (000)</b>				
Savings must be shown as a negative figure, set up costs as a positive figure				
	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>
	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>
Revenue	(50)	(50)	(50)	(50)
Capital	0	0	0	0
<b>Current budget £(000) (Net Revenue Costs or CAPEX only not financing)</b>				
	<b>Expenditure:</b>	<b>Income:</b>	<b>Net Budget:</b>	
	1,399	0	1,399	

Equality Impact Assessment	
Does initial EQIA screening indicate any key issues? (If yes, list the issues)	None
Will a full EQIA be required?	No
Key issues/Risks/Impacts of proposal	
Include here any potential negative public or media reaction and proposed lines to take with media messaging	
Issues/Risks/Impacts	Mitigations and Media Messaging
Minor changes to specification and will probably reflect where contractor struggles to meet specification, e.g. sweeping paths and car park at Wallfields every 28 days is often not achieved.	
Consultation requirements:	
We will need to reduce the specification by negotiating with the contractor and any changes we will seek to prioritise away from high profile areas such as parks. However, some consultation may be required where we cannot limit changes to operational buildings.	

<b>Thematic Assessment</b> (these themes will be replaced with Corporate Plan Priorities once agreed)			
<b>Net Zero, climate change and sustainability</b>	<b>Communities (how it affects the people in the district)</b>	<b>Place (how it affects the district as a place)</b>	<b>Value for money services that are digital by design</b>

**Savings not recommended by Executive  
at this budget round**

[Economic Development](#)  
[Community Grants](#)  
[Citizen's Advice](#)  
[Community Alliance](#)  
[Planning Enforcement](#)  
[Blue Badge](#)

2024/25 £(000)	2025/26 £(000)	2026/27 £(000)	2027/28 £(000)
(26)	(52)	(52)	(52)
(30)	(30)	(30)	(30)
(10)	(10)	(10)	(10)
(1)	(1)	(1)	(1)
(176)	(176)	(176)	(176)
(60)	(60)	(60)	(60)
<b>(303)</b>	<b>(329)</b>	<b>(329)</b>	<b>(329)</b>

<b>Service:</b>	<b>Economic Development</b>			
<b>Portfolio:</b>	Vicky Glover- Ward, Executive Member for Planning and Growth			
<b>LT Lead:</b>	Head of Communications, Strategy and Policy			
<b>Priority:</b>				
<b>Description of Service:</b>				
<p>Economic development consists of an economic development officer (joint with North Herts), 0.5 FTE grade 8, contracts officer, 50% funded from ERDF and now UKSPF, 0.8 FTE, grade 8, and an economic development manager, 40% funded from the Launchpad (1.0 FTE, Grade 10). The team undertake all business support and liaison functions as well as contract and project management. Currently it has been agreed with North Herts that we will continue with the joint post for another year at least (until 31 March 2025). In addition the contract officer is part funded from UKSPF until 31 March 2025, hence no savings could be made until then.</p>				
<b>Description of savings proposal:</b>				
<p>Cease all economic development work. This would involve deletion of the economic development officer (net cost to the council £27,000 per year) and deletion of the contract officer (net cost to the council £23,000 per year). The manager role is subject to the senior manager (£500k) saving and therefore is out of scope</p> <p>In terms of the impact this would mean we have no capacity to undertake any economic development related activity. Specifically it would mean no project management or contract management for LEP activity (business support programmes and inward investment), Visit Herts (destination management), the Innovation Corridor, the Digital Innovation Zone and ad hoc smaller contracts such as Better Business for All and the county and local (BS and Buntingford) Chambers of Commerce. There would also be no capacity to undertake any town centre related work (e.g. liaison with the BS BID or dealing with issues such as bollards in Hertford by liaising with the town council and county council). There would also be no capacity to input into employment land discussions on strategic sites). We would also be unable to project manage any external funding schemes such as the UKSPF or prioritise writing bids for funding. The UKSPF is currently scheduled to finish on the 31 March 2025 in any case so this may not be an issue in terms of the contract officer. However, the scheme is likely to be continued or refined and we expect further details in late 2024</p>				
<b>Value of proposal(s) per year (Estimated) £ (000)</b>				
Savings must be shown as a negative figure, set up costs as a positive figure				
	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>
	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>
Revenue	(26)	(50)	(50)	(50)
Capital	0	0	0	0
<b>Current budget £(000) (Net Revenue Costs or CAPEX only not financing)</b>				
	<b>Expenditure:</b>	<b>Income:</b>	<b>Net Budget:</b>	
	50	0	50	

Equality Impact Assessment		
<p><b>Does initial EQIA screening indicate any key issues?</b> (If yes, list the issues)</p>	<p>Unlikely as function works with businesses as opposed to members of the public to deliver a discretionary service.</p>	
<p><b>Will a full EQIA be required?</b></p>	<p><b>No</b></p>	
Key issues/Risks/Impacts of proposal		
<p>Include here any potential negative public or media reaction and proposed lines to take with media messaging</p>		
Issues/Risks/Impacts	Mitigations and Media Messaging	
<p>Risk are captured above in terms of work that would no longer be undertaken. Although small the service has a good reputation particularly with those businesses that have benefitted from grant funding and direct support</p>	<p>Challenge would be around communicating that the council is business friendly if it ceases discretionary support functions leaving only regulatory functions (business rates' collection, licensing and environmental health).</p>	
Consultation requirements:		
<p>Some consultation with stakeholders required (business infrastructure organisations such as the chambers and BID). Consultation with staff affected required</p>		

<b>Thematic Assessment</b> (these themes will be replaced with Corporate Plan Priorities once agreed)			
<b>Net Zero, climate change and sustainability</b>	<b>Communities (how it affects the people in the district)</b>	<b>Place (how it affects the district as a place)</b>	<b>Value for money services that are digital by design</b>

<b>Service:</b>	<b>Community Grants</b>			
<b>Portfolio:</b>	Cllr Alex Daar, Executive Member for Communities			
<b>LT Lead:</b>	Head of Housing and Health			
<b>Priority:</b>				
<b>Description of Service:</b>				
<p>The council gives grants to community groups, voluntary groups, town and parish councils and individuals through an application process underpinned by a set of priorities, eligibility criteria and an assessment process approved by Council on an annual basis. In 2023/24, the total pot available is £40k. This itself represents a reduction on the previous year's total of £94k although much of the difference has been made up by £40k of UK Shared Prosperity Fund monies used for cultural activities and environmental sustainability grants.</p>				
<b>Description of savings proposal:</b>				
<p>The maximum saving proposed is £30k. This would reduce the community grants pot to £10k which is the amount funded from the council's income from the East Herts Lottery. Alternatively, a lower reduction of, say, £20k or £10k could be made. Of note, in 2024/25, there will be grant funding from the UKSPF of at least £20k for environmental sustainability projects and upwards of £60k for cultural activities, particularly those linked to proposed Arts Showcase. Therefore, even with the largest reduction to the community grants pot, the combined community grants, environmental sustainability and cultural activities grants are likely to total more in 2024/25 than in 2023/24, that is, £90k vs £80k this year.</p>				
<b>Value of proposal(s) per year (Estimated) £ (000)</b>				
Savings must be shown as a negative figure, set up costs as a positive figure				
	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>
	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>
Revenue	30	30	30	30
Capital	0	0	0	0
<b>Current budget £(000) (Net Revenue Costs or CAPEX only not financing)</b>				
	<b>Expenditure:</b>	<b>Income:</b>	<b>Net Budget:</b>	
	40	0	40	

Equality Impact Assessment		
<p><b>Does initial EQIA screening indicate any key issues?</b> (If yes, list the issues)</p>	<p>Possibly, in that community grant applications are prioritised when they are focused on areas of relative deprivation and harder-to-reach groups. Therefore, a reduction in funding could adversely affect at least some groups with protected characteristics. That said, the likely increase in the overall grants pot (community grants, environmental sustainability and cultural activities) would, to some extent, ameliorate any negative impacts.</p>	
<p><b>Will a full EQIA be required?</b></p>	<p>Yes</p>	
Key issues/Risks/Impacts of proposal		
<p>Include here any potential negative public or media reaction and proposed lines to take with media messaging</p>		
Issues/Risks/Impacts	Mitigations and Media Messaging	
<p>(a) Reputational risk - the council could be seen to be reducing support for community groups working with people with less access to services at a time of cost of living pressures. (b) Although individual grants are relatively small (in a range from £300 to £3,000), fewer such grants could exacerbate things such as social isolation and poor mental or physical health and thus put increased pressure on statutory care and/or health services.</p>	<p>(a) The increase in UKSPF-funded grants in 2024/25 would mitigate a reduction in community grants, albeit in that year alone. (b) Funding of the Arts Showcase in 2024/25 through the UKSPF includes facilitating the establishment of a steering group with fund-raising skills to enable future annual Showcase events. The council could work with this new steering group to facilitate a stream of grants to community groups which could potentially supplant the council's community grants from 2025/26 onwards. (c) The council will continue to promote the East Herts Lottery as a way for local groups to fund raise.</p>	
Consultation requirements:		
<p>None. The community grants programme is a discretionary programme, the continuation and degree of funding of which, the council reviews on an annual basis.</p>		

<b>Thematic Assessment</b> (these themes will be replaced with Corporate Plan Priorities once agreed)			
<b>Net Zero, climate change and sustainability</b>	<b>Communities (how it affects the people in the district)</b>	<b>Place (how it affects the district as a place)</b>	<b>Value for money services that are digital by design</b>
	The reduction in grants could adversely impact this theme, however, mitigations have been identified.		

<b>Service:</b>	<b>Citizens' Advice Bureau</b>			
<b>Portfolio:</b>	Cllr Sarah Hopewell, Executive Member for Wellbeing			
<b>LT Lead:</b>	Head of Housing and Health			
<b>Priority:</b>				
<b>Description of Service:</b>				
<p>The council has given an annual grant to Citizens Advice East Herts for a considerable number of years. In return, as specified in an SLA, Citizens Advice support residents in the district facing financial, legal, housing, employment and similar issues. The annual grant has gradually reduced over around the last five years. In 2023/24, the base grant was £99k. In addition, the council pays Citizens Advice a grant other c£20k from its Homelessness Prevention Grant from the government for them to provide debt advice to homeless clients of the council. Note: the proposal here only relates to the base grant from the council's budget; it is proposed to continue with the Homelessness Prevention Grant funded grant at the same level.</p>				
<b>Description of savings proposal:</b>				
<p>As part of an overall proposal to reduce council grants to external bodies by 10%, it is proposed to reduce the Citizens Advice grant from 2024/25 onwards by £10k to £89k. It is worth noting that Cllr Hopewell and Jonathan Geall have recently commenced work with three voluntary sector organisations, including Citizens Advice, with a view to drawing up a joint bid for National Lottery funding. If successful, this could offset a reduction in council funding.</p>				
<b>Value of proposal(s) per year (Estimated) £ (000)</b>				
Savings must be shown as a negative figure, set up costs as a positive figure				
	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>
	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>
Revenue	(10)	(10)	(10)	(10)
Capital	0	0	0	0
<b>Current budget £(000) (Net Revenue Costs or CAPEX only not financing)</b>				
	<b>Expenditure:</b>	<b>Income:</b>	<b>Net Budget:</b>	
	99	0	99	

### Equality Impact Assessment

<b>Does initial EQIA screening indicate any key issues?</b> (If yes, list the issues)	It is to be expected that Citizens Advice's clients will experience more hardship than most residents. Those with protected characteristics can be over-represented among those experiencing disadvantage. That said, a reduction in grant from £99k to £89k would, in all probability, not lead to a wholesale withdrawal of client-facing services.
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<b>Will a full EQIA be required?</b>	No	
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#### Key issues/Risks/Impacts of proposal

Include here any potential negative public or media reaction and proposed lines to take with media messaging

Issues/Risks/Impacts	Mitigations and Media Messaging
<p>(a) Reputational risk - the council could be accused of reducing support for Citizens Advice at a time when some residents are still struggling to cope with the cost of living crisis.</p> <p>(b) Previous reductions in the Citizens Advice grant have led to representations to senior members by Citizens Advice outlining how damaging the reductions were.</p> <p>(c) Although the reduction on the face of it appears to be relatively small in comparison with Citizens Advice's overall funding, any resulting reduction in their service could potentially put increased pressure on statutory care and/or health services.</p>	<p>(a) The council would continue to provide a not insignificant grant to the organisation. Of note, neighbouring Broxbourne Council cut all its funding to their local Citizens Advice around three years ago.</p> <p>(b) The council would continue to provide a grant of c£20k from its Homelessness Prevention Grant.</p> <p>(c) The Portfolio Holder and Head of Service's work with three voluntary sector organisations, including Citizens Advice, to draw up a joint bid for National Lottery funding would, if successful, more than offset a £10k reduction in council funding.</p>

#### Consultation requirements:

It would be reasonable to discuss the proposal with Citizens Advice and, in doing so, explore any non-financial ways the council could further support the organisation to offset the reduction.

<b>Thematic Assessment</b> (these themes will be replaced with Corporate Plan Priorities once agreed)			
<b>Net Zero, climate change and sustainability</b>	<b>Communities (how it affects the people in the district)</b>	<b>Place (how it affects the district as a place)</b>	<b>Value for money services that are digital by design</b>
	The reduction in the grant could adversely impact this theme, however, mitigations have been proposed, notably the potential to support a joint bid to the National Lottery Fund.		

<b>Service:</b>	<b>Community Alliance</b>			
<b>Portfolio:</b>	Cllr Sarah Hopewell, Executive Member for Wellbeing			
<b>LT Lead:</b>	Head of Housing and Health			
<b>Priority:</b>				
<b>Description of Service:</b>				
<p>The council has given an annual grant to Community Alliance Broxbourne and East Herts (previously known as the CVS) for a considerable number of years. In return, as specified in an SLA, Community Alliance support local voluntary and community groups in the district to establish themselves and grow, including for example, advising on fund-raising. The annual grant has gradually reduced over around the last five years. In 2023/24, the base grant was £13k.</p>				
<b>Description of savings proposal:</b>				
<p>As part of an overall proposal to reduce council grants to external bodies by 10%, it is proposed to reduce the Community Alliance grant from 2024/25 onwards by £1k to £12k. It is worth noting that Cllr Hopewell and Jonathan Geall have recently commenced work with three voluntary sector organisations, including Community Alliance, with a view to drawing up a joint bid for National Lottery funding. If successful, this could offset a reduction in council funding.</p>				
<b>Value of proposal(s) per year (Estimated) £ (000)</b>				
Savings must be shown as a negative figure, set up costs as a positive figure				
	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>
	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>
Revenue	(1)	(1)	(1)	(1)
Capital	0	0	0	0
<b>Current budget £(000) (Net Revenue Costs or CAPEX only not financing)</b>				
	<b>Expenditure:</b>	<b>Income:</b>	<b>Net Budget:</b>	
	13	0	13	

### Equality Impact Assessment

<b>Does initial EQIA screening indicate any key issues?</b> (If yes, list the issues)	It is to be expected that Community Alliance's clients include groups working with residents experiencing more hardship than most. Those with protected characteristics can be over-represented among those experiencing disadvantage. That said, a reduction in grant from £13k to £12k would, in all probability, not lead to a wholesale withdrawal of client-facing services.
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<b>Will a full EQIA be required?</b>	No	
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#### Key issues/Risks/Impacts of proposal

Include here any potential negative public or media reaction and proposed lines to take with media messaging

Issues/Risks/Impacts	Mitigations and Media Messaging
<p>(a) Reputational risk - the council could be accused of reducing support for Community Alliance at a time when community groups need to support residents who are still struggling to cope with the cost of living crisis.</p> <p>(b) Although the reduction on the face of it appears to be relatively small in comparison with Community Alliance's overall funding, any resulting reduction in their service could potentially put increased pressure on statutory care and/or health services.</p>	<p>(a) The council would continue to provide a very similar level of grant to the organisation as in 2023/24.</p> <p>(b) The Executive Member and Head of Service's work with three voluntary sector organisations, including Community Alliance, to draw up a joint bid for National Lottery funding would, if successful, more than offset a £1k reduction in council funding.</p>

#### Consultation requirements:

It would be reasonable to discuss the proposal with Community Alliance and, in doing so, explore any non-financial ways the council could further support the organisation to offset the reduction.

<b>Thematic Assessment</b> (these themes will be replaced with Corporate Plan Priorities once agreed)			
<b>Net Zero, climate change and sustainability</b>	<b>Communities (how it affects the people in the district)</b>	<b>Place (how it affects the district as a place)</b>	<b>Value for money services that are digital by design</b>
	<p>The reduction in the grant could adversely impact this theme, however, mitigations have been proposed, notably the potential to support a joint bid to the National Lottery Fund.</p>		

<b>Service:</b>	<b>Planning and Building Control</b>			
<b>Portfolio:</b>	Vicky Glover- Ward, Executive Member for Planning and Growth			
<b>LT Lead:</b>	Sara Saunders, Head of Planning and Building Control			
<b>Priority:</b>				
<b>Description of Service:</b>				
<p>Planning enforcement is the investigation of alleged breaches of planning control and, where a breach of planning control is identified, the aim is to resolve these using the most appropriate action. It is not a statutory service and it is not legally incumbent on the Council to investigate all matters that are alleged as a breach of planning control.</p>				
<b>Description of savings proposal:</b>				
<p>The maximum savings proposed is £176k which would limited the planning enforcement resource to compliance only.</p> <p>Alternatively, a lower reduction could be made by reducing the enforcement officer resource from 3 to 1, saving £106k. This would retain the Planning Enforcement Team Leader post.</p> <p>Equally, a lower reduction could be made by reducing the enforcement officer resource from 3 to 2, saving £55k. This would retain the Planning Enforcement Team Leader post, and 1 Planning Enforcement Officer post.</p> <p>Both of these options could only work if the backlog of open enforcement cases is reduced and the Planning Enforcement Plan is refreshed to reflect a reduction in officer resource and ability of the Council to positively deal with breaches in planning control. Compliance would be retained in all options at 0.8 FTE.</p>				
<b>Value of proposal(s) per year (Estimated) £ (000)</b>				
Savings must be shown as a negative figure, set up costs as a positive figure				
	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>
	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>
Revenue	(176)	(176)	(176)	(176)
Capital	0	0	0	0
<b>Current budget £(000) (Net Revenue Costs or CAPEX only not financing)</b>				
	<b>Expenditure:</b>	<b>Income:</b>	<b>Net Budget:</b>	
	0	0	0	

**Equality Impact Assessment**

<b>Does initial EQIA screening indicate any key issues?</b> (If yes, list the issues)	An equalities impact assessment will be required as the number of allegations of breaches of planning control are disproportionately about a group with protected characteristics.
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<b>Will a full EQIA be required?</b>	<b>Yes</b>
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**Key issues/Risks/Impacts of proposal**

Include here any potential negative public or media reaction and proposed lines to take with media messaging

<b>Issues/Risks/Impacts</b>	<b>Mitigations and Media Messaging</b>
Whilst not a statutory service, planning enforcement is considered to be important function by which the Council seeks to ensure that the amenity and character of the district is maintained in the public interest, and is of high importance to the public, Members, Town and Parish Councils and other interest groups. Any reduction would limit the Council's ability to take enforcement action and positively respond to resolving breaches in planning control. This in turn could undermine public confidence in the Council.	Retention of the compliance officer post would provide some limited support for the implementation of strategic sites and major developments.

**Consultation requirements:**

<b>Thematic Assessment</b> (these themes will be replaced with Corporate Plan Priorities once agreed)			
<b>Net Zero, climate change and sustainability</b>	<b>Communities (how it affects the people in the district)</b>	<b>Place (how it affects the district as a place)</b>	<b>Value for money services that are digital by design</b>

<b>Service:</b>	<b>Blue Badge OFF STREET Parking only</b>			
<b>Portfolio:</b>	Cllr Tim Hoskin Executive Member for Environmental Sustainability			
<b>LT Lead:</b>	Head of Operations			
<b>Priority:</b>				
<b>Description of Service:</b>				
Disabled persons with a Blue Badge can park free of charge on street and off street. The majority of local authorities do not provide concessions for off street parking.				
<b>Description of savings proposal:</b>				
Remove concession in OFF STREET car parks so disabled customers will be required to pay for parking. ON STREET car parking to remain free.				
<b>Value of proposal(s) per year (Estimated) £ (000)</b>				
Savings must be shown as a negative figure, set up costs as a positive figure				
	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>
	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>
Revenue	(60)	(60)	(60)	(60)
Capital	0	0	0	0
<b>Current budget £(000) (Net Revenue Costs or CAPEX only not financing)</b>				
	<b>Expenditure:</b>	<b>Income:</b>	<b>Net Budget:</b>	
	0	0	0	

Equality Impact Assessment		
<p><b>Does initial EQIA screening indicate any key issues?</b> (If yes, list the issues)</p>	<p>Full EQIA will be required to ensure On Street provision is adequate</p>	
<p><b>Will a full EQIA be required?</b></p>	<p>Yes</p>	
Key issues/Risks/Impacts of proposal		
<p>Include here any potential negative public or media reaction and proposed lines to take with media messaging</p>		
	Issues/Risks/Impacts	Mitigations and Media Messaging
Consultation requirements:		

<b>Thematic Assessment</b> (these themes will be replaced with Corporate Plan Priorities once agreed)			
<b>Net Zero, climate change and sustainability</b>	<b>Communities (how it affects the people in the district)</b>	<b>Place (how it affects the district as a place)</b>	<b>Value for money services that are digital by design</b>

# Agenda Item 6

## East Herts Council Report

### EXECUTIVE

**Date:** 13<sup>th</sup> February 2024

**Report by:** Cllr Carl Brittain, Executive Member for Financial Sustainability

**Report title:** Capital Strategy, Minimum Revenue Provision Policy and Treasury Management Strategy 2024/25

**Ward(s) affected:** All

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### Summary

The report contains the Capital Strategy, Minimum Revenue Provision (MRP) policy and Treasury Management Strategy for 2024/25 for recommendation to Full Council to approve.

### RECOMMENDATIONS FOR EXECUTIVE:

**(a) RECOMMEND TO COUNCIL to approve the Capital Strategy, Minimum Revenue Provision Policy and the Treasury Management Strategy 2024/25 including the Prudential Indicators contained within the reports.**

#### 1.0 Proposal(s)

1.1 This report presents the Executive's recommended Capital Strategy, the Minimum Revenue Provision policy and Treasury Management Strategy 2024/25 for recommendation to Full Council.

#### 2.0 Background

2.1 The East Herts Council Capital Strategy provides a valuable opportunity for engagement with Full Council to ensure that overall strategy, investment ambition, risk appetite and governance procedures are fully understood by all elected

Members and other Council stakeholders.

- 2.2 The East Herts Council Capital Strategy is intended to be a strategic corporate document which will both be influenced by and in turn influence policy and decision making in respect of capital investment.
- 2.3 The Strategy will continue to develop and evolve as external influences do and will be updated as required in order that this Strategy is responsive to the challenges, opportunities, priorities and objectives that the Council must consider.
- 2.4 The current capital programme pauses the Arts Centre at Old River Lane in order to make the capital programme affordable by reducing borrowing costs.
- 2.5 As the council continues to deliver, review and update the capital programme, it will do so within the context of the council's Climate Change commitments, most notably the commitment to the council itself becoming carbon neutral by 2030. To that end, the council has devised a carbon assessment tool which it is now beginning to use to assess its existing major projects. As new proposals for capital funding come forward, a carbon assessment will be included as an integral part of the business case to inform decision-making.
- 2.6 The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council's low risk appetite, providing security and adequate liquidity always before considering investment return.
- 2.7 The second main function of the treasury management service is the funding of the Council's capital plans. These

capital plans provide a guide to the borrowing need of the Council, essentially the longer-term cash flow planning, to ensure that the Council can meet its capital spending obligations. This management of longer-term cash may involve arranging long or short-term loans, or using longer-term cash flow surpluses. On occasion, when it is prudent and economic, any debt previously drawn may be restructured to meet Council risk or cost objectives.

- 2.8 The contribution the treasury management function makes to the authority is critical, as the balance of debt and investment operations ensure liquidity or the ability to meet spending commitments as they fall due, either on day-to-day revenue or for larger capital projects. The treasury operations will see a balance of the interest costs of debt and the investment income arising from cash deposits affecting the available budget. Since cash balances generally result from reserves and balances, it is paramount to ensure adequate security of the sums invested, as a loss of principal will in effect result in a loss to the General Fund Balance.
- 2.9 Whilst any commercial initiatives or loans to third parties will impact on the treasury function, these activities are generally classed as non-treasury activities, (arising usually from capital expenditure), and are separate from the day to day treasury management activities.
- 2.10 This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).
- 2.11 This activity is currently supported by the council's appointed independent advisors – Arlingclose Limited.
- 2.12 The Capital Strategy, Minimum Revenue Provision Policy and Treasury Management Strategy was scrutinised by Audit and Governance Committee at its meeting on 30 January 2024.

There were no comments/Comments and recommended actions are shown at Appendix.

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

- 3.1 Revised reporting was required from the 2019/20 reporting cycle due to revisions of the MHCLG Investment Guidance, the MHCLG Minimum Revenue Provision (MRP) Guidance, the CIPFA Prudential Code and the CIPFA Treasury Management Code. The primary reporting changes included the introduction of a capital strategy, to provide a longer-term focus to the capital plans, and greater reporting requirements surrounding any commercial activity undertaken under the Localism Act 2011.
- 3.2 This report includes the fourth capital strategy since the revisions. The first three versions of the report were welcomed by Members and no comments or suggestions for improvement have been received from either internal or external audit.

### **4.0 Options**

- 4.1 Endorse the updated strategy or suggest amendments because of the scrutiny process.

### **5.0 Risks**

- 5.1 Risks are discussed in detail, within the Capital Strategy, including the uncertainty around future funding.

### **6.0 Implications/Consultations**

- 6.1 None

### **Community Safety**

Building and refurbishment schemes design out crime and safety issues and

public realm works in particular are required to ensure that the community feel safe.

## **Data Protection**

All investment in IT systems are required to check where data is held and that systems comply with data protection legislation.

## **Equalities**

All capital schemes meet the necessary legislation and are subject to access audits. Design also takes into account dementia friendly design elements particularly around colour.

## **Environmental Sustainability**

The council has established a carbon assessment tool that it is beginning to apply to existing capital projects. In the future, a carbon assessment of proposed capital projects will be included within the overall business case so as to inform decision-making. To date, individual schemes have sustainability features designed into them and may include, for example: meeting BREEAM ratings for buildings and refurbishments; flood resilience and sustainable underground drainage systems; opportunities for renewable energy generation; and carbon reduction such as replacement of the council's internal combustion engine vehicles with battery electric vehicles.

## **Financial**

The strategy guides the capital programme and detailed financial implications are included with that in the budget report

## **Health and Safety**

All contractors are required to have compliant health and safety policies. Where a health and safety issue requires capital expenditure it will be fast tracked to deal with the issue

## **Human Resources**

None

## **Human Rights**

None

## **Legal**

A Capital Strategy is a requirement of the Prudential Code which the council is required to follow under the Local Government Act 2003.

## **Specific Wards**

None

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

7.1 Appendix A - East Herts District Council Draft Capital Strategy and Minimum Revenue Policy 2023/24 Onwards

7.2

## **Contact Member**

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# Capital Strategy

## 2024/25

Including Minimum Revenue Provision  
Policy

**2.1. Capital Expenditure** *Table 1: Prudential Indicator: Estimates of Capital Expenditure*

	<b>2022/23 actual £(000)</b>	<b>2023/24 forecast £(000)</b>	<b>2024/25 budget * £(000)</b>	<b>2025/26 budget £(000)</b>	<b>2026/27 budget £(000)</b>
General Fund services	15,430	31,322	16,437	1,452	2,326
Capital investments	-	-	-	-	-
<b>TOTAL</b>	<b>15,430</b>	<b>31,322</b>	<b>16,437</b>	<b>1,452</b>	<b>2,326</b>

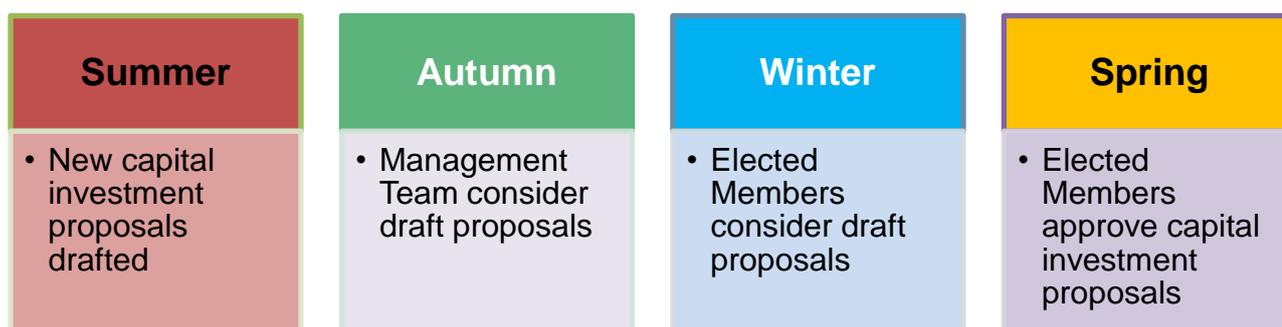


Table 2: Capital financing

	<b>2022/23 actual £(000)</b>	<b>2023/24 forecast £(000)</b>	<b>2024/25 budget * £(000)</b>	<b>2025/26 budget £(000)</b>	<b>2026/27 budget £(000)</b>
External sources	2,207	3,506	83	-	-
Capital receipts	1,427	306	250	250	250
Revenue resources	53	3,288	2,051	650	650
Debt	11,743	24,222	14,053	552	1,426
<b>TOTAL</b>	<b>15,430</b>	<b>31,322</b>	<b>16,437</b>	<b>1,452</b>	<b>2,326</b>

Table 3: Replacement of prior years' debt finance

	<b>2022/23 actual £(000)</b>	<b>2023/24 forecast £(000)</b>	<b>2024/25 budget £(000)</b>	<b>2025/26 budget £(000)</b>	<b>2026/27 budget £(000)</b>
Minimum revenue provision (MRP)	0	594	1,032	2,701	2,786
Capital receipts	0	-	6,000	-	-
<b>TOTAL</b>	<b>0</b>	<b>594</b>	<b>7,032</b>	<b>2,701</b>	<b>2,786</b>

Table 4: Capital Financing Requirement (CFR)

	<b>2022/23 actual £(000)</b>	<b>2023/24 forecast £(000)</b>	<b>2024/25 budget £(000)</b>	<b>2025/26 budget £(000)</b>	<b>2026/27 budget £(000)</b>
Capital Financing Requirement (CFR)	40,071	63,699	70,720	68,570	67,210

3.6.1. To ensure that capital assets continue to be of long-term use, the Authority has an asset management strategy in place. The council's assets are being reviewed to identify assets for disposal to repay borrowing. The council is exploring transferring parks, open spaces, playing fields, playgrounds, grass verges and woodland to Town and Parish Councils. Ware Town Council has come forward with a desire to transfer assets and we are working with them to develop this policy.

**Asset Disposals** Table 5: Capital receipts receivable

	<b>2022/23 actual £(000)</b>	<b>2023/24 forecast £(000)</b>	<b>2024/25 budget £(000)</b>	<b>2025/26 budget £(000)</b>	<b>2026/27 budget £(000)</b>
Asset sales	1,177	3,256	6,000	-	-
Preserved Right to Buy Receipts	250	250	250	250	250
Loans etc repaid	-	-	-	-	-
<b>TOTAL</b>	<b>1,427</b>	<b>3,506</b>	<b>6,250</b>	<b>250</b>	<b>250</b>

Table 6: Prudential Indicator: Gross Debt and the Capital Financing Requirement

	<b>31.3.2023 actual £(000)</b>	<b>31.3.2024 forecast £(000)</b>	<b>31.3.2025 budget £(000)</b>	<b>31.3.2026 budget £(000)</b>	<b>31.3.2027 budget £(000)</b>
Debt (incl. PFI & leases)	31,522	55,180	62,827	60,678	59,318
Capital Financing Requirement	40,071	63,699	70,720	68,570	67,210

Table 7: Borrowing and the Liability Benchmark

	<b>31.3.2023 actual £(000)</b>	<b>31.3.2024 forecast £(000)</b>	<b>31.3.2025 budget £(000)</b>	<b>31.3.2026 budget £(000)</b>	<b>31.3.2027 budget £(000)</b>
Forecast borrowing	31,522	55,180	62,827	60,678	59,318
Liability benchmark	15,497	39,125	56,146	59,997	58,637

Table 8: Prudential Indicators: Authorised limit and operational boundary for external debt

	2023/24 limit £(000)	2024/25 limit £(000)	2025/26 limit £(000)	2026/27 limit £(000)
Authorised limit - total external debt	180	150	150	150
Operational boundary - total external debt	90	75	75	75

Table 9: Treasury management investments

	31.3.2023 actual	31.3.2024 forecast	31.3.2025 budget	31.3.2026 budget	31.3.2027 budget
Near-term investments	6,056	6,056	6,056	11,000	11,000
Longer-term investments	19,999	19,999	9,998	-	-
<b>TOTAL</b>	<b>26,055</b>	<b>26,055</b>	<b>16,054</b>	<b>11,000</b>	<b>11,000</b>

Table 11: Prudential Indicator: Proportion of financing costs to net revenue stream

	2022/23 actual	2023/24 forecast	2024/25 budget *	2025/26 budget	2026/27 budget
Financing costs (£m)		£1,536	£3.987	£4.903	£4.314
Proportion of net revenue stream	%	%	%	%	%

## Annual Minimum Revenue Provision Statement 2024/25

1. Where the council finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP), although there has been no statutory minimum since 2008. The Local Government Act 2003 requires the council to have regard to the former Ministry of Housing, Communities and Local Government's Guidance on Minimum Revenue Provision (the MHCLG Guidance) most recently issued in 2018.
2. The broad aim of the MHCLG Guidance is to ensure that capital expenditure is financed over a period that is either reasonably commensurate with that over which the capital expenditure provides benefits, or, in the case of borrowing supported by Government Revenue Support Grant, reasonably commensurate with the period implicit in the determination of that grant.
3. The MHCLG Guidance requires the council to approve an Annual MRP Statement each year and recommends a number of options for calculating a prudent amount of MRP. The following statement only incorporates options recommended in the Guidance.
4. For capital expenditure, MRP will be determined by charging the expenditure over the expected useful life of the relevant asset, in equal instalments, starting in the year after the asset becomes operational. It is expected that this will generally be 30 years. MRP on purchases of freehold land will be charged over 50 years. MRP on expenditure not related to fixed assets but which has been capitalised by regulation or direction will be charged over 20 years. MRP on refuse, recycling and street cleansing vehicles will be payable by the contractor to the council and will be charged over 8 years so that the loans on the vehicles are fully repaid at the break or renewal point of the new waste contract. The useful life of assets will be determined by the Head of Strategic Finance and Property
5. For assets acquired by leases MRP will be determined as being equal to the element of the rent or charge that goes to write down the balance sheet liability.

6. Where former operating leases have been brought onto the balance sheet due to the adoption of the IFRS 16 Leases accounting standard, and the asset values have been adjusted for accruals, prepayments, premiums and/or incentives, then the annual MRP charges will be adjusted so that the total charge to revenue remains unaffected by the new standard.
7. For capital expenditure loans to Millstream Property Investments Limited, which is wholly owned by the council, the council will make nil MRP, unless an expected credit loss was recognised or increased in-year, but will instead apply the capital receipts arising from principal repayments to reduce the capital financing requirement instead. Sufficient MRP will be charged to ensure that the outstanding capital financing requirement (CFR) on the loan is no higher than the principal amount outstanding less the expected credit loss. This option was proposed by the government in its recent MRP consultation and in the council's view is consistent with the current regulations. The council further believes this is prudent as the loans were financed by a reduction in the negative CFR, which arose from the large scale voluntary transfer of council housing in 2001, and therefore was financed in full at the time the money was lent to the company. Furthermore, the loans are secured by a charge over domestic property assets of the company and the loans were on average 60% of the property purchase price. Given that there is a 40%+ share of equity in excess of the loans and domestic property, taking past performance as a guide, are expected to increase in value by an average of 12% per annum over a ten year period, the council believes there is sufficient equity in each domestic property to fully repay the loans to the company in most foreseeable downside risk events.
8. The council may make additional payments over and above MRP to reduce the CFR and these payments are known as Voluntary Payments. The council intends to dispose of at least £6 million of assets and apply the capital receipts as Voluntary Payments. The Voluntary Payment will enable the council to reduce MRP in subsequent years.
9. Capital expenditure incurred during 2024/25 will not be subject to a MRP charge until 2025/26 or later.
10. Based on the council's latest estimate of its Capital Financing Requirement on 31st March 2023, the budget for MRP has been set as follows:

TABLE 1 MINIMUM REVENUE PROVISION BUDGET 2024/25

	<b>31.03.2025 Estimated CFR £m</b>	<b>2024/25 Estimated MRP £</b>
Capital expenditure		-
Less: Assets under construction <sup>1</sup>		-
Less: Voluntary Payments applied	(6.0)	-
Capital Expenditure to which MRP applies		
Leases		
Loans to other bodies repaid in instalments	0	0
<b>Total General Fund</b>		

<sup>1</sup> Assets under construction are not yet complete and therefore do not count towards MRP until the year after they are completed and brought into use.

11. The council intends to dispose of at least £6 million of assets and to apply the capital receipt to reduce the CFR. As the use of the capital receipts constitutes a Voluntary Payment the following disclosure table is required by the MHCLG Guidance.

TABLE 2 VOLUNTARY PAYMENTS 2024/25

<b>Voluntary Payments</b>	<b>£m</b>
Actual balance 31.03.2023	0
Approved payment 2023/24	0
Expected balance 31.03.2024	0
Planned payment 2024/25	6.0
Forecast balance 31.03.2025	6.0

# Treasury Management Strategy

**2024/25**

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## Contents

Introduction .....	2
Economic Background .....	2
Credit outlook .....	4
Interest rate forecast .....	4
Local context .....	5
Liability Benchmark.....	6
Borrowing Strategy.....	7
Treasury Investment Strategy .....	10
Treasury Management Prudential Indicators.....	16
Related Matters .....	17
Appendix A - Arlingclose Economic & Interest Rate Forecast .....	19
Appendix B – Existing Investment & Debt Portfolio Position .....	22
Appendix C – Treasury Management Scheme of Delegation.....	23
Appendix D – The Treasury Management Role of the Section 151 Officer ....	24

## Introduction

1. Treasury management is the management of the Authority's cash flows, borrowing and investments, and the associated risks. The Authority has [borrowed and/or invested] substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of financial risk are therefore central to the Authority's prudent financial management.
2. Treasury risk management at the Authority is conducted within the framework of the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice 2021 Edition (the CIPFA Code) which requires the Authority to approve a treasury management strategy before the start of each financial year. This report fulfils the Authority's legal obligation under the Local Government Act 2003 to have regard to the CIPFA Code.

**Economic Background** The impact on the UK from higher interest rates and inflation, a weakening economic outlook, an uncertain political climate due to an upcoming general election, together with war in Ukraine and the Middle East, will be major influences on the Authority's treasury management strategy for 2024/25.

4. The Bank of England (BoE) increased Bank Rate to 5.25% in August 2023, before maintaining this level in September and then again in November. Members of the BoE's Monetary Policy Committee voted 6-3 in favour of keeping Bank Rate at 5.25%. The three dissenters wanted to increase rates by another 0.25%.
5. The November quarterly Monetary Policy Report (MPR) forecast a prolonged period of weak Gross Domestic Product (GDP) growth with the potential for a mild contraction due to ongoing weak economic activity. The outlook for CPI inflation was deemed to be highly uncertain, with near-term risks to CPI falling to the 2% target coming from potential energy price increases, strong domestic wage growth and persistence in price-setting.
6. Office for National Statistics (ONS) figures showed CPI inflation was 6.7% in September 2023, unchanged from the previous month but above the 6.6% expected. Core CPI inflation fell to 6.1% from 6.2%, in line with predictions. Looking ahead, using the interest rate path implied by financial markets the BoE expects CPI inflation to continue falling, declining to around 4% by the end of calendar 2023 but taking until early

2025 to reach the 2% target and then falling below target during the second half 2025 and into 2026.

7. ONS figures showed the UK economy grew by 0.2% between April and June 2023. The BoE forecasts GDP will likely stagnate in Q3 but increase modestly by 0.1% in Q4, a deterioration in the outlook compared to the August MPR. The BoE forecasts that higher interest rates will constrain GDP growth, which will remain weak over the entire forecast horizon.
8. The labour market appears to be loosening, but only very slowly. The unemployment rate rose slightly to 4.2% between June and August 2023, from 4.0% in the previous 3-month period, but the lack of consistency in the data between the two periods made comparisons difficult. Earnings growth remained strong, with regular pay (excluding bonuses) up 7.8% over the period and total pay (including bonuses) up 8.1%. Adjusted for inflation, regular pay was 1.1% and total pay 1.3%. Looking forward, the MPR showed the unemployment rate is expected to be around 4.25% in the second half of calendar 2023, but then rising steadily over the forecast horizon to around 5% in late 2025/early 2026.
9. Having increased its key interest rate to a target range of 5.25-5.50% in August 2023, the US Federal Reserve paused in September and November, maintaining the Fed Funds rate target at this level. It is likely this level represents the peak in US rates, but central bank policymakers emphasised that any additional tightening would be dependent on the cumulative impact of rate rises to date, together with inflation and developments in the economy and financial markets.
10. US GDP grew at an annualised rate of 4.9% between July and September 2023, ahead of expectations for a 4.3% expansion and the 2.1% reading for Q2. But as the impact from higher rates is felt in the coming months, a weakening of economic activity is likely. Annual CPI inflation remained at 3.7% in September after increasing from 3% and 3.2% consecutively in June and July.
11. Eurozone inflation has declined steadily since the start of 2023, falling to an annual rate of 2.9% in October 2023. Economic growth has been weak, and GDP was shown to have contracted by 0.1% in the three months to September 2023. In line with other central banks, the European Central Bank has been increasing rates, taking its deposit facility, fixed rate tender, and marginal lending rates to 3.75%, 4.25% and 4.50% respectively.

## Credit outlook

12. Credit Default Swap (CDS) prices were volatile during 2023, spiking in March on the back of banking sector contagion concerns following the major events of Silicon Valley Bank becoming insolvent and the takeover of Credit Suisse by UBS. After then falling back in Q2 of calendar 2023, in the second half of the year, higher interest rates and inflation, the ongoing war in Ukraine, and now the Middle East, have led to CDS prices increasing steadily.
13. On an annual basis, CDS price volatility has so far been lower in 2023 compared to 2022, but this year has seen more of a divergence in prices between ringfenced (retail) and non-ringfenced (investment) banking entities once again.
14. Moody's revised its outlook on the UK sovereign to stable from negative to reflect its view of restored political predictability following the volatility after the 2022 mini-budget. Moody's also affirmed the Aa3 rating in recognition of the UK's economic resilience and strong institutional framework.
15. Following its rating action on the UK sovereign, Moody's revised the outlook on five UK banks to stable from negative and then followed this by the same action on five rated local authorities. However, within the same update the long-term ratings of those five local authorities were downgraded.
16. There remain competing tensions in the banking sector, on one side from higher interest rates boosting net income and profitability against another of a weakening economic outlook and likely recessions that increase the possibility of a deterioration in the quality of banks' assets.
17. However, the institutions on our adviser Arlingclose's counterparty list remain well-capitalised and their counterparty advice on both recommended institutions and maximum duration remain under constant review and will continue to reflect economic conditions and the credit outlook.

## Interest rate forecast

18. Although UK inflation and wage growth remain elevated, the Authority's treasury management adviser Arlingclose forecasts that Bank Rate has peaked at 5.25%. The Bank of England's Monetary Policy Committee will cut rates in the medium term to stimulate the UK economy but will be reluctant to do so until it is sure there will be no lingering second-round

effects. Arlingclose sees rate cuts from Q3 2024 to a low of around 3% by early-mid 2026.

19. Arlingclose expects long-term gilt yields to eventually fall from current levels (amid continued volatility) reflecting the lower medium-term path for Bank Rate. However, yields will remain relatively higher than in the past, due to quantitative tightening and significant bond supply. As ever, there will undoubtedly be short-term volatility due to economic and political uncertainty and events.
20. Like the BoE, the Federal Reserve and other central banks see persistently high policy rates through 2023 and 2024 as key to dampening domestic inflationary pressure. Bond markets will need to absorb significant new supply, particularly from the US government.
21. A more detailed economic and interest rate forecast provided by Arlingclose is in Appendix A.
22. For the purpose of setting the budget, it has been assumed that new treasury investments will be made at an average rate/yield of 5.1%, and that new long-term loans will be avoided with short term borrowing at an average rate of 5%. Based on interest rate forecasts, the short term borrowing will be replaced with long term borrowing during 2026.

## Local context

23. On 31st December 2023, the Authority held £31.522m of borrowing and £34.2m of treasury investments. This is set out in further detail at Appendix B. Forecast changes in these sums are shown in the balance sheet analysis in table 1 below.

*Table 1: Balance sheet summary and forecast*

	<b>31.3.23 Actual £(000)</b>	<b>31.3.24 Estimate £(000)</b>	<b>31.3.25 Forecast £(000)</b>	<b>31.3.26 Forecast £(000)</b>	<b>31.3.27 Forecast £(000)</b>
Capital financing requirement	<b>40,071</b>	<b>63,699</b>	<b>70,720</b>	<b>68,570</b>	<b>67,210</b>
Less: Other debt liabilities *	-	-	-	-	-
<b>Loans CFR</b>	<b>40,071</b>	<b>63,699</b>	<b>70,720</b>	<b>68,570</b>	<b>67,210</b>
Less: External borrowing **	31,522	55,180	62,827	60,678	59,318
<b>Internal borrowing</b>	<b>8,549</b>	<b>8,519</b>	<b>7,893</b>	<b>7,892</b>	<b>7,892</b>
Less: Balance sheet resources	34,574	34,574	24,574	18,573	18,573
<b>Treasury investments</b>	<b>26,025</b>	<b>26,025</b>	<b>16,681</b>	<b>10,681</b>	<b>10,681</b>

\* leases and PFI liabilities that form part of the Authority's total debt

\*\* shows only loans to which the Authority is committed and excludes optional refinancing

24. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while balance sheet resources are the underlying sums available for investment. The Authority's current strategy is to maintain borrowing and investments below their underlying levels, sometimes known as internal borrowing.
25. The Authority has an increasing CFR due to the capital programme, but minimal investments and will therefore be required to borrow up to £70.7m over the forecast period.
26. CIPFA's Prudential Code for Capital Finance in Local Authorities recommends that the Authority's total debt should be lower than its highest forecast CFR over the next three years. Table 1 shows that the Authority expects to comply with this recommendation during 2024/25.

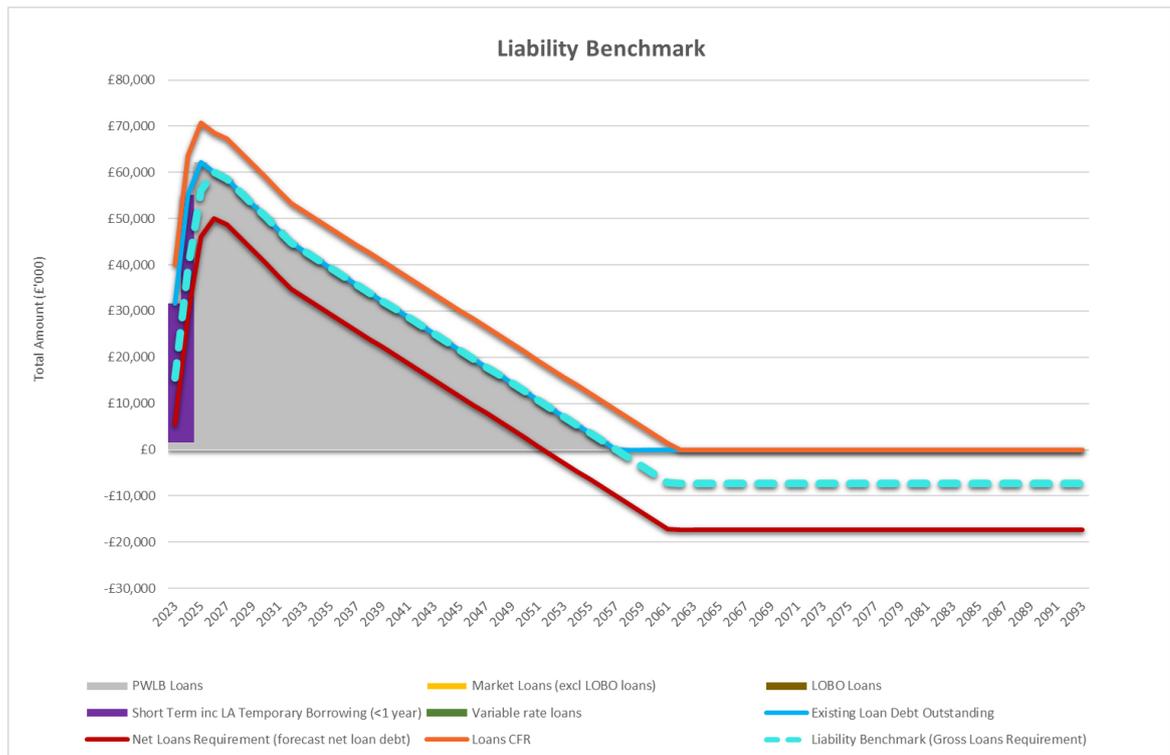
## Liability Benchmark

27. To compare the Council's actual borrowing against an alternative strategy, a liability benchmark has been calculated showing the lowest risk level of borrowing. This assumes the same forecasts as table 1 above, but that cash and investment balances are kept to a minimum level of £10m at each year-end to maintain sufficient liquidity but minimise credit risk.
28. The liability benchmark is an important tool to help establish whether the Council is likely to be a long-term borrower or long-term investor in the future, and so shape its strategic focus and decision making. The liability benchmark itself represents an estimate of the cumulative amount of external borrowing the Council must hold to fund its current capital and revenue plans while keeping treasury investments at the minimum level required to manage day-to-day cash flow.

Table 2: Prudential Indicator: Liability benchmark

	<b>31.3.23 Actual £(000)</b>	<b>31.3.24 Estimate £(000)</b>	<b>31.3.25 Forecast £(000)</b>	<b>31.3.26 Forecast £(000)</b>	<b>31.3.27 Forecast £(000)</b>
Loans CFR	40,071	63,699	70,720	68,570	67,210
Less: Balance sheet resources	34,574	34,574	24,574	18,573	18,573
<b>Net loans requirement</b>	<b>5,497</b>	<b>29,125</b>	<b>46,146</b>	<b>49,997</b>	<b>48,637</b>
Plus: Liquidity allowance	10,000	10,000	10,000	10,000	10,000
<b>Liability benchmark</b>	<b>15,497</b>	<b>39,125</b>	<b>56,146</b>	<b>59,997</b>	<b>58,637</b>

29. Following on from the medium-term forecasts in table 2 above, the long-term liability benchmark assumes capital expenditure funded by borrowing of a maximum £62.8m, minimum revenue provision on new capital expenditure based on a 30 year asset life and income, expenditure and reserves all increasing by inflation of 2% a year. This is shown in the chart below together with the maturity profile of the council's existing borrowing:



## Borrowing Strategy

30. The Authority currently holds £36.6 million of loans, an increase of £6 million on the previous year, as part of its strategy for funding previous years' capital programmes. The balance sheet forecast in table 1 shows that the Authority expects to borrow up to £70.7m in 2024/25. The Authority may also borrow additional sums to pre-fund future years' requirements, providing this does not exceed the authorised limit for borrowing of £140 million.
31. **Objectives:** The Authority's chief objective when borrowing money is to strike an appropriately low risk balance between securing low interest costs and achieving certainty of those costs over the period for which funds are required. The flexibility to renegotiate loans should the Authority's long-term plans change is a secondary objective.

32. **Strategy:** Given the significant cuts to public expenditure and in particular to local government funding, the Authority's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio. With short-term interest rates currently much lower than long-term rates, it is likely to be more cost effective in the short-term to either use internal resources, or to borrow short-term loans instead.
33. By doing so, the Authority is able to reduce net borrowing costs (despite foregone investment income) and reduce overall treasury risk. The benefits of short-term borrowing will be monitored regularly against the potential for incurring additional costs by deferring borrowing into future years when long-term borrowing rates are forecast to rise modestly. Arlingclose will assist the Authority with this 'cost of carry' and breakeven analysis. Its output may determine whether the Authority borrows additional sums at long-term fixed rates in 2024/25 with a view to keeping future interest costs low, even if this causes additional cost in the short-term.
34. The Authority has previously raised all of its long-term borrowing from the HM Treasury PWLB Lending Facility (PWLB) (formerly the Public Works Loans Board) but will consider long-term loans from other sources including banks, pension funds and local authorities, and will investigate the possibility of issuing bonds and similar instruments, in order to lower interest costs and reduce over-reliance on one source of funding in line with the CIPFA Code. PWLB loans are no longer available to local authorities planning to buy investment assets primarily for yield; the Authority intends to avoid this activity in order to retain its access to PWLB loans.
35. Alternatively, the Authority may arrange forward starting loans, where the interest rate is fixed in advance, but the cash is received in later years. This would enable certainty of cost to be achieved without suffering a cost of carry in the intervening period.
36. In addition, the Authority may borrow further short-term loans to cover unplanned cash flow shortages.
37. **Sources of borrowing:** The approved sources of long-term and short-term borrowing are:
- a. HM Treasury's PWLB Lending Facility (formerly the Public Works Loan Board)
  - b. UK Infrastructure Bank Ltd.
  - c. any institution approved for investments (see below).

- d. any other bank or building society authorised to operate in the UK.
  - e. any other UK public sector body.
  - f. UK public and private sector pension funds (except the Hertfordshire Local Government Pension Scheme).
  - g. capital market bond investors.
  - h. UK Municipal Bonds Agency plc and other special purpose companies created to enable local authority bond issues.
38. **Other sources of debt finance:** In addition, capital finance may be raised by the following methods that are not borrowing, but may be classed as other debt liabilities:
- a. Leasing.
  - b. hire purchase.
  - c. Private Finance Initiative.
  - d. sale and leaseback.
  - e. similar asset based finance.
39. **Municipal Bonds Agency:** UK Municipal Bonds Agency plc was established in 2014 by the Local Government Association as an alternative to the PWLB. It issues bonds on the capital markets and lends the proceeds to local authorities. This is a more complicated source of finance than the PWLB for two reasons: borrowing authorities will be required to provide bond investors with a guarantee to refund their investment in the event that the agency is unable to for any reason; and there will be a lead time of several months between committing to borrow and knowing the interest rate payable. Any decision to borrow from the Agency will therefore be the subject of a separate report to Full Council.
40. **LOBOs:** The Authority holds no LOBO (Lender's Option Borrower's Option) loans where the lender has the option to propose an increase in the interest rate at set dates, following which the Authority has the option to either accept the new rate or to repay the loan at no additional cost. Borrowing via LOBO loans will not be undertaken unless a separate report requesting authority is approved by Full Council.
41. **Short-term and variable rate loans:** These loans leave the Authority exposed to the risk of short-term interest rate rises and are therefore subject to the interest rate exposure limits in the treasury management indicators below. Financial derivatives may be used to manage this interest rate risk (see section below).

42. **Debt rescheduling:** The PWLB allows authorities to repay loans before maturity and either pay a premium or receive a discount according to a set formula based on current interest rates. Other lenders may also be prepared to negotiate premature redemption terms. The Authority may take advantage of this and replace some loans with new loans, or repay loans without replacement, where this is expected to lead to an overall cost saving or a reduction in risk.

## Treasury Investment Strategy

43. The Authority holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. In the past 12 months, the Authority's treasury investment balance has ranged between £30 and £50 million, and similar levels are expected to be maintained in the forthcoming year.
44. **Objectives:** The CIPFA Code requires the Authority to invest its treasury funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Authority's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income. Where balances are expected to be invested for more than one year, the Authority will aim to achieve a total return that is equal or higher than the prevailing rate of inflation, in order to maintain the spending power of the sum invested. The Authority aims to be a responsible investor and will consider environmental, social and governance (ESG) issues when investing.
45. **Strategy:** As demonstrated by the liability benchmark above, the Authority expects to be a long-term borrower and new treasury investments will therefore be made primarily to manage day-to-day cash flows using short-term low risk instruments. The existing portfolio of strategic pooled funds will be maintained to diversify risk into different sectors and boost investment income.
46. The CIPFA Code does not permit local authorities to both borrow and invest long-term for cash flow management. But the Authority may make long-term investments for treasury risk management purposes, including to manage interest rate risk by investing sums borrowed in advance for the capital programme for up to three years; to manage inflation risk by investing usable reserves in instruments whose value rises with inflation; and to manage price risk by adding diversification to the strategic pooled fund portfolio. As a result we are in the process of

ending a long term investment of £10 million in the Lothbury Property Fund. The £10 million in the Hermes Property Fund will be held until the redemption restrictions on the fund are lifted in the next few years.

47. **ESG policy:** Environmental, social and governance (ESG) considerations are increasingly a factor in global investors’ decision making, but the framework for evaluating investment opportunities is still developing and therefore the Authority’s ESG policy does not currently include ESG scoring or other real-time ESG criteria at an individual investment level. When investing in banks and funds, the Authority will prioritise banks that are signatories to the UN Principles for Responsible Banking and funds operated by managers that are signatories to the UN Principles for Responsible Investment, the Net Zero Asset Managers Alliance and/or the UK Stewardship Code.
48. **Business models:** Under the IFRS 9 standard, the accounting for certain investments depends on the Authority’s “business model” for managing them. The Authority aims to achieve value from its treasury investments by a business model of collecting the contractual cash flows and therefore, where other criteria are also met, these investments will continue to be accounted for at amortised cost.
49. **Approved counterparties:** The Authority may invest its surplus funds with any of the counterparty types in table 3 below, subject to the limits shown.

*Table 3: Treasury investment counterparties and limits*

Sector	Time limit	Counterparty limit	Sector limit
The UK Government	50 years	Unlimited	n/a
Local authorities & other government entities	3 years	£20m	Unlimited
Secured investments *	3 years	£20m	Unlimited
Banks (unsecured) *	13 months	£20m	Unlimited
Building societies (unsecured) *	13 months	£20m	£60m
Registered providers (unsecured) *	3 years	£5m	£30m
Money market funds *	n/a	£20m	Unlimited
Strategic pooled funds	n/a	£20m	£20m
Real estate investment trusts	n/a	n/a	n/a
Other investments *	3 years	£1m	£5m

This table must be read in conjunction with the notes below.

50. **\* Minimum credit rating:** Treasury investments in the sectors marked with an asterisk will only be made with entities whose lowest published long-term credit rating is no lower than A-. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account.
51. For entities without published credit ratings, investments may be made either (a) where external advice indicates the entity to be of similar credit quality; or (b) to a maximum of £500,000 per counterparty as part of a diversified pool e.g. via a peer-to-peer platform.
52. **Government:** Loans to, and bonds and bills issued or guaranteed by, national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is generally a lower risk of insolvency, although they are not zero risk. Investments with the UK Government are deemed to be zero credit risk due to its ability to create additional currency and therefore may be made in unlimited amounts for up to 50 years.
53. **Secured investments:** Investments secured on the borrower's assets, which limits the potential losses in the event of insolvency. The amount and quality of the security will be a key factor in the investment decision. Covered bonds and reverse repurchase agreements with banks and building societies are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the higher of the collateral credit rating and the counterparty credit rating will be used. The combined secured and unsecured investments with any one counterparty will not exceed the cash limit for secured investments.
54. **Banks and building societies (unsecured):** Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail. See below for arrangements relating to operational bank accounts.
55. **Registered providers (unsecured):** Loans to, and bonds issued or guaranteed by, registered providers of social housing or registered social landlords, formerly known as housing associations. These bodies are regulated by the Regulator of Social Housing (in England), the Scottish

Housing Regulator, the Welsh Government and the Department for Communities (in Northern Ireland). As providers of public services, they retain the likelihood of receiving government support if needed.

56. **Money market funds:** Pooled funds that offer same-day or short notice liquidity and very low or no price volatility by investing in short-term money markets. They have the advantage over bank accounts of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a small fee. Although no sector limit applies to money market funds, the Authority will take care to diversify its liquid investments over a variety of providers to ensure access to cash at all times.
57. **Strategic pooled funds:** Bond, equity and property funds that offer enhanced returns over the longer term but are more volatile in the short term. These allow the Authority to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Authority's investment objectives will be monitored regularly.
58. **Real estate investment trusts:** Shares in companies that invest mainly in real estate and pay the majority of their rental income to investors in a similar manner to pooled property funds. As with property funds, REITs offer enhanced returns over the longer term, but are more volatile especially as the share price reflects changing demand for the shares as well as changes in the value of the underlying properties.
59. **Other investments:** This category covers treasury investments not listed above, for example unsecured corporate bonds and company loans. Non-bank companies cannot be bailed-in but can become insolvent placing the Authority's investment at risk.
60. **Operational bank accounts:** The Authority may incur operational exposures, for example through current accounts, collection accounts and merchant acquiring services, to any UK bank with credit ratings no lower than BBB- and with assets greater than £25 billion. These are not classed as investments but are still subject to the risk of a bank bail-in, and balances will therefore be kept below £1 million per bank except the council's banker, Nat West, where the balance will be kept below £50 million. The Bank of England has stated that in the event of failure, banks with assets greater than £25 billion are more likely to be bailed-in than

made insolvent, increasing the chance of the Authority maintaining operational continuity.

61. **Risk assessment and credit ratings:** Credit ratings are obtained and monitored by the Authority's treasury advisers, who will notify changes in ratings as they occur. The credit rating agencies in current use are listed in the Treasury Management Practices document. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:
  - a. no new investments will be made,
  - b. any existing investments that can be recalled or sold at no cost will be, and
  - c. full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.
62. Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as "negative watch") so that it may fall below the approved rating criteria, then only investments that can be withdrawn on the next working day will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.
63. **Other information on the security of investments:** The Authority understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support, reports in the quality financial press and analysis and advice from the Authority's treasury management adviser. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may otherwise meet the above criteria.
64. **Reputational aspects:** The Authority is aware that investment with certain counterparties, while considered secure from a purely financial perspective, may leave it open to criticism, valid or otherwise, that may affect its public reputation, and this risk will therefore be taken into account when making investment decisions.
65. When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008, 2020 and 2022, this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the Authority will

restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the Authority's cash balances, then the surplus will be deposited with the UK Government, or with other local authorities. This will cause investment returns to fall but will protect the principal sum invested.

66. **Investment limits:** The Authority's revenue reserves available to cover investment losses are forecast to be £18 million on 31st March 2024 and £18 million on 31st March 2025. In order that no more than 60% of available reserves will be put at risk in the case of a single default, the maximum that will be lent to any one organisation (other than the UK Government) will be £10 million. A group of entities under the same ownership will be treated as a single organisation for limit purposes.
67. Credit risk exposures arising from non-treasury investments, financial derivatives and balances greater than £20 in operational bank accounts count against the relevant investment limits.
68. Limits are also placed on fund managers, investments in brokers' nominee accounts and foreign countries as below. Investments in pooled funds and multilateral development banks do not count against the limit for any single foreign country, since the risk is diversified over many countries.

*Table 4: Additional investment limits*

	<b>Cash limit</b>
Any group of pooled funds under the same management	£20m per manager
Negotiable instruments held in a broker's nominee account	£20m per broker
Foreign countries	£5 m per country

69. **Liquidity management:** The Authority uses a spreadsheet based cash flow forecasting model to determine the maximum period for which funds may prudently be committed. The forecast is compiled on a prudent basis to minimise the risk of the Authority being forced to borrow on unfavourable terms to meet its financial commitments. Limits on long-term investments are set by reference to the Authority's medium-term financial plan and cash flow forecast.

70. The Authority will spread its liquid cash over at least four providers (e.g. bank accounts and money market funds) to ensure that access to cash is maintained in the event of operational difficulties at any one provider.

## Treasury Management Prudential Indicators

71. The Authority measures and manages its exposures to treasury management risks using the following indicators.
72. **Security:** The Authority has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average [credit rating / credit score] of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

Credit risk indicator	Target
Portfolio average credit score	6.0

73. **Liquidity:** The Authority has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three month period, without additional borrowing.

Liquidity risk indicator	Target
Total cash available within 3 months	£10m

74. **Interest rate exposures:** This indicator is set to control the Authority's exposure to interest rate risk. The upper limits on the one-year revenue impact of a 1% rise or fall in interest rates will be:

Interest rate risk indicator	Limit
Upper limit on one-year revenue impact of a 1% <u>rise</u> in interest rates	£300,000
Upper limit on one-year revenue impact of a 1% <u>fall</u> in interest rates	£300,000

75. The impact of a change in interest rates is calculated on the assumption that maturing loans and investments will be replaced at new market rates.

76. **Maturity structure of borrowing:** This indicator is set to control the Authority's exposure to refinancing risk. The upper and lower limits on the maturity structure of borrowing will be:

<b>Refinancing rate risk indicator</b>	<b>Upper limit</b>	<b>Lower limit</b>
Under 12 months	100%	0%
12 months and within 24 months	100%	0%
24 months and within 5 years	30%	0%
5 years and within 10 years	30%	0%
10 years and within 20 years	35%	0%
20 years and within 30 years	35%	0%

77. **Long-term treasury management investments:** The purpose of this indicator is to control the Authority's exposure to the risk of incurring losses by seeking early repayment of its investments. The prudential limits on the long-term treasury management investments will be:

<b>Price risk indicator</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>No fixed date</b>
Limit on principal invested beyond year end	£0m	£0m	£0m	£20m

78. Long-term investments with no fixed maturity date include strategic pooled funds and real estate investment trusts but exclude money market funds and bank accounts with no fixed maturity date as these are considered short-term.

## **Related Matters**

79. The CIPFA Code requires the Authority to include the following in its treasury management strategy.
80. **Financial derivatives:** Local authorities have previously made use of financial derivatives embedded into loans and investments both to reduce interest rate risk (e.g. interest rate collars and forward deals) and to reduce costs or increase income at the expense of greater risk (e.g. LOBO loans and callable deposits). The general power of competence in section 1 of the Localism Act 2011 removes much of the uncertainty over local authorities' use of standalone financial derivatives (i.e. those that are not embedded into a loan or investment).

81. The Authority will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that the Authority is exposed to. Additional risks presented, such as credit exposure to derivative counterparties, will be taken into account when determining the overall level of risk. Embedded derivatives, including those present in pooled funds and forward starting transactions, will not be subject to this policy, although the risks they present will be managed in line with the overall treasury risk management strategy.
82. Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria, assessed using the appropriate credit rating for derivative exposures. An allowance for credit risk calculated using the methodology in the Treasury Management Practices document will count against the counterparty credit limit and the relevant foreign country limit.
83. In line with the CIPFA Code, the Authority will seek external advice and will consider that advice before entering into financial derivatives to ensure that it fully understands the implications.
84. **Markets in Financial Instruments Directive (MFID):** The Authority has opted up to professional client status with its providers of financial services, including advisers, banks, brokers and fund managers, allowing it access to a greater range of services but without the greater regulatory protections afforded to individuals and small companies. Given the size and range of the Authority's treasury management activities, the Head of Strategic Finance and Property believes this to be the most appropriate status.

# Appendix A - Arlingclose Economic & Interest Rate Forecast

## Underlying assumptions:

- UK inflation and wage growth remain elevated but, following a no-change MPC decision in November, Bank Rate appears to have peaked in this rate cycle. Near-term rate cuts are unlikely, although downside risks will increase as the UK economy likely slides into recession and inflation falls more quickly.
- The much-repeated message from the MPC is that monetary policy will remain tight as inflation is expected to moderate to target slowly. In the Bank's forecast, wage and services inflation, in particular, will keep CPI above the 2% target until 2026.
- The UK economy has so far been relatively resilient, but recent data indicates a further deceleration in business and household activity growth as higher interest rates start to bite. Global demand will remain soft, offering little assistance in offsetting weakening domestic demand. A recession remains a likely outcome.
- Employment demand is easing, although the tight labour market has resulted in higher nominal wage growth. Anecdotal evidence suggests slowing recruitment and pay growth, and we expect unemployment to rise further. As unemployment rises and interest rates remain high, consumer sentiment will deteriorate. Household spending will therefore be weak. Higher interest rates will also weigh on business investment and spending.
- Inflation will fall over the next 12 months. The path to the target will not be smooth, with higher energy prices and base effects interrupting the downtrend at times. The MPC's attention will remain on underlying inflation measures and wage data. We believe policy rates will remain at the peak for another 10 months, or until the MPC is comfortable the risk of further 'second-round' effects has diminished.
- Maintaining monetary policy in restrictive territory for so long, when the economy is already struggling, will require significant policy loosening in the future to boost activity.
- Global bond yields will remain volatile, particularly with the focus on US economic data and its monetary and fiscal policy. Like the BoE, the Federal Reserve and other central banks see persistently high policy rates through 2023

and 2024 as key to dampening domestic inflationary pressure. Bond markets will need to absorb significant new supply, particularly from the US government.

- There is a heightened risk of geo-political events causing substantial volatility in yields.

**Forecast:**

- The MPC held Bank Rate at 5.25% in November. We believe this is the peak for Bank Rate.
- The MPC will cut rates in the medium term to stimulate the UK economy but will be reluctant to do so until it is sure there will be no lingering second-round effects. We see rate cuts from Q3 2024 to a low of around 3% by early-mid 2026.
- The immediate risks around Bank Rate remain on the upside, but these diminish over the next few quarters and shift to the downside before balancing out, due to the weakening UK economy and dampening effects on inflation.
- Arlingclose expects long-term gilt yields to eventually fall from current levels (amid continued volatility) reflecting the lower medium-term path for Bank Rate. However, yields will remain relatively higher than in the past, due to quantitative tightening and significant bond supply.

	Current	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26
<b>Official Bank Rate</b>													
Upside risk	0.00	0.25	0.50	0.50	0.75	0.75	0.75	0.75	0.75	0.75	0.75	1.00	1.00
Central Case	5.25	5.25	5.25	5.25	5.00	4.75	4.25	4.00	3.75	3.50	3.25	3.00	3.00
Downside risk	0.00	0.00	-0.25	-0.50	-0.75	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00
<b>3-month money market rate</b>													
Upside risk	0.00	0.25	0.50	0.50	0.75	0.75	0.75	0.75	0.75	0.75	0.75	1.00	1.00
Central Case	5.40	5.40	5.40	5.30	5.15	4.80	4.30	4.10	3.80	3.50	3.25	3.05	3.05
Downside risk	0.00	0.00	-0.25	-0.50	-0.75	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00
<b>5yr gilt yield</b>													
Upside risk	0.00	0.50	0.70	0.70	0.85	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Central Case	4.28	4.35	4.30	4.25	4.10	4.00	3.75	3.50	3.40	3.30	3.30	3.30	3.35
Downside risk	0.00	-0.55	-0.75	-0.85	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00
<b>10yr gilt yield</b>													
Upside risk	0.00	0.50	0.70	0.70	0.80	0.90	1.00	1.10	1.20	1.20	1.20	1.20	1.20
Central Case	4.32	4.40	4.35	4.30	4.25	4.15	4.00	3.80	3.75	3.65	3.60	3.65	3.70
Downside risk	0.00	-0.55	-0.75	-0.85	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00
<b>20yr gilt yield</b>													
Upside risk	0.00	0.50	0.70	0.70	0.80	0.90	1.00	1.10	1.20	1.20	1.20	1.20	1.20
Central Case	4.78	4.70	4.65	4.55	4.45	4.35	4.25	4.25	4.25	4.25	4.25	4.25	4.25
Downside risk	0.00	-0.55	-0.75	-0.85	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00
<b>50yr gilt yield</b>													
Upside risk	0.00	0.50	0.70	0.70	0.80	0.90	1.00	1.10	1.20	1.20	1.20	1.20	1.20
Central Case	4.38	4.30	4.25	4.20	4.15	4.15	4.10	4.10	4.10	4.10	4.10	4.10	4.10
Downside risk	0.00	-0.55	-0.75	-0.85	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00

PWLB Standard Rate = Gilt yield + 1.00%

PWLB Certainty Rate = Gilt yield + 0.80%

PWLB HRA Rate = Gilt yield + 0.40%

UK Infrastructure Bank Rate = Gilt yield + 0.40%

## Appendix B – Existing Investment & Debt Portfolio Position

	30/12/2023 Actual portfolio £m	30/12/2023 Average rate %
<b>External borrowing:</b>		
Public Works Loan Board	1.6	8.875%
Local authorities	35.0	4.020%
LOBO loans from banks		
Other loans		
<b>Total external borrowing</b>	<b>36.6</b>	<b>4.230%</b>
<b>Other long-term liabilities:</b>		
Private Finance Initiative		
Leases		
Transferred Debt		
<b>Total other long-term liabilities</b>		
<b>Total gross external debt</b>	<b>36.6</b>	<b>4.230%</b>
<b>Treasury investments:</b>		
The UK Government		
Local authorities		
Other government entities		
Secured investments		
Banks (unsecured)	11.3	4.800%
Building societies (unsecured)	3.0	4.880%
Registered providers (unsecured)		
Money market funds		
Strategic pooled funds		
Real estate investment trusts		
Other investments	19.9	2.723%
<b>Total treasury investments</b>	<b>34.2</b>	<b>3.598%</b>
<b>Net debt</b>	<b>2.4</b>	<b>4.230%</b>

# **Appendix C – Treasury Management Scheme of Delegation**

## **Full Council**

1. receiving and reviewing reports on treasury management policies, practices and activities;
2. approval of annual strategy.

## **Executive**

1. approval of/amendments to the organisation's adopted clauses, treasury management policy statement and treasury management practices;
2. budget consideration and approval;
3. approval of the division of responsibilities;
4. receiving and reviewing regular monitoring reports and acting on recommendations;
5. approving the selection of external service providers and agreeing terms of appointment.

## **Audit & Governance Committee**

1. reviewing the treasury management policy and procedures and making recommendations to the responsible body.
2. receiving and reviewing reports on treasury management policies, practices and activities

## **Appendix D – The Treasury Management Role of the Section 151 Officer**

1. recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance.
2. submitting regular treasury management policy reports.
3. submitting budgets and budget variations.
4. receiving and reviewing management information reports.
5. reviewing the performance of the treasury management function.
6. ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function.
7. ensuring the adequacy of internal audit, and liaising with external audit.
8. recommending the appointment of external service providers.
9. preparation of a Capital Strategy to include capital expenditure, capital financing, non-financial investments and treasury management, with a long-term timeframe (say 20+ years – to be determined in accordance with local priorities.)
10. ensuring that the Capital Strategy is prudent, sustainable, affordable and prudent in the long term and provides value for money.
11. ensuring that due diligence has been carried out on all treasury and non-financial investments and is in accordance with the risk appetite of the authority.
12. ensure that the Authority has appropriate legal powers to undertake expenditure on non-financial assets and their financing.
13. ensuring the proportionality of all investments so that the Authority does not undertake a level of investing which exposes the Authority to an excessive level of risk compared to its financial resources.
14. ensuring that an adequate governance process is in place for the approval, monitoring and ongoing risk management of all non-financial investments and long-term liabilities.

15. provision to members of a schedule of all non-treasury investments including material investments in subsidiaries, joint ventures, loans and financial guarantees.
16. ensuring that members are adequately informed and understand the risk exposures taken on by the Authority.
17. ensuring that the Authority has adequate expertise, either in house or externally provided, to carry out the above
18. creation of Treasury Management Practices which specifically deal with how non treasury investments will be carried out and managed, to include the following (TM Code p54): -
  - a. Risk management (TMP1 and schedules), including investment and risk management criteria for any material non-treasury investment portfolios.
  - b. Performance measurement and management (TMP2 and schedules), including methodology and criteria for assessing the performance and success of non-treasury investments.
  - c. Decision making, governance and organisation (TMP5 and schedules), including a statement of the governance requirements for decision making in relation to non-treasury investments; and arrangements to ensure that appropriate professional due diligence is carried out to support decision making.
  - d. Reporting and management information (TMP6 and schedules), including where and how often monitoring reports are taken.
  - e. Training and qualifications (TMP10 and schedules), including how the relevant knowledge and skills in relation to non-treasury investments will be arranged.

# Agenda Item 7

## **East Herts Council Report**

### **Executive**

**Date of meeting: Tuesday 13 February 2024**

**Report by:** Councillor Ben Crystall– Leader of the Council

**Report title:** Harlow and Gilston Garden Town: Infrastructure Delivery Plan Review

**Ward(s) affected: Great Amwell and Stansteads; Hunsdon; Much Hadham; Sawbridgeworth;**

**Summary** – The Harlow and Gilston Garden Town (HGGT) Infrastructure Delivery Plan (IDP) is a document setting out the required infrastructure to support the delivery of the development which comprises the Garden Town. The HGGT IDP was initially published in 2019. The document can only ever comprise a ‘snapshot in time’ of the infrastructure requirements as a range of factors associated with it will continue to evolve, for example costs, funding streams, the scale and scope of development proposals etc.

As a result, the IDP will become less relevant and accurate over time if it is not reviewed and brought up to date. A review process has now been undertaken and the revised and updated HGGT IDP has been endorsed by the HGGT Board. This report seeks approval of East Herts Council, as one of the Garden Town partner Councils, of the 2023 version of the HGGT IDP to form part of the evidence base for the consideration of master plans, pre-application consideration, planning application consideration and in relation to all other relevant development management processes in relation to the Garden Town.

## **RECOMMENDATIONS FOR Council:**

- a) That Council approve the HGGT IDP 2023 to form part of the evidence base for the consideration of master plans, pre-application consideration, planning application consideration and in relation to all other relevant development management processes in relation to the Garden Town.

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

- 1.1 That Executive agree to recommend to Council that the HGGT IDP 2023 is approved to form part of the evidence base for the consideration of master plans, pre-application consideration, planning application consideration and in relation to all other relevant development management processes in relation to the Garden Town.

### **2.0 Background**

- 2.1 The HGGT IDP sets out details of the infrastructure required to support the delivery of the growth planned for the Harlow and Gilston Garden Town. The revised and updated IDP is attached as Appendix 1 to this report. At Appendix 2 is the Schedule to the IDP. The Schedule sets out in detail the funding to be sought or the infrastructure to be delivered associated with each of the Garden Town development sites. The IDP covers the full range of infrastructure including transport, education, health facilities, community facilities, open spaces, sport and leisure etc. The IDP was initially prepared and published in 2019.
- 2.2 The IDP can only ever be a 'snapshot in time' as the background to the information it contains will continually change. For example, the costs of infrastructure schemes will become

refined and more clearly established, funding sources will be identified and delivery, as a result of development, will crystallise.

- 2.3 Given this continually evolving background, it is appropriate to review the IDP periodically to ensure that it remains up to date and relevant. It is the main evidence base on which the Garden Town partners will seek direct delivery of infrastructure, or contributions towards it, from the landowners and developers who bring forward the development proposals comprising parts of the Garden Town. The version of the document for which approval is now sought is an update prepared during 2022 and 2023. It brings up to date the information contained in the IDP.

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

- 3.1 As indicated above, the IDP forms the primary evidence base on which the Garden Town partners, including East Herts in its role as Local Planning Authority, seek the delivery of infrastructure as part of development coming forward. The development which comprises Garden Town delivery in East Herts is, of course, the development proposed for the Gilston Area.
- 3.2 Members will be aware that proposals for the Gilston Area are well advanced. Full planning application proposals for enhanced transport infrastructure connecting the Gilston Area development sites to Harlow and its services and facilities, were approved by the Development Management Committee (DMC) in early 2022. Proposals for the residential development in outline form (for 10,000 new homes and supporting infrastructure) were considered by the DMC in Feb and March 2023. The committee resolved to grant outline planning

permission subject to a range of conditions and the resolution of a s106 Planning Obligation Agreement.

- 3.3 As a result of the progress made in relation to the Gilston Area planning applications, the infrastructure that is to be delivered associated with them is largely established at this point of time. The IDP, as reviewed over the last year, reflects this and has been updated to accord with the details of the planning application proposals and as set out in the heads of terms of the s106 Agreement that were considered by the DMC in early 2023.
- 3.4 Whilst the position for the Gilston Area is largely established, it remains important for the Council, as the Local Planning Authority, to agree and endorse the review of the IDP. This is because circumstances may change in the future, further planning application proposals may come forward, funding scenarios around the delivery of infrastructure may change and the Gilston Area proposals are to be subject to viability reassessment during the course of their delivery. It is also important as the delivery of infrastructure coming forward associated with other Garden Town developments, beyond Gilston, ensure that the Garden Town is comprehensively delivered. Whilst beyond the Gilston site, this infrastructure will support the lives of those who live in the Gilston Area in due course.
- 3.5 The revisions to the IDP take account of changes that have occurred since the initial version that was published in 2019. In that respect these include:
- bringing up to date the cost base of infrastructure, either on the basis of more refined costings or as a result of general inflationary cost increases;

- the refinement to the extent of infrastructure to be sought associated with the development. In particular, in that respect, following the position in similar cases across the country, the decision has been made not to seek financial contributions toward acute healthcare provision as part of development. Contributions toward, or the direct provision of primary healthcare (GP services) will still be sought;
- as indicated, in relation to the Gilston Area, the extent to which the development proposals can enable the delivery of infrastructure have been thoroughly tested through the viability assessment of the proposals. The outcome of this has informed the reviewed IDP.

3.6 The revised and updated IDP was considered by the Garden Town partners at the 12 September 2023 meeting of the Garden Town Board. The Board endorsed the revised an updated document and requested that all Garden Town partners now be asked to likewise approve the document. Given the importance of the IDP, it is recommended therefore that Executive agree to recommend to Council that the IDP be approved as part of the Garden Town evidence base.

#### **4.0 Options**

4.1 The alternative to the recommended option is to determine not to approve the reviewed IDP. This option is not ***recommended as:***

- it will leave the Council as the Local Planning Authority without an up to date evidence base, should new or revised proposals come forward for the Gilston Area or when viability reassessment is undertaken;
- it would reduce cohesion between the Garden Town partners, reducing the ability of the partners to secure appropriate

infrastructure across the rest of the Garden Town area. Whilst located outside of the Gilston Area, much of this infrastructure will support the lives of those who come to live in the Gilston Area.

## **5.0 Risks**

5.1 Risks associated with agreeing to the publication of the reviewed and updated IDP are considered to be minimal. As indicated, an HGGT IDP is already in place. This review brings that IDP up to date as of 2023. Whilst infrastructure delivery in relation to the Gilston Area is largely established, an agreed revised IDP will reduce any risks should any revision to the development proposals come forward and through the viability reassessment process.

## **6.0 Implications/Consultations**

### **Community Safety**

Yes – positive impact in that the IDP supports the delivery of community infrastructure.

### **Data Protection**

No

### **Equalities**

No

### **Environmental Sustainability**

Yes – positive impact in that the IDP supports the delivery of green spaces, landscaping, water management and biodiversity.

### **Financial**

Yes – positive impact in that the IDP assists in securing financial contribution toward or the direct delivery of infrastructure.

### **Health and Safety**

No

### **Human Resources**

No

### **Human Rights**

No

### **Legal**

Yes – positive impact in that the IDP supports infrastructure to be secured through s106 Planning Obligation Agreements.

### **Specific Wards**

Yes – Hunsdon, Sawbridgeworth, Much Hadham, Great Amwell and Stansteads

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

7.1 The HGGT IDP recommended to be agreed is attached at Appendix 1 and the Schedule as Appendix 2

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# **Harlow and Gilston Garden Town**

## **INFRASTRUCTURE DELIVERY PLAN UPDATE**

**September 2023**

## Contents

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	Page
<b>1 Introduction</b>	<b>2</b>
1.1 Status of Document	2
1.2 Overview of the Garden Town	3
1.3 Purpose of the Infrastructure Delivery Plan	5
1.4 Acknowledgements	7
1.5 Structure	7
<b>2 Policy Context</b>	<b>9</b>
2.1 National Context	9
2.2 Regional Policy Context and Strategies	12
2.3 Local Policy Context	16
<b>3 Garden Town Collaboration and Delivery</b>	<b>21</b>
3.1 Joint Working	21
3.2 Planning Obligations Guidance	22
3.3 External Funding	23
3.4 Delivering Sites	26
<b>4 Methodology</b>	<b>31</b>
4.1 Locations of Growth	31
4.2 Infrastructure Types	32
4.3 Identifying the Garden Town Infrastructure Requirements	33
4.4 Consultation and Engagement	34
4.5 Phasing	35
4.6 Infrastructure Prioritisation	35
4.7 Costing Infrastructure	36
4.8 Funding Sources	37
4.9 Apportionment	37
4.10 Strategic Viability	40
4.11 IDP Review	41
<b>5 Summary of Infrastructure Requirements</b>	<b>43</b>
5.1 Overview	43

## Appendices

# Section I

## Introduction

In 2019, Arup was commissioned to prepare an Infrastructure Delivery Plan (IDP), to assist in bringing forward transformational growth at the Harlow and Gilston Garden Town (HGGT). The purpose of the IDP was to set out the infrastructure that will be required to deliver the planned level of housing and employment growth at the Garden Town. The IDP drew on the existing district level IDPs which had already been produced to support the respective Local Plans.

IDPs are by their nature, a snapshot in time, and since the IDP was completed in April 2019, a number of developments and further work mean that an update is now required. In particular:

- Over three years have passed since publication of the IDP and over five years since the publication of some of the Local Plan IDPs on which it was based;

- Planning permissions have been granted for the Stort Valley Crossings. Outline planning applications for the 10,000 new homes proposed in the Gilston Area are at an advanced stage of consideration. The applications for villages 1-6 comprising up to 8,500 homes, and Village 7 comprising 1,500 homes, are subject to a resolution to grant at planning committee subject to the completion of a s106 agreement;

- The Local Plans for EFDC and HDC have been further progressed with the Harlow Local Development Plan adopted in December 2020 and EFDC Local Plan adopted in March 2023;

- A Masterplan Framework has been adopted for Harlow Town Centre;

- Further feasibility and design assessments have been completed for various infrastructure projects;

- Award of Housing Investment Grant for strategic transport infrastructure and Towns Fund Grant for regeneration projects in Harlow;

- Updates in the legal framework which changes how developer contributions are collected.

This IDP update was undertaken with the aim of being a targeted update of the original IDP, and is the first update in a planned programme of regular updates. This IDP update focuses on the additional work that has been undertaken since the original IDP, as well as any scheme developments, identified through engagement. Where information remains unchanged since 2019, this has been carried across to this update.

This IDP update has been undertaken through joint working of Arup and officers of the HGGT Authority partnership, comprising:

- Engagement and evidence gathering undertaken by Arup together with initial preparation of this report;
- Revised IDP schedules undertaken by officers of the HGGT Authority partnership.

**Epping Forest District Council (EFDC), East Hertfordshire District Council (EHDC), Harlow District Council (HDC), Essex Country Council (ECC) and Hertfordshire County Council (HCC)** are working together to bring forward the transformational growth of Harlow as the **Harlow and Gilston Garden Town**. The objectives of the Garden Town are to deliver sustainable growth and infrastructure of considerable scale and significance, which will meet housing and employment needs, deliver regeneration objectives and create a high-quality environment. Approximately 16,000 new homes are planned for the Garden Town within the Councils' plan periods to 2033 (including units already delivered or consented), with an additional 7,000 allocated but expected to be delivered beyond the plan periods.

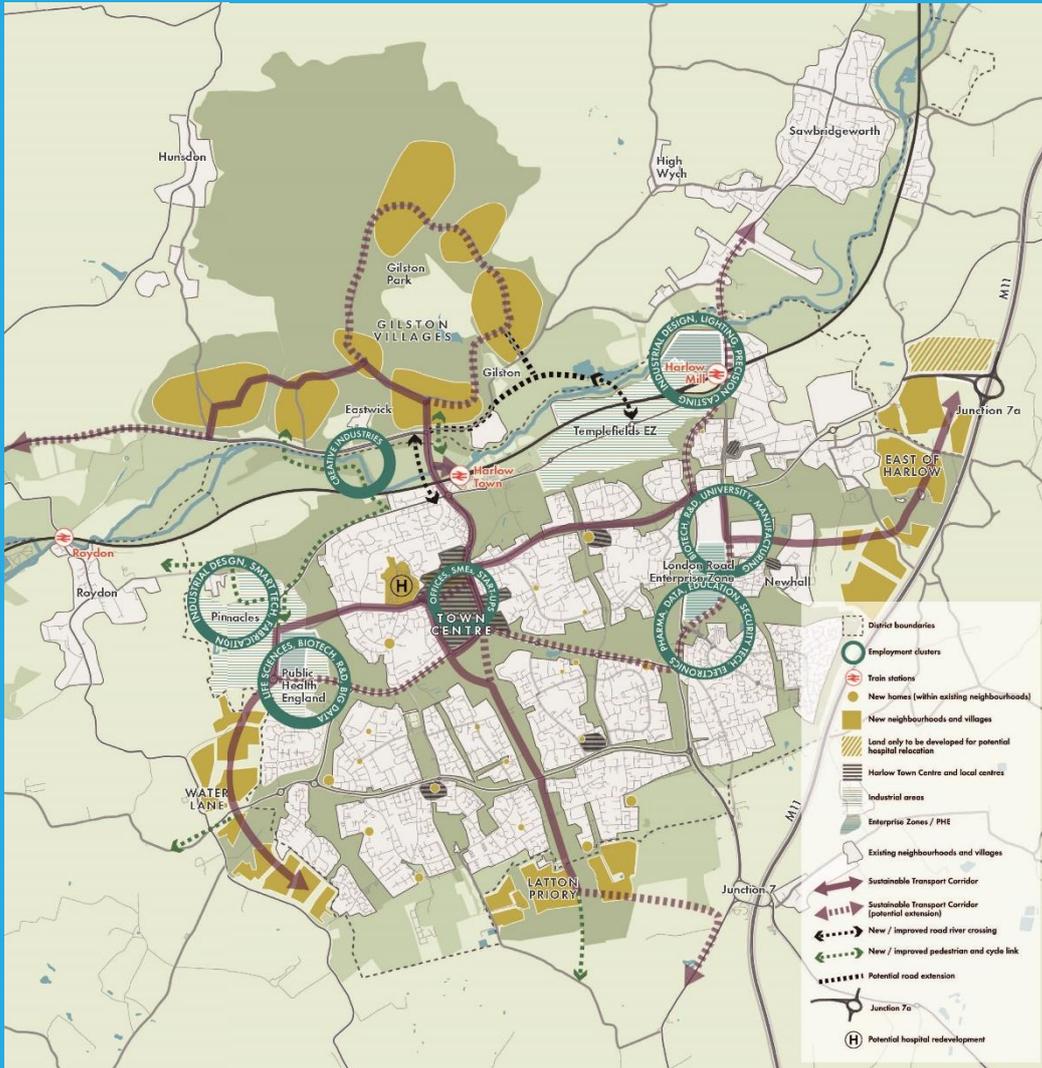
The Garden Town comprises development sites both within the Harlow administrative area and within East Hertfordshire District and Epping Forest District. This includes:

- **Gilston Area**, located in East Hertfordshire District – 10,000 units across distinct villages (of which at least 3,000 expected to be delivered by 2033).
- **East of Harlow**, located in Harlow and Epping Forest Districts – 3,350 units. Including 2,600 homes within Harlow and a minimum of 750 homes within Epping Forest District.
- **Water Lane Area**, located in Epping Forest District – a minimum of 2,100 units. A single allocation comprising two distinct areas known as West of Katherine's and West Sumners.
- **Latton Priory**, located in Epping Forest District – a minimum of 1,050 units.
- A further 14 sites, which together total 834 dwellings, are allocated in the Harlow Local Development Plan.
- Additional development sites are anticipated to come forward across the Harlow area, as "windfall" development where in accordance with the Policies of the Harlow Local Development Plan. This might include approximately potential growth of 2,120 homes within Harlow Town Centre as identified within the Harlow Town Centre Masterplan Framework.

The locations of these growth areas are shown in Figure 1.

In January 2017, the Government announced its support for Harlow and Gilston Garden Town. This 'Garden Community status' makes clear the aspiration to deliver this growth for which the phasing of appropriate levels of infrastructure delivery is integral to this aspiration.

Figure I Harlow and Gilston Garden Town



Harlow and Gilston Garden Town is being delivered in accordance with the Town and Country Planning Association’s ‘Garden City Principles’<sup>1</sup>, which are:

**Land value capture for the benefit of the community.**

**Strong vision, leadership and community engagement.**

**Community ownership of land and long-term stewardship of assets.**

**Mixed-tenure homes and housing types that are genuinely affordable.**

**A wide range of local jobs in the Garden City within easy commuting distance of homes.**

**Beautifully and imaginatively designed homes with gardens, combining the best of town and country to create healthy communities, and including opportunities to grow food.**

<sup>1</sup> Available at: <https://www.tcpa.org.uk/garden-city-principles> (accessed March 2019).

**Development that enhances the natural environment, providing a comprehensive green infrastructure network and net biodiversity gains, and that uses zero-carbon and energy-positive technology to ensure climate resilience.**

**Strong cultural, recreational and shopping facilities in walkable, vibrant, sociable neighbourhoods.**

**Integrated and accessible transport systems, with walking, cycling and public transport designed to be the most attractive forms of local transport.**

Paragraph 73 of the National Planning Policy Framework (NPPF) (2021) also references the role of the Garden City Principles in setting clear expectations for the quality of development and how this can be maintained.

The Garden City Principles have informed the **Garden Town Vision** that has been prepared to help residents, business, investors and developers to understand the Garden Town and its quality aspirations to create the shared Vision:

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

The Councils commissioned the preparation of an **Infrastructure Delivery Plan** (IDP) in 2019 to assist in bringing forward transformational growth at the Harlow and Gilston Garden Town. This is an update of the IDP to reflect further work on infrastructure requirements undertaken since 2019 and is the first of a planned programme of annual updates.

The purpose of the IDP is to set out the infrastructure that will be required to deliver the planned level of housing and employment growth at the Garden Town. The 2019 IDP drew on previous work undertaken by the Councils – in particular, the District-level IDPs already produced to support the respective Local Plans (See Section 2.2) – and compiled aligned and updated it. This update also draws on further work undertaken on the Epping IDP since 2019 together with updates provided by infrastructure stakeholders.

The combined Infrastructure Schedule for the Garden Town (set out in full in Appendix A and summarised in Section 5) covers a wide range of types of infrastructure. The Schedule:

- Identifies the **scale of infrastructure** required across the Garden Town.

- Determines the anticipated **phasing** of the infrastructure based on the trajectory for the Garden Town.
- Presents **indicative costs** associated with delivering the infrastructure required to support growth.
- **Prioritises the infrastructure** interventions according to the stage it is required to support delivery of the allocations in order to deliver the planned growth and/or identifies planned phasing where known.
- Sets out the **organisational responsibility** for delivery and potential sources of funding.
- Identifies, where possible, the **scale of the funding gap** where funding is not fully committed.
- Identifies how expected developer contributions from various sites will be apportioned.

Through the process of producing the IDP, a package of measures and broad estimates of the likely financial contribution for each of the Garden Town sites has been produced. The 2019 IDP was produced concurrently with the Strategic Viability Assessment, to allow the costs identified at the time to be included in the appraisal. The purpose of the Strategic Viability Assessment is to consider the wider deliverability of the Harlow and Gilston Garden Town, taking into account infrastructure requirements alongside other considerations. More information on the Strategic Viability Assessment can be found in Section 4.10.

### **How the Infrastructure Delivery Plan will be used**

Changes to national policy – in the form of NPPF 2021 and Planning Practice Guidance updates – have shifted the emphasis on viability testing from the development management stage to the plan making stage (see **Section 2.1** for more information). Understanding infrastructure requirements and their impact on viability early is an important component of this.

Planning Practice Guidance states that, where up-to-date policies have set out the contributions expected from development, planning applications which comply with them should be assumed to be viable.

The IDP will be used as a basis for subsequent strategic masterplanning and planning application discussions for developments within the HGGT area.

Further guidance on this process is set out in the Harlow & Gilston Garden Town ‘How To’ Guide for Planning Obligations, Land Value Capture and Development Viability<sup>2</sup>.

IDPs are, by their very nature, a ‘snapshot in time’, and as different infrastructure providers respond to their own unique challenges, the information that they provide will naturally date and alter over time. Since the publication of the IDP in

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<sup>2</sup> Available on Districts’ websites.

2019, there has been ongoing work to further inform infrastructure requirements, which are reflected in this update.

Production of this IDP update has involved collaborative working between a wide range of stakeholders. The Harlow and Gilston Garden Town team is grateful for the time taken by the local authorities, infrastructure providers, and developers/promoters and their agents and consultants who engaged with the study.

More information on the consultation and engagement undertaken as part of producing the IDP is set out in Section 4.4.

The rest of the IDP is structured as follows:

- **Section 2** sets out the national and local policy context.
- **Section 3** describes the collaborative arrangements in place to deliver the Harlow and Gilston Garden Town.
- **Section 4** summarises out the methodology used to identify the infrastructure requirements of the Garden Town.
- **Section 5** provides a summary of the infrastructure required to support the Harlow and Gilston Garden Town.
- **Appendix A** provides the Infrastructure Delivery Schedule in full.

# Section 2

## Policy Context

## 2 Policy Context

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### 2.1 National Context

#### 2.1.1 National Planning Policy Framework

The revised National Planning Policy Framework<sup>3</sup> (NPPF) (2021) states that local planning authorities must prepare a robust and evidence-based Local Plan which seeks to deliver sustainable development. As part of the statutory requirement to produce a Local Plan, national policy has placed a greater responsibility on local planning authorities to plan for the delivery of various forms of infrastructure required to support future growth.

Infrastructure Delivery Plans (IDP) are therefore an important part of the evidence base required for local development plans, with the purpose of demonstrating that the infrastructure requirements necessary to support the level of housing and employment growth proposed can be delivered. IDPs also detail the level of funding required, highlight funding gaps, and identify both potential funding gaps and potential funding sources, such as Section 106 (S106) agreements or central government funding. IDP's are therefore key for local authorities negotiating developer contributions through S106 agreements, to help evidence the need for a CIL charging schedule, to evidence capital works or bids for Grant funding.

Paragraph 20 of the NPPF states that

*“Strategic policies should set out an overall strategy for the pattern, scale and design quality of places, and make sufficient provision for:*

- a) housing (including affordable housing), employment, retail, leisure and other commercial development;*
- b) infrastructure for transport, telecommunications, security, waste management, water supply, wastewater, flood risk and coastal change management, and the provision of minerals and energy (including heat);*
- c) community facilities (such as health, education and cultural infrastructure); and*
- d) conservation and enhancement of the natural, built and historic environment, including landscapes and green infrastructure, and planning measures to address climate change mitigation and adaptation.”*

Specific references to infrastructure are also made through the individual topic papers throughout the NPPF. These include:

- Chapter 6, Building a strong competitive economy – Paragraph 82: *“Planning policies should seek to address potential barriers to investment, such as inadequate infrastructure”*
- Chapter 8, Promoting healthy and safe communities – Paragraph 92: *“Planning policies and decision should aim to achieve healthy, inclusive and safe places which*

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<sup>3</sup> Available at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

*enable and support healthy lifestyles, especially, where this would address identified local health and well-being needs – for example through the provision of safe and accessible green infrastructure”*

- Chapter 9, Promoting sustainable transport – Paragraph 102: *“Transport issues should be considered from the earliest stages of plan-making and development proposals, so that opportunities for existing or proposed transport infrastructure are realised”*; Paragraph 106: *“Planning policies should provide for attractive and well-designed walking and cycling networks with supporting facilities such as secure cycle parking”*; and *“Provide for any large scale transport facilities that need to be located in the area, and the infrastructure and wider development required to support their operation”*

Chapter 10, Supporting high quality communications – Paragraph 114: *“Advanced, high quality and reliable communications infrastructure is essential for economic growth and social well-being. Planning policies and decisions should support the expansion of electronic communication networks”*

The NPPF also outlines the importance of the Local Plan process in the delivery of infrastructure – and at Paragraph 34 highlights the challenges of balancing infrastructure requirements with development viability: *“Plans should set out the contributions expected from development [towards infrastructure]. Such policies should not undermine the deliverability of the plan”*

Planning obligations assist in mitigating the impact of unacceptable development to make it acceptable in planning terms. Planning obligations may only constitute a reason for granting planning permission if they meet all the tests set out in Paragraph 57 of the NPPF and Regulation 122 of the CIL Regulations:

- necessary to make the development acceptable in planning terms;
- directly related to the development; and
- fairly and reasonably related in scale and kind to the development.

Many of the schemes identified within the IDP will be funded in part, or in whole, through Section 106 agreements with developers.

## 2.1.2 National Planning Practice Guidance

National Planning Practice Guidance (PPG) expands on the policies set out in the NPPF, and provides additional guidance in relation to infrastructure delivery. The PPG on Plan-Making<sup>4</sup> explains the role and function of a Local Plan in delivering infrastructure, stating that the Local Plan should identify what infrastructure is required and how it can be funded and brought forward (Paragraph 59).

At an early stage in the plan making process, discussion with infrastructure and service providers should be undertaken to collaboratively identify infrastructure

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<sup>4</sup> Available at: <https://www.gov.uk/guidance/plan-making>

deficits and requirements, and opportunities for addressing them. In doing so, local planning authorities should:

- Assess the quality and capacity of infrastructure, and its ability to meet forecast demands. Policies should set out how identified deficiencies will be addressed; and
- Take account of strategic infrastructure, including nationally significant infrastructure, within these areas.

The PPG on Community Infrastructure Levy<sup>5</sup> (CIL) defines CIL as “*a charge which can be levied by local authorities on new development in their area. It is an important tool for local authorities to use to help them deliver the infrastructure needed to support development in their area. also emphasises the importance of viability of development at the plan-making stage*”.

### 2.1.3 Infrastructure Funding Statement

The preparation of Infrastructure Funding Statements (IFS) is now a requirement for all local authorities following the update to CIL Regulations in 2019. Each of the local authorities of the Harlow and Gilston Garden Town need to produce an IFS, and to assist consistency in collecting and presenting contributions within the Garden Town, the local authorities are considering the production of a collated IFS for the Garden Town.

The regulations state that the IFS should include details of how much money has been raised through developer contributions, both from CIL and Section 106 planning obligations, and how it has been spent. The IFS may also report on estimated future income from developer contributions and the choices local authorities have made about how these contributions will be used.

Where longer term growth is planned through new settlements or significant extensions to existing villages or town, less detail may be provided as the position regarding the provision of infrastructure is likely to be less certain. In these circumstances, it is expected that authorities will demonstrate a reasonable prospect that the proposals can be developed within the timescale envisaged. An IFS must be published on council websites at least once a year.

### 2.1.4 The Levelling Up and Regeneration Bill (LURB) and proposed changes to the NPPF

The Levelling Up and Regeneration Bill (LURB) was first introduced in the House of Commons in May 2022. In December 2022, the government published a draft version of a new NPPF setting out its proposed reforms alongside the LURB for public consultation. At the time of writing, the Bill has reached the Report stage in the House of Lords. The following outlines the key proposals related to infrastructure delivery.

#### *Infrastructure Levy*

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<sup>5</sup> Available at: <https://www.gov.uk/guidance/community-infrastructure-levy>

Under the proposed LURB, a new Infrastructure Levy will be introduced nationally. It is envisaged that the Levy would in principle replace the current system of developer contributions (i.e., the Community Infrastructure Levy and S106 Planning Obligations). As currently proposed, the Levy will be mandatory, charged as a percentage of the final gross development value. The Levy rates would be set locally but the intention is that it should be lower for brownfield land and higher for greenfield. The Levy would also be introduced in conjunction with Infrastructure Delivery Strategies.

### *Alignment Policy*

The Duty to Cooperate requirement as currently set out in the NPPF is proposed to be removed, to be replaced by an Alignment Policy (to be introduced as part of a revised Framework). The Alignment Policy will be used to secure appropriate engagement between neighbouring local authorities where there may be cross-boundary strategic planning considerations.

## **2.2 Regional Policy Context and Strategies**

The NPPF sets out the duty for local authorities to co-operate, recognising the crucial need for co-ordinated growth and infrastructure delivery. This means that a range of organisations at a sub-regional level have a role in infrastructure planning and delivery.

Harlow and Gilston Garden Town falls across three local authorities. Harlow and Epping Forest are Districts within Essex County, and East Herts is a District within Hertfordshire County. Some local authority functions are performed by the District Councils, while others are performed at a County level.

### **2.2.1 Essex County Council Policy Context**

#### *Transport Planning*

Essex County Council (ECC) are the strategic highway and transport authority in Essex. ECC's delivery body 'Essex Highways' are progressing several major improvement schemes and maintaining existing roads. The vision set out within the Essex Transport Strategy: The Local Transport Plan for Essex<sup>6</sup> (2011) seeks a transport system that supports sustainable economic growth and helps deliver the best quality of life for the residents of Essex. It aims to achieve this through:

- Providing connectivity for Essex communities and international gateways to support sustainable economic growth and regeneration;
- Reducing carbon dioxide emissions and improve air quality through lifestyle changes, innovation and technology;
- Improving safety on the transport network and enhance and promote a safe travelling environment;

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<sup>6</sup> Available at: [https://www.essexhighways.org/uploads/downloads/essex\\_ltp.pdf](https://www.essexhighways.org/uploads/downloads/essex_ltp.pdf)

- Securing and maintaining all transport assets to an appropriate standard and ensure that the network is available for use; and
- Providing sustainable access and travel choice for Essex residents to help create sustainable communities.

### Waste Planning

ECC are also the Minerals and Waste Planning Authority for Essex, where they must ensure that there are enough minerals for construction to meet the needs of Essex, as well as providing sites for facilities to meet the waste needs of Essex. The Essex and Southend-on-Sea Waste Local Plan<sup>7</sup> (2017) provides the key principles and policies to guide the future management of waste in the plan area until 2032.

### School Planning

As the Education Authority for Essex, ECC are responsible for providing education for children and young people in Essex, through:

- Ensuring there are sufficient school places for children that need them;
- Assessing and providing homes to school transport;
- Providing support services for schools;
- Helping the government put in place initiatives and legislation relating to schools, children and families; and
- Allocating finance to schools.

ECC have produced Meeting the demand for mainstream school places in Essex, covering the period of 2023-32<sup>8</sup> (2023), which sets out the forecasts for school places, as well as through presenting potential options to address medium to long term demand for school places. The Garden Communities and Planning School Places<sup>9</sup> document (2022) sets out the approach to delivering new schools and ensuring there are sufficient pupil places to serve large new settlements that are planned for the county.

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<sup>7</sup> Available at:

[https://www.essex.gov.uk/sites/default/files/migration\\_data/files/assets.ctfassets.net/knkzaf64jx5x/5MMZ5nNFmOClpF56igb0Jc/e6f7ab4cba4ed1198c67b87be7b375e7/waste-local-plan-2017-compressed.pdf](https://www.essex.gov.uk/sites/default/files/migration_data/files/assets.ctfassets.net/knkzaf64jx5x/5MMZ5nNFmOClpF56igb0Jc/e6f7ab4cba4ed1198c67b87be7b375e7/waste-local-plan-2017-compressed.pdf)

<sup>8</sup> Available at:

[https://www.essex.gov.uk/sites/default/files/migration\\_data/files/assets.ctfassets.net/knkzaf64jx5x/5ChkxQBsj08ZWapW7Q7a36/b1883b28c45b761dfdbe3c4947d132ef/10\\_Year\\_Plan\\_2023-2032.pdf](https://www.essex.gov.uk/sites/default/files/migration_data/files/assets.ctfassets.net/knkzaf64jx5x/5ChkxQBsj08ZWapW7Q7a36/b1883b28c45b761dfdbe3c4947d132ef/10_Year_Plan_2023-2032.pdf)

<sup>9</sup> Available at:

[https://www.essex.gov.uk/sites/default/files/migration\\_data/files/assets.ctfassets.net/knkzaf64jx5x/7iszxZwkA9GUxU0MDMm5vM/6b2d38458f0270eb03b631a21932f283/Garden-Communities-and-Planning-School-Places-Guide.pdf](https://www.essex.gov.uk/sites/default/files/migration_data/files/assets.ctfassets.net/knkzaf64jx5x/7iszxZwkA9GUxU0MDMm5vM/6b2d38458f0270eb03b631a21932f283/Garden-Communities-and-Planning-School-Places-Guide.pdf)

### *Green Infrastructure*

ECC has produced an Essex Green Infrastructure Strategy<sup>10</sup> (2020), which aims to take a positive approach to enhance, protect and create an inclusive and integrated network of high-quality green infrastructure in Greater Essex, and to guide and shape planning and other services through setting principles that can inform plans and strategies.

### *Flood Management*

ECC is responsible for reducing the risk of flooding from surface water, groundwater and ordinary watercourses in Essex. The Local Flood Risk Management Strategy<sup>11</sup> (LFRMS) (2018) produced by ECC, sets out the aims and actions to reduce the impact of local flooding in communities.

### *Guide to Developer Contributions*

ECC has produced a revised Developers' Guide to Infrastructure Contributions<sup>12</sup> (2020), which details the scope and range of contributions towards infrastructure which ECC may seek from developers and land-owners in order to mitigate the impact and make development acceptable in planning terms. The Guide also states that the delivery of Garden Communities, such as Harlow and Gilston Garden Town present the opportunity of creating innovative, resilient, well-connected and inclusive places, allowing sustainability to be at the core of development principles.

## **2.2.2 Hertfordshire County Council Policy Context**

### *Transport Planning*

Hertfordshire County Council (HCC) is the local highway authority in Hertfordshire and is responsible for providing a safe, efficient, and resilient transport system across the Hertfordshire County. Hertfordshire's latest Local Transport Plan 2018 – 2031<sup>13</sup> sets out HCC's strategy for future transport provision. The Plan seeks to encourage, where possible, the transition from private cars to sustainable modes of transportations (e.g., walking, cycling and passenger transport).

The Local Transport Plan is guided by three overarching themes – prosperity, people and place, and sets out nine strategic objectives, which are:

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<sup>10</sup> Available at:

[https://www.essex.gov.uk/sites/default/files/migration\\_data/files/downloads.ctfassets.net/knkzaf64jx5x/217WfZa7CrcOT75C9zO9UB/5b4f5ba37be34abe42935ac49a0b4637/Essex\\_Green\\_Infrastructure\\_strategy.pdf](https://www.essex.gov.uk/sites/default/files/migration_data/files/downloads.ctfassets.net/knkzaf64jx5x/217WfZa7CrcOT75C9zO9UB/5b4f5ba37be34abe42935ac49a0b4637/Essex_Green_Infrastructure_strategy.pdf)

<sup>11</sup> Available at: <https://flood.essex.gov.uk/media/1293/essex-local-flood-risk-management-strategy.pdf>

<sup>12</sup> Available at:

[https://www.essex.gov.uk/sites/default/files/migration\\_data/files/assets.ctfassets.net/knkzaf64jx5x/5aKhke88Ey5zkdMvSQj44w/0d71817cad70b9394d76e7a490ac7bd7/developers-guide-infrastructure-contributions.pdf](https://www.essex.gov.uk/sites/default/files/migration_data/files/assets.ctfassets.net/knkzaf64jx5x/5aKhke88Ey5zkdMvSQj44w/0d71817cad70b9394d76e7a490ac7bd7/developers-guide-infrastructure-contributions.pdf)

<sup>13</sup> Available at: <https://www.hertfordshire.gov.uk/media-library/documents/about-the-council/consultations/ltp4-local-transport-plan-4-complete.pdf>

1. Improve access to international gateways and regional centres outside Hertfordshire;
2. Enhance connectivity between urban centres in Hertfordshire;
3. Improve accessibility between employers and their labour markets;
4. Enhance journey reliability and network resilience across Hertfordshire;
5. Enhance the quality and vitality of town centres;
6. Preserve the character and quality of the Hertfordshire environment;
7. Reduce carbon emissions;
8. Make journeys and their impact safer and healthier; and
9. Improve access and enable participation in everyday life through transport.

### Waste Planning

Hertfordshire County Council (HCC) are the Waste Planning Authority and the Waste Disposal Authority for Hertfordshire. HCC are responsible for the treatment and/or disposal of Local Authority Collected Waste (LACW) across the county. They also have a statutory requirement to provide Household Waste Recycling Centres (HWRCs) for residents to deposit their household waste. The HWRCs in Hertfordshire are managed and operated by HCC.

The current Hertfordshire Waste Development Framework covers the period from 2011 to 2026 and is compiled of two development plan documents:

- The 2012 Waste Core Strategy & Development Management Policies DPD<sup>14</sup>, which provides waste management strategic objectives and policies for Hertfordshire. Appendix A of the Core Strategy includes a 'Key Diagram' map showing broad locations for new facilities; and
- The 2014 Waste Site Allocations DPD<sup>15</sup> identifies sites for waste management facilities.

The Waste Development Framework is currently under review. HCC consulted on a Draft Minerals and Waste Local Plan<sup>16</sup> between July and October 2022. An associated Waste Needs Assessment<sup>17</sup> (2022) was also conducted, assessing the county's present and planned waste management capacity to meet likely future

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<sup>14</sup> Available at: <https://www.hertfordshire.gov.uk/media-library/documents/environment-and-planning/planning/planning-in-hertfordshire/waste-local-plan/waste-core-strategy-and-development-management-policies-document.pdf>

<sup>15</sup> Available at: <https://www.hertfordshire.gov.uk/media-library/documents/environment-and-planning/planning/planning-in-hertfordshire/waste-local-plan/the-waste-site-allocations-document-2.pdf>

<sup>16</sup> Available at: <https://www.hertfordshire.gov.uk/media-library/documents/waste/mwlp/core-document-library/core-documents/cd-01-minerals-and-waste-local-plan-draft-plan-jul-2022.pdf>

<sup>17</sup> Available at: <https://www.hertfordshire.gov.uk/media-library/documents/waste/mwlp/core-document-library/primary-evidence/pe-03-waste-needs-assessment-jun-2022.pdf>

need. It is anticipated that the new Waste Local Plan will be submitted for examination in 2023 and adopted by early 2024.

In 2021, HCC also prepared a LACW Spatial Strategy<sup>18</sup> which sets out an assessment of desirable new and improved waste management facilities required across Hertfordshire over the period to 2031, to better enable the management and disposal of LACW. A HWRC Annex to the LACW Spatial Strategy has also been produced, assessing the suitability of the existing HWRCs for future development and/or expansion.

### *School Planning*

As the Education Authority for Hertfordshire, HCC is responsible for ensuring sufficient school places for pupils across the county. HCC produces a forecast every summer term to assess the demand for school places in local areas, with further updates issued in the autumn term. The forecast is based on:

- The number of primary school pupils moving on to secondary schools;
- Any trends which have formed over the past few years; and
- Any known housing developments

### *Green Infrastructure*

HCC is in the process of producing a Green Infrastructure (GI) Strategy in partnership with the Hertfordshire Infrastructure and Planning Partnership (HIPP). The GI Strategy sets out HCC's priority actions in the delivery of green infrastructure, as well as its corresponding funding and delivery mechanisms. At the time of writing, the GI Strategy is under 'Stage 2b' Public Consultation on the draft Strategy document, with the opportunity for members of the public to provide feedback<sup>19</sup>.

### *Guide to Developer Contributions*

HCC have produced a Guide to Developer Contributions<sup>20</sup> (2021), which provides an overview of obligations which may be sought as part of the planning process, as well as the contributions which may be sought specifically by HCC to mitigate the impact of development. The Guide includes technical appendices for transport, education, youth provision, libraries, waste, fire and rescue services and adult social care.

## **2.3 Local Policy Context**

Each of the three Districts of Harlow and Gilston Garden Town have recently adopted Local Plans.

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<sup>18</sup> Available at: <https://www.hertfordshire.gov.uk/media-library/documents/waste/spatial-strategy/collected-waste-spatial-strategy-2021.pdf>

<sup>19</sup> Available at: <https://hertfordshire-green-infrastructure-strategy-luc.hub.arcgis.com/>

<sup>20</sup> Available at: <https://www.hertfordshire.gov.uk/media-library/documents/environment-and-planning/planning/developer-infrastructure-contributions-guide/guide-to-developer-infrastructure-contributions.pdf>

### 2.3.1 Epping Forest District Council

Epping Forest District Local Plan 2011-2033<sup>21</sup> was adopted in March 2023, and is now the statutory development plan for the District. The Local Plan sets out the approach and detailed policies for the whole District for the period up to 2033. The Local Plan comprises of:

As part of the evidence base for their newly adopted Local Plan, Epping Forest District Council (EFDC) has also produced a District-level IDP<sup>22</sup> which forms part of the evidence-base for the Local Plan.

### 2.3.2 Harlow Council

The Harlow Local Development Plan<sup>23</sup> was adopted in 2020, and shapes growth and development in Harlow until 2033. It allocates land for housing, jobs and infrastructure, as well as providing protection for the natural environment. It also contains the policies and proposals to be used when considering planning applications submitted to the Council.

Harlow Council has also produced a District-level IDP which forms part of the evidence-base for the Local Plan.<sup>24</sup>

### 2.3.3 East Hertfordshire District Council

In 2018, the East Herts District Plan<sup>25</sup> 2011-2033 was adopted, which sets out the Council's planning framework for the District, identifying how the District will grow and develop.

EHDC also has a District-level IDP which forms part of the evidence base for the Local Plan.<sup>26</sup>

### 2.3.4 Harlow and Gilston Garden Town Policy Context

Since Harlow and Gilston Garden Town was awarded Garden Town status in 2017, there have been a number of policy documents prepared.

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<sup>21</sup> Available at: <https://www.eppingforestdc.gov.uk/planning-and-building/planning-policy/adopted-local-plan-march-2023/>

<sup>22</sup> Available at: <https://www.efdclocalplan.org/wp-content/uploads/2018/02/EB1101B-Infrastructure-Delivery-Plan-Part-B-Report-Arup-2017.pdf> and <https://www.efdclocalplan.org/wp-content/uploads/2020/11/ED117-EFDC-IDP-Update-Part-B-2020.pdf>

<sup>23</sup> Available at: <https://www.harlow.gov.uk/sites/default/files/documents/Harlow%20Local%20Development%20Plan.pdf>

<sup>24</sup> This document also considers infrastructure requirements beyond Harlow District Council's administrative boundary, and is available at: <https://www.harlow.gov.uk/sites/default/files/documents/HEB11%20-%20Delivery%20Study%20for%20Harlow%20and%20Surrounding%20Area%20Infrastructure%20Delivery%20Plan%20March%202018.pdf>

<sup>25</sup> Available at: [https://cdn-eastherts.onwebcurl.com/s3fs-public/documents/District\\_Plan\\_Publish\\_web\\_view.pdf](https://cdn-eastherts.onwebcurl.com/s3fs-public/documents/District_Plan_Publish_web_view.pdf)

<sup>26</sup> Available at: [https://cdn-eastherts.onwebcurl.com/s3fs-public/2019-09/Infrastructure%20Delivery%20Plan%20\(IDP\).pdf](https://cdn-eastherts.onwebcurl.com/s3fs-public/2019-09/Infrastructure%20Delivery%20Plan%20(IDP).pdf)

- The Harlow and Gilston Garden Town Vision<sup>27</sup> (2018), which sets out the vision for the Garden Town and the principles which will inform its growth and management. It will help support the delivery of the locally led Garden Town, furthering the joint-work that is supported by Government. The vision and principles for the Garden Town are informed by the Town and Country Planning Association's (TCPA) Garden City Principles and from input from our stakeholders and the local community.
- A Harlow & Gilston Garden Town 'How To' Guide for Planning Obligations, Land Value Capture and Development Viability<sup>28</sup> (2019), which sets out how each of the three Districts will ensure that a consistent approach is adopted to support growth and deliver the necessary infrastructure to ensure the sustainability and long term stewardship of the Garden Town as a whole in line with the Garden City Principles and Harlow and Gilston Garden Town Vision. This will include the capture of development land value through the use of planning obligations.
- Harlow & Gilston Garden Town Sustainability Guidance & Checklist<sup>29</sup> (2021), which sets the agenda for sustainable living, and provides practical and technical guidance on how to apply the sustainability indicators and policies as set out within the HGGT Vision, to new major developments in the Garden Town, to reach net zero-carbon by 2030.
- Harlow & Gilston Garden Town Transport Strategy<sup>30</sup> (2022), which sets out the overarching mode share objective of the Garden Town of 50% of all trips starting and/or ending in the existing settlement area of Harlow Town should be by active and sustainable travel modes, while 60% of all trips starting and/or ending in the new Garden Communities of Harlow & Gilston Garden Town should be by active and sustainable travel modes.
- Harlow and Gilston Garden Town Local Cycling and Walking Infrastructure Plan<sup>31</sup> (LCWIP) (2021), which builds on the existing Harlow Cycling Action Plan.
- Draft Harlow and Gilston Garden Town Stewardship Charter<sup>32</sup> (2023), which provides landowners, developers, site promoters and planning applicants guidance to support them in implementing stewardship arrangements to the required standard.

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<sup>27</sup> Available at: [https://647.f4f.myftpupload.com/wp-content/uploads/2019/08/190128\\_Vision-document\\_HIGH-RES.pdf](https://647.f4f.myftpupload.com/wp-content/uploads/2019/08/190128_Vision-document_HIGH-RES.pdf)

<sup>28</sup> Available at: <https://647.f4f.myftpupload.com/wp-content/uploads/2019/08/FINAL-How-To-Guide-for-Planning-Obs-Viability-01-2019.04.17.pdf>

<sup>29</sup> Available at: <https://hggd.co.uk/wp-content/uploads/2021/10/HGGT-Sustainability-Guidance-and-Checklist-Mar-2021.pdf>

<sup>30</sup> Available at: [https://hggd.co.uk/wp-content/uploads/2022/10/221020\\_HGGT-Transport-Strategy8.pdf](https://hggd.co.uk/wp-content/uploads/2022/10/221020_HGGT-Transport-Strategy8.pdf)

<sup>31</sup> Available at: [https://hggd.co.uk/wp-content/uploads/2023/01/HGGT\\_LCWIP\\_Final-Report-1.pdf](https://hggd.co.uk/wp-content/uploads/2023/01/HGGT_LCWIP_Final-Report-1.pdf)

<sup>32</sup> Available at: <https://hggd.co.uk/wp-content/uploads/2023/08/Stewardship-Charter-FINAL.pdf>

- Latton Priority Strategic Masterplan Framework<sup>33</sup> (2023), which seeks to ensure that the development of Latton Priory takes place in a coordinated way, through ensuring the timely delivery of new housing and infrastructure and measures such as sustainable transport links, streets and roads, drainage and schools, environmental protection measures and the creation of a high-quality living environment which is well integrated with the wider urban area.

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<sup>33</sup> Available at: <https://www.eppingforestdc.gov.uk/wp-content/uploads/2023/08/Latton%20Priory%20SMF%20Final%20Version.pdf>

# Section 3

## Garden Town Collaboration and Delivery

## 3 Garden Town Collaboration and Delivery

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### 3.1 Joint Working

Local planning authorities are expected to cooperate on planning issues that cross administrative boundaries, particularly those which relate to the strategic priorities. In January 2017, Epping Forest District, Harlow District and East Hertfordshire District Councils were given Garden Town status for the strategic development at Harlow and Gilston Garden Town.

The successful delivery of the Garden Town needs to be underpinned by a comprehensive package of infrastructure, phased and delivered in a timely way, ahead of, or in tandem with the development it serves. This necessitates a coordinated approach across local authority boundaries and the involvement of a range of partners, including the site owners/promoters, infrastructure providers and other stakeholders. The IDP will help to ensure that a consistent approach to infrastructure requirements to support the sites will be adopted. The Councils will continue to work with one another and with relevant working groups and partners, to ensure the funding and delivery of strategic infrastructure requirements impacting on the Garden Town, while considering the cross-boundary implications.

The three District Councils all now have adopted Local Plans and have come together with Essex and Hertfordshire County Councils where necessary to undertake evidence base work to support the delivery of the Garden Town. A Memorandum of Understanding is being prepared to be signed by each of these authorities, setting out the approach to the IDP and its updates, as well as the relationship the IDP will have with each of the local authorities existing individual IDP's, and the approach to updates to the IDP.

Figure 2 Harlow and Gilston Garden Town Vision and Design Guide



The Sustainable Transport Corridors are a key element of the infrastructure required to integrate the Garden Town Communities with the built-up area of Harlow and achieve the aim to make walking, cycling and public transport the most attractive option in line with Garden City Principles. A Transport Strategy<sup>34</sup> has been produced setting out objectives for achieving sustainable travel.

### 3.2 Planning Obligations Guidance

While the three Districts have set out policies for planning obligations within their respective Development Plan Documents, as follows:

- Harlow Local Development Plan, Policy IN6
- East Herts District Plan, Policy DEL2
- Epping Forest District Plan Policy DI

As set out within Section 2.2, the two Counties have also adopted separate documents to provide information on planning obligation requirements:

- Essex County Council Developer' Guide to Infrastructure Contributions (Revised Edition 2020)
- Hertfordshire County Council Guide to Developer Infrastructure Contributions (2021)

The guidance sets out infrastructure policy standards and costing information, to help standardise the approach to delivery, and ensure new developments are sustainable. These documents have been used as a starting point for identifying

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<sup>34</sup> Available at [https://hgmt.co.uk/wp-content/uploads/2020/01/Garden-Town-Transport-Strategy\\_2020.pdf](https://hgmt.co.uk/wp-content/uploads/2020/01/Garden-Town-Transport-Strategy_2020.pdf)

the quantum and provision of infrastructure required to support growth over the Plan period.

Harlow and Gilston Garden Town have also prepared and published a ‘How to Guide’ for Planning Obligations, Land Value Capture and Development Viability in 2019. The document provides guidance to applicants, decision makers and other stakeholders on the delivery of growth and infrastructure, including the capture of development land value through the use of planning obligations. The Guide promotes a consistent approach – in line with the Garden City Principles and the Garden Town Vision – for the sustainable delivery of the Garden Town and its long-term stewardship. The Guide has been endorsed by the Garden Town Member Board, including Councillors from Harlow, East Herts and Epping Forest District Councils, and Essex and Hertfordshire County Councils.

### **3.3 External Funding**

The IDP is a live document and will be updated over time; when published or reviewed it is based upon the best available evidence at the time of publication or review. In relation to certain infrastructure items in the IDP, external funding has been factored in where evidence exists to indicate that it is likely to come forward either because there is sufficient commitment to that funding, or where past experience or engagement with stakeholders suggests that it is likely to come forward.

Harlow and Gilston Garden Town has been designated as a Garden Town by the Government and through this status the authorities have been able to obtain external funding from Homes England to support work to deliver the growth. The authorities are also committed to working positively and proactively to identify further opportunities for external or innovative funding approaches to ensure that the Garden Town is delivered in accordance with the Garden City Principles and Garden Town Vision, in particular with regards to the early delivery of necessary infrastructure.

Securing external funding will not mean that reasonable and appropriate funding from development through the capture of land value is precluded. Such external funding can be used to address cashflow problems or funding gaps, should these be identified in the course of delivering growth across the Garden Town. If external funding is used to forward fund infrastructure, then subsequent contributions received from development will be used to repay the forward funding investment, and thus contribute towards a rolling infrastructure fund (see below).

If additional external funding is secured, or the likelihood of securing it is considered sufficiently high, this will be reflected in future reviews of this IDP, where applicable.

#### **3.3.1 Housing Investment Grant**

On behalf of the HGGT Authority Partnership, Hertfordshire County Council (HCC) have entered into a contract with Homes England for the award of

£171.18m of Housing Investment Grant (HIG). The HIG will be made available through HCC for the delivery of key infrastructure within the HGGT.

Essex County Council (ECC) have entered into a contract with HCC for up to £42.18m of the HIG for the early delivery of parts of the Sustainable Transport Corridor (STC) network, including works to deliver part of the Northern STC route between the Town Centre and Burnt Mill, STC works within the Town Centre, as well as to partly fund the delivery of a new River Way / Cambridge Road junction for the Templefields Enterprise Zone and help reduce the impacts to existing businesses whilst the new Eastern Stort Valley Crossing is delivered.

Places for People, the developer for part of the Gilston Area allocation, have entered into a contract with HCC for up to £129m of HIG for forward-funding the delivery of the Garden Town infrastructure that is also necessary to support the Gilston Area new garden community including the Central Stort Valley Crossing STC connection between Burnt Mill and the Gilston Area and the new Eastern Stort Valley Crossing as well as funding other works within the Gilston Area, where this will allow Places for People to complete funding and delivery of the two crossings early. Developer contributions will be secured for all infrastructure that is delivered through this HIG forward funding which will be repaid to the HGGT authorities to form a Rolling Infrastructure Fund (RIF).

### 3.3.2 Rolling Infrastructure Fund

The HGGT Rolling Infrastructure Fund (RIF) is proposed to be created through certain developer contributions received by the HGGT Authority partners through planning obligations. This includes up to £129m from the repayment of forward funding that is being made available by Homes England to the HGGT Authority partners which in turn is being made available to Places for People for directly and indirectly delivering the Stort Valley Crossings infrastructure. Other developer contributions such as those for delivery of the STC network will also be pooled in the RIF and used to deliver the STC, along with other infrastructure. The HGGT Authority partners will manage the RIF in accordance with a Memorandum of Understanding agreed between the Authorities and at the time of writing, the five Authorities are pursuing formal decisions to enter a Joint Committee, the purpose of which includes the creation of formal management and accounting arrangements for the RIF.

As funding is received into the RIF, the HGGT Authority Partners will seek to use it where necessary or beneficial to forward-fund infrastructure across the Garden Town area; in particular, including the delivery of sections of the STC network. In many cases, the RIF is expected to be replenished as further developer contributions are received, but importantly this funding arrangement will mean that delivery of vital infrastructure should be less dependent upon the cash flow constraints of developments. If necessary, the HGGT Authority partners may agree to use the RIF temporarily or permanently to address infrastructure funding gaps.

### 3.3.3 Harlow's Towns Funding

Harlow's Towns Fund comprises £23.7m of funding awarded by Homes England, subject to contract, to Harlow District Council (HDC) for delivery of priority projects in the Harlow Town Investment Plan, which is overseen by the Harlow Growth Board. The funding is awarded for draw-down before March 2026. The current funding award has been proposed to be used for the following projects:

- £15.4m for the Town Centre STC Interchange & Hub building, this forms a substantial public investment in a critical part of the STC network;
- £3.275m for public realm improvements to Broad Walk in the Town Centre;
- £3m for neighbourhood centre renewal at Staple Tye hatch;
- £1.5m (along with HIG) for delivery of the new River Way / Cambridge Road access for the Templefields Enterprise Zone; and
- £0.525m for establishing an Institute of Technology at Harlow College.

In addition, £1m of accelerated funding has been provided to HDC for public realm improvements in the town centre to East Gate, adjoining the Market Square and Broadwalk.

### 3.3.4 Harlow Levelling Up Fund

Harlow District Council have been awarded £20m from the Government's Levelling Up fund to transform Playhouse Square and College Square.

Playhouse Square and College Square will be transformed into an Arts and Cultural Quarter with the iconic buildings – the Playhouse Theatre and St Paul's Church – at the heart of the new development.

The Quarter will include:

- A live music and performance venue (including music school and recording studio)
- Upgrades to the Playhouse
- New pedestrian focused and engaging public square for events, outdoor performances, cinema, and outdoor dining
- Contemporary bar and café
- Artist and maker studio spaces
- High-quality residential apartments
- Flexible studios for creative and performing arts, rehearsal space, events, smaller and outdoor performances, and community uses
- A new art gallery and associated spaces for literary arts, spoken word, education events and visiting exhibitions and installations
- Green pocket park with natural play installations
- Accessibility provisions including disabled parking and accessibly designed spaces
- Upgraded and secure underpass beneath Haydens Road

The scheme will also bring together a diverse range of artistic, entertainment, cultural and heritage disciplines to establish a regional hub of innovative and engaging events and activities.

### 3.3.5 Community Renewal Fund

A £2.7m package of Council backed bids has been approved to boost local skills, jobs and businesses, as part of the UK Community Renewal Fund, which is part of the Levelling Up Agenda<sup>35</sup>. This package includes:

- £476,000 for Harlow District Council for the Harlow Local Procurement Protocol, which will aim to improve supply chains and purchasing powers for local SMEs to larger local businesses with new training, technology and procurement protocols;
- £717,000 for The Retrofit Academy CIC (in partnership with Essex County Council) for the Harlow & Tendring Retrofit Pipeline for Economic Renewal to retrofit private properties to be more energy efficient;
- £720,541 to Essex County Council for the Essex IAG (information, advice and guidance) Connect project to support Harlow (and Tendring) residents; and
- £779,531 to Harlow College for the Harlow College and Enable East project (Harlow and Tendring).

## 3.4 Delivering Sites

Strategic masterplans will be developed for the East Harlow, Latton Priory and Water Lane Area sites and a Strategic Landscape Masterplan and Village Masterplans will be developed for the Gilston Area, with a view to them being formally endorsed by the relevant authorities. This process will be undertaken jointly with the Garden Town Partners and the site developers/promoters through collaborative engagement with stakeholders and the community. A key element of this planning application and masterplanning process will be to establish in more detail how the specific infrastructure required for each development allocation will be delivered. Consultation with the key infrastructure providers will continue as the planning and design process progresses.

Since the original HGGT IDP was published, the both applications for Gilston villages 1-6 comprising up to 8,500 homes, and Gilston Village 7 comprising 1,500 homes are subject to a resolution to grant at planning committee subject to the completion of a s106 agreement. Permission has been granted for the two full

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<sup>35</sup> Additional detail on the Community Renewal Fund is available at:  
<https://www.harlow.gov.uk/news/huge-boost-local-skills-jobs-and-business-27-million-investment>

planning applications for the Central Stort Crossing, and Eastern Stort Crossing<sup>36</sup>.

### **3.4.1 M11 Junction 7A and Improvements to M11 Junction 7**

Harlow is connected to the national motorway network via Junction 7 on the M11. As Junction 7 was at capacity; future planned growth at Harlow and Gilston Garden Town was dependent on upgrades to the strategic road network. A new motorway junction between the existing Junction 7 and Junction 8, and the construction of a new link road and roundabout to link the junction with Gilden Way and Sheering Road, as well as the widening and improvements to Sheering Road and Gilden Way were completed, and formally opened in 2022.

Improvements to Junction 7 of the M11 are also required to support growth.

### **3.4.2 Sustainable Transport Corridors Network**

The Sustainable Transport Corridors (STC) will form a strategic network of routes, principally, north-south and east-west across the Garden Town, connecting the new neighbourhoods and villages to Harlow Town Centre, the existing neighbourhoods of Harlow new town and key locations including the railway stations and employment areas. This network will provide dedicated routes for public transport as well as cycling and walking, identified in the Harlow and Gilston Garden Town Transport Strategy. These modes of travel are key interventions necessary to achieve the 60% share for active and sustainable travel modes in the new Garden Town communities and the 50% mode share within Harlow as a whole.

HIG funding will be used to support delivery of the STC network both directly (through funding the North to Centre STC) and potentially indirectly, as money from the Rolling Infrastructure Fund (RIF) will be used for further interventions such as the wider STC Network.

### **3.4.3 Stort Valley Crossings**

Identified within the IDP is the provision of works to enhance connectivity across the River Stort valley. This infrastructure is identified as a combination of highway capacity improvements and works necessary to enable provision of active, healthy sustainable connectivity. The improvements are vital to achieve the mode share targets within the Garden Town, in accordance with the Garden City Principles and the Garden Town Vision, as articulated further within the Harlow and Gilston Garden Town Transport Strategy.

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<sup>36</sup> Additional information on the planning applications submitted for Gilston is available at: <https://www.eastherts.gov.uk/about-east-herts-0/improvement-projects-east-herts/harlow-and-gilston-garden-town/gilston-planning-application-summary>

The works principally comprise two distinct enhancements, as set out below. Both Crossings were granted planning permission in February 2022 and are the first pieces of major Garden Town infrastructure to have been approved for construction.

### **Central Stort Crossing**

The existing Fifth Avenue crossing, between the Eastwick roundabout in East Hertfordshire and Burnt Mill roundabout in Harlow, has been identified for enhancement in the adopted East Herts District Plan (Policy GA2) and the Harlow Local Development Plan (Policy SIR1). The identified enhancement comprises dualling of the northbound and southbound carriageways and provision of a new footway/cycleway, which will form part of a north-south sustainable transport corridor through Harlow.

The dualling is for the purposes of providing dedicated public transport lanes, which together with the new footway/cycleway will form an extension of the planned Sustainable Transport Corridors. The existing highway capacity will remain broadly as presently provided. The works also include reconfiguration of the existing Eastwick roundabout to a signalised junction; in this regard, these works overlap with works to deliver the new Eastern Stort Crossing (covered below).

### **The Eastern Stort Crossing**

The proposed new Eastern Stort Crossing will primarily provide new highway capacity in the Harlow area connecting existing sections of the A414 strategic highway network as well as local roads and key locations within the Garden Town and its environs including the Gilston Area allocation, existing neighbouring villages and the Harlow Enterprise Zone and employment areas. The route will also serve a function in supporting active, healthy sustainable travel through dedicated footways/cycleways and support highway based public transport routes.

Journeys using the existing highway capacity provided by the Central Stort Crossing and other routes within Harlow may divert to use the new route facilitating the ability to prioritise walking, cycling and public transport on those routes; the Crossing will also essentially represent an increase in capacity for crossing the Stort Valley irrespective of the fact that it lies further east. In this function it is considered to represent a strategic highway mitigation that will support the growth of the Garden Town. Even with the achievement of the travel modal targets, additional highway journeys will still be generated by the housing growth, particularly of an inter-urban nature such as between the Garden Town and the Hertfordshire towns of Hertford, Ware, Sawbridgeworth, Bishops Stortford, Hoddesdon and Broxbourne as well as further afield.

As detailed within Section 3.3 above, both of the River Stort Crossings have been identified within the HIG bid to Homes England as forming part of an infrastructure package to support the comprehensive and sustainable growth of the Garden Town.

### 3.4.4 Other Key Infrastructure

There are a number of other key infrastructure items required to support the delivery of the Harlow and Gilston Garden Town. These include (but are not limited to) the following:

**Princess Alexandra Hospital:** In May 2023, full funding for the relocation and provision of the Princess Alexandra Hospital at East Harlow was confirmed, through the Government's New Hospital Programme (NHP). The hospital serves a catchment much larger than the Garden Town alone, and must meet the existing and future needs of this catchment. This may require additional transport mitigation measures including M11 Junction 7A capacity works above and beyond what has currently been delivered.

- **Education:** The growth of the Garden Town will require significant new primary and secondary education provision, in the form of both new and expanded schools. New early years and childcare places will also be required.
- **Suitable Alternative Green Space (SANGS):** Epping Forest is designated as a Special Area of Conservation (SAC), with a Zone of Influence which currently extends to 6.2km from its boundary (which will be subject to review from time to time). To mitigate the recreational pressures that development will have on the SAC, SANGS will be required. Adopted 'interim strategies' for mitigating recreational pressure and air pollution on the Epping Forest SAC provide further guidance on the requirement for, and delivery of, SANGS<sup>37</sup>.

A full list of the infrastructure required to support Harlow and Gilston Garden Town is summarised in Section 5 and provided in full in Appendix A.

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<sup>37</sup> Available at: <https://www.eppingforestdc.gov.uk/planning-and-building/efsac-guidance-for-applicants/>

# Section 4

## Methodology

## 4 Methodology

### 4.1 Locations of Growth

The IDP reflects and plans for the level and locations of growth set out in across the three Districts' Local Plans. This growth is set out in Table I.

Table I Level and Distribution of Growth

Site	Units	Notes
Gilston Area Villages 1-6	8,500	The Gilston Area allocation has submitted applications under two separate landownerships. For the purposes of the IDP these are shown separately but remains a single allocation.
Gilston Area Village 7	1,500	
East of Harlow (Epping Forest District portion)	750	The East of Harlow site falls in both Harlow and Epping Forest Districts. For the purposes of the IDP the two allocations are shown separately but remains a single new garden community.
East of Harlow (Harlow District portion)	2,600	
Latton Priory	1,050	
West Sumners	2,100	West Sumners and West of Katherine's together make up the Water Lane Area allocation in the Epping Forest District Local Plan.
West of Katherine's		
Other Urban Area Sites	834	Various sites as allocated under Harlow Local Plan Policy HS2 as identified in schedules.
Sites in Harlow Town Centre Masterplan Framework Area	2,120	There are no allocations identified in the Town Centre, however, a potential scale of growth has been identified within the Harlow Town Centre Masterplan Framework.
Other Windfall	-	Other developments that may come forward during Plan period.
Sites outside HGGT	-	In certain cases contributions to infrastructure are identified from sites outside the HGGT.
<b>Total</b>	<b>19,454</b>	

## 4.2 Infrastructure Types

The IDP focuses on the infrastructure types which require on-site provision (land and/or facilities), or off-site provision where a financial contribution is required. The IDP also considers infrastructure which is necessary to enable delivery or to make development acceptable in planning terms and/or need to be delivered or secured through the planning system. The Schedule covers the physical and social infrastructure types shown in Table 2, and reported at the spatial scales identified in Table 3.

Table 2 Infrastructure types identified in the Schedule

Category	Infrastructure
<b>Transport</b>	Sustainable Transport Corridors
	Active Transport (including behavioural change)
	Public Transport
	Highways
<b>Education</b>	Early Years and Childcare
	Primary Schools
	Secondary Schools
	Other
<b>Health and Social Care</b>	GPs
	Dentists
	Pharmacies
	Adult Social Care
<b>Emergency Services</b>	Police
	Ambulance
	Fire and Rescue
<b>Community Facilities</b>	Community Space (including Libraries, Community Halls and Youth)
	Public Art
<b>Open Space</b>	Amenity Greenspace
	Public Parks and Gardens
	Natural Space
	Children's Play
	Allotments
	Other
<b>Sports and Leisure</b>	Sports and Leisure
<b>Utilities</b>	Water and Waste Water
	Electricity
	Gas
	Telecommunications

Category	Infrastructure
	Strategic Waste Provision
<b>Flood</b>	Flood Defences
	Drainage

Infrastructure provision has been considered across a range of spatial scales to reflect what is required to serve the Garden Town in the widest sense.

Table 3 Spatial scales reported in the Schedule

Spatial Scale	Infrastructure schemes
Individual sites	Infrastructure required to specifically support growth on one particular site – for example, on-site open space at Gilston Village 7 which will serve the growth of that development.
Groups of sites	Infrastructure required to support growth on a number of sites within the Garden Town – for example, a new secondary school at East Harlow which will serve the growth of more than one site.
All sites	Infrastructure required to serve growth across Harlow and Gilston Garden Town as a whole – for example, additional adult social care provision, which will serve the growth of all the sites in the Garden Town.

### 4.3 Identifying the Garden Town Infrastructure Requirements

The purpose of the Harlow and Gilston Garden Town IDP is to identify the infrastructure required to support housing and employment growth across the Garden Town. Individual IDPs have already been prepared for each authority in support of each respective Local Plan (see Section 2.3). The three authorities’ IDP Schedules present the infrastructure need to ensure that all development is policy compliant, in relation to the level of social and physical infrastructure required to serve the needs of the additional population in their areas.

This IDP has built on the findings of the three District IDPs, identifying the infrastructure requirements that are specifically relevant to the planned growth at the Garden Town. Infrastructure has been identified where it supports the delivery of specific sites, as well as the wider growth of the Garden Town. Where necessary, growth beyond the Garden Town has also been considered where it might have an impact on infrastructure provided within the Garden Town (for example, secondary education).

The updated Harlow and Gilston IDP Schedule for the Garden Town sets out the following:

- The infrastructure required, including locations and phasing of delivery.

- Whether the infrastructure required is site specific (whether on or off-site) or strategic (serving several sites).
- The organisation or organisations responsible for delivery.
- The priority and phasing for delivery – (see Section 4.6).
- The estimated cost (Section 4.7), any existing funding secured and how contributions might be collected and apportioned between sites (Section 4.8 and Section 4.9).
- the Rolling Infrastructure Fund (for highways and transport only).

The original IDP commission (2019) sought to update and align the three individual IDPs to produce one collated and updated version of the IDP Schedule for the Garden Town. This has included deciding what infrastructure categories should be reported, and evaluating the different scales presented and the metrics used (for example the reporting of school need in either form entries or site size requirement). The three IDPs were also aligned in collaboration with the relevant stakeholders, while the Schedule was updated where new information was made available since the individual IDPs were prepared.

Where an item is strategic (in other words, it serves more than one of the Garden Town sites, other sites beyond the Garden Town), it has been necessary to make assumptions about which sites it will serve/will benefit from it and apportion costs between the sites. The methodology for undertaking this is set out in Section 4.9.

It is important to note that service delivery is complex, and limited by financial constraints. It will be for providers to decide how best to deliver services and meet new infrastructure demands. This may include further co-location of services, multi-use of buildings, such as using schools for alternative uses at weekends and evenings, or moving towards hub models. Whilst the IDP identifies what is currently expected to be required to support growth across the Garden Town, it may be subject to change and will not necessarily identify every site-specific requirement which might be identified in response to specific planning applications.

The HGGT IDP will be updated periodically, however, additional information and updates will also arise from time to time and specifically in response to planning applications which may update upon the information contained within the IDP. For example, the Gilston Villages 1-6 and Village 7 are subject to a resolution to grant at planning committee subject to the completion of the s106 agreements. Therefore, the IDP schedules have been updated to align with the Heads of Terms, and a later update may be carried out to reflect the agreed s106.

## 4.4 Consultation and Engagement

The PPG states that plan makers should work alongside infrastructure providers, service delivery organisations, and developers, landowners and site promoters to understand information requirements (Paragraph: 059; Reference ID: 61-059-20190315), and the impact on viability (Paragraph: 006 Reference ID: 10-006-

20190509). Production of the IDP has therefore involved collaborative working between a range of stakeholders.

In order to support the delivery of the original 2019 IDP, extensive stakeholder engagement was undertaken through developer forums, face-to-face developer meetings, infrastructure-specific (e.g. transport, education and health) workshops, and a legal workshop with officers. This approach to engagement aimed to ensure that the IDP captured a comprehensive and robust understanding of the infrastructure required to meet planned growth within the Garden Town, as well as agree upon the approach to be made in apportioning costs of infrastructure schemes across sites.

To support the IDP update, service and infrastructure providers were re-consulted in 2022, to provide an opportunity to update their position on infrastructure requirements and ensure consistency and coverage across the Garden Town. Providers were also able to advise of any new evidence base needs assessments or of changing models of delivery and preferred implementation plans. Engagement with developers for the Harlow and Gilston Garden Town sites was undertaken via direct engagement and engagement with the HGGT Developer Forum. Workshops were also held with the Garden Town partners. Stakeholders were provided with the opportunity to provide any additional information on infrastructure schemes as part of the update.

## 4.5 Phasing

The IDP Schedule identifies when the infrastructure is expected to be or may need to be delivered over the Plan period and beyond. The phasing of infrastructure is indicated where known or where a reasonable estimation is possible.

## 4.6 Infrastructure Prioritisation

The infrastructure interventions included in the Schedule in Chapter 5 have been identified in certain cases as ‘red’ or ‘amber’. The definition for this is set out in Table 4. These establish an indicative system of priority which inform consideration of the trigger points by which the infrastructure should be delivered.

Infrastructure that is not marked as ‘red’ should not be assumed to be of any lesser importance in terms of meeting the needs of growth or for making development acceptable in planning terms. Developments will still be expected to deliver all infrastructure identified as necessary to meet their needs and mitigate their impacts.

Table 4 Infrastructure requirement prioritisation criteria

Priority	Criteria
	Red category: infrastructure / services required to be delivered before a specific development, or key phase of development, could be commenced. Typical examples might be transport connections that are needed to access sites for construction works, employment strategies that provide local

	opportunities for construction jobs and stewardship arrangements. It allows a development to come forward in a form/manner that is acceptable in planning terms.
	Amber category: infrastructure / services required to be delivered before a specific development, or key phase of development, could be occupied or where an early trigger linked to occupation is expected. It can include a wide range of infrastructure including transport and education. It enables a development to continue to be delivered and occupied in a form/manner that is both sustainable and acceptable in planning terms.
	Many other types of infrastructure / services will be required to be delivered both within developments and within the wider Garden Town area but where the trigger for delivery is not yet known or may not be required to support a key phase of the development. This typically includes open space, sports and community facilities or potential upgrades that have been identified to existing built facilities or services. The infrastructure may still be required to enable development to be delivered and occupied in a form/manner that is both sustainable and acceptable in planning terms.

## 4.7 Costing Infrastructure

The original HGGT IDP (2019) obtained infrastructure costs from the most recent or locally-specific information available. Where possible, cost estimates were been provided directly from providers. For some types of infrastructure, costs have been estimated, including those derived from BCIS and Spons estimates. In all instances, the source of the costs is reported in the IDP Schedule.

The IDP Update has revised costs where new information has become available. This includes refined costs provided from the provider directly, updates from Department for Education of primary and secondary school building costs and expected developer contributions set out in both the Essex County Council Developers' Guide to Infrastructure Contribution 2020 and Hertfordshire County Council Guide to Developer Infrastructure Contributions 2021. The source of the cost information is clearly referenced in the Schedule.

Where infrastructure costs have not been updated, the 2019 IDP Schedule cost entries remain. All costs within the IDP are subject to indexation to ensure that contributions are future proofed against cost inflation, in line with the methods included within the ECC Developer' Guide to Infrastructure Contributions, and HCC's Guide to Developer Infrastructure Contributions. Provision / Cost column in the Schedule has been uplifted to Quarter 1 2023 Estimate in all areas other than where Gilston developers are the sole contributors or the only identified contributing developer(s) with a monetary value (or direct delivery in lieu) apportioned to the provision. This is because an indexation model is yet to be agreed between these developer(s) and the Local Planning Authority. All other cost columns have not been uplifted to Q1 2023, and the developer will be expected to do this.

Please note that indexation applies to all costs in the Schedule but not all funding.

## 4.7.1 Unknown Costs

Within the Schedule, some costs are labelled as unknown. This is due to either a lack of detail of the intervention at this stage, or that costs have not yet been formulated by the delivery body. The costs generally do not include off-site land costs, or any costs in relation to compulsory purchase of land to deliver infrastructure.

The Strategic Viability Assessment tested the impact of a range of infrastructure costs to understand the impact on site viability, based on the 2019 IDP. This provided an understanding of the likely scale of the impact in the absence of exact costs. (More information on the Strategic Viability Assessment is provided in Section 4.10).

## 4.8 Funding Sources

There are a range of funding sources available to support infrastructure delivery over the Plan period, including from a range of governmental and non-departmental public bodies, partnerships and wider grant opportunities. Funding options include:

- Central government
- Homes England
- Funding through the South East LEP
- Funding opportunities relating to Garden Town status
- Funds available through the County Councils
- Other grant sources

Alongside these sources, and the sources set out within the external funding section at Section 3.3, developer funding will be the most important element of delivering the infrastructure required to support growth through the capture of increases in land value in accordance with the Garden City Principles (See the Harlow & Gilston Garden Town 'How To' Guide for Planning Obligations, Land Value Capture and Development Viability). Importantly, where infrastructure serves more than one development, there will need to be an approach to apportioning costs fairly and equitably. As the councils do not currently have a CIL charging regime in place, the main mechanisms for collecting contributions are S106 planning obligations and where relevant, S278 Agreements for highways works. Direct delivery of infrastructure will also be appropriate in some circumstances. Funding which is already in place for an item of infrastructure is also identified.

## 4.9 Apportionment

### 4.9.1 Approach to Apportionment

Where an item is strategic (in other words, it serves more than one of the Garden Town sites and in some cases other sites beyond the Garden Town), it has been necessary to make assumptions about which sites it will serve/will

benefit from it. The general principles underpinning apportionment are as follows:

- Infrastructure interventions should be matched to those development(s) which result in that intervention being required.
- Contributions should be equitable between developments, in proportion to the scale of the development and level of impact or generated demand.
- The framework should be consistent with District Policies, the Essex Developers' Guide to Infrastructure Contributions and Hertfordshire's Planning Obligations Guidance, plus any other approaches taken by the Councils.

The first stage of apportionment has been to match interventions with the developments, through consultation and evidence base information such as transport modelling, existing and likely future travel to school patterns and school catchments. Apportionment approaches are based upon the best available information at the time that the IDP is published.

Contributions are proportional to the level of impact or generated demand resulting from the planned growth based on likely trip generation, housing unit numbers and child yields. The methodology for apportionment varies by infrastructure type, and is set out below:

- **Transport** – In absence of detailed modelling in relation to the transport impact of each site and other transport infrastructure, apportionment based on professional judgement with unit numbers used in many instances as a suitable proxy for impact.
- **Education** – apportionment based on number of units as a suitable proxy for child yields (in the absence of detailed site mixes).
- **Healthcare** – per-unit requirement provided by NHS Strategic Estates Planning Service for some schemes, therefore no apportionment required. New schemes accommodate planned growth across the whole HGGT area therefore apportionment based on number of units. As per the outcome of the landmark case of 'R (University Hospitals of Leicester NHS Trust) v Harborough District Council (Holgate J, 13 February 2023)', the local planning authority was entitled to conclude contributions towards acute healthcare provision were not required as they did not in the circumstances satisfy the tests under the Community Infrastructure Levy Regulations 2010, as evidenced at the Gilston planning committee. Therefore, the cost of acute healthcare provision for the Princess Alexandra Hospital has not been apportioned to sites.
- **Emergency Services** – apportionment based on number of units.
- **Community Facilities** – apportionment based on number of units.
- **Open Space** – requirements calculated on a site-by-site basis, therefore no apportionment required except from sites in Harlow in accordance with the HDC SPD.

- **Sports and Leisure** – apportionment based on number of units or proximity based upon the nature of the facilities.
- **Utilities** – apportionment based on number of units or the developments it serves.
- **Flood Defence** – apportioned to sites which infrastructure directly relates to mitigate development impacts.

Developer contributions towards infrastructure projects may need to be collected from sites within different local authority administrative areas, and sites which do not fall within the Garden Town. An example of this is secondary school provision which reflects school planning areas that are not defined by district authority borders.

Where infrastructure is expected to be delivered on one site but will also serve other sites (for example new schools), the cost of providing the land at existing use value can be a consideration between developers. However, given that it is not the role of the planning system to 'equalise' costs between landowners and developments this variant is not reflected in the costs shown in Section 5 and Appendix A, nor was it used in the inputs to the Strategic Viability Assessment (see Section 4.10).

It should be noted that the Gilston Village 1-6, and Village 7 Heads of Terms include costs for many schemes within the IDP, and therefore the IDP has been updated to align with these costs.

## 4.9.2 Transport Apportionment

### *Sustainable Transport Corridors*

For the Sustainable Transport Corridors (STC) to be effective in achieving the overall mode share and mode shift targets necessary to deliver the HGGT Vision and maintain a safe and functioning highway network, they have been considered as a network rather than piecemeal interventions. Therefore, a total cost of the STC has been provided within the IDP Schedule (not including each of the site connectors), and this has been apportioned on a roof tax basis, for all sites across the Garden Town, as well as the Harlow Town Centre site. The Gilston Village 1-6, and Village 7 Heads of Terms include the STC costs for the Gilston sites, as agreed between HCC, EHDC and Gilston developers, and the shortfall of contributions have been included within the funding gap for the scheme.

The STC connectors into the four new garden communities are identified as part of the overall network but the responsibility of the respective new garden community sits with developers due to the need for their early delivery to facilitate sustainable development of each site.

Delivery expectations are updated with Highway Authorities delivering sections of STC within the existing Harlow transport network area, but developers identified as responsible for delivering their respective accesses / connections to that network and the on-site STC. The single network approach is retained with

contributions being equal from all developments, meaning reduced contributions are negotiated where developers directly deliver parts of the STC.

### *Eastern Stort Crossing*

As set out in Section 3.4.3, the Second River Stort Crossing is considered to represent a strategic highway mitigation that will support the growth of the Garden Town. Accordingly, the cost of the works has been apportioned through a roof tax basis, to each of the strategic sites across the Garden Town. As with the STC apportionment, the Gilston Village 1-6, and Village 7 Heads of Terms include the Eastern Stort Crossing costs for the Gilston sites, as agreed between HCC, EHDC and Gilston developers, and the shortfall of contributions have been included within the funding gap for the scheme.

## **4.9.3 External Funding and Apportionment**

Where external funding may be available but is not yet secured, the apportionment assumes that development will meet the remaining costs in full (the assumptions for each infrastructure intervention is shown in the 'Cost to be Apportioned – Rationale' column in the Schedule). The five authorities will continue to explore opportunities for other sources of funding, and successful bids etc. will be reflected in the apportionment in future iterations of the IDP. In this sense, the inputs into the Strategic Viability Assessment could be considered conservative as they assume no additional external funding.

Since the 2019 IDP, the Housing Investment Grant (HIG) (see section 3.3.1) was successfully awarded to the HGGT to help fund infrastructure required to support delivery of the Garden Town, at the right time, and in a co-ordinated fashion.

## **4.10 Strategic Viability**

Through the process of producing the IDP, a package of measures and broad estimates of the likely financial contribution for each of the Garden Town sites has been produced.

The original IDP was produced concurrently with the Strategic Viability Assessment, to allow these costs to be included in the appraisal. The purpose of the Strategic Viability Assessment is to consider the wider deliverability of the Harlow and Gilston Garden Town, taking into account infrastructure requirements alongside other considerations.

Figures identified in the updated IDP have been considered against those tested in the Strategic Viability Assessment in the context of changes to development values and construction costs. Whilst costs have changed they remain similar to those tested in 2019 and as such it is considered that the Strategic Viability Assessment can continue to be relied upon. Viability may need to be considered further through the assessment of planning applications or review of Local Plans in due course.

## 4.11 IDP Review

IDPs are, by their very nature, a 'snapshot in time', and as different infrastructure providers respond to their own unique challenges, the information that they provide will naturally date and alter over time. The intention is for the IDP to be updated every two years hereafter, or when the HGGT Authority partners conclude an update is deemed necessary to reflect the current position as accurately as possible, and therefore, there will be further opportunities for stakeholders to contribute.

There are a number of areas of work ongoing, which will further inform infrastructure requirements, and will be reflected in the Schedule as part of these periodic reviews.

# Section 5

## Summary of Infrastructure Requirements

## 5 Summary of Infrastructure Requirements

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### 5.1 Overview

A Schedule of infrastructure has been produced to clearly show interventions required to support the delivery of the Harlow and Gilston Garden Town. The Schedule is provided in full in Appendix A and summarised in the rest of this chapter.

#### Infrastructure requirements by topic

Appendix A provides summary tables of the infrastructure required to support delivery across the entire of the Garden Town, broken down into topics. The summary tables include the following information:

- Intervention required
- Priority – see Section 4.6 for prioritisation criteria
- Delivery partners
- Potential funding sources
- Total estimated cost of the intervention
- Funding already identified to deliver the intervention
- Costs apportioned to sites – what is expected to be funded/delivered through development<sup>38</sup>
- Contributing sites

In relation to ‘Apportioned Costs’ column, it should be noted that even where a cost has not been included it does not mean there is no cost to be met, particularly:

- where costs are part of ‘normal development costs’ which have been dealt with separately within the Strategic Viability Assessment (in particular for utilities);
- where the exact requirements and/or delivery mechanism is still to be determined (for example, Suitable Alternative Natural Green Space (SANGS)<sup>39</sup>); or
- where costs are still unknown (see Section 4.7.1).

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<sup>38</sup> As stated in Section 4.7, costs have been included even where the infrastructure required may or will be directly delivered as part of development, funded through a Section 278 Agreement (for highways) etc. A cost being included in the Schedule does not indicate it will necessarily form part of a Section 106 Agreement; rather, it provides an indication of the total liability of the development, to inform the Strategic Viability Assessment.

<sup>39</sup> The number of SANGS required is not yet determined, and for this reason costs are not currently attributed to specific sites.



## Appendix A

### Infrastructure Delivery Schedule

## **AI** Infrastructure Delivery Schedule

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The full Infrastructure Delivery Schedule is provided in the following pages, broken down by topic:

- Transport
- Education
- Health and Social Care
- Emergency Services
- Community Facilities
- Open Space
- Sports and Leisure
- Utilities
- Flood Defence

### **Printing Notes**

The Infrastructure Delivery Schedule has been formatted to extend over two pages. To best read the Schedule, Appendix A should be printed as A3 Landscape, with the flip on the short edge.

Reasonable endeavours have been taken by the HGGT Local Authorities to ensure the accuracy of information contained in these schedules based upon evidence available during its preparation which represents a snapshot in time. The identification of contributions from developments do not represent a guarantee that such funding will be secured by the HGGT Local Authorities but do represent an estimation of contribution levels that might be expected and should be taken into consideration by developers. Where the HGGT Local Authorities are identified as a potential delivery liability is accepted for the delivery of infrastructure where funding or agreements do not exist for such delivery to take place. The HGGT Local Authorities accept no liability for errors in information and reserve the right to amend or update the requirements for infrastructure at any time based upon new evidence or understanding including but not limited to when assessing planning applications or preparing guidance or further updates to the IDP.

Ref (new / 2019 IDP ref)	HGGT HARLOW & GILSTON GARDEN TOWN	IDP Information Source	Delivery Priority	Delivery Phasing										Delivery Partners	Delivery Notes	Provision / Cost (all other costs presented from here other than column R are to be uplifted based on this cost column)	Q1 2023 Uplifted Cost Estimate (only total Provision / Cost cell column Q (H) has been uplifted. Developers will be expected to contribute an uplift to the cost included in columns AL (AA) to BJ (AX) in-line with indexation approaches).	Provision / Cost Notes	Identified Funding	Identified Funding Notes	Cost Indexation / Change	Estimated Funding Gap (based on column Q costs)	Provision / Cost to be Apportioned to EHDC, EFDC & HDC Development Plan Allocations	Apportionment Notes	Contribution Indexation / Change	Estimated Funding Gap after contributions from Development Allocations	Provision / Cost to be Apportioned to Windfall and developments outside HGGT	Apportionment Notes	Contribution Indexation / Change	Estimated residual Funding Gap after estimated contributions from Windfall and sites outside HGGT	Funding Gap Notes					
				2022	2024	2026	2028	2030	2032	2034	2036	2038	2040+																							
<b>Stewardship</b>																																				
S1			Stewardship arrangements to be agreed at masterplan / application stage																																	
<b>Sustainable Transport Corridor (STC) network</b>																																				
STC-TCh (TR2&part)	Town Centre Interchange & Hub, including: - redevelopment of existing Town Centre bus station to provide sustainable transport interchange supporting pedestrians, cyclists and public transport users including supporting future STC services; - provision of new commercial hub and improved public realm.	See IDP Evidence, Appendix I - Transport Infrastructure, Response from Harlow District Council	STC network required to support 50% mode shift / 60% mode share objectives to accommodate growth																																	
STC-N (TR2&part)	Northern STC, including: - High Quality Walking, Cycling & Public Transport routes between Harlow Town Centre to Burnt Mill Roundabout via A1019 Allende / Fifth Avenue; - Town Centre Interchange access improvements at Post Office Road and Crown Gate; - Includes part of LCWIP Cycle Route 3.	See IDP Evidence, Appendix I - Transport Infrastructure, Response from Essex County Council	STC network required to support 50% mode shift / 60% mode share objectives to accommodate growth																																	
STC-HTRSh (TR2&part)	Northern STC public transport Hub serving Harlow Town Rail Station, including: - Public Transport facilities enhancements (not yet defined); - Public realm improvements (not yet defined).	Potential need identified by IDP Author due to the Railway Station forming a key destination as a transport interchange for sustainable travel to neighbouring settlements and over longer distances.	STC network required to support 50% mode shift / 60% mode share objectives to accommodate growth																																	
STC-E (TR2&part)	Eastern STC, including: - High Quality Walking, Cycling & Public Transport routes between Harlow Town Centre to London Road via First Avenue; - Includes part of LCWIP Cycle Route 4.	See IDP Evidence, Appendix I - Transport Infrastructure, Response from Essex County Council	STC network required to support 50% mode shift / 60% mode share objectives to accommodate growth																																	
STC-Ezh (TR2&part)	Eastern STC public transport Hub at London Road Enterprise Zone, including: - Public Transport facilities enhancements including shelter and provision for real time travel information; - Public Realm improvements including a pedestrian/cycle way connecting Harlow Innovation Park and Kao park and local wayfinding within the Enterprise Zone and to Newhall.	See IDP Evidence, Appendix I - Transport Infrastructure, Response from Harlow District Council	STC network required to support 50% mode shift / 60% mode share objectives to accommodate growth																																	
STC-S (TR2&part)	Southern STC, including: - High Quality Walking, Cycling & Public Transport routes between Harlow Town Centre to Latton Bush Centre/Commonside Road; - Includes part of LCWIP Cycle Route 6.	See IDP Evidence, Appendix I - Transport Infrastructure, Response from Essex County Council	STC network required to support 50% mode shift / 60% mode share objectives to accommodate growth																																	
STC-W	Western STC, including: - High Quality Walking, Cycling & Public Transport routes between Harlow Town Centre and the Pinnacles Area via Fourth Avenue; - Includes delivery of part of LCWIP Cycle Route 9.	See IDP Evidence, Appendix I - Transport Infrastructure, Response from Essex County Council	STC network required to support 50% mode shift / 60% mode share objectives to accommodate growth																																	
STC-Ph	Western STC public transport Hub at the Pinnacles Employment Area, including: - Public Transport facilities enhancements (not yet defined); - Public Realm improvements (not yet defined).	Potential need identified by IDP Author due to the Pinnacles area forming a key destination as a significant employment area within the Garden Town.	STC network required to support 50% mode shift / 60% mode share objectives to accommodate growth																																	

y partner no

w

**Accumulated value of contributions into HGGT Rolling Infrastructure Fund (RIF)**

All developer contributions secured toward the STC will be treated as part of the RIF and used to deliver the STC network and other related active and sustainable transport improvements. These improvements are necessary to achieve the 60% active/sustainable mode share in all new Garden Community sites, and 50% active/sustainable mode share in existing Harlow sites.

Reasonable endeavours have been taken by the HGGT Local Authorities to ensure the accuracy of information contained in these schedules based upon evidence available during its preparation which represents a snapshot in time. The identification of contributions from developments do not represent a guarantee that such funding will be secured by the HGGT Local Authorities but do represent an estimation of contribution levels that might be expected and should be taken into consideration by developers. Where the HGGT Local Authorities are identified as a potential delivery partner no liability is accepted for the delivery of infrastructure where funding or agreements do not exist for such delivery to take place. The HGGT Local Authorities accept no liability for errors in information and reserve the right to amend or update the requirements for infrastructure at any time based upon new evidence or understanding including but not limited to when assessing planning applications or preparing guidance or further updates to the IDP.

A	B	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	
Ref	 Transport Infrastructure / Services	Gilston Area new garden community Villages 1-6 (EHDC ref GA1) new homes =	Gilston Area new garden community Village 7 (EHDC ref GA1) new homes =	East of Harlow new garden community within HDC (HDC ref HS3) new homes =	East of Harlow new garden community within EFDC (EFDC ref SPS.3) new homes =	East of Harlow new Princess Alexandra Hospital within EFDC (EFDC ref SPS.3) comprising =	Water Lane Area new garden community (EFDC ref SPS.2) new homes =	Luton Priory new garden community (EFDC ref SPS.1) new homes =	Existing Princess Alexandra Hospital Site (HDC ref HS2.1) new homes =	The Stow Service Bays (HDC ref HS2.2) new homes =	Staple Tye Mews, Staple Tye Depot and The Gateway Nursery (HDC ref HS2.3) new homes =	Riddings Lane (HDC ref HS2.4) new homes =	The Evangelical Lutheran Church, Tawneys Road (HDC ref HS2.5) new homes =	Pollard Hatch Plus Garages and Adjacent Land (HDC ref HS2.6) new homes =	Coppice Hatch and Garages (HDC ref HS2.7) new homes =	Sherards House (HDC ref HS2.8) new homes =	Elm Hatch and Public House (HDC ref HS2.9) new homes =	Fishers Hatch (HDC ref HS2.10) new homes =	Slacksbury Hatch and Associated Garages (HDC ref HS2.11) new homes =	Garage Blocks Adjacent to Nicholls Tower (HDC ref HS2.12) new homes =	Stewards Farm (HDC ref HS2.13) new homes =	Pypers Hatch (HDC ref HS2.14) new homes =	HDC Town Centre Masterplan Framework potential new homes =	Other HGGT Windfall developments	Developments outside HGGT	
(new / 2019 IDP ref)		8,500	1,500	2,400	750	Hospital / Health Campus	2,100	1,050	550	70	30	35	35	20	16	15	13	10	10	10	10	10	2,120			
<b>Stewardship</b>																										
SI	All new developments are required to consider the future stewardship arrangements for any new community buildings or spaces that are proposed to be created and how any new community services will be sustained. For transport this should include: - footpaths, cycleways, bus lanes and roads; - public cycle and car parking; - highway drainage, public lighting, street furniture and public e-vehicle charging; - shared mobility services and bus passenger services.	comprehensive Stewardship arrangements to be established	comprehensive Stewardship arrangements to be established	comprehensive Stewardship arrangements to be established	comprehensive Stewardship arrangements to be established	comprehensive Stewardship arrangements to be established	comprehensive Stewardship arrangements to be established	comprehensive Stewardship arrangements to be established	comprehensive Stewardship arrangements to be established	comprehensive Stewardship arrangements to be established	comprehensive Stewardship arrangements to be established	comprehensive Stewardship arrangements to be established	comprehensive Stewardship arrangements to be established	comprehensive Stewardship arrangements to be established	comprehensive Stewardship arrangements to be established	comprehensive Stewardship arrangements to be established	comprehensive Stewardship arrangements to be established	comprehensive Stewardship arrangements to be established	comprehensive Stewardship arrangements to be established	comprehensive Stewardship arrangements to be established	comprehensive Stewardship arrangements to be established	comprehensive Stewardship arrangements to be established	comprehensive Stewardship arrangements to be established	comprehensive Stewardship arrangements to be established	comprehensive Stewardship arrangements to be established	
<b>Sustainable Transport Corridor (STC) network</b>																										
STC (TR2&part)	Sustainable Transport Corridor (STC) network			STC contribution @ £5976.92 per dwelling Reduction for STC works in lieu (ETBC)	STC contribution @ £5976.92 per dwelling Reduction for STC works in lieu (ETBC)		STC contribution @ £5976.92 per dwelling Reduction for STC works in lieu (ETBC)	STC contribution @ £5976.92 per dwelling Reduction for STC works in lieu (ETBC)	STC contribution @ £5976.92 per dwelling	STC contribution @ £5976.92 per dwelling	STC contribution @ £5976.92 per dwelling	STC contribution @ £5976.92 per dwelling	STC contribution @ £5976.92 per dwelling	STC contribution @ £5976.92 per dwelling	STC contribution @ £5976.92 per dwelling	STC contribution @ £5976.92 per dwelling	STC contribution @ £5976.92 per dwelling	STC contribution @ £5976.92 per dwelling	STC contribution @ £5976.92 per dwelling	STC contribution @ £5976.92 per dwelling	STC contribution @ £5976.92 per dwelling	STC contribution @ £5976.92 per dwelling	STC contribution @ £5976.92 per dwelling	STC contribution @ £5976.92 per dwelling	STC contribution @ £5976.92 per dwelling	Contribution to be calculated in accordance with Apportionment Notes.
		£35,788,000	£6,315,000	£15,539,992	£4,482,490		£12,551,532	£6,275,766	£3,287,306	£418,384	£179,308	£209,192	£209,192	£119,518	£95,631	£89,654	£77,700	£59,769	£59,769	£59,769	£59,769	£59,769	£59,769	£59,769	£12,671,070	£0





y partner no

W

Accumulated value of contributions into HGGT Rolling Infrastructure Fund (RIF)

Total recovery of STC-GA through forward-funding from HIG.

£54,000,000

10

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12

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15

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Ref	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX
Ref	Gilton Area new garden community Villages 1-4 (EHDC ref GA1) new homes =	Gilton Area new garden community Village 7 (EHDC ref GA1) new homes =	East of Harlow new garden community within HDC (HDC ref HS3) new homes =	East of Harlow new garden community within EFDC (EFDC ref SPS.3) new homes =	East of Harlow new Princess Alexandra Hospital within EFDC (EFDC ref SPS.3) comprising = Hospital / Health Campus	Water Lane Area new garden community (EFDC ref SPS.2) new homes =	Lattin Priory new garden community (EFDC ref SPS.1) new homes =	Existing Princess Alexandra Hospital Site (HDC ref HS2.1) new homes =	The Stow Service Bays (HDC ref HS2.2) new homes =	Staple Tye News, Staple Tye Depot and The Gateway Nursery (HDC ref HS2.3) new homes =	Riddings Lane (HDC ref HS2.4) new homes =	The Evangelical Lutheran Church, Tawneys Road (HDC ref HS2.5) new homes =	Polard Hatch Plus Garages and Adjacent Land (HDC ref HS2.6) new homes =	Coppice Hatch and Garages (HDC ref HS2.7) new homes =	Sherards House (HDC ref HS2.8) new homes =	Elm Hatch and Public House (HDC ref HS2.9) new homes =	Fishers Hatch (HDC ref HS2.10) new homes =	Slacksbury Hatch and Associated Garages (HDC ref HS2.11) new homes =	Garage Blocks Adjacent to Nicholls Tower (HDC ref HS2.12) new homes =	Stewards Farm (HDC ref HS2.13) new homes =	Pypers Hatch (HDC ref HS2.14) new homes =	HDC Town Centre Masterplan Framework potential new homes =	Other HGGT Windfall developments	Developments outside HGGT
<b>Sustainable Transport Corridor (STC) network</b>																								
10	STC-GA Northern STC continuation into the Gilton Area new garden community, including: (a) Expansion of Fifth Avenue Scott Valley Crossing between Eastwick junction to Burnt Mill Roundabout to create dedicated public transport lanes and segregated Walking and Cycling routes and bridges. Includes part of LCWIP Cycle Route 3; (b) replacement of existing Fifth Avenue railway bridge deck; (c) Continuation of the STC on-site to connect with each new Village and the Church Lane/A114 access with on-site Hubs.	Developer(s) to deliver Crossing (a); new bridge deck (b); on-site STC works (c) AND repay 15% of project costs covered by remaining forward-funding: <b>£45,900,000</b>	Developer(s) to deliver on-site STC works (c) AND repay 15% of project costs covered by forward-funding: <b>£8,100,000</b>																					
		<b>£45,900,000</b>	<b>£8,100,000</b>																					
11	STC-EH Eastern STC continuation into and through the East of Harlow new garden community, including: - High Quality Walking, Cycling and Public Transport routes to connect to Eastern STC at London Road/Harlow Innovation Park - Continuation of the STC on-site to connect into the new neighbourhood(s) and link to the new Hospital with on-site Hubs; - continuation of STC under highway between new garden community and new Hospital site with a Hub.			East of Harlow Developer(s) to deliver on-site STC and off-site STC connection works in lieu of cost:	East of Harlow Developer(s) to deliver on-site STC and off-site STC connection works in lieu of cost:	Hospital Developer to deliver on-site STC and off-site STC connection works in lieu of cost: <b>£2,900,000</b>																		
12	STC-WL Western STC continuation into and through the Water Lane new garden community, including: - High Quality Walking, Cycling and Public Transport routes to connect to Western STC at the Pinnacles Area; - Continuation of the STC on-site to serve the new neighbourhood(s) with on-site Hubs; - continuation of STC across Water Lane to connect West of Katherine's and West of Summers new residential areas.					Water Lane Developer(s) to deliver on-site STC and off-site STC connection works in lieu of cost:																		
13	STC-LP Southern STC continuation into and through the Lattin Priory new garden community, including: - High Quality Walking, Cycling and Public Transport routes to connect to Southern STC at Lattin Bush Centre/Commonside Road; - continuation of the STC on-site to serve the new neighbourhood(s) with on-site Hubs; - continuation of STC to connect with the B1393/M11 Junction 7.						Lattin Priory Developer(s) to deliver on-site STC and off-site STC connection works in lieu of cost:																	
<b>Public Transport Services and Active &amp; Sustainable Travel Planning</b>																								
15	ST2 (TR348TR3 6part) New development Green Travel Plan measures and monitoring, and Garden Town Active and Sustainable Transport Support, including: (a) Green Travel Plans for new Villages, Neighbourhoods, Schools and Places of Work; (b) Green travel vouchers for residents, students and workers; (c) interim and community bus provisions; (d) worker shuttle bus services; (e) school bus travel services; (f) travel mode monitoring; (g) revenue funding for Garden Town Active Travel Plan coordinator(s) and Transport Review Group(s) operation; (h) pump-priming / subsidy of new / extended public transport services; (i) shared mobility services; (j) stewardship of STC and other transport infrastructure / services; (k) Sustainable Transport and Innovation (STI) Fund	<b>£21,500,000</b>	<b>£3,794,823</b>	<b>£7,280,000</b>	<b>£2,100,000</b>	<b>£5,880,000</b>	<b>£2,940,000</b>	Contributions may be required at Masterplan and Application stage	Contributions may be required at Masterplan and Application stage	Contributions may be required at Masterplan and Application stage	Contributions may be required at Masterplan and Application stage	Contributions may be required at Masterplan and Application stage	Contributions may be required at Masterplan and Application stage	Contributions may be required at Masterplan and Application stage	Contributions may be required at Masterplan and Application stage	Contributions may be required at Masterplan and Application stage	Contributions may be required at Masterplan and Application stage	Contributions may be required at Masterplan and Application stage	Contributions may be required at Masterplan and Application stage	Contributions may be required at Masterplan and Application stage	Contributions may be required at Masterplan and Application stage	Contributions may be required at Masterplan and Application stage	Contributions may be required at Masterplan and Application stage	Contributions may be required at Masterplan and Application stage
16	ST3 (TR36part) Works to existing passenger transport infrastructure as a result of new, extended or diverted services to meet needs of new development	<b>£250,000</b>	<b>£15,000</b>	Works and/or Contributions may be required at Masterplan and Application stage	Works and/or Contributions may be required at Masterplan and Application stage	Works and/or Contributions may be required at Masterplan and Application stage	Works and/or Contributions may be required at Masterplan and Application stage	Works and/or Contributions may be required at Masterplan and Application stage	Works and/or Contributions may be required at Masterplan and Application stage													Works and/or Contributions may be required at Masterplan and Application stage	Works and/or Contributions may be required at Masterplan and Application stage	
<b>Other Active Travel Infrastructure</b>																								
17	ATI (new) Walking infrastructure improvements in Town Centre Core Walking Zone, including: - as identified in the HGGT Local Cycling and Walking Infrastructure Plan (LCWIP); - excludes improvements anticipated to be delivered through the Western STC; - excludes additional public realm improvements required to the Town Centre, see 'Open Space Infrastructure'.							Works and/or Contributions may be required at Masterplan and Application stage									Works and/or Contributions may be required at Masterplan and Application stage	Works and/or Contributions may be required at Masterplan and Application stage				Works and/or Contributions may be required at Masterplan and Application stage	Works and/or Contributions may be required at Masterplan and Application stage	Works and/or Contributions may be required at Masterplan and Application stage



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Ref (new / 2019 IDP ref)	HGGT HARLOW & GILSTON GARDEN TOWN Transport Infrastructure / Services	IDP Information Source	Delivery Priority	Delivery Phasing										Delivery Partners	Delivery Notes	Provision / Cost	Q3 2023 Uplifted Cost	Provision / Cost Notes	Identified Funding	Identified Funding Notes	Cost Indexation / Change	Estimated Funding Gap	Provision / Cost to be Apportioned to EHD, EDC & HOC Development Plan Allocations	Apportionment Notes	Contribution Indexation / Change	Estimated Funding Gap after contributions from Developments Allocations	Provision / Cost to be Apportioned to Windfall and developments outside HGGT	Apportionment Notes	Contribution Indexation / Change	Estimated residual Funding Gap after estimated contributions from Windfall and sites outside HGGT	Funding Gap Notes			
				2022	2024	2026	2028	2030	2032	2034	2036	2038																						
				2024	2026	2028	2030	2032	2034	2036	2038	2040+																						
AT2 (new)	Walking infrastructure improvements in Netteswell, The Stow, Templefields and Old Harlow Core Walking Zone as identified in the HGGT LCWIP, including:  Note: excludes improvements to be delivered through Eastern STC.	See IDP Evidence, Appendix 1 - Transport Infrastructure, LCWIP											Essex County Council / Harlow Council / Developer(s)	HGGT LCWIP, in accordance with guidance from the Department for Transport, identifies priority investment in new infrastructure to support a greater number of people making journeys on foot or on cycle. The HGGT LCWIP (2021) included a review of walking infrastructure improvements for the Templefields and surrounding area, including Netteswell, The Stow and Old Harlow.	Various locations as identified in HGGT LCWIP	£2,183,439	£2,570,794	As identified in HGGT LCWIP (2021); Templefields design recommendations scheme ID 201 to 2021, excluding 201, 203, 235 to 238, 242, 263, 283 which form part of the Eastern STC works: £1,623,787 IQ 2022.		Capital works funding or Grants may allow delivery of some enhancements over time.	YES: Costs to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.	Works and/or Contributions may be required at Masterplan and Application stage	Developments within or close to the Templefields core walking zone may be required to deliver or contribute to enhancements.	YES: Contributions to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.	£2,183,439	Works and/or Contributions may be required at Masterplan and Application stage	YES: Contributions to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.	£2,183,439	Developer Works and/or Contributions, Capital Works projects, Grants or Rolling Infrastructure Fund expected to allow delivery of some enhancements over time.					
AT3 (new)	Walking infrastructure improvements in Bush Fair Core Walking Zone as identified in the HGGT LCWIP.	See IDP Evidence, Appendix 1 - Transport Infrastructure, LCWIP											Essex County Council / Harlow Council / Developer(s)	HGGT LCWIP, in accordance with guidance from the Department for Transport, identifies priority investment in new infrastructure to support a greater number of people making journeys on foot or on cycle. The HGGT LCWIP (2021) included a review of walking infrastructure improvements for the Bush Fair area.	Various locations as identified in HGGT LCWIP	£615,131	£710,173	As identified in HGGT LCWIP (2021); Bush Fair Design recommendations scheme ID 401 to 455, excluding 430, 437, 444, 449, 451 to 454 which are expected to form part of the Southern Way traffic calming works and Second Avenue junction works: £457,462 IQ 2022.		Capital works funding or Grants may allow delivery of some enhancements over time.	YES: Costs to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.	Works and/or Contributions may be required at Masterplan and Application stage	Developments within or close to the Bush Fair core walking zone may be required to deliver or contribute to enhancements.	YES: Contributions to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.	£615,131	Works and/or Contributions may be required at Masterplan and Application stage	YES: Contributions to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.	£615,131	Developer Works and/or Contributions, Capital Works projects, Grants or Rolling Infrastructure Fund expected to allow delivery of some enhancements over time.					
AT4 (new)	Walking infrastructure improvements in Staple Tye Core Walking Zone as identified in the HGGT LCWIP.	See IDP Evidence, Appendix 1 - Transport Infrastructure, LCWIP											Essex County Council / Harlow Council / Developer(s)	HGGT LCWIP, in accordance with guidance from the Department for Transport, identifies priority investment in new infrastructure to support a greater number of people making journeys on foot or on cycle. The HGGT LCWIP (2021) included a review of walking infrastructure improvements for the Staple Tye area.	Various locations as identified in HGGT LCWIP	£1,327,304	£1,532,381	As identified in HGGT LCWIP (2021); Staple Tye Design recommendations all scheme ID 301 to 367: £987,094 IQ 2022.		Capital works funding or Grants may allow delivery of some enhancements over time.	YES: Costs to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.	Works and/or Contributions may be required at Masterplan and Application stage	Developments within or close to the Staple Tye core walking zone may be required to deliver or contribute to enhancements.	YES: Contributions to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.	£1,327,304	Works and/or Contributions may be required at Masterplan and Application stage	YES: Contributions to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.	£1,327,304	Developer Works and/or Contributions, Capital Works projects, Grants or Rolling Infrastructure Fund expected to allow delivery of some enhancements over time.					
AT5 (new)	Cycling improvements at Route 1 of the LCWIP (Town Centre Orbital) as identified in the HGGT LCWIP, including:  (a) installation of bi-directional cycle tracks between Haydens Road roundabout and Second Avenue roundabout; (b) replacement of underpasses to provide at-grade crossings.  Note: excludes works to be completed through Northern, Eastern, Southern and Western STC.	See IDP Evidence, Appendix 1 - Transport Infrastructure, LCWIP											Essex County Council / Harlow Council / Developer(s)	HGGT LCWIP, in accordance with guidance from the Department for Transport, identifies priority investment in new infrastructure to support a greater number of people making journeys on foot or on cycle. The HGGT LCWIP (2021) identified cycle infrastructure improvements orbiting the Harlow Town Centre.	Town Centre Orbital Cycle Route as identified in HGGT LCWIP	£12,505,584	£14,437,777	As identified in HGGT LCWIP (2021); LCWIP Cycle Route 1 actions: (a): £2,435,223 IQ 2022; (b): £6,864,968 IQ 2022.		Capital works funding or Grants may allow delivery of some enhancements over time.	YES: Costs to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.	Works and/or Contributions may be required at Masterplan and Application stage	Developments within or close to the Town Centre may be required to deliver or contribute to enhancements.	YES: Contributions to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.	£12,505,584	Works and/or Contributions may be required at Masterplan and Application stage	YES: Contributions to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.	£12,505,584	Developer Works and/or Contributions, Capital Works projects, Grants or Rolling Infrastructure Fund expected to allow delivery of some enhancements over time.					
AT6 (new+TR32)	Cycling improvements at Route 2 of the LCWIP (Gilston Area - Parndon Mill - Town Centre) as identified in the HGGT LCWIP, including:  (a) A414 crossing, resurfacing and lighting to Elizabeth Way via Parndon Mill, new bridge over the Bridleway Ford and new Toucan crossing over Elizabeth Way; (b) Hornbeams to Holdings Road Low Traffic Neighbourhood and replacement at-grade signalised junction at Holdings Road.  Note: replaces 2019 IDP TR32 off road cycle and walking network from Village 6 to Pinnacles.	See IDP Evidence, Appendix 1 - Transport Infrastructure, LCWIP											Essex County Council / Harlow Council / Developer(s)	HGGT LCWIP, in accordance with guidance from the Department for Transport, identifies priority investment in new infrastructure to support a greater number of people making journeys on foot or on cycle. The HGGT LCWIP (2021) identified cycle infrastructure improvements between the Town Centre and the Gilston Area new garden community via Parndon Mill and the Scort Valley.	Town Centre to Gilston Area Cycle Route as identified in HGGT LCWIP	£139,108		This provision / cost is related to Gilston development and indexation model yet to be agreed between LPA and developer(s), therefore no uplift has been made. As identified in HGGT LCWIP (2021); LCWIP Cycle Route 2 actions: (a) Direct delivery of works in lieu of cost: £119,108 IQ 2022.		Capital works funding or Grants may allow delivery of some enhancements over time.	YES: Costs to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.	Works and/or Contributions may be required at Masterplan and Application stage	Gilston Area new garden community Villages 1-6 Developer(s) to fund / deliver LCWIP Route 2 improvements (a) (A414 to Elizabeth Way) for commuting and leisure journeys to Scort valley and Harlow.  Other developments within or close to the Town Centre may be required to deliver or contribute to enhancements.	YES: Contributions to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.	£139,108	Works and/or Contributions may be required at Masterplan and Application stage	YES: Contributions to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.	£139,108	Developer Works and/or Contributions, Capital Works projects, Grants or Rolling Infrastructure Fund expected to allow delivery of some enhancements over time.					
AT7 (new)	Cycling improvements at Route 4 of the LCWIP (Old Harlow - Mark Hall North - Town Centre) as identified in the HGGT LCWIP, including:  (a) Old Harlow Low Traffic Neighbourhood; and (b) Churchgate Street Low Traffic Neighbourhood.  Note: Remainder of route is to be delivered as part of the Eastern STC and the Gilden Way improvements.	See IDP Evidence, Appendix 1 - Transport Infrastructure, LCWIP											Essex County Council / Harlow Council / Developer(s)	HGGT LCWIP, in accordance with guidance from the Department for Transport, identifies priority investment in new infrastructure to support a greater number of people making journeys on foot or on cycle. The HGGT LCWIP (2021) identified cycle infrastructure improvements between the Town Centre and Old Harlow/East of Harlow new garden community.	Town Centre to Old Harlow/East of Harlow Cycle Route as identified in HGGT LCWIP	£203,840	£235,335	As identified in HGGT LCWIP (2021); LCWIP Cycle Route 4 actions: (a) £75,796 IQ 2022; (b) £75,796 IQ 2022.		Capital works funding or Grants may allow delivery of some enhancements over time.	YES: Costs to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.	Works and/or Contributions may be required at Masterplan and Application stage	East of Harlow new garden community to fund / deliver LCWIP Route 4 (a) and (b) (Low Traffic Neighbourhoods to Churchgate Street and Old Harlow) to allow connections to local facilities and Harlow Mill Rail Station.  Other developments within or close to the Town Centre may be required to deliver or contribute to enhancements.	YES: Contributions to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.	£203,840	£101,920			YES: Contributions to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.					
AT8 (new)	Cycling improvements at Route 5 of the LCWIP (Town Centre - Brays Grove - Potter Street), including:  - as identified in the HGGT LCWIP; - the upgrade and widening of the North Grove to Tilwicks Road and Tilwicks Road to Tripton Road shared use path; - installation of a Tumbler Road Low Traffic Neighbourhood in the area bound by Tilwicks Road / Southern Way / A414 / Second Avenue.	See IDP Evidence, Appendix 1 - Transport Infrastructure, LCWIP											Essex County Council / Harlow Council / Developer(s)	HGGT LCWIP, in accordance with guidance from the Department for Transport, identifies priority investment in new infrastructure to support a greater number of people making journeys on foot or on cycle. The HGGT LCWIP (2021) identified cycle infrastructure improvements between the Town Centre and Brays Grove/Potter Street.	Town Centre to Brays Grove/Potter Street via Second Avenue Cycle Route as identified in HGGT LCWIP	£2,441,633	£2,818,881	As identified in HGGT LCWIP (2021); LCWIP Cycle Route 5 actions: A-L: £1,815,801 IQ 2022.		Capital works funding or Grants may allow delivery of some enhancements over time.	YES: Costs to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.	Works and/or Contributions may be required at Masterplan and Application stage	Developments within or close to the Second Avenue, Brays Grove and Potter Street areas may be required to deliver or contribute to enhancements.	YES: Contributions to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.	£2,441,633	Works and/or Contributions may be required at Masterplan and Application stage	YES: Contributions to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.	£2,441,633	Developer Works and/or Contributions, Capital Works projects, Grants or Rolling Infrastructure Fund expected to allow delivery of some enhancements over time.					
AT9 (new)	Cycling improvements at Route 7 of the LCWIP (Town Centre - Tye Green - Staple Tye), including:  - as identified in the LCWIP; - installation of new cycle tracks from Wooded Area / Third Avenue and Parndon Road / Great Parndon Library, installation of a new cycle path, provision of cycle track using section of public space and modal filter at the Latton Priory Access to Parndon Road, and the creation of a Low Traffic Neighbourhood at Parndridge Road.	See IDP Evidence, Appendix 1 - Transport Infrastructure, LCWIP											Essex County Council / Harlow Council / Developer(s)	HGGT LCWIP, in accordance with guidance from the Department for Transport, identifies priority investment in new infrastructure to support a greater number of people making journeys on foot or on cycle. The HGGT LCWIP (2021) identified cycle infrastructure improvements between the Town Centre and Staple Tye.	Town Centre to Staple Tye via Tye Green Cycle Route as identified in HGGT LCWIP	£1,810,553	£2,090,296	As identified in HGGT LCWIP (2021); LCWIP Cycle Route 7 actions: A-D: £1,346,478 IQ 2022; E-N: £1,135,331 IQ 2022.		Capital works funding or Grants may allow delivery of some enhancements over time.	YES: Costs to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.	Works and/or Contributions may be required at Masterplan and Application stage	Latton Priory new garden community to fund / deliver LCWIP Route 7 interventions A to D (Rye Hill Road to Parndon Road) to allow connections to existing cycle facilities.  Other developments within or close to the Tye Green and Staple Tye areas may be required to deliver or contribute to enhancements.	YES: Contributions to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.	£1,810,553	£596,596			YES: Contributions to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.	£1,213,957				Developer Works and/or Contributions, Capital Works projects, Grants or Rolling Infrastructure Fund expected to allow delivery of some enhancements over time.

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Accumulated value of contributions into HGGT Rolling Infrastructure Fund (RIF)

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Ref	HGGT HARLOW & GILSTON GARDEN TOWN Transport Infrastructure / Services	AA Gilston Area new garden community Villages 1-6 (EHDC ref GA1) new homes =	AB Gilston Area new garden community Village 7 (EHDC ref GA1) new homes =	AC East of Harlow new garden community within HDC (HDC ref HS3) new homes =	AD East of Harlow new garden community within EFDC (EFDC ref SP5.3) new homes =	AE East of Harlow new Princess Alexandra Hospital within EFDC (EFDC ref SP5.3) comprising = Hospital / Health Campus	AF Water Lane Area new garden community (EFDC ref SP5.2) new homes =	AG Lutton Priory new garden community (EFDC ref SP5.1) new homes =	AH Existing Princess Alexandra Hospital Site (HDC ref HS2.1) new homes =	AI The Stow Service Bays (HDC ref HS2.2) new homes =	AJ Staple Tye News, Staple Tye Depot and The Gateway Nursery (HDC ref HS2.3) new homes =	AK Riddings Lane (HDC ref HS2.4) new homes =	AL The Evangelical Lutheran Church, Tawneys Road (HDC ref HS2.5) new homes =	AM Pollard Hatch Plus Garages and Adjacent Land (HDC ref HS2.6) new homes =	AN Coppice Hatch and Garages (HDC ref HS2.7) new homes =	AO Sherards House (HDC ref HS2.8) new homes =	AP Elm Hatch and Public House (HDC ref HS2.9) new homes =	AQ Fishers Hatch (HDC ref HS2.10) new homes =	AR Slacksbury Hatch and Associated Garages (HDC ref HS2.11) new homes =	AS Garage Blocks Adjacent to Nicholls Tower (HDC ref HS2.12) new homes =	AT Stewards Farm (HDC ref HS2.13) new homes =	AU Pypers Hatch (HDC ref HS2.14) new homes =	AV HDC Town Centre Masterplan Framework potential new homes =	AW Other HGGT Windfall developments	AX Developments outside HGGT	
<b>Other Active Travel Infrastructure ... continued ...</b>																										
AT2 (new)	Walking infrastructure improvements in Netteswell, The Stow, Templefields and Old Harlow Core Walking Zone, including: - as identified in the HGGT LCWP; - excludes improvements anticipated to be delivered through the Eastern STC.									Works and/or Contributions may be required at Masterplan and Application stage								Works and/or Contributions may be required at Masterplan and Application stage				Works and/or Contributions may be required at Masterplan and Application stage		Works and/or Contributions may be required at Masterplan and Application stage		
AT3 (new)	Walking infrastructure improvements in Bush Fair Core Walking Zone, including: - as identified in the HGGT LCWP.											Works and/or Contributions may be required at Masterplan and Application stage	Works and/or Contributions may be required at Masterplan and Application stage					Works and/or Contributions may be required at Masterplan and Application stage				Works and/or Contributions may be required at Masterplan and Application stage		Works and/or Contributions may be required at Masterplan and Application stage		
AT4 (new)	Walking infrastructure improvements in Staple Tye Core Walking Zone, including: - as identified in the HGGT LCWP.										Works and/or Contributions may be required at Masterplan and Application stage			Works and/or Contributions may be required at Masterplan and Application stage	Works and/or Contributions may be required at Masterplan and Application stage							Works and/or Contributions may be required at Masterplan and Application stage		Works and/or Contributions may be required at Masterplan and Application stage		
AT5 (new)	Cycling improvements at Route 1 of the LCWP (Town Centre Orbital), including: - as identified in the HGGT LCWP; - the replacement of underpasses to provide at-grade crossings; - installation of bi-directional cycle tracks between Haydens Road roundabout and Second Avenue roundabout; - excludes works to be completed through the Northern, Eastern, Southern and Western STC.								Works and/or Contributions may be required at Masterplan and Application stage														Works and/or Contributions may be required at Masterplan and Application stage		Works and/or Contributions may be required at Masterplan and Application stage	
AT6 (new+TR32)	Cycling improvements at Route 2 of the LCWP (Gilston Area - Pardon Mill - Town Centre) as identified in the HGGT LCWP, including: (a) A414 crossing, resurfacing and lighting to Elizabeth Way via Pardon Mill, new bridge over the Bridleway Ford and new Toucan crossing over Elizabeth Way; (b) Hornbeams to Holdings Road Low Traffic Neighbourhood and replacement at-grade signalised junction at Holdings Road. Note: replaces 2019 IDP TR32 off road cycle and walking network from Village 6 to Pinnacles.	Direct delivery of works between A414 and Elizabeth Way in lieu of cost.	Direct delivery of works between A414 and Elizabeth Way in lieu of cost.						Works and/or Contributions may be required at Masterplan and Application stage														Works and/or Contributions may be required at Masterplan and Application stage		Works and/or Contributions may be required at Masterplan and Application stage	
AT7 (new)	Cycling improvements at Route 4 of the LCWP (Old Harlow - Mark Hill North - Town Centre), including: - as identified in the HGGT LCWP; - Old Harlow Low Traffic Neighbourhood and Churchgate Street Low Traffic Neighbourhood; - Remainder of route is to be delivered as part of the Eastern STC and the Golden Way improvements.			Direct delivery of works in Churchgate Street and Old Harlow or contributions in lieu: £79,102	Direct delivery of works in Churchgate Street and Old Harlow or contributions in lieu: £22,818																					
AT8 (new)	Cycling improvements at Route 5 of the LCWP (Town Centre - Brays Grove - Potter Street), including: - as identified in the HGGT LCWP; - the upgrade and widening of the North Grove to Tillwicks Road and Tillwicks Road to Tripiton Road shared use path; - installation of a Tumbler Road Low Traffic Neighbourhood in the area bound by Tillwicks Road / Southern Way / A414 / Second Avenue.																Works and/or Contributions may be required at Masterplan and Application stage	Works and/or Contributions may be required at Masterplan and Application stage				Works and/or Contributions may be required at Masterplan and Application stage		Works and/or Contributions may be required at Masterplan and Application stage		
AT9 (new)	Cycling improvements at Route 7 of the LCWP (Town Centre - Tye Green - Staple Tye), including: - as identified in the LCWP; - installation of new cycle tracks from Wooded Area / Third Avenue and Paringdon Road / Great Pardon Library, installation of a new cycle path, provision of cycle track using section of public space and modal filter at the Lutton Priory Access to Paringdon Road, and the creation of a Low Traffic Neighbourhood at Purreidge Road.							Direct delivery of works in Rye Hill Road to Paringdon Road or contributions in lieu: £596,596			Works and/or Contributions may be required at Masterplan and Application stage				Works and/or Contributions may be required at Masterplan and Application stage							Works and/or Contributions may be required at Masterplan and Application stage		Works and/or Contributions may be required at Masterplan and Application stage		


Reasonable endeavours have been taken by the HGGT Local Authorities to ensure the accuracy of information contained in these schedules based upon evidence available during its preparation which represents a snapshot in time. The identification of contributions from developments do not represent a guarantee that such funding will be secured by the HGGT Local Authorities but do represent an estimation of contribution levels that might be expected and should be taken into consideration by developers. Where the HGGT Local Authorities are identified as a potential developer liability is accepted for the delivery of infrastructure where funding or agreements do not exist for such delivery to take place. The HGGT Local Authorities accept no liability for errors in information and reserve the right to amend or update the requirements for infrastructure at any time based upon new evidence or understanding including but not limited to when assessing planning applications or preparing guidance or further updates to the IDP.

Ref (new / 2019 IDP ref)	HGGT HARLOW & GILSTON GARDEN TOWN Transport Infrastructure / Services	IDP Information Source	Delivery Priority	Delivery Phasing										Delivery Partners	Delivery Notes	Provision / Cost	Q3 2023 Uplifted Cost	Provision / Cost Notes	Identified Funding	Identified Funding Notes	Cost Indexation / Change	Estimated Funding Gap	Provision / Cost to be Apportioned to EHD, EDC & HDC Development Plan Allocations	Apportionment Notes	Contribution Indexation / Change	Estimated Funding Gap after contributions from Developments Allocations	Provision / Cost to be Apportioned to Windfall and developments outside HGGT	Apportionment Notes	Contribution Indexation / Change	Estimated residual Funding Gap after estimated contributions from Windfall and sites outside HGGT	Funding Gap Notes
				2022	2024	2026	2028	2030	2032	2034	2036	2038	2040+																		
<b>Other Active Travel Infrastructure ... continued...</b>																															
AT10 (new)	Cycling improvements at Route 8 of the LCWIP (Town Centre - Great Parndon - Water Lane), including:  - as identified in the HGGT LCWIP: - creation of a Low Traffic Neighbourhood at Kingsmoor Road, installation of protected cycle tracks on Pyeneer Road, provision of protected cycle facilities on Kingsmoor Road, and installation of toucan crossings on Broadley Road and Southern Way.	See IDP Evidence, Appendix 1 - Transport Infrastructure, LCWIP												Essex County Council / Harlow Council / Developer(s)	HGGT LCWIP, in accordance with guidance from the Department for Transport, identifies priority investment in new infrastructure to support a greater number of people making journeys on foot or on cycle. The HGGT LCWIP (2021) identified cycle infrastructure improvements between the Town Centre and Water Lane new garden community.	Town Centre to Water Lane new garden community via Great Parndon Cycle Route as identified in HGGT LCWIP	£3,287,210	£3,795,105	As identified in HGGT LCWIP (2021) LCWIP Cycle Route 8 actions: A-C: £1 Q 2022; D: £1 Q 2022.		Capital works funding or Grants may allow delivery of some enhancements over time.	YES: Costs to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.		Improvements in lieu of contributions may be required at Masterplan and Application stage	Water Lane new garden community to fund / deliver LCWIP Route 8 interventions A to C (Water Lane to Kingsmoor Rd) to improve connections with existing urban areas. Other developments within or close to the Tye Green and Staple Tye areas may be required to deliver or contribute to enhancements.	YES: Contributions to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.	£3,037,961	Works and/or Contributions may be required at Masterplan and Application stage	YES: Contributions to be index linked from IQ 2022 using the BCIS Road Tender Price Index or as otherwise updated.	£3,037,961	Additional Developer direct delivery or Contributions. Capital works funding or Grants may allow delivery of some enhancements over time.
AT11 (TR31, TR37&TR41)	Walking and cycling connections and enhancements between new garden communities and surrounding neighbourhoods and villages, including:  a) Burnt Mill Lane walking and cycling Access enhancements for potential northern access to Harlow Town Railway Station; b) Gilston Area to Hunsdon Cycle link; c) Gilston Area Village 7 to Roydon.  Other connections to be identified at Masterplan / Application stage.	See IDP Evidence, Appendix 1 - Transport Infrastructure											Hertfordshire County Council / Essex County Council / Developer(s)	Each new garden community should seek to provide enhanced connectivity to neighbouring destinations to support active travel. Current schemes identified in East Herts IDP (2017) and through engagement on East Herts planning applications 3/19/1045/OUT and 3/19/2124/OUT.	Direct delivery of (a), (b) and (c)			Gilston developers to fund 100% of the actual cost of works.		Projects to be directly delivered by Developer(s).		Each new garden community should seek to provide enhanced connectivity to neighbouring destinations to support active travel. Gilston Area new garden community Village 7 Developer(s) to fund / deliver the walking and cycle route improvements for commuting and leisure journeys to Stort valley, Roydon and Roydon railway station.	Projects to be directly delivered by Developer(s).								
AT12 (new)	Harlow Town Railway Station Capacity assessment and potential new Northern Access, including:  (a) feasibility study for the design and costing of a scheme to improve the northern access of Harlow station (b) creation of a new access/egress to/from the north (c) cycle capacity improvements at Harlow Town Railway Station	See IDP Evidence, Appendix 1 - Transport Infrastructure, Harlow Town Railway Station											Network Rail / Train Operating Company	Gilston Area development identified desire to deliver a northern entrance to Harlow Town Station to improve access and shorten journeys. Existing station capacity also limited by current single access.	Harlow Town Station	This provision / cost is solely related to Gilston development and indexation model yet to be agreed between LPA and developer(s), therefore no uplift has been made.	HCC have identified costs as follows: (a) £520,000 (b) £4,680,000 (c) £88,235		Network Rail / Train Operating Company Capital funding or Grants may be available to contribute to costs subject to the need and feasibility being demonstrated.	YES: Costs to be index linked using Index to be advised (or as otherwise updated): - from Q2 2022.		Contributions will be sought as follows: (a) Gilston V1-6 to contribute the lesser of 85% of the total cost, or £442,000, and Gilston V7 to contribute the lesser of 15% of the total cost, or £78,000 (b) Gilston V1-6 to contribute the lesser of 85% of the total cost, or £3,978,000, and Gilston V7 to contribute the lesser of 15% of the total cost, or £702,000 (c) Gilston V1-6 to contribute the lesser of 85% of the total cost, or £75,000, and Village 7 to contribute the lesser of 15% of the total cost, or £13,235.	YES: Costs to be index linked using Index to be advised (or as otherwise updated): - from Q2 2022.	£0	Contributions may be required subject to need and feasibility being demonstrated			Subject to feasibility being demonstrated additional developer contributions and / or grant may be sought to deliver works.			
AT13 (new)	Bicycle Access & Parking infrastructure at Hatches, Local Centres, sports grounds and other facilities to support HGGT mode shift.	See IDP Evidence, Appendix 1 - Transport Infrastructure, Harlow Hatches and other facilities											Various Organisations	HGGT Transport Strategy (2021) sets targets for increasing journeys by cycling, this will create an increased demand at Hatches, Local Centres and other facilities for cycle access and parking.		This provision / cost is related to Gilston development and indexation model yet to be agreed between LPA and developer(s), therefore no uplift has been made.	Harlow Town Railway Station has need for additional 100 secure cycle parking spaces to accommodate residents of the Gilston Area new garden community. Estimated cost provided by Essex County Council.		Capital works funding or Grants may allow delivery of some enhancements over time.	YES: Costs to be index linked using Index to be advised (or as otherwise updated): - from Q2 2022.		Other Works / Contributions may be identified at Application stage	Gilston Area new garden community to contribute £75,000 for 100 additional secure cycle parking spaces at Harlow Town Railway Station	YES: Costs to be index linked using Index to be advised (or as otherwise updated): - from Q2 2022.							
<b>Other Highway Infrastructure / Services</b>																															
TR1 (TR1)	M11 new Junction 7a, including:  (a) Phase 1: widening of Gilson Way (B183). Includes part of LCWIP Cycle Route 4; (b) Phase 2a: new M11 motorway junction 7a and links to Gilson Way and Sheering Road including alternative dualled link road scheme.	<a href="https://essexhighways.org/m11-junction-7a">https://essexhighways.org/m11-junction-7a</a>	INFRASTRUCTURE PROJECT COMPLETED										National Highways and Essex County Council	Project completed in 2022.	Works at Gilson Way and M11	Works completed, no uplift required.	£84,000,000				Works funded by National Highways, South East Local Enterprise Partnership and Essex County Council										
TR2 (TR7)	M11 Junction 7 improvements, including:  - junction signal improvements as necessary to support development traffic flows. Note: More extensive works may be required subject to transport assessments to be provided at application stage for sites impacting upon capacity, safety or proper functioning of the junction.	See IDP Evidence, Appendix 1 - Transport Infrastructure, Essex County Council Highway Works											National Highways / Essex County Council / Developer(s)	ECC have identified the need for initial works to ensure junction continues to operate. A more extensive remodelling of the Motorway junction may be required subject to modelling transport impacts as relevant applications come forward.			ECC have identified an initial estimate for minimal works of £2,000,000. More extensive works may be required.		Potential for Road Investment Strategy funding if a more extensive motorway junction remodelling is required.	YES: Costs to be index linked using the BCIS Road Tender Price Index (or as otherwise updated): - from Q2 2019.		ECC identify works primarily associated with mitigating impacts of developments at Lutton Priory, Water Lane, in the centre of Harlow as well as Epping Forest District. Estimate of £500,000 from Epping Forest District sites with remaining costs apportioned on a per dwelling basis subject to further assessment as relevant planning applications come forward.	YES: Costs to be index linked using the BCIS Road Tender Price Index (or as otherwise updated): - from Q2 2019.	£500,000	£500,000	Contributions of approximately £500,000 are expected from other developments in the Epping Forest District area subject to agreement at Application stage.					
TR3 (TR20)	Second Stort Valley Crossing, including:  (a) Realignment of Eastwick Road and new junctions to Burnt Mill Lane/Terlings Park and Pye Corner; (b) Pye Corner bypass and new junction on Eastwick/High Wych Road; (c) New culverted and bridged public highway to River Way; (d) River Way Rail Bridge replacement and River Way Edinburgh Way junction improvements; (e) River Way / Cambridge Road new junction.	See: Planning Consents 3/19/1051 FUL (EHD) and HW/CRB/19/00221 (HDC) granted on 18/03/2022; IDP Evidence Appendix 1 - Transport - Places for People IDP Evidence Appendix 1 - Transport - ECC.	(a) River Way / Cambridge Rd access (b) New Crossing completed										Gilston Area Developer(s); Places for People (a-d) / Essex County Council (e)	Places for People contracted through Housing Investment Grant (HIG) award (managed by HCC) to deliver Eastern Stort Valley Crossing (a-d).  ECC contracted through HIG (HCC) and Harlow Towns Fund (managed by HDC) to deliver River Way / Cambridge Road new junction (e).	new Stort Valley Crossing: A414 / Eastwick Roundabout to A414 River Way/Edinburgh Way.	No uplift provided. See call V92/93	Estimated costs as set out in IDP evidence from Places for People: (a) £8,349,264 IQ 2022 + inflation; (b) £20,708,346 IQ 2022 + inflation; (c) £55,026,828 IQ 2022 + inflation; (d) £16,384,420 IQ 2022 + inflation; Estimated costs as set out in IDP evidence from ECC: (e) (up to) £5,525,000 IQ 2022.	Full funding for the Second Stort Valley Crossing scheme will come through the HIG.	Funding secured comprises: (i) £1,500,000 from Harlow Towns Fund (HDC) contracted to ECC to partly fund delivery of TR3(e). (ii) (up to) £42,100,000 HIG (HCC) contracted to ECC to deliver STC-N and forward-fund TR3(e). (iii) (up to) £129,080,000 Housing Investment Grant (HIG) awarded to HCC and contracted to Places for People to partly forward-fund delivery of both Stort Valley Crossings.	Responsibility for managing cost of works and delivery rest with the deliverer, updated costs may need to be provided to establish final apportionment of developer contributions.	Estimation for inflation included. HIG recovery may change subject to amount drawn-down and final cost of works.	The approach to apportioning the costs of the Eastern Stort Crossing is as follows on a roof tax basis:  - Gilston Area up to 59%; - East of Harlow 21%; - Water Lane 12%; - Lutton Priory 6%; - PAH 3%.  The Garden Town will consider the submission of modelling relating to each strategic site, which demonstrates policy compliance, an contributions to wider infrastructure requirements. The HIG will fund up to £129m towards the Central Stort Crossing and the Second Stort Crossing. PIP will pay this back on a roof tax basis for the Second Stort Crossing, and other contributions will be expected to pay into the RIF on a roof tax basis.	Responsibility for managing cost of works and delivery rest with the deliverer, updated costs may need to be provided to establish final apportionment of developer contributions.	Estimation for inflation included. HIG recovery may change subject to amount drawn-down and final cost of works.	£122,483,927	£122,483,927	Total recovery of HIG forward-funding to be agreed				
TR4 (TR18)	Hertfordshire Public Highway improvements, including:  (a) A414 Amwell Roundabout improvements; (b) Sawbridgeworth junctions / crossings works.	See IDP Evidence, Appendix 1 - Transport - HCC	(a) Amwell junction improvements										Hertfordshire County Council (HCC) / Developer(s)	HCC identified schemes at Amwell junction and in Sawbridgeworth required to meet the needs and mitigate the impacts of new developments by maintaining operation of the public highway and supporting active and sustainable		This provision / cost is solely related to Gilston development and indexation model yet to be agreed between LPA and developer(s), therefore no uplift has been made.	Costs as provided within the Gilston Villages 1-6 and 7 Heads of Terms. (a) £2,300,000 (b) £1,000,000			HCC identify both (a) and (b) required to meet the needs and mitigate the impacts of the Gilston Area development. (a) Gilston V1-6 developers to fund the lesser of 85% of £2,300,000 or £1,955,000, and Gilston V7 to fund the lesser of 15% of £2,300,000 or £345,000.											

y partner no

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Accumulated value of contributions into HGGT Rolling Infrastructure Fund (RIF)

Final recovery of HIC forward-funding from Gilston Area Village 1-6 to be agreed based upon actual draw-down and costs

£122,483,927

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Ref	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX		
	Gilston Area new garden community Villages 1-6 (EHDC ref GA1) new homes =	Gilston Area new garden community Village 7 (EHDC ref GA1) new homes =	East of Harlow new garden community within HDC (HDC ref HS3) new homes =	East of Harlow new garden community within EFDC (EFDC ref SP5.3) new homes =	East of Harlow new garden community within EFDC (EFDC ref SP5.3) comprising = Hospital / Health Campus	Water Lane Area new garden community (EFDC ref SP5.2) new homes =	Luton Priory new garden community (EFDC ref SP5.1) new homes =	Existing Princess Alexandra Hospital Site (HDC ref HS2.1) new homes =	The Stow Service Bays (HDC ref HS2.2) new homes =	Staple Tye Depot and The Gateway Nursery (HDC ref HS2.3) new homes =	Riddings Lane (HDC ref HS2.4) new homes =	The Evangelical Lutheran Church, Tawneys Road (HDC ref HS2.5) new homes =	Polard Hatch Plus Garages and Adjacent Land (HDC ref HS2.6) new homes =	Coppice Hatch and Garages (HDC ref HS2.7) new homes =	Sherards House (HDC ref HS2.8) new homes =	Elm Hatch and Public House (HDC ref HS2.9) new homes =	Fishers Hatch (HDC ref HS2.10) new homes =	Slacksbury Hatch and Associated Garages (HDC ref HS2.11) new homes =	Garage Blocks Adjacent to Nicholls Tower (HDC ref HS2.12) new homes =	Stewards Farm (HDC ref HS2.13) new homes =	Pypers Hatch (HDC ref HS2.14) new homes =	HDC Town Centre Masterplan Framework potential new homes =	Other HGGT Windfall developments	Developments outside HGGT		
	8,500	1,500	2,400	750		2,100	1,050	550	70	30	35	35	20	16	15	13	10	10	10	10	10	2,120				
<b>Other Active Travel Infrastructure ... continued ...</b>																										
AT10 (new)	Cycling improvements at Route 8 of the LCWIP (Town Centre - Great Parndon - Water Lane), including: - as identified in the HGGT LCWIP; - creation of a Low Traffic Neighbourhood at Kingsmoor Road, installation of protected cycle tracks on Pynest Road, provision of protected cycle facilities on Kingsmoor Road, and installation of toucan crossings on Broadley Road and Southern Way.					Direct delivery of works in Rye Hill Road to Paringdon Road or contributions in lieu:  £249,248																		Works and/or Contributions may be required at Masterplan and Application stage		
AT11 (TR31, TR37&TR41)	Walking and cycling connections and enhancements between new garden communities and surrounding neighbourhoods and villages, including: a) Burnt Mill Lane walking and cycling; b) Gilston Area to Hunsdon Cycle link; c) Gilston Area Village 7 to Roydon.  Other connections to be identified at Masterplan / Application stage.					Direct delivery of: a) Burnt Mill Lane; b) Hunsdon Cycle link. In lieu:	Direct delivery of: b) Hunsdon Cycle link; c) Roydon Cycle link In lieu:	Works and / or Contributions may be identified at Application stage	Works and / or Contributions may be identified at Application stage																	
AT12 (new)	Harlow Town Railway Station Capacity assessment and potential new Northern Access, including: - assessment of station user capacity; - potential works to create a new access/egress to/from the north.					Additional Contributions may be required subject to need and feasibility being demonstrated  £4,495,000	Additional Contributions may be required subject to need and feasibility being demonstrated  £793,235	Contributions may be required subject to need and feasibility being demonstrated	Contributions may be required subject to need and feasibility being demonstrated	Contributions may be required subject to need and feasibility being demonstrated	Contributions may be required subject to need and feasibility being demonstrated	Contributions may be required subject to need and feasibility being demonstrated	Contributions may be required subject to need and feasibility being demonstrated	Contributions may be required subject to need and feasibility being demonstrated	Contributions may be required subject to need and feasibility being demonstrated	Contributions may be required subject to need and feasibility being demonstrated	Contributions may be required subject to need and feasibility being demonstrated	Contributions may be required subject to need and feasibility being demonstrated	Contributions may be required subject to need and feasibility being demonstrated	Contributions may be required subject to need and feasibility being demonstrated	Contributions may be required subject to need and feasibility being demonstrated	Contributions may be required subject to need and feasibility being demonstrated	Contributions may be required subject to need and feasibility being demonstrated	Contributions may be required subject to need and feasibility being demonstrated	Contributions may be required subject to need and feasibility being demonstrated	
AT13 (new)	Bicycle Access & Parking infrastructure at Hatches, Local Centres, sports grounds and other facilities to support HGGT mode shift.					Additional cycle parking at Harlow Town Railway Station  £63,750	Additional cycle parking at Harlow Town Railway Station  £11,250	Other Works / Contributions may be identified at Application stage	Other Works / Contributions may be identified at Application stage	Other Works / Contributions may be identified at Application stage	Other Works / Contributions may be identified at Application stage	Other Works / Contributions may be identified at Application stage	Other Works / Contributions may be identified at Application stage	Other Works / Contributions may be identified at Application stage	Other Works / Contributions may be identified at Application stage	Other Works / Contributions may be identified at Application stage	Other Works / Contributions may be identified at Application stage	Other Works / Contributions may be identified at Application stage	Other Works / Contributions may be identified at Application stage	Other Works / Contributions may be identified at Application stage	Other Works / Contributions may be identified at Application stage	Other Works / Contributions may be identified at Application stage	Other Works / Contributions may be identified at Application stage	Other Works / Contributions may be identified at Application stage	Other Works / Contributions may be identified at Application stage	
<b>Other Highway Infrastructure / Services</b>																										
TR1 (TR1)	M11 new Junction 7a, including: (a) Phase 1: widening of Gilden Way (B183). Includes part of LCWIP Cycle Route 4; (b) Phase 2a: new M11 motorway junction 7a and links to Gilden Way and Sheering Road including alternative dualled link road scheme.																									
TR2 (TR7)	M11 Junction 7 improvements, including: - junction signal improvements as necessary to support development traffic flows. Note: More extensive works may be required subject to transport assessments to be provided at application stage for sites impacting upon capacity, safety or proper functioning of the junction.										£851,351	£425,676	£222,973													£500,000
TR3 (TR20)	Second Stort Valley Crossing, including: (a) Road 1: realignment and extension of Eastwick Road to new roundabout, new junctions to Burnt Mill Lane/Terlings Park and Pye Corner; (b) Road 2: Pye Corner bypass, new junction on Eastwick/High Wych Road; (c) Road 3: new culverted and bridged road to River Way, River Way Rail Bridge replacement; (d) River Way / Edinburgh Way junction improvements; (e) River Way / Cambridge Road new junction.					Village 1-6 Developer(s) to deliver Crossing works (a-d) AND repay forward-funding:  £61,062,368	Village 7 Developer(s) to contribute to cost of Crossing works (a-d) AND contribute to repay forward funding:  £10,775,712.03	East of Harlow Developer(s) to contribute through repayment of forward funding:  £18,677,901	East of Harlow Developer(s) to contribute through repayment of forward funding:  £5,387,856		Water Lane Developer(s) to contribute through repayment of forward funding:  £15,085,997	Luton Priory Developer(s) to contribute through repayment of forward funding:  £7,542,998	PAH Developer(s) to contribute through repayment of forward funding:  £3,951,094													
TR4 (TR18)	Hertfordshire Public Highway improvements, including: (a) A414 Amwell Roundabout improvements; (b) Sawbridgeworth junctions / crossings works.					85% contribution to projects (a) and (b)	15% contribution to projects (a) and (b)																			



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HCC anticipate improvement to the Amwell junction required approximately by either delivery of occupation of 2,500 dwellings in villages 1-7, or payment of a contribution of £3,300,000 on the occupation of 1,500 dwellings in villages 1-7; and improvements to Sawbridgeworth public highway by occupation of 3,500 dwellings in Villages 1-7.

modes of travel.

£3,300,000

Sanxmm

£3,300,000

£3,300,000

(b) Gilson VI-6 developers to fund the lesser of 85% of £1,000,000 or £850,000, and Gilson V7 to fund the lesser of 15% of £1,000,000 or £150,000.



A	B	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX
		£1,005,000	£495,000																						



--	--



y partner no

W

Accumulated value of contributions into HGGT Rolling Infrastructure Fund (RIF)

34

35

36

37

38

39

Accumulated value of contributions into HGGT Rolling Infrastructure Fund (RIF)

40

41

42

43

LTBC

W

Reasonable endeavours have been taken by the HGGT Local Authorities to ensure the accuracy of information contained in these schedules based upon evidence available during its preparation which represents a snapshot in time. The identification of contributions from developments do not represent a guarantee that such funding will be secured by the HGGT Local Authorities but do represent an estimation of contribution levels that might be expected and should be taken into consideration by developers. Where the HGGT Local Authorities are identified as a potential delivery partner no liability is accepted for the delivery of infrastructure where funding or agreements do not exist for such delivery to take place. The HGGT Local Authorities accept no liability for errors in information and reserve the right to amend or update the requirements for infrastructure at any time based upon new evidence or understanding including but not limited to when assessing planning applications or preparing guidance or further updates to the IDP.

Ref	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX		
	Gilston Area new garden community Villages 1-4 (EHDC ref GA1) new homes =	Gilston Area new garden community Village 7 (EHDC ref GA1) new homes =	East of Harlow new garden community within HDC (HDC ref HS3) new homes =	East of Harlow new garden community within EFDC (EFDC ref SPS.3) new homes =	East of Harlow new Princess Alexandra Hospital within EFDC (EFDC ref SPS.3) comprising = Hospital / Health Campus	Water Lane Area new garden community (EFDC ref SPS.2) new homes =	Lattin Priory new garden community (EFDC ref SPS.1) new homes =	Existing Princess Alexandra Hospital Site (HDC ref HS2.1) new homes =	The Stow Service Bays (HDC ref HS2.2) new homes =	Staple Tye Depot and The Gateway Nursery (HDC ref HS2.3) new homes =	Riddings Lane (HDC ref HS2.4) new homes =	The Evangelical Lutheran Church, Tawneys Road (HDC ref HS2.5) new homes =	Pollard Hatch Plus Garages and Adjacent Land (HDC ref HS2.6) new homes =	Coppice Hatch and Garages (HDC ref HS2.7) new homes =	Sherards House (HDC ref HS2.8) new homes =	Elm Hatch and Public House (HDC ref HS2.9) new homes =	Fishers Hatch (HDC ref HS2.10) new homes =	Slacksbury Hatch and Associated Garages (HDC ref HS2.11) new homes =	Garage Blocks Adjacent to Nicholls Tower (HDC ref HS2.12) new homes =	Stewards Farm (HDC ref HS2.13) new homes =	Pypers Hatch (HDC ref HS2.14) new homes =	HDC Town Centre Masterplan Framework potential new homes =	Other HGGT Windfall developments	Developments outside HGGT		
TR5 (TR17, TR8, TR14, TR16)	Essex Public Highway improvements, including: (a) Old Rd Rail Bridge closure and signal works; (b) Edinburgh Way / Howard Way junction; (c) Water Lane / Southern Way / Katherine's Way junction and Southern Way traffic calming scheme; (d) Third Ave / Abercrombie Way junction; (e) Second Ave / Manston Rd / Tripton Rd junction; (f) Second Ave / Howard Way / Tillwicks Rd junction;	Direct Delivery of (b)	Contribution of 15% of total cost of (b) to be directly paid to Village 1-6	Contribution may be sought for (d), (e) and (f)	Contribution may be sought for (d), (e) and (f)	Delivery or Contribution to (c). Additional contributions may also be sought for (d), (e) and (f)	Contribution may be sought for (d), (e) and (f)	Contribution may be sought for (d), (e) and (f)															Contribution may be sought for (e) and (f)	Contribution may be sought based upon development impact		
		£4,708,567	£830,924			£8,968,838																				
TR6	Gilston Area new garden community public highway access works, including: (a) New access into Village 1; (b) New access into Village 2; (c) Upgraded access into Village 7 at A414/Church Lane.	Delivery of Village 1 and 2 Accesses to be agreed at Masterplan / Application stage	Delivery of Village 7 Access to be agreed at Masterplan / Application stage																							
TR7	East of Harlow new garden community public highway access works, including: (a) New access junction near Mayfield Farm and access road; (b) New access junction from Sheering Road and access road; (c) New access junction near Nursery Site east of Gilden Way and access road; (d) Hospital & Health Campus M11 Junction 7A and Campions Roundabout modifications.			Delivery of Accesses to be agreed at Masterplan / Application stage	Delivery of Accesses to be agreed at Masterplan / Application stage	Delivery of Accesses to be agreed at Masterplan / Application stage																				
TR8	Water Lane new garden community new / improved public highway access works.					Delivery of Accesses to be agreed at Masterplan / Application stage																				
TR9	Lattin Priory new garden community public highway access works, including: - New access junction with B1393 / M11 Junction 7.						Delivery of Accesses to be agreed at Masterplan / Application stage																			
TR10 (new)	Electric Vehicle Charging, including: - on-site electric vehicle charging connections at residential properties, work places and other destinations.	Provision to be agreed at masterplan / Application stage	Provision to be agreed at masterplan / Application stage	Provision to be agreed at masterplan / Application stage	Provision to be agreed at masterplan / Application stage	Provision to be agreed at masterplan / Application stage	Provision to be agreed at masterplan / Application stage	Provision to be agreed at masterplan / Application stage	Provision to be agreed at masterplan / Application stage	Provision to be agreed at masterplan / Application stage	Provision to be agreed at masterplan / Application stage	Provision to be agreed at masterplan / Application stage	Provision to be agreed at masterplan / Application stage	Provision to be agreed at masterplan / Application stage	Provision to be agreed at masterplan / Application stage	Provision to be agreed at masterplan / Application stage	Provision to be agreed at masterplan / Application stage	Provision to be agreed at masterplan / Application stage	Provision to be agreed at masterplan / Application stage	Provision to be agreed at masterplan / Application stage	Provision to be agreed at masterplan / Application stage	Provision to be agreed at masterplan / Application stage	Provision to be agreed at masterplan / Application stage	Provision to be agreed at masterplan / Application stage		
<b>TOTALS</b>																										
43	<b>VALUE APPORTIONED TO DEVELOPMENT</b>	£176,572,685	£20,365,232	£41,576,995	£6,605,508	£2,900,000	£28,500,969	£10,238,038	£7,461,373	£418,384	£179,308	£209,192	£209,192	£119,538	£95,631	£89,654	£77,700	£59,769	£59,769	£59,769	£59,769	£59,769	£12,671,070	£0	£500,000	
44	<b>VALUE OF ROLLING INFRASTRUCTURE FUND</b>	£TBC	£18,875,712	£18,677,901	£5,387,856	£0	£15,085,997	£7,542,998	£3,951,094	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0











## **East Herts Council Report**

### **Executive**

**Date of meeting: Tuesday 13 February 2024**

**Report by:** Councillor Ben Crystall – Leader of the Council

**Report title:** Harlow and Gilston Garden Town: Strategic Economic Framework

**Ward(s) affected: Great Amwell and Stansteads; Hunsdon; Much Hadham; Sawbridgeworth;**

**Summary** – the draft Harlow and Gilston Garden Town (HGGT) Strategic Economic Framework (SEF) outlines a ‘road map’ for economic growth within the Garden Town area over the next 20 years. It aims to achieve socio-economic ambitions, maintain a balanced community with equal jobs and workers, promote inclusive growth for existing residents, and enhance sustainability and liveability through the creation of neighbourhoods that offer employment as well as places to live. The framework encompasses the entire Garden Town area and aligns with adopted economic strategies already in place amongst the partners.

The SEF was presented to the HGGT Board meeting of 12 Sept 2023. The Board noted the findings in the report and resolved that it should be published following the agreement of all Garden Town partners to do so. This report seeks the endorsement of the SEF by East Herts Council, agreement to it forming the basis of the approach to economic development in the HGGT area and agreement to publication of the report.

## **RECOMMENDATIONS** for Executive, that:

- a)** The findings of the HGGT Strategic Economic Framework, as set out in Appendix 1, be endorsed;
- b)** Subject to all authorities approving the HGGT Strategic Economic Framework, the Framework is supported and agreed and will form the basis of the approach to economic development in the Garden Town area.
- c)** It delegates to the Chief Executive, in consultation with the Leader of the Council and the Executive Member for Planning and Growth, to make any necessary, non-consequential and minor amendments and refer those amendments back to the HGGT Chair and Director.

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

- 1.1 It is proposed that the Council endorses the findings of the SEF and agrees to it forming the basis of the approach to economic development in the HGGT area. It is also proposed that the Council agrees to its publication of the SEF, subject to agreement by all HGGT partners.

### **2.0 Background**

- 2.1 An important element of the Vision for the Garden Town is the delivery of jobs and economic development alongside the delivery of housing. Currently, for the Harlow area, data indicates that the level of in and out commuting to and from the town is roughly equal. This means that the number of people travelling into the town each day for work is roughly equal to the number who travel out for jobs elsewhere. The position of the Garden Town partners is that they wish that

equilibrium to be maintained whilst housing development takes place.

- 2.2 Maintaining that equilibrium requires significant job creation to take place alongside the delivery of housing. If that is achieved, it ensures that employment and other opportunities are made available to existing and new residents locally. Achieving the balance also has a significant impact in relation to travel patterns in the Garden Town. If more limited numbers of new jobs are created within the Garden Town area, this will result in a greater number of longer distance journeys being made to access job opportunities elsewhere.
- 2.3 Because of the scale of residential development, to maintain that equilibrium, approx. 23,000 new jobs are required to be created over the next 20+ years. This is considered to require a more robust approach to economic development in the HGGT area than has been delivered previously.
- 2.4 With that background in mind, the HGGT Board considered a proposal to develop the SEF for the Garden Town, at its Dec 2022 meeting. It agreed to proceed with the preparation of the Framework and Hardisty Jones Associates (HJA) were engaged to undertake the work. HJA have extensive experience and knowledge of the HGGT having built this up working in and around Harlow and the wider Functional Economic Market Area over the last 10 years. As indicated above, the SEF was submitted and approved by the Board at its meeting of 12 September 2023.

### **3.0 Content of the SEF**

- 3.1 The framework considers the current economic baseline of the area, relevant employment sectors, land provisions and a range of key performance indicators. HJA engaged relevant

stakeholders during the development of the SEF and over 200 comments were received from 11 organisations.

- 3.2 The SEF aims to achieve a step change in employment growth and support balanced development. The framework identifies and focuses on six themes: *Attract* (inward investment), *Develop & Grow* (business & innovation support), *Accommodate* (employment sites & premises), *Enable* (skills & training), *Retain* (community wealth building), and *Drive* (coordination & capacity). The SEF identifies a number of priority sectors and potential gaps in job opportunities.
- 3.3 The SEF includes an economic road map for the Garden Town and comprises a top-down and bottom-up analysis. The top-down analysis indicates a need for 23,000 additional jobs over the next 20+ years to maintain a prosperous community due to the expected population growth from the planned new homes. Projected growth between 2023 and 2045 adds 45,000 residents to the area, requiring 23,000 jobs for a balanced labour market. This represents a 50% expansion of the areas current employment capacity. This growth surpasses historical trends, necessitating economic shifts and property market adjustments.
- 3.4 The bottom-up analysis identifies the potential for 18,000 - 20,000 jobs through large scale projects and policy-driven growth such as the existing Harlow Enterprise Zone and growth in the health sector. However, this still leaves a projected gap of around 3,000 - 5,000 jobs.
- 3.5 If the relocation of the UK Health Security Agency (HAS) to Harlow goes ahead as originally planned then there is no doubt

that it will be a significant contributor to job creation and growth.

- 3.6 Taking into account the above position, the economic growth challenge for the Garden Town is substantial, the SEF identifies the requirement for a concerted and coordinated effort to attract and grow businesses in a range of priority sectors that include health, life sciences, technology, arts, construction, transport, logistics, and green industries.
- 3.7 The forecast change in employment by sector suggests significant growth in the health and care sector, construction, education, accommodation and food services, professional services, public administration, business services, retail, and research and development (R&D). The sector mix aims to offer a wide range of employment opportunities across the wage and qualification spectrum.
- 3.8 Delivering 23,000 jobs will be a major challenge, considering historical growth in Harlow and the wider HGGT area falls significantly short of the required levels to meet this number. The framework emphasises the need for quick wins and flexible strategies to respond and adapt swiftly to potential changes such as the outcome of the UKHSA relocation decision.
- 3.9 Under each of the themes referred to above, the SEF sets out a range of actions that could be taken to support the economic generation requirements for the area. These will be subject to further assessment and refinement by officer teams and with expert input as required. Any actions will be the subject of further decisions as required. It is proposed that this area of

decision making will fall within the remit of the HGGT Joint Committee.

- 3.10 At this stage, it is recommended that the Council endorse the SEF and can be in agreement to it forming the basis of the drive to secure economic growth in the HGGT area. The SEF sets out an ambitious set of actions which, if they can be secured, will enable job roles and other opportunities in the Garden Town area to be maximised.

#### **4.0 Options**

- 4.1 The alternative to the recommendation proposed in this report is to not endorse the SEF or rely upon its proposed actions to secure economic growth in the Garden Town area. The implication of this approach is that East Herts would be working in isolation from the Garden Town partners in seeking to secure job roles and other opportunities for new residents of the area.
- 4.2 Whilst the ability of all the partners to resource work of this nature is going to be limited, a separate approach is likely to further minimise the potential to achieve substantial and positive outputs in respect of this matter. This alternative option is ***not recommended***.

#### **5.0 Risks**

- 5.1 Any risks of endorsing the SEF are considered to be minimal for the Council. The SEF sets out a 'road map' of potential further actions to achieve the positive outcomes desired. At this stage, no decisions are being made and there is no further commitment in relation to any actions and the timing of them.

## **6.0 Implications/Consultations**

### **Community Safety**

Yes – considered to be positive in that a balanced community of both places to live and places to work, jobs and other opportunities is considered to support the delivery of healthy and attractive place.

### **Data Protection**

No

### **Equalities**

No

### **Environmental Sustainability**

Yes – in that one aspect of the aspiration of maintaining an equilibrium in relation to those living and working in the area is that the need for longer distance journeys to access job roles elsewhere is minimised. Environmental sustainability can be enhanced through progressive nature based industries.

### **Financial**

Yes – potentially beneficial in that the creation of a varied range of job opportunities within the Garden Town area enables all existing and new residents to benefit from a range of employment and other opportunities. This has the potential to provide benefits to the local economy.

### **Health and Safety**

No

### **Human Resources**

No

### **Human Rights**

No

### **Legal**

No

## **Specific Wards**

Yes – as set out above.

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

7.1 The Strategic Economic Framework attached as Appendix 1 to this report.

### **Contact Member**

Leader of the Council

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**HARDISTY JONES  
ASSOCIATES**

HARLOW & GILSTON GARDEN TOWN

# Strategic Economic Framework

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September 2023





# Contents



1	Introduction .....	7
2	Economic Road Map .....	9
3	Strategic Framework.....	17
4	Attract: Inward Investment.....	19
5	Develop & Grow: Business & Innovation Support .....	23
6	Accommodate: Employment Sites & Premises.....	26
7	Enable: Skills and Training .....	32
8	Retain: Community Wealth Building .....	36
9	Drive: Coordination & Capacity .....	40
10	Monitoring and Review.....	41
	Appendix 1. Policy Summary .....	44
	Appendix 2. Methodology and Results.....	47
	Appendix 3. Employment Land Supply Summary .....	60





# Foreword

by Guy Nicholson, Independent Chair, HGGT

• —

The Strategic Economic Framework for Harlow Gilston Garden Town (HGGT) outlines the economic growth plan for the growing community and provides a roadmap to coordinate economic development across the cross-boundary geography of the Garden Town project.

The Strategic Economic Framework has been formed to complement and enhance the adopted Harlow Economic Development Strategy 2023-28. It expands existing economic growth policies, strategies, and draws on growth research related to the HGGT area, with a specific emphasis on supporting integrated economic regeneration, delivering a balanced labour market, and ensuring that growth is both inclusive and sustainable.

The analysis has identified that from 2023 through to 2045, the Garden Town area is projected to accommodate an additional 45,000 residents; this would require the creation of an additional 23,000 jobs in order to maintain a balanced labour market and a thriving community. Growth on this scale represents a significant increase from Harlow's current employment base. Achieving this growth will demand a substantial change in delivery and ownership, it will demand increased economic development efforts from the partners and an increase in activity in the commercial property market.

The research behind the Strategic Economic Framework identifies a number of key sectors for growth across the Garden Town. These are:

- Health
- Life sciences (including medical technology)
- Technology and advanced manufacturing
- Arts, culture, and creativity
- Construction (including retrofitting)
- Transport, warehousing, and logistics
- Green industries

The primary areas of growth from the list above are anticipated in the health, construction, and education sectors. However, the Framework also identifies an expansion in subsidiary activities that include professional services, public administration, and research & development.



This Strategic Economic Framework has clearly identified six themes to enable the scale of economic growth required to realise the 2045 target. These are:

1. Attracting inward investment
2. Developing and supporting businesses and innovation
3. Providing employment sites and premises
4. Enabling skills and training
5. Promoting community wealth building
6. Coordinating and building capacity

The intention is to ensure that there are regular review points as the plan period progresses. The Framework identifies the need for an approach to future delivery that must be flexible enough to respond to markets and macro-economic changes identified through the reviews. As part of the review process a set of key performance indicators are identified that will help keep track of progress which focus on monitoring the outcomes of the six themes.

The Strategic Economic Framework is the result of a high level of collaboration between each of the five partner Authorities that make up the Garden Town area and is without a doubt a testament to the longer-term commitment to sustainable economic growth, inclusive community wealth building and deliver the wherewithal for a growing community to prosper.

# Executive Summary

## Introduction

This document sets out the required economic growth trajectory or 'road map' for Harlow and Gilston Garden Town (HGGT) and provides an action-focused strategic economic framework to coordinate economic development action across stakeholders. This has been prepared to complement the Harlow Economic Development Strategy (EDS) 2023-28, primarily addressing actions that are required at the Garden Town level.

This framework has been developed to build on and align with existing policy, strategy and research relating to the HGGT. In particular, it seeks to support the ambitions to deliver integrated economic regeneration of Harlow, enable a balanced labour market, and ensure growth is inclusive with sustainability and liveability at its core.

## The Employment Growth Challenge

Updated analysis of the planned growth trajectory of HGGT 2023-45 identifies an expected population growth of around 45,000 residents, which will require an additional 23,000 jobs across the Garden Town to maintain a balanced labour market. This is a 50% increase on the current employment base of Harlow.

The scale of growth required, over a sustained period, is around four times the historic trend. This will require a major step change in performance, the level of underpinning economic development delivery effort, and higher levels of activity in commercial property markets to accommodate growth.

There are a number of opportunities which can contribute to employment growth. Analysis undertaken in preparing this framework identifies prospects for 18,000 – 20,000 jobs over the framework period. However, this is by no means secured, and indicates that a gap of 3,000 – 5,000 jobs remains.

Figure A provides a summary of the 'top-down' growth requirement and the 'bottom-up' analysis of economic opportunities. This shows a significant gap in the period 2028-33 in particular. The scale of this gap could increase if the potential relocation of the UK Health Security Agency (UKHSA) is delayed or downgraded.

**Figure A Summary economic road map**

	2023-28	2028-33	2033-38	2038-45
	Short-term	Medium-term	Long-term (partial)	
Dwellings	4,400	7,200	4,200	3,700
Population	10,100	16,500	9,600	8,500
Top Down Jobs Need	<b>5,200</b>	<b>8,500</b>	<b>5,100</b>	<b>4,000</b>
Bottom Up Jobs Growth	4,900	6,200	4,100	4,700
Indicative Gap	300	2,300	1,000	-700

## Sector Focus

A number of priority sectors for the HGGT area have been established in research and strategy:

- Health;
- Life sciences (including med-tech);
- Technology and advanced manufacturing;
- Arts, cultural and creative;
- Construction including retrofit;
- Transport, warehousing and logistics; and
- Green industries.

Analysis of growth opportunities for this framework suggests employment growth across a broad range of sectors is likely. The three largest growth sectors are anticipated to be health, construction and education, reflecting the scale of new development, and the service demands associated with substantial growth in the population. There is also projected to be substantial growth in the professional services, public administration, and R&D sectors which relate to key target sector opportunities, including the potential relocation of UKHSA to Harlow.

The profiled growth will also start to deliver a shift towards higher wage and higher order occupational activities. However, there will continue to be employment opportunities across the occupational and skills spectrum.

## Strategic Economic Framework

The strategic economic framework has been structured around six themes as illustrated in Figure B. These themes are not mutually exclusive and will work in combination to support and deliver the growth required across the Garden Town.

**Figure B Framework summary**

<b>Attract</b>	Inward Investment
<b>Develop &amp; Grow</b>	Business & Innovation Support
<b>Accommodate</b>	Employment Sites & Premises
<b>Enable</b>	Skills & Training
<b>Retain</b>	Community Wealth Building
<b>Drive</b>	Coordination & Capacity



## **Attract: Inward Investment**

The action framework is focused on supporting a step change in employment growth across the HGGT through delivering a proactive, coordinated and consistent inward investment promotion function and securing funding to deliver the planned large-scale regeneration of the town centre. It also includes specific short-term actions around lobbying for and maximising the potential impact of the potential relocation of UKHSA to Harlow, with fall-back actions should the decision be delayed or downgraded.

## **Develop & Grow: Business & Innovation Support**

The action framework is focused on ensuring a consistent and clear business support offer across the HGGT to develop a start-up, scale-up and innovation culture, and drive an SME focused approach to economic development. This will seek to maximise the opportunities of other large-scale investments into the area, build clusters and networks around key sectors, and attract additional innovation expertise into the Garden Town.

## **Accommodate: Employment Sites & Premises**

The action framework is focused on addressing identified shortages of employment land to meet the growth ambitions of the Garden Town and ensure the planned Garden Communities deliver a meaningful employment contribution. Actions will also explore the potential for a more proactive public sector led approach to employment sites to drive change in the commercial market and support the SME and cluster focused approach to growth.

## **Enable: Skills & Training**

The action framework is focused on ensuring the skills are in place to underpin the growth ambitions, particularly for key sectors; to maximise the impact of major investment and to support the central aim of ensuring existing residents of Harlow are able to participate in the economic regeneration brought about through the Garden Town. This includes ensuring all HGGT partners support the skills and employment actions set out within the Harlow EDS 2023-28. Raising aspiration and awareness of opportunities among young people, as well as strengthening links between training providers and employers are key actions.

## **Retain: Community Wealth Building**

The action framework is focused on maximising the retained impact from the investment and expenditure made within the HGGT. This includes engagement with developers and anchor institutions as well as building capacity through SME engagement and skills development.

## **Drive: Coordination & Capacity**

This is focused on ensuring there is organisational and leadership capacity as well as sufficient resources to deliver the framework.

## **Monitoring and Review**

Monitoring and review will include a high-level annual review and adjustment as well as a major five-year review and refresh. Monitoring will include both quantitative and qualitative approaches. A headline dashboard of key performance indicators will be used to track overall progress, with theme level monitoring focused on progress against action frameworks.

# 1 Introduction

- 1.1 This document is the strategic economic framework for Harlow and Gilston Garden Town (HGGT).

## Purpose

- 1.2 The purpose of this document is to build on existing policy, strategy and evidence to provide greater clarity on the **road map** for economic growth across HGGT and to provide a **strategic framework** for stakeholder action in order to deliver that road map.
- 1.3 The road map is a tool to help understand the scale and timing of economic growth that will be required to achieve the socio-economic ambitions already set out for HGGT<sup>1</sup> over the next 20+ years, and to consider whether existing identified opportunities and employment sites provision will be sufficient to meet these ambitions.
- 1.4 The strategic framework considers actions required across a range of themes to enable the growth set out in the road map.
- 1.5 This HGGT focused document sits alongside, and shares an evidence base with the recently produced Harlow Economic Development Strategy 2023-28. This framework takes a wider perspective, encompassing the entire HGGT, which includes all of Harlow and parts of the Epping Forest and East Herts district areas, straddling the Essex and Hertfordshire county border and therefore falling within the coverage of the South East Local Enterprise Partnership (SELEP) and Herts LEP areas. There are already economic strategies across many of these geographies which are used to direct the activities of key HGGT stakeholders, but without a specific Garden Town focus.

## HGGT Ambition

- 1.6 There is a range of existing policy, strategy and evidence documents relating to HGGT (summarised at Appendix 1). These set out principles which are relevant to this strategic economic framework. In particular:
- **Integrated economic regeneration of Harlow** – significant new housing development within Garden Communities around the periphery of Harlow are clearly intended to support the economic regeneration of Harlow. This includes bringing critical mass to enable town centre redevelopment and creating an integrated sense of place rather than dormitory suburbs.
  - **Balanced community** - as part of the HGGT Employment Commission (2020)<sup>2</sup> it was agreed that HGGT should aspire to maintain a ‘balanced community’ or labour market with a broadly equal number of jobs and workers<sup>3</sup>. It is recognised that there will inevitably

<sup>1</sup> Including the HGGT Vision and Design Guide, HGGT Employment Commission, Harlow, Epping Forest District and East Herts Local Plans and recently approved planning applications for the Gilston Villages.

<sup>2</sup> Found at <https://hggd.co.uk/wp-content/uploads/2021/07/HGGT-Employment-Commission-FINAL-Report-v1.0d.pdf> (last accessed 22/06/23)

<sup>3</sup> Alternatives previously discussed included a dormitory settlement, with more workers than jobs – fuelling out commuting, or an economic hub, with more jobs than workers – fuelling in-commuting. The balanced community approach creates the conditions to enable more sustainable travel patterns. It is acknowledged that some workers will continue to choose to commute in and out but at a structural level it is important to enable balance. The recent rapid growth in hybrid working

be in- and out- commuting, but there is a desire that this remains in balance, as has been true of Harlow historically. This will be critical to both avoid HGGT becoming a dormitory town and reduce the need for unsustainable travel patterns.

- **Inclusive growth** – at the heart of economic proposals is the focus on ensuring existing residents of Harlow are able to fully participate in the growth opportunities that HGGT will deliver. This is not only critical for the economic inclusion of existing and future residents of Harlow and the wider Garden Town, but also for achieving sustainable transport ambitions. For this reason skills has been identified as a high priority within the Harlow Economic Development Strategy and is supported fully through this framework.
- **Sustainability and liveability** – the Garden City principles of walkable neighbourhoods and reducing reliance on the car to deliver more sustainable travel are at the heart of the HGGT vision, with stretching targets within the HGGT Transport Strategy. This links with the balanced community ambitions and the economic dimensions of placemaking to ensure residents have improved access to employment opportunities as well as retail, leisure and services close to home.

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will also impact on where people work on a day-to-day basis. However, the majority of hybrid workers retain a formal 'place of work' and it is therefore important that this is fully taken into account.

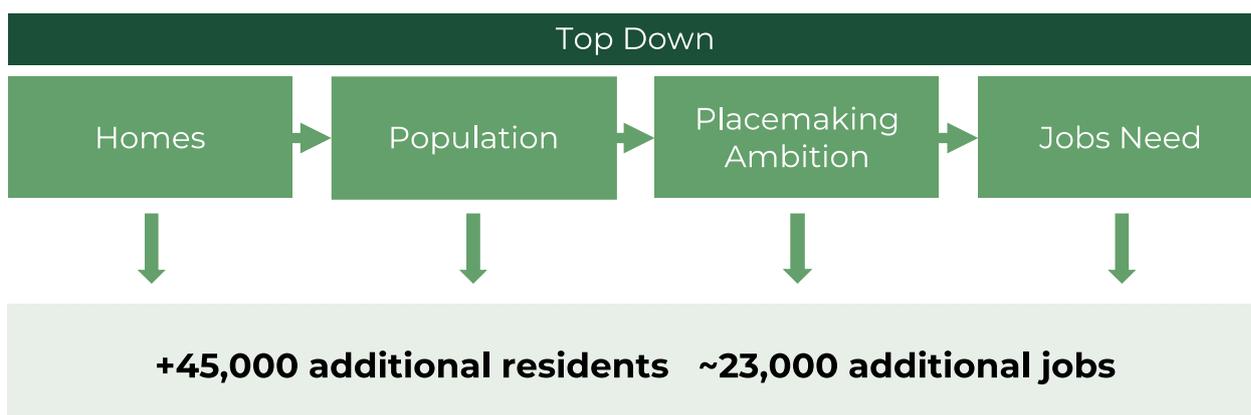
## 2 Economic Road Map

- 2.1 The strategic economic framework for HGGT needs to be driven by an understanding of both the ‘top down’ **need** for employment growth to deliver the ambitions that have been outlined for the Garden Town – enabling a balanced community aligned to proposed housing growth - and the ‘bottom up’ economic growth **opportunities** – considering how this growth might be achieved. This not only helps to understand the scale of growth that is required and how this might be achieved, but also helps to inform the priorities and actions that will be required by stakeholders to deliver this growth.
- 2.2 Appendix 2 to this strategy sets out further details on the technical modelling which underpins the summary set out in this section. The results set out below present a high-level ‘economic road map’ for HGGT over the short (2023-28), medium (2028-33), and long-term (2033-45).
- 2.3 The long-term element stretches beyond current Local Plan periods. Consideration of the long-term is helpful to ensure actions taken in the short term are appropriate and contribute to the overarching aims, rather than focusing solely on early wins and quick fixes.

### ‘Top-Down’ Growth Requirement

- 2.4 The top-down analysis builds on work set out in the HGGT Employment Commission (2020). A very similar modelling approach has been adopted. This has been updated to take account of new information on the anticipated housing trajectory and the latest socio-economic data (including the 2021 Census of Population).
- 2.5 The approach is summarised in Figure 1. Over the period 2023-45 a total of 19,500 dwellings are currently planned<sup>4</sup>. This will lead to an additional population of around 45,000 residents<sup>5</sup>, requiring approximately 23,000 additional jobs to maintain a balanced community. This equates to a need to generate 1,000+ additional jobs per annum over the long term.

**Figure 1 Top-down assessment of employment growth need**



<sup>4</sup> This figure is based on current Local Plan allocations and recently approved applications for the Gilston Villages. This figure does not take into account any wider housing needs which may be determined as part of Local Plan review or replacement processes for the period beyond 2033.

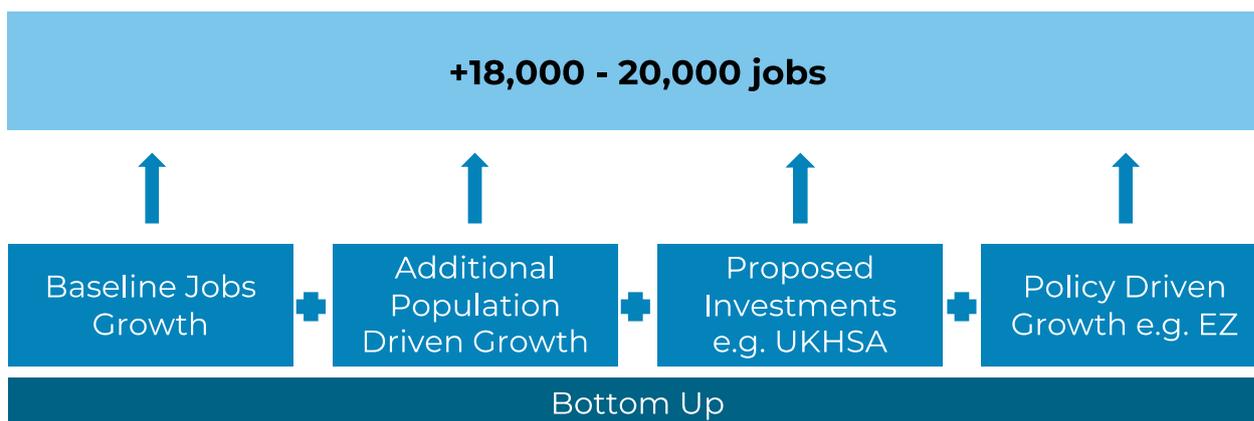
<sup>5</sup> Compared to the current Harlow population.

2.6 With this scale of growth HGGT will become a settlement of around 140,000 persons and 67,000 jobs. This is around a 50% increase on the current Harlow population and employment base. This is a notable growth in the scale of the settlement putting it into a population size-band with places such as Exeter, Cambridge, Norwich and Oxford<sup>6</sup>. These cities perform a wider function as service centres and, as a result of agglomeration effects<sup>7</sup> and other specialisms, have much larger employment counts than has been modelled for HGGT. The critical point for the Garden Town is the potential for a successful HGGT economy to develop strengths and interactions to drive further employment growth<sup>8</sup>. Harlow currently has a relatively low jobs density<sup>9</sup> given its urban character. This will need to increase to achieve the policy ambitions for HGGT.

### ‘Bottom-Up’ Growth Opportunities

2.7 The approach to developing the ‘bottom-up’ analysis is illustrated in Figure 2. This considers baseline forecast jobs growth, makes adjustment for the substantial additional population growth arising from planned new housing development (e.g. within education and health), allows for potential investments such as the proposed relocation of UKHSA to Harlow, and uplifts for wider economic development policy-driven growth such as the Enterprise Zone.

**Figure 2 Bottom-up assessment of employment growth potential**



2.8 This analysis identifies the potential for 18,000 - 20,000 jobs across HGGT. Table 1 provides a breakdown of the key components. Continued uncertainty over the potential relocation of UKHSA to Harlow leads to the range of jobs estimates identified.

<sup>6</sup> These places each have local authority boundaries closely mapped to the urban areas.

<sup>7</sup> Agglomeration effects refer to the economic benefits gained when businesses and industries cluster together in a specific geographical area. These can include productivity gains, increased innovation activity, additional job creation, improved knowledge and skills accumulation and attraction of additional infrastructure and amenities; all of which can underpin increased levels of economic development.

<sup>8</sup> Towns and cities with a similar scale employment base include Worcester and Cheltenham. These places both have lower total populations than is projected for HGGT further confirming the potential for agglomeration effects.

<sup>9</sup> Jobs density represents the ratio of total jobs to population aged 16-64. In comparison to other post war New Towns in England for which data is easily available Harlow has the lowest jobs density save for Redditch.



**Table 1 Potential Components of Bottom-Up Jobs Growth**

Component	Indicative Jobs Growth
Baseline	11,000
Additional population driven	4,000
Proposed UKHSA related	2,000
Economic development policy driven	2,500
<b>Total (with UKHSA)</b>	<b>20,000</b>
<b>Total (without UKHSA)</b>	<b>18,000</b>

Source: HJA Analysis. Figures rounded for ease of interpretation.

2.9 On this basis there remains a gap of around 3,000 – 5,000 jobs to meet the identified requirements from the top-down analysis and meet the needs of the increased working age population. This will require either additional inward investment, or further growth in existing or new start-up businesses within the Garden Town. As the HGGT grows this gap may be filled through agglomeration effects, as clusters of activity form and success breeds success as well as improved connectivity following the recent completion of M11 Junction 7a.

**Potential UKHSA Relocation to Harlow**

The former GSK site in Harlow has been identified as a suitable location to accommodate the agency, with a range of functions including science and administration activities identified for potential relocation. Preparatory works at the site have been underway for some years.

The final investment decision has been subject to delays for various reasons, with the Covid-19 pandemic leading to substantial organisational restructuring within the public health sector. The final business case for the relocation is due for submission and consideration at the time of preparing this economic framework.

The scale of any relocation is currently uncertain. The final investment decision will include determination of which functions (if any) are relocated to Harlow. The latest information made available to local stakeholders is that the scale of the relocation (in terms of total jobs) is likely to be smaller than initially proposed.

If the relocation decision is approved, this provides a major opportunity for Harlow helping to establish its role as a key hub at the centre of the UK Innovation Corridor. The investment has the potential to kick start growth, not only through the direct relocation of job roles, but also through a range of indirect and induced effects within the supply chain, and as a result of major construction activity. UKHSA provides a potential focal point within the health and life sciences sector around which further clustering activity can happen.

If the relocation process does not proceed, a different approach will need to be taken. The GSK site will remain a prime opportunity location for the economic development of the wider HGGT, and appropriate actions to drive high-quality employment growth will need to be pursued. This economic framework therefore provides the flexibility to adapt to the potential outcomes of the UKHSA investment decision making process.

## Phasing (Road Map)

- 2.10 Figure 3 sets out the phasing of the top-down and bottom-up analysis across the short-, medium- and long-term time periods. This also highlights where gaps remain.
- 2.11 It is important to recognise that the bottom-up jobs growth is neither certain nor secure and will require substantial effort to deliver and flexibility to respond to opportunities that are presented.
- 2.12 Figure 3 suggests the largest requirement and the largest gap fall within the 2028-33 period. However, there is a degree of uncertainty over timing, particularly with the potential UKHSA relocation. In the event the UKHSA relocation is delayed or downgraded, the gap in the period 2028-38 could increase markedly.
- 2.13 It is also appropriate to take account of the potential for new residents of HGGT to move from locations such as London whilst retaining their existing jobs (at least in initially). Over time these new residents may choose to work closer to home, so deferring some of HGGT jobs needs towards the longer-term. Deferral of some of the local jobs requirement will allow more time to put in place the foundations which can stimulate the agglomeration effects.
- 2.14 Even if the identified gaps in the short and medium term can be deferred, this will still require substantial jobs growth across the next 10-years, well above anything experienced in Harlow over the past 20 years. Therefore, it is vital that there is rapid mobilisation of efforts to deliver actions to support growth and to secure quick wins<sup>10</sup>.

**Figure 3 Balancing need and opportunity (including UKHSA relocation)**

	2023-28	2028-33	2033-38	2038-45
	Short-term	Medium-term	Long-term (partial)	
Dwellings	4,400	7,200	4,200	3,700
Population	10,100	16,500	9,600	8,500
Top Down Jobs Need	<b>5,200</b>	<b>8,500</b>	<b>5,100</b>	<b>4,000</b>
Bottom Up Jobs Growth	4,900	6,200	4,100	4,700
Indicative Gap	300	2,300	1,000	-700

Source: HJA analysis (figures may not sum due to rounding)

## Growth Challenge

- 2.15 Delivering 23,000 jobs across HGGT over 23 years is a significant level of growth. As noted above this is around a 50% increase on current levels, which will lead to a step-change in the size of the local economy.
- 2.16 This scale of growth is a substantial challenge in comparison to the historic jobs growth performance of Harlow. Figure 4 illustrates historic employment growth in Harlow over the period 2000-2021 (dark green line). This shows an upward trend (pale dotted line) despite

<sup>10</sup> A failure to deliver the required scale of jobs growth, with fixed housing growth, will lead to an increasing level of dormitory status.

some volatility in the data<sup>11</sup>. However, the scale of growth over the last 20 years is well below the levels required to achieve future policy ambitions (orange dashed line). Around 5,000 additional jobs were created in Harlow between 2000-2021, equivalent to approximately 250 jobs per annum, around 25% of the level of growth that will be required across HGGT over the next 20 years. In short, the Garden Town needs to achieve jobs growth in the first five years of this framework period of the same scale that has been achieved in the last 20 years across Harlow.

- 2.17 These figures clearly demonstrate that future employment growth will need to be on a totally different scale to that achieved in the past, and will require a concerted effort to attract and grow businesses to deliver this growth. Given historic performance, the level of focus on securing growth will need to be substantially scaled up.
- 2.18 The potential relocation of UKHSA provides a possible quick win and could be a key driver for indirect opportunities, however, this is not a panacea. There will still be a need for major additional growth to be secured. If the relocation is aborted, then this need is increased.

**Figure 4 Historic and forecast employment growth in Harlow/HGGT 2000-2045**



Source: ONS Jobs Density/Total Jobs via NOMIS and HJA modelling

### Sector Mix

- 2.19 The analysis set out above has focused on the quantitative need to deliver an overall balanced labour market as development across HGGT takes place and the population grows. The quality of growth is also critical. The Garden Town needs to offer opportunity across the wage and occupational spectrum so that existing residents of Harlow and the future residents of HGGT can find suitable employment and grow, develop and progress in a career.

<sup>11</sup> At local authority level many socio-economic statistics can be volatile, partly due to the fact that individual business closures and openings can have a marked impact on a local employment base, as well as the impact of statistical sampling errors.

2.20 A number of priority sectors have been identified in research and strategy for the HGGT area. These form part of the Harlow EDS and are fully relevant to this economic framework. These include:

- **Health** – this is a large and growing sector and has strong growth potential related to the growing population of the Garden Town, the general ageing of the population, and the replacement Princess Alexandra Hospital;
- **Life Sciences (including med-tech)** – this has historically been an important sector for Harlow and has huge potential with the proposed relocation of UKHSA to the Garden Town and the wider opportunities of the UK Innovation Corridor with proximity to London and Cambridge. This sector has been identified by Essex County Council as a significant specialism for Harlow and official data shows scientific research and development has been one of Harlow’s fastest growing employment sectors in recent years. There is potential to strengthen links across the health, life sciences, med tech and digital sectors.
- **Technology and Advanced Manufacturing** – Harlow has a number of significant businesses in these sectors generating high-value employment opportunities and with the potential to grow, and stimulate wider development within the sector;
- **Arts, Cultural and Creative** – the town has a number of assets to support the further growth of this sector, which formed the basis for the successful recent Levelling Up Fund bid. These sectors are vital to making HGGT a more attractive place to live, work and visit;
- **Construction and Retrofit** – Harlow has a large and growing construction sector, particularly for specialised construction trades. With the scale of planned growth across the HGGT there is significant expansion opportunity, as well as the huge need for retrofit activities to support the transition to net zero;
- **Transport, Warehousing and Logistics** – this sector shows a high concentration in Harlow and has been growing strongly in recent years. The strategic location and access of HGGT is a key attractor; and
- **Green Industries** – as well as retrofit and energy efficiency there are major growth opportunities arising from the transition to net zero and adaptation to climate change. Primarily this reaches across renewable energy, sustainable transport, waste management and sustainable agriculture. However, there will be opportunities across all sectors for new technology and processes to aid society’s adaptation, this will include Harlow’s existing strengths in life sciences and med-tech.

2.21 These include activities within the high value and ‘tradeable’ economy<sup>12</sup> as well as sectors which form part of the ‘foundational’ economy<sup>13</sup>, ensuring HGGT can meet the needs of its residents with high quality local services. Both elements will be vital to the future economic and social development of the Garden Town.

2.22 The modelling set out at Appendix 2 provides an indication of the potential sectoral breakdown of future employment growth. This is illustrated in Figure 5. It shows:

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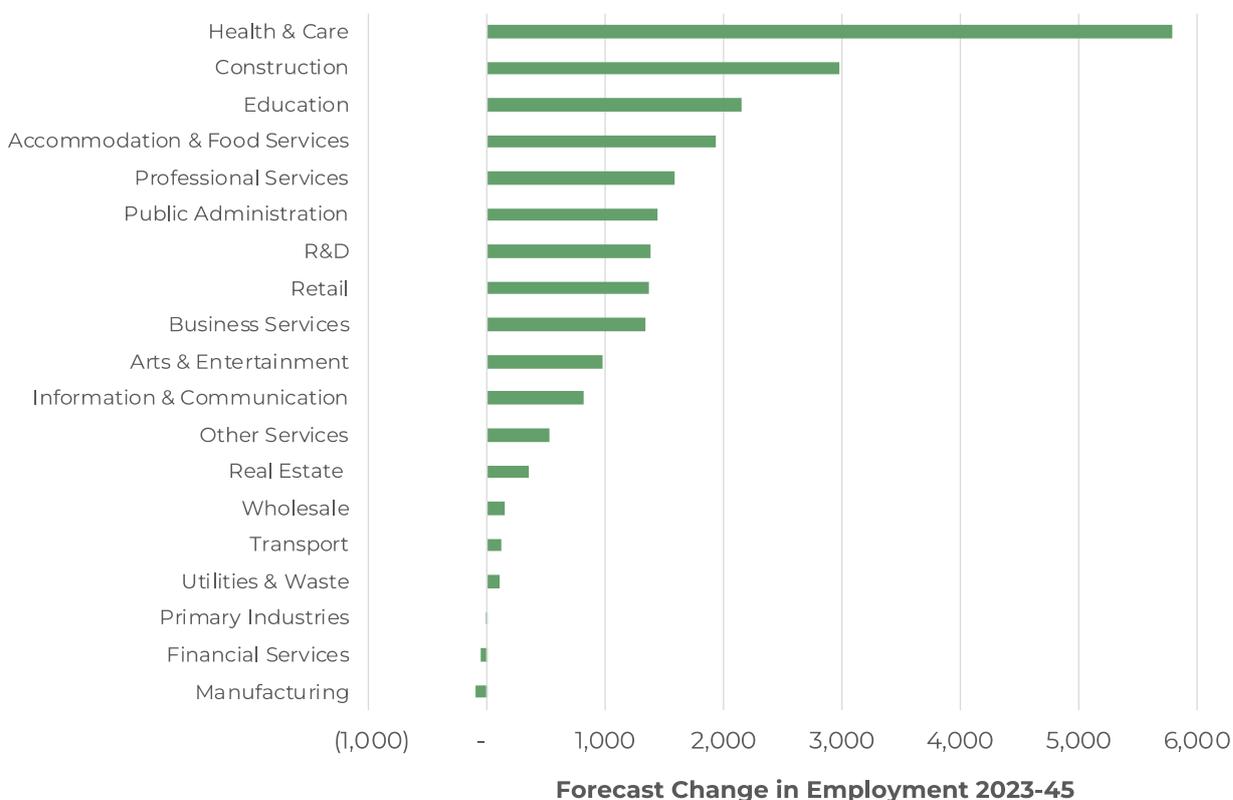
<sup>12</sup> This comprises jobs in activities creating products or services that are traded outside the local area. For example, manufacturing activities, regional or national service businesses or government departments and functions. These activities are not reliant on demand from the local population, but from customers (either businesses or consumers) further afield in the UK or internationally.

<sup>13</sup> In particular this comprises jobs that are related primarily to the place in which they are located or perhaps its hinterland, essentially jobs that make a place function effectively. This includes jobs in many sectors such as retail, motor trades, food and drink, education, health, construction and related maintenance trades, leisure and public administration.

- Significant employment growth in the Health & Care sector, accounting for 25% of total employment growth over the analysis period, almost 6,000 jobs;
- Major employment growth in the Construction sector, with around 3,000 additional jobs;
- Substantial employment growth within the Education and Accommodation & Food Services sectors, with around 2,000 jobs in each; and
- More than 1,000 jobs in each of the Professional Services, Public Administration, Business Services, Retail and R&D sectors<sup>14</sup> which includes much of the life sciences and med tech sectors.

2.23 The high value professional and scientific sector, encompassing professional services, R&D and the elements of UKHSA incorporated within the public administration sector aggregate to around 4,000 jobs, highlighting its potential role in the future growth of HGCT.

**Figure 5 Forecast change in employment by sector 2023-45 (with UKHSA and remaining gap closed)**



Source: HJA based on EEFM, UKHSA, Oxford Economics, IDP

2.24 Analysis of occupational and wage data (see Table 2) indicates that this sectoral growth profile is slightly skewed towards higher order occupations and higher wage employment. However, it will continue to provide employment opportunities across the occupational and skills spectrum.

<sup>14</sup> UKHSA employment is spread across the public administration and R&D sectors in line with how it is currently recorded at its existing locations within the ONS Business Register and Employment Survey data.

**Table 2 Occupational Profile Estimates**

Occupational Group (SOC2020)	UK Median Full-time Earnings <sup>15</sup>	Estimated Current Profile 2023 <sup>16</sup>	Estimated Future Profile 2045 <sup>17</sup>	Change (%)
Managers and Senior Officials	£45,900	11%	11%	-3%
Professional	£41,600	25%	26%	+4%
Assoc Prof. and Technical	£33,300	14%	15%	+1%
Administrative and Secretarial	£25,500	10%	10%	+1%
Skilled Trades	£30,200	9%	9%	+2%
Personal Service	£21,800	7%	8%	+14%
Sales and Customer Service	£21,900	8%	7%	-10%
Process, Plant and Machine Operatives	£27,900	5%	4%	-12%
Elementary	£23,200	10%	10%	-6%

Source: HJA based on ONS Annual Population Survey and own modelling

<sup>15</sup> ONS Annual Survey of Hours and Earnings, 2022. UK full time median earnings data provided as indicator of occupational earnings.

<sup>16</sup> Estimated for some occupations due to some data gaps in ONS APS 2022 data for Harlow workplace based occupational profile, APS profile applied to modelled employment by sector to be consistent with forecast data.

<sup>17</sup> Based on UK sector (SIC) to occupation (SOC) data from ONS Annual Population Survey 2022 applied to estimated sectoral profile at 2045.

### 3 Strategic Framework

- 3.1 The previous chapter sets out the economic road map and highlights the need for significant jobs growth to be achieved across HGGT to achieve the balanced community ambitions. This will require a step change in employment growth when compared to the historic performance of Harlow.
- 3.2 To deliver this growth there will also need to be a step-change in economic development focus and a concerted effort across HGGT stakeholders to:
- Deliver the identified bottom-up growth
  - Plug the remaining gap
  - Achieve policy ambitions around inclusivity and sustainability
- 3.3 A strategic economic framework has been developed across six themes, which are well aligned with the Harlow EDS, as summarised in Figure 6.
- **Attract** – new investment will need to be attracted to HGGT. This will require a focused and aligned promotional effort with consistent messaging to highlight the opportunities and potential of HGGT to investors.
  - **Develop & Grow** – the scale of employment growth required will not be met through parachuting in investment from elsewhere, but will also require bottom up, local business start-up and growth.
  - **Accommodate** – sufficient sites and premises of the right type are critical to facilitating the growth ambitions and effective place making across HGGT.
  - **Enable** – ensuring a workforce with the right skills and aspirations is vital for attracting investment, enabling businesses to grow, and ensuring residents can participate.
  - **Retain** – to deliver the inclusive growth ambitions there is a need to take a strategic approach to ensuring opportunities, investment and expenditure within HGGT are retained locally and benefits local residents.
  - **Drive** – ensuring sufficient capacity to coordinate and drive forward growth at scale across the HGGT.

**Figure 6 Headline strategic framework**

<b>Attract</b>	Inward Investment
<b>Develop &amp; Grow</b>	Business & Innovation Support
<b>Accommodate</b>	Employment Sites & Premises
<b>Enable</b>	Skills & Training
<b>Retain</b>	Community Wealth Building
<b>Drive</b>	Coordination & Capacity

- 3.4 These themes are not mutually exclusive with myriad interactions. For example, attracting new inward investment will be reliant on evidencing both a strong skills base and having the right sites and premises to offer.
- 3.5 The following chapters discuss each theme in more detail with high level action frameworks. Across all themes the emphasis in the short term is putting in place key building blocks that can drive growth over the medium and long term.



## 4 Attract: Inward Investment

### Context

- 4.1 Delivering employment growth across HGGT is a high priority for this strategic framework, to ensure that wider placemaking ambitions for the Garden Town can be achieved. This will require a mix of new investments from outside the area and growth in the local business base (considered in the following chapter).
- 4.2 The potential relocation of the UKHSA, with a final investment decision due in 2023, creates an opportunity to kick-start inward investment to the Garden Town<sup>18</sup>. The presence of UKHSA within the HGGT has significant direct job creation potential, as well as creating an asset around which wider economic development efforts can be built (e.g. to capture supply chain and spin out activity); focused on one of the key sectors. Whilst UKHSA has the potential to deliver only part of the growth required, seeking to secure this investment is a huge opportunity to accelerate the required economic growth of HGGT. Coordinated lobbying for a positive decision is therefore an immediate action for all HGGT stakeholders.
- 4.3 If UKHSA does not relocate to Harlow the need to drive jobs growth only increases. The former GSK site which is currently under consideration will remain a prime opportunity. Stakeholders will need to focus efforts on a proactive and open approach to attracting businesses to the Garden Town, particularly within the key sectors. In the short term the approach to inward investment should be flexible, to secure quick wins and build momentum, confidence and critical mass, rather than pursuing a narrow focus. This also needs to be reflected in how sites are promoted.
- 4.4 Currently, the majority of inward investment activity is reactive, including the recently developed website to provide information on sites across the UK Innovation Core<sup>19</sup> area. To drive the required step change in growth there is a need to take a far more proactive approach to investment promotion. This will require agreement on a consistent proposition, brand and messaging to promote the HGGT area effectively. This is potentially complicated given the number of existing stakeholders with a role and a mixture of competing and aligned interests<sup>20</sup>. It is recognised that this needs to be very clearly place driven whilst also securing the wider benefits of working with partners to extend reach and achieve economies of scale.
- 4.5 The focus of inward investment promotional activity should not be solely on landing very large schemes, which can take many years to deliver. There is a need to consider how SMEs can be attracted across the key sectors, to build a resilient business base, and clusters of activity that can build critical mass and become attractors of further investment into the medium and long term.

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<sup>18</sup> The final number of job roles to be relocated is currently uncertain and will be determined as part of the final investment decision making process. It had previously been anticipated that 2,750 roles would be relocated. However, informal dialogue with UKHSA has indicated that the scale of relocation is likely to be lower than previously envisaged. If a positive investment decision is taken it is anticipated jobs will be moved to Harlow over the period 2027-2033.

<sup>19</sup> The UK Innovation Core covers the districts of Broxbourne, East Herts, Epping Forest, Harlow and Uttlesford. This is a subset of the UK Innovation Corridor area.

<sup>20</sup> There is a need to overcome the challenges of cross county/LEP/district boundaries in order to coalesce around a common brand.

- 4.6 Inward investment efforts should also focus on developing and leveraging the benefits of HGGT's location at the heart of the UK Innovation Corridor to strengthen connections to Cambridge and London, with potential to target secondary and tertiary companies in supply chains.
- 4.7 The Inward Investment theme interacts with other themes of this framework, particularly Skills & Training and Employment Sites & Premises themes. There is a need for clear feedback loops to ensure the sites and premises offer across the entire HGGT is aligned to promotional activities.
- 4.8 Placemaking will be a further catalyst to attract investment to HGGT, ensuring the quality of place and the range of amenities and services are attractive to potential occupiers and their workforces. Efforts are already underway to deliver regeneration of Harlow town centre, including Towns Fund and Levelling Up Fund supported investments. This is in addition to ensuring the new Garden Communities are vibrant in their own right, as well as part of an integrated HGGT.

## Objectives

- 4.9 Objectives within the Inward Investment theme include:
  - Supporting a step change in employment growth across HGGT
  - Delivering a coordinated and consistent proactive inward investment function
  - Securing funding for large scale town centre regeneration in Harlow

## Action Framework

Action	Stakeholders
<b>Short Term</b>	
Agreement of consistent branding and promotional proposition with committed focus to achieving HGGT employment growth.	HGGT (lead), Harlow Council, Epping Forest District Council, East Herts Council, UKICorridor, UKICore, Essex County Council, Hertfordshire County Council, SELEP, HertsLEP.
Development and launch of a promotional inward investment offering for HGGT whilst exploring potential to extend reach and drive economies of scale through working with partners.	
Driving stronger connections and relationships into the UK Innovation Corridor to establish links to Cambridge and London institutions and businesses.	
Preparation of an SME attraction and development strategy including focus on key sectors and consideration of infrastructure investment to act as key attractor <sup>21</sup> .	

<sup>21</sup> For example, Lisbon has been cited as successful in providing lab space and other facilities in order to attract high quality start ups and grow on businesses. See <https://www.espon.eu/scaling-smes-and-attracting-fdi-what-role-local-and-regional-governments> [Last accessed 27/06/2023].



Action	Stakeholders
Coordinated lobbying and support focused on securing UKHSA relocation as a potential lynchpin to future HGGT growth.	HGGT, Harlow Council, Epping Forest District Council, East Herts Council, UKI Corridor, UKI Core, Essex County Council, Hertfordshire County Council, SELEP, HertsLEP, UKHSA
Developing a UKHSA supply chain and affiliate attraction strategy, including reviewing opportunities to utilise unused parts of the former GSK site to drive related growth.	HGGT, Harlow Council, Epping Forest District Council, East Herts Council, UKI Corridor, UKI Core, Essex County Council, Hertfordshire County Council, SELEP, HertsLEP.
Establishing clear linkages between economic development, planning and developers to ensure alignment between inward investment activity, wider business growth support and sites and premises provision.	HGGT, Harlow Council, Epping Forest District Council, East Herts Council,
Establishing a task force to consider economic led opportunities for former GSK site and reflection on key sector strategy in the event the UKHSA relocation fails to progress.	Harlow Council, HGGT, Epping Forest District Council, East Herts Council, UKI Corridor, UKI Core, Essex County Council, Hertfordshire County Council, SELEP, HertsLEP,
Continued support for major town centre regeneration with promotion of employment role on key opportunity sites and continued efforts to secure funding at scale to deliver transformation.	HGGT, Harlow Council, EFDC, EHC, ECC, Developers
<b>Medium Term</b>	
Establishing and developing the promotional inward investment function.	HGGT, Harlow Council, Epping Forest District Council, East Herts Council, UKI Corridor, UKI Core, Essex County Council, Hertfordshire County Council, SELEP, HertsLEP,
Continuing to drive linkages across UK Innovation Corridor to secure increased presence of key institutions within HGGT.	HGGT, Harlow Council, Epping Forest District Council, East Herts Council, UKI Corridor, UKI Core, Essex County Council, Hertfordshire County Council, SELEP, HertsLEP,
Implementing SME attraction strategy actions.	HGGT, Harlow Council, Epping Forest District Council, East Herts Council, UKI Corridor, UKI Core, Essex County Council, Hertfordshire County Council, SELEP, HertsLEP,



Action	Stakeholders
Implementing response to UKHSA investment decision to maximise impact of former GSK site.	HGGT, Harlow Council, Epping Forest District Council, East Herts Council, UKI Corridor, UKI Core, Essex County Council, Hertfordshire County Council, SELEP, HertsLEP,
Delivering town centre regeneration.	HGGT, Harlow Council, ECC, Developers
<b>Long Term</b>	
This action framework will be kept under review to ensure a rolling 5-10 year programme of required actions aligned to progress achieved and wider updates to relevant visioning, policy and strategy.	



## 5 Develop & Grow: Business & Innovation Support

### Context

- 5.1 Whilst attracting new inward investments to HGGT will be a key component of economic growth, developing the business base, through scaling up existing enterprises and the formation of new ones will be critical. More than 99% of the business base are SMEs<sup>22</sup>, accounting for more than 60% of employment. On that basis nearly 14,000 of the required jobs are likely to be within SMEs.
- 5.2 It will take a proactive approach to creating an enterprising and innovating culture, ensuring that the infrastructure to start and grow businesses is clear, consistent and well communicated. Therefore, this SME focus must also align with our Sites & Premises theme to ensure the right commercial property infrastructure is in place to facilitate growth and development across the Garden Town.
- 5.3 Business support services to SMEs (including start up, growth and innovation) at present are far from clear, consistent and well communicated. The current offer is also very slimmed-down compared to previous provision. This is not an HGGT issue, but a national issue resulting from various policy and funding changes. This creates a particular challenge for HGGT. Straddling three local authorities and two counties/LEP areas there is the very real prospect that three businesses in three different parts of HGGT would have three very different business support offerings available to them. This is in stark contrast to the ambitions for a coherent and integrated Garden Town. This will require real cross boundary working to align services.
- 5.4 In the immediate term we must continue to raise awareness of available growth support across the existing Harlow business base. For example, schemes such as the UK Government's Help to Grow initiative can help to catalyse SME growth through developing management capability. We must also ensure we strengthen links into and awareness of central offerings, as well as local provision to maximise take up across HGGT.
- 5.5 We will need to work to develop campaigns to encourage and support new business start-ups and must also work to support business networks across the Garden Town, aligning to the activities within the Harlow EDS.
- 5.6 To ensure we can support our science and technology sectors we need to develop the innovation ecosystem within the Garden Town and across our wider sub-region. In particular we need to work to improve the breadth and depth of innovation support across the Garden Town through engagement with key institutions across the UK Innovation Corridor to increase the presence of universities and other innovation support bodies within HGGT.
- 5.7 Business support can also develop focus around the key sectors, particularly around health, life sciences and med tech as well as the growing arts and cultural sector. Developing and

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<sup>22</sup> Small and medium sized enterprises, this includes businesses with up to 249 employees and turnover of less than €50 million per annum.

growing our own SMEs in these sectors will boost embeddedness and can also develop integration with key inward investors to drive innovation<sup>23</sup>.

- Life Sciences/MedTech includes existing assets within Harlow Innovation Park (including Arise Innovation Hub). The UKHSA and replacement Princess Alexandra Hospital investments provide a potential boost to this, with opportunity to develop supply chain and spin out businesses within the HGGT. Activity should be coordinated with the UK Innovation Corridor to lever the opportunities of HGGT’s location in proximity to existing innovation hub locations at Cambridge and London as well as Stevenage.
- Advanced Engineering and Technology, building on existing businesses such as Arrow Technologies and Raytheon and Harlow’s long history of technological innovation.
- Arts & Culture includes existing assets around the Playhouse and will benefit from recent funding successes such as Levelling Up Fund to develop an arts and cultural quarter, including arts and creative workspaces. Opportunities to develop arts and cultural SMEs across the entire HGGT should be explored to integrate economic and placemaking ambitions.

## Objectives

5.8 Objectives for the business and innovation support theme include:

- Ensuring consistent and clear business support offer across the HGGT
- Developing a start-up, scale up and innovation culture across the HGGT
- Developing embedded SME focused key sector clusters

## Action Framework

Action	Stakeholders
<b>Short Term</b>	
Continue to promote current development opportunities e.g. Help to Grow to existing companies	Harlow Council
Explore how to overcome postcode lottery as new developments come on stream and ensure coordination and consistency of business support offer	HGGT, Harlow Council, Epping Forest District Council, East Herts Council, Essex County Council, Hertfordshire County Council, SELEP, Herts LEP
Strengthen linkages and communication across stakeholders and into Whitehall to ensure awareness of all schemes that can be promoted to HGGT businesses.	
Develop and promote enterprise culture campaigns and activities including outreach to schools and colleges. Considering pursuing funding to support an entrepreneurship officer with sub-regional partners to lead activities across HGGT and beyond.	HGGT, Harlow Council, Epping Forest District Council, Essex County Council, Hertfordshire County Council, East Herts Council, HertsLEP, SELEP

<sup>23</sup> For example using approaches such as those set out at <https://www.oecd.org/cfe/smes/fdi-sme.htm> [last accessed 27/06/2023] to foster linkages and strengthen local resilience. These approaches can also be applied to domestic inward investment such as the potential relocation of UKHSA.

Action	Stakeholders
Develop business networks with reach across the Garden Town, building on recent activities in Harlow and integrating with existing business representative organisations.	Harlow Council, Epping Forest District Council, East Herts Council
Developing a strategy and launching activity to catalyse cluster development around UKHSA supply chain and spin out opportunities, with a view to rolling out to other inward investments or developments including replacement Princess Alexandra Hospital.	HGGT, Harlow Council, UKHSA, Counties, LEPS, Colleges, ARISE
<p>Explore HGGT focused support for local cluster growth in health and life sciences/adv. manufacturing and technology</p> <ul style="list-style-type: none"> <li>• Strengthening links across UKIC into key innovation assets</li> <li>• Ensuring strategic engagement from sector development resources (DIT, British Business Bank etc)</li> <li>• Supporting collaboration between existing strengths including health/med tech, the Digital Innovation Zone and ARISE as identified in the Harlow EDS.</li> </ul>	UKIC, UKHSA, Herts LEP, SELEP, Essex County Council, Herts County Council, Anglia Ruskin University/ARISE, District Councils, Digital Innovation Zone.
Establish links between existing/developing arts and cultural sector (including LUF investment) across new Garden Communities	HGGT, Harlow Council, Epping Forest District Council, East Herts Council
<b>Medium Term</b>	
Roll out aligned business start up, growth and innovation support across the Garden Town area.	Harlow Council, Epping Forest District Council, East Herts Council
Continuing cluster growth development around major investments e.g. UKHSA and PAH to develop supply chain and spin out opportunities	HGGT, Harlow Council, UKHSA, Counties, LEPS, Colleges, ARISE
Further development of innovation support capacity including establishing additional University presence within HGGT as part of wider effort to strengthen links to UKICorridor and local innovation ecosystem	HGGT, Harlow Council, UKHSA, Counties, LEPS, UKICorridor
<b>Long Term</b>	
This action framework will be kept under review to ensure a rolling 5-10 year programme of required actions aligned to progress achieved and wider updates to relevant visioning, policy and strategy.	

## 6 Accommodate: Employment Sites & Premises

### Context

- 6.1 It is vital that there is sufficient employment sites and premises to accommodate the growth required to achieve the ambitions for HGGT. Discussions with economic development stakeholders in the process of developing this framework have highlighted the critical challenges faced in accommodating growing businesses within the HGGT at present, and the increasing pressure on existing employment areas from alternative uses or land hungry warehousing uses, leaving a reducing supply of available sites to meet occupier needs. Identifying new sites is also challenging given the extent of Green Belt around HGGT and remaining undeveloped areas at Harlow leading to limited opportunities for further expansion.
- 6.2 There is also a conflict between the current state of the commercial market, which is not enabling new employment development at scale due to weak viability; the aspirations of HGGT policy; and the evidence set out in this framework of a need for substantially higher levels of employment growth in order to deliver a balanced community. This creates a conundrum that will require time and effort to resolve in order to build confidence, stimulate demand and enable commercial employment development.
- 6.3 What is essential is the availability of sites and premises to sustainably facilitate growing businesses and to accommodate inward investment. Without this the economic ambitions will be sure to falter.

### Need and Supply

- 6.4 Detailed analysis of future employment sites and premises need and supply was undertaken as part of the 2020 HGGT Employment Commission. Appendix 2 to this report sets out updated analysis assessing the anticipated need for employment land across HGGT aligned to the economic road map, and in keeping with the approaches established as part of earlier studies<sup>24</sup>. A summary of the updated analysis is set out at Table 3.
- 6.5 Within the current Local Plan periods (to 2033) need<sup>25</sup> is estimated at 8.9ha of industrial and warehousing land and 3.1 – 7.8ha<sup>26</sup> of land for office development (31,000 sq m of floorspace). In addition, a backlog need of up to 14ha of employment development has been identified based on the low level of development activity across Harlow since 2016. In aggregate this leads to a total requirement of up to 25.3 – 30.8ha.
- 6.6 Remaining undeveloped employment allocations across HGGT total 22.3ha. However, 'effective' remaining supply is estimated at 13 – 17ha due to significant constraints or agreement for non E(g) or B Use Class development on the allocated sites. Appendix 3 sets out further detail of the employment land supply position.

<sup>24</sup> The 2017 FEMA Employment Land Study and 2020 Employment Commission

<sup>25</sup> This includes existing allocations, but does not include the reuse of brownfield employment areas. Sites such as the former GSK site, former Raytheon site, River Way, Kao Park, East Place and Templefields are accounted for within the adjustment for reusing former employment sites to accommodate new development.

<sup>26</sup> Office type development can be achieved at very different densities. This indicative range is based on 40-100% development density. Much higher densities could be achieved in town centre locations therefore reducing the land take. For this reason floorspace figures in square metres is a preferable measure.

**Table 3 Summary of Employment Land Need and Supply (all figs in ha)**

	Current Plan Period	Framework Period 2023-45
<b>Future Need</b>		
Office	3.1 – 7.8	5.3 – 13.3
Industrial & Warehousing	8.9	23.8
<b>Sub Total</b>	<b>11.3 – 16.8</b>	<b>29.1 – 37.1</b>
Backlog	Up to 14ha	Up to 14ha
<b>Total Need</b>	<b>Up to 25.3 – 30.8</b>	<b>Up to 43.1 – 51.1</b>
<b>Supply</b>		
Remaining Supply	22.3	22.3
Effective Supply	13 – 17	13 – 17

Source: HJA Analysis. Figures may not sum due to rounding.

- 6.7 In combination the analysis shows a substantial quantitative shortfall within the Local Plan period to 2033, which is exacerbated when looking beyond the current Local Plan period. This is before taking any account of qualitative factors. This will need resolution through the respective Local Plan review processes. In the short term the role of existing allocated sites needs to be maximised (particularly given viability challenges within the development market) and other potential opportunity sites need to be explored.
- 6.8 Remaining supply within HGGT suitable for industrial and warehousing development is well below the identified requirement, with a maximum of 7ha and the adjusted 'effective' supply figure is well below this. The majority of remaining sites have allocations for B1<sup>27</sup> or E Use Class development and the Garden Communities are not envisioned to deliver B2 or B8 development at scale.
- 6.9 7ha of employment land has been allocated within the new Garden Communities but the latest available information suggests much of this will be targeted at a wider range of employment generating and commercial uses rather than contributing to the 'traditional' employment classes. All efforts should be used to ensure employment (E(g), B2, B8) development is retained within the Garden Communities to meet the needs of SMEs, deliver a range of employment opportunities and ensure services are available to residents and to support the needs of HGGT.
- 6.10 The analysis indicates a significant shortfall in meeting the identified need for industrial and warehousing uses in the short term, as well as risking the overall placemaking ambitions for the Garden Communities as set out within the HGGT Employment Commission (2020). Addressing this shortfall will require clear focus to retain existing sites as a priority in the

<sup>27</sup> The Use Classes Order has been revised since the original allocations were made, so would now be considered as E(g)

short term. In the medium term there is a need to identify the next generation of employment sites that can serve the future growth of the Garden Town.

- 6.11 Some additional capacity could be utilised at the North Weald Airfield site, with an allocation for 10ha just beyond the HGGT boundary for industrial and warehousing uses. However, this will also play a role in meeting the wider needs of Epping Forest District. Opportunities for employment development adjacent to the new Princess Alexandra Hospital should also be explored.
- 6.12 In addition, opportunity sites across Harlow town centre have been identified, with potential to deliver up to 16,400 sq m; although the timing on this is uncertain and this would be relevant to office uses and will not help to address the shortfall of industrial capacity.
- 6.13 Stakeholders should work to ensure a continuous rolling supply of available employment sites in order that growing and relocating business can be accommodated.

### Sites

- 6.14 In terms of strategic employment sites, the Enterprise Zone including Harlow Innovation Park will continue to be a key priority for developing life sciences and high technology businesses. Given public ownership of part of the site there are potential opportunities to take a more proactive approach to encouraging growth in target sectors. Notwithstanding, identifying the next location for science and technology development is needed.
- 6.15 UKHSA has informally indicated that there will be spare capacity at the former GSK site that is earmarked for its use. This creates a potential opportunity to develop a cluster of related businesses if the relocation investment decision is favourable. In the event the relocation of UKHSA is downgraded the potential to use a strategic site in public ownership as a key asset to drive high value sector growth should be explored as a matter of urgency. This has the potential to tie in with actions under the Attract and Grow & Develop themes to take a proactive approach to developing infrastructure to boost economic development in key sectors.
- 6.16 Analysis considering the regeneration of Harlow town centre has identified potential for around 16,000 sq m of new office capacity. Whilst Harlow has seen a significant reduction in town centre office stocks in recent years, a rejuvenated and thriving mixed use centre with residential, leisure, arts, entertainment, retail and offices has the potential to become a far more attractive proposition to occupiers desiring a range of amenity provision to meet employee needs. Current capacity figures are relatively modest and consideration of increased employment workspace should be proposed, taking into account the planned development of arts and cultural activity within the central area.
- 6.17 The analysis set out above reconfirms the findings of the Employment Commission that the Garden Communities need to play a role in meeting the needs of the wider HGGT. Current proposals include small to medium scale mixed use local centres within the heart of Garden Communities. There is also potential for some additional employment development at Gilston Village 6 and Dorrington Farm. These opportunities should be maximised to provide a range of accommodation for SMEs. The following approaches should be considered:
  - Developing a meanwhile use strategy across the HGGT (including the Garden Communities) to assist in safeguarding land for longer term employment use and supporting cohesive placemaking and masterplanning in the short to medium term. This

- should integrate with wider community wealth building ambitions as explored at Chapter 8;
- Ensuring Garden Communities deliver on walkable neighbourhood ambitions and provide a range of local services and community facilities. This will include a mix of employment space to facilitate commercial, trade and employment uses; and
  - Ensuring Garden Communities play an active role in supporting SME development and facilitating an enterprise culture. This will include providing start up and grow on space for SMEs and hybrid working particularly within E(g) Use Classes.

## Evidence and Policy

- 6.18 There are a number of pieces of research and policy development that will be required to support this theme.
- 6.19 There is a need for continued coherent planning for the HGGT. Current Local Plans run to 2033. These were developed using a shared evidence base. This should be considered as a minimum to enable the employment needs of the Garden Town to be reviewed in a joined-up manner as Local Plan reviews take place and to identify the next generation of strategic employment sites for the HGGT. A joint strategic plan should also be considered to ensure a consistent and coherent policy basis beyond 2033 for strategic matters relating to the Garden Town and key infrastructure.
- 6.20 Local Plan review processes and the development of new Local Plans will require additional provision to be made to support the economic ambitions of HGGT and tackle the challenges already being faced when seeking to accommodate growing businesses and new occupier enquiries. New provisions will need to be made fully recognising the ambitions and approach of this framework and the wider HGGT placemaking approaches. This will include alignment with sustainable transport ambitions and considering how public transport interchanges and sustainable transport corridors can be integrated into spatial economic planning to avoid increased car use.
- 6.21 Commercial viability is the key challenge, an issue that goes beyond HGGT, with rising construction costs making the successful delivery of new commercial employment space very difficult. A HGGT viability evidence base is required to ensure the challenges are objectively understood and appropriate response mechanisms can be developed where appropriate.
- 6.22 Greater understanding of wider infrastructure needs should be coordinated with employment land studies to ensure issues such as power and digital infrastructure align; as well as public transport interchanges and sustainable transport corridors. Town Centre masterplanning activity should also be aligned with this economic framework to ensure its potential role in supporting the economic ambitions of the HGGT are fully recognised in addition to placemaking.
- 6.23 A larger than local logistics study should be undertaken to look at strategic options for land hungry uses in order to ensure the constrained supply of sites within Harlow can be utilised to accommodate higher density uses. Any such study should consider the M11 corridor as a

minimum<sup>28</sup> and could look wider given the range of large scale logistics proposals being developed across Essex.

6.24 A feasibility study to consider the potential for developing SME focused start up and grow on space across the Garden Town in order to understand potential demand levels, funding requirements and business case. This ties across to actions under earlier themes to use infrastructure development as a tool to attract and grow cluster activity, and can support wider SME and innovation development actions.

## Objectives

6.25 Objectives for the employment sites and premises theme include:

- Overcome shortage of employment provision, particularly for B2/B8 uses across HGGT
- Secure employment contribution of Garden Communities
- Identify next phase employment space including for science and technology uses

## Action Framework

Action	Stakeholders
<b>Short Term</b>	
Seeking to protect existing employment areas within the HGGT from change of use to mitigate current shortages in supply.	Harlow Council, Epping Forest District Council, East Herts Council
Ensuring the development of evidence relating to employment sites and premises is delivered in a joined up and coordinated way to plan coherently for the future growth of the Garden Town. Aligning employment evidence with infrastructure analysis to ensure appropriate power and digital requirements are planned and delivered.	
Use the Local Plan review processes to address identified employment land shortfall and develop a mechanism for ensuring a rolling supply of available employment sites	
Identify the next generation of strategic employment sites, including for science and technology uses.	
Undertake collaborative viability study to understand challenges and potential responses.	
Engage with UKHSA and UK Government to clarify the potential scale of opportunity at the former GSK site for wider cluster development.	HGGT, Harlow Council
Undertake a larger than local logistics study to ensure a strategic approach to meeting needs of a key sector with extensive land requirements. Scale and reach to be agreed.	Harlow Council, Epping Forest District Council, East Herts Council, HGGT, ECC, HCC, SELEP, EHLEP

<sup>28</sup> The M11 focus would take into account recent development of J7a, proposals for new development at London Stansted Airport (Northside). This may also consider looking wider including freeport proposals within Essex.



Action	Stakeholders
Undertake feasibility study to explore potential for delivery of start up and grow on space.	Harlow Council, Epping Forest District Council, East Herts Council, HGGT, ECC, HCC, SELEP, EHLEP
<b>Medium Term</b>	
Consideration of Joint Strategic Plan (or similar) to ensure coordinated approach to HGGT development beyond the current plan period	Harlow Council, Epping Forest District Council, East Herts Council
Developing office capacity within Harlow town centre regeneration and ensuring town centre masterplanning is fully cognisant of its potential employment and economic role	Harlow Council
Allocate additional employment sites within Local Plans including next generation science and innovation park	Harlow Council, Epping Forest District Council, East Herts Council
<b>Long Term</b>	
This action framework will be kept under review to ensure a rolling 5-10 year programme of required actions aligned to progress achieved and wider updates to relevant visioning, policy and strategy.	

## 7 Enable: Skills and Training

### Context

- 7.1 Skills and training will play a key role for both residents and businesses in the development of HGGT. For residents to participate in the employment opportunities that are created, they will need the skills and aspirations to access them. For businesses it is vital they can find the skilled labour to fill the roles created. In order to attract new investment there is a need to demonstrate a skilled workforce that can support the establishment and growth of new operations within HGGT.
- 7.2 Enabling the residents of Harlow to participate and share in the opportunities and benefits of growth arising from HGGT is at the core of the vision and policy ambition. Without this there is a significant risk of entrenching existing disparities in the local economy. The Harlow EDS highlights skills and training as one of its highest priorities. For HGGT, stakeholders across the wider area will fully support and enable that ambition and the actions within the Harlow EDS where appropriate.
- 7.3 Analysis carried out to develop the economic road map has shown employment opportunities are anticipated across a broad range of sectors in both the foundational and tradeable economy. In addition to new job creation there will be significant replacement demand through the natural ageing and churn in the workforce. This will mean significant employment opportunities across skills levels and sectors well beyond historic activity levels in Harlow. Further work will need to be commissioned to understand the likely skills needs across the Garden Town to ensure coordinated strategic planning, building on the recently developed Local Skills Improvement Plans (LSIPs) for Essex and Hertfordshire.
- 7.4 Skills and training stakeholders have indicated that funding for expanding provision is not a major barrier across the core market segments of 16-18 year olds, adults and apprenticeships. It was also indicated that there is no current need for major restructuring of provision. However, there is a desire to build capacity for higher level skills delivery to meet the needs of key sectors. There have already been a range of significant investments in skills and training infrastructure in readiness for growth across a range of sectors including Harlow College's Construction Skills Centre<sup>29</sup>, Renewable Energy Centre and participation in the South East Institute of Technology.
- 7.5 A critical issue that has emerged in consultation with stakeholders<sup>30</sup> in developing both this framework and the Harlow EDS is the need to effectively communicate the opportunities within the HGGT to residents, and particularly young people. If they are not aware of the prospects, and the skills and qualifications that will be needed to access those opportunities, it will drive the demand for in-commuting, working against the core principles of the Garden Town.

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<sup>29</sup> This modular facility can be relocated to meet the needs of large scale construction projects.

<sup>30</sup> This chapter has been developed drawing on a workshop including Hertford Regional College, Harlow College, Harlow Council, New City College, Epping Forest District Council and Essex County Council.

## 7.6 Further issues identified by stakeholders for key focus include:

- Engagement with young people at an early age to explain and inspire about future opportunities (particularly in life sciences);
- Creating a culture of lifelong learning and growing aspiration<sup>31</sup>;
- Adult enabling skills (e.g. literacy and numeracy);
- Developing soft/employability skills;
- Engaging with employers and growth sectors to ensure provision can match needs (in particular major employers such as UKHSA and Princess Alexandra Hospital) with sufficient time to put plans in place and tool up training providers;
- Securing employment and training opportunities (including work placements) through Section 106 agreements and Employment and Skills Strategies for major developments; and
- Particular challenges around construction skills and training which have the potential to create major workforce challenges in the medium term.

7.7 A wider issue highlighted by providers is that of public transport, affecting the ability of those without private transport accessing placements and employment opportunities; particularly where this involves travelling during unsociable hours. The benefits arising from developing sustainable transport corridors need to be captured to ensure these enable residents to access training and employment opportunities.

### Sector Focus

With major planned or proposed physical development including 20,000 new dwellings, UKHSA, replacement Princess Alexandra Hospital and major town centre regeneration, as well as retrofit of existing buildings to meet increasing sustainability standards the need to grow the **construction** skills base is a major challenge for HGGT. In addition there are national and regional sector challenges at play. A shortage of staff willing to deliver construction skills training exacerbates the issues. This requires an urgent strategic response with the potential for HGGT to play a convening role, linking across developers, public sector bodies and training providers, as well as interfacing with regional organisations seeking to tackle these challenges.

The **health and care** sector is identified as the largest employment growth sector in HGGT over the next 20 years. This will remain a high priority sector for skills and training across the framework period to respond to the needs of a growing and ageing population, as well as the changing nature of health and care, and the replacement Princess Alexandra Hospital.

Across the **life sciences, med tech, advanced engineering and technology** sectors the importance of higher-level STEM<sup>32</sup> skills is increasing. This will also impact on **warehousing and logistics** with increased levels of automation and complex logistics planning. Local capacity will need to be developed to support these sectors, particularly where local demand has been lower in recent years such as within the life sciences.

<sup>31</sup> See also [https://issuu.com/acl-essex/docs/9471\\_acl\\_strategy\\_2022-2025\\_accessible](https://issuu.com/acl-essex/docs/9471_acl_strategy_2022-2025_accessible) [last accessed 27/06/2023].

<sup>32</sup> Science, Technology, Engineering and Maths

## Objectives

7.8 Objectives for the skills and training theme include:

- Ensuring skills to underpin growth ambitions, particularly in key sectors of health and care; life sciences and med tech; and construction
- Maximising the employment and skills impact of major investments
- Supporting ambitions of the Harlow Economic Development Strategy
- Developing stronger employer-provider links, including SME sector

## Action Framework

Action	Stakeholders
<b>Short Term</b>	
<p>Support the skills and employment actions of the Harlow EDS actions to ensure Harlow residents have the awareness and skills to benefit from the opportunities of HGGT. These include actions around:</p> <ul style="list-style-type: none"> <li>• Aspiration and awareness raising;</li> <li>• Youth, education and industry links;</li> <li>• Improving attainment;</li> <li>• Boosting participation; and</li> <li>• Developing skills for growth.</li> </ul>	HGGT, County and District Councils, Colleges and Training Providers, DWP
<p>Commission a HGGT Skills Audit with key sector focus to provide coordinated intelligence. This should consider ongoing skills gap tracking and include ongoing engagement to implement recommendations.</p>	HGGT, Harlow Council, EFDC, East Herts Council, Developers, Colleges and Training Providers, Business Representative Organisations/Key Employers
<p>Convene key stakeholders to develop a construction sector skills and employment task force to address key challenges including:</p> <ul style="list-style-type: none"> <li>• Working with partners to promote training careers</li> <li>• Highlighting opportunities to the future workforce</li> </ul>	HGGT, County and District Councils, Colleges and Training Providers, Construction Industry Bodies, Developers, and LEPs
<p>Develop a skills and employment plans with UKHSA (as soon as investment decision is taken) and PAH as a template to roll out to other major inward investors.</p>	Harlow Council, Essex County Council, HGGT, UKHSA, PAH Harlow College, Partner Colleges and Training Providers
<p>Broker engagement to ensure aspirational S106 and Employment and Skills Strategies/Plans are in place to deliver social value across major developments. These should include clear communication and monitoring arrangements in place to ensure agreed actions and outputs are delivered through the supply chain with appropriate flexibility given the duration of major schemes.</p>	HGGT, Harlow Council, EFDC, East Herts Council, ECC, Herts County Council, Developers, Colleges and Training Providers



Action	Stakeholders
Appropriate contributions should be sought to a skills fund which can be used flexibly to address barriers and challenges in skills delivery across key sectors.	
Strengthening networks between SMEs (including small business representative organisations) and skills and training providers to improve skills development across the small business sector	HGGT, County and District Councils, Colleges and Training Providers, Business Representative Organisations.
<b>Medium Term</b>	
Continue to drive key sector skills awareness and build capacity with a focus on construction, life sciences and health to underpin growth	
Develop skills and employment plans with inward investors.	
Develop HE capacity and presence within HGGT to support higher level skills delivery and innovation support	
<b>Long Term</b>	
This action framework will be kept under review to ensure a rolling 5-10 year programme of required actions aligned to progress achieved and wider updates to relevant visioning, policy and strategy.	

## 8 Retain: Community Wealth Building

### Context

- 8.1 We want to maximise the value of HGGT planned investment and expenditure within the community. A strategic approach to community wealth building creates the potential to increase the local benefits of large-scale investment, to enhance placemaking and community development, and to support effective masterplanning across the entire HGGT.

**Community Wealth Building (CWB)** is a people-centred approach to retain and redirect wealth back into local economies to benefit local people. The approach seeks to achieve the recirculation of wealth into communities through creating fair work opportunities, supporting local businesses and inclusive ownership to expand, placing more investment and assets (i.e., land and property) into the hands of the local community.

The aim of CWB is to lock wealth within the local community through approaches such as developing and growing small enterprises, community organisations, and co-operatives to generate finance and investment in the local economy. Engagement from citizens, businesses and anchor institutions is key for facilitating CWB:

Encouraging citizens to own and control more parts of the local economy will help retain the wealth generated in the area.

Encouraging high rates of local employment and spending and investing in local assets will help local SMEs to grow, empowering local businesses and helping deliver social, and economic benefits.

Encouraging anchor institutions (organisations with a significant presence and stake in the local community in terms of spending power, workforce, and financial and physical assets) to work collectively, helping to encourage more local circulation of assets and spending.

CWB can be instilled into anchor institutions through policy and practices, where growth created by local, people-centred approaches drive their ambitions.

Greater promotion of local ownership and employment helps to generate and retain wealth as investments and expenditure are circulated within a more localised ecosystem as opposed to elsewhere (e.g., large chain suppliers/businesses that are based elsewhere). This can be supported through the provision of business support and funding, real-living wages, and improved pathways into employment and workplace progression.

Embedding CWB into procurement policies, recruitment processes and the way assets are managed can help create more local supply chains which are centred around local enterprises, SMEs, employee owned or community owned businesses, and social enterprises.

- 8.2 With significant capital investment and operational expenditure as a result of major physical development and new anchor institutions, it is vital that a coordinated approach to securing employment, skills, procurement and wider social value for HGGT is adopted, enabling greater consistency and coordination as well as building on recent pilot projects in Harlow and the draft HGGT Stewardship Charter. For major public sector developments including UKHSA and Princess Alexandra Hospital procurement may be led outside the HGGT area. We will need to lobby to secure social value generation including opportunities for skills,

employment and procurement through bid processes and the supply chain. This also applies to operation phases of activity with significant annual expenditure on goods and services anticipated. We must also work with our SME base to build capacity and networks or collectives to enable more effective tendering.

- 8.3 In addition, supporting community-based development through social enterprise, the creative and cultural sector, and across residents and businesses; in partnership with developers and local authorities; has the potential to deliver greater outcomes than stakeholders operating in isolation. This can contribute to creating community vibrancy across the new Garden Communities.
- 8.4 With long term development profiles for the Garden Communities, safeguarding land at their heart, for uses which may not be required in the short term can create commercial challenges. A 'meanwhile use' strategy provides a route to actively delivering community (and commercial) value in the short term, whilst safeguarding key land parcels for the long term. This could include utilising sites as construction skills hubs or a Modern Methods of Construction (MMC) facility given the scale of development.

The approach of developing '**meanwhile uses**' have been more widely adopted over recent years and describes the temporary occupation of vacant or underutilised premises, employment sites, or spaces.

They are seen as a way to facilitate local economic growth and deliver social and environmental benefits by making efficient use of land that awaits longer-term development. They can also help deliver against local ambitions surrounding regeneration, net zero, health and wellbeing, and employment creation.

Meanwhile uses can include the 'pop-up' and/or temporary provision of affordable workspaces (for local businesses, start-ups, entrepreneurs), shops, arts and cultural experiences, and community facilities.

The delivery of meanwhile uses are included within many Local Plans, recognising the need to optimise use of land in support of beneficial outcomes, especially as some strategic developments may not come into fruition for many years. For example, Greater Cambridge and Southampton City Council aim to set out policies in their draft local plans which seek the provision of meanwhile uses to support the local community by:

- enhancing vibrancy and vitality
- increasing activity and footfall
- developing a sense of community early on
- providing opportunities for job opportunities and business growth.

- 8.5 Community Wealth Building has already been incorporated as a key theme within the new Harlow EDS, building on a series of pilot projects. Stakeholders across the HGGT should seek to engage and support these actions, to build greater critical mass and deliver consistency across major developments.



## Objectives

8.6 Objectives for the community wealth building theme include:

- Maximise retained impact within HGGT area from large scale investments and public sector/anchor institution expenditure
- Contribute to vibrant places and community development within new Garden Communities
- Support safeguarding of employment uses for medium to longer term

## Action Framework

Action	Stakeholders
<b>Short Term</b>	
<p>Ensure social value is captured through S106 and other developer agreements on Garden Community developments, town centre regeneration and potential UKHSA and confirmed Princess Alexandra Hospital investments through both construction and operational phases</p> <ul style="list-style-type: none"> <li>• Encouraging and enabling local procurement (including procurement fairs and SME capability development)</li> <li>• Ensuring ambitious employment and skills strategies</li> <li>• Engagement with meanwhile use strategies to aid masterplanning</li> <li>• Lobbying for procurement flexibilities on major public sector frameworks, particularly for sub-contractor opportunities and requiring Tier 1 contractors to deliver local social value through bid processes</li> </ul>	<p>Harlow Council, HGGT, East Herts Council, Epping Forest District Council, Garden Community Developers</p>
<p>Develop and agree a social value monitoring framework</p>	<p>Harlow Council, HGGT, East Herts Council, Epping Forest District Council, Garden Community Developers</p>
<p>Widen Harlow pilot projects (see Harlow EDS) across HGGT developers and businesses including activities centred on:</p> <ul style="list-style-type: none"> <li>• Anchor institutions</li> <li>• SME procurement readiness</li> </ul>	<p>Harlow Council, HGGT, East Herts Council, Epping Forest District Council, Garden Community Developers, UKHSA and PAH</p>
<p>HGGT partners to develop own ambitious social value policies to lead by example</p>	<p>Harlow Council, HGGT, East Herts Council, Epping Forest District Council</p>
<p>Develop and implement ambitious meanwhile use strategy(ies) and task force across HGGT in partnership with local communities and social enterprise sector to develop community vitality, placemaking and safeguard employment sites.</p>	<p>Harlow Council, HGGT, East Herts Council, Epping Forest District Council, Garden Community Developers, Social Enterprise sector</p>



Action	Stakeholders
<b>Medium Term</b>	
Continue implementation of short term actions	Harlow Council, HGGT, East Herts Council, Epping Forest District Council, Garden Community Developers
Developing and strengthening support for the social enterprise sector within the wider business support offer.	Harlow Council, East Herts Council, Epping Forest District Council
Working with employers across HGGT to promote Living Wage Employer accreditation status	Harlow Council, East Herts Council, Epping Forest District Council
<b>Long Term</b>	
This action framework will be kept under review to ensure a rolling 5-10 year programme of required actions aligned to progress achieved and wider updates to relevant visioning, policy and strategy.	

## 9 Drive: Coordination & Capacity

- 9.1 This cross-cutting theme is focused on ensuring sufficient capacity to drive the required level of action. As set out at Chapter 2 of this report, a step change in growth performance is required. This will require action at scale and speed. It will also require the potential barriers of local authority and county boundaries to be overcome to deliver coordinated and aligned activity.
- 9.2 In addition, LEPs will not stay in their present form and may be absorbed into local authorities or, in some cases, become stand-alone organisations. Their future governance and structure will need to be considered as part of the delivery arrangements for the strategic framework<sup>33</sup>.
- 9.3 In the immediate we need to explore how best to deliver the leadership, coordination and resource capacity to meet the ambitions of this framework. This will include:
1. A capacity audit across key stakeholders to identify resource availability in terms of staffing and funding to deliver the framework;
  2. Detailed action planning by lead stakeholders with an immediate focus on short term actions;
  3. An options appraisal of strategic delivery and leadership approaches - options could include strengthening of existing organisational capacity; identifying theme leads; or exploring the potential for a new delivery body/vehicle with a focus on economic development; and
  4. A funding review to identify capacity funding options to underpin coordination activities as well as resourcing action frameworks.

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<sup>33</sup> Where LEPs are referred to within action frameworks throughout this document this terminology also applies to successor organisations/arrangements.



## 10 Monitoring and Review

10.1 This chapter deals with the approach to monitoring and review of the strategic economic framework.

### General principles

- 10.2 A joined-up approach to monitoring and review is vital given the number of stakeholders engaged. This will enable a shared and consistent understanding of progress. There is opportunity to integrate and align with monitoring activities for the Harlow EDS to deliver efficiency and consistency.
- 10.3 A process will be set in place for a high-level annual monitoring update with more substantive reviews at five-year intervals. Annual monitoring will feed into tactical adjustment, with the five-year reviews informing more substantive strategy updates.
- 10.4 Monitoring and review will draw on both qualitative and quantitative approaches. In the early years the focus will be on activity monitoring against the framework themes.
- 10.5 Effective monitoring and review will require appropriate resourcing and leadership. Partners will need to establish a lead body with sufficient capacity to deliver the monitoring and review requirements.

### Data limitations

- 10.6 Quantitative monitoring using official ONS datasets will be subject to some limitations and influences which are recognised:
1. In particular, HGGT is not a statistical entity in itself. Some key datasets only report at Local Authority District (LAD) level including the most complete measure of total jobs for local areas. This may require different approaches to build robust data or interpret available evidence. This might include using Harlow as a proxy for some indicators;
  2. There are timing lags, or infrequent releases of some datasets (e.g. Census of Population) which doesn't allow real time monitoring of progress. In some cases this may require local level monitoring of activity;
  3. In addition, economic performance will be influenced by wider influences including the global and national economic environment and policy approaches; and
  4. Individual datapoints should not be over interpreted. Local area data within national datasets can be volatile and based on relatively small sample sizes. There can also be 'lumpy' impacts on a range of indicators. The focus should therefore be on trends and patterns over time.

### Headline monitoring dashboard

- 10.7 At the core of this economic framework is developing a balanced community, with a significant step change in employment growth required. Tracking progress against these core aims should be at the heart of headline monitoring.
- 10.8 The following headline key performance indicators should be monitored:

- Dwellings completions
- Population change
- Jobs change<sup>34</sup>

10.9 A simple model to monitor the balance of jobs, population and dwellings will be useful to track progress against the balanced community ambition. This can be used to identify whether employment growth is keeping pace with residential development and be compared to the key milestones set out within the road map set out at Figure 3.

10.10 Sectoral performance will also need to be tracked to help understand the nature of change taking place and inform potential adjustments to theme level activities.

## Theme specific monitoring

10.11 Theme level monitoring will need to be focused on tracking progress against framework actions and objectives. However, monitoring arrangements must be put in place to collect and collate data to allow output tracking over time.

10.12 More detailed action level monitoring will be developed by action leads. As part of the five-yearly review cycle a deeper view on impact and outcomes will be appropriate.

## Inward Investment

10.13 In addition to tracking overall progress against the theme action framework and objectives, data will need to be collected on the number of enquiries received and the number, scale and type of projects secured.

10.14 It is acknowledged that there will be inward investments that are not recorded, particularly within SME sector, as they will take place without notification to public bodies. Therefore any data reporting is likely to be incomplete. However, it can be used to track engagement with targeted actions.

## Business and Innovation Support

10.15 The focus will be on tracking progress against the action framework and theme objectives. As part of developing detailed actions we need to develop systems to track engagement and take up of services to monitor reach, as well as exploring approaches for assessing effectiveness.

10.16 Analysis of published data on business start-up, survival and size will enable monitoring of overall progress.

## Employment Sites and Premises

10.17 Headline information will be available through the respective Authority Monitoring Report (AMR) preparation process for each of the district councils. This will enable analysis of site

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<sup>34</sup> Given limitations to official datasets this may require HGGT level data to be 'built' using fine grained data. Total jobs data could be constructed drawing on Inter Departmental Business Register (IDBR) data which is available to local authorities but is not publicly available. This would allow an estimate of total employment to be constructed for a bespoke geography. This would likely provide a more robust estimate than the Business Register and Employment Survey (BRES) which can be subject to heavy rounding or the Jobs Density (Total Jobs) measure which is not available below local authority level.

delivery and availability. This will be supplemented with qualitative analysis to identify effective supply.

- 10.18 A protocol will be established for tracking enquiries, and particularly unsatisfied enquiries where sites and premises availability is a key concern.
- 10.19 Consistent information and communication will be critical within this theme given the three local planning authorities and wide range of stakeholders.

### **Skills and Training**

- 10.20 As well as qualitative tracking of progress against the action framework wider monitoring of data to understand whether Harlow residents are benefiting from the growth opportunities arising from HGGT will be central. This will include tracking indicators such as labour force participation (economic activity and employment rates) as well as qualification profile and earnings data. This will be monitored to identify whether gaps with sub-regional and national benchmarks are closing.
- 10.21 As set out within the action framework, developing intelligence on skills gaps tracking will be required to ensure training provision can respond to need in a timely manner.

### **Community Wealth Building**

- 10.22 This theme will require local 'bottom up' monitoring, building from project and action level data capture in terms of social value secured. It is therefore vital that a meaningful tracking and monitoring function is established to ensure delivery of social value which is set out in developer agreements.

## Appendix 1. Policy Summary

- A1.1 Existing policy and strategy set out a range of underlying principles for HGGT. The driving force for the HGGT is the ambition to strengthen and grow the Harlow economy, transforming the town into a place with a strong enterprise environment and building it into a well-designed community where everyone can thrive.
- A1.2 Key principles set out within the HGGT Vision document relevant to economy and employment include the need to be:
- Adaptable – able to respond to economic shifts and emergence of new sectors;
  - Sustainable – people inspired to work locally and encourage travel actively; and
  - Innovative – spearheading nation’s response to UK Industrial Strategy.
- A1.3 The principles underlie the strategies and policies set out by HGGT and align with relevant Local Plans of Harlow, Epping Forest and East Hertfordshire. The policies set out the objective to support inclusive economic growth by building on, promoting, and expanding Harlow’s creativity, innovation, and sustainability assets.

### Innovation and key sectors

- A1.4 Across the HGGT Vision, Employment Commission, Transport Statement, and Sustainability Guidance documents there is a consistent collective ambition to foster economic growth and sustainable development through creating opportunities for businesses and people to grow, relocate, and expand. The HGGT documents also align with the ideas and objectives presented in relevant Local Plans and Economic Strategies, which position HGGT as a future place of economic sustainability, inclusivity, and prosperity at the heart of the UK Innovation Corridor.
- A1.5 Relevant Local Plans and the Harlow Economic Development Strategy recognise that enterprise and innovation are primary drivers of strong economies. Harlow already has significant strengths and innovation assets in key sectors of life sciences, advanced manufacturing, and Digital/ICT, and has the potential to grow as a location for world class knowledge-based businesses. Additionally, there is a large focus on building the Digital Innovation Zone with gigabit capable broadband infrastructure, to further support the digital/ICT sector and drive economic growth.
- A1.6 Across the relevant documentation is a clear articulation of the opportunities surrounding Harlow’s key sectors alongside the potential to capitalise on the locational advantage of being situated between the global cities of London and Cambridge to facilitate continued investment and innovation. Harlow’s previous Economic Development Strategy (2017) puts forward the idea that ‘innovation will continue to be the hallmark of Harlow’s Economy’, creating a diverse employment base and an environment for businesses to locate and thrive. Building this reputation for innovation is also a key aspect of Harlow’s Local Plan and the HGGT Vision.
- A1.7 To build upon the innovation and sectoral opportunities, key investments in Harlow are being delivered which are located within the Harlow Enterprise Zone. Investments are being made in the Harlow Innovation Park with the Anglia Ruskin MedTech Innovation Centre, Kao Park, the potential relocation of UK Health Security Agency (formerly Public Health England),

and the confirmed new Princess Alexandra Hospital to help develop Harlow into a leading science and technology-based economy.

- A1.8 The Harlow Economic Development Strategy (EDS) (2023 - 2028) notes that since the last strategy, Harlow has secured investment through the Towns Fund, UK Shared Prosperity Fund and Community Renewal Fund, amongst others, to improve infrastructure for local businesses. The EDS carries over the ambitions and visions of relevant policy documents, articulating that creating jobs is the key priority for the next 5-year period. To enable economic success and support a balanced community, the Strategy revolves around 2 core themes:
- Resourcing and partnership for growth: to identify opportunities for collaboration and investment to achieve wider ambitions of business, productivity, and employment growth.
  - Competitiveness for growth: to promote and support Harlow Innovation Park and the Enterprise Zone as priority locations for high value employment generation.
- A1.9 The EDS also aims to ensure Harlow capitalises on the economic opportunities generated in the transition to net zero, ensuring that HGGT plans align with the Council to deliver maximum social and economic benefits to the community and its future residents.

### Town Centre regeneration

- A1.10 As well as key employment sites, HGGT has a key ambition to create a vibrant and resilient town centre at the heart of the Garden Town. HGGT aim to deliver this by providing high quality homes, shops, and workspaces which will enable business activity and attract people to live and work in the area.
- A1.11 Regeneration of the town centre is an important part of HGGT's future growth ambitions, and delivering this is set to boost the local economy for residents and visitors and welcome SME start-ups and entrepreneurialism. HGGT documents and relevant strategies aim to establish the town centre as a cultural and commercial core.
- A1.12 A Harlow Town Centre Masterplan Framework has been produced which identifies opportunity areas for regeneration and investments into the Town Centre are progressing in support of achieving HGGT's economic growth ambition.
- A1.13 The Harlow Town Investment Plan notes that a core initiative is to redesign the town centres as places that are easily accessible, where employment and services are in close proximity, so residents have options for flexible working.
- A1.14 The HGGT have already secured funding (from the UK Governments Towns Fund) for 3 proposed town centre regeneration projects, and have also secured funding from the Housing Infrastructure Funds and Levelling Up Funds to support developments within the Garden Towns.

### Sustainability

- A1.15 Sustainability is deeply rooted within HGGT principles and ambitions, with strategies consistently interlinking the notion with economic development. The HGGT Vision and Transport Strategy indicate that the Garden Communities will be joint with sustainable transport corridors, allowing for wide accessibility to local residents and visitors.

- A1.16 Ambitions of building Harlow into a place of good design are coherent across relevant policy, where providing greater proximity and access to leisure and recreation, workspaces, and green spaces will deliver more opportunities for people to live and work within the Garden Town. This will allow for adaptability and the option for flexible working amongst residents, helping to facilitate ongoing economic growth and prosperity.
- A1.17 The strategies for HGGT build upon the ideas of creating walkable neighbourhoods and make clear that a hierarchy of importance for travel needs should influence HGGT activity: reducing the need to travel, encouraging walking and cycling; using public; transport; moving away from private vehicle use.

### Documents summarised:

- HGGT Vision and Design Guide
- HGGT Employment Commission 2020
- HGGT Transport Strategy 2022
- HGGT Sustainability Guidance and Developer Checklist 2022
- Harlow Corporate Strategy 2021-23
- Harlow Economic Development Strategy 2017
- Harlow Economic Development Strategy 2023-2028
- Harlow Town Investment Plan (as produced for the Towns Fund bid)
- Local Plan for East Herts and Harlow and supporting evidence
- Local Plan for Epping Forest
- Harlow Town Plan
- Harlow Future Prospects Study 2013
- Essex County Council Sectoral Development Strategy 2022
- Essex County Council 'Desired economic development outcomes and guidance for major developments'
- Essex County Council Economic Growth Plan
- Everyone's Essex
- Hertfordshire County Council Corporate Plan 2022
- Hertfordshire Enterprise and Innovation Strategy 2021
- Essex and Herts Digital Innovation Zone – Digital Strategy

## Appendix 2. Methodology and Results

A2.1 The following note sets out the approach to modelling the economic road map and employment land requirement for the Harlow and Gilston Garden Town (HG GT) area.

### Dwelling Numbers

A2.2 Housing numbers and delivery trajectory information has been obtained from the Local Plans for each of the local authority areas that comprise HG GT. Where possible these figures have been adjusted based on the latest information available from each of the local authorities including approved planning applications. This information is summarised in the following table.

**Table 4 Total Dwelling Numbers and Trajectory for HG GT**

	2023-28	2028-33	2033-38	2038-45	Total
Dwellings	4,400	7,200	4,300	3,700	19,500

### Housing-led Jobs (Top Down Approach)

A2.3 Three methods have been used to calculate the number of jobs required at HG GT:

- Demographic Led
- Workers per Dwelling
- Jobs per Dwelling

A2.4 This is in-line with the approach adopted in the previous HG GT Employment Commission report<sup>35</sup>.

#### Demographic Led

A2.5 This approach considers the future changes in the working population of Harlow based on:

- West Essex and East Hertfordshire Strategic Housing Market Assessment<sup>36</sup> on future average household size;
- 2018-based Sub National Population Projections (SNPP) on working age population share;
- Sub National Population Projections (SNPP), Office for Budget Responsibility and ONS Annual Population Survey (APS) on economic activity rates; and
- HJA assumptions on unemployment rates based on APS.

A2.6 This approach results in a total jobs requirement of 23,600 for the period 2023 – 45.

<sup>35</sup> Hardisty Jones Associates (2020) Harlow & Gilston Garden Town Employment Commission

<sup>36</sup> Opinion Research Services (2017) West Essex and East Hertfordshire Strategic Housing Market Assessment: Establishing the Full Objectively Assessed Need

## Workers per Dwelling

A2.7 This approach uses data on the number of dwellings and the number of people in employment from the latest Census (2021) to calculate a workers per dwelling figure. This is used as a fixed assumption for the period 2023 – 2045.

A2.8 This results in a total jobs requirement of 22,200 for the period.

## Jobs per Dwelling

A2.9 Similar to the above approach, this method uses data on the number of jobs (sourced from Jobs Density data) and the number of dwellings to calculate a jobs per dwelling figure. This is used as a fixed assumption for the period 2023 – 2045.

A2.10 This results in a total jobs requirement of 23,700 for the period.

## Summary

A2.11 The three approaches provide a range for jobs required in HGGT of between 22,150 and 23,710 over the period 2023 – 2045. The results of the three approaches divided into three five-year period and the remaining seven years to 2045, are presented in the figure below.

**Table 5 Jobs Required in HGGT**

	2023-28	2028-33	2033-38	2038-45	Total
Demographic Led	5,300	8,700	5,200	4,500	23,800
Workers per Dwelling	5,000	8,200	4,900	4,200	22,300
Jobs per Dwelling	5,400	8,700	5,200	3,400	22,700
<b>Average</b>	<b>5,200</b>	<b>8,500</b>	<b>5,100</b>	<b>4,000</b>	<b>22,900</b>

A2.12 The above analysis shows that jobs requirements range from 22,300 and 23,800, with the largest requirement occurring in the period 2028 – 33.

## Employment Forecasting (Bottom Up Approach)

A2.13 Employment forecasts for the three local authority areas have been obtained from the East of England Forecasting Model (EEFM) 2019.

A2.14 These forecasts have been adjusted to the 'preferred scenario' as set out in the West Essex and East Hertfordshire Assessment of Employment Needs (2017)<sup>37</sup>. This is considered the **baseline scenario** for the purposes of this report.

A2.15 The **baseline scenario** adjusts the EEFM employment forecasts to account for:

- The relocation of UKHSA (UK Health Security Agency) to Harlow
- Stansted Airport growth plans
- Harlow Enterprise Zone proposals

<sup>37</sup> Hardisty Jones Associates (2017) West Essex and East Hertfordshire Assessment of Employment Needs. Adopting a consistent approach aligns this analysis with the evidence base for the respective Local Plans and HGGT Employment Commission.

- Additional service sector employment due to higher population growth

### Relocation of UKHSA

A2.16 The direct effects of the potential relocation of UKHSA will impact workplace data for Harlow only<sup>38</sup>. The latest government figures suggest that there will be 2,750 staff based at the new site by 2031<sup>39</sup>.

A2.17 Following informal consultation with UKHSA it was noted that the scale of any relocation is now expected to be smaller. On this basis the figure for total jobs relocated has been reduced to 2,000 people. It is assumed jobs begin to arrive in Harlow in 2028 and reach 2,000 by 2034 based on information provided informally by UKHSA. It is assumed these roles will be distributed across both the Research & Development and Public Administration sectors in keeping with current UKHSA employment.

### Stansted Airport

A2.18 Analysis of the impacts of an expanded Stansted Airport<sup>40</sup> indicates that there will be displacement of employment from the three local authority areas into Uttlesford. These impacts were forecast to begin in 2012. By 2023, employment was forecast to be reduced by 630 across the HGGT area. This was forecast to reach 990 by 2033. It is assumed this remains stable across the remaining forecast period up to 2045. Therefore, employment between 2023 and 2045 is forecast to decline by a further 360.

A2.19 Employment is forecast to decline in Retail, Land Transport, Business Services, Employment Activities, Arts & Entertainment, and Other Services.

### Harlow Enterprise Zone

A2.20 Harlow has a designated Enterprise Zone across three sites. The 2017 West Essex and East Hertfordshire Assessment of Employment Needs (2017) assumed an uplift of 2,500 jobs in Harlow to account for the Enterprise Zone. These impacts were forecast to begin in 2019. By 2023, employment was forecast to have increase by 830 across the Telecoms, Computer Related Activities, Professional Services, Research & Development and Business Services sectors.

A2.21 Employment is assumed to reach 2,500 by 2033 and remain at this level up to the end of the forecast period (2045). Therefore, an increase of 1,670 is forecast between 2023 and 2045.

### Additional Service Sector Employment

A2.22 The population assumptions underlying the EEFM used in this analysis assume a lower overall population than the population projections underlying the analysis set out within ORS Updating of Overall Housing Need (2016)<sup>41</sup> over the period 2023 to 2033.

<sup>38</sup> The workforce effects will be felt more widely than Harlow, as will indirect and induced impacts.

<sup>39</sup> Source: <https://www.gov.uk/government/publications/phe-harlow-science-hub-proposals/phe-harlow-science-hub-proposals#jobs-and-training> [Accessed 16 May 2023]. Previous coverage indicated total employees at the site could rise to ~3,250 over time.

<sup>40</sup> Oxford Economics (2013) Economic Impact of Stansted Scenarios

<sup>41</sup> Opinion Research Services (2016) Updating the Overall Housing Need: Based on 2014-based Projections for West Essex & East Herts

A2.23 A larger population will result in additional demands for services impacting the Retail, Accommodation & Food Services, Education, Health & Care, Arts & Entertainment, and Other Services sectors.

A2.24 To account for this, ORS population assumptions have been extended to 2045 using the average annual growth rate between 2023 and 2033. The difference in the population estimates between 2023 and 2045 are then calculated in order to estimate the additional employment across the services sectors.

A2.25 Over the period 2023 – 2045 this results in a total increase of 9,800 jobs.

### Allocation of Baseline Scenario

A2.26 The above scenario covers the three local authority areas of East Hertfordshire, Epping Forest and Harlow. Whilst the entirety of Harlow lies within the HGGT, only a proportion of the two other local authorities falls within the HGGT boundary.

A2.27 The proportion of forecast employment growth within East Hertfordshire and Epping Forest that will occur within HGGT has been estimated based on the proportion of total dwellings in each local authority area that will be delivered in the HGGT area over the period 2023 – 2033.

A2.28 This results in 22% of employment growth in East Hertfordshire and 40% of employment growth in Epping Forest being allocated to the HGGT area. This is used as a fixed assumption over the period 2023 – 2045.

### Adjusted Scenario

A2.29 A review of the **baseline scenario** indicates it likely underestimates the employment generated in the HGGT area as a result of the need to provide additional services to the new residents of HGGT.

A2.30 The **baseline scenario** has been adjusted to account for the additional employment that will be introduced to the HGGT area through the provision of service infrastructure to meet the needs of additional residents. This is set out in the Infrastructure Delivery Plan (IDP) 2022. This scenario is called the **baseline + IDP scenario**.

A2.31 It is not possible to forecast all the employment that will result from additional infrastructure, so the focus is on anticipated employment change in the Health and Education sectors.

A2.32 It is estimated an additional 1,600 jobs will be required in the HGGT within the Health and Education sectors over the period 2023 – 2045. Given the inability to forecast all jobs growth in the area this figure should be seen as a minimum uplift.

### Summary

A2.33 The following table shows the employment forecasts resulting from the **baseline scenario** and the **baseline + IDP scenario**.

**Table 6 Employment Change in HGGT Area**

	2023-28	2028-33	2033-38	2038-45	Total
Baseline Scenario	4,500	5,600	3,700	4,500	18,000
Baseline + IDP Scenario	4,900	6,200	4,100	4,700	20,000

## Closing the Gap

A2.34 Comparing the average number of jobs required in the HGGT area (23,000) with the **baseline + IDP scenario** which yields 20,000 jobs shows there is a discrepancy of 3,000 jobs.

A2.35 Given the ambition for the HGGT area to achieve balanced growth we have examined the impact of both the **baseline + IDP scenario** and the gap between this scenario and the jobs requirements for HGGT based on housing growth.

A2.36 Employment land forecasts for both the **baseline scenario** and the **baseline + IDP scenario** will differ by only a small amount as the later includes additional Health and Education employment which do not have large employment land implications. However, we have used the **baseline + IDP scenario** to forecast employment land requirements as it will be important to ensure there is sufficient land to provide service infrastructure for HGGT.

## Calculating the Gap

A2.37 To calculate the gap between jobs and employment we have used the average of the jobs required under the three approaches (23,000) compared with the employment figures in the **baseline + IDP scenario** of 20,000.

A2.38 Modelling has been undertaken in five year intervals between 2023 and 2038, and then for the remaining seven years. The difference between the average of jobs required and the **baseline + IDP scenario** for these intervals is shown in the figure below.

**Table 7 Gap Between Jobs Requirement and Baseline +IDP Scenario**

	2023-28	2028-33	2033-38	2038-45	Total
Average Jobs Required	5,200	8,500	5,100	4,000	23,000
Baseline + IDP Employment	4,900	6,200	4,100	4,700	20,000
<b>Gap</b>	<b>400</b>	<b>2,400</b>	<b>1,000</b>	<b>(700)</b>	<b>3,100</b>

## Employment Land Forecasting

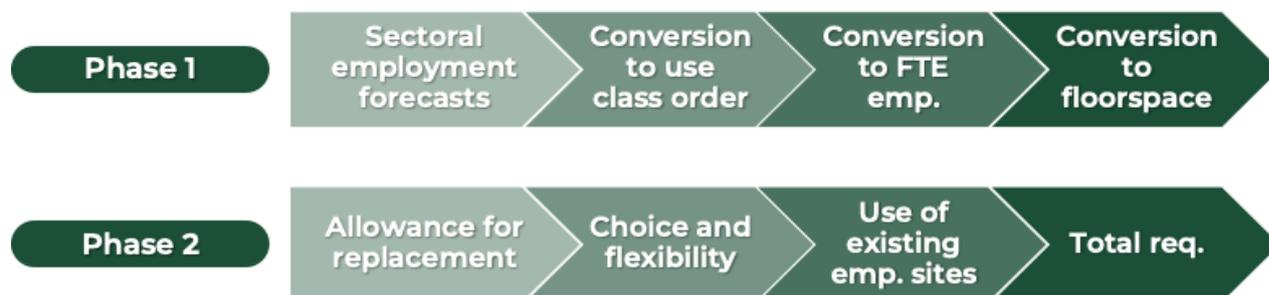
A2.39 Employment from both **baseline + IDP scenario** and the **gap** have been converted to employment land based on the approach set out below.

### Approach

A2.40 The approach adopted to estimate employment land requirements is broadly consistent with that used in the previous employment study. Data has been updated where possible to account for changes in the local area.

A2.41 The figure below provides a summary diagram of the approach adopted to assess future sites and premises requirements.

**Figure 7 Approach to modelling sites and premises requirements**



A2.42 Phase 1 takes account of the net changes in the economy i.e. the growth and decline of particular sectors. The sectoral employment projections are converted to Use Classes. This provides an indication of the spread of future employment change across the full range of planning Use Classes and none. From that point onward the focus is upon Use Classes E(g), B2, and B8, with other elements of the evidence base more suited to informing the detailed requirements for C, other E uses except for E(g), and Sui Generis. The net employment changes in the E(g), B2, and B8 Use Classes are then converted to property and land requirements using employment and development density assumptions.

A2.43 Phase 2 then considers wider market factors, particularly the need to recognise the churn in the economy and the associated need to replace and upgrade property stocks. For example, whilst the manufacturing sector as a whole has experienced well-documented decline in its employment base, there has been a continued demand for new premises within which to operate. This demand can be driven by existing companies needing more/less space, a different location, or a different type of premises. It can also be driven by new companies in the market, which may not find the right type of property available in the right location within the market. As a result, whilst overall a sector may be in decline (although this still applies to growing sectors too), there are changes beneath the surface that continue to drive demand. This can be a particular issue where existing stocks are ageing or where vacant sites are no longer in the locations that are suitable to modern occupiers. This also ensures provision is made for replacing sites that might be lost from employment use to other uses. Also, within Phase 2 the assessment builds in an allowance for choice and flexibility. This element needs to take account of offering location choice as well as choice in terms of the type of property and setting.

### Phase 1: Net Additional Requirement

A2.44 The first step is to allocate the employment gap per period to employment sectors. This is allocated on the basis of the distribution of employment in the **baseline + IDP scenario** across sectors in the related time period. This allows for macro-trends in the movement of labour across sectors to be reflected in the gap analysis.

A2.45 There are three stages to converting employment to floorspace requirements. The assumptions used to undertake this conversion are set out below.

### SIC to Use Class Matrix

10.23 Employment change by sector has been converted to Use Class order using the matrix set out in Table 16 at the end of this appendix. Converting sectoral employment to Use Classes requires a level of subjective assumption. This has been undertaken using a three-step approach.

- *Step One* is a standardised matrix, which allocates employment in each 4 digit SIC sector of the economy to one or more Use Classes. For example, manufacturing activities are allocated 100% to B2. Consideration is also given to peripatetic working where workers may not require any employment land to undertake their business activity. For example, General Cleaning of Buildings is allocated 10% to E(G)(i) (representing the management activities of such a company) and 90% to 'none' as cleaners will be involved in cleaning locations other than their own workplace.
- *Step Two* adjusts for local patterns of homeworking. This utilises data drawn from the 2011 Census of Population for the three local authorities that comprise the HGGT area. This data has been adjusted to 2019 figures (prior to the Covid-19 pandemic) by inflating the figures by the increase seen in homeworking over the period 2011 – 2019 seen across the UK. This identifies the percentage of jobs in each sector that are fulfilled through homeworking. For example, 15% of manufacturing workers list homeworking. Therefore, the master matrix is adjusted so that 85% of jobs are in B2 and 15% homeworking.
- *Step Three* weights the matrix to the local area. That is, the East of England Forecasting Model (EEFM) provides data for 31 sectors, each of these comprises a number of fine grained 4-digit SIC sectors. The employment data for the more than 600 4-digit SIC sectors is fed into the stage two matrix, to generate a weighted matrix for the 31 EEFM sectors. This is necessary to ensure the matrix is appropriate to the local area.

### Conversion to FTE Employment

A2.46 Employment figures are converted to full-time equivalents (FTEs) to facilitate the use of data on employment density which is provided per FTE.

A2.47 The conversion rates used are the same as in the previous Employment Commission, and are based on two part-time workers being equivalent to one full-time worker.

### Conversion to Floorspace

A2.48 Floorspace per worker assumptions are based on the HCA Employment Density Guide (2015)<sup>42</sup>. This assumes a direct link between employment and floorspace requirements.

A2.49 The assumptions used are the same as in the previous Employment Commission report.

### Results

A2.50 The results of the first phase of modelling are presented in Table 8.

<sup>42</sup> Homes and Communities Agency (2015) Employment Density Guide: 3<sup>rd</sup> Edition

**Table 8 Net Additional Floorspace Requirement 2023 - 45 (Sq m)**

	Baseline + IDP	Gap	Total
E(g)(i)	37,300	5,600	<b>42,900</b>
E(g)(ii)	57,300	5,200	<b>62,500</b>
<b>Offices</b>	<b>94,600</b>	<b>10,800</b>	<b>105,400</b>
E(g)(iii)	700	200	<b>1,000</b>
B2	(6,000)	4,600	<b>(1,400)</b>
<b>General Industrial</b>	<b>(5,300)</b>	<b>4,800</b>	<b>(400)</b>
B8	3,600	13,400	<b>17,000</b>
<b>Warehousing &amp; Logistics</b>	<b>3,600</b>	<b>13,400</b>	<b>17,000</b>

A2.51 The figure above shows a decline in requirement for General Industrial and space under the **baseline + IDP scenario**. This is not an unusual finding as employment in the sectors that significantly influence this Use Class (Manufacturing) is forecast to remain broadly the same or decline. This does not mean there is no demand for this type of space, simply that employment growth is not the primary driver of this demand.

A2.52 The **gap analysis** shows a positive requirement for employment floorspace across all Use Classes. This is because the additional jobs required as a result of the gap are distributed across all employment sectors according to the forecast distribution of employment across sectors in that time period. This means that unless there is no employment in a sector then some of the employment in the gap will be allocated to the sector.

## Phase 2: Total Requirement

A2.53 Three adjustments must be made to convert the results of phase one into an overall employment floorspace requirement. The assumptions used to undertake this conversion are set out below.

### Replacement

A2.54 Data on the stock of employment land in each category in Harlow has been estimated from the VOA (Valuation Office Agency) Non-Domestic Ratings List (2023).

A2.55 We have assumed a total 1% replacement rate per annum across both scenarios as this is place based rather than scenario dependent.

### Flexibility

A2.56 A choice and flexibility allowance of 10% has been added to the requirement in-line with the previous employment study.

### Use of existing employment sites

A2.57 A proportion of the floorspace requirements will be built on brownfield land that is already part of the employment land stock. This means that not all the employment land requirement needs to be met with new land supply.

A2.58 Data analysis and discussion with local authorities was undertaken in the previous employment land study to understand the volume of B-Use Class premises had been constructed on existing B-Use Class land in the previous five-to-ten-year span. This resulted in the following assumptions.

**Table 9 Use of Existing Sites Assumptions in Previous Study**

Time Period	Harlow
2016 – 2033	70%
Post 2033	40%

A2.59 This work has not been updated for this analysis Therefore, we have assumed 70% of supply is delivered on existing sites up to 2033, and 40% post 2033.

### Results

A2.60 The total floorspace requirement following these allowances are set out in the tables below.

**Table 10 Total Office Floorspace Requirement 2023 - 2045 (Sq m)**

	Baseline + IDP	Gap	Total
Net Additional Requirement	95,000	11,000	<b>105,000</b>
Replacement Provision	23,000	-	<b>23,000</b>
<b>Gross Requirement</b>	<b>118,000</b>	<b>12,000</b>	<b>128,000</b>
Flexibility Allowance	12,000	1,000	<b>13,000</b>
<b>Total Requirement</b>	<b>129,000</b>	<b>13,000</b>	<b>141,000</b>
Delivered on Existing Employment Sites	80,000	8,000	<b>88,000</b>
<b>Net Requirement (on new sites)</b>	<b>50,000</b>	<b>4,000</b>	<b>54,000</b>

\*Totals may not sum due to rounding

A2.61 The total office floorspace requirement is 54,000 sq m including 50,000 from the **baseline + IDP scenario** and an additional 4,000 sq m from the **gap analysis**.

**Table 11 Total General Industrial Floorspace Requirement 2023 - 2045 (Sq m)**

	Baseline + IDP	Gap	Total
Net Additional Requirement	(5,000)	5,000	<500
Replacement Provision	61,000	-	61,000
<b>Gross Requirement</b>	<b>56,000</b>	<b>5,000</b>	<b>60,000</b>
Flexibility Allowance	6,000	<500	6,000
<b>Total Requirement</b>	<b>61,000</b>	<b>5,000</b>	<b>66,000</b>
Delivered on Existing Employment Sites	34,000	4,000	38,000
<b>Net Requirement (on new sites)</b>	<b>27,000</b>	<b>1,000</b>	<b>28,000</b>

\*Totals may not sum due to rounding

A2.62 The total general industrial floorspace requirement is 28,000 sq m including 27,000 from the **baseline + IDP scenario** and an additional 1,000 sq m from the **gap analysis**.

**Table 12 Total Warehousing & Logistics Floorspace Requirement 2023 - 2045 (Sq m)**

	Baseline + IDP	Gap	Total
Net Additional Requirement	4,000	13,000	17,000
Replacement Provision	104,000	-	104,000
<b>Gross Requirement</b>	<b>107,000</b>	<b>13,000</b>	<b>121,000</b>
Flexibility allowance	11,000	1,000	12,000
<b>Total Requirement</b>	<b>120,000</b>	<b>15,000</b>	<b>133,000</b>
Delivered on Existing Employment Sites	64,000	10,000	74,000
<b>Net Requirement (on new sites)</b>	<b>54,000</b>	<b>4,000</b>	<b>58,000</b>

\*Totals may not sum due to rounding

A2.63 The total warehousing & logistics floorspace requirement is 58,000 sq m including 54,000 sq m from the **baseline + IDP scenario** and an additional 4,000 sq m from the **gap analysis**.

## Employment Land Requirements

A2.64 To convert floorspace into land requirements requires the use of development density assumptions. The previous report used a development density range of 40% to 100% for office space, and 40% for industrial space. Warehousing and logistics space was reported as part of the industrial figure.

A2.65 This report uses the same development densities for office space. However, it uses 40% for general industrial and 35% for warehouse and logistics space.

A2.66 For offices, requirements are best reported in terms of floorspace for planning purposes, as varying development densities generated by different types of office developments can create large ranges e.g. the differing nature of multi-storey development 'in-town' (typically with a development density of 100%+) and fewer storeys 'out-of-town' (typically with

development densities of ~40%). We have presented a range to reflect the variation of development densities with the lower end of the range reflecting all office floorspace requirements built at 100% density, and the higher end of the range reflecting all offices built at 40% density.

### Results

A2.67 The overall land requirement for the **baseline + IDP scenario** is presented in the table below. It is also shown for five-year blocks between 2023 and 2038, and then for the remaining period up to 2045.

**Table 13 Total Land Requirement for the Baseline + IDP Scenario (ha)**

	2023-28	2028-33	2033-38	2038-45	Total
Offices	1.0 – 2.4	1.8 – 4.6	1.2 – 2.9	1.0 – 2.5	5.0 – 12.4
General Industrial	1.2	1.3	1.7	2.5	6.7
Warehousing & Logistics	2.5	2.3	4.5	6.2	15.5
<b>Total</b>	<b>4.6 – 6.1</b>	<b>5.4 – 8.2</b>	<b>7.4 – 9.1</b>	<b>9.7 – 11.2</b>	<b>27.0 – 34.6</b>

\*Numbers may not sum due to rounding

A2.68 The overall land requirement for the **gap analysis** is presented in the table below. It is also shown for five-year blocks between 2023 and 2038, and then for the remaining period up to 2045.

**Table 14 Total Land Requirement for the Gap Analysis (ha)**

	2023-28	2028-33	2033-38	2038-45	Total
Offices	0.0 – 0.1	0.3 – 0.7	0.2 – 0.6	(0.2) – (0.5)	0.4 – 1.0
General Industrial	0.1	0.4	0.2	(0.3)	0.4
Warehousing & Logistics	0.2	1.1	0.7	(0.8)	1.2
<b>Total</b>	<b>0.3 – 0.4</b>	<b>1.7 – 2.2</b>	<b>1.2 – 1.5</b>	<b>(1.2) – (1.5)</b>	<b>2.0 – 2.6</b>

\*Numbers may not sum due to rounding

A2.69 The overall land requirement for combining both the above scenarios is presented in the table below. It is also shown for five-year blocks between 2023 and 2038, and then for the remaining period up to 2045.

**Table 15 Total Overall Land Requirements Combining Both Scenarios (ha)**

	2023-28	2028-33	2033-38	2038-45	Total
Offices	1.0 – 2.5	2.1 – 5.3	1.4 – 3.5	0.8 – 2.0	5.3 – 13.3
General Industrial	1.2	1.6	2.0	2.2	7.1
Warehousing & Logistics	2.7	3.4	5.2	5.4	16.7
<b>Total</b>	<b>4.9 – 6.4</b>	<b>7.2 – 10.4</b>	<b>8.6 – 10.7</b>	<b>8.5 – 9.6</b>	<b>29.1 – 37.1</b>

\* Numbers may not sum due to rounding

A2.70 The table above shows that the overall land requirement when combining the **baseline + IDP scenario** and the **gap analysis** is between 29.1 and 37.1 ha over the period 2023 – 2045.

A2.71 The largest land requirement comes from Warehousing & Logistics which totals over 16 ha over the period 2023 – 2045.

A2.72 The period 2033 – 2038 sees the largest land requirement of any period with a maximum requirement of over 10 ha in the five year period.

## Backlog

A2.73 According to modelling underpinning the Harlow and Gilston Garden Town Employment Commission (March 2020), a requirement of 76,400 sq m of employment floorspace (B1/B2/B8) was identified during the period 2016–2023. This requirement includes replacement needs.

A2.74 Based on information provided by local council officers, an indicative 20,800 sq m of employment floorspace has been delivered on allocated sites during the period 2016–2023. It is important to note this figure is indicative (based on assumed development densities), and does not include employment floorspace that may have been delivered on unallocated sites. Nevertheless, this suggests there has been a shortfall in employment floorspace delivery to this point in the plan period. Despite challenging employment growth thus far negating some of the net additional floorspace requirements from changes in the economy, the replacement requirement over this period will have been unmet. As such, employment floorspace delivery at this point of the plan period is likely to be in a net negative position.

A2.75 The weak commercial development market for some property types as well as constrained supply may, in part, have limited new development. Replacement of aged and dilapidated stocks does not take place in a linear or evenly spread timeline. Therefore some adjustment for enabling this undelivered requirement is appropriate. Based on a 40% development density this backlog is estimated at up to 14 hectares.

Table 16 SIC Use Class Matrix

	A1	A2	A3-5	E(g)(i)	E(g)(ii)	E(g)(iii)	B2	B8	C1	C2	C3	D1	D2	SG	None & Homeworking
Agriculture	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%
Mining & quarrying	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%
Manufacturing - food manufacturing	0%	0%	0%	0%	0%	0%	85%	0%	0%	0%	0%	0%	0%	0%	15%
Manufacturing - general manufacturing	0%	0%	0%	0%	0%	3%	79%	0%	0%	0%	0%	0%	0%	0%	18%
Manufacturing - chemicals only	0%	0%	0%	0%	0%	0%	85%	0%	0%	0%	0%	0%	0%	0%	15%
Manufacturing - pharmaceuticals	0%	0%	0%	0%	0%	0%	85%	0%	0%	0%	0%	0%	0%	0%	15%
Manufacturing - metals manufacturing	0%	0%	0%	0%	0%	0%	85%	0%	0%	0%	0%	0%	0%	0%	15%
Manufacturing - transport equipment	0%	0%	0%	0%	0%	0%	85%	0%	0%	0%	0%	0%	0%	0%	15%
Manufacturing - electronics	0%	0%	0%	0%	0%	0%	85%	0%	0%	0%	0%	0%	0%	0%	15%
Utilities	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	68%	32%
Waste & remediation	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	68%	32%
Construction	0%	0%	0%	5%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	95%
Wholesale	2%	0%	0%	2%	0%	0%	0%	61%	0%	0%	0%	0%	0%	23%	13%
Retail	79%	0%	0%	0%	0%	0%	0%	4%	0%	0%	0%	0%	0%	1%	16%
Land transport	0%	0%	0%	11%	0%	0%	0%	47%	0%	0%	0%	0%	0%	1%	41%
Water & air transport	0%	0%	0%	0%	0%	0%	0%	22%	0%	0%	0%	0%	0%	0%	78%
Accommodation & food services	9%	0%	58%	0%	0%	1%	0%	0%	12%	0%	0%	0%	0%	0%	20%
Publishing & broadcasting	0%	0%	0%	57%	20%	0%	0%	0%	0%	0%	0%	0%	0%	0%	23%
Telecoms	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%
Computer related activity	0%	0%	0%	74%	0%	0%	0%	2%	0%	0%	0%	0%	0%	0%	23%
Finance	0%	20%	0%	69%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	11%
Real estate	0%	19%	0%	56%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	25%
Professional services	0%	2%	0%	75%	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%	22%
Research & development	0%	0%	0%	1%	77%	0%	0%	0%	0%	0%	0%	0%	0%	0%	22%
Business services	0%	0%	0%	26%	3%	1%	0%	0%	0%	0%	0%	0%	0%	6%	61%
Employment activities	15%	0%	6%	8%	0%	0%	11%	9%	2%	7%	0%	18%	0%	1%	24%
Public administration	0%	0%	0%	69%	0%	0%	0%	0%	0%	0%	0%	22%	0%	0%	9%
Education	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	88%	0%	0%	12%
Health & care	0%	0%	0%	9%	0%	0%	0%	0%	0%	49%	0%	32%	0%	0%	9%
Arts & entertainment	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	4%	57%	20%	18%
Other services	46%	0%	0%	11%	0%	0%	0%	0%	0%	0%	0%	8%	0%	8%	27%
<b>TOTAL</b>	<b>9%</b>	<b>1%</b>	<b>4%</b>	<b>16%</b>	<b>1%</b>	<b>0%</b>	<b>5%</b>	<b>8%</b>	<b>1%</b>	<b>6%</b>	<b>0%</b>	<b>13%</b>	<b>2%</b>	<b>4%</b>	<b>31%</b>

## Appendix 3. Employment Land Supply Summary

### Current Allocated Supply

- A3.1 Table 18 (overleaf) summarises the current employment land allocations which can play a role in meeting the requirements associated with HGGT. The table also sets out the development that has taken place since allocation and considers any potential constraints. Relevant sites identified in the local plans for Harlow, Epping Forest District, and East Herts District are considered.
- A3.2 The Gilston Area site(s) have had recent outline application approvals and are subject to Head of Terms.
- A3.3 Whilst there is some uncertainty over delivery of both allocated sites at Dorrington Farm due to a change of landowner circumstances since the original allocation, Epping Forest District Council remain confident of deliverability.
- A3.4 In aggregate a total of 28.0 ha of relevant employment land has been allocated within the three local plans under consideration. Accounting for site delivery since allocation, there is a total of 22.3 ha of allocated employment land remaining. When accounting for potential delivery constraints, there is 13.0<sup>43</sup> – 17.0 ha of total effective supply of allocated land remaining.

### Additional Opportunities

- A3.5 In addition to the employment land identified above, the Harlow Local Plan notes that there are opportunities for office floorspace in Harlow Town Centre. Opportunity areas have been identified in the Harlow Town Centre Masterplan Framework and Table 17 presents the opportunity areas that have indicative capacity estimates for workspace, in which there is an aggregate total of 16,400sqm.

**Table 17: Opportunity areas within Harlow Town Centre for workspace**

Opportunity Area (OA) – Site name	Indicative capacity estimate for workspace (sqm)
OA2 – Wych Elm	7,700
OA3 – Town Centre North	2,800
OA4 – Sustainable Transport Hub	5,800
Retail Core 1 – Harvey Centre	100
Total Workspace Supply Estimate	16,400

- 10.24 There is a further opportunity for E(g)/B2/B8 floorspace delivery at North Weald Airfield. The draft Emerging Strategic Masterplan for North Weald, approved by Epping Forest District

<sup>43</sup> This represents the 'worst case' situation where the employment provision which is subject to review within the Gilston Villages is not delivered.



Council in March 2023, sets out provision for approximately 10 ha of new employment floorspace, comprising a mix of industrial and warehouse uses.

Table 18: Allocated Employment Sites

Site name	Policy ref.	Use allocation	Size	Progress and current status
<b>Harlow<sup>44</sup></b>				
Harlow Business Park, The Pinnacles	ED1-1	B1	4.6 ha	No net change since allocation. It is understood that the site is subject to a covenant which is currently a barrier to delivery by the market. Recommend exclusion from effective remaining supply.
London Road (Harlow Innovation Park)	ED1-2	B1	14.2 ha	Delivery of circa 3 ha has taken place on the site <sup>45</sup> . It is understood that 11.2 ha remains for development – circa 7.2 ha under the ownership of Harlow Council, and circa 4 ha under the ownership of Power Rapid.
East Road, Templefields	ED1-3	B1/B2/B8	2.2 ha	Site fully developed – no available land remaining. Excluded from effective remaining supply.
<b>ALLOCATED SUPPLY</b>			<b>21.0 ha</b>	
<b>REMAINING SUPPLY</b>			<b>15.8 ha</b>	
<b>EFFECTIVE REMAINING SUPPLY</b>			<b>11.2 ha</b>	
<b>Epping Forest</b>				
Land adjacent to Dorrington Farm	RUR.E19A	B2/B8	1.0 ha	No net change. 1.0 ha to be included in effective remaining supply.
Dorrington Farm	RUR.E19B	B2/B8	1.0 ha	Approximately 50% of site is occupied by B2/B8 uses, therefore approximately 50% of the site remains for development.

<sup>44</sup> Other employment sites in Harlow including Kao Park, Templefields, East Place, River Way, former GSK site and former Raytheon site are already taken into account within the adjustment for 'on-site' replacement within the demand (requirements) analysis.

<sup>45</sup> Including Nexus. Modus and ARISE which are all completed with café currently under construction.

Site name	Policy ref.	Use allocation	Size	Progress and current status
				0.5 ha to be included in effective remaining supply.
Latton Priory Local Centre (not allocated)	Policy SP4	E	1.0 ha	<p>Included as part of the Latton Priory masterplan under the description of 'local centre' including the following use class typology:</p> <ul style="list-style-type: none"> <li>- Offices</li> <li>- Studio space</li> <li>- Retail</li> </ul> <p>As such, a proportion of the allocation will be developed as alternative employment (E use class) generating uses – as a minimum it is assumed 75% of the site will be delivered as non E(g) uses. Recommend partial exclusion (75%) from effective supply.</p> <p>0.25 ha to be included in effective remaining supply.</p>
<b>ALLOCATED SUPPLY</b>			<b>2.0 ha</b>	
<b>REMAINING ALLOCATED SUPPLY</b>			<b>1.5 ha</b>	
<b>EFFECTIVE REMAINING SUPPLY (INC. UNALLOCATED)</b>			<b>1.75 ha</b>	
<b>East Hertfordshire</b>				
Gilston Area	GA1	B1/B2/B8	5.0 ha	<p>No net change.</p> <p>This allocation is subdivided into two groups, Villages 1–6 and Village 7, based on landowner interests.</p> <p>The Heads of Terms seeks to secure 29,000 sq m within Villages 1–6, with a minimum provision of 'no less than' 10,000 sq m (GEA) to be provided and made available across site for 'commercial uses'.</p> <p>In the Head of Terms, the following alternative employment uses are specified:</p> <ul style="list-style-type: none"> <li>- 2,000–6,000 sq m skills hub</li> <li>- 1,800 sq m commercial early years facilities (300 sq m in each village)</li> <li>- 3,515 sq m health facility</li> </ul>



Site name	Policy ref.	Use allocation	Size	Progress and current status
				<ul style="list-style-type: none"> <li>- 460 sq m youth space/facility</li> <li>- 1,000 sq m community building (Village 1)</li> </ul> <p>These uses therefore account for between 9,050 – 13,325 sq m of the allocation, leaving between 15,675–19,950 sq m for other ‘commercial’ development.</p> <p>Based on the minimum provision (10,000 sq m), the outlined alternative employment uses would account for all (or almost all) of the stated minimum provision.</p> <p>There is a risk that only the minimum provision is delivered, meaning there would be (at best) 950 sq m of provision for other commercial uses such as B2/B8/E(g). There is also a risk that due to the unspecific descriptor ‘commercial’ uses in the Head of Terms, there is no guarantee any remaining provision would be given over to B2/B8/E(g) uses.</p> <p>The Heads of Terms seeks to secure 5,100 sq m within Villages 7, with a minimum provision of ‘no less than’ 1,745 sq m (GEA) to be provided and made available across site for ‘commercial use’.</p> <p>In the Head of Terms, the following alternative employment uses are specified:</p> <ul style="list-style-type: none"> <li>- 275–550 sq m commercial early years facility</li> </ul> <p>Accounting for these uses leaves between 4,550–4,825 sq m for other ‘commercial’ uses under the full provision.</p> <p>Again, there is a risk that only the minimum provision is delivered, meaning there would be (at best) 1,470 sq m of provision for other commercial uses such as B2/B8/E(g). There is also a risk that due to the unspecific descriptor ‘commercial’ uses in the Head of Terms, there is no guarantee any remaining provision would be given over to B2/B8/E(g) uses.</p> <p>A ‘best case’ scenario should also be considered, which excludes the above alternative employment uses from effective remaining supply, and assumes the remaining share of the maximum provision is delivered as B2/B8/E(g) floorspace.</p> <p>A scenario must also be considered whereby the unspecific descriptor ‘commercial’ uses in the Head of Terms for both applications results in zero B2/B8/E(g) floorspace delivery on these sites.</p>

Site name	Policy ref.	Use allocation	Size	Progress and current status
ALLOCATED SUPPLY			5.0 ha	
REMAINING SUPPLY			5.0 ha	
EFFECTIVE REMAINING SUPPLY <sup>46</sup>			4.1 ha	(maximum, 0 ha minimum)
TOTAL ALLOCATED HGGT SUPPLY			28.0 ha	~134,000 sq m equivalent
TOTAL REMAINING HGGT SUPPLY			22.3 ha	~112,000 sq m equivalent
TOTAL EFFECTIVE REMAINING HGGT SUPPLY ("BEST CASE")			17.0 ha	~85,000 sq m equivalent
TOTAL EFFECTIVE REMAINING SUPPLY ("WORST CASE")			13.0 ha	~60,000 sq m equivalent

Note: to establish sq m equivalents, the assumed development density for the Gilston allocation (68.2%) has been applied to ha allocations.

<sup>46</sup> Assumed development density is linear across the allocation, therefore alternative employment space has been removed from the allocation on a pro-rata basis.



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# Agenda Item 9

## **East Herts Council Report**

### **Executive meeting: Tuesday 13th February 2024**

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

**Report title:** Draft - Thriving Together 2024 - 2027 - a new health and wellbeing plan for East Herts

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

**Summary** – Thriving Together 2024 – 2027 is the new health and wellbeing plan for East Herts which focuses on promoting healthy lifestyles, community wellbeing and sustainability. The plan defines the vision, goals and ways of working. The vision is to enhance our residents' health and wellbeing so that everyone in East Herts has the ability to contribute and benefit from wider community wellbeing and sustainability.

### **RECOMMENDATIONS FOR EXECUTIVE:**

- a) Consider the comments put forward by the Overview and Scrutiny Committee, listed in Appendix A, and endorse the resulting actions proposed by the Executive Member for Wellbeing as also detailed in Appendix A.
- b) Endorse the draft Thriving Together health and wellbeing plan for 2024 - 2027, as amended by Recommendation (a), and recommend it to Council for approval
- c) Delegate to the Executive Member for Wellbeing, acting in consultation with the Head of Housing and Health, the authority to (i) determine action plans to deliver the

objectives in the Thriving Together health and wellbeing plan, pending its approval by Council, and (ii) authorise periodic progress reports.

## **1.0 Proposal(s)**

- 1.1 That the draft Thriving Together health and wellbeing plan for 2024 - 2027 which includes amendments made to reflect the comments received from residents, organisations and partners during the public consultation which took place from 2nd October to 19th November, is updated.
- 1.2 That an action plan will be developed, which will record the progress and outcomes of actions identified in the draft Thriving Together health and wellbeing plan.

## **2.0 Background**

- 2.1 East Herts Council has written and implemented three previous health and wellbeing strategies, covering the years between 2008 and 2023. The most recent Health and Wellbeing Strategy 2019-2023 focused on working with partner organisations and residents to enable health and wellbeing improvement, referencing a life course approach from birth to death.
- 2.2 When considering the updated plan, so as to involve residents, partners and organisations in delivering health and wellbeing improvements across East Herts, three main goals were identified. These were to:
  - improve the health and wellbeing of members of East Herts' diverse communities
  - support and amplify the work of all those furthering

public health in the district including the Hertfordshire and west Essex Integrated Care Partnership

- enable individuals and community groups to make healthy lifestyle choices and live sustainable lives.

2.3 It was felt that these goals could be best achieved via three ways of working, these being, to:

- support individuals to improve their health and wellbeing
- enable groups in the community to support themselves and each other to build community wellbeing and sustainability
- provide advice and assistance to build community resilience.

2.4 A series of organisational and partner bodies were identified as crucial to the achievement of the vision, goals and ways of working in East Herts, these being:

- East Herts Council
- Hertfordshire County Council Public Health
- Town and Parish councils
- the voluntary and community sector
- Hertfordshire and west Essex Integrated Care Partnership.

2.5 The draft Thriving Together health and wellbeing plan for 2024 - 2027 was considered by the Overview and Scrutiny Committee on 16<sup>th</sup> January, with comments made for the Executive Member for Wellbeing's consideration prior to submission of the draft Thriving Together health and wellbeing plan to the Executive. These comments are attached at **Appendix A** –

Consideration of comments from the Overview and Scrutiny Committee.

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

- 3.1 The Thriving Together health and wellbeing plan 2024 – 2027 gives the opportunity for healthy lifestyles, community wellbeing and sustainability to be put at the heart of improving health and wellbeing across East Herts. It builds on the foundational health and wellbeing work the council and its partners have delivered since 2008. The new plan looks to involve the council, its residents and its organisational and partner bodies in delivering its main priorities with a new level of engagement and commitment. The vision, goals and ways of working will help this plan to keep improving health outcomes for the district. The plan looks to integrate the efforts of the council and its public health partner family of organisations to implement health and wellbeing locally.
- 3.3 The plan concludes with East Herts Council's broad actions to support and promote healthy lifestyles, community wellbeing and sustainability. These broad actions will guide the development of a detailed Thriving Together action plan. When the report is presented to the Executive, delegated authority will be sought for the Executive Member for Wellbeing to approve the action, in consultation with the Head of Housing and Health. It is anticipated that the Executive Member for Wellbeing will wish to invite the views of residents, elected members, health organisations and partners when considering the detail action plan. Interest has already been expressed from the some of the survey respondents to be involved in this

process. The action plan will be the means of defining and measuring success and demonstrate the health and wellbeing improvement high-level priorities contained in the Thriving Together health and wellbeing plan.

3.2 A total of 118 responses were received from the consultation. The valuable feedback provided showed that 93% of respondents liked the layout, presentation and content of the new health and wellbeing plan. An additional residents' engagement meeting was held online on 14<sup>th</sup> December to review the updated changes in the post consultation copy.

3.3 The Thriving Together consultation analysis is attached at **Appendix B.**

3.4 **Changes made to the Thriving Together health and wellbeing plan for 2024 – 2027 following consultation.**

The substantive changes made to the Thriving Together health and wellbeing plan in response to the consultation are summarised below.

- Additional boxes added to a number of the pages to explain the terms used so as to aid understanding among readers who may be unfamiliar with the local public health landscape.
- Page 6 – the 146 Healthy Hub East Herts users affected by loneliness now expressed as a percentage of overall Healthy Hub East Herts users, that is, 43%, to more clearly indicate the prevalence of loneliness in the district.
- Page 6 and 7 – health data sources have been simplified and amended.

- Page 7 – some respondents emphasised the importance of volunteering in delivering events, new text added to read “Run civic events and maintain gardens and green spaces”.
- Page 8 – previous text of “Directly support individuals to live well and live healthier lives” amended to read “Directly support individuals to live well and live healthier lives including ageing well” to encompass health and wellbeing in later life.
- Page 9 – some respondents requested a clearer reference to environmental sustainability in the Thriving Together health and wellbeing plan. This will be specifically addressed in the detail action plan that will be drawn up to deliver the Thriving Together programme.
- Page 9 – previous text of “Enable sports development activities” amended to read “Enable sports and physical activity programmes” in recognition that the benefits of physical activity can be derived from a wide range of pursuits than just sport.
- Page 9 – suggestion made as to value of purposeful employment to wellbeing. So, previous text of “Enable good physical and mental wellbeing.” amended to “Enable good physical and mental wellbeing and the value of employment in wellbeing”.
- Page 9 – respondents felt that the needs of rural communities are different to town communities. So, new text added to read “Understand the needs of rural communities”.

3.5 A complete list of changes that have been included in the Thriving Together post consultation copy are included at **Appendix C.**

3.6 The updated, post-consultation version of the Thriving Together plan is attached at **Appendix D**.

## **4.0 Options**

4.1 Retain the existing East Herts Health and Wellbeing Strategy 2019 - 2023 without any updates – NOT RECOMMENDED as it is important that the council reviews its priorities so that it can continue to work with its residents, health organisations and partners to improve health and wellbeing outcomes in our communities.

4.2 Update the health and wellbeing strategy and priorities as presented in **Appendix D** - RECOMMENDED to ensure the Thriving Together 2024 – 2027 new health and wellbeing plan enables the council to continue to work with its residents, health organisations and partners to ensure that healthy lifestyles, community wellbeing and sustainability are prioritised to improve health and wellbeing outcomes.

## **5.0 Risks**

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

5.1 Possible reputational risk if the priorities do not reflect the current healthy lifestyles, health and wellbeing and sustainability issues our communities are facing. The council's reputation of being an active contributor to improving health and wellbeing outcomes in its community will could be compromised.

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

5.2 Should the Thriving Together 2024 – 2027 health and wellbeing plan post consultation version be adopted then this is likely to enhance the work that the council does with its residents, health organisations and partners to improve the current healthy lifestyles, health and wellbeing and sustainability outcomes in the community.

## **6.0 Implications/Consultations**

6.1 The Thriving Together 2024 – 2027 new health and wellbeing plan has been written with by officers in consultation with the Executive Member for Wellbeing. The amendments proposed have also been informed by an online survey public consultation and direct engagement with residents, health organisations and partners such as the Healthy Hub East Herts and East Herts Health and Wellbeing Partnership Group and community groups. A further additional engagement meeting was held with residents on the 14<sup>th</sup> of December, to enable further review of the proposed changes to the post consultation Thriving Together version.

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 and the council privacy notice have been referenced in the online survey data collection process.

## **Equalities**

An Equalities Impact Assessment has been written and updated to reflect the Thriving Together 2024 – 2027 new health and wellbeing plan and is attached at **Appendix E**.

## **Environmental Sustainability**

The Thriving Together 2024 – 2027 new health and wellbeing plan priorities include reference to sustainability as part of the mission statement.

## **Financial**

The council receives support for health and wellbeing programmes from its public health family partners and also has some internal funding to assist these intervention programmes.

## **Health and Safety**

Safeguarding and Health and Safety requirements are met through a range of health and wellbeing programmes and interventions the council delivers.

## **Human Resources**

No direct implications.

## **Human Rights**

No direct implications.

## **Legal**

No direct implications.

## **Specific Wards**

Health and Wellbeing programmes are delivered at the community level to benefit residents and communities. Addressing health inequalities or improving specific health and wellbeing outcomes will sometimes require focus in a specific place or area.

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

- 7.1 Appendix A – Consideration of comments from the Overview and Scrutiny Committee
- 7.2 Appendix B - Thriving Together survey outputs and analysis
- 7.3 Appendix C - Thriving Together content and format changes
- 7.4 Appendix D - Thriving Together post-consultation updated copy
- 7.5 Appendix E - Thriving Together Equalities Impact Assessment

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

Comment from Committee	Reasons from the Committee	Executive Member/Officer Comment	Recommended Action
The health and wellbeing plan needs to be easily understood and a live document	<p>Members believe this will help the social and community benefits to be recognised such as going to the theatre, leisure centre, linking to the cultural strategy and everyone active</p> <p>The plan should support engagement with communities and agencies in improving social prescribing and baseline health outcomes</p>	The Executive Member for Wellbeing has acknowledged and considered these comments	No amendments to the plan required
The health and wellbeing plan is an important document focusing on prevention	Members welcomed the new aspects of arts and wellbeing referencing creativity	The Executive Member for Wellbeing has acknowledged	This will be addressed in the detailed action plan

<b>Comment from Committee</b>	<b>Reasons from the Committee</b>	<b>Executive Member/Officer Comment</b>	<b>Recommended Action</b>
measures and involving local communities	Members also noted the importance of providing services in rural areas and the role of ward councillors in delivery	and considered these comments	
The respondents to the health and wellbeing plan were weighted to older age groups	Members suggested involvement from younger age groups	The Executive Member for Wellbeing has acknowledged and considered this comment	This will be addressed through consultation with younger age groups and working with partner agencies
The inclusion of physical and mental health in the health and wellbeing plan	Members felt this was important and supported these areas of health focus	The Executive Member for Wellbeing has acknowledged and considered this comment	This will be addressed in the detailed action plan

<b>Comment from Committee</b>	<b>Reasons from the Committee</b>	<b>Executive Member/Officer Comment</b>	<b>Recommended Action</b>
All of the council's delivery partners can raise awareness of the health and wellbeing plan	Members emphasised the importance of this role in increasing community engagement	The Executive Member for Wellbeing has acknowledged and considered this comment	This will be addressed in the detailed action plan
Future scrutiny of the health and wellbeing action plan was suggested	Members agreed to this suggestion	The Executive Member for Wellbeing has acknowledged and considered this suggestion	This can be overseen by the Overview and Scrutiny Committee at agreed intervals
Defining of measures to be included the forthcoming action plan were encouraged	Members were keen to show the progress of health and wellbeing outcomes	The Executive Member for Wellbeing has acknowledged	This will be addressed in the detailed action plan

<b>Comment from Committee</b>	<b>Reasons from the Committee</b>	<b>Executive Member/Officer Comment</b>	<b>Recommended Action</b>
		and considered this comment	
It was important to be involved in funding and programme opportunities presented by Hertfordshire County Council, the Integrated Care Partnership, and the Integrated Care Board	Members saw these opportunities as enabling prevention programmes	The Executive Member for Wellbeing has acknowledged and considered this comment	These opportunities can be enabled through officers and members working together
The importance of working in the health system to address key challenges	Members gave examples of these challenges such as preventing ill health, obesity and diabetes	The Executive Member for Wellbeing has acknowledged	Work to address these key challenges in the health system can be included in the detailed

<b>Comment from Committee</b>	<b>Reasons from the Committee</b>	<b>Executive Member/Officer Comment</b>	<b>Recommended Action</b>
		and considered these examples	action plan

## **7.2 Appendix B – Thriving Together survey outputs and analysis**

### **1. The online survey respondents**

A total of 390 respondents accessed the survey and 118 completed full responses. Residents represented 82% (97) of the sample, with 13.5% (16) representing a resident and an organisation, 2.5% (3) an organisation alone and 1.7% (2) an organisation outside the East Herts area.

The highest proportion of respondents was in the 45-54 age group at 23% (24), and then 21% (21) for both the 55-64 and 64-75 age groups.

Respondents that chose to receive a summary of the survey results was 27% (27) and 31% (32) expressed an interest both a summary of the feedback and the chance to get involved in shaping and monitoring the council's approach in East Herts.

The White/Caucasian group represented 91.8% (101) and the remaining respondents described their ethnic background as 1.8% (2) for Asian/Asian British, 1.8% (2) Black/Africa/Caribbean/Black British, 1.8% (2) for Mixed/Multiple ethnic groups and 2.7% (3) for Other ethnic group.

## 2. The Thriving Together consultation results and analysis

### Question 2

<b>2. We know that wellbeing means different things to different residents and we'd like to better understand this. What does 'wellbeing' mean to you?</b>	
<b>Theme</b>	<b>% respondents and respondent numbers identified for each theme</b>
Contentment and purpose	35% (33)
Physical and mental health	31% (29)
Community belonging and engagement	16% (16)
Being able to access amenities and services	15% (16)
Living in a safe environment	13% (12)
Living a healthy lifestyle	13% (12)
Using the green environment to keep healthy	10% (10)
Personal wellbeing	<1% (4)
Feeling wanted/useful	<1% (4)
Education and good schools	<1% (2)
Life course	<1% (1)
94 respondents answered. Respondents could give more than one response.	
<p><b>Analysis:</b></p> <ul style="list-style-type: none"> <li>• Contentment and purpose within what wellbeing represents, alongside physical and mental health benefits and the sense of community belonging and engagement this brings were the most common resident definitions</li> <li>• The remaining factors of accessing services and amenities, being able to do this safely whilst accessing green spaces all help to promote personal healthy lifestyle goals</li> </ul> <p><b>Council's response to the findings:</b></p> <ul style="list-style-type: none"> <li>• These wellbeing concepts will inform the principles of the action plan.</li> </ul>	

### Question 3

3. What helps with your wellbeing? Please do tell us about any ideas which other residents could benefit from or that could others to	% respondents and respondent numbers identified for each theme
Access to social, cultural, community activities and opportunities including interest and support groups which aid wellbeing, access to green space and outdoors, places and spaces to meet with others	79% (75)
Exercise (broad) including walking cycling dog walks, walking football, children and women’s activities – being inclusive	47% (45)
Infrastructure and place, travel issues, access to and pressure on services including health and wider free access to amenities such as leisure facilities, also cost of living solutions and understanding financial needs better	47% (45)
94 respondents answered. Respondents could give more than one response.	
<p><b>Analysis:</b></p> <ul style="list-style-type: none"> <li>75 of these ideas related to the importance of health and wellbeing enabled by the community and its cultural and outdoor offer and the venues it has for people to meet in be a community together</li> </ul> <p><b>Council’s response to the findings:</b></p> <ul style="list-style-type: none"> <li>A selection of these ideas have been reflected in the updated wording for the Thriving Together health and wellbeing plan.</li> <li>This feedback will inform the development of a detailed action plan to deliver the Thriving Together health and wellbeing plan</li> </ul>	

## Question 4

<b>4. What if anything gets in the way of your wellbeing?</b>	
<b>Theme</b>	<b>% respondents and respondent numbers identified for each theme</b>
Environmental safety concerns and issues including congestion, reliance on car	17% (16)
Lack of access to leisure or community opportunities	17% (16)
Not being listened or heard, organisationally or personally	14% (13)
Cost of living concerns, anxiety	13% (12)
Work demands	7% (7)
Lack of access to transport and bus service	<7% (7)
Difficulties in accessing medical and health services	<6% (6)
Time, lack of opportunities	<5% (5)
Lack of personal motivation or feeling low	<4% (4)
Personal circumstances, individual or as carer	<3% (3)
94 respondents answered. Respondents could give more than one response.	
<p><b>Sample of respondent comments:</b></p> <ul style="list-style-type: none"> <li>• Lack of reliable bus services makes it difficult for family to stay connected. Buses can be cancelled with wait times up to an hour for elderly people, reduces motivation to go out</li> <li>• The overexpansion of nearby towns and villages that change the sense of belonging to a community. The frustration of travelling through Sawbridgeworth in the all too frequent traffic jams</li> <li>• Accessibility, both buildings and open spaces</li> <li>• Not having local activities for people with Young Onset Dementia means I have to drive to Borehamwood weekly, to Bishop's Stortford twice a week</li> <li>• As mentioned above, air pollution in the town centre is getting worse and nothing seems to be done about it. Bans on large lorries during the day would help too</li> </ul>	
<p><b>Analysis:</b></p> <ul style="list-style-type: none"> <li>• The most frequently cited barriers to wellbeing were traffic congestion, physical barriers of car parking, pollution, cleanliness, contrast and direct competition to being able to use green space and ease of use of car.</li> <li>• 16 issues also raised around lack of access to leisure or community opportunities in a general sense, availability, location, time of day, evening slots not available when working</li> </ul>	

- Cost of living concerns and anxiety that impacted these issues also
- General feeling that organisations did not always listen or act on received ideas or challenges were not understood
- Work life balance, transport, medical and health services access difficulties, personal circumstances and lack of motivation and time all featured as factors that limited wellbeing progress

**Council's response to the findings:**

- The barriers that impact the ability to be as well as we would like to are varied and one factor can impact other factors too. Working together as part of a system to understand the challenges and opportunities is part of the Thriving Together health and wellbeing plan and the council will work to lead on providing solutions with its public health family and helping residents where it can
- These barriers that exist can be identified and the action plan is one way to enable solutions

Questions 5-12 and 15-17 submitted by 16 community partner organisations reflect the resident question format for questions 2-4 and have been reviewed. The main findings for questions 13 and 14 have been analysed and are presented below.

**13. What gets in the way of wellbeing for people your organisation supports?  
14. Thinking about your organisation itself, what, if anything, could East Herts Council or other organisations do to help your organisation support/promote resident wellbeing? Please do tell us about any ideas which your organisation feels have worked really well that could be shared with others.**

<b>Theme</b>	<b>% respondents and respondent numbers identified for each theme</b>
Funding concerns wider and more local (including grants)	43% (7)
Provision of council and community services (impact on venues and green spaces)	37% (6)
Access to medical and community services	25% (4)
Community contacts and networks	25% (4)
Transport connections and availability	12 (2)
Cost of living impacts	12% (2)
More support for Arts and Culture	12% (2)
Provision of community activities outside working hours	6% (1)
Isolation, time and loneliness barriers	6% (1)
Traffic, car parking and litter concerns	6% (1)
Community development focus and council and town council closer working	6% (1)
Resident needs focus	6% (1)
Helping schools and community clubs' access green space and equipment storage options	3% (1)
Lack of childcare options	3% (1)

16 respondents answered. Respondents could give more than one response.

**Sample of respondent comments:**

- One of the biggest challenges for any voluntary or community-based support is finding a way of sustainably funding the space and free services
- Ensuring to work with residents and not work for them – asking the residents to speak their language and address their barriers
- Financial circumstances due to cost-of-living crisis, transport restrictions and lack of signposting

**Analysis:**

- The most represented issues are funding concerns which then impact on provision of council and community services to meet increased user demands

- Access to medical and community services is a contributing factor alongside the importance of enabling community networks and contact with those most in need

**Council's response to the findings:**

- Community organisations and partners are in direct contact with the residents they support and know the issues that most affect them. These issues can be addressed through working together using the Thriving Together health and wellbeing plan
- The barriers that exist and the identified ideas can be addressed in the action plan.

**Question 18**

<b>18. What is your overall impression of the Mission Statement?</b>	
<b>Theme</b>	<b>% respondents and respondent numbers identified for each theme</b>
Positive endorsement in support of style, content, layout, presentation, clarity.	67% (60 comments)
Majority of constructive comments with suggestions for review or alteration	45% (40 comments)
89 respondents answered. Respondents could give more than one response.	
<b>Sample of respondent comments:</b>	
<ul style="list-style-type: none"> <li>• It's really well written, not over complicated but gets the message across – not too wordy either</li> <li>• Ambitious and brings together the key players in the Herts public sector family</li> <li>• The overall mission statement works. Its eye-catching, easily read</li> <li>• Good to promote healthy lifestyles. I like the sustainability aspect too</li> <li>• No real capturing of actions/accountability</li> <li>• What is ICB - define</li> <li>• Sustainability what does this mean?</li> </ul>	
<b>Analysis:</b>	
<ul style="list-style-type: none"> <li>• The comments in support of the Thriving Together health and wellbeing plan are acknowledged and the content suggestions and format changes have been reviewed</li> </ul>	
<b>Council's response to the findings:</b>	
<ul style="list-style-type: none"> <li>• Following review, some of the word content and format change suggestions have been incorporated into the post-consultation Thriving Together health and wellbeing plan version. Please view <b>Appendix B</b></li> </ul>	

Questions 19 – 22 relate to what works well, what would improve and asking is there anything missing from the mission statement and welcoming and other views. The responses have been grouped together for each question to show similarities.

<b>19. What do you think works well about how the Mission Statement is presented?</b>	
<b>Theme</b>	<b>% respondents and respondent numbers identified for each theme</b>
Comments supportive of layout, content, use of colour and photos and clarity in reading and understanding	93% (68 comments)
Small negative comment but no suggestion provided on how to improve	7% (5 comments)
73 respondents answered. Respondents could give more than one response.	
<p><b>Sample of respondent comments:</b></p> <ul style="list-style-type: none"> <li>• It is positive in its inclusivity</li> <li>• It's just what we need in the community</li> <li>• The layout works well with defined areas. This is a real strength of the document. The use of photos is good</li> <li>• Core sentiments appeal – health, sustainability and community wellbeing</li> </ul>	
<p><b>Analysis:</b></p> <ul style="list-style-type: none"> <li>• Resident feedback has been very supportive of the focus and content of the Thriving Together health and wellbeing plan</li> <li>• Many examples given point to the way it is set out mentioning the different bodies and organisations being jointly involved in delivering and improving health, community wellbeing and sustainability</li> </ul> <p><b>Council's response to the findings:</b></p> <ul style="list-style-type: none"> <li>• The comments received represent a good connection with the Thriving Together health and wellbeing plan. This will help it to be an effective catalyst in improving health, community wellbeing and sustainability in East Herts.</li> </ul>	

<b>20. What do you think would improve the Mission Statement?</b>	
<b>Theme</b>	<b>% respondents and respondent numbers identified for each theme</b>
Clarity of goals and how success will be defined and measured	29% (22)
Format supported generally, defining actual plan and Thriving Together layout more	24% (18)
Non-specific feedback	19% (14)
Emphasise community language so residents will feel more involved in delivery and improving people's everyday life	10% (8)
Mission statement clarity	7% (5)
Negative comments	7% (5)
Listing groups and activities	2% (2)
Reflection on previous achievements	1% (1)
74 respondents answered. Respondents could give more than one response.	
<p><b>Sample of respondent comments:</b></p> <ul style="list-style-type: none"> <li>• Clarity on goals and what will be achieved</li> <li>• Specific measures to actually "enhance our residents' health and wellbeing"</li> <li>• The value of togetherness and support from each other as residents</li> <li>• I like it the way it is</li> </ul>	
<p><b>Analysis:</b></p> <ul style="list-style-type: none"> <li>• The importance of defining measurable goals and demonstrating timebound successes are requested</li> <li>• Additional layout and format changes have been made to the post consultation Thriving Together version.</li> <li>• The action plan will allow the opportunity to capture the essential community involvement approaches</li> </ul> <p><b>Council's response to the findings:</b></p> <ul style="list-style-type: none"> <li>• Following review, some of the word content and format change suggestions have been incorporated into the post-consultation Thriving Together health and wellbeing plan version. Please view <b>Appendix B</b></li> <li>• The action plan can be developed to include the analysis points above.</li> </ul>	

<b>21. Is there anything missing from the Mission Statement that you'd like to see included?</b>	
<b>Theme</b>	<b>% respondents and respondent numbers identified for each theme</b>
Minimal responses (no, n/a)	37% (24)
Focusing on council priorities which enable resident wellbeing	20% (13)
Use of resources and campaigns to improve resident wellbeing	12% (8)
Clarifying Thriving Together content including information contained in other sources	9% (6)
Call for importance of joint and personal responsibility to improve community health and wellbeing	7% (5)
Resident openness to involvement in delivery local plans and actions	7% (5)
Organisational branding of Thriving Together	3% (2)
Town and village differences	2% (1)
Emphasis on Bishop's Stortford sufficient provision of resources and amenities	2% (1)
65 respondents answered. Respondents could give more than one response.	
<p><b>Sample of respondent comments:</b></p> <ul style="list-style-type: none"> <li>• It needs to go beyond promoting and also focus on enabling</li> <li>• Appreciation that not everyone able to access things on-line - or want that as means of accessing facilities and services</li> <li>• Be aware that not one statement fits all situations. I think village situations are vastly different from those in towns</li> <li>• Be bold. The mission statement needs to have something in there about the state we are in now and saying that we cannot continue like this. All need to act, not just the council. Everybody needs to take responsibility for the improvements in the community</li> </ul>	
<p><b>Analysis:</b></p> <ul style="list-style-type: none"> <li>• The council can lead on improving community health, wellbeing and sustainability but all residents, partners and community organisations have a role to play. The importance of defining measurable goals and demonstrating timebound successes are requested</li> <li>• To tailor campaigns, projects and resources according to need and location</li> </ul>	

- Additional layout and format changes have been made to the post consultation Thriving Together version.

**Council's response to the findings:**

- Following review, some of the word content and format change suggestions have been incorporated into the post-consultation Thriving Together health and wellbeing plan version. Please view **Appendix B**
- The action plan can be developed to include the analysis points above.

<b>22. We would welcome any other views you have?</b>	
<b>Theme</b>	<b>% respondents and respondent numbers identified for each theme</b>
Importance of local action	19% (7)
Minimal responses (no, n/a)	16% (6)
Access to facilities, venues and green spaces	14% (5)
Residents' openness to consultation	11% (4)
Organisations and businesses jointly promoting health and wellbeing	8% (3)
Using campaigns to promote health and wellbeing	8% (3)
Financial	5.5% (2)
Community involvement	5.5% (2)
Commitment by local leaders including town councils to health and wellbeing	5.5% (2)
Health and environment (pollution health impact)	3% (1)
Health and happiness connection	3% (1)
36 respondents answered. Respondents could give more than one response.	
<p><b>Sample of respondent comments:</b></p> <ul style="list-style-type: none"> <li>• How about prioritising nature, outdoor peaceful places, walks, gardens, not car parks and high buildings....it has become unsustainable</li> <li>• Happy to articulate and discuss with anyone</li> <li>• Get more residents involved please</li> <li>• We have a lot of green space the area, we should make the most of it</li> </ul>	
<p><b>Analysis:</b></p> <ul style="list-style-type: none"> <li>• Local action by the council, town councils, local leaders and residents is vital to improve community health and wellbeing and sustainability</li> <li>• A genuine desire by residents and organisations to be involved in improving health and wellbeing is evident with good ideas suggested</li> <li>• Health and finance issues to address</li> </ul> <p><b>Council's response to the findings:</b></p> <ul style="list-style-type: none"> <li>• The council can lead on improving community health, wellbeing and sustainability but all residents, partners and community organisations have a role to play.</li> <li>• The action plan can be developed to enable and include the analysis points above.</li> </ul>	

**Questions 22-28** contain additional respondent contact details and preferences for future involvement with the Thriving Together health and wellbeing plan working group and are not included here for GDPR data protection reasons.

### **3. Thriving Together direct engagement consultation results**

- The Healthy Hub East Herts (HHEH) and the East Herts Health and Wellbeing Groups discussed and engaged with the Thriving Together content and format. Both these groups represented around 25 individual organisation and partner views from the voluntary, community, faith and social enterprise (VCFSE) sector
- This was conducted using a Strengths, Opportunities, Weaknesses and What's missing grid approach
- A Primary Care Network (PCN) GP Director also met with the Healthy Lifestyles Programme Officer (HLPO) for an hour's meeting and discussed the Thriving Together health and wellbeing plan
- The Healthy Lifestyle Programme Officer also visited the Local Social group members at the invitation of the founder of Local Social, listening to their views and ideas. The Local Social founder has also provided his views via the online consultation
- The opportunity to discuss the Thriving Together health and wellbeing plan was also offered at all the Healthy Hub East Herts (HHEH) monthly drop-in sessions. There was a limited response to this however it provided another means of face to face and personalised engagement
- The feedback received, further endorsed the comments received from the 118 respondents and identified similar points. A small sample of these comments which resulted in changes to the Thriving Together post consultation copy are summarised below.

- Page 3 on Herts Public Health section 'Strategic business intelligence and analytics' (is difficult to understand)
- Page 6 mentions 146 HHEH users reported isolation and loneliness affecting them – Could this be given as a % of HHEH users
- Page 5 'Genuinely engaging with our residents' – remove the word 'Genuinely' as this almost implies, we are not sincere when talking to residents at the moment when we very much are
- Page 6 perhaps not clear enough with the link on 'mental health and dementia'

- Page 4 'Mental health' needs to be its own issue rather than attaching it to 'Dementia' and 'autism' which creates confusion that these are the only two areas mental health matters
- The Mission Statement has not linked itself to the council's net zero commitments
- Clear reference to 'ageing well'
- An acknowledgement of the importance of employment on the prosperity of residents and the impact on spending and accessing what East Herts has to offer
- Page 8 to try and build on sports with good 'physical activity' Page 8 red box third bullet point – insert "& physical activity" so it reads "Enable sports and physical activities development"
- Page 7 blue box column for "Town and parish councils and the voluntary and community sector" – suggestion to emphasise the importance of volunteering in delivering "Run civic events and maintain gardens and green spaces"

#### **Council's response to the findings:**

- The direct engagement with health and wellbeing group members, residents and professionals was informative and worthwhile. There are a number of feedback areas and suggestions that overlap with the online consultation survey results, analysed above. The variety of consultation sources adds depth and consistency to the Thriving Together health and wellbeing plan review process and guides the development of the action plan.
- Additional layout and format changes have been considered and any necessary changes made to the post consultation Thriving Together version. Please see **Appendix B**

#### **4. Further online engagement with resident and organisation representatives**

Following discussion with the Executive Member for Wellbeing, the post consultation Thriving Together health and wellbeing plan main changes were presented to a small group on 14<sup>th</sup> December 2023. The group endorsed the presented changes, discussed the progress of the plan and expressed their desire to continue their involvement and detailed the following observations:

- The importance of public health family partners working together will help achieve the priorities and local actions more easily.
- How the community can be involved both in terms of the local venues, facilities and the resources it has available is central to helping more local people participate in activities
- The value of communication in promoting involvement in community activities so residents are aware what is happening locally
- Being aware of barriers to health and wellbeing involvement, creating incentives so residents of all ages can be introduced to new community activities and keep going with them
- There is a need to communicate about the many different community activities available in East Herts to encourage more uptake.

### 7.3 Appendix C - Thriving Together post consultation content and format changes

#### Summary of content and format changes

Page(s) no.	Suggestion and previous content	Updated text changes
1	Respondents requested more explanation of terms and acronyms	Added new text box at top of relevant pages of Thriving Together mission statement to give explanation of terms. Example – Integrated Care Partnership and Sustainability
1	Title of Thriving Together strapline could read better Previously read “promoting healthy lifestyles and community wellbeing and sustainability”	Title strapline changed from “promoting healthy lifestyles, community wellbeing and sustainability” to “promoting healthy lifestyles, community wellbeing and sustainability” and reflected in subsequent sections.
1	Comment received about council logo being omitted	East Herts Council logo added to initial page of Thriving Together to uphold brand and organisation identity
3	“Strategic business intelligence and analytics” – text from	Can retain Hertfordshire Public Health Strategy words whilst providing an alternative simpler explanation, text changed

	Hertfordshire Public Health section not clear	to "Strategic business intelligence and analytics or using data to inform health and business decisions"
4	Requests for clarity on life stages and distinction between "autism" and "neuro diverse"	<p>Page 4 text content is taken from the ICP Herts and west Essex Strategy, words used are integral to original format - Understanding and clarity issues noted with text being added to explain distinctions in information box at top of page 4 - "Life stages occur throughout life from birth to death with different conditions needed to help life chances flourish"</p> <p>and</p> <p>"Neurodiversity describes the idea that people experience and interact with the world around them in many different ways. The word neurodiversity refers to the diversity of all people, but it is often used in the context of autism spectrum disorder (ASD), as well as other neurological or developmental conditions such as ADHD or learning disabilities"</p>
5	Request to remove "Genuinely" from engaging with our	Text changed from "Genuinely engaging with our residents" to "Engaging with our residents"

	residents' – as this almost implies we are not sincere	
5	Request from December 14 Thriving Together additional engagement session to add "support" to read "taking time and effort to support and establish community based initiatives....."	Text changed from "Taking the time and effort to establish community-based initiatives" to "Taking the time and effort to support and establish community-based initiatives while building capacity for residents to lead local activities"
6	Request for 146 HHEH users for affected by loneliness to be expressed as percentage.	<ul style="list-style-type: none"> <li>- 335 Healthy Hub East Herts residents received support for all categories for the data period 2022/23 until the end of November 2023</li> <li>- 146/335 Healthy Hub East Herts users have been classified as experiencing loneliness which equates to 43% of total users Healthy Hub East Herts</li> </ul>
6-7	Observed that some of the health data entries could be simplified.	Health data sources have been simplified and amended "At the England-wide level, 6.5% of people report feeling lonely often or always (National Quality of Life survey, 2022)"

		and "17% of East Herts households are people living alone (Census 2021)"
7	Suggestion to emphasise the importance of volunteering in delivering "Run civic events and maintain gardens and green spaces"	New text action added "Run civic events and maintain gardens and green spaces"
8	Feedback identified "Ageing well" importance. Text previously read "Directly support individuals to live well and live healthier lives."	Text changed from "Directly support individuals to live well and live healthier lives" to "Directly support individuals to live well and live healthier lives including ageing well."
9	Respondents suggested there could be clearer connections to the council strategies which featured the sustainability, net zero agenda target commitments	Environmental sustainability defined in information box Environmental sustainability references will be made clearer in the action plan

9	Request to feature parks and open spaces more prominently, promote physical activity and sport and include needs of rural communities. Previous content was	Text changed from “Enable sports development activities” to “Enable sports and physical activity programmes”
9	Suggestion made as to purposefulness of employment and value in wellbeing.	Text changed from “Enable good physical and mental wellbeing.” to “Enable good physical and mental wellbeing and the value of employment in wellbeing”
9	Feedback requested to understand the needs of rural communities are different to town communities.	New text action added "Understand the needs of rural communities."

<b>Page(s) no.</b>	<b>Previous format</b>	<b>Proposed format change</b>
Page 5 - 9	Resident feedback suggested contrast of white text on some colours was hard to read	Text changed to bold white font and colour of boxes changed to softer colours with more contrast



# *Thriving Together*

*Promoting healthy lifestyles,  
community wellbeing and sustainability*

## ***East Herts Council's mission statement***

*2024 - 2027*

If you see an Information box like this, it will give you more detail about content on that page

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# Thriving Together

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## Our Mission Statement

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### Vision

We want to enhance our residents' health and wellbeing so that everyone in East Herts has the ability and confidence to contribute to and benefit from wider community wellbeing and sustainability



### Goals

Improve the health and wellbeing of members of East Herts' diverse communities

Support and amplify the work of all those furthering public health in the district including the Hertfordshire and west Essex Integrated Care Partnership

Enable individuals and community groups to make healthy lifestyle choices and live sustainable lives



### Ways of working

Support individuals to improve their health and wellbeing

Enable groups in the community to support themselves and each other to build community wellbeing and sustainability

Provide advice and assistance to build community resilience

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*Supporting and promoting the delivery of Hertfordshire Public Health's objectives*

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**Support Hertfordshire Public Health to**

- Lead prevention through partnership working
- Reduce health inequalities
- Achieve best value for money



**Work with Hertfordshire Public Health to improve the health and wellbeing of**

- Children
- Young people
- Adults



**Draw on Hertfordshire Public Health's expertise in**

- Health protection
- Strategic business intelligence and analytics or using data to inform health and business decisions
- Insight and review

---

## *Supporting and promoting the delivery of the Hertfordshire and west Essex Integrated Care Partnership's strategic aims*

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The Integrated Care Partnership (ICP) is a group of partners and organisations working together to support and promote the outcomes below across the Herts and west Essex system

Life stages occur throughout life from birth to death with different conditions needed to help life chances flourish

Neurodiversity describes the idea that people experience and interact with the world around them in many different ways. The word neurodiversity refers to the diversity of all people, but it is often used in the context of autism spectrum disorder (ASD), as well as other neurological or developmental conditions such as ADHD or learning disabilities



### **Together with the ICP, promote healthy outcomes at key life stages by**

Giving every child the best start in life

Enabling our residents to age well and supporting people living with dementia



### **Work with the ICP to build healthy places and communities by**

Supporting our communities and places to be healthy and sustainable

Supporting our residents to maintain healthy lifestyles



### **Support the ICP's work with residents with chronic conditions by**

Improving support for people living with life-long conditions, long-term health conditions, physical disabilities and their families

Improving our residents' mental health and outcomes for those with learning disabilities and autism

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*Improving individual's health and wellbeing to enable them to contribute to and benefit from wider community wellbeing and sustainability*

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Sustainability is knowing about and acting on our individual health and environmental concerns and positively influencing the way we live amongst our communities

**Engaging with our residents**



Learning by participating in discussions, events and activities at the local level

Working together to create and share relevant and valuable information

Taking the time and effort to support and establish community-based initiatives while building capacity for residents to lead local activities

**Recognising that healthy and fulfilling lives underpin community wellbeing and sustainability**



Fostering health goals that build a sense of shared purpose between individuals

Supporting healthy living activities that enhance social interaction and help deliver interconnected and resilient communities

Understanding that communities that value well-being tend to prioritise inclusivity, collaboration and coming together to jointly tackle bigger challenges

**Making the link between arts and culture and health and wellbeing**



Reducing stress and improving mental wellbeing through creativity

Bringing people together to enjoy themselves and in doing so improve their health and wellbeing at the same time

Building opportunities for engagement in the arts and culture and lifelong learning as a buffer to social isolation and cognitive decline

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## *The public health factors that East Herts can support residents and community groups address*

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The health and wellbeing data sources used here, help guide decision making about local actions and how these measures can go up or down over time. An action plan will be developed to track the progress of these local East Herts actions



### **Inactivity and weight**

A fifth of East Herts residents are classed as inactive (Sport England survey, 2019)

53.6% of East Herts adults are overweight or obese (Office for Health Improvement and Disparities [OHID], Local Authority Public Health Profiles 2021/22)



### **Isolation and loneliness**

At the England-wide level, 6.5% of people report feeling lonely often or always (National Quality of Life survey, 2022)

146 (43%) people helped by the Healthy Hub East Herts in 2022/23 reported their wellbeing was impacted by loneliness

17% of East Herts households are people living alone (Census 2021)



### **Mental health and dementia**

Nationally, over a fifth of adults report at least mild to moderate levels of mental health distress (National Quality of Life survey, 2020)

42 people helped by the Healthy Hub East Herts in 2022/23 reported their wellbeing was impacted by mental health issues

4.4% people aged 65+ registered with a GP in Hertfordshire have a diagnosis of dementia (East and North Herts CCG Profiles, 2021)



### **Homelessness**

1,057 homeless households turned to the East Herts Council for help in 2022/23. This number has grown over the last four years

At any one time, there are more than 30 homeless households living in hostels and other temporary accommodation provided by East Herts Council

*Playing to the strengths of each partner with the Hertfordshire public sector family*

**Hertfordshire  
County  
Council  
Public Health**

Take the lead on public health across Hertfordshire

Use resources, information and insight to devise, promote and monitor public health interventions

Identifies health inequalities and directs resources

Directly helps children, young people and adults to be healthier

**East Herts  
Council**

Provides direct services to tackle health inequalities and promote wellbeing

Services provided include supporting homeless people, providing parks and open spaces and facilitating engagement in local communities

Directly supports individuals and groups to live healthier lives, including ageing well

Promotes planning policies and design principles which support positive health and wellbeing outcomes

Provides assistance and support to enable residents and groups to support themselves and others

Runs the Healthy Hub East Herts

**Town and  
parish  
councils and  
the voluntary  
and  
community  
sector**

Administers local grants to meet community needs

Supports community and individual needs with specialist advice and support services

Connects and enables the Healthy Hub East Herts services

Run civic events and maintain gardens and green spaces

Hire out council and community venues

Supports businesses and VCFS sector

**Hertfordshire  
and west  
Essex  
Integrated  
Care  
Partnership**

Supports children optimally and supports residents to maintain a healthy lifestyle

Supports our communities to be healthy and sustainable

Enables residents to age well and supports those living with dementia

Supports those with lifelong conditions, long-term conditions and physical disabilities and their families throughout their lives

Improve our residents' mental health and outcomes for those with learning disabilities and autism

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*East Herts Council's actions to support and promote healthy lifestyles,  
community wellbeing and sustainability*

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**Support individuals to improve their health and wellbeing**

Help residents achieve and maintain a healthy weight

Enable good physical and mental wellbeing and the value of employment in wellbeing

Reduce the number of inactive residents

Reduce loneliness and social isolation

Support those with long term conditions to have better health

Provide housing opportunities in keeping with health needs

Reduce rough sleeping and homelessness

Support households to improve the energy efficiency of their homes

**Enable groups in the community to support themselves and each other**

Support the East Herts Dementia Friends Group

Support Breathe Easy groups across the district

Bring together voluntary and community groups through the Healthy Hub East Herts

Understand the needs of rural communities

Provide community grants to foster self-help and community support

Support LGBTQ Pride events

Enable community engagement

Promote environmental sustainability

**Provide advice and assistance to build community resilience**

Provide high quality sports and leisure facilities

Enable sports and physical activity programmes

Increase the supply of affordable housing

Promote and encourage active travel, including walking and cycling

Encourage use of green open spaces and parks

Tackle poor air quality

Use arts and cultural activities to strengthen healthy lifestyles, wellbeing and sustainability

Involve residents in place based health and wellbeing approaches

## 7.5 Appendix E

### EQIA for Thriving Together – a new health and wellbeing plan for East Herts 2024 - 2027

Created by Simon Barfoot 08/12/2023

<b>1 Identify the aims of the policy/service/function and how it is implemented.</b>			
	<b>Key questions</b>	<b>Answers / Notes</b>	<b>Actions required</b>
1.1	What is the aim, objective or purpose of the policy/service/function?	<p>The Housing and Health Service came together in 2016/17. The Service's core functions are now grouped as follows:</p> <ul style="list-style-type: none"> <li>• Housing Services</li> <li>• Environmental Health</li> <li>• Licensing and Enforcement</li> <li>• Community Wellbeing and Partnerships</li> </ul> <p>Thriving Together – a new health and wellbeing plan for East Herts 2024 - 2027</p> <p>Key objectives are to:</p> <ul style="list-style-type: none"> <li>• work closely with residents, organisations and partners as part of the public health family to improve healthy lifestyles, community wellbeing and sustainability</li> </ul>	Implemented in application of health and wellbeing plan priorities and delivery of programmes by Council and wider health partners
1.2	What outcomes do you want to achieve with this	Thriving Together – a new health and wellbeing plan for East Herts 2024 - 2027	As above

## 7.5 Appendix E

## EQIA for Thriving Together – a new health and wellbeing plan for East Herts 2024 - 2027

	policy/service/function and for whom?	<p><b>Vision:</b></p> <p>We want to enhance our residents' health and wellbeing so that everyone in East Herts has the ability and confidence to contribute to and benefit from wider community wellbeing and sustainability</p> <p><b>Ways of working</b></p> <p>Support individuals to improve their health and wellbeing</p> <p>Enable groups in the community to support themselves and each other to build community wellbeing and sustainability</p> <p>Provide advice and assistance to build community resilience</p> <p><b>Its priorities include:</b></p> <ul style="list-style-type: none"> <li>• Supporting and promoting the delivery of Hertfordshire Public Health's objectives</li> </ul>	
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## 7.5 Appendix E

### EQIA for Thriving Together – a new health and wellbeing plan for East Herts 2024 - 2027

		<ul style="list-style-type: none"><li>• Supporting and promoting the delivery of the Hertfordshire and west Essex Integrated Care Partnership's strategic aims</li><li>• Improving individual's health and wellbeing to enable them to contribute to and benefit from wider community wellbeing and sustainability</li><li>• The public health factors that East Herts can support residents and community groups address</li><li>• Playing to the strengths of each partner with the Hertfordshire public sector family East Herts Council's actions to support and promote healthy lifestyles, community wellbeing and sustainability</li></ul>	
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## 7.5 Appendix E

## EQIA for Thriving Together – a new health and wellbeing plan for East Herts 2024 - 2027

1.3	Who defines or defined the policy/service/function?	Head of Housing and Health in consultation with Chief Executive Officer and Senior Leadership Team.	As above
1.4	Who implements the policy/service/function?	Housing and Health including the Community Wellbeing and Partnerships Team. All other Services across the Council who have a vital role in promoting and implementing health and wellbeing principles and priorities alongside the vital contribution of many residents, health organisations and partners	As above
1.5	What factors or forces are at play that could contribute <b>or</b> detract from the outcomes identified earlier?	With Hertfordshire County Council Public Health East Herts Council will work with its public health family partners indicated in the priorities section above to collectively address health and wellbeing as part of the Integrated Care System across Herts and west Essex. East Herts Council will also work locally to connect with these residents, health organisations and partners to deliver the local actions	As above

## 7.5 Appendix E

### EQIA for Thriving Together – a new health and wellbeing plan for East Herts 2024 - 2027

	<p>identified in the Thriving Together health and wellbeing plan 2024 – 2027. The Healthy Hub East Herts, whole systems obesity and place based approaches including the programmes and interventions outlined in this plan will enable further demonstrations of the EQIA policy to be applied in practice</p> <p>Factors which could affect the ability to meet the priorities outlined in 1.2/1.3 are:</p> <ul style="list-style-type: none"><li>• Council spend constraints and the direct impact on public health budgets</li><li>• Prioritisation of health and wellbeing programmes and reducing resources</li><li>• Continued support for health and wellbeing by members</li><li>• National policy and direction</li><li>• Capacity of health partners and volunteer organisations</li><li>• Ability of NHS health system to</li></ul>	
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## 7.5 Appendix E

## EQIA for Thriving Together – a new health and wellbeing plan for East Herts 2024 - 2027

		adapt and move strategically towards prevention	
	<b>Protected characteristic</b>	<b>Issues</b>	<b>The council's mitigation</b>
1.6	<b>Age</b>	<p>Certain age groups are naturally more likely to have health conditions and illness.</p> <ul style="list-style-type: none"> <li>• children</li> <li>• pregnant mums</li> <li>• those experiencing health issues in later life and those with pre-existing health conditions</li> </ul>	<p>Knowledge of these vulnerabilities will allow usual engagement and community health and wellbeing approaches to be tailored to age or health condition vulnerabilities.</p>
	<b>Disability</b>	<p>The nature of contact through the HHEH and supporting partners and organisations is provided to meet complex needs including disabilities and those who are carers, looking after family members with one or more long term conditions</p>	<p>Knowledge of these vulnerabilities will allow usual engagement and community health and wellbeing approaches to be tailored to:</p> <ul style="list-style-type: none"> <li>• meet complex needs and be inclusive to those with disabilities or long-term conditions include adjustments for access to community buildings and venues</li> </ul>

## 7.5 Appendix E

### EQIA for Thriving Together – a new health and wellbeing plan for East Herts 2024 - 2027

	<p><b>Pregnancy and maternity</b></p>	<p>There are general and specific community health and wellbeing impacts on pregnant women, including:</p> <ul style="list-style-type: none"> <li>• good lifestyle prevention approaches to enable the baby to grow and develop well</li> <li>• awareness in relation to taking part in physical activity at late trimester stage</li> </ul> <p>specific complications that may arise and need reasonable adjustment in terms of health advice or activities undertaken</p>	<p>Being aware of general public health and wellbeing advice so that:</p> <p>Assessment for council and partner activities takes place for pregnant women</p> <p>Physical or other activities which could negate against the mother and unborn baby's health and wellbeing are planned for</p>
	<p><b>Race</b></p>	<p>For many ethnically diverse and Asian or Black communities, particular health inequalities are faced. These can be due to:</p> <ul style="list-style-type: none"> <li>• genetic diseases</li> <li>• language or cultural barriers to using a range of services where</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to gain insight about ethnically diverse, Black and Asian communities plus other cultural and race groups living as residents in East Herts</li> <li>• Use this information to act, advise and encourage service adjustments</li> <li>• Ensure lived experiences are understood, to</li> </ul>

## 7.5 Appendix E

## EQIA for Thriving Together – a new health and wellbeing plan for East Herts 2024 - 2027

	<p>adjustments need to be made</p> <ul style="list-style-type: none"> <li>• services not recognising differences in how different cultural groups or ethnically diverse communities need to access health services</li> <li>• Healthy lifestyle issues such as gambling or giving up smoking where receiving help for these issues may impact cultural values and practices</li> </ul>	<p>help reduce health inequalities for these groups and improve health and wellbeing outcomes</p>
<b>Religion and belief</b>	<p>Being aware of religious beliefs and values to:</p> <ul style="list-style-type: none"> <li>• adapt community engagement to accommodate religious ceremonies or prayer times</li> <li>• ensure culturally and religiously appropriate practices are respected e.g., Kosher food is provided</li> <li>• be aware of specific</li> </ul>	<p>Ensure partners, organisations respect and understand groups and their different religious and belief needs, building good peer community understanding and relationships.</p>

## 7.5 Appendix E

### EQIA for Thriving Together – a new health and wellbeing plan for East Herts 2024 - 2027

		requirements for religious adaptation when providing physical activity or other health and wellbeing led programmes	
	<b>Sex</b>	<p>There can be differences between males and females for a number of health and economic outcomes:</p> <ul style="list-style-type: none"> <li>• women tend to have lower incomes than men</li> <li>• lone parents are more likely to experience poverty than other household types as meeting household and family needs may be more difficult to achieve with a single income</li> </ul>	<p>The council recognises that there are many differences in health inequalities outcomes for men and women</p> <p>The council and its partners will use research and health information to understand the economic inequalities between men and women so local actions can address disadvantage</p>
	<b>Marriage and civil partnership</b> - A person who is married or in a civil partnership	Equality of opportunity in relation to accessing community health and wellbeing and lifestyle services and interventions for individuals irrespective of whether they are single, divorced, separated, living together or married or in a civil	The council and its partners will enable its community health and wellbeing and lifestyle services and interventions to be inclusive and accessible for these individuals and groups

## 7.5 Appendix E

## EQIA for Thriving Together – a new health and wellbeing plan for East Herts 2024 - 2027

		partnership	
	<b>Sexual orientation -</b> Whether a person feels generally attracted to people of the same gender, people of a different gender, or to more than one gender (whether someone is heterosexual, lesbian, gay or bisexual).	Equality of opportunity in relation to accessing community health and wellbeing and lifestyle services and interventions for individuals including awareness that LGBTQ+ individuals can experience greater health inequalities due to a higher rate of mental health related issues	The council and its partners will enable its community health and wellbeing and lifestyle services and interventions to be inclusive and accessible for these individuals and groups
	<b>Gender reassignment</b> - Where a person has proposed, started or completed a process to change his or her sex.	Equality of opportunity in relation to accessing community health and wellbeing and lifestyle services and interventions for individuals irrespective of whether they are male or female, trans or 'whether they identify with the gender they were assigned at birth'	The council and its partners will enable its community health and wellbeing and lifestyle services and interventions to be inclusive and accessible for these individuals and groups
<b>2</b>	<b>Consideration of available data, research and information</b>		
	<b>Key questions</b>	<b>Answers / Notes</b>	<b>Actions required</b>
2.1	What do you already	<b>Inactivity and weight</b>	As above

## 7.5 Appendix E

### EQIA for Thriving Together – a new health and wellbeing plan for East Herts 2024 - 2027

	<p>know about who uses this policy/service/function?</p>	<p>A fifth of East Herts residents are classed as inactive (Sport England survey, 2019)</p> <p>53.6% of East Herts adults are overweight or obese (Office for Health Improvement and Disparities [OHID], Local Authority Public Health Profiles 2021/22)</p> <p><b>Isolation and loneliness</b></p> <p>At the England-wide level, 6.5% of people report feeling lonely often or always (National Quality of Life survey, 2022)</p> <p>146 (43%) people helped by the Healthy Hub East Herts in 2022/23 reported their wellbeing was impacted by loneliness</p> <p>17% of East Herts households are people living alone (Census 2021)</p> <p><b>Mental health and dementia</b></p>	
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## 7.5 Appendix E

## EQIA for Thriving Together – a new health and wellbeing plan for East Herts 2024 - 2027

		<p>Nationally, over a fifth of adults report at least mild to moderate levels of mental health distress (National Quality of Life survey, 2020)</p> <p>42 people helped by the Healthy Hub East Herts in 2022/23 reported their wellbeing was impacted by mental health issues</p> <p>4.4% people aged 65+ registered with a GP in Hertfordshire have a diagnosis of dementia (East and North Herts CCG Profiles, 2021)</p> <p><b>Homelessness</b></p> <p>1057 households turned to East Herts Council for help in 2022/23. This number has grown over the last four years</p> <p>At any one time, there are more than 30 homeless households living in hostels and other temporary accommodation provided by East Herts Council</p>	
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## 7.5 Appendix E

### EQIA for Thriving Together – a new health and wellbeing plan for East Herts 2024 - 2027

		<p>On a programme and intervention basis then more personalised information including healthy lifestyle behaviour and outcomes including barriers to health are collected. This data information is informed and consistent with GDPR (May 2018) guidelines and seeks consent from the individual for the information to be used in relation to the purposes it was intended for.</p>	
2.2	<p>What additional information is needed to ensure that all protected characteristic groups' needs are considered?</p>	<p><b>Age</b>  <b>Sex</b>  <b>Disability</b>  <b>Gender Reassignment</b>  <b>Pregnancy/Maternity</b>  <b>Marriage/Civil Partnership</b>  <b>Race</b>  <b>Religion/Belief</b>  <b>Sexual Orientation</b></p> <p>In relation to 2.1 above only information pertinent and relevant to the delivery of public health</p>	<p>Please see full definitions included in section 1.6.</p>

## 7.5 Appendix E

## EQIA for Thriving Together – a new health and wellbeing plan for East Herts 2024 - 2027

		programmes and interventions would be required.	
<b>3</b>	<b>Formal consultation</b>		
	<b>Key questions</b>	<b>Answers / Notes</b>	<b>Actions required</b>
3.1	Who do we need to consult with?	To support the production of the Thriving Together health and wellbeing plan 2024 – 2027, the council has produced a resident and health partners online consultation and engaged with a number of health and wellbeing groups and community members to gain their views and ideas about promoting healthy lifestyles, community wellbeing and sustainability. This has been a valuable process through which insight and ideas have been gained with over 150 direct contributions. This has resulted in an improved Thriving Together health and wellbeing plan, updated to reflect some of the consultation comments received.	As above
3.2	What method/form of consultation can be	Email/phone/web survey/personal contact and other information and	As above

## 7.5 Appendix E

### EQIA for Thriving Together – a new health and wellbeing plan for East Herts 2024 - 2027

	used?	media promotion forms.	
<b>4</b>	<b>Assessment of impact</b>		
	<b>Key questions</b>	<b>Answers / Notes</b>	<b>Actions required</b>
4.1	Have you identified any differential impact and does this adversely affect any protected characteristic groups in the community?	<p><b>Age</b>  <b>Disability</b>  <b>Gender Reassignment</b>  <b>Pregnancy/Maternity</b>  <b>Marriage/Civil Partnership</b>  <b>Race</b>  <b>Religion/Belief</b>  <b>Sexual Orientation</b></p> <p>The table found at section 1.6 above has highlighted a number of issues and the mitigating actions will help to ensure that any protected characteristic groups are not adversely affected</p>	Please see full definitions included in section 1.6.
4.2	If there is an adverse impact, can it be avoided, can we make changes, can we lessen	Please see 4.1	As above

## 7.5 Appendix E

## EQIA for Thriving Together – a new health and wellbeing plan for East Herts 2024 - 2027

	it etc?		
4.3	If there is nothing you can do, can the reasons be fairly justified?	If nothing can be done, reasons will be given to provide fair justification according to the case and circumstance.	As above
<b>5</b>	<b>Consideration of the effect of proposed changes on other groups.</b>		
	<b>Key questions</b>	<b>Answers / Notes</b>	<b>Actions required</b>
5.1	Do any of the changes in relation to the adverse impact have a further adverse affect on any other protected characteristic group?	If any other changes in relation to adverse impact have a further adverse affect on any other protected characteristic, this will be investigated further.	As above
<b>INTERNAL PROCESSES FOR THE ORGANISATION</b>			
<b>6</b>	<b>Deciding in the light of data, alternatives and consultations</b>		
	<b>Key questions</b>	<b>Answers / Notes</b>	<b>Actions required</b>
6.1	The organisation's decision making	The Thriving Together health and wellbeing plan 2024 - 2027 for East	As above

## 7.5 Appendix E

### EQIA for Thriving Together – a new health and wellbeing plan for East Herts 2024 - 2027

	process	Herts will have an accompanying action plan developed with the help of residents, health organisations and partners.	
<b>7</b>	<b>Monitor in the future and publication of results of such monitoring</b>		
	<b>Key questions</b>	<b>Answers / Notes</b>	<b>Actions required</b>
7.1	<p>What have we found out in completing this EqIA?</p> <p>What can we learn for the future?</p>	<p>Community health and wellbeing and lifestyle services and interventions in all its forms from health and social care to public health is diverse and requires careful application, support and general or tailored delivery at the community and population level to improve the health outcomes of the individual. Whilst the emphasis of the the Thriving Together health and wellbeing plan 2024 – 2027 for East Herts is to improve healthy lifestyles, community wellbeing and sustainability, only in partnership with other organisations across the health system can the shift to long term prevention occur. To relieve the</p>	As above

## 7.5 Appendix E

## EQIA for Thriving Together – a new health and wellbeing plan for East Herts 2024 - 2027

		burden on acute treatment services, new ways of working with increased co-operation between health organisations and partners will be needed to improve the health outcomes and reduce health inequalities amongst East Herts communities.	
<b>8</b>	<b>Publication of results of the impact assessment</b> <b>Date: Covering the period 2024 - 2027.</b> <b>Lead Officer: Simon Barfoot, Healthy Lifestyles Programme Officer</b>		

## **East Herts Council Report**

### **Executive**

**Date of Meeting: 13<sup>th</sup> February 2024**

**Report by: Cllr Mione Goldspink, Executive Member for Neighbourhoods**

**Report title: Revised East Herts Council Safeguarding Policy and Procedure**

**Ward(s) affected: All**

### **Summary**

The report presents the draft revised version of the council's Safeguarding Policy. The Executive is asked to consider the revised policy, propose any amendments for the Executive Member to include prior to consideration by Council and recommend the policy, with any amendments, to Council for adoption.

### **RECOMMENDATIONS THAT:**

- (a) the Head of Housing and Health incorporates any amendments to the Safeguarding Policy suggested by the Executive, acting in consultation with the Lead Member for Neighbourhoods, prior to presentation to Council by the Executive Member for adoption**
- (b) the revised Safeguarding Policy be recommended to Council for adoption.**

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

- 1.1 It is proposed that the Executive reviews the changes made to the draft revised version of council's Safeguarding Policy and, with the inclusion of any

further amendments proposed by the Executive, recommends it to Council for adoption.

## **2.0 Background**

- 2.1 East Herts Council, as a second tier local authority, has a statutory responsibility and a duty of care which, in the simplest of terms, means it has a duty to co-operate and report issues relating to safeguarding to the appropriate authorities.
- 2.2 The council firmly believes that children, young people and adults at risk have the right to be safe when using our services. They have the right to be protected from being hurt or suffering abuse regardless of age, race, disability, culture, sex or sexual orientation.
- 2.3 The purpose of the policy (draft revised version attached at Appendix A) is to safeguard and promote the welfare of children, young people and adults at risk by:
  - a) respecting their rights, wishes, feelings and privacy
  - b) ensuring all employees understand the different forms abuse can take, how to identify them and how to act on their concerns
  - c) taking any concern raised seriously and sensitively
  - d) implementing effective procedures for recording, reporting and responding to any allegations, incidents or suspicions of abuse
  - e) ensuring that larger contracted/commissioned services have safeguarding policies and procedures consistent with the council's commitment to the protection of children, young people and adults at risk
  - f) ensuring grant funded services acknowledge they should have due regard to this policy when carrying

- out activities funded or partly funded by the council
- g) encouraging safeguarding best practice at the council
  - h) ensuring unsuitable people are prevented from working with children, young people and adults at risk through a robust recruitment policy.
- 2.4 The council requires the Safeguarding Policy to be reviewed every three years (or sooner if there are any changes in legislation or best practice). The existing policy, stemming from April 2020 was reviewed during the latter half of 2023.
- 2.5 To bring the policy up-to-date and incorporate the latest best practice:
- 2.6 nine recently updated district council safeguarding policies from across the country have been reviewed
- 2.7 a check of whether there is any relevant new guidance since the April 2020 version was produced has been carried out
- 2.8 the views of Elizabeth Hanlon, Independent Chair of the Hertfordshire Safeguarding Adults Board (HSAB), were sought at a meeting in November 2023
- 2.9 the findings from the self-assessment of safeguarding practice, carried out by the Head of Housing and Health and Interim Service Manager – Community Wellbeing and Partnerships were drawn upon
- 2.10 the views of the members of the internal Safeguarding Policy Group have been sought. The group is chaired by Cllr Mione Goldspink, Executive Member for Neighbourhoods and includes Cllr Peter Boylan, given his knowledge and expertise regarding safeguarding, along with senior officers from the Housing and Health and Human Resources services.
- 2.11 Based on this review, the substantive updates to the policy are summarised below.

<b>Page / section in the revised policy draft</b>	<b>Changes made</b>
Page 2	An 'Overview of the Safeguarding Policy' section has been included to provide a succinct summary for the reader when accessing the policy.
1.2	The six principles of safeguarding as outlined by the Association of Directors of Adult Social Services and the Local Government Association (ADASS & LGA,2017) are now explicitly referenced.
4.4	Reference is now made to hate crime and its links to safeguarding, especially as the council is registered as Third-Party Hate Crime Reporting Centre.
7.3 – 7.4	There are different procedures to follow should children and young people or adults at risk fall victim of suspected abuse by an East Herts officer or elected member. Therefore, clearer and more explicit reference has been made to the distinction between a Local Authority Designated Officer (LADO) and guidance provided for managing allegations against People in a Position of Trust (PiPoT).
12	A new section on 'Practice supervision and support' has been included. This acknowledges the impact raising safeguarding concerns and the handling of such cases can have on East Herts Council officers. The policy now clearly

	outlines the availability of supervision and support in response to this, both of which both help maintain high standards of care of officers and ensure the safety and protection of vulnerable individuals.
14	A 'Participating in safeguarding reviews' section has been included to outline the type of reviews that may arise in response to tragic incidents of serious harm or death. This section clearly communicates that East Herts Council officers will participate fully where needed and are committed to learning from such reviews.

### 3.0 Reason(s)

- 3.1 The Safeguarding Policy has been updated in line with the three year review cycle the council has agreed for this policy.

### 4.0 Options

- 4.1 Do nothing, that is, maintain the existing Safeguarding Policy in force without updating it. NOT RECOMMENDED as best practice has advanced since the existing policy was formulated in 2020 and thus the council could be at risk of not recognising or effectively handling any suspected or actual safeguarding issues in the district.
- 4.2 Recommend the policy to Council without first considering the changes to the existing policy. NOT RECOMMENDED as an integral element of the policy is that it is understood and owned by all members and officers. Consideration of the draft by the Executive, with or without amendments being proposed, clearly signals the importance placed on the policy by the Executive.
- 4.3 Review and recommend the latest draft of the

Safeguarding Policy to Council for adoption.  
RECOMMENDED as a means of ensuring that East Herts Council has an up-to-date, fit-for-purpose Safeguarding Policy in place which supports members and officers to identify, report and act on safeguarding issues in an appropriate and timely way which underlines the paramount importance placed on this issue by East Herts Council.

## **5.0 Risks**

- 5.1 Types of abuse, legislation and best practice are ever changing. This policy is reflective of current known types of abuse, legislation and best practice but could become outdated leaving the council at risk of not identifying or reacting appropriately to a potential safeguarding issue. To mitigate this, the policy states that it will be reviewed every three years or when changes are made to legislation or best practice, whichever is the sooner. The Safeguarding Policy Group will continue to stay abreast of developments.

## **6.0 Implications/Consultations**

- 6.1 This Safeguarding Policy has been developed through consultation with the Safeguarding Policy Group, which includes representatives of the Housing and Health service and Human Resources and Organisational Development and is chaired by the Executive Member for Neighbourhoods. The review has also taken on board best practice identified by the Hertfordshire Safeguarding Children Partnership and the Hertfordshire Safeguarding Adults Board.

## **Community Safety**

Yes – this policy furthers the aspirations of the Community Safety Partnership to protect vulnerable people and develop community

safeguarding.

### **Data Protection**

Yes – the investigation of a safeguarding concern is likely to cover a considerable amount of sensitive information about individuals. This policy gives detailed guidance on confidentiality and data protection when sharing a safeguarding concern.

### **Equalities**

Yes – this policy aims to safeguard the interests of the potentially most vulnerable residents of East Herts, including a number of people with protected characteristics such as, though not limited to, older people and disabled people, and has been developed with this in mind. By the time this policy is proposed to Council an Equalities Impact Assessment will have been completed. It will accompany the report for members of full Council to refer to when considering adoption of the policy.

### **Environmental Sustainability**

No

### **Financial**

No – there are no financial implications arising from either consideration or subsequently adoption of the revised policy. The costs associated with the member and officer training required by the policy can be met from existing budgets.

### **Health and Safety**

No

### **Human Resources**

Yes – this policy outlines the requirements for safer recruitment and safeguarding training for staff.

### **Human Rights**

Yes – this policy outlines the rights for children, young people and adults at risk to be safe and protected from mistreatment or abuse,

regardless of age, race, disability, culture, sex or sexual orientation.

## **Legal**

Yes – this policy outlines East Herts Council’s statutory responsibility and duty of care relating to safeguarding.

## **Specific Wards**

No

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

- 7.1 Appendix A – Revised East Herts Council Safeguarding Policy - Draft.

### **Contact Member**

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**East Herts Council**

**Safeguarding Policy and Procedure  
Children, Young People and Adults at Risk**

**Policy Statement Number 41 (Issue No 4)**

**Policy Owner: Jonathan Geall**

**Date of last review: Nov 2023**

**Date of next review: Nov 2026**

## Overview of the Safeguarding Policy

This policy makes clear the seriousness with which East Herts Council takes its responsibility to prioritise the protection and wellbeing of vulnerable individuals within our community and publicise clear procedures for reporting concerns.

This policy equips readers with:

- information of the types of abuse that, unfortunately, arise in East Herts and **how to spot the signs of abuse** – sections 1 to 4
- clear information about **what to do if you see something** you are concerned about and what the council's safeguarding lead officers should do in response to reported concerns – sections 5 to 8
- **steps to take to prevent opportunities for abuse** to arise in council premises and when providing council services – sections 9 to 12
- **quick reference guides** and contact details – sections 13 to 16.

The policy aims to minimise the threat of harm to vulnerable children, young people and adults at risk by:

- fostering a **shared understanding of the safeguarding risks** which we may all come across in our day-to-day work
- **giving everyone the confidence to report concerns**, large and small
- **providing practical guidelines to the council's safeguarding lead officers** to enable swift, effective and consistent responses to issues raised
- **ensuring the council works closely with colleagues** in partner organisations across and beyond Hertfordshire
- **maintaining professional curiosity** at all times about individual cases, review of cases in other areas and new guidance and best practice to embed a culture of continuous learning.

Safeguarding is everyone's responsibility. Please read this policy and ensure you are as well-informed as you possibly can be.

**Contents**

- Overview of the Safeguarding Policy .....2
- 1. Introduction .....4
- 2. Policy statement .....6
- 3. Definitions and how abuse can be experienced .....8
- 4. Roles and responsibilities .....13
- 5. Recognising and responding to potential abuse.....16
- 6. Guidelines for staff on dealing with disclosures .....17
- 7. Allegation of abuse by an East Herts Council officer or elected member .....19
- 8. Confidentiality and data protection.....21
- 9. Impacts of the Safeguarding Policy of specific elements of  
East Herts Council’s work .....22
- 10. Official visits and VIPs .....26
- 11. Safeguarding training .....29
- 12. Practice supervision and support .....31
- 13. Safer recruitment .....33
- 14. Participating in safeguarding reviews .....34
- 15. Key contact information .....35
- 16. Monitoring and policy review .....36
- 17. Recording and reporting safeguarding concerns – a quick guide .....37

# 1. Introduction

- 1.1 This policy applies to all East Herts Council employees, contractors and elected members. Licensees and third party recipients of grants must have due regard for this policy.
- 1.2 The council places the utmost importance on its safeguarding duty. This policy has been drawn up with the principles of 'Making Safeguarding Personal' firmly in mind recognising the Association of Directors of Adult Social Services and the Local Government Association's six principles of good safeguarding practice (ADASS & LGA, 2017).

<b>Empowerment</b>	People being supported and encouraged to make their own decisions and provide informed consent.
<b>Prevention</b>	It is better to take action before harm occurs.
<b>Proportionality</b>	Making the least intrusive response appropriate to the risk presented.
<b>Protection</b>	Giving support and representation for those in greatest need.
<b>Partnership</b>	Local solutions should be made through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
<b>Accountability</b>	There should always be accountability and transparency in delivering safeguarding.

1.3 Thus, the council firmly believes that:

- children, young people and adults at risk have the right to be safe when using our services
- all children, young people and adults at risk have a right to be protected from being hurt, mistreated or suffering abuse – in body or mind
- that when assisting people facing abuse, intervention should, wherever possible, be person-led and outcome-focused. We will always make our best efforts to engage the people we are working with in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety.

- 1.4 The council recognises that some people may make choices that professionals think unwise. So long as someone has mental capacity, it is for them to make their choices. When someone is deciding on what to do, this can provide opportunities for the council and/or our partners to have frank discussions with the individual to establish what the next best option may be. Indeed, we see such situations as opportunities to explain the situation honestly and to find ways to most closely match the person's wishes.
- 1.5 The council is committed to ensuring that the needs and interests of children, young people and adults at risk are considered by elected members, employees, volunteers and contractors in the provision of services and decision-making.
- 1.6 East Herts Council, as a second-tier local authority, has a statutory responsibility and a duty of care which, in the simplest of terms, means it has a duty to cooperate and report issues relating to safeguarding to the appropriate authorities.
- 1.7 East Herts Council works closely with colleagues from the Hertfordshire Safeguarding Children Partnership and Hertfordshire Safeguarding Adults Board to share best practice and learning. Through engaging with both partnership boards, the council ensures it keeps up to date with the latest developments, protocols and policies.
- 1.8 Of particular importance, local authorities have a duty under Section 11 of the Children Act 2004 to ensure that they consider the need to safeguard and promote the welfare of children when carrying out their functions. Furthermore, The Care Act 2014 sets out specific adult safeguarding duties for local authorities and their partner agencies. The safeguarding duties apply to an adult who (a) has needs for care and support, (b) is experiencing or at risk of abuse or neglect and/or (c) due to these care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.
- 1.9 The Working Together to Safeguard Children guidance issued in 2018 reiterates the important role second tier authorities, such as East Herts Council, as providers, for example, of housing, environmental health services and leisure services, have to play in working collaboratively across agencies to maximise the effectiveness of safeguarding in their localities.

## 2. Policy statement

2.1 The purpose of this policy is to safeguard and promote the welfare of children, young people and adults at risk, by:

- respecting the rights, wishes, feelings and privacy of children, young people and adults at risk
- ensuring all employees understand the different forms abuse can take, how to identify them and how to act on their concerns
- taking any concern made by an elected member, employee, contractor or child/young person/adult at risk seriously and sensitively
- implementing effective procedures for recording, reporting and responding to any allegations, incidents or suspicions of abuse
- ensuring that larger contracted/commissioned services have safeguarding policies and procedures consistent with the council's commitment to the protection of children, young people and adults at risk
- ensuring grant funded services acknowledge they should have due regard to this policy when carrying out activities funded or partly funded by the council
- encouraging safeguarding best practice at the council
- ensuring that unsuitable people are prevented from working with children, young people and adults at risk through a robust recruitment process.

2.2 The policy helps the council ensure there is a clear and effective approach to safeguarding across the organisation and that all employees, elected members, volunteers and contractors delivering services directly by the council or on the council's behalf are aware of their legal obligations to safeguard children, young people and adults at risk.

2.3 This policy applies to all services within the scope of the council. In addition to all internal provision of services, it also applies to:

- outside organisations delivering services involving children, young people or adults at risk on behalf of the council
- contractors
- grant-funded organisations.

- 2.4 Safeguarding is not a practice that operates in isolation. The issues covered in this policy cut across every service and function that the council undertakes and so is embedded within the organisation and has direct links to other Human Resources policies and the council's Prevent Action Plan.
- 2.5 This policy is inclusive of all children, young people and adults at risk. In addition, in drawing up with policy we have had regard to Equality Act 2010 and the need to ensure the interested of those with protected characteristics are respected and borne in mind when carrying out our safeguarding duties.
- 2.6 Compliance and guidance will be reviewed on an annual basis by the Head of Housing and Health and Service Manager – Community Wellbeing and Partnerships.

### 3. Definitions and how abuse can be experienced

#### Definitions

3.1 The phrase 'children, young people and adults at risk' refers to:

- a **child** – anyone under the age of 18 years
- a **young person** – a person aged over 16 but under 18 (those aged 16-18 are included in the legal definition of a child)
- an **adult at risk** – any person aged 18 or over who is, or may be, unable to take care of themselves, or unable to protect themselves against significant harm or serious exploitation. Vulnerability and risk may arise from:
  - a mental health problem or mental illness, including dementia
  - a physical disability
  - a sensory impairment
  - a learning disability
  - frailty
  - a temporary illness
  - old age.

3.2 The term **parent** is used in the broadest sense to include parents, carers and guardians.

#### *Experience of abuse*

3.3 East Herts Council recognises that people can experience abuse in individual and unique ways. Moreover, abuse can be experienced in any setting and by adults that are both known and unknown to a person. The table below gives examples of the different dimensions of how abuse can be experienced.

<b>Types of abuse</b>	<b>Examples of how abuse can be experienced</b>
<b>Child Criminal Exploitation (CCE)</b>	Where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology. CCE includes, for instance, children forced to work on cannabis farms or to commit theft.
<b>Child Sexual Exploitation (CSE)</b>	Exploitative situations and relationships where young people (under 18) are groomed and receive 'something', for example affection, gifts, money, food, accommodation, drugs, alcohol, cigarettes, <sup>1</sup> as a result of them performing, and/or another or others performing on them, sexual activities.
<b>County lines</b>	County Lines is the name given to describe drug dealing by criminal gangs from urban areas expanding their activities into smaller towns and rural areas. It often involves the exploitation of children, as gangs use young people and those with mental health or addiction problems to transport drugs and money.
<b>Cuckooing</b>	A practice where people take over a person's home and use the property to facilitate exploitation. The prevalent examples of this are when drug dealers take over the home of a vulnerable person in order to use it as a base for drug dealing.
<b>Discriminatory abuse</b>	Discriminatory and oppressive attitudes based on race, gender, cultural background, religion, physical and/ or sensory impairment, sexual orientation or age.
<b>Domestic abuse</b>	An incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those

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<sup>1</sup> The council notes other national trends that may lead to such exploitation with an increase in cases of children vaping and taking the Class C drug nitrous oxide.

	aged 16 or over who are or have been partners or family members, regardless of gender or sexuality.
<b>Female Genital Mutilation (FGM)</b>	A collective term used for illegal procedures, such as female circumcision, which include the partial or total removal of the external female genital organs, or injury to the female genital organs for a non-therapeutic reason.
<b>Financial abuse</b>	Theft, fraud, exploitation, and pressure often in connection with savings, wills, property, possessions or benefits.
<b>Forced marriage</b>	Someone is coerced into marrying someone against their will. This may be by means of other types of abuse such as physical and/or emotional abuse.
<b>Hoarding</b>	Where someone acquires an excessive number of items and stores them in a chaotic manner, usually resulting in unmanageable amounts of clutter. The items can be of little or no monetary value.
<b>Honour Based Abuse</b>	Violence and abuse in the name of honour, covering a variety of behaviours, mainly but not exclusively against females, where the person is being punished by their family and/or community for a perceived transgression against the 'honour' of the family or community, or is required to undergo certain activities or procedures in 'honour' of the family.
<b>Human Trafficking</b>	Someone is moved from one place to another for the purpose of exploitation, this could be through sexual exploitation, domestic servitude, forced labour, forced criminality or organ harvesting.
<b>Institutional abuse, neglect and/or poor practice</b>	Repeated and pervasive mistreatment and/or isolated incidents of poor or unsatisfactory professional practice.
<b>Modern Slavery</b>	Being forced to work through mental or physical threat, owned or controlled by an 'employer' usually through mental or physical abuse or the threat of abuse, dehumanised and being treated as a commodity or bought and sold as 'property'.

<b>Neglect and/or acts of omission</b>	Ignoring someone's medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
<b>Physical abuse</b>	Slapping, pushing, kicking, rough handling, twisting of limbs/extremities, misuse of medication, or inappropriate sanctions or restraint.
<b>Psychological and/or emotional abuse</b>	Verbal assault or intimidation, deprivation of contact, threats of harm or abandonment, humiliation or blaming, overriding of consent, choices or wishes.
<b>Radicalisation</b>	Typically tackled as part of the Government's Prevent programme, radicalisation is essentially a safeguarding issues. It covers incitement, whether face-to-face or through publications or the Internet, to promote or carry out acts of terrorism or extremist behaviour. This can covers all manner of political, religious or ideological positions.
<b>Self-neglect</b>	Lack of self-care, including neglect of personal hygiene, nutrition and hydration, or health. Lack of care of a person's environment, including living in domestic squalor. Refusal of services such as care services, health assessments or interventions.
<b>Sexual abuse</b>	Non-contact abuse such as voyeurism, involvement in pornography. Sexual acts to which the vulnerable adult has not consented, could not consent or was pressured into consenting. Rape and sexual assault.

3.4 It is recognised that from time-to-time different risks to children, young people and vulnerable adults may emerge or different forms of abuse may become more prevalent. Also, different ways of identifying, reporting or tackling abuse may become available.

3.5 The council recognises that the Mental Capacity Act 2005 provides a framework to empower and protect people who may lack capacity to make some decisions for themselves, or who have capacity and want to make preparations for a time when they may lack capacity in the future. Someone who lacks capacity due to an illness or disability (such as a mental health

problem, dementia or a learning disability) may have one or more of the following issues:

- cannot understand information given to them to make a particular decision
- cannot retain that information long enough to be able to make the decision
- cannot use or weigh up the information to make the decision
- have difficulty in communicating their decision.

3.6 The Mental Capacity Act 2005 defines who can take decisions, when they can take them and how they should go about this. East Herts safeguarding leads will work with the appropriate partners to take the mental capacity act provisions in to account when responding to reported abuse in their district. Officers have a responsibility to work with the public to make decisions in their best interest about affairs. In doing so, officers are expected to be aware of the key aspects of the Mental Capacity Act 2005. Officers are expected to discuss any concerns regarding mental capacity with either the Head of Housing and Health or the Service Manager – Community Wellbeing and Partnerships.

## 4. Roles and responsibilities

4.1 **Safeguarding is everyone's responsibility** so there are key roles and responsibilities for everyone:

- **Executive Member holding responsibility for Safeguarding** – the safeguarding function currently sits with the Executive Member for Neighbourhoods who is responsible for the development of safeguarding policy. The Executive Member is also regularly briefed on safeguarding policy developments and caseload characteristics
- **Chief Executive Officer** – holds the overall strategic responsibility for the safeguarding of children, young people and adults at risk
- **Head of Housing and Health** – lead operational role for the council for promoting and addressing the safeguarding of children, young people and adults at risk
- **Service Manager – Community Wellbeing and Partnerships** – this post-holder, within the Housing and Health service, holds the deputy operational lead role for the council for promoting and addressing the safeguarding of children, young people and adults at risk
- **Human Resources** – supporting the promotion of the council's safeguarding duties and responsibilities, notably with regard to training and safer recruitment
- **All Heads of Service** need to ensure that agency workers, consultants and grant recipients, as well as larger contractors, agree to pay due regard to the council's Safeguarding Policy and, where relevant, have their own policy and procedures in place
- elected members and officers on **the East Herts Safeguarding Policy Group** – this group, chaired by the Executive Member for Neighbourhoods and serviced by the Head of Housing and Health and Service Manager – Community Wellbeing and Partnerships, brings together members and officers with particular experience and expertise in safeguarding matters so as to provide an ongoing 'check-and-challenge' function regarding the council's strategic and operational responses to safeguarding issues
- **all elected members** must:

- adhere to this policy at all times
  - follow best practice regarding safeguarding, including participating in relevant training and keeping as up-to-date as possible about safeguarding issues
  - remain vigilant to abuse being experienced by anyone and report this as soon as possible, following this safeguarding policy
  - report any concerns about and/or whistleblow on any employee, elected member, staff, volunteer or contractor.
- **all employees of the council, temporary staff, contractors and volunteers**, must:
    - adhere to this policy at all times
    - follow best practice regarding safeguarding, including participating in relevant training and keeping as up-to-date as possible about safeguarding issues, particularly those relating to their areas of work
    - remain vigilant to abuse being experienced by anyone and report this as soon as possible, following this safeguarding policy
    - report any concerns about and/or whistleblow on any employee, elected member, staff, volunteer or contractor.
- **outside organisations** that deliver services involving children, young people and adults at risk on behalf of the council must:
    - in the case of large contractors, comply with the council's Safeguarding Policy and/or have their own policy and procedures in place
    - in the case of smaller bodies, have due regard to this policy.
- 4.2 The council participates fully in multi-agency groups and statutory Safeguarding Boards.
- 4.3 The council's safeguarding lead officers are also aware of the appropriate action to be taken should they ever need to raise any concerns about the effectiveness of the multi-agency working. This is laid out clearly in the [Escalation Policy](#) provided by the Hertfordshire Safeguarding Adults Board.
- 4.4 The council recognises that issues regarding safeguarding may also emerge from instances of hate crime. The council takes this very seriously and remains a registered [Third-Party Reporting Centre](#) for its residents.

- 4.5 The council has a Prevent Action Plan which it ensures is updated and kept relevant. This plan brings together the council with its strategic partners with the aim of identifying and, where at all possible, preventing residents being drawn into terrorism. It is recognised that the grooming activities often associated with enrollment of people into terrorist activities can involve abuse of vulnerable people and wider safeguarding issues.
- 4.6 In dealing with any safeguarding case, the council will use all relevant legislation to assist and work with partners to tackle the underlying issues.

### ***Hertfordshire Safeguarding Children's Partnership (HSCP)***

- 4.6 The [HSCP](#) is a statutory, multi-agency organisation formed by Hertfordshire County Council in line with Section 13 of The Children Act 2004. The organisation brings together agencies who work to safeguard and promote the welfare of children.
- 4.7 The objective of the HSCP is to co-ordinate what is done by each person or body represented on the board for the purposes of safeguarding and promoting the welfare of children and young people in the area of the authority by which it is established.
- 4.8 East Herts Council is committed to maintaining an effective working relationship with the HSCP to help achieve its mutual aims in respect of child safeguarding.

### ***Hertfordshire Safeguarding Adults Board (HSAB)***

- 4.9 The [HSAB](#) is an inter-agency forum for co-ordinating how the different services and professional groups should cooperate to safeguard adults at risk across Hertfordshire. It ensures that arrangements work effectively to identify abuse or inadequate care, help vulnerable people and plan and implement joint preventative strategies.
- 4.10 The HSAB aims to raise awareness and promote the welfare of adults at risk by the development of an effective cooperative involving people from a wide range of public and voluntary services and other organisations. This council is committed to maintaining an effective working relationship with the HSAB to help achieve its mutual aims in respect of the safeguarding of adults at risk.

## 5. Recognising and responding to potential abuse

- 5.1 Even though elected members, employees, volunteers and contractors may have limited contact with children, young people and adults at risk as part of their duties and responsibilities for the council, everyone should be aware of the potential indicators of abuse and bullying and be clear about what to do if they have concerns.
- 5.2 It is not the responsibility of any elected member, employee or contractor to determine whether abuse is taking place. Concerns, incidents or allegations must be reported. The role of the elected member or employee is to refer the case to the appropriate person, not to investigate or make a judgement.
- 5.3 Where an employee is concerned about the **immediate** safety of a child, young person or adult at risk they should:
- call the Police on 999
  - call an Ambulance on 999 if the person needs urgent medical assistance.
- 5.4 Where an employee has concerns that a child, young person or adult at risk is being harmed or neglected, or is at risk of this, they should complete an [East Herts online referral form](#) on the staff intranet and contact either the Service Manager – Community Wellbeing and Partnerships or the Head Housing and Health.

## **6. Guidelines for staff on dealing with disclosures**

### **Do**

- Stay calm
- Listen to what the person is saying. It's important to listen and capture the disclosure rather than suggesting they speak to someone else which could then stop the disclosure being made
- Reassure the person, acknowledging that they have been brave to tell you
- Make sure the person is comfortable and in a secure environment where they cannot be overheard
- Take what they say seriously
- Offer practical help, for example, offer a glass of water or tissues
- Remind the person that you have a duty to follow the council's safeguarding policy in order to safeguard and support them or the person(s) they are telling you about. Explain that you will inform one of the council's safeguarding officers
- Assure the person that you will only share the information with the people who need to know
- Tell the person that they will be contacted by a safeguarding officer to advise them of what the next steps will be after you have spoken to the safeguarding officer
- Refer the matter immediately to either the Head of Housing and Health or Service Manager – Community Wellbeing and Partnerships
- Avoid any delay in reporting the cause for concern or disclosure to the designated officer(s) as this could increase the risk to the person concerned
- Keep an accurate factual record that is signed and dated as soon as possible after the disclosure.

### **Don't**

- Promise confidentiality or that you will keep what you are being told secret
- Appear to be shocked or upset by what the person is telling you, even if what they are saying is distressing
- Take the person home
- Touch the person to comfort or reassure them
- Question the person about the alleged abuse, beyond the minimum necessary to understand what is being alleged
- Give false reassurances in order to comfort the person

- Stop or interrupt the individual when they are freely recalling significant events
- Make the individual tell anyone else. They may have to be formally interviewed later and it is important to minimise the number of times information is repeated
- Make any suggestions to the person about how the incident may have happened
- Discuss the information with anyone other than a council safeguarding.

## **7. Allegation of abuse by an East Herts Council officer or elected member**

- 7.1 It is essential in all cases of suspected abuse by an officer or elected member that action is taken quickly and professionally in the interest of the person's welfare.
- 7.2 In the rare event that any officer or elected member is suspected of abusing an individual or a previous history of abuse is discovered, it is the responsibility of the individual who becomes aware of this information to discuss their concerns with the Head of Housing and Health or the Head of HR and Organisational Development or the Chief Executive. These officers may determine it appropriate to discuss the matter with the Head of Legal and Democratic Services (the council's statutory Monitoring Officer) if the allegation involves an elected member.
- 7.3 If there are allegations that an officer or elected member has abused a child or young person then the Head of Housing and Health or the Head of HR & Organisational Development, with agreement from the Chief Executive (or in their absence the Deputy Chief Executive), will contact the relevant Local Authority Designated Officer ([LADO](#)) to report the matter and seek guidance. The Police are also likely to be contacted through the LADO.
- 7.4 If there are allegations that an officer or elected member has abused an adult at risk, the council will follow the HSAB guidance reoutlined in [Managing Allegations Against People in a Position of Trust](#). It may be determined appropriate to discuss the matter with the Head of Legal and Democratic Services (the council's statutory Monitoring Officer) if the allegation involves an elected member.
- 7.5 If it is suspected or reported that an officer is implicated in the abuse of a child, young person or adult at risk the council's Disciplinary Policy will be followed except where the employee is in their probationary period. In that circumstance the Probationary Procedure will be used. This process does not apply to elected members for whom the appropriate process will be determined by the Head of Legal and Democratic Services (the council's statutory Monitoring Officer).

- 7.6 Nothing in the council's processes for handling allegations against an officer or elected member replaces the need for the council to refer cases to Hertfordshire County Council, the Police and other agencies as appropriate in line with county-wide safeguarding policies and the requirements under the Children Act 2004 and Care Act 2014.

## 8. Confidentiality and data protection

- 8.1 Employees have a duty to share information relating to a safeguarding concern with either the Head of Housing and Health or the Service Manager – Community Wellbeing and Partnerships (in the case of suspected abuse by an employee it can be shared with the Head of HR and Organisational Development or the Chief Executive).
- 8.2 Employees must not:
- discuss details of any safeguarding concerns with anyone who does not have a legitimate professional need for the information
  - discuss any safeguarding concerns with any other interested party, including parents and relatives of the child, young person or adult at risk without the express permission of the person with overall responsibility for the investigation.
- 8.3 Consent is not required to breach confidentiality and make a safeguarding referral where:
- a serious crime is believed to have been committed
  - where the alleged perpetrator may go on to abuse others
  - other vulnerable persons are at risk
  - the person at risk is deemed to be in serious risk
  - there is a statutory requirement to do so
  - the public interest overrides the interest of the individual
  - when an employee of a statutory service, a private or voluntary service or a volunteer is the person accused of abuse, malpractice or poor professional standards.
- 8.4 All copies of referrals to Hertfordshire County Council relating to children, young people and adults at risk should be retained by the Head of Housing and Health to ensure confidentiality. This information will be retained in accordance with data protection periods. No other copies should be kept.

## 9. Impacts of the Safeguarding Policy of specific elements of East Herts Council's work

### Homelessness

- 9.1 The council has a legal duty to provide temporary accommodation to individuals whose status and circumstances meet certain criteria as defined in the Housing Act 1996 as amended by the Homelessness Act 2002 and Homelessness Reduction Act 2017. Employees may need to refer families or individuals to Hertfordshire County Council outside of the safeguarding process, as follows:

Persons affected	Reason for contacting Hertfordshire County Council
Homeless 16-17 year olds	A 16 or 17 year old should be referred to Hertfordshire County Council for assessment to determine if they are a child in need with a duty owed to them by Hertfordshire County Council.
Intentionally homeless household with children	If a household with children is found to be intentionally homeless, Hertfordshire County Council should be advised in writing so that they can ascertain whether a duty is owed under the Children Act 1989.

- 9.2 If children, young people and/or adults at risk are placed in temporary accommodation pending a referral to Hertfordshire County Council, Housing Options Officers should complete a homelessness assessment and identified needs and vulnerabilities should be notified to Hertfordshire County Council.

### Use of Contractors

- 9.3 When procuring contractors to provide public facing services on behalf of the council, tenderers approaches to safeguarding will be part of the tender evaluation process. Lack of appropriate safeguarding policies will exclude a tenderer from being selected.
- 9.4 Any contractor or sub-contractor engaged by the council in areas where workers are likely to come into regular contact with children, young people

or adults at risk, should have its own equivalent safeguarding policies and training, or failing this, must comply with the terms of this policy. This requirement should be written into the contract.

- 9.5 Heads of Service, in consultation with the council's legal services, must take reasonable care that contractors doing work on the council's behalf are monitored appropriately.
- 9.6 Where contact with children, young people and adults at risk is a necessary part of the contracted service, it is the responsibility of the manager who is monitoring the services of the contractor to ensure that satisfactory Disclosure and Barring Service (DBS) checks have been completed where appropriate.

### **Grant Applications**

- 9.7 All organisations in receipt of grants from East Herts Council must have due regard for this policy as a condition of payment of grant.
- 9.8 In addition, satisfactory DBS checks may be required from appropriate individuals working with children, young people and adults at risk which seek funding from the council. Such requirements are subject to relevant legislation including the 'regulated activity' criteria contained within the Protection of Freedoms Act 2012. This information will be requested at the application stage and applications will not be processed without the relevant documentation.

### **Licensing**

#### ***Premises***

- 9.9 The council is responsible for carrying out certain licensing functions. Protection of children from harm is a licensing objective that the council is legally obliged to consider as part of its licensing function, for example when licensing, though not limited to, premises under the Licensing Act 2003 or the Gambling Act 2005. This Safeguarding Policy should be referred to as appropriate when assessing license applications.

## **Taxis**

- 9.10 The council sees taxi drivers and operators as being vital in maintaining a vigilant approach to safeguarding in the district. We therefore provide training to all new applicants and at point of license renewal every 3 years.
- 9.11 The council considers taxi drivers and operators conduct with regard to safeguarding as being important in our assessment of whether they are fit and proper to hold a license under the Local Government (Miscellaneous provisions) Act 1976.
- 9.12 The council takes a robust approach to any reports of abuse perpetrated by taxi drivers or operators and will act accordingly.

## **Work Experience**

- 9.13 The council supports work experience placements across the organisation for a number of young people each year. This is beneficial to both the young person and the council. When the council offers a work experience placement, the HR team supports the managers when completing the educational provider's paperwork to ensure appropriate supervision is in place and the responsibilities are clear regarding the young person's health, safeguarding, safety and welfare.
- 9.14 Any student undertaking work experience with the council will be under the supervision of a more senior member of staff.
- 9.15 Any student undertaking work experience with the council is expected to comply with this safeguarding policy.

## **Photography**

- 9.16 Elected members, employees and contractors who use cameras or film recorders for, or on behalf of, the council must have either completed media consent forms from the parents of children being photographed or filmed, or have checked with the parent or guardian, before the activity commences. When commissioning professional photographers or inviting the press to cover the organisation's services, events and activities, the

council will ensure that expectations are made clear in relation to child protection.

9.17 There are some easy steps to take:

- check the credentials of any photographers and organisations used
- ensure identification is worn at all times
- do not allow unsupervised access to children or adults at risk including through one-to-one photographic sessions
- do not allow photographic sessions outside of the activities or services, or at a child's home
- it is recommended that the names of children or adults at risk should not be used in photographs or footage, unless with the express permission of the parent/carer of the child, young person or adult at risk.

9.18 Employees should contact the council's Communications Team for advice and a copy of the Media Consent Form before the activity commences.

## 10. Official visits and VIPs

10.1 All officers and elected members are responsible for implementing this guidance and managing visitors to services operated by East Herts Council. All officers and elected members have a responsibility to ensure that visitors are welcomed and managed safely. The guidance applies to all visitors equally.

- Ensure there is no risk to the safety of adults and children at risk arising from visits by approved or invited visitors such as VIPs, celebrities or media representatives
- Ensure staff and visitors are aware of their responsibilities
- Ensure systems are in place to effectively manage risks and to ensure that any issues arising are learnt from
- Ensure the council or hosting organisation meets its safeguarding responsibilities.

### Types of visitor

10.2 There are a number of different types of legitimate visitors to services operated by East Herts Council.

- Employees of partner organisations such as funders including the lottery, Sport England and the like.
- Visitors in connection with the building, grounds or equipment i.e. builders, contractors, maintenance contractors.
- Staff working for the local media including journalists or photographers.
- VIPs – Very Important People including celebrities.

10.3 The procedures for ALL visitors are as follows.

- Wherever possible, visits should be pre-arranged.
- All visitors must report to reception or a main entrance first or where visits involve an outdoor space, a meeting point should be agreed.
- All visitors should explain the purpose of their visit and who has invited them.
- All visitors should be ready to produce formal identification.
- All visitors will be asked to sign the visitors' record book where available.
- All visitors should be accompanied by a member of staff at all times when accessing or leaving the premises.
- Visitors should never be left alone with children / adults at risk.

## VIPs

- 10.4 A VIP is usually an external visitor of importance or influence, who commands special treatment. While VIP visits will require special preparations to be made, it is appropriate to acknowledge that officers must not be starstruck in the presence of a VIP.
- 10.5 As fellow citizens, VIPs must abide by the same laws and standards as that of any other citizen. If an officer has any concerns that involve the conduct of a VIP, they must raise such.
- 10.6 The type of VIP visits that may be made include:
- Royalty and Royal Representatives
  - Government (Members of Parliament, including government ministers and politicians)
  - Diplomats and Senior Public Servants
  - Chairpersons/ Chief Executive Officers of major companies and organisations
  - Senior Officers from Charitable Trusts
  - Religious leaders
  - Civic and local community leaders, including the council's own members
  - Notable academics, Olympians, authors, high profile prize winners and those with celebrity status in particular fields such as sport, music, the arts, media including celebrities and who are likely to inspire others.
- 10.7 Important considerations for VIP visits are as follows.
- An invitation to a VIP should be made in advance with sufficient time to enable appropriate planning for a safe and successful visit recognising how the visit will be hosted and importantly who will be escorting and supervising the visitor at all times.
  - In general terms VIPs should be treated in a very similar way to any other visitor but a degree of common sense should prevail i.e. it is unlikely that the King or another senior member of the Royal Family would be expected to show or wear ID. Members of their entourage though should be expected to follow normal procedures. All VIPs and any entourage should be accompanied at all times by a member of staff.

- All visits by media, VIPs, celebrities or other high profile partners must involve the Communications team and the Chief Executive because of the high profile they can attract. Any requests for celebrity or VIP visits must be referred to the Communications team. Discussions as to the appropriateness of the visits to certain locations should then take place with the Named Safeguarding Officer, the Chief Executive and approval sought. Visit supervision may be delegated to service teams, if appropriate.

## 11. Safeguarding training

- 11.1 Safeguarding training is a crucial way in which the contents of this policy are communicated to employees, elected members and volunteers and contractors as appropriate.

### Staff

- 11.2 The council's induction programme for all **new employees** will include safeguarding issues and provide signposting information to key contacts and to the council's policy and training programme.
- 11.3 **All employees** will be required to complete a short awareness training session on a yearly basis through Skills Build (the council's online learning platform). Completion of safeguarding training will be monitored through the Performance and Development Review (PDR) process. Failure to complete safeguarding training will result in the PDR not being signed off which could lead to the disciplinary process being invoked.
- 11.4 Specific or specialist training shall be provided for all **employees who come into direct contact with children, young people and adults at risk** as part of carrying out the requirements of their job. The Head of Housing and Health and the Service Manager – Community Wellbeing and Partnerships will undertake Designated Officer training every two years in line with requirements. HR staff will be trained in safer recruitment so they can support and train/brief recruiting managers as appropriate.

### Members

- 11.5 Training and awareness-raising extends to the elected members of the council and appropriate training is provided at least once within a member's term with mandatory 'refresher' training as part of the council's ongoing elected member development programme.

### Contractors

- 11.6 Heads of Service and /or contract managers will satisfy themselves, on at least an annual basis, that contractors providing public facing services on behalf of the council will have mechanisms in place to train new starters on safeguarding and provide periodic refresher training to all staff.

## **Taxi drivers and operators**

- 11.7 All new applicants receive training on safeguarding as a condition on being given a license. Furthermore, at point of license renewal refresher training is required.
  
- 11.8 The council consults with the Hertfordshire Safeguarding Children Partnership and the Hertfordshire Safeguarding Adults Board about which categories of employees require specific training.

## 12. Practice supervision and support

12.1 The council recognises that practice supervision and support is crucial when dealing with safeguarding matters. Handling safeguarding cases is not the full time job of any single East Herts Council officer and so officers will be required from time-to-time to investigate and work on a case when they were, perhaps, not expecting to do so. The very nature of safeguarding means that officers may have to work on something they find upsetting, troubling or even triggering of something difficult in their personal life. Thus, practice supervision to support officers' wellbeing as well as provide a means of maintaining high standards of care and ensuring the safety and protection of vulnerable individuals.

12.2 The council recognises the following benefits of supervision and support for those working on safeguarding cases.

- **Support for officers**

- safeguarding matters can be emotionally demanding and challenging. Practice supervision provides a supportive environment where officers can discuss their experiences, seek emotional support and share the burden of difficult cases
- supervision allows professionals to reflect on their practice, explore their feelings, and gain insights into their reactions and responses to safeguarding issues
- reflective practice enhances self-awareness and helps professionals understand the impact of their work on themselves and others.

- **Quality assurance and accountability**

- practice supervision ensures that professionals adhere to ethical and legal standards in safeguarding practices
- it provides a platform for reviewing and evaluating the quality of safeguarding interventions, helping to maintain high standards of care and accountability.

- **Skill development and continuous learning**

- supervision provides opportunities for skill development and continuous learning. Professionals can receive guidance on best

practices, relevant policies, and legal frameworks related to safeguarding

- it helps ensure that everyone is working within a shared framework and adhering to established protocols and procedures.
- through supervision, professionals have opportunities for ongoing professional development. They can receive feedback on their performance, set goals for improvement, and stay updated on new developments in the field of safeguarding.
- **Risk Management:**
  - practice supervision assists in identifying and managing potential risks associated with safeguarding cases. It allows supervisors to assess the level of risk involved and provide guidance on risk mitigation strategies.

12.3 The council will provide officers working on safeguarding cases with the following practical means of supervision and support:

- support and advice from senior officers who have experience of working on safeguarding cases, including line managers providing staff with the opportunities to discuss safeguarding concerns at one-to-one meetings or debriefings
- access to help and advice from the wider network of safeguarding lead officers across Hertfordshire
- access to the council's Mental Health First Aiders
- access to the Employee Assistance Programme.

## 13. Safer recruitment

- 13.1 The council understands the importance of safer recruitment and adheres to a strict Recruitment Policy. Officers can access the Recruitment Policy via the staff intranet.
- 13.2 The council's approach to safer recruitment takes into account the following factors:
- all job descriptions include the duty of safeguarding
  - a statement of commitment to safeguarding is made in job advertisements
  - there is a requirement for applicants to demonstrate an understanding of, and commitment to, safeguarding, equality and diversity at application and interview stage
  - at least one member of the interview panel must have undertaken appropriate interview training.
- 13.3 Recruiting officers should consult the Recruitment Policy to ensure they understand the safer recruitment process and should contact HR, the Head of Housing and Health or the Service Manager – Community Wellbeing and Partnerships if they are uncertain on any aspects.

## **14. Participating in safeguarding reviews**

- 14.1 On occasion, an incident may take place that requires a professional review if it is found that abuse or neglect resulted in the person being seriously harmed or killed.
- 14.2 Such reviews are typically carried out by an independent person. East Herts Council will participate fully in such reviews.
- 14.3 Relevant reviews consist of:
- Safeguarding Adults Review (SARs)
  - Child Safeguarding Practice Reviews (CSPRs)
  - Domestic Homicide Reviews (DHRs).
- 14.4 SARs and CSPRs will typically be instigated by Hertfordshire County Council. Similarly, a DHR is very unlikely to be instigated by East Herts Council, however, it is the role of the East Herts Community Safety Partnership, chaired by the council's Chief Executive to determine whether a DHR is triggered following a death in a domestic setting. In all cases, the council's lead safeguarding officer, or deputy, will oversee the council's involvement in the review.
- 14.5 If required to participate in any of these reviews, council officers will:
- gather and secure relevant information, including notes of interviews with relevant officers, as soon as possible
  - complete an Individual Management Review at the earliest opportunity possible without waiting for the formal review to begin
  - participate fully, openly and promptly with the review.

### **Learning from reviews**

- 14.6 The council is committed to learning from (a) reviews in which it has participated, (b) other reviews in Hertfordshire and (c) national SARs, CSPRs and DHRs. To this end, the outcome of reviews will be periodically considered by the council's Safeguarding Policy and Leadership Team and the multi-agency Community Safety Partnership. The focus will be on exploring whether any of the council's policies and practices need to be amended in light of what any particular review has found. If changes do need to be made, the emphasis will be on making the changes as quickly as possible.

## 15. Key contact information

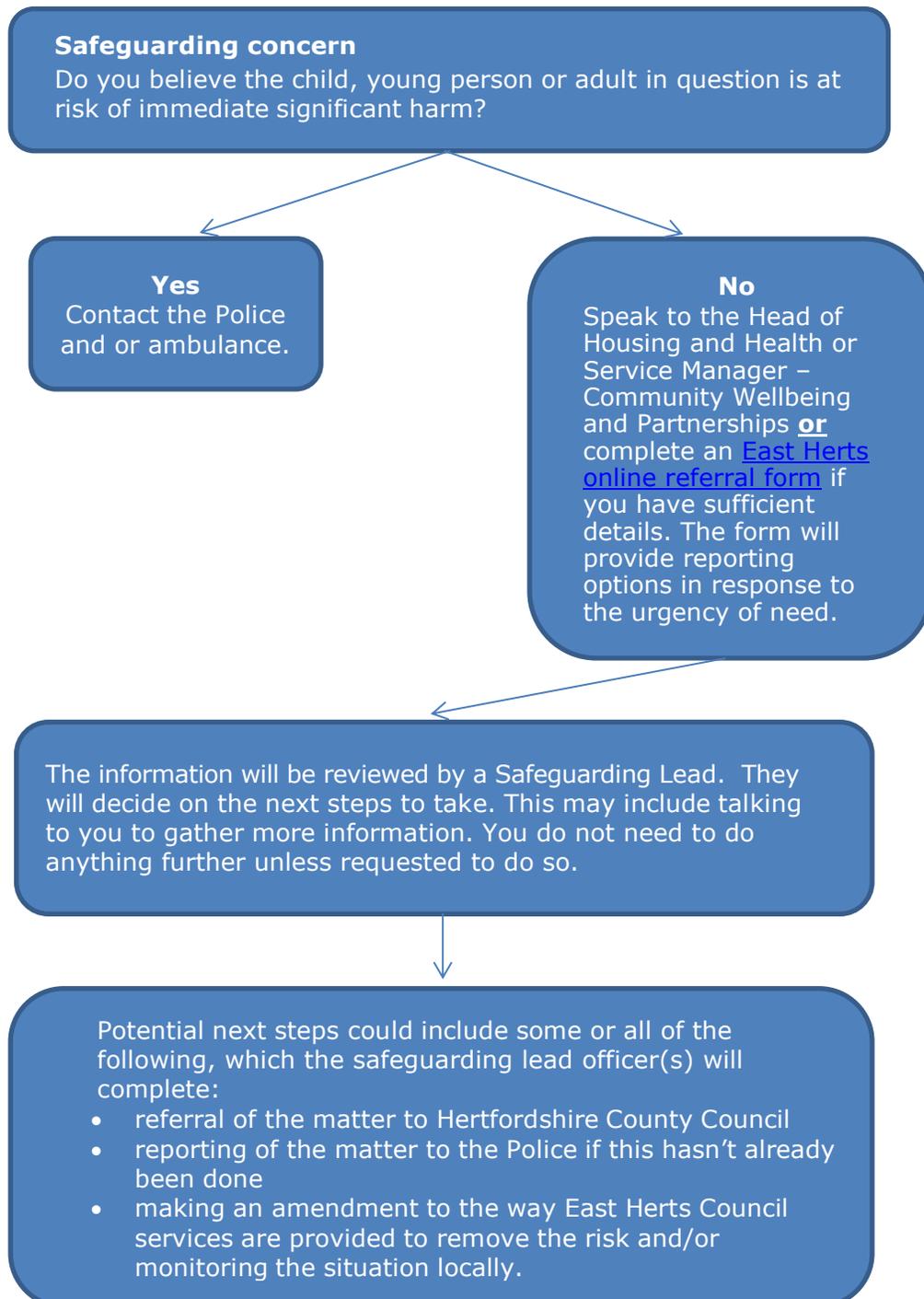
- 15.1 Where an employee, elected member, volunteer or contractor is concerned about the **immediate** safety of a child, young person or adult at risk, they should:
- call the Police on 999
  - call an Ambulance on 999 if the person needs urgent medical assistance.
- 15.2 Where there is not an immediate risk, but there are safeguarding concerns these should be reported via the [East Herts online referral form](#). If you wish to discuss a safeguarding concern either before or after completing the online safeguarding form, you should contact either the Head of Housing and Health or the Service Manager – Community Wellbeing & Partnerships.

## **16. Monitoring and policy review**

- 16.1 Actions required under this policy will be regularly monitored via:
- East Herts Council Safeguarding Policy Group
  - external audits
  - internal audits
  - recording of employee training
  - engagement with the Hertfordshire Safeguarding Boards and Partnerships
  - review of the council's Strategic Risk Register.
- 16.2 The council will regularly incorporate any learning taken from national case reviews and embed them into this policy.
- 16.3 The policy will be reviewed every three years or sooner if there are any changes in legislation or best practice requiring amendments to be made.

## 17. Recording and reporting safeguarding concerns – a quick guide

Here's what to do if you have concerns about the welfare of a child, young person or an adult at risk (sometimes referred to as a vulnerable adult) – **act immediately.**



## Key contact details

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# Agenda Item 11

## East Herts Council Report

### Executive Committee

**Date of meeting:** 13/02/2024

**Report by:** Councillor Tim Hoskin, Executive Member for Environmental Sustainability

**Report title:** Air Quality Action Plan for East Hertfordshire

**Ward(s) affected:** All

**Summary** – This report presents to Executive members the final draft version of the Air Quality Action Plan for East Hertfordshire following public consultation and review by members of the Overview and Scrutiny Committee.

### **RECOMMENDATIONS FOR** Executive Committee members:

- a) consider and approve the draft Air Quality Action Plan found in **Appendix A**
- b) approve that the Executive Member for Sustainability may submit the draft Air Quality Action Plan to the Department for Environment, Food and Rural Affairs (DEFRA) for their review and approval
- c) delegate to the Head of Housing and Health, acting in consultation with the Executive Member for Sustainability, authority to make minor changes to the Air Quality Action Plan if needed following submission to DEFRA for approval, with any changes with a financial implication for the council being brought to the Executive for consideration
- d) delegate to the Executive Member for Sustainability authority to adopt the final version of the Air Quality Action Plan on behalf of the council once it has been approved by DEFRA
- e) delegate to the Head of Housing and Health, acting in consultation with the Executive Member for Sustainability, authority to add, amend or delete actions from the Air Quality Action Plan over the lifetime of

the action plan so as to ensure that it remains current, reflecting the financial viability of projects and evolving best practice.

## 1.0 Background

- 1.1 Part IV of the Environment Act 1995 (as amended 2021) sets out national air quality objectives (AQOs) which should be considered as the maximum levels of air pollution to which people should be exposed. These AQOs are:
  - a) the *annual* average level of nitrogen dioxide (NO<sub>2</sub>) in a location should be no higher than 40µg/m<sup>3</sup>, that is, 40 micrograms of NO<sub>2</sub> per cubic metre of air and
  - b) the hourly average level of nitrogen dioxide (NO<sub>2</sub>) in a location should be no higher than 200µg/m<sup>3</sup>.
- 1.2 Relevant regulations made under the Environment Act 1995 and guidance in the Local Air Quality Management Technical Guidance 2022 require that where at least one these AQOs is consistently breached, the local authority (that is, the district council in an area such as East Hertfordshire with both a district and county council) should declare an Air Quality Management Area (AQMA).
- 1.3 The council's monitoring shows that there are three areas within the district where the level of air pollution is too high. Our analysis, reported in the Air Quality Action Plan, shows that:
  - a) while the 200µg/m<sup>3</sup> hourly mean average level of NO<sub>2</sub> **is not breached** in any location
  - b) the 40µg/m<sup>3</sup> annual mean average level of NO<sub>2</sub> **is breached** in three areas in Bishop's Stortford, Hertford and Sawbridgeworth.
- 1.4 The council has declared the following Air Quality Management Areas:
  - a) **Bishop's Stortford AQMA** – An area encompassing several properties around the junction of Dunmow Road, Hockerill Street, London Road and Stansted Road in Bishop's Stortford. Declared February 2007.
  - b) **Hertford AQMA** – An area along Gascoyne Way, which passes through central Hertford and encompasses several residential and commercial properties. Declared May 2010.
  - c) **Sawbridgeworth AQMA** – An area along London Road and Cambridge Road that encompasses several residential and commercial properties. Declared February 2014.

- 1.5 Because the council has declared AQMAs, we are required under the national legislation to produce a detailed action plan to tackle air pollution in each AQMA. This action plan has now been drafted and is attached at **Appendix A**.

## **2.0 Air Quality Action Plan layout**

- 2.1 When drafting the AQAP the council has tried to balance the statutory requirements for the action plan with the need to make it a usable document for the wider public, some of whom may not have an in-depth technical knowledge of the subject.
- 2.2 We have also assumed people may choose to dip in and out of the report to look at specific areas that affect them, for example because of where they live or work. For this reason, it has been necessary in some parts of the report to repeat key scene setting.

## **3.0 Key priorities**

- 3.1 In devising our air quality priorities, we have drawn upon:
- a) the empirical air pollution findings from our AQMAs
  - b) the detailed source apportionment modelling undertaken by external specialists
  - c) our review of the wider public health, planning and climate change contexts and
  - d) the professional views and experience of our multi-agency steering group.
- 3.2 Our four priorities focus on the key issues we need to tackle to improve air quality across our AQMAs.
- a) Priority 1: Reduce the impact of traffic levels and congestion on air quality
  - b) Priority 2: Mitigate the impact of future growth on air quality
  - c) Priority 3: Support residents to make active travel choices
  - d) Priority 4: Reduce East Herts Council's own impact on air quality
- 3.3 Further information on the four priority areas can be found in **Appendix A**.

## 4.0 Tackling the key causes of air pollution

- 4.1 Part of the process of writing this AQAP was to consider where the pollution in the three Air Quality Management Areas (AQMA) comes from. This work was undertaken by Bureau Veritas on behalf of the council.
- 4.2 While there are other sources of pollution affecting the air quality in East Hertfordshire, pollution from vehicles is the main contributing factor with regards to the three AQMAs, with diesel cars being the main source of pollution. Where possible, we have focused our action plan on reducing this source of pollution.
- 4.3 Part IV of the Environment Act 1995 (as Amended 2021) sets out national air quality objectives (AQO) which should be considered as the maximum levels of air pollution to which people should be exposed. These AQOs are:
- a) the annual average level of nitrogen dioxide (NO<sub>2</sub>) in a location should be no higher than 40µg/m<sup>3</sup>, that is, 40 micrograms of NO<sub>2</sub> per cubic metre of air and
  - b) the hourly average level of nitrogen dioxide (NO<sub>2</sub>) in a location should be no higher than 200µg/m<sup>3</sup>.
- 4.4 When using diffusion tubes to monitor air pollution, national guidance requires at least three continuous years of readings at 10% below the annual average AQO before the council can revoke the AQMA. This means all recording locations in an AQMA would need to show NO<sub>2</sub> levels of no more than 36µg/m<sup>3</sup> for three years running.
- 4.5 Analysis of the proposed actions in the action plan indicate that:
- a) in the Hertford AQMA, the measures to be taken over the lifetime of this action plan are likely to act together to bring air pollution below the 36µg/m<sup>3</sup> threshold for revoking the AQMA
  - b) in Sawbridgeworth, if the upper estimates of pollution reduction from all the proposed measures in the draft AQAP were met, then it would appear possible to achieve pollution levels below the 36µg/m<sup>3</sup> threshold for revoking the AQMA over the lifetime of this action plan. Lower reductions stemming from the proposed measures would not, however, lead to meeting this threshold. The ongoing switch away from fossil-fuelled vehicles could assist in meeting the threshold. If this impact is insufficient to achieve the lower levels, the council and its partners would need to consider the case for implementing some of the exploratory measures listed in the draft AQAP

- c) the situation in Bishop's Stortford is more complicated; just the measures to be taken as listed in the draft AQAP would not be sufficient to bring air pollution below the 36µg/m<sup>3</sup> threshold for revoking the AQMA. In this AQMA, it is suggested that the impact of the switch away from fossil-fuelled vehicles is very closely monitored on a regular basis and that, should this not assist sufficiently in bringing air pollution down below the threshold for revocation of the AQMA, the council, its partners and those living and working in the district will consider the case for implementing some of the exploratory measures listed in the draft AQAP.

4.6 More information on these calculations can be found in **Section 14** of **Appendix A**.

## **5.0 Future actions**

5.1 This action plan is designed to be an active and evolving document throughout the next five years. As information, understanding and technology evolve over time, the council will adapt its approach to ensure it is using its limited resources on the actions which will have the most impact.

## **6.0 Details of the consultation**

6.1 In line with the current Local Air Quality Management Policy Guidance (LAQM PG) document, the council undertook a public consultation exercise on the proposed air quality action plan. The consultation ran for six weeks from the 31 October 2023 to 13 December 2023.

6.2 In determining a proportionate period for the statutory consultation, officers have followed Defra's practice of 4-6 weeks consultation on statutory matters (other than for national policy changes of greater broader significance). Other local authorities typically follow Defra's practice.

6.3 Statutory consultees who were consulted on this action plan include:

- a) the Secretary of State
- b) the Environment Agency
- c) DEFRA / LAQM
- d) National Highways
- e) UK Health Security Agency

- f) Local MPs
- g) Hertfordshire County Council (Public Health / Highways)
- h) Hertfordshire police
- i) neighbouring local authorities.

6.4 Information about the consultation was emailed directly to statutory consultees, key partners, council members and known interested parties (such as local air quality interest groups and local bus operators). In addition, the consultation was publicised on our website, social media channels and a press release was issued.

6.5 For the purposes of this report, respondents have been classified as either “public” or “statutory consultee”.

a) Public – responses from the public, includes councillors, business owners and town councils.

b) Statutory consultee – responses from the statutory consultees are from those listed in section 6.3 above.

6.6 Overall, the council received 189 responses to the consultation (182 public responses and seven from statutory consultees). Most respondents to the survey were from the towns where the three air quality management areas are located.

## **7.0 Responses from the public**

7.1 A full breakdown of the council’s response to the consultation can be found in Section 4 of **Appendix B**.

7.2 As a direct result of the responses from the public the council has introduced the following changes to the actions:

a) added additional sub-actions to action 1.5 around new real-time air quality monitoring equipment in the three Air Quality Monitoring Areas

b) reworded action 1.7, to clarify the council’s position on a ULEZ. The aim of the original wording was to indicate the council wishes to investigate the pros and cons of ULEZ in the local context in reflection of its commitment to thorough examination and public engagement on all possible options for reducing air pollution. The revised wording clarifies this

- c) added an additional action (1.8), focusing on minimising congestion, in recognition of the strong views expressed in the consultation with almost half (47%) of all respondents called for continued / renewed / new efforts to reduce congestion such as providing alternative routes to the AQMAs such as bypasses around the Hertford and Sawbridgeworth AQMAs and promoting greater use of the A1184/A120 which is large part forms a bypass around Bishop's Stortford
- d) added an additional sub-action to action 3.7 around publishing reviews to the council's website.

## **8.0 Responses from statutory consultees**

8.1 Of the statutory consultees, seven have responded to the consultation, namely:

- a) DEFRA / LAQM
- b) the Environment Agency
- c) UK Health Security Agency
- d) National Highways
- e) Hertfordshire County Council
- f) Epping Forest District Council
- g) South Cambridgeshire District Council.

8.2 The responses received from the statutory consultees were supportive of our work and some contained helpful editorial comments. All comments have been considered, with amendments made to the AQAP in line with the most substantive comments.

8.3 DEFRA's response to the consultation was very supportive of them approving the final AQAP version when it is submitted in February. Of note from their response were the following:

*"While the draft AQAP doesn't specifically use the latest Defra report template, the report is thorough and clearly set out in a custom theme, and contains the relevant overall content, sections and tables covered in the template.*

*"Overall, the AQAP is very well considered, with extensive detail presented on the formulation of the Plan, the costs/benefits of measures and the overall likely reductions in concentrations as a result of implementation of the Plan.*

*Additionally, the layout of the document is clear and concise throughout, even if the latest template has not been strictly adhered to. The draft AQAP is therefore accepted, and many elements could be considered examples of best practice."*

## **9.0 Overview and Scrutiny Committee review**

- 9.1 The Executive Member for Environmental Sustainability presented the draft AQAP, as amended following consultation, to the Overview and Scrutiny Committee on 16<sup>th</sup> January 2024 for members of the committee to scrutinise and provide comments for the Executive Member to consider.
- 9.2 The comments from the members of the Overview and Scrutiny Committee, together with the Executive Member for Environmental Sustainability's review and any subsequent changes to the draft AQAP can be found in **Appendix C**.

## **10.0 Equalities Impact Analysis**

- 10.1 An equality impact analysis (EqIA) has been written to accompany the AQAP being considered by the Executive Committee and can be found in **Appendix D**.
- 10.2 Many of the actions focus on implementing behavioural change within the population and are at the exploratory stage. It is envisioned that when these exploratory actions are looked at in more detail and before they are implemented, if appropriate, a further action-specific EqIA will be undertaken to ensure there are no unintended consequences leading to discrimination. At this stage we have identified in **Appendix D** which actions have potential to impact on someone with a particular protected characteristic and therefore would require an EqIA.
- 10.3 The actions contained within the AQAP have the potential to disproportionately affect some individuals who identify as being part of one of the protected characteristics. Race, disability and age are the main protected characteristics which, at this stage, have the potential to lead to residents being differentially affected. For these, an action specific EqIA will need to be undertaken to ensure individuals who identify as being in one of these protected characteristics are adequately considered at the project design stage.

## **11.0 Next Steps**

- 11.1 If approved by the Executive Committee, the draft AQAP will be submitted to DEFRA for their approval.
- 11.2 Once approved by DEFRA, the council can adopt the final version of the AQAP.

## **12.0 Conclusion**

- 12.1 To conclude, the draft Air Quality Action Plan will focus the council's limited resources, and those of others, on the interventions which are likely to have the most significant impact on improving air quality across East Hertfordshire, in the three air quality management areas.
- 12.2 The council will continue to work with key partners to undertake a wide range of activities aimed at improving air quality and will adapt its approach as new evidence-based initiatives arise.

## **13.0 Reason(s)**

- 13.1 In line with the council's constitution, the adoption of the draft Air Quality Action Plan is an Executive Committee decision.

## **14.0 Options**

- 14.1 Within the context of continuing financial pressures on the council, scale back or cease work on air quality – NOT RECOMMENDED as the declaration of AQMAs requires the council to work with partners to reduce pollution levels. Arguably, only continued work to produce a refreshed Air Quality Action Plan and seek external funding for projects will enable the council to play its part, alongside Hertfordshire County Council, national government and local communities and people, to build on the air quality gains seen to date.
- 14.2 Adopt an ad hoc approach to working on air quality without renewing the Air Quality Action Plan – NOT RECOMMENDED as although this approach would likely see some benefits, the opportunities for joined-up working and the bringing together of actions could be lost.
- 14.3 Adopt the proposed Air Quality Action Plan as discussed in this report and continue with joined-up actions – RECOMMENDED.

## **15.0 Risks**

- 15.1 There is a risk to health from inaction on air pollution in the district.

- 15.2 There is a reputational risk to the council if it were considered not to be taking the problem of air pollution seriously.
- 15.3 There is a financial risk as failure to work with all interested parties and communities on the reduction of air pollution could ultimately led to higher cost interventions, such as road closures, road pricing and the like, being required to tackle the problem.
- 15.4 There is a risk of DEFRA imposing financial penalties on the council for failing its statutory duty by not having an up-to-date Air Quality Action Plan.

## **16.0 Implications/Consultations**

### 16.1 Community Safety

- a) No

### 16.2 Data Protection

- a) No

### 16.3 Equalities

- a) Yes – Poor air quality can disproportionately impact people with particularly protected characteristics, notably disabled people with long-term health conditions such as asthma and chronic obstructive pulmonary disease (COPD) and older people who are more likely to have such disabilities. Thus, efforts to improve air quality are likely to have significantly beneficial impact on people with this protected characteristic.

### 16.4 Environmental Sustainability

- a) Yes – The work identified in this report will improve environmental sustainability.

### 16.5 Financial

- a) No – There are no direct financial implications arising from consideration and ultimate adoption of the Air Quality Action Plan. Of course, should specific actions then be followed, there would in some cases be quite considerable financial implications; any future proposals with significant revenue and/or capital implications for the council will be put to members for consideration at the time.

### 16.6 Health and Safety

- a) No

## 16.7 Human Resources

- a) No

## 16.8 Human Rights

- a) No

## 16.9 Legal

- a) The declaration of AQMAs requires the council to work with partners to reduce pollution levels.
- b) Under section 83A of Part IV of the Environment Act 1995, as amended by the Deregulation Act 2015 – Part 4 of Schedule 13, once an AQMA has been designated the district council should prepare an AQAP that sets out how it will achieve the air quality standards or objectives for the area that the AQMA covers. The district council should provide information on the timescales for the achievement of measures that it can take under the powers that it has. Relevant powers and mechanisms include environmental health functions and land use planning. This proposed AQAP fulfils this duty.

## 16.10 Specific Wards

- a) No – Although focused on the wards with AQMAs, the council's work to raise awareness of the issue of air pollution and take steps to curtail it apply across the district.

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

### 17.1 Background Information:

- a) Overview and Scrutiny Committee minutes from 30/11/2023  
<https://democracy.eastherts.gov.uk/ieListDocuments.aspx?CId=515&MId=5341&Ver=4&J=5>
- b) Climate change emergency declaration 2019  
<http://democracy.eastherts.gov.uk/ieListDocuments.aspx?CId=158&MId=3508&J=3>
- c) Climate change emergency declaration 2023  
<http://democracy.eastherts.gov.uk/ieListDocuments.aspx?CId=158&MId=4215&J=5>

### 17.2 Appendices

- a) Appendix A – Draft Air Quality Action Plan for East Hertfordshire
- b) Appendix B – Analysis of responses from the public consultation
- c) Appendix C – Summary of comments from the Overview and Scrutiny Committee
- d) Appendix D – Equalities Impact Analysis

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# Air Quality Action Plan (2024 – 2029) for the district of East Hertfordshire

DRAFT January 2024



Produced in partnership with Hertfordshire County Council  
and Bureau Veritas in fulfilment of Part IV of the  
Environment Act 1995  
Local Air Quality Management

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<b>Report Reference Number</b>	Draft version: 05/01/2024 incorporating amendments following public consultation and comments from statutory agencies
<b>Date</b>	January 2024

# 1 Executive Summary

## 1.1 The national context

Air pollution is bad for human health. Mounting scientific evidence shows the scale of the impact of poor ambient air quality on health.

In December 2020, the impact of air pollution was made evident in the most terrible of ways when the first case of air pollution being ruled as a medical cause of death was recorded in the coroner's report relating to the tragic death of nine-year old Ella Kissi-Debrah<sup>[1]</sup>.

Part IV of the Environment Act 1995 (as Amended 2021) sets out national air quality objectives (AQO) which should be considered as the maximum levels of air pollution to which people should be exposed. These AQOs are:

- the *annual* average level of nitrogen dioxide (NO<sub>2</sub>) in a location should be no higher than 40µg/m<sup>3</sup>, that is, 40 micrograms of NO<sub>2</sub> per cubic metre of air and
- the *hourly* average level of nitrogen dioxide (NO<sub>2</sub>) in a location should be no higher than 200µg/m<sup>3</sup>.

## 1.2 Air quality in East Hertfordshire

Our analysis shows that:

- while the 200µg/m<sup>3</sup> *hourly* mean average level of NO<sub>2</sub> is **not** breached in any location
- the 40µg/m<sup>3</sup> *annual* mean average level of NO<sub>2</sub> **is breached** in three areas in Bishop's Stortford, Hertford and Sawbridgeworth.

Resulting from these breaches, the council declared three Air Quality Management Areas (AQMAs):

- **Bishop's Stortford AQMA** – An area encompassing several properties around the junction of Dunmow Road, Hockerill Street, London Road and Stansted Road in Bishop's Stortford. Declared February 2007.
- **Hertford AQMA** – An area along Gascoyne Way, which passes through central Hertford and encompasses several residential and commercial properties. Declared May 2010.

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<sup>1</sup> <https://www.judiciary.uk/prevention-of-future-death-reports/ella-kissi-debrah/>

- **Sawbridgeworth AQMA** – An area along London Road and Cambridge Road that encompasses several residential and commercial properties. Declared February 2014.

Air pollution in each of the three AQMAs is primarily the result of traffic.

Because we have declared AQMAs, we are required under the national legislation to produce this detailed action plan to tackle air pollution in each AQMA. This action plan is aimed at everyone who lives in, works in, visits or travels through East Hertfordshire. It will also be of particular interest to people who live in, walk through or drive through one of our three air quality management areas, as the interventions and initiatives within this action plan will help reduce the impact of air pollution on their health.

### **1.3 Who is exposed to air pollution in East Herts?**

The analysis discussed in detail in this action plan shows that residents in the AQMAs are those most affected by air pollution. We recognise, however, that those walking, cycling and driving through the AQMAs will also experience poor air quality, though at levels below the nationally set maximum objectives for exposure.

### **1.4 Track record to date**

This action plan builds on our good track record in tackling air pollution. For example, we have:

- trialled an e-car club, using Department for Environment, Food and Rural Affairs (DEFRA) funding, which served council staff in the day and the public outside of office hours with dedicated chargers in Hertford and Bishop's Stortford. This pilot scheme has led to the establishment of a staff e-car club and private car rental companies in the area offering low emission vehicles for hire by the public
- published a Sustainability Supplementary Planning Document (SPD) with a specific air quality chapter applying strict air quality measures to all developments
- introduced the strictest emissions standards in Hertfordshire for the taxi vehicles we licence
- installed over 60 e-vehicle charging points to promote the switch to e-vehicles

- replaced our fleet of diesel vans with e-cars
- installed anti-idling signage in our own car parks and beyond.

In addition, together with our partners, principally Hertfordshire County Council, we have:

- introduced smart traffic light management at Hockerill junction in the Bishop's Stortford Air Quality Management Area (AQMA) to promote traffic flow and minimise engine idling
- improved the lighting and visual appeal of pedestrian subways to counteract feelings of a lack of safety as a barrier to active travel
- annually promoted Clean Air Day
- supported the introduction of demand responsive bus services in the northern half of the district
- actively participated in initiatives organised through the Hertfordshire Climate Change and Sustainability Partnership (HCCSP), including leading on raising taxi emission standards across the county.

We have continued to facilitate behaviour change by:

- introducing and promoting an air alert notification scheme
- working with schools and businesses, using DEFRA funding, on active travel alternatives to daily commutes.

## **1.5 East Herts Air Quality Priorities**

There is much still to do. We and our partners have reviewed the local evidence, the policies available and best practice to identify four key priorities for action:

- Priority 1: Reduce the impact of traffic levels and congestion on air quality
- Priority 2: Mitigate the impact of future growth on air quality
- Priority 3: Support residents' make active travel choices
- Priority 4: Reduce East Herts Council's own impact on air quality.

We have devised an action plan with a series of measures to tackle each of these priority areas.

## 1.6 Responsibilities and commitment

This Air Quality Action Plan (AQAP) was prepared by the Strategic Environmental Health team of East Herts Council with the support and agreement of colleagues from the following teams:

- East Herts Council
  - wider Environmental Health team
  - Sustainability
  - Planning
  - Economic Development
  - Taxi licensing
  - Parking
- Hertfordshire County Council
  - Transport Planning and Highways
  - Clean Air
- Bureau Veritas air quality consultants.

This AQAP has been approved by the Head of Housing and Health, the member of the council's Senior Leadership Team with responsibility for both Environmental Health and Sustainability.

This AQAP <has/has not> been signed off by the Director of Public Health, Hertfordshire County Council.

<To be completed following the conclusion of the consultation>

This AQAP will be subject to regular review by the council's Senior Leadership Team, the Executive Member for Environmental Sustainability and the council's Overview and Scrutiny Committee. Progress each year will be reported in the Annual Status Reports (ASRs) produced by East Herts Council as part of our statutory Local Air Quality Management duties. The ASRs are available on our website: <https://www.eastherts.gov.uk/environmental-health/air-quality>

If you have any comments on this AQAP please submit these through the 'Contact Environmental Health' page on the East Herts website:

<https://www.eastherts.gov.uk/environmental-health/contact-environmental-health>

# Contents

- 1 Executive Summary ..... i
- 2 The Importance of Tackling Air Pollution ..... 6
- 3 The National Legislative Framework for Tackling Air Pollution ..... 10
- 4 Exposure to Air Pollution in the Bishop’s Stortford AQMA..... 14
- 5 Exposure to Air Pollution in the Hertford AQMA..... 19
- 6 Exposure to Air Pollution in the Sawbridgeworth AQMA ..... 25
- 7 Who is Exposed to Air Pollution in the AQMAs in East Hertfordshire? ..... 30
- 8 Developing an Air Quality Action Plan for East Hertfordshire ..... 34
- 9 Source Apportionment..... 41
- 10 Required Reduction in Emissions ..... 49
- 11 Consultation ..... 51
- 12 East Herts Air Quality Priorities ..... 54
- 13 Air Quality Action Plan Measures..... 57
- 14 Illustration of Potential Impact of the AQAP ..... 72
- 15 Cost / Benefit and Feasibility Analysis of Measures ..... 80
- Appendix A - Reasons for Not Pursuing Action Plan Measures ..... 85
- Appendix B - NO<sub>2</sub> Source Apportionment Calculations ..... 88
- Appendix C - Emission Reduction Calculations..... 89
- Appendix D - Steering Group Attendees..... 90
- Appendix E - Air Pollution Monitoring Results – Bishop’s Stortford ..... 91
- Appendix F - Air Pollution Monitoring Results - Hertford..... 92
- Appendix G - Air Pollution Monitoring Results - Sawbridgeworth ..... 93
- Appendix H - Glossary of Terms ..... 94
- Appendix I - Action Plan presented in Defra format..... 95

## 2 The Importance of Tackling Air Pollution

### 2.1 Public health context

Put simply, air pollution is bad for human health. Mounting scientific evidence shows the scale of the impact of poor ambient air quality on health.

In December 2020, the impact of air pollution was made evident in the most terrible of ways when the first case of air pollution being ruled as a medical cause of death was recorded in the coroner's report relating to the tragic death of nine-year old Ella Kissi-Debrah. In his report<sup>[2]</sup>, Philip Barlow, assistant coroner for the coroner area of Inner South London, stated:

*Air pollution was a significant contributory factor to both the induction and exacerbations of [Ella's] asthma. During the course of her illness between 2010 and 2013 she was exposed to levels of nitrogen dioxide and particulate matter in excess of World Health Organization Guidelines. The principal source of her exposure was traffic emissions.*

*During this period there was a recognized failure to reduce the level of nitrogen dioxide to within the limits set by EU and domestic law which possibly contributed to her death.*

Poor air quality is a significant contributory factor to the loss of life, shortening lives by an average of six months.<sup>[3]</sup> The Committee on the Medical Effects of Air Pollution (COMEAP)<sup>[4]</sup> provides advice to Government on the setting of air quality standards and has increasingly sought to consolidate evidence on the health burden and impacts of various pollutants, both in single occurrence and pollutants in combination. The current range of estimate for annual mortality burden for air pollution in the UK is estimated to be between 28,000 – 36,000 deaths.

The Air Quality Indicator in the Public Health Outcomes Framework (England) provides further impetus to join up action between the various tiers of local government and different local authority services which can impact on the

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<sup>2</sup> <https://www.judiciary.uk/wp-content/uploads/2021/04/Ella-Kissi-Debrah-2021-0113-1.pdf>

<sup>3</sup> [https://assets.publishing.service.gov.uk/media/5a7e2f4640f0b62302689b57/COMEAP\\_mortality\\_effects\\_of\\_long\\_term\\_exposure.pdf](https://assets.publishing.service.gov.uk/media/5a7e2f4640f0b62302689b57/COMEAP_mortality_effects_of_long_term_exposure.pdf)

<sup>4</sup> <https://www.gov.uk/government/collections/comeap-reports>

delivery of air quality improvements. The “Air Quality – A Briefing for Directors of Public Health”<sup>[5]</sup> document published in March 2017 provides a one-stop guide to the latest evidence on air pollution, guiding local authorities to use existing tools to appraise the scale of the air pollution issue in its area. It also advises local authorities how to appropriately prioritise air quality alongside other public health priorities to ensure it is on the local agenda.

Besides NO<sub>2</sub>, there is an increasing focus on fine particulate matter. PM<sub>2.5</sub> is a pollutant of concern, this being particulate matter which is 2.5 microns or less in diameter. The AQMAs have not been declared for PM<sub>2.5</sub> and the modelling (based on data collected from the continuous air quality monitor EH79) as part of the detailed assessment has shown predicted levels below the current annual mean objective of 20µg/m<sup>3</sup>.

National targets to further reduce PM<sub>2.5</sub> have recently been introduced (see **Section 3.1** for more details). During the lifetime of our air quality action plan, a national interim PM<sub>2.5</sub> target of 12µg/m<sup>3</sup> by January 2028 will come into effect. The council is closely monitoring the emergent national guidance on monitoring and reporting of this target. Of note, the current continuous air quality monitor in Hertford and the three additional continuous air quality monitors to be installed in each of the three AQMAs will enable the council to monitor PM<sub>2.5</sub> levels.

The Public Health Outcomes Framework data tool compiled by UK Health Security Agency (formally Public Health England) quantifies the mortality burden of PM<sub>2.5</sub> within England on a county and local authority basis. The 2021 fraction of mortality attributable to PM<sub>2.5</sub> pollution, that is, the percentage of total deaths as a result of pollution, in East Herts was 5.8%, which is above the national average of 5.5%, and higher than the regional average (East of England) of 5.5%<sup>[6]</sup>. It should be noted that this figure only accounts for one pollutant (PM<sub>2.5</sub>), for which stronger scientific evidence on links with mortality exist, and not NO<sub>2</sub>, for which the AQMA is declared.

Furthermore, following a review of research into the mortality burden associated with the air pollution mixture rather than single pollutants acting independently,

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<sup>5</sup> <https://laqm.defra.gov.uk/assets/63091defraairqualityguide9web.pdf>

<sup>6</sup> <https://fingertips.phe.org.uk/search/pollution#page/1/gid/1/pat/6/ati/401/are/E07000242/iid/30101/age/230/sex/4/cat/-1/ctp/-1/yrr/1/cid/4/tbm/1>

the Committee on the Medical Effects of Air Pollutants (COMEAP) are reviewing the legitimacy of linking deaths to one specific pollutant.

Further information about the health effects associated with poor air quality can be found on UKHSA link to the Global Action Plan website –

[www.cleanairhub.org.uk/home](http://www.cleanairhub.org.uk/home)

## 2.2 Local understanding of air pollution's impact on health

The focus on tackling air pollution and improving health outcomes is clear at both the Hertfordshire County Council (HCC) and East Herts Council tiers. Of note, HCC's Air Quality Strategy (2019)<sup>[7]</sup> sets out the following strategic objectives for dealing with air quality issues:

- to gain a stronger understanding of the air quality issues within Hertfordshire
- to ensure that air quality is an integral part of everything that we do
- to develop a productive relationship with partners, in particular the District and Borough Councils, to achieve positive air quality outcomes
- to create clear leadership on air quality
- to establish a coherent workstream on air quality, including clarification on roles and responsibilities.

East Herts Council's Health and Wellbeing Strategy 2019-2023<sup>[8]</sup> sets out the key priorities that affect people's health and wellbeing and includes facilitating 'residents living active and healthy lives' which clearly resonates with the push to reduce air pollution.

## 2.3 Working with local partners

To enable this action plan, the council is keen for both member and officer-led forums to be formed with representatives from East Herts Council and Hertfordshire County Council, co-opting people as appropriate. The purpose of

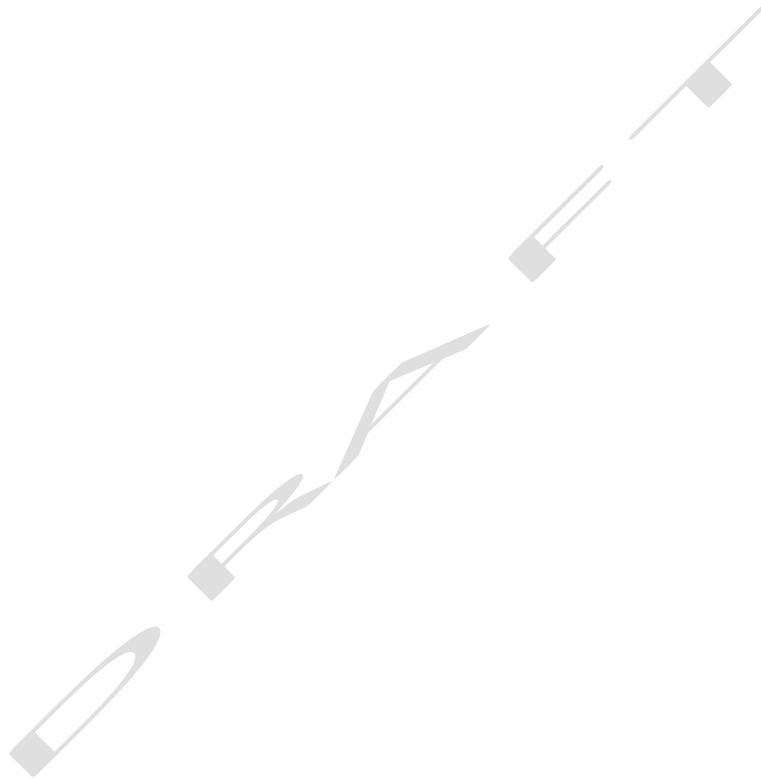
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<sup>7</sup> <https://www.hertfordshire.gov.uk/media-library/documents/about-the-council/data-and-information/public-health/air-quality-strategy.pdf>

<sup>8</sup> <https://eastherts.fra1.digitaloceanspaces.com/s3fs-public/2019-10/Health%20and%20WellbeingStrategy%202019%20-%202023.pdf>

the forums would be to help overcome any obstacles and monitor progress on the AQAP.

The council will also look to engage with local members of parliament (MPs) to discuss changes at a national level which would also benefit the air quality in East Hertfordshire.



## 3 The National Legislative Framework for Tackling Air Pollution

### 3.1 National legislation: NO<sub>2</sub>

Part IV of the Environment Act 1995 (as amended 2021) sets out national air quality objectives (AQO) which should be considered as the maximum levels of air pollution to which people should be exposed. These AQOs are:

- the *annual* average level of nitrogen dioxide (NO<sub>2</sub>) in a location should be no higher than 40µg/m<sup>3</sup>, that is, 40 micrograms of NO<sub>2</sub> per cubic metre of air and
- the *hourly* average level of nitrogen dioxide (NO<sub>2</sub>) in a location should be no higher than 200µg/m<sup>3</sup>.

Relevant regulations made under the Environment Act 1995 and guidance in the Local Air Quality Management Technical Guidance 2022 require that where at least one these AQOs are consistently breached, the local authority (that is, the district council in an area such as East Hertfordshire with both a district and county council) should declare an Air Quality Management Area (AQMA).

### 3.2 National legislation: PM<sub>2.5</sub>

With regard to particulate matter (specifically PM<sub>2.5</sub>), unlike when considering NO<sub>2</sub>, the government has only recently set national objectives. These objectives have been set within the Environmental Targets (fine particulate matter) (England) Regulations 2023, brought in under Environment Act 2021. The two objectives, both to be met by 2040, are:

- annual mean concentrations of to be 10 µg/m<sup>3</sup> or lower
- population exposure to PM<sub>2.5</sub> to be reduced by 35% compared with 2018 levels.

The two targets are designed to work together to drive actions that both reduce concentrations where it is highest and reduce the pollution that everyone in the country experiences.

During the lifetime of our air quality action plan, a national interim PM<sub>2.5</sub> target of 12µg/m<sup>3</sup> by January 2028 will come into effect. It is, therefore, to be anticipated that the government will update its Local Air Quality Management Technical

Guidance in due course to provide guidance to local authorities on how to monitor, report and seek to reduce PM<sub>2.5</sub> levels in line with these new national objectives.

The council is prepared to act on the emerging guidance. Of note, the current continuous air quality monitor in Hertford and the three additional continuous air quality monitors to be installed in each of the three AQMAs will enable the council to monitor PM<sub>2.5</sub> levels so as to determine where to focus our interventions. Monitoring the emergent national guidance on reporting and reducing PM<sub>2.5</sub> levels so as to determine interventions is included in the detailed action plan in **Section 13**.

### 3.3 National legislation: zero emission vehicle mandate

The Government's zero emission vehicle (ZEV) mandate<sup>[9]</sup> sets out the percentage of new zero emission cars manufacturers will be required to produce each year. This requires 80% of new cars and 70% of new vans sold in the country to be zero emission by 2030, increasing to 100% by 2035.

Over time this move will help reduce pollution from NO<sub>x</sub>, however it will not address the pollution from particulate matter.

### 3.4 East Herts Council's requirements under the national legislation

Unfortunately, the council's monitoring shows that there are three areas within the district where the level of air pollution is too high. Our analysis, reported in this action plan, shows that:

- while the 200µg/m<sup>3</sup> *hourly* mean average level of NO<sub>2</sub> **is not breached** in any location
- the 40µg/m<sup>3</sup> *annual* mean average level of NO<sub>2</sub> **is breached** in three areas in Bishop's Stortford, Hertford and Sawbridgeworth.

We have thus declared the following Air Quality Management Areas:

- **Bishop's Stortford AQMA** – An area encompassing several properties around the junction of Dunmow Road, Hockerill Street, London Road and

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<sup>9</sup> <https://www.gov.uk/government/consultations/a-zero-emission-vehicle-zev-mandate-and-co2-emissions-regulation-for-new-cars-and-vans-in-the-uk/outcome/zero-emission-vehicle-zev-mandate-consultation-summary-of-responses-and-joint-government-response>

Stansted Road in Bishop's Stortford. Declared February 2007. **Figure 1** shows the location covered by the AQMA.

Data showing the air quality in this AQMA from when it was first declared in 2007 to 2022 can be found in **Appendix E**.

While the pollution levels show a pattern of rises and falls, the levels in 2022 are in fact very similar to those when the AQMA was first declared in 2007.

- **Hertford AQMA** – An area along Gascoyne Way, which passes through central Hertford and encompasses several residential and commercial properties. Declared May 2010. **Figure 3** shows the location covered by the AQMA.

Data showing the air quality in this AQMA from when it was first declared in 2010 to 2022 can be found in **Appendix F**.

While the pollution levels have dropped in recent years, the levels in 2022 have started to indicate an increase again in pollution levels post the COVID-19 pandemic.

- **Sawbridgeworth AQMA** – An area along London Road and Cambridge Road that encompasses several residential and commercial properties. Declared February 2014. **Figure 5** shows the location covered by the AQMA.

Data showing the air quality in this AQMA from when it was first declared in 2014 to 2022 can be found in **Appendix G**.

While the pollution levels have dropped in recent years in this AQMA, the levels in 2022 have started to indicate a slight increase in pollution levels.

Because we have declared AQMAs, we are required under the national legislation to produce this detailed action plan to tackle air pollution in each AQMA.

This report explains in detail what we know about the locations and sources of air pollution in East Hertfordshire and thus what we and our partners will do between 2024 and 2029 to reduce air pollution.

It has been developed in recognition of the legal requirement on the council to work towards Air Quality Strategy (AQS) objectives under Part IV of the Environment Act 1995 (as Amended 2021) and relevant regulations made under that part and to meet the requirements of the Local Air Quality Management (LAQM) statutory process.

This plan will be reviewed regularly, at least every five years, and progress on measures set out within this plan will be reported annually within East Herts Council's air quality Annual Status Report (ASR).

This document has been written to be as easy to read and understand as possible by everyone with an interest in seeing air pollution reduced in the district while providing DEFRA with the required level of technical data to assure them that the council and its partners have thoroughly analysed the local situation and devised effective interventions in response.

### **3.5 Revocation of an Air Quality Management Area**

Revoking an AQMA, that is, declaring that the air pollution has been sufficiently reduced to be below the national air quality objectives, is not something to be done lightly.

As noted above, each of the AQMAs in East Hertfordshire have been declared because of breaches of the  $40\mu\text{g}/\text{m}^3$  *annual* mean average level of  $\text{NO}_2$ . The monitoring is based the use of diffusion tubes in which case the national guidance, contained in the LAQM Technical Guidance 2022, requires at least three continuous years of readings at 10% below this level to revoke the AQMA applies. This means all recording locations in the AQMA would need to show  $\text{NO}_2$  levels of no more than  $36\mu\text{g}/\text{m}^3$  for three years running, with the readings during the COVID-19 pandemic not applying as the impacts of the lockdowns will have led to unrepresentative levels.

## 4 Exposure to Air Pollution in the Bishop's Stortford AQMA

This chapter of the report provides details of exposure to air pollution in the Bishop's Stortford Air Quality Management Area (AQMA).

**Figure 1** shows the location of the council's air quality monitoring stations in and adjacent to the Bishop's Stortford AQMA which is centred on Hockerill junction.

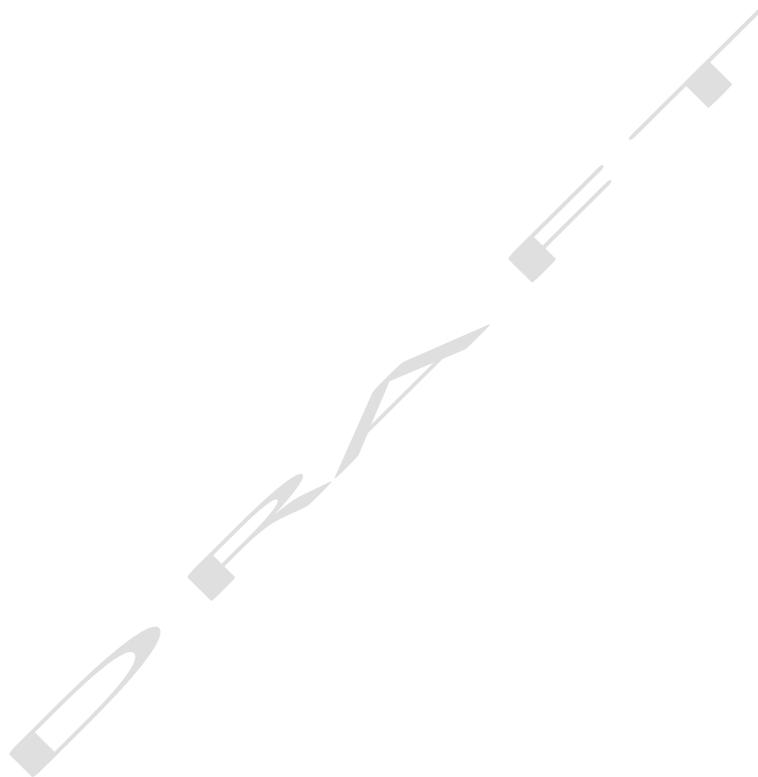


Figure 1 – Bishop’s Stortford AQMA and air quality monitoring locations



#### 4.1 Analysis of the *annual* mean average NO<sub>2</sub> concentration in the Bishop's Stortford AQMA

**Table 1** gives the readings at the monitoring locations in Bishop's Stortford over the last five years. It can be seen that by 2022, two of the four roads at Hockerill junction are below the *annual* average of no more than 40µg/m<sup>3</sup>. Can the AQMA be revoked? No, as a consistent pattern of three years' readings at or below 36µg/m<sup>3</sup> is not shown. Of note, the three years of low readings in Stanstead Road must be treated with caution as the 2020/21 and 2021/22 levels will have been impacted by the COVID-19 pandemic and lockdowns.

**Table 1** gives annual mean average levels as the 'raw data' and as 'bias adjusted' figures. The latter figures are the raw numbers with a DEFRA formula applied to take account of the precise location of the monitoring in relation to residents and thus purport to give a better measure of how the residents in the area would be likely to experience the pollution. Both figures have been included for completeness.

**Table 1 – LAQM diffusion tube monitoring – Bishop's Stortford AQMA**

Site ID	Site location	Within Bishop's Stortford AQMA	Bias adjusted annual mean concentration (µg/m <sup>3</sup> )				
			[Annual Mean NO <sub>2</sub> Concentration] (µg/m <sup>3</sup> )				
			<i>Figures in bold = level above the national objective of 40 µg/m<sup>3</sup></i>				
			2018	2019 <sup>[10]</sup>	2020	2021	2022
EH12 EH31 EH32	Hockerill Street	Yes	35.4 [43.6]	<b>43.8</b> <b>[42.9]</b>	34.5 [33.4]	33.4 [34.8]	38.9 [36.1]
EH17 EH35 EH36	Dunmow Road	Yes	<b>51.4</b> <b>[63.2]</b>	<b>59.5</b> <b>[58.3]</b>	<b>46.9</b> <b>[48.5]</b>	<b>47.3</b> <b>[49.3]</b>	<b>48.8</b> <b>[45.2]</b>
EH18 EH37 EH38	Stansted Road	No	30.9 [38.0]	36.1 [35.4]	30.8 [29.8]	30.7 [31.9]	33.1 [30.6]

<sup>10</sup> Year of readings used for source apportionment.

Site ID	Site location	Within Bishop's Stortford AQMA	Bias adjusted annual mean concentration ( $\mu\text{g}/\text{m}^3$ )				
			[Annual Mean $\text{NO}_2$ Concentration] ( $\mu\text{g}/\text{m}^3$ )				
			<i>Figures in bold = level above the national objective of <math>40 \mu\text{g}/\text{m}^3</math></i>				
			2018	2019 <sup>[10]</sup>	2020	2021	2022
EH19 EH39 EH40	London Road	No	<b>52.0</b> <b>[64.0]</b>	<b>59.1</b> <b>[57.9]</b>	<b>48.9</b> <b>[47.4]</b>	<b>48.3</b> <b>[50.3]</b>	<b>50.0</b> <b>[46.3]</b>

#### 4.2 Analysis of the *hourly* mean average $\text{NO}_2$ concentration in the Bishop's Stortford AQMA

At present, we do not have data from a continuous air quality monitor in the Bishop's Stortford AQMA and so we use the guidance published by DEFRA to calculate whether the *hourly* mean average for  $\text{NO}_2$  of  $200\mu\text{g}/\text{m}^3$  objective has or is likely to have been exceeded.

DEFRA's Local Air Quality Management Technical Guidance (TG22)<sup>[11]</sup> states that the *hourly* mean average of  $\text{NO}_2$  of  $200\mu\text{g}/\text{m}^3$  objective is only likely to be exceeded where the *annual* mean average concentrations are  $60\mu\text{g}/\text{m}^3$  or more. As the data in **Table 1** reports levels below  $60\mu\text{g}/\text{m}^3$  we can deduce that the hourly  $200\mu\text{g}/\text{m}^3$  level is likely not to have been exceeded in the last five years.

#### 4.3 Heat map showing $\text{NO}_2$ concentrations in the Bishop's Stortford AQMA

The 'heat map' in **Figure 2** shows the *modelled* air pollution levels in the Bishop's Stortford AQMA based on the readings from the various monitoring stations. The map uses DEFRA's standard scale, represented as yellow, orange and red, to indicate the severity of the  $\text{NO}_2$  levels in each location.

The map illustrates that exceedances of the annual mean  $\text{NO}_2$  concentration are primarily due to vehicle congestion at the Hockerill junction. This is exacerbated at this location by the "road canyon" effects of the surrounding streets due to narrow roads and buildings on either side of the roads. As can thus be anticipated, the modelling used for the heat maps illustrates that concentrations of air pollution in the AQMAs are highest in the centre of the main roads, with levels of pollution falling as one moves away from each road.

<sup>11</sup> <https://laqm.defra.gov.uk/wp-content/uploads/2022/08/LAQM-TG22-August-22-v1.0.pdf>

Figure 2 - Bishop's Stortford AQMA modelled pollutant concentrations (based on data from 2019)



## 5 Exposure to Air Pollution in the Hertford AQMA

This chapter of the report provides details of exposure to air pollution in the Hertford Air Quality Management Area (AQMA).

**Figure 3** shows the location of the council’s air quality monitoring stations in and adjacent to the Hertford AQMA which is centred on Gascoyne Way.

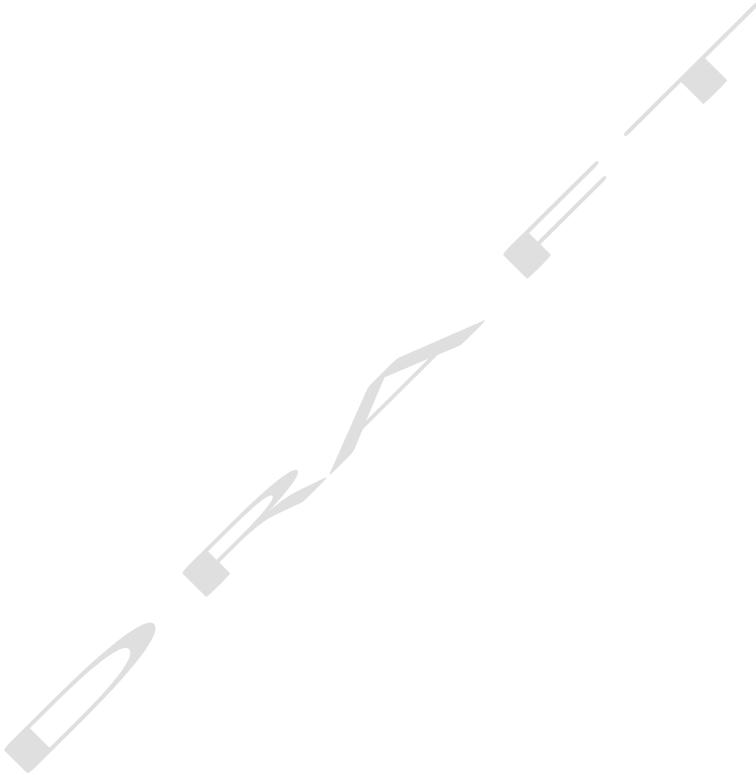
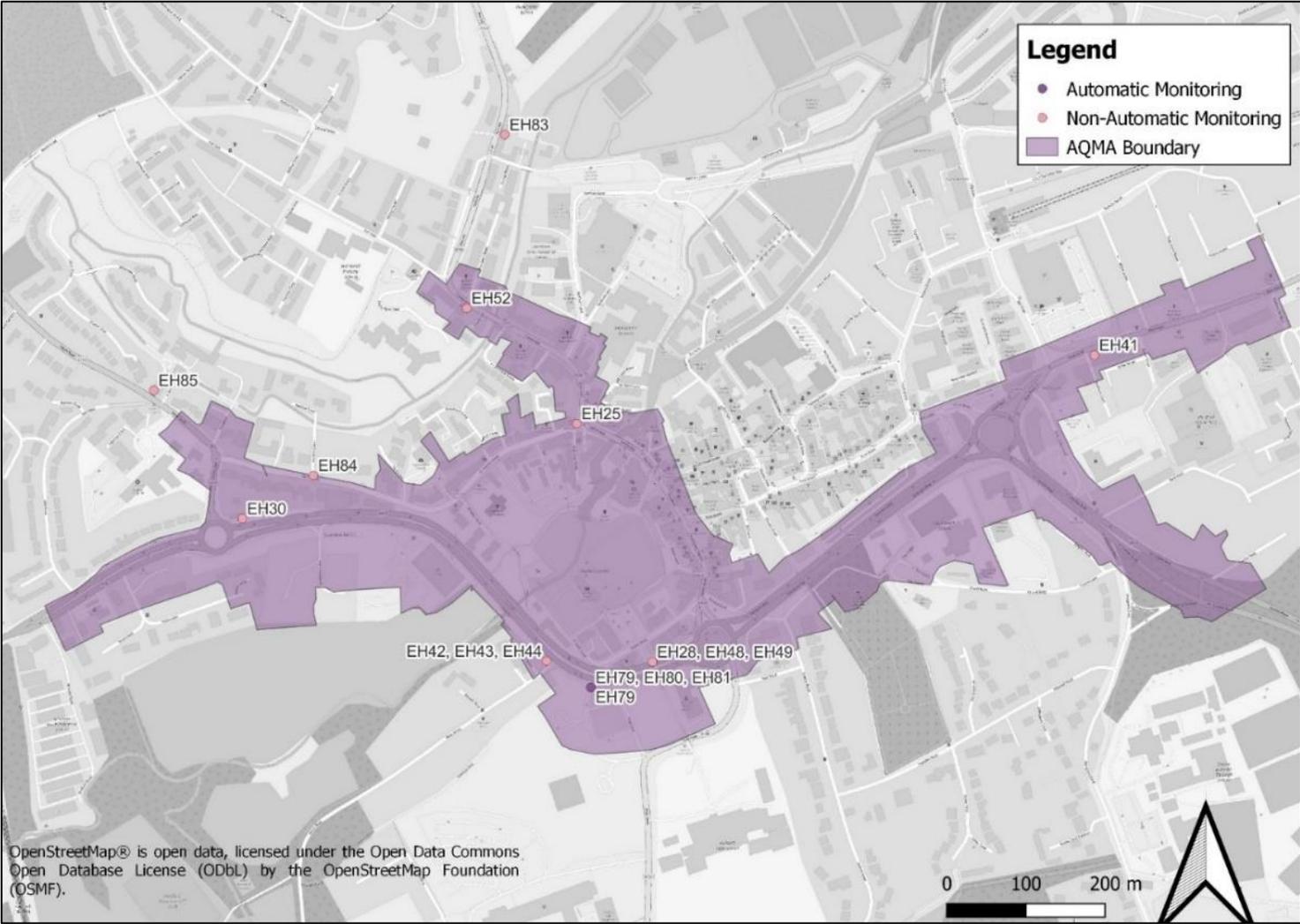


Figure 3 - Hertford AQMA and air quality monitoring locations



## 5.1 Analysis of the *annual* mean average NO<sub>2</sub> concentration in the Hertford AQMA

From the data in **Table 2**, we can see that by 2022 all five monitoring locations are below the *annual* mean air quality objective (AQO) for NO<sub>2</sub> of 40µg/m<sup>3</sup>.

As discussed earlier in this report, to revoke an AQMA, the annual mean air quality objective for NO<sub>2</sub> must be at least 10% lower than the exceedance value of 40µg/m<sup>3</sup> or, put another way, the readings must not be above 36µg/m<sup>3</sup>, for at least three years. Because of the unreliability of the data collected during the COVID-19 pandemic (2020 and 2021), we do not have three consecutive years' worth of data to support revoking this AQMA at the present time.

**Table 2** gives annual mean average levels as the 'raw data' and as 'bias adjusted' figures. The latter figures are the raw numbers with a DEFRA formula applied to take account of the precise location of the monitoring in relation to residents and thus purport to give a better measure of how the residents in the area would be likely to experience the pollution. Both figures have been included for completeness.

**Table 2 – LAQM diffusion tube monitoring – Hertford AQMA**

Site ID	Site location	Within Hertford AQMA	Bias adjusted annual mean concentration (µg/m <sup>3</sup> )				
			[Annual Mean NO <sub>2</sub> Concentration] (µg/m <sup>3</sup> )				
<i>Figures in bold = level above the national objective of 40 µg/m<sup>3</sup></i>							
			2018	2019 <sup>[12]</sup>	2020	2021	2022
EH25	Old Cross	Yes	35.1 [43.2]	<b>41.8</b> <b>[41.0]</b>	33.1 [32.1]	32.3 [33.7]	32.0 [29.7]
EH28 EH48 EH49	Castle Street	Yes	28.4 [35.0]	34.7 [34.0]	28.0 [27.2]	28.1 [29.3]	31.8 [29.4]
EH42 EH43 EH44	West Street (co-located with EH29)	Yes	32.9 <b>[40.5]</b>	<b>40.6</b> <b>[41.4]</b>	31.8 [30.9]	32.1 [33.5]	36.8 [34.1]

<sup>12</sup> Year of readings used for source apportionment.

Site ID	Site location	Within Hertford AQMA	Bias adjusted annual mean concentration ( $\mu\text{g}/\text{m}^3$ )				
			[Annual Mean NO <sub>2</sub> Concentration] ( $\mu\text{g}/\text{m}^3$ )				
			<i>Figures in bold = level above the national objective of 40 <math>\mu\text{g}/\text{m}^3</math></i>				
			2018	2019 <sup>[12]</sup>	2020	2021	2022
EH79 EH80 EH81	Gascoyne Way	Yes	31.8 [39.2]	32.0 [31.4]	25.6 [24.9]	26.1 [27.2]	28.9 [26.7]
EH30	Downey Cottage, Hertingfordbury Road	Yes	29.9 [36.8]	37.3 [36.5]	31.3 [30.3]	30.0 [31.3]	33.3 [30.8]

## 5.2 Analysis of the hourly mean average NO<sub>2</sub> concentration in the Hertford AQMA

Hertford is the only AQMA which currently has a continuous air quality monitoring station. The monitor is located on Gascoyne Way, within the Hertford AQMA, and monitors NO<sub>2</sub> and PM<sub>2.5</sub> via a chemiluminescent and BAM analyser. This can be used to assess performance against the annual mean average objective of 200 $\mu\text{g}/\text{m}^3$ .

Details of the continuous air quality monitor are provided in **Table 3**. The location of the monitoring site within the AQMA is shown in **Figure 3**.

**Table 3 – Automatic monitor (Hertford)**

Site ID	Site Location	Site Type	OS Grid Ref (E, N)	In AQMA	Pollutants Monitored	Inlet Height (m)
EH79	Gascoyne Way	Roadside	532464, 212338	Yes	NO <sub>2</sub> and PM <sub>2.5</sub>	1.5

The monitoring results for the annual mean NO<sub>2</sub> concentration are presented in **Table 4**. It can be seen that there have been no recorded exceedances of

60µg/m<sup>3</sup>, we can therefore deduce that the hourly 200µg/m<sup>3</sup> level is likely not to have been exceeded in the last five years.

**Table 4 – Automatic monitor EH79: NO<sub>2</sub> annual mean concentrations**

Site ID	NO <sub>2</sub> Annual Mean Concentration (µg/m <sup>3</sup> )				
	2018	2019	2020	2021	2022
EH79	32.2	33.0	20.0	26.0	28.9

**Table 5** confirms that the 200µg/m<sup>3</sup> NO<sub>2</sub> exposure to air pollution objective has not been breached during any single hourly reading.

**Table 5 – Automatic monitor EH79: Number of NO<sub>2</sub> hourly means exceedances**

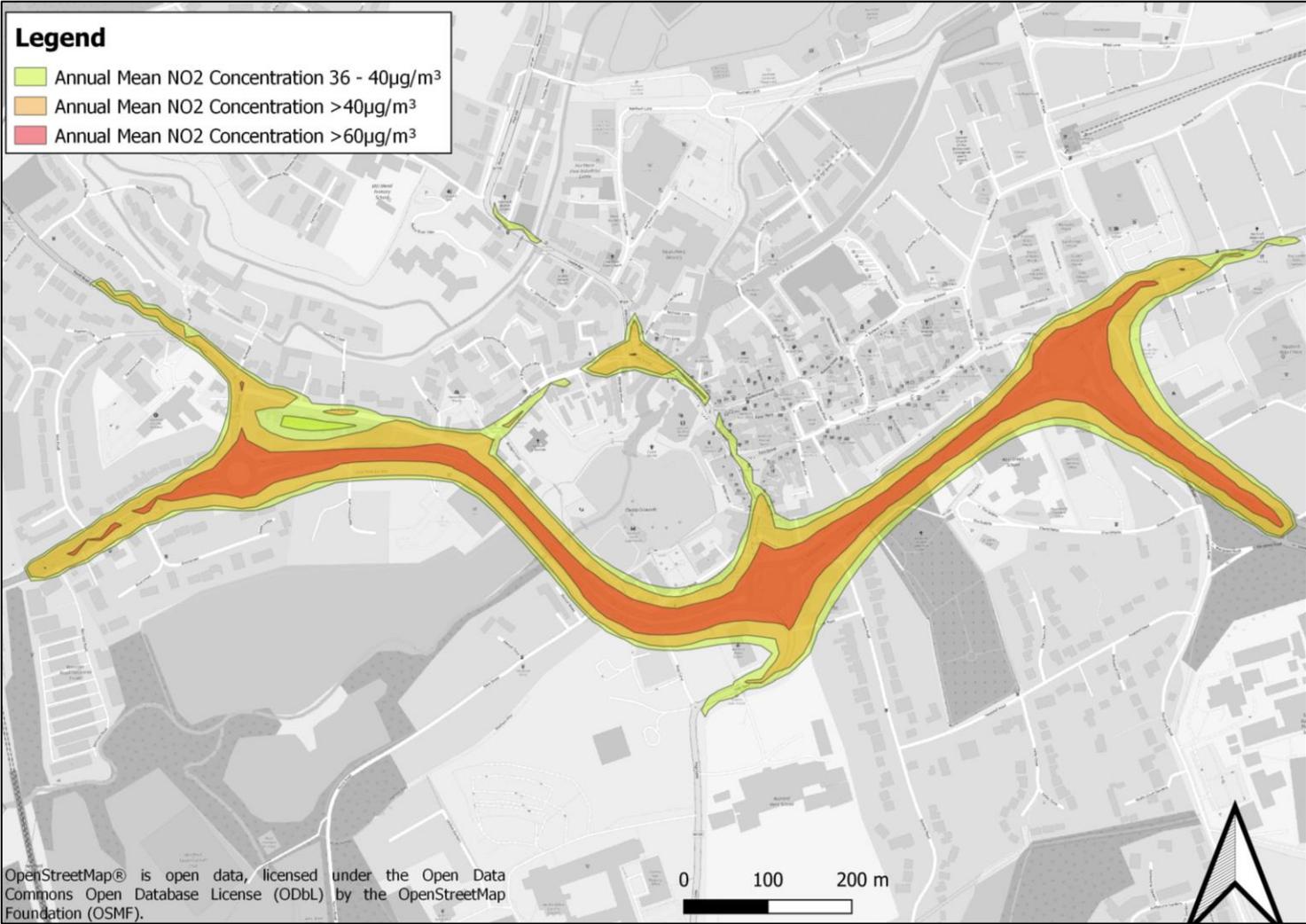
Site ID	Hourly Means in Excess of the 1-hour Objective (200 µg/m <sup>3</sup> )				
	2018	2019	2020	2021	2022
EH79	0	0	0	0	0

### 5.3 Heat map showing NO<sub>2</sub> concentrations in the Hertford AQMA

The ‘heat map’ in **Figure 4** shows the *modelled* air pollution levels in the Hertford AQMA based on the readings from the various monitoring stations. The map uses DEFRA’s standard scale, represented as yellow, orange and red, to indicate the severity of the NO<sub>2</sub> levels in each location.

The map illustrates that annual mean NO<sub>2</sub> concentrations are highest in the centre of the main roads, notably Gascoyne Way and London Road. The levels of pollution fall as one moves away from each road. This illustrates that traffic is the primary cause of air pollution in the AQMA.

Figure 4 - Hertford AQMA modelled pollutant concentrations (based on data from 2019)



## 6 Exposure to Air Pollution in the Sawbridgeworth AQMA

This chapter of the report provides details of exposure to air pollution in the Sawbridgeworth Air Quality Management Area (AQMA).

**Figure 5** shows the location of the council's air quality monitoring stations in the Sawbridgeworth AQMA which is centred on the London Road/Cambridge Road corridor through the town.

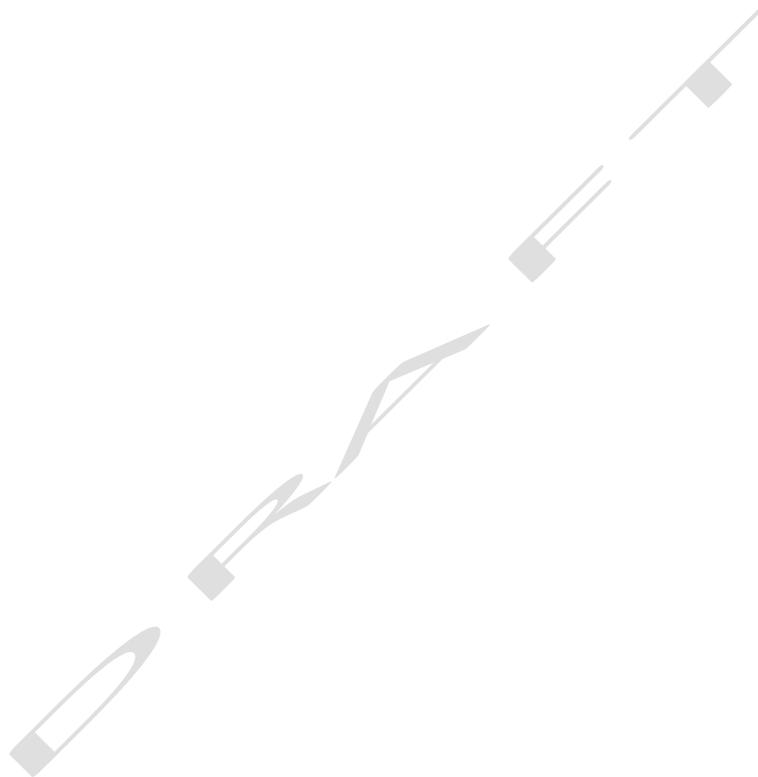


Figure 5 - Sawbridgeworth AQMA and air quality monitoring locations



## 6.1 Analysis of the *annual* mean average NO<sub>2</sub> concentration in the Sawbridgeworth AQMA

From the data in **Table 6**, we can see that one of the monitoring locations is below the annual mean air quality objective (AQO) for NO<sub>2</sub> of 40µg/m<sup>3</sup>, and one exceeds it based on the bias adjusted concentration.

As discussed earlier in this report, to revoke an AQMA, the annual mean air quality objective for NO<sub>2</sub> must be at least 10% lower than the exceedance value of 40µg/m<sup>3</sup> or, put another way, the readings must not be above 36µg/m<sup>3</sup>, for at least three years. Notwithstanding the unrepresentative nature of the data collected during the COVID-19 pandemic (2020 and 2021), the threshold for revocation clearly has not yet been met.

**Table 6** gives annual mean average levels as the ‘raw data’ and as ‘bias adjusted’ figures. The latter figures are the raw numbers with a DEFRA formula applied to take account of the precise location of the monitoring in relation to residents and thus purport to give a better measure of how the residents in the area would be likely to experience the pollution. Both figures have been included for completeness.

**Table 6 – LAQM diffusion tube monitoring – Sawbridgeworth AQMA**

Site ID	Site location	Within Sawbridgeworth AQMA	Bias adjusted annual mean concentration (µg/m <sup>3</sup> ) [Annual Mean NO <sub>2</sub> Concentration] (µg/m <sup>3</sup> ) <i>Figures in bold = level above the national objective of 40 µg/m<sup>3</sup></i>				
			2018	2019 <sup>[13]</sup>	2020	2021	2022
EH57	Bell Street at crossing	Yes	<b>41.5</b> <b>[51.0]</b>	<b>50.4</b> <b>[49.5]</b>	<b>40.5</b> [39.3]	<b>40.9</b> <b>[42.6]</b>	<b>42.9</b> [39.8]
EH91	14 London Road	Yes	36.7 <b>[43.3]</b>	39.5 [38.7]	32.7 [31.7]	33.6 [33.6]	37.3 [34.5]

<sup>13</sup> Year of readings used for source apportionment.

## 6.2 Analysis of the *hourly* mean average NO<sub>2</sub> concentration in the Sawbridgeworth AQMA

At present, we do not have data from a continuous air quality monitor in the Sawbridgeworth AQMA and so we use the guidance published by DEFRA to calculate whether the *hourly* mean average for NO<sub>2</sub> of 200µg/m<sup>3</sup> objective has or is likely to be exceeded.

DEFRA's Local Air Quality Management Technical Guidance (TG22)<sup>[14]</sup> states that the *hourly* mean average of NO<sub>2</sub> of 200µg/m<sup>3</sup> objective is only likely to be exceeded where the *annual* mean average concentrations are 60µg/m<sup>3</sup> or more. As the data in **Table 6** shows levels below 60µg/m<sup>3</sup> we can deduce that the hourly 200µg/m<sup>3</sup> level has not been exceeded in the last five years.

## 6.3 Heat map showing NO<sub>2</sub> concentrations in the Sawbridgeworth AQMA

The 'heat map' in **Figure 6** shows the *modelled* air pollution levels in the Sawbridgeworth AQMA based on the readings from the various monitoring stations. The map uses DEFRA's standard scale, represented as yellow, orange and red, to indicate the severity of the NO<sub>2</sub> levels in each location.

The map illustrates that annual mean NO<sub>2</sub> concentrations are highest at the junction of London Road and Bell Street and the dual roundabouts linking Cambridge Road, Station Road, London Road and West Road. The levels of pollution fall as one moves away from these two traffic junctions. This illustrates that traffic is the primary cause of air pollution in the AQMA.

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<sup>14</sup> <https://laqm.defra.gov.uk/wp-content/uploads/2022/08/LAQM-TG22-August-22-v1.0.pdf>

**Figure 6 - Sawbridgeworth AQMA modelled pollutant concentrations (based on data from 2019)**



## 7 Who is Exposed to Air Pollution in the AQMAs in East Hertfordshire?

Those living in an AQMA, as well as those walking, cycling or driving through one will be exposed to some extent to air pollution. That said, as discussed in the preceding chapters, it is only the annual mean NO<sub>2</sub> concentration of 40µg/m<sup>3</sup> which is exceeded and thus only those living in the AQMA who will be impacted according to the DEFRA guidance. That is not to say that those walking, cycling or driving through an AQMA will not experience poor air quality, however, none are likely to walk, cycle or drive through for a continuous hour and even if they did, the 200µg/m<sup>3</sup> hourly exposure level has not been exceeded in any of the three AQMAs.

### 7.1 Residents

To understand the extent of the population of East Hertfordshire who reside in an AQMA and are exposed to poor air quality, a review of the estimated population of each AQMA has been undertaken (see **Table 7**). This has been completed using the Office for National Statistics 'Lower Super Output Area' (LSOA) information<sup>[15]</sup>. Information from the Indices of Multiple Deprivation (IMD)<sup>[16]</sup> are also included.

The scores for the IMD are based on deciles of multiple factors of deprivation. The larger the score, the more deprived the area, on a scale of 1 to 10.

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<sup>15</sup> <https://www.data.gov.uk/dataset/3f6c84f1-9da1-4ee0-82a7-50086a775e22/lower-layer-super-output-areas-2021-boundaries-ew-bgc>

<sup>16</sup> [https://data.england.nhs.uk/ncdr/data\\_element/indices-of-multiple-deprivation-imd-decile/](https://data.england.nhs.uk/ncdr/data_element/indices-of-multiple-deprivation-imd-decile/)

**Table 7 - Population Exposure within East Herts AQMAs**

<b>AQMA</b>	<b>Estimated population in AQMA</b>	<b>Average IMD score (1 being the most disadvantaged, 10 being the least)</b>	<b>Median age</b>
Bishop's Stortford	71	9	35
Hertford	2,128	9	41
Sawbridgeworth	428	9	47

As shown, the Hertford AQMA has the greatest population.

All AQMAs are in the 9<sup>th</sup> decile (out of 10), indicating that none of the three AQMAs are in areas of deprivation. This makes the AQMAs in East Hertfordshire different from some other ones, particularly those in more urban and metropolitan areas, where living in an area of poor air quality is correlated more closely with deprivation.

The median ages for the district of East Hertfordshire and England are 43 years and 42 years respectively. The 71 people estimated to be living in the Bishop's Stortford AQMA have a younger average age than the East Hertfordshire population, with those living in the Hertford AQMA being slightly younger and Sawbridgeworth AQMA being older than the both the district-wide and national average ages. The younger average among the, albeit low, population in the Bishop's Stortford AQMAs suggests there may be young residents who are particularly susceptible to the adverse effects of air pollution. This further serves to emphasise the need for action.

## **7.2 Walkers and cyclists**

For those who walk or cycle through an AQMA, when reading this AQAP, the measure likely to be of most interest is the *hourly* mean objective for Nitrogen Dioxide of no more than 200µg/m<sup>3</sup>. This is because this is the nationally set upper level of pollution for someone to experience continuously for a whole hour.

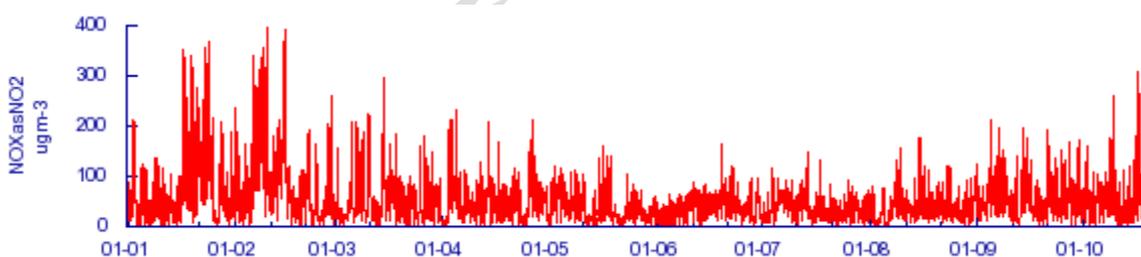
As air pollution in East Hertfordshire stems from traffic, it is to be expected that higher concentrations will be experienced by someone walking or cycling through an AQMA than someone living in one because they will be nearer to the source of the emissions, that is, the vehicles driving along the roads.

At the same time, it is important to note that the measure relates to an *hourly* mean average of  $200\mu\text{g}/\text{m}^3$  rather than a very short exposure to this level although, of course, the council recognises that ideally no-one would be exposed to air pollution at all.

As discussed in earlier chapters, modelling in Bishop's Stortford and Sawbridgeworth and the continuous monitor in Hertford indicate no location within any of the AQMAs ever demonstrates a whole hour's worth of air pollution above  $200\mu\text{g}/\text{m}^3$ , although data from continuous air quality monitors will show the fluctuating level of  $\text{NO}_2$  at the monitoring station.

At present there is only one continuous monitoring station in the district. This is located in the Hertford AQMA. The findings from this monitoring station for January to October 2023 are shown in **Figure 7** below. There are 'spikes' where for short bursts of time air pollution exceeds  $200\mu\text{g}/\text{m}^3$ . See section 9.1 for information about the relationship between  $\text{NO}_x$  and  $\text{NO}_2$ .

**Figure 7 - Hertford AQMA  $\text{NO}_x$  as  $\text{NO}_2$  Levels for 2023**



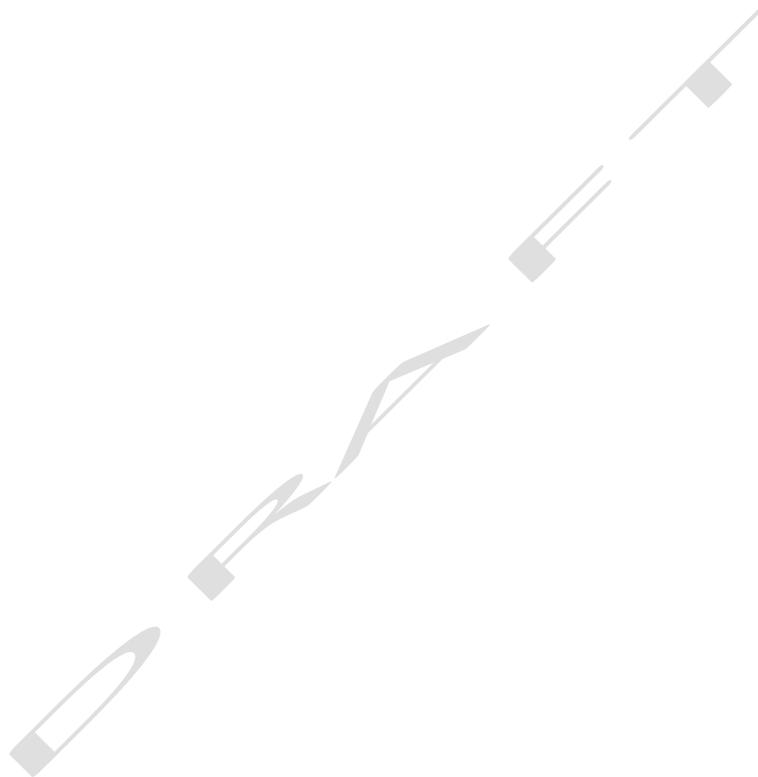
Those walking or cycling through the Hertford AQMA, or considering doing so, may wish to check the real time information which is available online via the council's air quality webpage: <https://www.eastherts.gov.uk/environmental-health/air-quality>

In 2024, continuous air quality monitoring stations will be added to each of the three AQMAs.

### 7.3 Drivers

As the heat maps included in earlier chapters have clearly shown, air pollution in East Herts' AQMAs is the result of traffic. While much of the national debate and discussion in this AQAP sees drivers of fossil-fuelled vehicles as the polluters, those same drivers, and indeed drivers of electric vehicles, will experience a degree of air pollution *within* their vehicles (however powered) as they drive through an AQMA.

There are no national objectives relating to pollution levels *within* vehicles but just as for those walking or cycling in an AQMA, the real time data, as exemplified in **Figure 7** above, is likely to be of interest to drivers.



## 8 Developing an Air Quality Action Plan for East Hertfordshire

The preceding chapters have explained that:

- air pollution is detrimental to health
- nationally set maximum levels for *annual* average air pollution have been exceeded in three AQMAs
- traffic is the primary cause of air pollution in the three AQMAs
- while those living within the district's AQMAs are the most exposed to pollution, those walking, cycling or driving through the AQMAs will also experience poor air quality.

This chapter will now cover the council's examination of the work to date, policies, evidence and best practice which can be drawn upon to effectively tackle the district's air pollution.

### 8.1 Track record to date

This action plan will need to build on our track record to date. For example, we have:

- trialled an e-car club, using Department for Environment, Food and Rural Affairs (DEFRA) funding, which served council staff in the day and the public outside of office hours with dedicated charges in Hertford and Bishop's Stortford. This pilot has led to the establishment of a staff e-car club and private car rental companies in the area offering low emission vehicles for hire by the public
- published a sustainability Supplementary Planning Document (SPD) with a specific air quality chapter applying strict air quality measures to all developments
- introduced the strictest emissions standards in Hertfordshire for the taxi vehicles we licence
- installed over 60 e-vehicle charging points to promote the switch to e-vehicles
- replaced our fleet of diesel vans with e-cars
- installed anti-idling signage in our own car parks and beyond.

In addition, together with our partners, principally Hertfordshire County Council, we have:

- introduced smart traffic light management at Hockerill junction in the Bishop's Stortford Air Quality Management Area (AQMA) to promote traffic flow and minimise idling
- improved the lighting and visual appeal of pedestrian subways to counteract feelings of a lack of safety as a barrier to active travel
- annually promoted Clean Air Day
- supported the introduction of demand responsive bus services in the northern half of the district.

We have continued to facilitate behaviour change by:

- introducing and promoting an air alert notification scheme
- working with schools and businesses, using DEFRA funding, on active travel alternatives to daily commutes.

The evidence discussed in earlier chapters demonstrates that despite all the efforts and interventions described above there is still more to do. It is thus incumbent on East Herts Council to work with its partners to marshal all the available information, best practice or policy levers to tackle the unacceptable levels of air pollution.

## **8.2 Planning and Policy Context**

### **Clean Air Strategy 2019**

The Government's Clean Air Strategy<sup>[17]</sup> sets out the case for action at a national level, identifying a number of sources of air pollution within the UK including road transportation (relevant in terms of the AQMAs currently present within East Hertfordshire). It also sets out the actions required to reduce the impact upon air quality from these sources. It has been developed in conjunction with three other UK Government Strategies; the Industrial Strategy, the Clean Growth Strategy, and the 25 Year Environment Plan.

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<sup>17</sup> <https://www.gov.uk/government/publications/clean-air-strategy-2019>

## **Air Quality Strategy 2023**

In April 2023, the government's new Air Quality Strategy was published<sup>[18]</sup>, which supersedes the Air Quality Strategy (2008).

The strategy plans to set out a framework to enable local authorities to deliver for their communities and contribute to the governments long term air quality goals, this includes the new targets for PM<sub>2.5</sub>.

The Air Quality Strategy is designed for local authorities in England with the focus on three main pollutants, PM<sub>2.5</sub>, NO<sub>x</sub> and NH<sub>3</sub>.

The Air Quality Strategy seeks to implement the focus on air quality being a public health issue, with Directors of Public Health being involved and collaboration with plans and strategies with other departments and strategies such as climate change.

## **UK Plan for Tackling Roadside Nitrogen Dioxide Concentrations**

Published in July 2017, the UK Plan for Tackling Roadside Nitrogen Dioxide Concentrations (Detailed Plan)<sup>[19]</sup> is the UK government's plan for bringing concentrations of NO<sub>2</sub> within statutory limits within the shortest possible time. It identifies that the most immediate air quality challenge within the UK is tackling the issue of NO<sub>2</sub> concentrations close to roads, especially within towns and cities.

The plan identifies the local authorities that were required to complete feasibility studies to define NO<sub>2</sub> concentrations on road links which were identified by the national Pollutant Climate Mapping (PCM) model as exceeding the NO<sub>2</sub> annual mean AQS objective. East Herts Council was not one of the authorities identified. That said, the UK Plan details a range of possible solutions to reduce NO<sub>x</sub> emissions from vehicles and therefore lower NO<sub>2</sub> concentrations which the council has been mindful of when devising this plan. The actions detailed within the UK Plan include:

- implementation of Clean Air Zones (CAZs)

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<sup>18</sup> <https://www.gov.uk/government/publications/the-air-quality-strategy-for-england/air-quality-strategy-framework-for-local-authority-delivery>

<sup>19</sup> <https://www.gov.uk/government/publications/air-quality-plan-for-nitrogen-dioxide-no2-in-uk-2017>

- new real world driving emissions requirements for light passenger and commercial vehicles
- additional funding to accelerate the uptake of low emissions buses and also for the retrofitting of older buses
- additional funding to accelerate the uptake of hydrogen vehicles and associated infrastructure
- new mandatory emissions standards for non-road mobile machinery
- local cycling and walking investment plans.

### East Herts District Plan (the Local Plan)

The council adopted its Local Plan, known locally as the District Plan, on the 23 October 2018<sup>[20]</sup>. The District Plan sets out the planning framework for the district for the period of 2011-2033 and prioritises the delivery of sustainable development.

Specific Air Quality policies are included within the plan, notably:

#### Policy EQ4 Air Quality

*I. The effect of development upon air quality is a material consideration. All applications should take account of the Council's Air Quality Planning Guidance Document, which details when an air quality assessment is required.*

*II. All development should take account of the Council's latest Air Quality Action Plan, local Air Quality Strategies, Local Transport Plans, as well as national air quality guidance.*

*III. All developments should include measures to minimise air quality impact at the design stage and should incorporate best practice in the design, construction and operation of all developments.*

*IV. Where development (on its own or cumulatively) will have a negative impact on local air quality during either construction or operation, mitigation measures will be sought that will remove overriding impacts, such as an air quality neutral or negative development. Evidence of mitigation measures will be required upfront.*

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<sup>20</sup> [https://cdn-eastherts.onwebcurl.com/s3fs-public/documents/District\\_Plan\\_Publish\\_web\\_view.pdf](https://cdn-eastherts.onwebcurl.com/s3fs-public/documents/District_Plan_Publish_web_view.pdf)

*V. Where on-site mitigation is not sufficient, appropriate off-site mitigation measures may be required. Where adequate mitigation cannot be provided, development will not normally be permitted.*

*VI. Developments must not:*

- *lead to a breach or worsening of a breach of UK or EU limit values;*
- *lead to a breach or worsening of a breach of an Air Quality objective or cause the declaration of an Air Quality Management Area or;*
- *prejudice the implementation of any Air Quality Action Plan or local air quality strategy*

## **East Herts Sustainability Planning Guidance**

East Herts Council have developed a Sustainability Supplementary Planning Document (SPD)<sup>[21]</sup>. This planning guidance document has been prepared to support East Herts Council's Air Quality Development Management Policy within its District Plan. The aim is to facilitate sustainable development by helping to achieve the best possible public health protection outcomes, in relation to air quality.

The objectives defined to help achieve this aim are to:

- identify the district-specific air pollution issues
- identify the tools to control air pollution that are available to this local authority under the planning regime
- provide clarity and consistency to developers, planners and local communities by confirming:
  - how the council will assess planning applications in relation to air quality
  - the mitigation and monitoring of air quality impacts via planning conditions and the use of tools such as Section 106 agreements
  - the circumstances where an air quality assessment will be required for a proposed development
  - the requirements of an air quality assessment

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<sup>21</sup> <https://cdn-eastherts.onwebcurl.com/s3fs-public/2021-03/Sustainability%20SPD.pdf>

- contribute to the improvement of air quality in the district, in particular in Air Quality Management Areas
- be compatible with existing East Herts Council policies
- complement and add important local context to the National Planning Practice Guidance
- direct developers to detailed guidelines for undertaking an emissions assessment in line with that from the Low Emission Partnership.
- use the Damage Cost Approach for applications
- promote Air Quality Neutral Assessments.

### **East Herts Climate Change Strategy**

In 2022, following East Herts Council's climate change declaration in July 2019, the council introduced its first Climate Change Strategy. The strategy lays out how the council, residents, business and other partners can all pull together and help each other make significant and long-lasting improvements to the sustainability of our precious environment.

Another key aspect of the strategy was the inclusion of the council's route map to net-zero carbon by 2030.

Since this time, the council has accelerated its efforts to tackle climate change by:

- declaring a Climate Emergency in July 2023
- bringing forward to 2027 the deadline for minimising its own carbon footprint and putting in place robust offsetting plans and
- devoting over £500,000 from its share of the UK Shared Prosperity Fund to environmental sustainability measures.

The Climate Change Strategy and this air quality action plan share a number of priorities, goal and actions, for example, the promotion of e-vehicles, anti-idling measures and the focus of enabling people to making lasting behavioural changes.

### **Hertfordshire's Local Transport Plan 2018-2031**

The Local Transport Plan 2018 – 2031, developed by Hertfordshire County Council, sets out how transport can help deliver a positive future vision for

Hertfordshire by having a major input into wider policies such as economic growth, meeting housing needs, improving public health and reducing environmental damage whilst also providing for safe and efficient travel<sup>[22]</sup>. As part of this there are two specific policies relating to Air Quality as set out below:

### **Policy 19: Emissions reduction**

*The county council will reduce levels of harmful emissions by:*

- a) Promoting a change in people's travel behaviour to encourage a modal shift in journeys from cars to walking, cycling and passenger transport.*
- b) Addressing any barriers to and supporting the uptake of ULEVs in the county, particularly where this can positively affect areas with identified poor air quality.*
- c) Reducing emissions from its operations.*

### **Policy 20: Air Quality**

*The county council will seek to reduce the impact of poor Air Quality on human health, by:*

- a) Investigating the use of Clean Air Zones.*
- b) Working with district/borough councils to monitor and assess air pollution levels and working in partnership with them to deliver any declared AQMA joint action plans.*
- c) Implementing, monitoring and reviewing the county council's Air Quality Strategic Plan.*

### **Local cycling and walking infrastructure plans**

Local Cycling and Walking Infrastructure Plans (LCWIPs) are a 10-year strategic approach to cycling and walking improvements. They form part of the Government's strategy to increase the number of trips made on foot or by cycle. The LCWIP for East Herts Council was still in development at the time of devising the Air Quality Action Plan.

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<sup>22</sup> <https://www.hertfordshire.gov.uk/media-library/documents/about-the-council/consultations/ltp4-local-transport-plan-4-complete.pdf>

## 9 Source Apportionment

### 9.1 How was the source apportionment work undertaken?

The AQAP measures presented in this report are intended to be targeted towards the predominant sources of emissions within East Hertfordshire. To assist in this, a source apportionment exercise was carried out for East Herts Council by Bureau Veritas based on a 2019 baseline year. Importantly, this is a pre-COVID-19 dataset which the council believes best reflects the local situation without the unprecedented events of the pandemic, notably the lockdowns, which are likely to have skewed more recent readings. Full details are provided within the technical report found on our website<sup>[23]</sup> including a breakdown of polluting vehicles and pollution from background sources.

The source apportionment exercise used 12-months traffic data from traffic flow cameras around the AQMAs to match against vehicle classifications held by the DVLA. The calculations were undertaken using an air dispersion model to assess the overall emissions profiles of vehicles moving through each AQMA. It should be noted that emission sources of NO<sub>2</sub> are dominated by a combination of direct NO<sub>2</sub> (f-NO<sub>2</sub>) and oxides of nitrogen (NO<sub>x</sub>), the latter of which is chemically unstable and rapidly oxidised upon release to form NO<sub>2</sub>. Reducing levels of NO<sub>x</sub> emissions therefore reduces levels of NO<sub>2</sub>.

“f-NO<sub>2</sub>” factors are developed from real world testing of vehicles, thereby measuring what vehicles *actually* emit rather than emissions measured in a laboratory. These values are used in dispersion modelling to make it more accurate.

### 9.2 Bishop’s Stortford AQMA

The NO<sub>2</sub> source apportionment exercise has been completed at the maximum receptor reading location in line with the guidance contained within the Local Air Quality Management Technical Guidance (TG22). A summary of this information can be found in **Appendix B**.

Using the calculations in **Table 24** (in **Appendix B**), the NO<sub>2</sub> apportionment for vehicles is set out below in **Table 8**. These apportionments are based on the total

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<sup>23</sup> <https://www.eastherts.gov.uk/environmental-health/air-quality>

*actual* vehicle movement through the AQMA and represent the *total* impact of each class of vehicle, not each *individual* vehicle. Therefore, **Table 8** is not showing that ‘petrol LGVs’ are less polluting than ‘plug-in hybrid petrol cars’, it is instead saying that during the monitoring period the impact of petrol LGV vehicles on the NO<sub>2</sub> level was less than the plug-in hybrid petrol cars, which is most likely a result of fewer, if any, petrol LGVs passing through the AQMA during this time.

**Table 8 - NO<sub>2</sub> Source apportionment from vehicles at max receptor in Bishop’s Stortford AQMA**

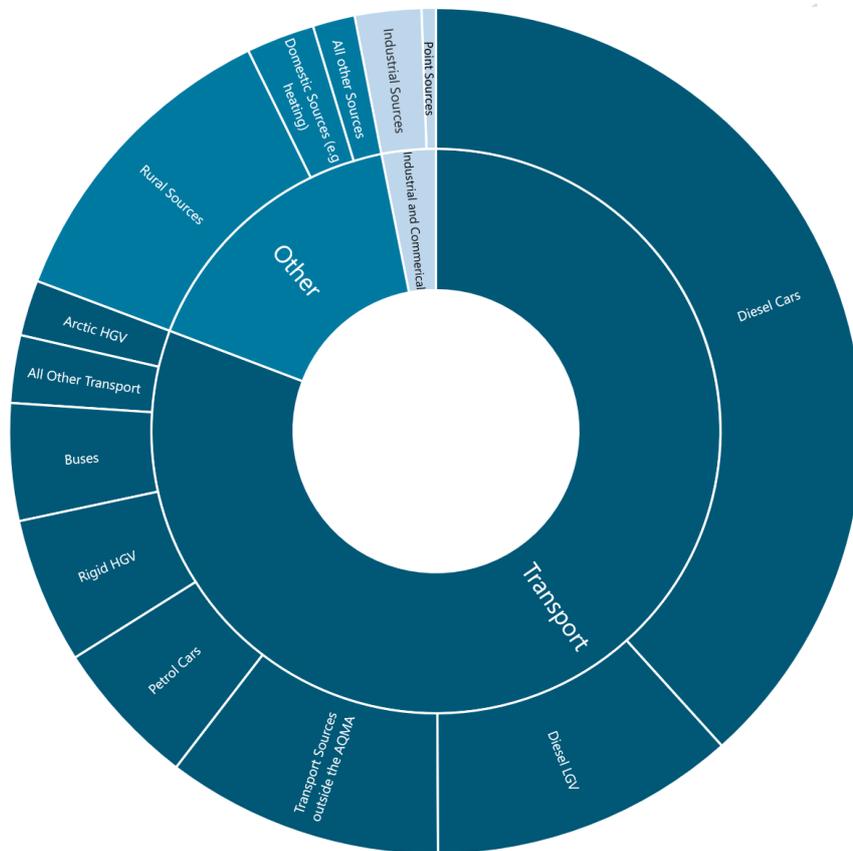
Vehicle	NO <sub>2</sub> Contribution (µg/m <sup>3</sup> )
Diesel Cars	24.61
Diesel light goods vehicles (LGV)	8.40
Rigid heavy goods vehicles (HGV)	4.26
Petrol Cars	3.92
Articulated HGV	1.66
Buses	1.56
Full Hybrid Diesel Cars	0.14
Motorcycle	0.03
Plug-in Hybrid Petrol Cars	0.01
Petrol LGV	0.00
Full Hybrid Petrol Cars	0.00
Electric Cars	0.00

The source apportionment exercise demonstrates a ranking of contributing vehicle classes with diesel cars being the main contributors to total road NO<sub>2</sub> concentrations across the Bishop’s Stortford AQMA, followed by diesel LGVs, rigid HGVs and petrol cars.

Overall, the volume of traffic, “street canyon” effects and congestion in the AQMA are considered to be the key contributors to elevated levels of NO<sub>2</sub> *annual* mean concentrations within the AQMA. The location within the AQMA where particularly elevated levels of NO<sub>2</sub> are observed is the main junction of A1060 London Road, A1250 Hockerill Road, B1383 Stansted Road and A1250 Dunmow Road.

This is explored in detail in the Bureau Veritas source apportionment report found on our website<sup>[24]</sup>. A summary is shown below in **Figure 8**.

**Figure 8 - Source apportionment in Bishop’s Stortford AQMA, show as an average percentage of NO<sub>2</sub>**



**Notes on chart**

- **‘All other transport’** includes emissions from Motorcycles, Petrol LGVs, Full Hybrid Petrol Cars, Plug-in Hybrid Petrol Cars, Full Hybrid Diesel Cars, EV Cars, Aircraft and Rail.

<sup>24</sup> <https://www.eastherts.gov.uk/environmental-health/air-quality>

- **'Transport sources outside the AQMA'** relates to pollution migrating into the AQMA from adjacent roads.

### 9.3 Hertford AQMA

The NO<sub>2</sub> source apportionment exercise has been completed at the maximum receptor reading location in line with the guidance contained within Local Air Quality Management Technical Guidance (TG22). A summary of this information can be found in **Appendix B**.

Using the calculations in **Table 24** (in **Appendix B**), the NO<sub>2</sub> apportionment for vehicles is set out below in **Table 9**. These apportionments are based on the total *actual* vehicle movement through the AQMA and represent the *total* impact of each class of vehicle, not each *individual* vehicle. Therefore, **Table 9** is not showing that 'petrol LGVs' are less polluting than 'plug-in hybrid petrol cars', it is instead saying that during the monitoring period the impact of petrol LGVs on the NO<sub>2</sub> level was less than the plug-in hybrid petrol cars, which is most likely a result of fewer, if any, petrol LGVs passing through the AQMA during this time.

**Table 9 - NO<sub>2</sub> Source Apportionment from Vehicles at Max Receptor in Hertford AQMA**

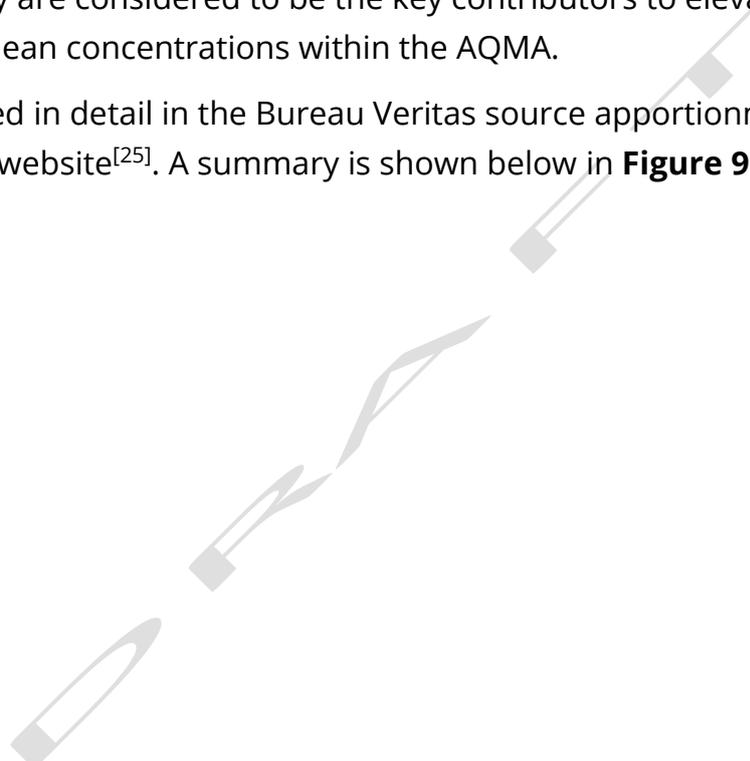
Vehicle	NO <sub>2</sub> Contribution (µg/m <sup>3</sup> )
Diesel Cars	20.98
Rigid HGV	4.52
Diesel LGV	3.70
Petrol Cars	3.19
Articulated HGV	1.75
Buses	1.03
Full Hybrid Diesel Cars	0.11
Full Hybrid Petrol Cars	0.05
Motorcycle	0.02
Plug-in Hybrid Petrol Cars	0.01

Vehicle	NO <sub>2</sub> Contribution (µg/m <sup>3</sup> )
Petrol LGV	0.00
Electric Cars	0.00

The source apportionment exercise demonstrates a ranking of contributing vehicle classes with diesel cars being the main contributors to total road NO<sub>2</sub> concentrations across the Hertford AQMA, followed by diesel LGVs, rigid HGVs and petrol cars.

Overall, the volume of traffic and congestion on the main roads such as Gascoyne Way are considered to be the key contributors to elevated levels of NO<sub>2</sub> annual mean concentrations within the AQMA.

This is explored in detail in the Bureau Veritas source apportionment report found on our website<sup>[25]</sup>. A summary is shown below in **Figure 9**.




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<sup>25</sup> <https://www.eastherts.gov.uk/environmental-health/air-quality>

**Figure 9 - Average NO<sub>2</sub> % Source Apportionment in Hertford AQMA**



**Notes on chart**

- **'All other transport'** includes emissions from Motorcycles, Petrol LGVs, Full Hybrid Petrol Cars, Plug-in Hybrid Petrol Cars, Full Hybrid Diesel Cars, EV Cars, Aircraft and Rail.
- **'Transport sources outside the AQMA'** relates to pollution migrating into the AQMA from adjacent roads.

**9.4 Sawbridgeworth AQMA**

The NO<sub>2</sub> source apportionment exercise has been completed at the maximum receptor reading location in line with the guidance contained within Local Air Quality Management Technical Guidance (TG22). A summary of this information can be found in **Appendix B**.

Using the calculations in **Table 24** (in **Appendix B**), the NO<sub>2</sub> apportionment for vehicles is set out below in **Table 10**. These apportionments are based on the total *actual* vehicle movement through the AQMA and represent the *total* impact

of each class of vehicle, not each *individual* vehicle. Therefore, **Table 10** is not showing that ‘petrol LGVs’ produce the same level of pollution as ‘plug-in hybrid petrol cars’, it is instead saying that during the monitoring period the impact of petrol LGVs on the NO<sub>2</sub> level was the same as plug-in hybrid petrol cars.

**Table 10 - NO<sub>2</sub> Source Apportionment from Vehicles at Max Receptor in Sawbridgeworth AQMA**

Vehicle	NO <sub>2</sub> Contribution (µg/m <sup>3</sup> )
Diesel Cars	21.79
Diesel LGV	10.56
Buses	3.66
Rigid HGV	3.48
Petrol Cars	3.30
Articulated HGV	1.35
Full Hybrid Diesel Cars	0.12
Full Hybrid Petrol Cars	0.05
Motorcycle	0.04
Petrol LGV	0.01
Plug-in Hybrid Petrol Cars	0.01
Electric Cars	0.00

The source apportionment exercise demonstrates a ranking of contributing vehicle classes with diesel cars being the main contributors to total road NO<sub>2</sub> concentrations across the Sawbridgeworth AQMA, followed by diesel LGVs, buses, rigid HGVs and petrol cars.

Overall, this suggests the volume of traffic and congestion at the main junctions along London Road are the key contributors to elevated levels of NO<sub>2</sub> annual mean concentrations within the AQMA.

This is explored in detail in the Bureau Veritas source apportionment report found on our website<sup>[26]</sup>. A summary is shown below in **Figure 10**.

**Figure 10 - Average NO<sub>2</sub> % Source Apportionment in Sawbridgeworth AQMA**



### Notes on chart

- **'All other transport'** includes emissions from Motorcycles, Petrol LGVs, Full Hybrid Petrol Cars, Plug-in Hybrid Petrol Cars, Full Hybrid Diesel Cars, EV Cars, Aircraft and Rail
- **'Transport sources outside the AQMA'** relates to pollution migrating into the AQMA from adjacent roads.

<sup>26</sup> <https://www.eastherts.gov.uk/environmental-health/air-quality>

## 10 Required Reduction in Emissions

### 10.1 Emissions reduction calculations

Any area will experience air pollution from a variety of local and more remote, background sources. For each AQMA in East Hertfordshire, the evidence reported in this action plan, shows that it is traffic emissions *within* the AQMAs that are the primary source of air pollution.

The council and partners need to target interventions that are likely to have the largest impact on reducing air pollution within each AQMA and so the primary source of pollution, that is traffic emissions, needs to be addressed. These will have some, though limited, impact on reducing the background sources of pollution *outside* of the AQMA, thus, interventions within the AQMA will need to have a proportionally greater impact on reducing the emissions arising *within* the AQMA as, unfortunately, the AQMA is still likely to suffer from pollution sources beyond its boundaries.

Based on their analysis of the 2019 emissions data in the three AQMAs, Bureau Veritas have calculated the required reduction in NO<sub>x</sub> emissions, that is, various nitrogen oxides, *from traffic within* the AQMAs on the basis of pollution outside of the AQMAs remaining at consistent levels. This analysis also takes account of the way in which NO<sub>x</sub> breaks down into the polluting NO<sub>2</sub> and so gives the NO<sub>x</sub> percentage reduction needed for NO<sub>2</sub> concentrations to fall below the AQO of 40µg/m<sup>3</sup>. The findings are as follows:

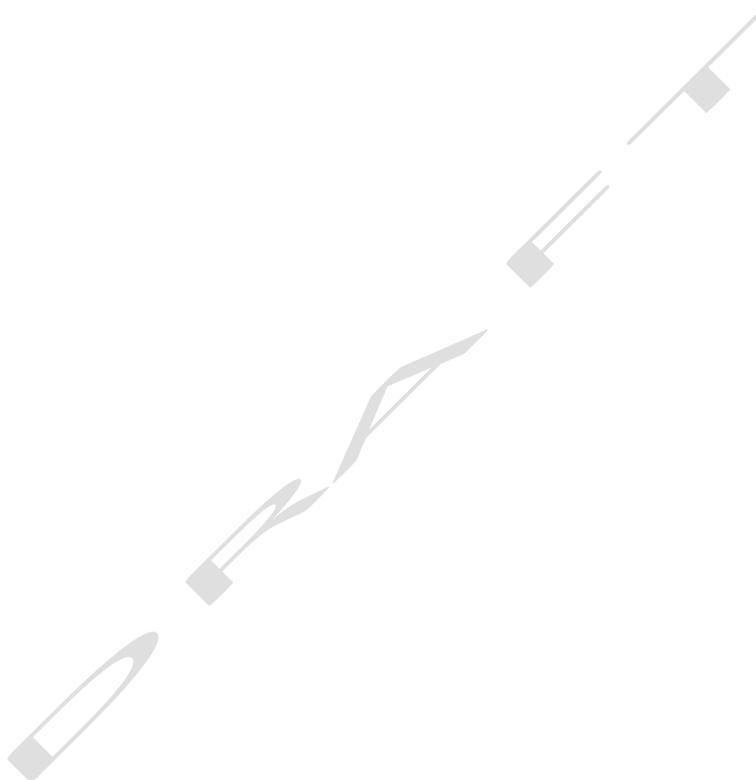
- **45.6%** reduction in road NO<sub>x</sub> is required to meet the AQO for annual mean NO<sub>2</sub> at the worst-case receptor in the Bishop's Stortford AQMA
- **33.7%** reduction in road NO<sub>x</sub> is required to meet the AQO for annual mean NO<sub>2</sub> at the worst-case receptor in the Hertford AQMA
- **40.6%** reduction in road NO<sub>x</sub> is required to meet the AQO for annual mean NO<sub>2</sub> at the worst-case receptor in the Sawbridgeworth AQMA.

**Table 25**, found in **Appendix C**, contains a summary of the values used to calculate the required reduction in emissions listed above, with full details of the required reductions and methodology contained within the Technical Report found on our website<sup>[27]</sup>.

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<sup>27</sup> <https://www.eastherts.gov.uk/environmental-health/air-quality>

It is worth noting that the council and its partners will aim to take as broad a range of actions as possible to reduce air pollution in the AQMAs and so the full percentage reduction in road NO<sub>x</sub> is unlikely to be necessary because our proposed interventions should reduce pollution in other ways too – see **Chapter 13** for more details of this.



## 11 Consultation

### 11.1 Consultation and Stakeholder Engagement

In developing our updated AQAP, we have worked with other local authorities, expert agencies, businesses and the local community to identify actions likely to have a positive impact. Schedule 11 of the Environment Act 1995 requires local authorities to consult the bodies listed in **Table 11**. To help encourage engagement at a local level, we have undertaken the following stakeholder engagement:

- publishing the consultation on our website and social media channels
- advising local climate groups of the consultation.

**Table 11– Consultation Undertaken**

Consultee	Yes/No
The Secretary of State	Yes
The Environment Agency	Yes
DEFRA / LAQM	Yes
Julie Marson MP for Hertford and Stortford	Yes
Sir Oliver Heald MP for North East Hertfordshire	Yes
Hertfordshire County Council (Public Health / Highways)	Yes
All neighbouring local authorities	Yes
Hertfordshire police	Yes
UK Health Security Agency	Yes
Hertfordshire Local Enterprise Partnership	Yes

Consultee	Yes/No
Federation of Small Businesses	Yes
Licensed hackney carriage and private hire operators	Yes
Commercial bus operators	Yes

### 11.2 Steering Group

A steering group was established as part of the AQAP development process to drive forward the development of the new AQAP. The core aim of the steering group has been to identify measures for inclusion within the AQAP that would be effective both in terms of reducing NO<sub>2</sub> concentrations and feasible in terms of implementation and delivery.

The steering group is composed mainly of officers from East Herts Council, from those services with an interest or potential impact on air quality and who may have an influence on the action measures being considered.

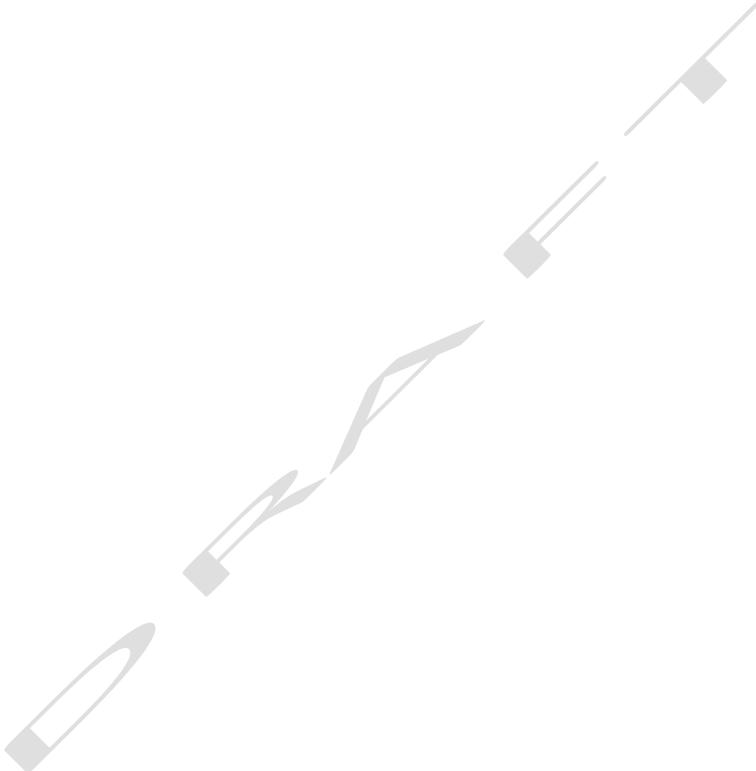
The officers have provided and continue to provide guidance in their respective areas of expertise to ensure selection and continual evaluation of the most appropriate measures.

A first steering group meeting took place in February 2023. The steering group included officers from the local authority from: Environmental Health, Sustainability and Climate Change, Planning, Licensing, Parking, Economic Development, Transport and Highways.

Having members within the steering group from different areas and departments allows a collaborative approach to improving air quality and provides a wider scope of measures that can be implemented.

The steering groups set out an ambitious approach to tackling air quality within the wider district. While the technical aspects of this AQAP have focussed on concentrations within the declared AQMA, the wider ambitions are included as part of the measures for reducing pollutant concentrations across the whole district.

It is the aim for this steering group to continue to communicate at regular intervals following the adoption of the AQAP. This is essential to provide progress reports on individual actions in relation to the AQAP measures, discuss any key lessons learnt from the continual implementation of the measures and to continue to discuss any new ideas in terms of future measures and actions within the AQMAs.



## 12 East Herts Air Quality Priorities

In devising our air quality priorities, we have drawn upon:

- the empirical air pollution findings from our AQMAs
- the detailed source apportionment modelling
- our review of the wider public health, planning and climate change contexts and
- the professional views and experience of our steering group.

Our four priorities, presented below, focus on the key issues we need to tackle to improve air quality across our AQMAs and, indeed, beyond.

### **Priority 1: Reduce the impact of traffic levels and congestion on air quality**

The main source of air pollution leading to the declaration of the AQMAs is road transport emissions. Therefore, reducing transport emissions is the key priority. Our approach focuses on factors where East Herts Council has direct control (for example, planning and procurement of outsourced functions) and measures that can be implemented via a partnership with Hertfordshire County Council (HCC) or others, with the necessary monitoring arrangements put in place, for example sustainable travel plans for businesses and schools that need to be checked to see if they are working.

As the roads contributing to pollutant concentrations which result in exceedance of the *annual* average NO<sub>2</sub> objective are not managed by National Highways, this Relevant Public Authority has not been engaged with for the purpose of preparing this AQAP.

Across the council and its partners, there are already multiple efforts in place to improve uptake in cleaner vehicles. This includes provision of additional electrical vehicle charging, incentives for taxis to use electric or Euro VI vehicles and improvements in technology in buses used within the district.

### **Priority 2: Mitigate the impact of future growth on air quality**

Construction and demolition activities can have a significant impact on local air quality. These impacts can be minimised by using the planning system to ensure best practice techniques are employed on all sites.

New or refurbished buildings have the potential to add to emissions from domestic heating and cooling. These impacts can be addressed directly through emissions limits or indirectly by reducing the energy demand in new buildings.

New residents will need to travel for work and leisure. The impact of this can be addressed by measures to encourage walking and cycling or by working with Hertfordshire County Council (HCC) to further improve public transport provision.

An increased provision of services to meet extra demand such as refuse collections will create additional emissions. Negative impacts can be reduced by designing new developments with due consideration to operational efficiency and ensuring only the cleanest vehicles are used.

New roads have the potential to increase pollutant concentrations unless they are well designed and well placed. East Herts Council will work closely with HCC to ensure that necessary infrastructure improvements minimise any detrimental effects on air quality.

East Herts Council's District Plan and its associated policies set out the considerations that will be applied by the council to all development proposals. The council will work with developers and partner organisations to ensure the delivery of infrastructure, services and community facilities necessary to develop and maintain sustainable communities. This will not only apply to air quality but all relevant environmental aspects. Further Section 106 agreements will be sought to secure funding for future mitigation measures as appropriate where development will increase pollutant concentrations.

The review of the council's District Plan, which will take place within the lifetime of this AQAP, will provide a crucial means for continued and expanded efforts to mitigate the impact of development on air quality.

Existing strategies and policies adopted by East Herts Council and HCC are key mechanisms for reducing emissions across the district. Transport is the main source of NO<sub>x</sub> emissions, and therefore NO<sub>2</sub> concentrations, within the AQMAs. For effective reductions in NO<sub>x</sub> emissions, in addition to the implementation of the measures outlined within the AQAP, future revisions of the council's and Hertfordshire County Council's Transport Plans, Freight Strategies, Climate Change Strategies, Cycle Strategies and the like should all be completed with potential air quality impacts taken into account.

### **Priority 3: Support residents to make active travel choices**

One of the most effective ways to achieve a reduction in vehicle numbers is to change the attitudes and behaviour of the population towards travel. East Herts Council and partners will encourage and facilitate these changes through implementing a suite of interventions that have been informed by insights into the key factors affecting travel behaviour. Measures will include education and awareness raising alongside schemes which incentivise change.

Reducing the need to travel by car promotes neighbourhoods which are not so dominated by cars, which in turn provide good quality outdoor spaces, encourage residents to be more active and enable benefits for mental health and wellbeing. Indeed, measures to encourage active travel such as walking and cycling can support residents to achieve and maintain an active lifestyle, which has additional health benefits beyond those achieved through improving air quality.

Ensuring that outdoor spaces are protected from pollution sources not only makes them more pleasant to use but reduces residents' exposure.

Improving air quality to protect public health requires a wide-reaching perspective which is not specific to the AQMAs but instead aims to have a broader impact across the district.

### **Priority 4: Reduce East Herts Council's own impact on air quality**

We have already replaced all our diesel vans with electric vehicles. We will continue to extend the use of these vehicles beyond the services making most use of them, notably our environmental services team, by promoting the vehicles for use as a staff car club to reduce officers using their own fossil-fuelled vehicles when on council business.

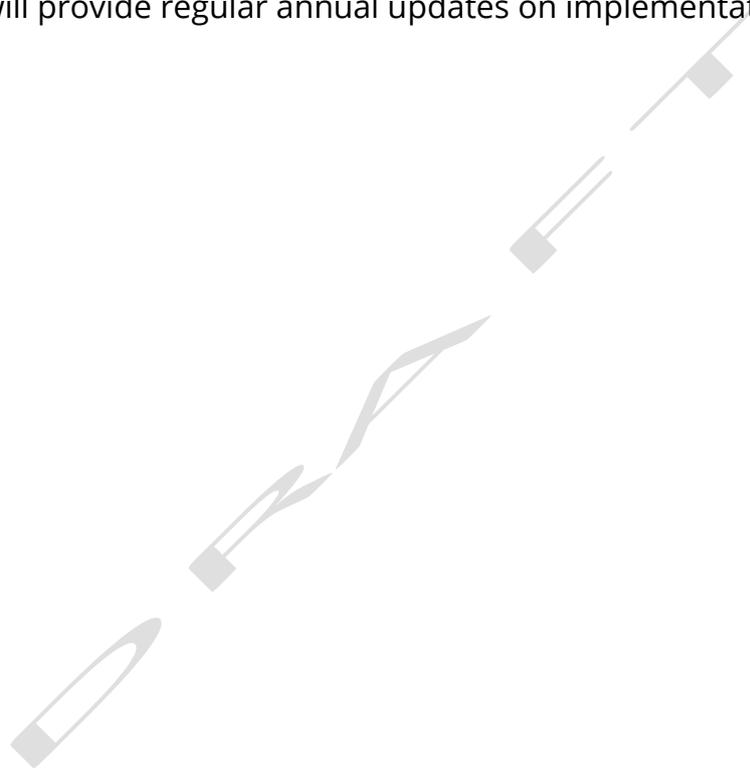
We will also continue to take steps towards greening the fleets of our contractors, notably our waste management and ground maintenance contractors. Procurement processes are key to this next step and we know that seeking higher environmental standards from council suppliers and contractors would accelerate moves to replacement of fossil-fuelled vehicles across the whole district.

## 13 Air Quality Action Plan Measures

**Table 12, Table 13, Table 14** and **Table 15** list the measures East Herts Council and its partners will take as part of this AQAP. They contain:

- a list of the actions that form part of the plan
- expected benefit in terms of pollutant emission and/or concentration reductions – listed in more detail in **Table 16** and **Table 17**
- the estimated cost of implementing each action
- the responsible individual, team and/or organisation who will lead on delivery of the action.

Future ASRs will provide regular annual updates on implementation of these measures.



# Air Quality Action Plan Measures

Table 12 - Priority 1: Reduce the impact of traffic levels and congestion on air quality

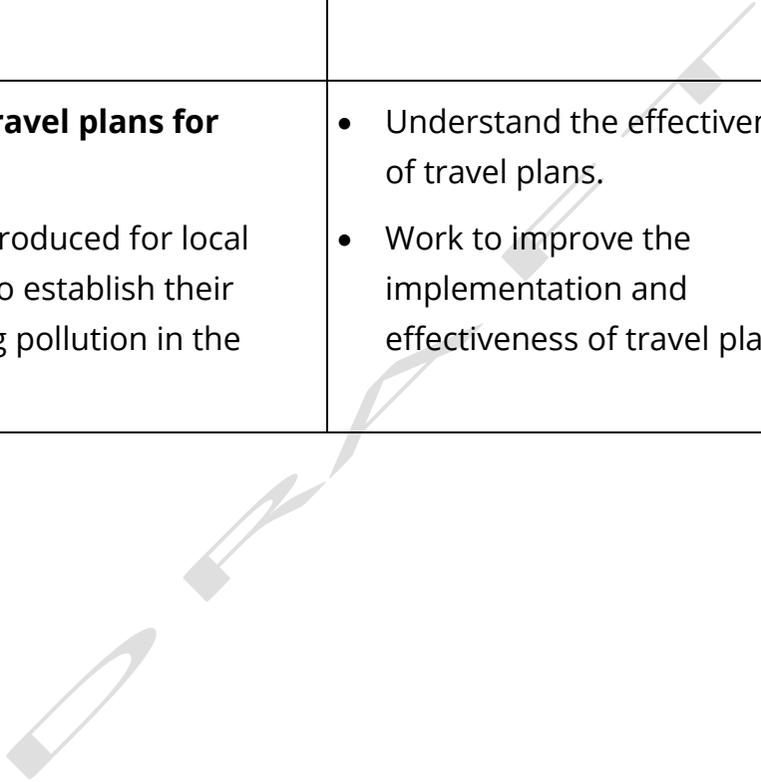
No.	Action	Benefits	Costs Low < £10k Medium £10 to £50k High > £50k	Responsible Agency
1.1	<p><b>Continued expansion of EV infrastructure</b></p> <ul style="list-style-type: none"> <li>Expanding the current electric charging points for electric vehicles on council owned land.</li> <li>Explore possibility of on street lamppost chargers on residential streets.</li> <li>Continued efforts to provide information and support to enable residents to make informed choices as to when and if to switch to an e-vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>Increased provision of charging points encouraging EV uptake. Leads to direct reduction in NO<sub>2</sub> emissions.</li> </ul>	Medium – based on commercial contract	East Herts Council & Hertfordshire County Council

No.	Action	Benefits	Costs Low < £10k Medium £10 to £50k High > £50k	Responsible Agency
1.2	<p><b>Explore emissions-based parking charges</b></p> <ul style="list-style-type: none"> <li>In council owned car parks.</li> <li>For council issued parking permits.</li> </ul>	<ul style="list-style-type: none"> <li>Further incentives to encourage EV uptake. Leads to direct reduction in NO<sub>2</sub> emissions.</li> </ul>	Medium	East Herts Council
1.3	<p><b>Explore Last Mile Delivery possibilities within the district</b></p> <ul style="list-style-type: none"> <li>By replacing diesel delivery vehicles with ultra-low emission electric vehicles or zero-emission bicycles/e-cargo bikes (operating from depots).</li> <li>Through the introduction of pick-up/drop-off points, meaning companies can distribute a large number of parcels to fewer locations.</li> </ul>	<ul style="list-style-type: none"> <li>Reduction in delivery vehicle emissions and numbers also reducing congestion.</li> </ul>	High	East Herts Council & Hertfordshire County Council

No.	Action	Benefits	Costs Low < £10k Medium £10 to £50k High > £50k	Responsible Agency
1.4	<p><b>Installation of additional anti-idling signage</b></p> <ul style="list-style-type: none"> <li>• Previous campaigns saw anti idling signage and messaging which was promoted in local businesses and council car parks.</li> <li>• We plan to roll out the message wider and to create more permanent signs around schools and other public spaces.</li> </ul>	<ul style="list-style-type: none"> <li>• Less idling increased awareness. Leads to direct reduction in NO<sub>2</sub> emissions.</li> </ul>	Low	East Herts Council & Hertfordshire County Council
1.5	<p><b>Continued promotion of our four key air quality campaigns</b></p> <ul style="list-style-type: none"> <li>• Air Quality Alert System – a free to use, health based digital notification system which notifies users of days when air quality is poor in their area to help them make more informed choices about their activities that day.</li> </ul>	<ul style="list-style-type: none"> <li>• Improved health outcomes for vulnerable residents.</li> <li>• Increased awareness of air pollution.</li> <li>• Increased uptake of electric vehicles.</li> <li>• Reduction in lone journeys and vehicles.</li> </ul>	Medium	East Herts Council & Hertfordshire County Council

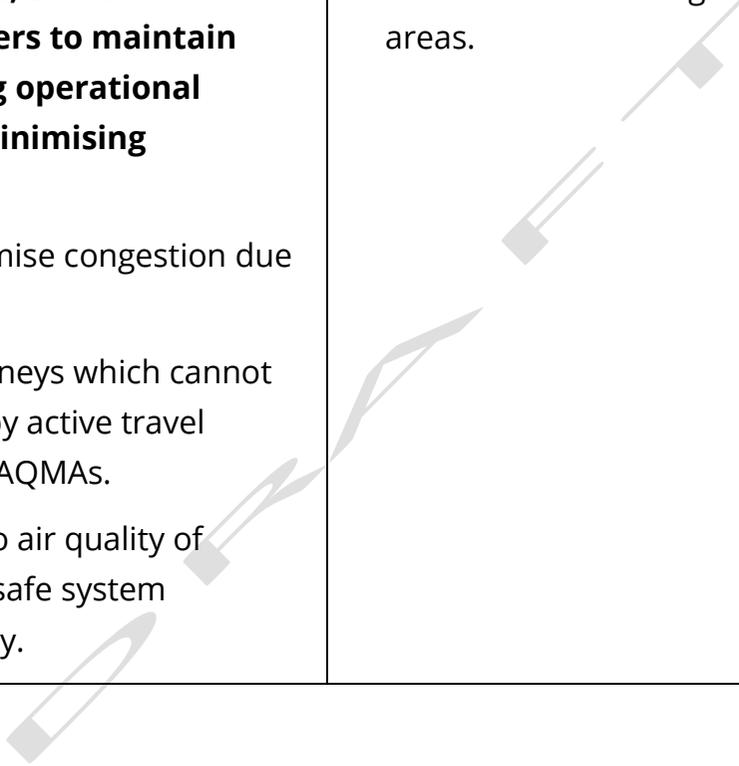
No.	Action	Benefits	Costs Low < £10k Medium £10 to £50k High > £50k	Responsible Agency
	<ul style="list-style-type: none"> <li>• Electric vehicle uptake – continued promotion to increase e-vehicle uptake.</li> <li>• Herts liftshare scheme – a free to use liftshare scheme matching users and locations to reduce lone journeys.</li> <li>• Clean Air Day – national air quality campaign to highlight the effects of air pollution and positive ways in which we can all make a difference.</li> <li>• Install at least one real-time air quality sensor in the Bishop’s Stortford and Sawbridgeworth AQMAs and another on in the Hertford AQMAs</li> <li>• Explore ways to make the real-time air quality data more accessible and visible</li> <li>• Work with residents and community groups on priorities for air quality campaigns and</li> </ul>	<ul style="list-style-type: none"> <li>• All lead to direct reduction in NO<sub>2</sub> emissions.</li> </ul>		

No.	Action	Benefits	Costs Low < £10k Medium £10 to £50k High > £50k	Responsible Agency
	seek external funding for this wherever possible.			
1.6	<p><b>Review the effectiveness of travel plans for schools and businesses</b></p> <ul style="list-style-type: none"> <li>Review the travel plans produced for local schools and businesses to establish their effectiveness on reducing pollution in the AQMA.</li> </ul>	<ul style="list-style-type: none"> <li>Understand the effectiveness of travel plans.</li> <li>Work to improve the implementation and effectiveness of travel plans.</li> </ul>	Low	East Herts Council & Hertfordshire County Council



No.	Action	Benefits	Costs Low < £10k Medium £10 to £50k High > £50k	Responsible Agency
1.7	<p><b>Investigate the possible pros and cons of new options being adopted by other local authorities, such as road pricing and ultra-low emission zones (ULEZ) in the AQMAs</b></p> <ul style="list-style-type: none"> <li>• Understand the relevance, benefits and costs of road pricing / ULEZ within the context of East Herts' AQMAs.</li> <li>• Involve residents, community groups and statutory stakeholders in better understanding the possible pros and cons of new approaches such as road pricing / ULEZ as part of the council's overall aim to engage everyone in the shared endeavour to reduce air pollution.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce traffic in congested areas.</li> </ul>	High – if road pricing or ULEZs introduced	East Herts Council & Hertfordshire County Council

No.	Action	Benefits	Costs Low < £10k Medium £10 to £50k High > £50k	Responsible Agency
1.8	<p><b>Hertfordshire County Council, East Herts Council and other stakeholders to maintain dialogue about any emerging operational and/or technical means of minimising congestion.</b></p> <ul style="list-style-type: none"> <li>• Wherever possible, minimise congestion due to planned roadworks.</li> <li>• Encourage vehicular journeys which cannot reasonably be replaced by active travel alternatives to avoid the AQMAs.</li> <li>• Explore the co-benefits to air quality of 20mph zones and other safe system approaches to road safety.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce traffic in congested areas.</li> </ul>	Low	East Herts Council & Hertfordshire County Council



No.	Action	Benefits	Costs Low < £10k Medium £10 to £50k High > £50k	Responsible Agency
1.9	<p><b>Monitor and act upon emerging guidance on the new national PM<sub>2.5</sub> objectives.</b></p> <ul style="list-style-type: none"> <li>• Use and report on data from the existing and new continuous air quality monitors in each AQMA.</li> <li>• With partners, identify potential actions required to address any PM<sub>2.5</sub> levels in excess of national objectives.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce air pollution due to PM<sub>2.5</sub>.</li> </ul>	Low	East Herts Council & Hertfordshire County Council

**Table 13 - Priority 2: Mitigate the impact of future growth on air quality**

No.	Action	Benefits	Costs Low < £10k Medium £10 to £50k High > £50k	Responsible Agency
2.1	<p><b>Hertfordshire Essex Rapid Transit (HERT)/ The A414 Corridor Strategy</b></p> <ul style="list-style-type: none"> <li>The HERT will deliver a step-change in the passenger transport network through an accessible, reliable and affordable east-west transit system which connects people easily to where they live, work and visit which could reduce private vehicle use in, most notably, the Hertford AQMA.</li> </ul>	<ul style="list-style-type: none"> <li>Increased provision of public transport, reduction in overall vehicle numbers.</li> <li>Leads to direct reduction in NO<sub>2</sub> emissions.</li> </ul>	High	Hertfordshire County Council
2.2	<p><b>Continued adherence to our sustainability SPD and air quality neutral policies</b></p> <ul style="list-style-type: none"> <li>Using the upcoming district plan review to strengthen the planning policy in relation to air quality.</li> </ul>	<ul style="list-style-type: none"> <li>Reduction in building emissions and construction emissions.</li> </ul>	Low	East Herts Council

No.	Action	Benefits	Costs Low < £10k Medium £10 to £50k High > £50k	Responsible Agency
2.3	<b>Create a sustainable design and construction code of practice (CCOP)</b>	<ul style="list-style-type: none"> <li>Reduction in construction emissions.</li> </ul>	Low	East Herts Council

**Table 14 - Priority 3: Support residents' make active travel choices**

No.	Action	Benefits	Costs Low < £10k Medium £10 to £50k High > £50k	Responsible Agency
3.1	<p><b>Support expansion of Herts Lynx on demand public transport scheme</b></p> <ul style="list-style-type: none"> <li>Increased coverage and provision of the transport leading to increased use of this form of public transport, reduction in private lone journeys from rural areas of the district through the AQMAs.</li> </ul>	<ul style="list-style-type: none"> <li>Reduction in vehicles and emissions in the AQMAs.</li> </ul>	High	Hertfordshire County Council & Department for Transport

No.	Action	Benefits	Costs Low < £10k Medium £10 to £50k High > £50k	Responsible Agency
3.2	<p><b>Investigate potential implementation of ‘footstreets’ in central Hertford</b></p> <ul style="list-style-type: none"> <li>Footstreets minimise the volume and impact of cars within certain areas making them more attractive and safer places for people to walk.</li> </ul>	<ul style="list-style-type: none"> <li>Increasing active travel.</li> <li>Reducing vehicle numbers and therefore emissions.</li> </ul>	Medium	East Herts Council & Hertfordshire County Council
3.3	<p><b>Develop personalised travel planning for residents</b></p> <ul style="list-style-type: none"> <li>Highlighting the public transport options within their area.</li> </ul>	<ul style="list-style-type: none"> <li>Increased public transport use, reducing private vehicle numbers and emissions in AQMAs.</li> </ul>	Medium	East Herts Council & Hertfordshire County Council
3.4	<p><b>Active Travel Campaign working with schools and businesses</b></p> <ul style="list-style-type: none"> <li>Continuation of the council’s active travel campaign which has so far reached 11 schools.</li> </ul>	<ul style="list-style-type: none"> <li>Increased awareness of air pollution sources and outcomes. Increased active travel and public transport uptake.</li> </ul>	Medium	East Herts Council

No.	Action	Benefits	Costs Low < £10k Medium £10 to £50k High > £50k	Responsible Agency
3.5	<p><b>Local Cycling and Walking Infrastructure Plan (LCWIP)</b></p> <ul style="list-style-type: none"> <li>Projects to improve the commuter infrastructure for non-motorised users between residential areas and towns.</li> <li>Promotion to encourage use.</li> </ul>	<ul style="list-style-type: none"> <li>Increased uptake of active travel due to increased provision and links. Reducing car usage.</li> </ul>	Medium	Hertfordshire County Council
3.6	<p><b>Exploration of increased on street town centre cycle parking</b></p> <ul style="list-style-type: none"> <li>Explore the feasibility of installing secure bicycle storage at key areas in East Hertfordshire.</li> </ul>	<ul style="list-style-type: none"> <li>Increased uptake of active travel, reducing private car usage.</li> </ul>	Medium	East Herts Council & Hertfordshire County Council
3.7	<p><b>Creation of an East Herts standalone air quality website</b></p> <ul style="list-style-type: none"> <li>Provide annual updates on the council's website on progress against the action plan.</li> </ul>	<ul style="list-style-type: none"> <li>Increased awareness, access to information and resources.</li> </ul>	Medium	East Herts Council

**Table 15 - Priority 4: Reduce East Herts Council’s own impact on air quality**

No.	Action	Benefits	Costs Low < £10k Medium £10 to £50k High > £50k	Responsible Agency
4.1	<p><b>New council procurement rules</b></p> <ul style="list-style-type: none"> <li>Consolidate and reduce deliveries to council buildings.</li> <li>Promote e-vehicles through East Herts Council waste management contract.</li> </ul>	<ul style="list-style-type: none"> <li>Reduced vehicles driving through AQMA to council offices.</li> <li>Reduction in vehicle emissions throughout district from council procured vehicles.</li> </ul>	Low	East Herts Council
4.2	<p><b>Create East Herts Council workplace travel plan for staff</b></p> <ul style="list-style-type: none"> <li>Continuing facilitating home working arrangements.</li> <li>Promotion of car share schemes, public transport opportunities and council’s cycling facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Reduced car journeys, increased uptake in active travel.</li> </ul>	Low	East Herts Council

No.	Action	Benefits	Costs Low < £10k Medium £10 to £50k High > £50k	Responsible Agency
4.3	<p><b>Work with colleagues in Trading Standards to ensure the Domestic Solid Fuels Regulations are complied with</b></p> <ul style="list-style-type: none"> <li>• Help with promotion and messaging.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduced emissions.</li> </ul>	Low	East Herts Council
4.4	<p><b>Explore the benefits to air pollution of introducing/expanding smoke control areas in East Hertfordshire.</b></p> <ul style="list-style-type: none"> <li>• Establish the extend of pollution in East Hertfordshire from domestic wood burners.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduced emissions.</li> </ul>	Low	East Herts Council

## 14 Illustration of Potential Impact of the AQAP

### 14.1 Estimated potential impact

The measures set out in the tables in **Chapter 13** present an ambitious programme of interventions by the council and its partners. Ultimately, however, the impact of the measures will depend on the extent to which they lead to behaviour change by those living or working in the district or just passing through. Quantifying the impact, in terms of NO<sub>2</sub> reduction, of the proposed measures is thus very difficult and susceptible to spurious precision, that is, figures which would be hard to justify given the inevitable uncertainty about how people will react in the real world.

While eager to avoid misleading predictions, we have nevertheless attempted to estimate the impact of each proposed measure based on background work by Bureau Veritas and council officers' professional judgement. The illustrations are presented as ranges of NO<sub>2</sub> reductions to avoid the spurious precision discussed above while justifying a fair degree of confidence in the likely efficacy of the proposed measures.

**Table 16** below gives the estimated potential reductions in NO<sub>2</sub> for *proposed interventions*.

**Table 17** below gives the estimated potential reductions in NO<sub>2</sub> for *measures that the council proposes to explore* in order to determine whether to implement them.

A summary consideration of the measures not included as part of this action plan is contained in **Appendix A**.

**Table 16 - Estimated impact of proposed interventions**

No.	Measure to be taken	Assumptions for Quantification	Estimated potential reduction in NO <sub>2</sub>		
			Bishop's Stortford	Hertford	Sawbridge -worth
1.1	Continued expansion of EV infrastructure.	Additional 60 EV cars across all AQMAs. Expected 0.006% reduction in road emissions per EV rather than combustion engine vehicle using latest Emissions Factors Toolkit. Additional 60 EVs would therefore result in around a 0.36% reduction in emissions. Effectiveness of measure in isolation is likely to be negligible, but it will help to push the drive towards normalising EV use.	0.5µg/m <sup>3</sup> to 1µg/m <sup>3</sup>	0.5µg/m <sup>3</sup> to 1µg/m <sup>3</sup>	0.5µg/m <sup>3</sup> to 1µg/m <sup>3</sup>
1.4	Install additional anti-idling guidance /advisory signage.	Not possible to quantify given the existing amount of idling is not known for comparison. Reduction based on conservative professional judgement.	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>
1.5	Continued promotion of our four key air quality campaigns.	Will promote behavioural change but not considered possible to quantify. Reduction based on professional judgement.	0.5µg/m <sup>3</sup> to 1µg/m <sup>3</sup>	0.5µg/m <sup>3</sup> to 1µg/m <sup>3</sup>	0.5µg/m <sup>3</sup> to 1µg/m <sup>3</sup>
1.8	Hertfordshire County Council, East Herts Council and other stakeholders to maintain dialogue about any emerging operational and/or technical means of minimising congestion.	Not considered to be quantifiable. Reduction based on professional judgement.	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>

No.	Measure to be taken	Assumptions for Quantification	Estimated potential reduction in NO <sub>2</sub>		
			Bishop's Stortford	Hertford	Sawbridge-worth
2.1	Hertfordshire Essex Rapid Transit (HERT)/ The A414 Corridor Strategy.	It is anticipated that a detailed Air Quality assessment will be completed for this scheme, which will set out the expected changes in pollutant concentrations. However, no assessment is yet available.		2µg/m <sup>3</sup> to 3µg/m <sup>3</sup>	
2.2	Continued adherence to our Sustainability SPD and air quality neutral policies.	Not considered to be quantifiable. Reduction based on professional judgement.	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>
2.3	Create a sustainable design and construction code of practice (CCOP).	Not considered to be quantifiable. Reduction based on professional judgement.	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>
3.1	Support expansion of Herts Lynx on demand public transport scheme.	Current usage rates applied to an expanded service.	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>
3.3	Develop personalised travel planning for residents.	Insufficient detail to quantify this measure. Reduction based on professional judgement.	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>
3.4	Active Travel Campaign working with schools and businesses.	Unknown effectiveness at this stage. Reduction based on professional judgement.	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>
3.5	Local Cycling and Walking Infrastructure Plan (LCWIP).	Potential for 5% fewer single occupancy vehicle trips due to shift to active travel based on case studies <sup>[28]</sup>	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>
3.7	Creation of an East Herts standalone air quality website.	Unknown effectiveness at this stage. Reduction based on professional judgement.	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>

<sup>28</sup> <https://www.theguardian.com/environment/bike-blog/2017/dec/01/bike-lanes-dont-clog-up-our-roads-they-keep-london-moving>

No.	Measure to be taken	Assumptions for Quantification	Estimated potential reduction in NO <sub>2</sub>		
			Bishop's Stortford	Hertford	Sawbridge-worth
4.1	New council procurement rules.	Unknown effectiveness at this stage. Reduction based on professional judgement.	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>
4.2	Create East Herts Council workplace travel plan for staff.	Unknown effectiveness at this stage. Reduction based on professional judgement.	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>
4.3	Work with colleagues in Trading Standards to ensure the Domestic Solid Fuels Regulations are complied with.	Unknown effectiveness at this stage. Reduction based on professional judgement.	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>
<b>Combined estimated potential reduction in NO<sub>2</sub></b>			<b>1 to 8 µg/m<sup>3</sup></b>	<b>3 to 11µg/m<sup>3</sup></b>	<b>1 to 8µg/m<sup>3</sup></b>

**Table 17** considers the *potential* measures that will be explored during the lifetime of this AQAP. For each exploratory measure, an estimated potential impact, based on background work by Bureau Veritas and the professional judgement of council officers, is given *should the potential measure to be explored then be implemented*.

**Table 17 - Quantification of measure to be explored**

No.	Exploratory measure	Assumptions for Quantification	Assumed Reduction in AQMA		
			Bishop's Stortford	Hertford	Sawbridge-worth
1.2	Explore emissions-based parking charges.	Would promote behavioural change but not considered possible to quantify. Reduction based on professional judgement.	0.5µg/m <sup>3</sup> to 1µg/m <sup>3</sup>	0.5µg/m <sup>3</sup> to 1µg/m <sup>3</sup>	0.5µg/m <sup>3</sup> to 1µg/m <sup>3</sup>
1.3	Explore Last Mile Delivery possibilities within the district.	Change in fleet/trips not yet known as not possible to quantify measures. Reduction based on professional judgement.	0.5µg/m <sup>3</sup> to 1µg/m <sup>3</sup>	0.5µg/m <sup>3</sup> to 1µg/m <sup>3</sup>	0.5µg/m <sup>3</sup> to 1µg/m <sup>3</sup>

No.	Exploratory measure	Assumptions for Quantification	Assumed Reduction in AQMA		
			Bishop's Stortford	Hertford	Sawbridge-worth
1.6	Review the effectiveness of travel plans for schools and businesses.	Assumption based on increased adoption of plans triggered by the review process. Reduction based on professional judgement.	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>
1.7	Investigate the possible pros and cons of new options being adopted by other local authorities, such as road pricing and ultra-low emission zones (ULEZ) in the AQMAs.	Would promote behavioural change but not considered possible to quantify with any accuracy especially as AQMA-only measures could see a reduction in the AQMA but increases elsewhere due to displacement of traffic. Prudent estimate used.	1µg/m <sup>3</sup> to 2µg/m <sup>3</sup>	1µg/m <sup>3</sup> to 2µg/m <sup>3</sup>	1µg/m <sup>3</sup> to 2µg/m <sup>3</sup>
1.9	Monitor and act upon emerging guidance on the new national PM <sub>2.5</sub> objectives.	Would reduce pollution from PM <sub>2.5</sub> which could be alongside NO <sub>2</sub> reductions, though PM <sub>2.5</sub> would not of themselves bring about NO <sub>2</sub> reductions.	0µg/m <sup>3</sup>	0µg/m <sup>3</sup>	0µg/m <sup>3</sup>
3.2	Investigate potential implementation of footstreets in central Hertford.	In planning stage, insufficient detail to attempt quantification. Reduction based on professional judgement.	0.5µg/m <sup>3</sup> to 1µg/m <sup>3</sup>	0.5µg/m <sup>3</sup> to 1µg/m <sup>3</sup>	0.5µg/m <sup>3</sup> to 1µg/m <sup>3</sup>
3.6	Exploration of increased on street town centre cycle storage / parking.	Unknown effectiveness at this stage. Reduction based on professional judgement.	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>
4.4	Explore the benefits to air pollution of introducing/ expanding smoke control areas in East Hertfordshire.	Unknown effectiveness at this stage. Reduction based on professional judgement.	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>	Up to 0.5µg/m <sup>3</sup>
<b>Combined estimated potential reduction in NO<sub>2</sub></b>			<b>2.5 to 6.5µg/m<sup>3</sup></b>	<b>2.5 to 6.5µg/m<sup>3</sup></b>	<b>2.5 to 6.5µg/m<sup>3</sup></b>

## 14.2 Illustration of potential cumulative impact of measures in the AQMAs

As noted above, assessing the extent to which individual interventions made by the council and its partners will lead to behaviour change and thus reductions in NO<sub>2</sub> is fraught with difficulty. It follows that seeking to estimate the cumulative impact will be extremely difficult. This difficulty is compounded by:

- some measures acting in combination may lead to a higher reduction to that estimated for each measure alone. For example, a measure to increase public transport when acting in combination with more cycling resulting from, say, more secure storage and dedicated cycle lanes may together make walking, as an alternative to driving, through the AQMA more pleasant thus the two individual measures could have an additive impact leading to greater reductions than the sum of the estimated reduction of each measure
- nationally, drivers of cars and commercial vehicles are switching to less polluting vehicles, it is thus to be expected that pollution from vehicles based on their fuel alone will begin to decrease, or at least arrest rises in, air pollution in the AQMAs over the lifetime of this AQAP. For all the reasons discussed above, precise estimates for this are difficult to make.

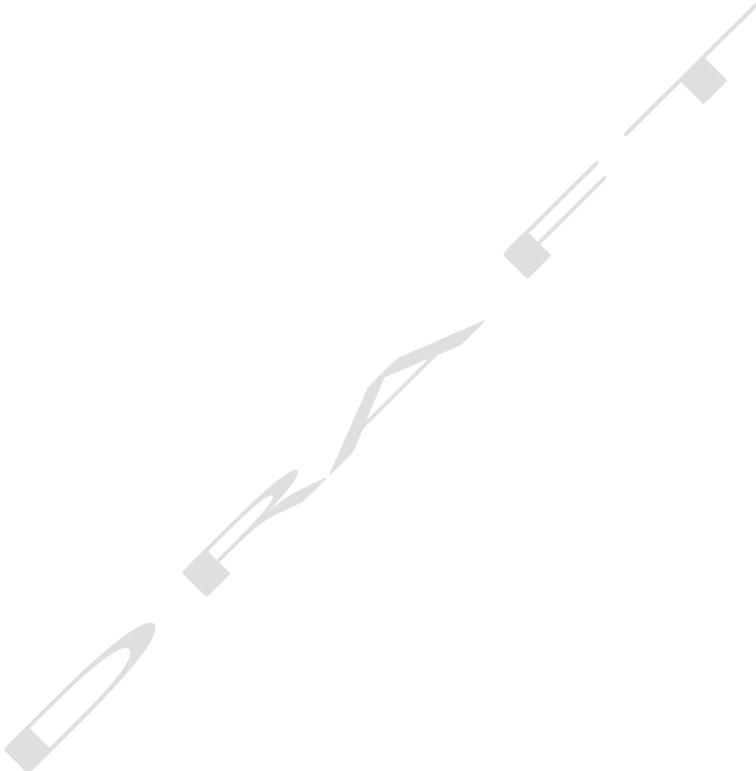
**Table 18 - Illustration of the cumulative impact of measures in this AQMA**

	Bishop's Stortford AQMA	Hertford AQMA	Sawbridge-worth AQMA
National annual mean average NO <sub>2</sub> exposure objective	40µg/m <sup>3</sup>	40µg/m <sup>3</sup>	40µg/m <sup>3</sup>
Consistent level required to revoke AQMA	36µg/m <sup>3</sup>	36µg/m <sup>3</sup>	36µg/m <sup>3</sup>
Highest annual bias-adjusted level of NO <sub>2</sub> in 2022	50.0µg/m <sup>3</sup>	36.8µg/m <sup>3</sup>	42.9µg/m <sup>3</sup>
NO <sub>2</sub> level based on estimated cumulative impact of measures to be taken (in Table 16)	42.0µg/m <sup>3</sup> to 49.0µg/m <sup>3</sup>	25.8µg/m <sup>3</sup> to 33.8µg/m <sup>3</sup>	34.9µg/m <sup>3</sup> to 41.9µg/m <sup>3</sup>
NO <sub>2</sub> level based on estimated cumulative impact of measures to be taken (in Table 16) and implementation of measures to be explored (in Table 17)	36.0µg/m <sup>3</sup> to 47.0µg/m <sup>3</sup>	19.8µg/m <sup>3</sup> to 31.8µg/m <sup>3</sup>	28.9µg/m <sup>3</sup> to 39.9µg/m <sup>3</sup>

**Table 18** indicates that:

- in the Hertford AQMA, the measures to be taken over the lifetime of this action plan are likely to act together to bring air pollution below the 36µg/m<sup>3</sup> threshold for revoking the AQMA
- in Sawbridgeworth, if the upper estimates of pollution reduction from all the proposed measures (as listed in **Table 16**) were met, then it would appear possible to achieve pollution levels below the 36µg/m<sup>3</sup> threshold for revoking the AQMA over the lifetime of this action plan. Lower reductions stemming from the proposed measures would not, however, lead to meeting this threshold. The ongoing switch away from fossil-fuelled vehicles could assist in meeting the threshold. If this impact is insufficient to achieve the lower levels then the council and its partners would need to consider the case for implementing some of the exploratory measures listed in **Table 17**
- the situation in Bishop's Stortford is more complicated; just the measures to be taken as listed in **Table 16** would not be sufficient to bring air pollution below the 36µg/m<sup>3</sup> threshold for revoking the AQMA. In this AQMA, it is suggested that the impact of the switch away from fossil-

fuelled vehicles is very closely monitored on a regular basis and that, should this not assist sufficiently in bringing air pollution down below the threshold for revocation of the AQMA, the council, its partners and those living and working in the district will consider the case for implementing some of the exploratory measures listed in **Table 17**.



## 15 Cost / Benefit and Feasibility Analysis of Measures

Given the pressures on the capacity and resources of the council and its partners, it is important to determine how best to prioritise our efforts. This chapter uses the cost/benefit and feasibility rating scores developed by Bureau Veritas to rank the different measures in the action plans in **Chapter 13**.

### 15.1 Methodology

The low-medium-high estimated cost ratings in the action plan tables have been combined with the estimated impact of the measure on pollutant concentrations as listed in **Table 16** in line with the scoring matrix in **Table 19** provided by Bureau Veritas.

**Table 19 - Cost Benefit Scoring Matrix**

		Benefit: Estimated Reduction in Pollutant Concentrations (as listed in Table 16 and Table 17)						
		(1) <0.5µg/m <sup>3</sup>	(2) 0.5-1 µg/m <sup>3</sup>	(3) 1-2 µg/m <sup>3</sup>	(4) 2-3 µg/m <sup>3</sup>	(5) 3-4 µg/m <sup>3</sup>	(6) 4-5 µg/m <sup>3</sup>	(7) >5µg/m <sup>3</sup>
Cost (as listed in the tables in Chapter 12)	(1) < £10k	6	8	10	12	14	16	18
	(2) £10k - £50k	5	6	8	10	12	14	16
	(3) £50k +	4	5	6	8	10	12	14

The resulting scores are then multiplied by the feasibility assessment ratings listed in **Table 20**.

**Table 20 - Feasibility Scores**

Feasibility Score	Score
Measure has already been started and just requires progressing	4
Very easy to implement, and political good will towards this, sufficient resources	3
Possible to implement but may require some learning/campaigning, moderately time intensive	2
Difficult to implement, time and resource intensive	1

This methodology gives the overall combined cost/benefit and feasibility rating.

**Table 21** lists all the measures to be taken (as listed in **Table 16**) in order of descending overall combined cost/benefit and feasibility score.

**Table 21 – Cost, Benefit and Feasibility Analysis of proposed interventions**

No.	Measure	Cost / Benefit Score (Table 19)	Feasibility Score (Table 20)	Overall Score (Cost / Benefit Score * Feasibility Score)
1.1	Continued expansion of EV infrastructure	6	4	24
3.5	Local Cycling and Walking Infrastructure Plan (LCWIP)	5	4	20
1.4	Install additional anti-idling guidance /advisory signage	6	3	18
4.2	Create East Herts Council workplace travel plan for staff	6	3	18
4.1	New council procurement rules	6	3	18

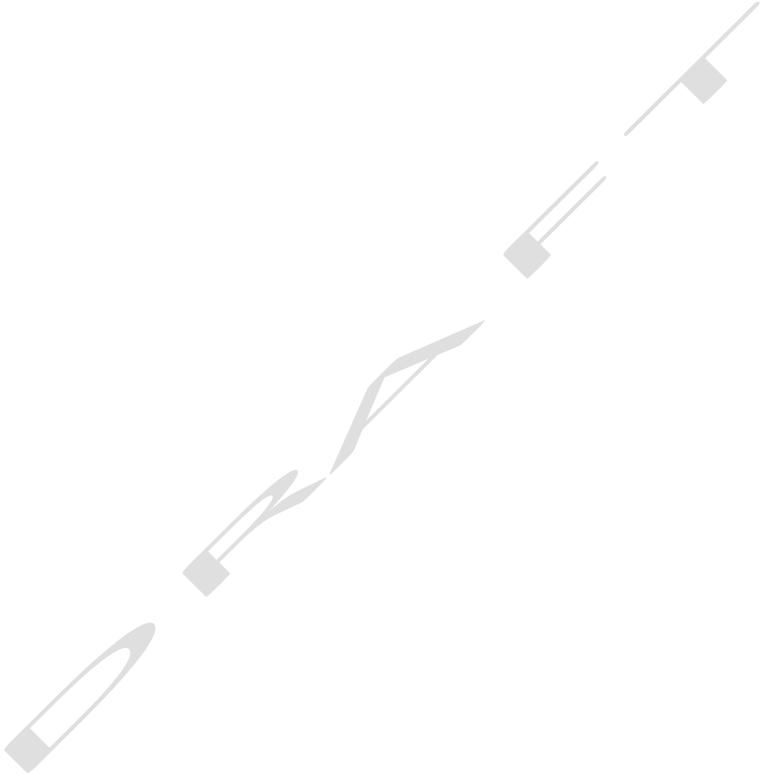
No.	Measure	Cost / Benefit Score (Table 19)	Feasibility Score (Table 20)	Overall Score (Cost / Benefit Score * Feasibility Score)
1.5	Continued promotion of our four key air quality campaigns	6	3	18
2.2	Continued adherence to our Sustainability SPD and air quality neutral policies	6	3	18
3.3	Develop personalised travel planning for residents	6	3	18
3.7	Creation of an East Herts standalone air quality website	5	3	15
4.3	Work with colleagues in Trading Standards to ensure the Domestic Solid Fuels Regulations are complied with	6	2	12
2.3	Create a sustainable design and construction code of practice (CCOP).	6	2	12
1.8	Hertfordshire County Council, East Herts Council and other stakeholders to maintain dialogue about any emerging operational and/or technical means of minimising congestion.	6	2	12
3.4	Active Travel Campaign working with schools and businesses	5	2	10
2.1	Hertfordshire Essex Rapid Transit (HERT)/ The A414 Corridor Strategy	8	1	8
3.1	Support expansion of Herts Lynx on demand public transport scheme	4	2	8

**Table 22** lists the cost/benefit and feasibility of actions arising from the exploratory measures *should it be decided to implement the actions* in order of descending overall combined cost/benefit and feasibility score.

**Table 22 – Cost, Benefit and Feasibility Analysis of measures to be explored**

No.	Measure to be taken	Cost / Benefit Score (Table 19)	Feasibility Score (Table 20)	Overall Score (Score * Feasibility Score)
3.2	Investigate potential implementation of footstreets in central Hertford	6	2	12
1.6	Review of travel plans	6	2	12
1.2	Explore emissions-based parking charges	6	2	12
1.9	Monitor and act upon emerging guidance on the new national PM <sub>2.5</sub> objectives	6	2	12
4.4	Explore the benefits to air pollution of introducing/ expanding smoke control areas in East Hertfordshire.	6	2	12
3.6	Exploration of increased on street town centre cycle storage / parking	5	2	10
1.7	Investigate the possible pros and cons of new options being adopted by other local authorities, such as road pricing and ultra-low emission zones (ULEZ) in the AQMAs	6 <i>note: the cost to implement this measure would be far higher than the £50k lower threshold of the highest cost score rating available. Also, the reduction in NO<sub>2</sub> could be higher than the prudent assumption in Table 17. Therefore, this score would require recalibration during any</i>	1	6

No.	Measure to be taken	Cost / Benefit Score (Table 19)	Feasibility Score (Table 20)	Overall Score Cost / Benefit (Score * Feasibility Score)
		<i>investigation of the pros and cons this possible measure</i>		
1.3	Explore Last Mile Delivery possibilities within the district	5	1	5



## Appendix A - Reasons for Not Pursuing Action Plan Measures

**Table 23 – Measures considered and not pursued and the reasons for that decision**

Action Category	Action Description	Reason action is not being pursued (including Stakeholder views)
Traffic Management	Junction Improvements at Sawbridgeworth Junction	<p>One measure to help alleviate the congestion issues observed in the Sawbridgeworth AQMA at the double mini roundabout could be to determine if improvements to the junction can be made to help alleviate congestion on the four roads. A traffic light system could help to ensure that traffic on the main part of the road (London Road to Cambridge Road) would be better flowing, whilst also providing a potential safer junction for both pedestrians as well as cyclists.</p> <p>This measure has already been subject to examination, and it has been determined that there are no viable improvements to the junction based on its current capacity.</p>
Traffic Management	Junction Improvements at Hockerill Junction	<p>Similar to the above measure on the improvements at the Sawbridgeworth Junction, the Hockerill Junction which is currently a 4-way traffic light system results in congestions on each arm of the junction. However, this in combination with the narrow streets and proximity to buildings on either sites</p>

Action Category	Action Description	Reason action is not being pursued (including Stakeholder views)
		<p>makes any additional measures other than an improved traffic light system, which has already been implemented, an non-viable solution.</p>
<p>Green Walls</p>	<p>Install a green wall on the Gascoyne Way multistorey car park or elsewhere within the AQMAS</p>	<p>This intervention has been considered in the past and not pursued. DEFRA’s UK-Air website which states the following with regards to quantifying the effect of vegetation on NO<sub>2</sub> concentrations:</p> <p><i>For nitrogen dioxide (NO<sub>2</sub>), vegetation is, generally speaking, of little benefit; it is not a very efficient sink. The deposition occurs in daytime, and primarily in the warmer months, when NO<sub>2</sub> is less of a problem. Vegetation is a very poor sink for nitric oxide (NO) and soil is a source of NO, at least partially offsetting any potential benefit of uptake by vegetation.</i></p>
<p>Planting Trees</p>	<p>Use tree planting to reduce air pollution</p>	<p>DEFRA’s UK-Air website indicates the relatively low benefit of tree planting with regard to reducing the effect of vegetation on NO<sub>2</sub> concentrations:</p> <p><i>Locally (tens to hundreds of square metres) tree planting may enhance or reduce dispersion; this redistributes pollution but does not remove it. Where vegetation acts as a barrier close to a source, concentrations immediately behind the barrier owing to that source are reduced typically by a factor of about 2 relative to those which would occur without the barrier, whereas on the source side of the barrier concentrations are increased.</i></p>

Action Category	Action Description	Reason action is not being pursued (including Stakeholder views)
		<p><i>Tree planting may also exacerbate the build-up of pollution within street canyons by reducing air-flow. The use of trees to improve air quality is not without negative impacts as some tree species are important sources of biogenic volatile organic compounds (BVOCs), notably isoprene. BVOCs can enhance the formation of pollutants including PM and ozone.</i></p>
Stopping further housing development	Reduce air pollution by dramatically reducing / halting new housing developments	<p>The council is required by law to make provision for new housing development to meet local need. If the council were to seek to reduce development to significantly below local need levels as informed by nationally set methodologies, developers would in all probability apply to the national Planning Inspectorate to review the decision. The Planning Inspectorate would form a view based on the level of local need and could overturn the council's decision. It is in the local interest for the council to set planning targets and policies and designate sites so as to exert maximum control over the numbers, type, location, environmental sustainability and other standards of new housing.</p>

## Appendix B - NO<sub>2</sub> Source Apportionment Calculations

The µg/m<sup>3</sup> concentrations in **Table 24** have been used by Bureau Veritas to undertake the source apportionment work for the council. Their full report can be found on our website:

<https://www.eastherts.gov.uk/environmental-health/air-quality>

**Table 24 - NO<sub>2</sub> Source Apportionment Calculations**

Calculation	Concentration (µg/m <sup>3</sup> )		
	Bishop's Stortford AQMA	Hertford AQMA	Sawbridgeworth AQMA
Total Background NO <sub>2</sub> [TB-NO <sub>2</sub> ]	13.50	15.06	11.50
Total Background NO <sub>x</sub> [TB-NO <sub>x</sub> ]	18.28	20.68	15.29
Regional Background NO <sub>x</sub> [RB-NO <sub>x</sub> ]	7.17	7.31	7.34
Local Background NO <sub>x</sub> [LB-NO <sub>x</sub> ]	11.10	13.37	7.95
Regional Background NO <sub>2</sub> [RB-NO <sub>2</sub> ]	5.30	5.32	5.52
Local Background NO <sub>2</sub> [LB-NO <sub>2</sub> ]	8.20	9.74	5.98
Total Max Modelled NO <sub>2</sub> [T-NO <sub>2</sub> ]	58.10	50.44	59.70
Local NO <sub>2</sub> Contribution [L-NO <sub>2</sub> ]	44.60	35.38	44.38

## Appendix C - Emission Reduction Calculations

The  $\mu\text{g}/\text{m}^3$  concentrations in **Table 25** have been used by Bureau Veritas to calculate the needed reduction in  $\text{NO}_x$  in order for the air quality to meet the hourly AQO. Their full report can be found on our website:

<https://www.eastherts.gov.uk/environmental-health/air-quality>

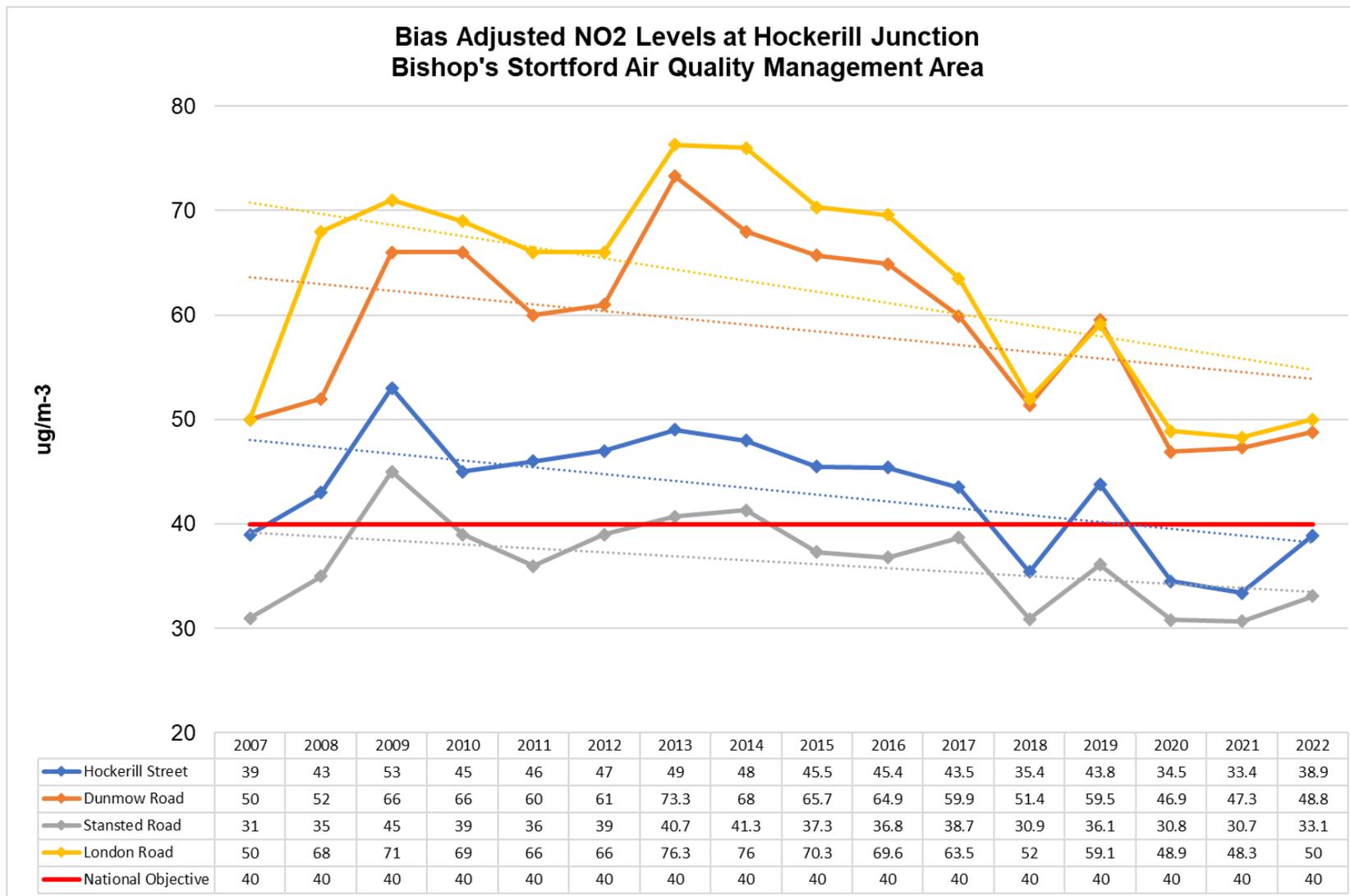
**Table 25 – Required Reduction in  $\text{NO}_x$  emissions to meet AQO for Annual Mean Bias-Adjusted  $\text{NO}_2$  (based on 2019 figures unless otherwise stated) – PROVISIONAL FIGURES**

Metric	Value ( $\mu\text{g}/\text{m}^3$ )		
	Bishop's Stortford AQMA	Hertford AQMA	Sawbridgeworth AQMA
<b>(a)</b> Worst-Case Relevant Exposure $\text{NO}_2$ Concentration	58.1	50.4	59.7
<b>(b)</b> Equivalent $\text{NO}_x$ Concentration	108.8	96.9	112.8
<b>(c)</b> Background $\text{NO}_x$	18.3	20.7	15.3
<b>(d)</b> Background $\text{NO}_2$	13.5	15.1	11.5
<b>(e)</b> Road $\text{NO}_x$ – Current	98.9	76.2	97.5
<b>(f)</b> Road $\text{NO}_x$ – Required to achieve $\text{NO}_2$ concentration of $39.9\mu\text{g}/\text{m}^3$	53.8	50.5	57.9
<b>(g)</b> Required Road $\text{NO}_x$ Reduction	45.1	25.7	39.6
<b>Required % Reduction</b> <i>figure in row (g) as a % of the figure in row (e)</i>	<b>45.6%</b>	<b>33.7%</b>	<b>40.6%</b>
<b><math>\mu\text{g}/\text{m}^3</math> reduction from worst exposure to 10% below the national objective of <math>40\mu\text{g}/\text{m}^3</math> that is, <math>36\mu\text{g}/\text{m}^3</math> (data from Table 18)</b>			
<b><i>reduction from worst exposure in 2019</i></b>	<b>22.1</b>	<b>14.6</b>	<b>19.9</b>
<b><i>reduction from worst exposure in 2022</i></b>	<b>14.0</b>	<b>0.8</b>	<b>6.9</b>

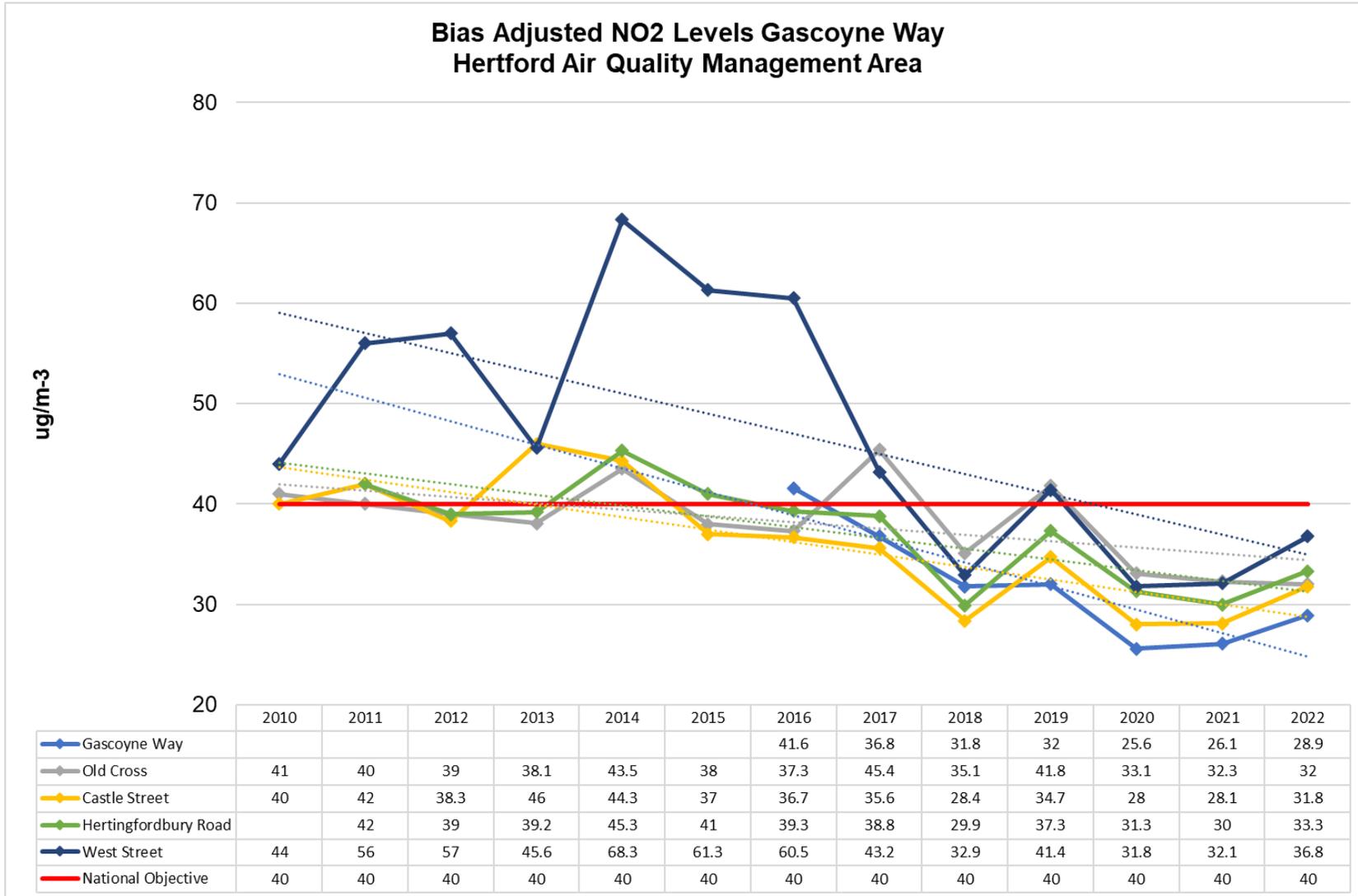
## Appendix D - Steering Group Attendees

Invitees	From
Claire Spendley	Environmental Health
Linda Meehan	Sustainability and Climate Change
Laura Guy	Sustainability and Planning
Brad Wheeler	Taxi Licensing
Dominique Kingsbury	Car Parking
Chris Smith	Economic Development
Tina Gigg	Local Transport Plan, Hertfordshire County Council
Anushia Vettivelu	Transport/Highways
Daniel Clampin	Bureau Veritas
Viral Patel	Bureau Veritas

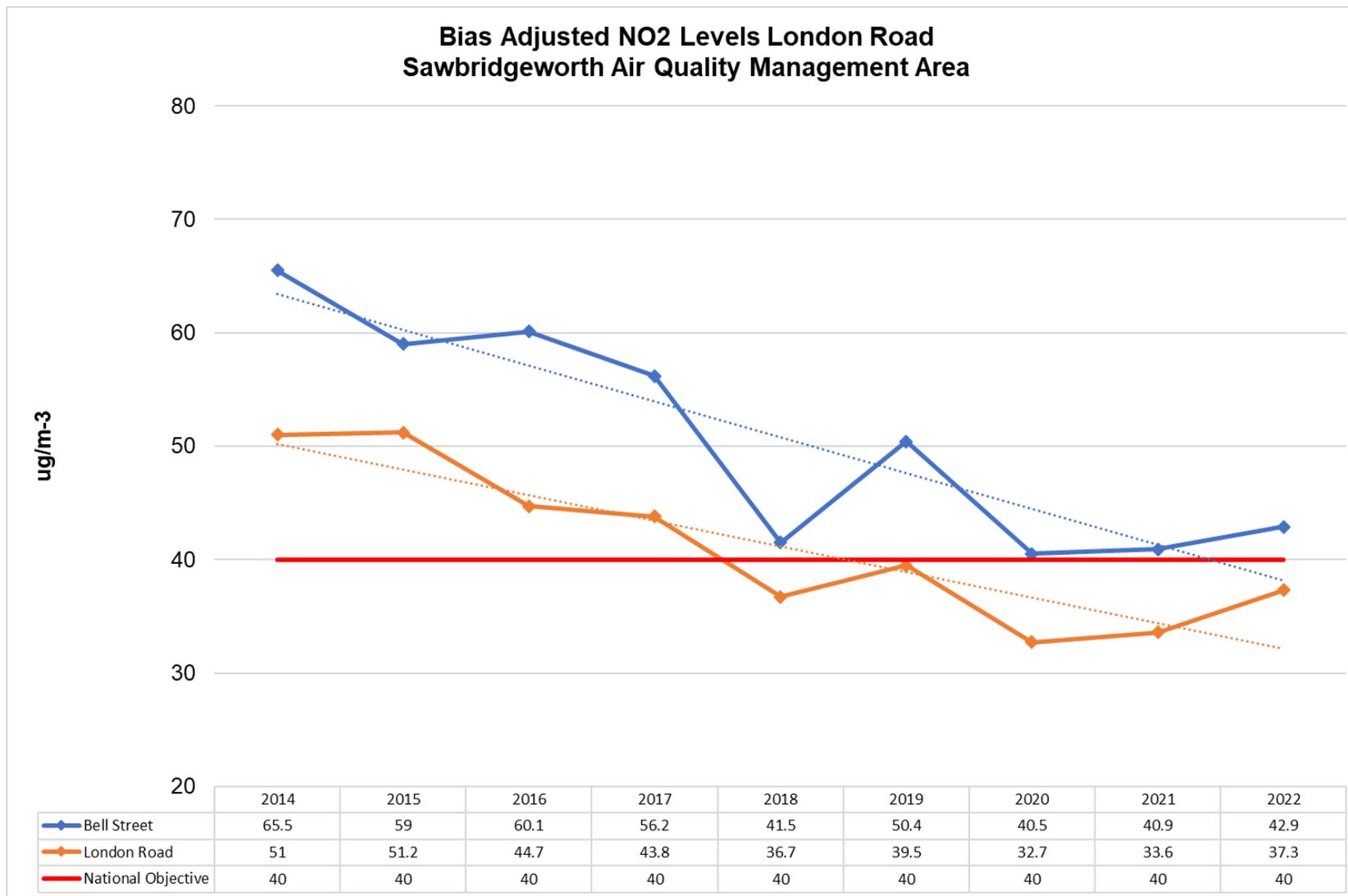
## Appendix E - Air Pollution Monitoring Results - Bishop's Stortford



## Appendix F - Air Pollution Monitoring Results - Hertford



## Appendix G - Air Pollution Monitoring Results - Sawbridgeworth



## Appendix H - Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
AQO	Air Quality Objective
AQS	Air Quality Strategy
ASR	Air Quality Annual Status Report
DEFRA	Department for Environment, Food and Rural Affairs
EHDC	East Hertfordshire District Council
EU	European Union
EV	Electric Vehicle
LAQM	Local Air Quality Management
NO <sub>2</sub>	Nitrogen Dioxide
NO <sub>x</sub>	Nitrogen Oxides
PM <sub>2.5</sub>	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
PM <sub>10</sub>	Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less

## Appendix I - Action Plan presented in Defra format

### Priority 1: Reduce the impact of traffic levels and congestion on air quality

Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	DEFRA AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure (per AQMA)	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
1.1	Continued expansion of EV infrastructure	Promoting Low Emission Transport	Procuring alternative Refuelling infrastructure to promote Low Emission Vehicles, EV recharging, gas fuel recharge	2024	2027	East Herts Council	Private market / East Herts Council/LEVI scheme	No	Funding through contract and potentially LEVI contribution	£10k-£50k	Implementation	0.5µg/m <sup>3</sup> to 1µg/m <sup>3</sup>	Additional EV charging points	Tendering exercise complete	Adverse market conditions
1.2	Explore emissions based	Promoting Low Emission Transport	Other	2024	2027	East Herts Council	East Herts Council	No	Not funded	£10k-£50k	Implementation and publicity	0.5µg/m <sup>3</sup> to 1µg/m <sup>3</sup>	Reduced traffic volumes	Not yet started	Potential lack of political and/or

Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	DEFRA AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure (per AQMA)	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
	parking charges														public support
1.3	Explore Last Mile Delivery possibilities in the district	Freight and Delivery Management	Freight Partnerships for city centre deliveries	To be confirmed (TBC)	TBC	East Herts Council	East Herts Council	No	Not funded	> £50k	Planning	0.5µg/m³ to 1µg/m³	Implementation of last mile delivery. Additional delivery lockers etc	including AQ hub lockers in certain areas to avoid individual LGV delivery movements	This measure specifically targets LGVs which are identified through the Source Apportionment to be the greatest contributor to NOx Emissions
1.4	Install additional	Public Information	Other	TBC	2027	East Herts Council & Hertfords	East Herts Council	No	Not funded	< £10k	Implementation	Up to 0.5µg/m³	Installation of signage	Council has already	Support in place

Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	DEFRA AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure (per AQMA)	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
	anti-idling signage					hire County Council								installed signs in some car parks	
1.5	Continued promotion of our four key air campaigns	Promoting Travel Alternatives	Promotion of walking, promotion of cycling	2024	Ongoing	East Herts Council & Hertfords hire County Council	East Herts Council / HCC	No	Part funded	£10k-£50k	Implementation and publicity	0.5µg/m <sup>3</sup> to 1µg/m <sup>3</sup>	Participation and awareness & increased sign up of air alert scheme	Delivered each year  Ongoing use of air alert scheme	Budget constraints
1.6	Review effectiveness of travel plans for schools and	Promoting Travel Alternatives	Other	TBC	2027	East Herts Council & Hertfords hire County Council	East Herts Council & Hertfords hire County Council	No	Funded	< £10k	Implemented	Up to 0.5µg/m <sup>3</sup>	Plans in place and being followed	Ongoing	Budget constraints

Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	DEFRA AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure (per AQMA)	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
	businesses														
1.7	Investigate the possible pros and cons of new options being adopted by other local authorities, such as road pricing and ultra-low emission zones (ULEZ) in	Promoting Low Emission Transport	Low Emission Vehicles, EV recharging, gas fuel recharge	TBC	2029	East Herts Council & Hertfordshire County Council	East Herts Council & Hertfordshire County Council	No	Funded	> £50k if adopted	Planning	1µg/m <sup>3</sup> to 2µg/m <sup>3</sup>	Decision made on ULEZ / road pricing	Not yet started	Objections to even investigating the idea

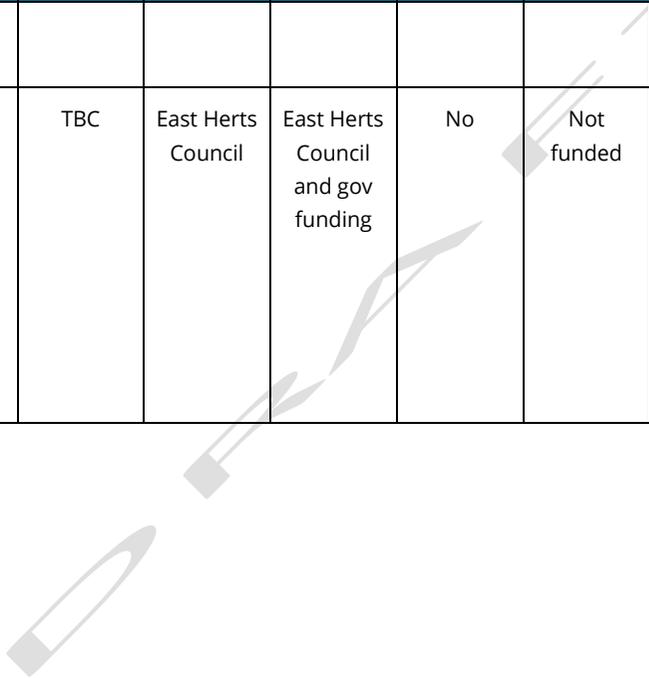
Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	DEFRA AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure (per AQMA)	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
	the AQMAs														
1.8	Hertfordshire County Council, East Herts Council and other stakeholders to maintain dialogue about any emerging operational and/or technical means of minimising	Traffic Management	Other	2024	Ongoing	East Herts Council & Hertfordshire County Council	East Herts Council & Hertfordshire County Council	No	Not funded	< £10k	Planning	Up to 0.5µg/m³	Implementation of any identified measures	Not started	Budget constraints

Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	DEFRA AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure (per AQMA)	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
	congestion														
1.9	Monitor and act upon emerging guidance on the new national PM <sub>2.5</sub> objectives	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	2024	Ongoing	East Herts Council & Hertfordshire County Council	East Herts Council & Hertfordshire County Council	No	Funded	< £10k	Planning	0µg/m <sup>3</sup>	Implementation of any identified measures	Not started	Budget constraints

## Priority 2: Mitigate the impact of future growth on air quality

Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	DEFRA AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure (per AQMA)	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
2.1	Hertfordshire Essex Rapid Transit (HERT)/ The A414 Corridor Strategy	Traffic Management	Other	TBC	Ongoing	HCC	HCC	No	Fully funded	> £50k	Implementation	2µg/m <sup>3</sup> to 3µg/m <sup>3</sup> <i>note: only applies to Hertford AQMA</i>	Ongoing implementation	Early options and business case completed	
2.2	Continued adherence to our Sustainability SPD and air quality neutral policies	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	Ongoing	Ongoing	East Herts Council	East Herts Council	No	Fully funded	< £10k	Implementation	Up to 0.5µg/m <sup>3</sup>	Reviewed through planning process	Sustainability SPD in place	SPD and District Plan significantly more stringent on requiring consideration of air quality in all

Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	DEFRA AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure (per AQMA)	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
															planning apps
2.3	Create a sustainable design and construction code of practice (CCOP).	Policy Guidance and Development Control	Other	Review due to start in 2024	TBC	East Herts Council	East Herts Council and gov funding	No	Not funded	< £10k	Planning	Up to 0.5µg/m³	Creation of CCOP	Not yet started	Lack of resources or political will



**Priority 3: Support residents' make active travel choices**

Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	DEFRA AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure (per AQMA)	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
3.1	Support expansion of Herts Lynx on demand public transport scheme	Transport Planning and Infrastructure	Other	2024	Ongoing	HCC	DfT / HCC	No	DfT funding being sought	> £50k	Implementation	Up to 0.5µg/m³	Usage numbers	Scheme in place	Availability for government funding is crucial
3.2	Investigate potential implementation of footstreets in central Hertford	Promoting Travel Alternatives	Promotion of Walking	TBC	2029	East Herts Council/Herts County Council	East Herts Council/Herts County Council	No	Not funded	£10k - £50k	Planning	0.5µg/m³ to 1µg/m³			Initial stages of viability

Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	DEFRA AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure (per AQMA)	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
3.3	Develop personalised travel planning for residents	Promoting Travel Alternatives	Personalised Travel Planning	2024	Ongoing	Herts County Council	Herts County Council	No	TBC	£10k - £50k	Implementation	Up to 0.5µg/m³	Development of travel plans	A Bishop's Stortford Town wide travel plan (including Personalised Travel Planning) is being developed	
3.4	Active Travel Campaign working with schools and businesses	Promoting Travel Alternatives	Intensive active travel campaign & infrastructure	2024	Ongoing (subject to funds)	East Herts Council	East Herts Council	No	Not funded	£10k - £50k	Planning	Up to 0.5µg/m³	Greater Foot Traffic	Plans to be developed	

Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	DEFRA AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure (per AQMA)	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
3.5	Local Cycling and Walking Infrastructure Plan (LCWIP)	Promoting Travel Alternatives	Promotion of cycling	2024	2025	Herts County Council	Herts County Council	No	Fully Funded	£10k - £50k	Implementation	Up to 0.5µg/m³	Securing funds to improve commuter options	Plans are underway for works to begin and funding has been secured for the works.	Work to deliver a continuous shared-use cycling and pedestrian path along the eastern side of London Road and Station Road in Buntingford is progressing well. Works are on track to complete

Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	DEFRA AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure (per AQMA)	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
															in Summer 2023 before the Buntingford First School opens in September.
3.6	Exploration of increased on street town centre cycle parking	Promoting Travel Alternatives	Other	2024	TBC	HCC	HCC	No	Not funded	£10k - £50k	planning	Up to 0.5µg/m³	Storage in place	None	funding
3.7	Creation of an East Herts	Promoting Travel	Other	2024	2026	East Herts Council	East Herts Council	No	Not funded	£10k - £50k	Planning	Up to 0.5µg/m³	Website in place	None	funding

Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	DEFRA AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure (per AQMA)	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
	standalone air quality website	Alternatives													

**Priority 4: Reduce East Herts Council’s own impact on air quality**

Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	DEFRA AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure (AQMA)	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
4.1	New council procurement rules	Promoting Low Emission Transport	Public Vehicle Procurement - Prioritising uptake of low emission vehicles	2025	2025	East Herts Council (and North Herts Council as part of waste management consortium)	East Herts Council	No	Fully funded	< £10k	Implementation	Up to 0.5µg/m³	% of waste management mileage via e-vehicles	Discussion with tenderers has commenced	New council procurement rules to consolidate and reduce deliveries to council buildings. Ultimate value of the final tenders
4.2	Create East Herts Council workplace travel	Promoting Travel Alternatives	Other	2024	Ongoing	East Herts Council	East Herts Council	No	Unfunded	< £10k	Amended travel patterns	Up to 0.5µg/m³	Reduced mileage	Work not yet started	Lack of political appetite / resources

Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	DEFRA AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure (AQMA)	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
	plans for staff														
4.3	Work with colleagues in HCC Trading Standards to ensure the Domestic Solid Fuels Regulations are complied with	Policy Guidance and Development Control	Other	2024	Ongoing	East Herts Council / HCC	East Herts Council / HCC	No	Unfunded	< £10k	Publicity and enforcement	Up to 0.5µg/m <sup>3</sup>	Adherence to regulations	Work not yet started	
4.4	Explore the benefits to air pollution of introducing	Policy Guidance and Development Control	Other	TBC	2029	East Herts Council	East Herts Council	No	Unfunded	<£10k	Publicity and enforcement	Up to 0.5µg/m <sup>3</sup>	Adherence to regulations	Work not yet started	

Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	DEFRA AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure (AQMA)	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
	ng/ expanding smoke control areas in East Hertfords hire.														

# Air Quality Action Plan (2024 – 2029) Consultation Analysis

January 2024



<b>Information</b>	
<b>Local Authority</b>	East Herts Council
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<b>Report Reference Number</b>	Draft version: 05.01.24
<b>Date</b>	January 2024

# Contents

1	Overview of consultation .....	3
2	Analysing the responses from the public.....	6
3	Analysing the responses from statutory consultees.....	18
4	Responding to the consultation .....	22
	Appendix A - Questions asked as part of the public consultation .....	40

# 1 Overview of consultation

## 1.1 Summary of consultation undertaken

In line with the current Local Air Quality Management Policy Guidance (LAQM PG) document, the council undertook a public consultation exercise on the proposed Air Quality Action Plan (AQAP). The consultation ran for six weeks from 31<sup>st</sup> October 2023 to 13<sup>th</sup> December 2023.

In determining a proportionate period for the statutory consultation, officers have followed Defra's practice of 4-6 weeks consultation on statutory matters (other than for national policy changes of greater broader significance). Other local authorities typically follow Defra's practice too.

Information about the consultation was emailed directly to statutory consultees, key partners, council members and known interested parties, such as local air quality interest groups and local bus operators. In addition, the consultation was publicised on our website, social media channels and a press release was issued.

Statutory consultees who were consulted on this action plan include:

- the Secretary of State
- the Environment Agency
- UK Health Security Agency
- DEFRA / LAQM
- National Highways
- local MPs
- Hertfordshire County Council (Public Health / Highways)
- neighbouring local authorities
- Hertfordshire police.

Respondents to the consultation were asked to provide information against ten questions, five of which were collecting general information such as name and location, while five focused on the contents of the proposed Air Quality Action Plan (AQAP). The questions can be found in **Appendix A** of this report.

## 1.2 Classification of responses

For the purposes of this report, respondents have been classified as either “public” or “statutory consultee”.

- Public – responses from the public, includes councillors, business owners and town councils.
- Statutory consultee – responses from the statutory consultees are from those listed in section 1.1 above.

## 1.3 Responses to the consultation

Overall, the council received 189 responses to the consultation (182 public responses and seven from statutory consultees). The public responses have been broken-down further to show how respondents identified themselves, the results can be found in **Table 1**. Most respondents to the survey were from the towns where the three air quality management areas are located, with 90 respondents living in Bishop’s Stortford, 27 in Hertford and 21 in Sawbridgeworth. **Table 2** shows where respondents identified themselves as living or working.

**Table 1 – Breakdown of how respondents classified as “public” identified themselves (n=182)**

Role	Percentage of Respondents
Private individual	82%
East Herts Council councillor	6%
Local business owner	4%
Town / Parish Council	4%
Town / Parish / County Council councillor	2%
Community group	1%
Hertford and Stortford Constituency Labour Party	1%

**Table 2 – Breakdown of how respondents classified as “public” identified where they live or work (n=182)**

Location	Percentage of Respondents
Bishop’s Stortford	49%
Hertford	15%
Other towns and villages in East Hertfordshire	15%
Sawbridgeworth	12%
Responses from outside East Hertfordshire	9%
Unspecified	1%

## 2 Analysing the responses from the public

### 2.1 Views on proposed actions

The public were asked to give their views through a series of open-ended questions, these being:

- Do you think the council's new air quality action plan will effectively address air pollution in the area? Give your reasons for your views.
- Which specific measures in the air quality action plan do you think are most important in combating air pollution?
- Are there any additional measures you believe should be included in the air quality action plan?
- Do you have any other comments regarding the air quality action plan?

Respondents often voiced similar concerns and ideas under all these questions and so it has proved useful to consider all the responses together, that is, respondents' opinions have been grouped together regardless of which actual question the view was given in response to.

In total, 182 respondents gave their views on the draft air quality action plan and all or some of the proposals it contains. Given the breadth of the action plan, respondents often gave very detailed responses and so all their views have been included, resulting in the total number of individual opinions and ideas expressed being greater than the number of respondents. For clarity, in all the analysis, the responses are represented as a percentage of all respondents, not all responses; this is the best way of presenting the frequency with which respondents gave a particular opinion. The number of respondents answering any particular question is represented by the letter "n" in each table or figure heading.

**Table 3 – Overall views and suggestions (n=182)**

View on the draft action plan / suggestion for focus of activity to reduce air pollution	Percentage of respondent
Reduce congestion / provide better road infrastructure / build bypasses around the air quality management areas	47%
Promote active travel / improve infrastructure for cycling, walking and/or public transport	43%
Do not introduce an ultra-low emission zone (ULEZ)	41%
Reduce new development and/or construction traffic linked to development so as to reduce traffic	36%
Support the council’s air quality proposals but believe the plan should be more ambitious, have more detailed analysis, including covering particulates, address air quality beyond the air quality management areas and/or have concerns about the resources to implement the proposals	16%
Support the promotion of e-vehicles, including the number of e-chargers in the district	15%
The council should focus on the worst polluters and/or the more polluting vehicles first	15%
No confidence that the proposals will reduce air pollution	14%
Do not believe there is an air quality problem in East Herts	10%
The council should focus on pollution from aviation, agriculture and/or industry rather than vehicles	9%
The council should prioritise anti-idling efforts	7%
Support for introducing a ULEZ	7%
Support the plan and its proposals	6%
The council should provide real time air quality info and/or real time roadside signs	6%
The council should not be so focused on e-vehicles as they are expensive, unpopular and/or dangerous	5%

View on the draft action plan / suggestion for focus of activity to reduce air pollution	Percentage of respondent
The council should plant more trees/plants to absorb pollutants	5%
The council should introduce differential parking charges to disincentivise the most polluting vehicles	5%
Park and ride scheme needed in Bishop's Stortford	3%
The plan is too long / doesn't meet statutory guidance	3%
The council should focus efforts to reduce open fires in homes and/or bonfires	2%
The council should promote improved last mile drop off arrangements and/or e-cargo bike delivery	1%

**Table 3** reveals that the key finding in the draft air quality action plan, namely that the air pollution in the district's three air quality management areas is primarily caused by road traffic, is recognised by most respondents. There is, however, an almost equal split in the main two ways cited for tackling this, namely:

- reduce traffic congestion by building new roads so that motorists can avoid the air quality management areas and/or by increasing traffic flows through reduced temporary roadworks and traffic lights which some perceive as unnecessary – cited by nearly half of all respondents, 47%
- promote more sustainable alternatives to car use, including better cycling and walking infrastructure and improved public transport opportunities – mentioned by over two-fifths of respondents, 43%.

During the consultation period, the local media paid particular attention to the proposal in the draft plan to '*explore the feasibility of introducing road pricing or ultra-low emission zones (ULEZ) in the AQMAs*'. This idea, although making it clear that it focused on reviewing the benefits and costs of such an approach, was reported in the media as though it was an advanced proposal with the potential for imminent implementation. A sizeable minority of respondents to the survey chose to focus on the ULEZ idea, with:

- just over two-fifths, 41%, voicing their strong opposition to the idea
- 7% welcoming consideration of a ULEZ.

## 2.2 Views on likely effectiveness of proposals

Respondents were asked whether they felt the proposed air quality action plan would effectively address air pollution in East Herts. The results are displayed in **Table 4** below.

**Table 4 – Results to the question, “do you think the council's new air quality action plan will effectively address air pollution in the area?” (n=179)**

Response	Percentage of respondents
No - do not believe the plan will be effective	67%
Not sure if the plan will be effective	30%
Yes - believe the plan will be effective	3%

**Respondents who** feel the proposed action plan would benefit from actions to reduce development and/or reduce development-related comments are particularly doubtful of the plan’s likely effectiveness. The majority of those suggested more measures to tackle congestion and those who do not wish the council to explore a ULEZ also lacked confidence in the plan.

The perceived ineffectiveness of the proposed action plan is less pronounced among those who would like to see a focus on active travel. In this case, half of those with this opinion were doubtful the plan would be effective with 5% saying it will be effective but more than two-fifths (45%) reported they are unsure as to whether the plan will be effective.

Table 5 below examines how the level of confidence varies between those mentioning the top four concerns about the proposed plan as listed in **Table 3** above. Respondents who feel the proposed action plan would benefit from actions to reduce development and/or reduce development-related comments are particularly doubtful of the plan’s likely effectiveness. The majority of those suggested more measures to tackle congestion and those who do not wish the council to explore a ULEZ also lacked confidence in the plan.

The perceived ineffectiveness of the proposed action plan is less pronounced among those who would like to see a focus on active travel. In this case, half of those with this opinion were doubtful the plan would be effective with 5% saying it will be effective but more than two-fifths (45%) reported they are unsure as to whether the plan will be effective.

**Table 5 – Do you think the council's new air quality action plan will effectively address air pollution in the area?**

	Concern / suggestion			
	Reduce congestion / provide better road infrastructure / build bypasses around the air quality management areas Confidence among the 86 respondents raising this concern	Promote active travel / improve infrastructure for cycling, walking and/or public transport Confidence among the 79 respondents raising this concern	Do not introduce an ultra-low emission zone (ULEZ) Confidence among the 74 respondents raising this concern	Reduce new development and / or construction traffic linked to development so as to reduce traffic Confidence among the 66 respondents raising this concern
No – do not believe the plan will be effective	74%	50%	78%	84%
Not sure if the plan will be effective	22%	45%	22%	16%
Yes – believe the plan will be effective	4%	5%	0%	0%

**Table 6** presents the levels of confidence in the plan broken by the place of residence of the respondent – looking only at the three towns with Air Quality Management Areas.

**Table 6 - Breakdown of respondents in towns with an Air Quality Management Area who also expressed their level of confidence in the action plan**

	Area of residence		
	Bishop’s Stortford (n = 87)	Hertford (n = 27)	Sawbridgeworth (n = 19)
No – do not believe the plan will be effective	77%	48%	68%
Not sure if the plan will be effective	22%	41%	32%
Yes – believe the plan will be effective	1%	11%	0%

**Table 6** indicates that respondents in Bishop’s Stortford have the least confidence in the proposed action plan; three quarters (77%) of respondents in the town do not feel confident. Confidence is split broadly 2/3 to 1/3 in Sawbridgeworth between those lacking confidence in the plan and those feeling unsure.

The picture is markedly different in Hertford. Here, just under a half of respondents (48%) report not feeling confident in the plan while two-fifths (41%) are unsure with a tenth (11%) believing that the plan will be effective in reducing air pollution.

The main concerns/suggestions within each town, as expressed by those with differing levels of confidence in the plan’s likely effectiveness, are presented in **Table 6**, **Table 7** and **Table 8** below.

**Table 7 - Breakdown of concerns / suggestion by confidence in the proposed action plan – Bishop’s Stortford residents (n=89)**

Confidence level	Top three concerns / suggestions (or more if tied)	Percentage of respondents
No – do not believe the plan will be effective	Do not introduce an ultra-low emission zone (ULEZ)	44%
	Reduce congestion / provide better road infrastructure / build bypasses around the air quality management areas	40%
	Reduce new development and/or construction traffic linked to development so as to reduce traffic	36%
Not sure if the plan will be effective	Promote active travel / improve infrastructure for cycling, walking and/or public transport	14%
	Do not introduce an ultra-low emission zone (ULEZ)	10%
	Support the council’s air quality proposals but believe the plan should be more ambitious, have more detailed analysis, including covering particulates, address air quality beyond the air quality management areas and/or have concerns about the resources to implement the proposals	7%
Yes – believe the plan will be effective	Promote active travel / improve infrastructure for cycling, walking and/or public transport	1%
	Reduce congestion / provide better road infrastructure / build bypasses around the air quality management areas	1%
	Support the plan and its proposals	1%
	Support for introducing a ULEZ	1%

**Table 8 - Breakdown of concerns / suggestion by confidence in the proposed action plan – Hertford residents (n=27)**

Confidence level	Top three concerns / suggestions (or more if tied)	Percentage of respondents
No – do not believe the plan will be effective	Reduce congestion / provide better road infrastructure / build bypasses around the air quality management areas	30%
	Promote active travel / improve infrastructure for cycling, walking and/or public transport	11%
	Support the promotion of e-vehicles, including the number of e-chargers in the district	11%
	Do not introduce an ultra-low emission zone (ULEZ)	11%
Not sure if the plan will be effective	Promote active travel / improve infrastructure for cycling, walking and/or public transport	22%
	Reduce congestion / provide better road infrastructure / build bypasses around the air quality management areas	19%
	Support the council’s air quality proposals but believe the plan should be more ambitious, have more detailed analysis, including covering particulates, address air quality beyond the air quality management areas and/or have concerns about the resources to implement the proposals	11%
	Support the promotion of e-vehicles, including the number of e-chargers in the district	11%
Yes – believe the plan will be effective	Support the council’s air quality proposals but believe the plan should be more ambitious, have more detailed analysis, including covering particulates, address air quality beyond the air quality management areas and/or have concerns about the resources to implement the proposals	11%
	Promote active travel / improve infrastructure for cycling, walking and/or public transport	7%
	The council should introduce differential parking charges to disincentivise the most polluting vehicles	7%

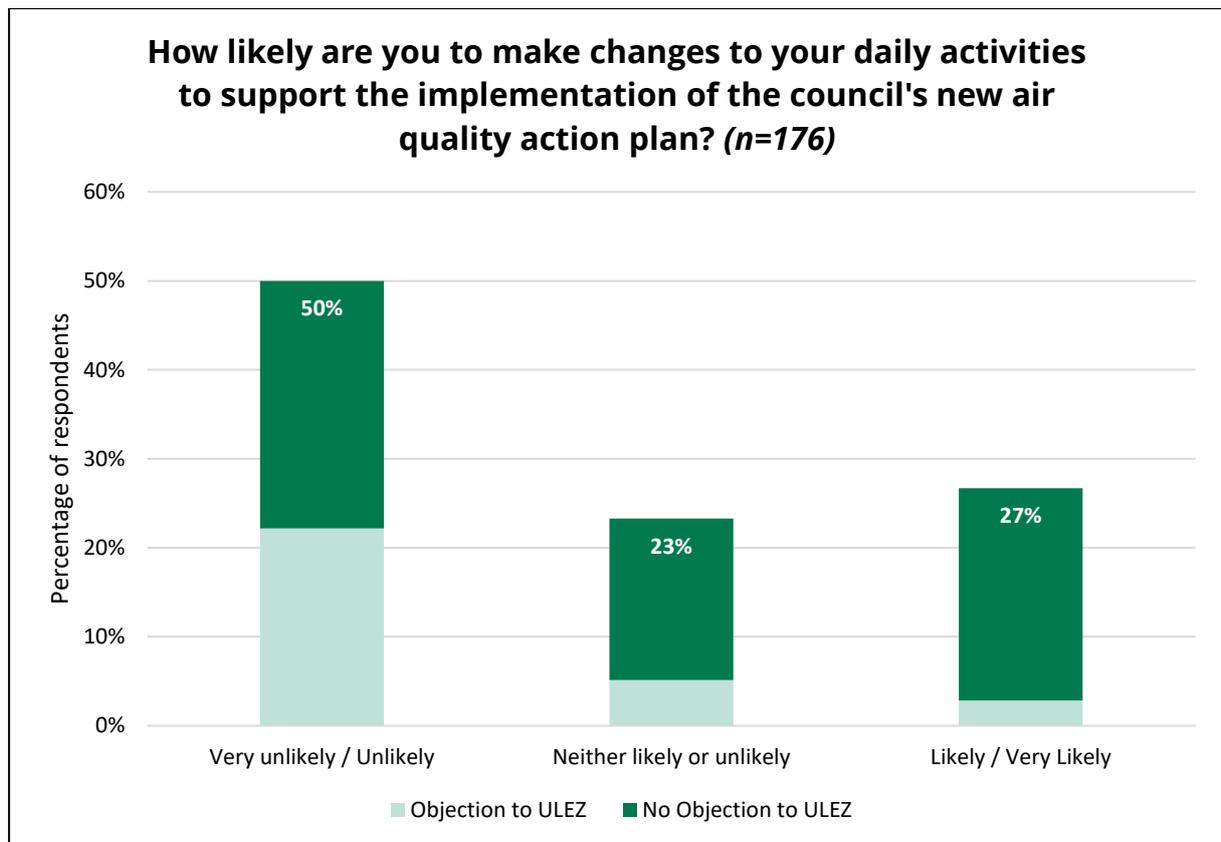
**Table 9 - Breakdown of concerns / suggestion by confidence in the proposed action plan – Sawbridgeworth residents (n=21)**

Confidence level	Top three concerns / suggestions (or more if tied)	Percentage of respondents
No – do not believe the plan will be effective	Reduce new development and/or construction traffic linked to development so as to reduce traffic	33%
	Reduce congestion / provide better road infrastructure / build bypasses around the air quality management areas	30%
	Promote active travel / improve infrastructure for cycling, walking and/or public transport	15%
	Do not introduce an ultra-low emission zone (ULEZ)	15%
Not sure if the plan will be effective	Reduce new development and/or construction traffic linked to development so as to reduce traffic	15%
	The council should focus on the worst polluters and/or the more polluting vehicles first	15%
	Promote active travel / improve infrastructure for cycling, walking and/or public transport	11%
	Support the council’s air quality proposals but believe the plan should be more ambitious, have more detailed analysis, including covering particulates, address air quality beyond the air quality management areas and/or have concerns about the resources to implement the proposals	11%
	Support the promotion of e-vehicles, including the number of e-chargers in the district	11%
	The council should prioritise anti-idling efforts	11%
Yes – believe the plan will be effective	No respondents saying ‘yes’	

### 2.3 Views on effectiveness of proposal in leading to behaviour change

Error! Reference source not found. below presents respondents' views on the likelihood of changing their behaviour in response to the action plan. Given the strength of opinion regarding ULEZ, the responses shown in the figure have been split between those expressing a view against ULEZ and those not having a negative view.

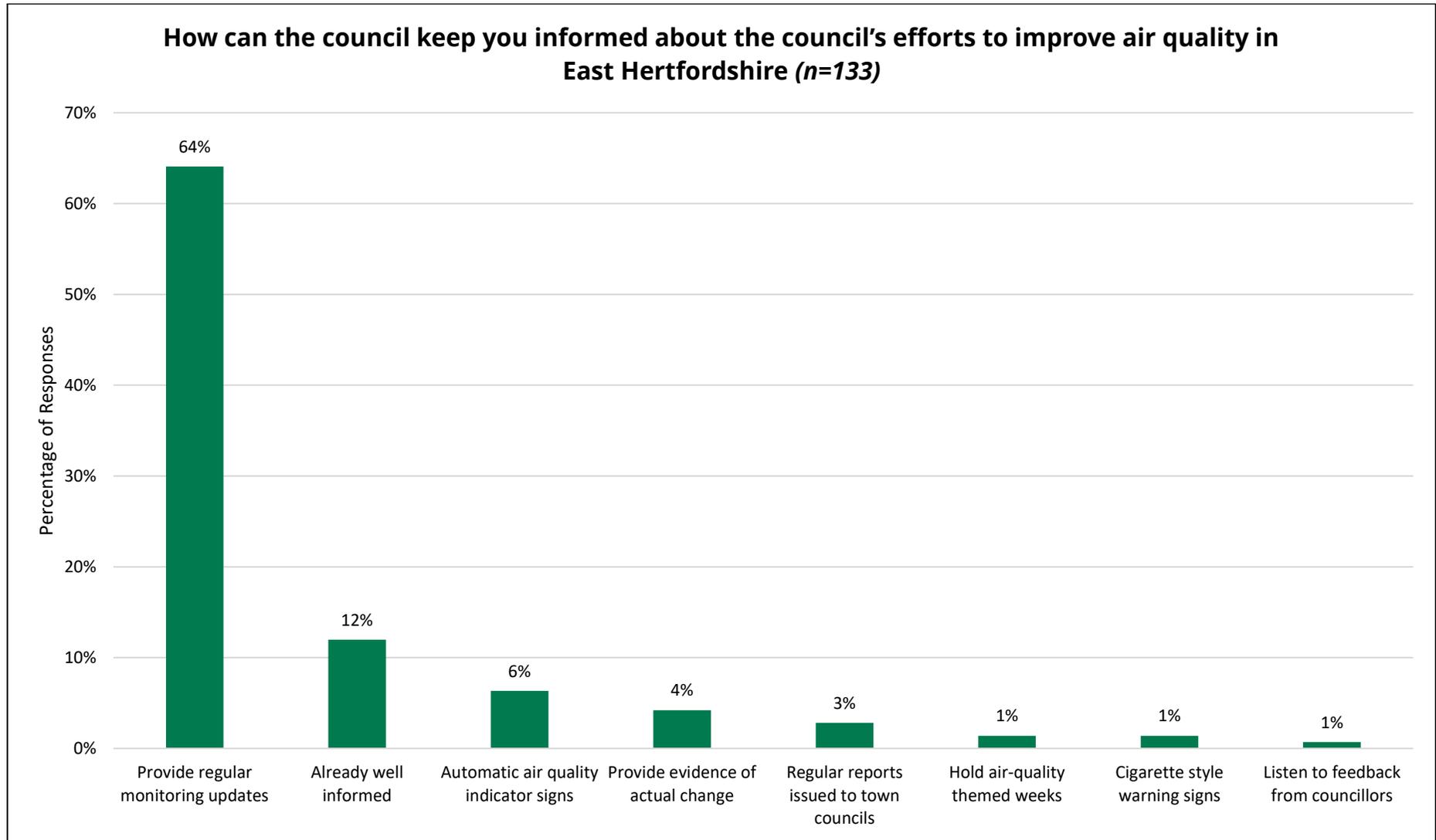
**Figure 1 – Breakdown of responses to the question about personal change to support the AQAP (n=176)**



### 2.1 Views on how the respondents would like to be kept informed

In total, 133 respondents expressed views on how they would like to be kept informed about the council's work on air quality. While the vast majority of respondents (68%) stated they wanted regular monitoring updates, they did not go into how they would like to received them.

**Figure 2 – Breakdown of responses to the question about how best to keep people informed**



### 3 Analysing the responses from statutory consultees

#### 3.1 Statutory consultees who responded

In response to the consultation on the AQAP, the council received seven responses from statutory consultees. The responding bodies were:

- DEFRA / LAQM
- UK Health Security Agency
- the Environment Agency
- National Highways
- Hertfordshire County Council
- Epping Forest District Council
- South Cambridgeshire District Council.

#### 3.2 Summary of responses

The responses from the statutory consultees were positive, with recognition of the need for the council and relevant agency to work together to help improve air quality.

Statutory consultees made both substantive and editorial suggestions. All points made have been considered in detail by officers and the Executive Member for Environmental Sustainability, with amendments to the report made.

The substantive comments and corresponding amendments are as follows.

Agency	Agency's comment	Council's response
Defra	Utilise the Defra action plan template for the detailed actions presented in Section 4 so as to expand on anticipated timescales and funding	The council believes that Defra's template for the detailed action plan may not be easy to follow for all readers. It does, however, include a range of useful information for Defra and others, therefore, while Section 4 retains the more simplified action plan, the same actions have been represented at Appendix I using Defra's template
Environment Agency	Make greater reference to reducing particulate matter	See discussion of particulate matter under the consideration of the UK Health Security Agency's comments below

	Suggestion that planning policies and guidance should seek to reduce emissions from plant used on development sites	It is felt that this is already covered within the action to <b>Create a sustainable design and construction code of practice (CCOP)</b>
UK Health Security Agency	Suggestion that it would be beneficial to provide the reader with useful resources section, explaining how air pollution can impact their lives, including indoor air quality, which is especially important for individual households and might strengthen the public health case for local actions	Hyperlink added to the Clean Air Hub website which is promoted by the UK Health Security Agency as being a primary source of detailed information about the health effects of air pollution
	Make greater reference to reducing particulate matter. More specifically, make reference to the new national targets for PM <sub>2.5</sub> levels	<p>The Environmental Targets (fine particulate matter) (England) Regulations 2023, brought in under Environment Act 2021, has for first time brought in objectives, both to be met by 2040, to reduce PM<sub>2.5</sub>, these being:</p> <ul style="list-style-type: none"> <li>• annual mean concentrations of to be 10 µg/m<sup>3</sup> or lower</li> <li>• population exposure to PM<sub>2.5</sub> to be reduced by 35% compared with 2018 levels.</li> </ul> <p>While the consultation draft mentioned particulate matter, it would be appropriate to make more explicit reference to council's need to consider these recently established national targets for PM<sub>2.5</sub> reductions, particularly as during the lifetime of our air quality action plan, a national interim PM<sub>2.5</sub> target of 12µg/m<sup>3</sup> by January 2028 will come into effect.</p> <p>The revised action plan makes more explicit reference to PM<sub>2.5</sub> and an additional action has been added to the action plan:</p> <p><b>Monitor and act upon emerging guidance on the new national PM<sub>2.5</sub> objectives.</b></p> <ul style="list-style-type: none"> <li>• Use and report on data from the existing and new continuous air quality monitors in each AQMA.</li> </ul> <p>With partners, identify potential actions required to address any PM<sub>2.5</sub> levels in excess of national objectives.</p>

In addition to the above, below are some of the general comments received from statutory consultees.

### **DEFRA / LAQM**

“While the draft AQAP doesn’t specifically use the latest Defra report template, the report is thorough and clearly set out in a custom theme, and contains the relevant overall content, sections and tables covered in the template.

“Overall, the AQAP is very well considered, with extensive detail presented on the formulation of the Plan, the costs/benefits of measures and the overall likely reductions in concentrations as a result of implementation of the Plan. Additionally, the layout of the document is clear and concise throughout, even if the latest template has not been strictly adhered to. The draft AQAP is therefore accepted, and many elements could be considered examples of best practice.”

### **The Environment Agency**

“We are pleased to see East Herts District Council (EHDC) has used national legislation, policies, strategies and resources to aid in the planning and development of the Air Quality Action Plan (AQAP), and that these have helped identify issues and aid development of EHDC’s four key air quality priorities.

“It is encouraging to see that EHDC has identified Bishop’s Stortford, Sawbridgeworth and Hertford as three areas where the annual mean average of Nitrogen Dioxide has been breached and has taken positive action in declaring them Air Quality Management Areas (AQMA), and subsequently produced the AQAP to tackle and reduce air pollution in each AQMA.

“Finally, it is good to see that the Environment Agency and EHDC is in agreement that we both need to cooperate and work together, not just with one another – but also with the other partners, stakeholders and organisations to secure a positive outcome for the AQAP.”

### **UK Health Security Agency**

“The AQAP provides detailed information about current exposure to air pollution in East Hertfordshire District Council (EHDC), applying both quantitative and qualitative methods. Additionally, extensive modelling data

on nitrogen oxides and particulate matter is attached to this action plan. The EHDC identified the main source of air pollution in all AQMA areas, as well as recognised and quantified pollution types that cannot be attributed to the AQMAs and are of external origin. The action plan measures are prioritized in accordance with current and future air pollution types. Moreover, the AQAP illustrates the potential impact of the action plan measures in numbers, which is highly beneficial in regard to communication and future evaluations.”

## 4 Responding to the consultation

The council has considered in detail the key issues (these are identified as key as they have been raised by at least 10 respondents) with a view to determining whether (a) the current proposed actions within the action plan address the issue, (b) a proposed action needs to be amended or clarified or (c) a new action is required to address the issue more fully.

The council's responses, broken down into the four main priorities are given in **Table 10, Table 11, Table 12** and **Table 13** below.

**Table 10 - Priority 1: Reduce the impact of traffic levels and congestion on air quality**

No.	Action	Benefits	Responsible Agency	Consultation findings and council's response
1.1	<p><b>Continued expansion of EV infrastructure</b></p> <ul style="list-style-type: none"> <li>Expanding the current electric charging points for electric vehicles on council owned land.</li> <li>Explore possibility of on street lamppost chargers on residential streets.</li> <li>Continued promotion of e vehicle uptake.</li> </ul>	<ul style="list-style-type: none"> <li>Increased provision of charging points encouraging EV uptake. Leads to direct reduction in NO<sub>2</sub> emissions.</li> </ul>	East Herts Council & Hertfordshire County Council	<p>The consultation found 15% of respondents calling for continued or greater focus on supporting the switch to e-vehicles, including increasing e-charger provision.</p> <p>The council is currently negotiating a contract with a third-party that will see over 140 new e-chargers, including rapid chargers, installed across the district, including in more rural locations.</p> <p>The consultation also found 5% were concerned about the promotion of e-vehicles, feeling them to be expensive, dangerous and/or not as good for the environment as claimed. The comments appeared to indicate that some people are drawing on unreliable sources of information, therefore, there is arguably a role for the council in guiding people to more robust information about e-vehicles.</p> <p><b>Proposed amendment to the action plan:</b> Amend the <i>'Continued promotion of e vehicle</i></p>

No.	Action	Benefits	Responsible Agency	Consultation findings and council's response
				<i>uptake' action to 'Continued efforts to provide information and support to enable residents to make informed choices as to when and if to switch to an e-vehicle'.</i>
1.2	<p><b>Explore emissions-based parking charges</b></p> <ul style="list-style-type: none"> <li>• In council owned car parks.</li> <li>• For council issued parking permits.</li> </ul>	<ul style="list-style-type: none"> <li>• Further incentives to encourage EV uptake. Leads to direct reduction in NO<sub>2</sub> emissions.</li> </ul>	East Herts Council	<p>During the consultation, 5% suggested differential car parking charges to disincentivise polluting vehicles.</p> <p>This indicates a level of support for this action.</p>
1.3	<p><b>Explore Last Mile Delivery possibilities within the district</b></p> <ul style="list-style-type: none"> <li>• By replacing diesel delivery vehicles with ultra-low emission electric vehicles or zero-emission bicycles/e-cargo bikes (operating from depots).</li> <li>• Through the introduction of pick-up/drop-off points, meaning companies can distribute a large number of parcels to fewer locations.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduction in delivery vehicle emissions and numbers also reducing congestion.</li> </ul>	East Herts Council & Hertfordshire County Council	<p>While not frequently mentioned by respondents, support for this did come up during the consultation. It is perhaps to be expected that the benefits of different means of last mile delivery are not widely recognised and so it will prove useful to continue to explore this and raise awareness.</p>

No.	Action	Benefits	Responsible Agency	Consultation findings and council's response
1.4	<p><b>Installation of additional anti-idling signage</b></p> <ul style="list-style-type: none"> <li>• Previous campaigns saw anti idling signage and messaging which was promoted in local businesses and council car parks.</li> <li>• We plan to roll out the message wider and to create more permanent signs around schools and other public spaces.</li> </ul>	<ul style="list-style-type: none"> <li>• Less idling increased awareness. Leads to direct reduction in NO<sub>2</sub> emissions.</li> </ul>	East Herts Council & Hertfordshire County Council	The consultation found 7% of respondents calling for continued or greater promotion of anti-idling.
1.5	<p><b>Continued promotion of our four key air quality campaigns</b></p> <ul style="list-style-type: none"> <li>• Air Quality Alert System – a free to use, health based digital notification system which notifies users of days when air quality is poor in their area to help them make more informed choices about their activities that day.</li> <li>• Electric vehicle uptake – continued promotion to increase e-vehicle uptake.</li> <li>• Herts liftshare scheme – a free to use liftshare scheme matching</li> </ul>	<ul style="list-style-type: none"> <li>• Improved health outcomes for vulnerable residents.</li> <li>• Increased awareness of air pollution.</li> <li>• Increased uptake of electric vehicles.</li> <li>• Reduction in lone journeys and vehicles.</li> <li>• All lead to direct reduction in NO<sub>2</sub> emissions.</li> </ul>	East Herts Council & Hertfordshire County Council	<p>The council's role in promoting behaviour change is perhaps implicit in a sizeable proportion of respondents' comments. Of note, the air quality campaign priorities align with:</p> <ul style="list-style-type: none"> <li>• the 43% supporting promotion of and practical steps to encourage active travel</li> <li>• the 15% believing the council should focus on the worst polluters / most polluting vehicles first</li> <li>• the 6% calling for real time air quality info and/or real time roadside signs.</li> </ul> <p>Interesting, 5% of respondents commented that the action plan is not ambitious enough.</p>

No.	Action	Benefits	Responsible Agency	Consultation findings and council's response
	<p>users and locations to reduce lone journeys.</p> <ul style="list-style-type: none"> <li>Clean Air Day – national air quality campaign to highlight the effects of air pollution and positive ways in which we can all make a difference.</li> </ul>			<p>Thus, there is a case for continued and more ambitious air quality campaigns.</p> <p><b>Proposed amendment to the action plan:</b> Add actions to:</p> <ul style="list-style-type: none"> <li>install at least one real-time air quality sensor in the Bishop's Stortford and Sawbridgeworth AQMAs and another on in the Hertford AQMAs</li> <li>explore ways to make the real-time air quality data more accessible and visible</li> <li>work with residents and community groups on priorities for air quality campaigns and seek external funding for this wherever possible.</li> </ul>
1.6	<p><b>Review the effectiveness of travel plans for schools and businesses</b></p> <ul style="list-style-type: none"> <li>Review the travel plans produced for local schools and businesses near the AQMAs to establish their effectiveness on reducing pollution in the AQMA.</li> </ul>	<ul style="list-style-type: none"> <li>Understand the effectiveness of travel plans.</li> <li>Work to improve the implementation and effectiveness of travel plans.</li> </ul>	East Herts Council & Hertfordshire County Council	The council notes the 43% of respondents calling for / supporting promotion of the council's efforts to encourage active travel. It is felt this demonstrates support for this action.

No.	Action	Benefits	Responsible Agency	Consultation findings and council's response
1.7	<p><b>Explore the feasibility of introducing road pricing or ultra-low emission zones (ULEZ) in the AQMAs</b></p> <ul style="list-style-type: none"> <li>Review the benefits and costs.</li> <li>Review the impact these could have on the air quality in the AQMAs.</li> </ul>	<ul style="list-style-type: none"> <li>Reduce traffic in congested areas.</li> </ul>	East Herts Council & Hertfordshire County Council	<p>The council recognises that inclusion of exploration of ultra-low emissions zones (ULEZ) has caused much comment during the consultation, with most mentioning ULEZ being against their introduction:</p> <ul style="list-style-type: none"> <li>41% of respondents told us they are against ULEZ</li> <li>7% of respondents were keen to for the council to consider ULEZ.</li> </ul> <p>The council believes it would be failing in its duty to tackle air pollution and thus promote public health if it didn't consider how other authorities are tackling the problem and see whether any lessons applicable to East Herts can be learnt. Thus, the reference in the action plan to <i>exploring</i> road pricing / ULEZ. The aim of the wording was to indicate the council wishes to investigate the pros and cons of ULEZ in the local context as part of its commitment to thorough examination and public engagement on all <i>possible</i> options for reducing air pollution.</p> <p><b>Proposed amendment to the action plan:</b> amend this action to read:</p>

No.	Action	Benefits	Responsible Agency	Consultation findings and council's response
				<p><b>Investigate the possible pros and cons of new options being adopted by other local authorities, such as road pricing and ultra-low emission zones (ULEZ) in the AQMAs</b></p> <ul style="list-style-type: none"> <li>• Understand the relevance, benefits and costs of road pricing / ULEZ within the context of East Herts' AQMAs.</li> <li>• Involve residents, community groups and statutory stakeholders in better understanding the possible pros and cons of new approaches such as road pricing / ULEZ as part of the council's overall aim to engage everyone in the shared endeavour to reduce air pollution.</li> </ul>
<b>Issue for consideration: Reduce congestion</b>			Hertfordshire County Council	Almost half (47%) of all respondents called for continued/renewed/new efforts to reduce congestion such as providing alternative routes to the AQMAs such as bypasses around the Hertford and Sawbridgeworth AQMAs and promoting greater use of the A1184/A120 which is large part forms a bypass around Bishop's Stortford. New road building is both contentious and relatively expensive while, often simply encouraging

No.	Action	Benefits	Responsible Agency	Consultation findings and council's response
				<p>greater car use, with the associated air pollution risks.</p> <p>A sizeable proportion of respondents called for better planning and/or co-ordination of roadworks to increase traffic flow and thus reduce pollution due to idling and braking.</p> <p>While a major thrust of the air quality action plan is to reduce the level of traffic, the council recognises that cars and other private vehicles will remain a key element of travel in the district given its character, therefore, efforts to reduce roadwork-related congestion should be included.</p> <p><b>Proposed amendment to the action plan:</b> add the following action:</p> <p><b>Hertfordshire County Council, East Herts Council and other stakeholders to maintain dialogue about any emerging operational and/or technical means of minimising congestion.</b></p> <ul style="list-style-type: none"> <li>• Wherever possible, minimise congestion due to planned roadworks.</li> <li>• Encourage vehicular journeys which cannot reasonably be replaced by active travel alternatives to avoid the AQMAs.</li> </ul>

No.	Action	Benefits	Responsible Agency	Consultation findings and council's response
	<b>Issue for consideration: PM<sub>2.5</sub></b>		East Herts Council & Hertfordshire County Council	<p>Some 16% of respondents felt the action plan should be more ambitious, with a proportion of these calling for a greater emphasis on monitoring and reduced particulate matter, specifically PM<sub>2.5</sub>. The UK Health Security Agency and the Environment Agency made similar points.</p> <p>While the consultation draft mentioned particulate matter, it would be appropriate to make more explicit reference to council's need to consider the recently established national targets for PM<sub>2.5</sub> reductions.</p> <p><b>Proposed amendment to the action plan:</b> add the following action:</p> <p><b>Monitor and act upon emerging guidance on the new national PM<sub>2.5</sub> objectives.</b></p> <ul style="list-style-type: none"> <li>• Use and report on data from the existing and new continuous air quality monitors in each AQMA.</li> <li>• With partners, identify potential actions required to address any PM<sub>2.5</sub> levels in excess of national objectives.</li> </ul>
	<b>Issue for consideration: More planting to absorb pollutants</b>		East Herts Council	Some 17% of respondents suggested planting of trees and other plants to absorb air pollutants and thus improve air quality.

No.	Action	Benefits	Responsible Agency	Consultation findings and council's response
				<p>The council recognises that:</p> <ul style="list-style-type: none"> <li>• trees, especially certain species such as London plane trees and horse chestnuts, can absorb and metabolise nitrogen dioxide and thus convert this pollutant into less harmful compounds</li> <li>• trees can capture and reduce particulate matter which is a major component of air pollution from vehicle emissions. Leaves and bark can act as filters, trapping particles and preventing them from circulating in the air.</li> </ul> <p>It's important to bear in mind, however, that while trees offer valuable contributions to air quality improvement, they are not a standalone solution. Promoting public transport, adopting cleaner vehicle technologies and finding ways to incentivise or enforce emission standards are the crucial actions to reduce vehicle-related air pollution, with new planting acting as a complementary and additive measure.</p> <p>The council already has an annual tree planting programme; in 2022, for example, the council planted 586 additional trees on its own land. In addition, the council has identified £25,000 in 2024/25 for new trees.</p>

No.	Action	Benefits	Responsible Agency	Consultation findings and council's response
				<p>These tree planting programmes are well-established and so a new action is not proposed for the air quality action plan, although efforts to site trees/plants as near to the AQMAs as possible will be explored.</p>
	<p><b>Issue for consideration: Focus on pollution from aviation, agriculture and/or industry rather than vehicles</b></p>		<p>East Herts Council &amp; Hertfordshire County Council</p>	<p>The analysis reported in this air quality action plan shows that pollution in the three AQMAs primarily stems from traffic, therefore, it would be remiss of the council not to focus the majority of its efforts on traffic-related pollution first.</p> <p>While not an action for this action plan, the council's Environmental Health team undertake regular licensing and monitoring work of particularly polluting industrial processes, such as emissions from crematoriums, concrete crushers and dry cleaners.</p>

**Table 11 - Priority 2: Mitigate the impact of future growth on air quality**

No.	Action	Benefits	Responsible Agency	Consultation findings and council's response
2.1	<p><b>Hertfordshire Essex Rapid Transit (HERT)/ The A414 Corridor Strategy</b></p> <ul style="list-style-type: none"> <li>The HERT will deliver a step-change in the passenger transport network through an accessible, reliable and affordable east-west transit system which connects people easily to where they live, work and visit which could reduce private vehicle use in, most notably, the Hertford AQMA.</li> </ul>	<ul style="list-style-type: none"> <li>Increased provision of public transport, reduction in overall vehicle numbers.</li> <li>Leads to direct reduction in NO<sub>2</sub> emissions.</li> </ul>	Hertfordshire County Council	The council notes the 43% of respondents calling for / supporting promotion of the council's efforts to encourage active travel, including improved public transport. It is felt this demonstrates support for this action.
2.2	<p><b>Continued adherence to our sustainability SPD and air quality neutral policies</b></p> <ul style="list-style-type: none"> <li>Using the upcoming district plan review to strengthen the planning policy in relation to air quality.</li> </ul>	<ul style="list-style-type: none"> <li>Reduction in building emissions and construction emissions.</li> </ul>	East Herts Council	The council is required by law to make provision for new housing development to meet local need. If the council were to seek to reduce development to significantly below local need levels as informed by nationally set methodologies, developers would in all probability apply to the national Planning Inspectorate

No.	Action	Benefits	Responsible Agency	Consultation findings and council's response
2.3	<b>Create a sustainable design and construction code of practice (CCOP)</b>	<ul style="list-style-type: none"> <li>Reduction in construction emissions.</li> </ul>	East Herts Council	<p>to review the decision. The Planning Inspectorate would form a view based on the level of local need and could overturn the council's decision. It is in the local interest for the council to set planning targets and policies and designate sites so as to exert maximum control over the numbers, type, location, environmental sustainability and other standards of new housing.</p> <p>The CCOP would seek promote the use of machinery that meets or exceeds the latest emissions standards set out in national regulations.</p>

**Table 12 - Priority 3: Support residents' make active travel choices**

No.	Action	Benefits	Responsible Agency	Consultation findings and council's response
3.1	<p><b>Support expansion of Herts Lynx on demand public transport scheme</b></p> <ul style="list-style-type: none"> <li>Increased coverage and provision of the transport leading to increased use of this form of public transport, reduction in private lone journeys from rural areas of the district through the AQMAs.</li> </ul>	<ul style="list-style-type: none"> <li>Reduction in vehicles and emissions in the AQMAs.</li> </ul>	Hertfordshire County Council & Department for Transport	The council notes the 43% of respondents calling for / supporting promotion of the council's efforts to encourage active travel, including improved public transport. It is felt this demonstrates support for this action.
3.2	<p><b>Investigate potential implementation of 'footstreets' in central Hertford</b></p> <ul style="list-style-type: none"> <li>Footstreets minimise the volume and impact of cars within certain areas making them more attractive and safer places for people to walk.</li> </ul>	<ul style="list-style-type: none"> <li>Increasing active travel.</li> <li>Reducing vehicle numbers and therefore emissions.</li> </ul>	East Herts Council & Hertfordshire County Council	The council notes the 43% of respondents calling for / supporting promotion of the council's efforts to improve the streetscape for pedestrianisation, such as pedestrianisation schemes. It is felt this demonstrates support for this action.
3.3	<p><b>Develop personalised travel planning for residents</b></p> <ul style="list-style-type: none"> <li>Highlighting the public transport options within their area.</li> </ul>	<ul style="list-style-type: none"> <li>Increased public transport use, reducing private vehicle numbers and emissions in AQMAs.</li> </ul>	East Herts Council & Hertfordshire County Council	The council notes the 43% of respondents calling for / supporting promotion of the council's efforts to encourage active travel. It is felt this demonstrates support for this action.

No.	Action	Benefits	Responsible Agency	Consultation findings and council's response
3.4	<p><b>Active Travel Campaign working with schools and businesses</b></p> <ul style="list-style-type: none"> <li>Continuation of the council's active travel campaign which has so far reached 11 schools.</li> </ul>	<ul style="list-style-type: none"> <li>Increased awareness of air pollution sources and outcomes. Increased active travel and public transport uptake.</li> </ul>	East Herts Council	The council notes the 43% of respondents calling for / supporting promotion of the council's efforts to encourage active travel. It is felt this demonstrates support for this action.
3.5	<p><b>Local Cycling and Walking Infrastructure Plan (LCWIP)</b></p> <ul style="list-style-type: none"> <li>Projects to improve the commuter infrastructure for non-motorised users between residential areas and towns.</li> <li>Promotion to encourage use.</li> </ul>	<ul style="list-style-type: none"> <li>Increased uptake of active travel due to increased provision and links. Reducing car usage.</li> </ul>	Hertfordshire County Council	The council notes the 43% of respondents calling for / supporting promotion of the council's efforts to improve the cycling infrastructure. It is felt this demonstrates support for this action.
3.6	<p><b>Exploration of increased on street town centre cycle parking</b></p>	<ul style="list-style-type: none"> <li>Increased uptake of active travel, reducing private car usage.</li> </ul>	East Herts Council & Hertfordshire County Council	The council notes the 43% of respondents calling for / supporting promotion of the council's efforts to improve the cycling infrastructure. It is felt this demonstrates support for this action.

No.	Action	Benefits	Responsible Agency	Consultation findings and council's response
3.7	<b>Creation of an East Herts standalone air quality website</b>	<ul style="list-style-type: none"> <li>Increased awareness, access to information and resources.</li> </ul>	East Herts Council	<p>Implicit in many of the responses to the consultation was a call on the council to provide more and more relevant information about air quality, for example, real-time air quality readings in the three AQMAs.</p> <p>In addition, some 10% of respondents made comments to the effect that they do not believe there is an air quality problem in East Herts.</p> <p>The consultation found many respondents feeling they could not be confident in the action plan.</p> <p>Having a standalone website should, it is felt, increase the visibility of the council's information and advice.</p> <p><b>Proposed amendment to the action plan:</b> add the following sub-action:</p> <ul style="list-style-type: none"> <li>Provide annual updates on the council's website on progress against the action plan.</li> </ul>

Table 13 - Priority 4: Reduce East Herts Council's own impact on air quality

No.	Action	Benefits	Responsible Agency	Consultation findings and council's response
4.1	<p><b>New council procurement rules</b></p> <ul style="list-style-type: none"> <li>• Consolidate and reduce deliveries to council buildings.</li> <li>• Promote e-vehicles through East Herts Council waste management contract.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduced vehicles driving through AQMA to council offices.</li> <li>• Reduction in vehicle emissions throughout district from council procured vehicles.</li> </ul>	East Herts Council	<p>Perhaps understandably, the consultation feedback focused on the council's proposed work with the community and stakeholders rather than actions aimed at the council 'getting its house in order'. That said:</p> <ul style="list-style-type: none"> <li>• the action to reduce separate deliveries through aggregation would, it is hoped, reduce the number of vehicles driving through the AQMAs, especially the Hertford AQMA given the location of the council's main office</li> <li>• promoting the uptake of more e-vehicle through the renewal of the council's waste management contract would help address the suggestion made by 15% of respondents that the council should focus on the worst polluters and/or the more polluting vehicles first.</li> </ul>
4.2	<p><b>Create East Herts Council workplace travel plan for staff</b></p> <ul style="list-style-type: none"> <li>• Continuing facilitating home working arrangements.</li> <li>• Promotion of car share schemes, public transport opportunities and council's cycling facilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduced car journeys, increased uptake in active travel.</li> </ul>	East Herts Council	<p>This action addresses the 43% of respondents wishing to see continued or more effort to promote active travel.</p>

No.	Action	Benefits	Responsible Agency	Consultation findings and council's response
4.3	<p><b>Work with colleagues in Trading Standards to ensure the Domestic Solid Fuels Regulations are complied with</b></p> <ul style="list-style-type: none"> <li>• Help with promotion and messaging.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduced emissions.</li> </ul>	East Herts Council	While only a small minority (2%), some respondents suggested actions to reduce open fires. This action will address that.

## Appendix A - Questions asked as part of the public consultation

- What is your name?
- In case we have any questions about your consultation response, please include your email address so that we may contact you.
- Which description best describes the capacity in which you are answering this question?
- Please indicate the area where you live or the area your business is located/operates by providing the first part of your postcode, for example "SG13 8", or your nearest town/village.
- Do you think the council's new air quality action plan will effectively address air pollution in the area?
- Which specific measures in the air quality action plan do you think are most important in combating air pollution?
- Are there any additional measures you believe should be included in the air quality action plan?
- How likely are you to make changes to your daily activities to support the implementation of the council's new air quality action plan?
- What could the council do more of to keep you informed about the council's efforts to improve air quality in East Hertfordshire?
- Do you have any other comments regarding the air quality action plan?

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

Comment from the committee	Reasons from the committee	Executive Member/ officer comment	Recommended action
Form a joint member group, with representatives from East Herts Council and Hertfordshire County Council to oversee progress on the AQAP.	A joint group could help overcome any obstacles encountered when trying to deliver the AQAP.	The Executive Member for Environmental Sustainability agrees this could be useful and would support his aim of working closer with key partners to deliver this AQAP.	This is an enabling action, rather than a direct action for inclusion in the action plan, however reference to this has been included in the AQAP.
Reference was made to ensuring the council makes best use of the funding opportunities available to it, such as section 106 monies from developments.	This will assist in delivering projects which the council might not otherwise be able to finance.	The Executive Member for Environmental Sustainability believes this is very important but as reference to section 106 monies is already in the report, under the section which explores our air quality priorities, there is no need to amend the report at this stage.	No amendment required.
Explore the extent to which it might be possible for the	This will help lessen the impact of development on	The Executive Member for Environmental Sustainability	No amendment required.

Comment from the committee	Reasons from the committee	Executive Member/ officer comment	Recommended action
council to include enforceable air quality-related conditions on planning applications.	air quality and improve air quality for existing residents who are currently disturbed by large polluting HGVs near their homes.	believes this is an important point to explore, to ensure the council is doing all it can in light of the limitations placed on it by national legislation. This action is already included in the AQAP as action 2.3, therefore no further amendments are needed.	
Can the council engage more with the local MPs to overcome obstacles it faces when trying to improve air quality?	Some of the obstacles the council faces are legislative and therefore gaining the support of the local MPs would be imperative for making change at a national level.	The Executive Member for Environmental Sustainability agrees this could be useful and would support his aim of working closer with key partners to deliver this AQAP.	This is an enabling action, rather than a direct action for inclusion in the action plan, however reference to this has been included in the AQAP.
Do we have sufficient staffing resources to implement and monitor the AQAP?	Potentially without sufficient resources the action plan will not be delivered.	The Executive Member for Environmental Sustainability agrees having sufficient resources to deliver this is important. He notes that	This is an enabling action, rather than a direct action for inclusion in the action plan and will be picked up

Comment from the committee	Reasons from the committee	Executive Member/ officer comment	Recommended action
		staffing resources for this area of work have not changed since his appointment. He is keen to review this with officers at the appropriate time.	outside this approval process.
How do we engage people, tackle skepticism and move things forward?	The outcome of the consultation suggests a small but significant number of people either do not believe air quality is a problem or are unwilling to make changes to their routine to bring about improvements to air quality.	The Executive Member for Environmental Sustainability agrees with this assessment and is keen to work with key partners to review best practice and work with the HCC behavioural change team to identify the best way to approach this. Working with partners to facilitate behavioural change is already a key aspect of many of the actions within the action plan.	No amendment required.

Comment from the committee	Reasons from the committee	Executive Member/ officer comment	Recommended action
The review of school travel plans needs to include schools from across the whole town, not just those in or near the AQMAs.	People travelling to schools outside the AQMA may still travel through an AQMA to get to their destination.	The Executive Member for Environmental Sustainability agrees with this assessment.	Action 1.6 has been updated to include all schools.
The council should adopt a “safe system” approach to road safety, such as having default 20mph speed limits, which could also improve air quality.	Evidence from schemes in Wales, London and Edinburgh has indicated improvements in air quality through these schemes.	The Executive Member for Environmental Sustainability believes this is something that should be explored to identify if there are benefits to be had through the introduction of such schemes.	Action 1.8 in the AQAP has been updated to reflect this suggestion with the following wording added: “Explore the co-benefits to air quality of 20mph zones and other safe system approaches to road safety.”
The AQAP needs to include a focus on pollution <i>in</i> vehicles.	This might help dissuade people from driving through an AQMA.	The Executive Member for Environmental Sustainability agrees this is important which is why the AQAP explicitly mentions this group of individuals and actions around roadside	No amendment required.

Comment from the committee	Reasons from the committee	Executive Member/ officer comment	Recommended action
		signs have already been included in the AQAP.	
It was mentioned that the council's work through the Hertfordshire Climate Change and Sustainability Partnership (HCCSP) had not been included in the AQAP.		The Executive Member for Environmental Sustainability is happy to include this work to further bolster the work undertaken by the council already mentioned in the report.	The list of work previously undertaken by the council (section 1.4) has been updated to include reference to the work of the HCCSP.
It was suggested that the AQAP should include reference to the national move from fossil fuel vehicles to electric vehicles as mandated by statute.	This national move will improve air quality.	The Executive Member for Environmental Sustainability acknowledges this change in the national legislation, however this will not have any significant impact on particulate matter and at present there is no indication the rollout of electric vehicles will be uniform across East Hertfordshire and therefore the potential impact on the	Section 3, which covers the national legislative framework for tackling air quality has been updated to reflect this requirement on vehicle manufacturers.

Comment from the committee	Reasons from the committee	Executive Member/ officer comment	Recommended action
		AQMA is unknown. We are best to proceed with the actions highlighted in the AQAP to bring about an improvement in air quality.	
Comments were made on the dates of the actions contained within Appendix I of the AQAP.	It was felt some were too far off.	The Executive Member for Environmental Sustainability notes the concerns of the committee and will ask officers to review the dates.	AQAP dates reviewed.
There is an increase in domestic wood burning, should the AQAP address this?	The pollution from domestic wood burning will contribute to the particulate pollution in the air.	The Executive Member for Environmental Sustainability agrees this could be a problem within East Hertfordshire and would like to explore what options are available to the council to reduce the impacts of pollutants from domestic wood burning.	A new action (4.4) has been added to the AQAP to review the use of smoke control areas in East Hertfordshire.

<b>Comment from the committee</b>	<b>Reasons from the committee</b>	<b>Executive Member/ officer comment</b>	<b>Recommended action</b>
<p>A question was asked around whether we can use NHS data on respiratory illnesses to encourage engagement with air quality initiatives.</p>	<p>This could help drive behavioral change by using data to show the number of people affected locally.</p>	<p>The Executive Member for Environmental Sustainability believes this would be something which can be explored though the new forum mentioned above with HCC colleagues.</p>	<p>No amendment required.</p>
<p>Can on street parking for bicycles be increased, particularly around flats, businesses and local tourist hot-spots?</p>	<p>Increasing secure bicycle storage will encourage people to buy and use bicycles, reducing air pollution.</p>	<p>The Executive Member for Environmental Sustainability agrees this is a good idea, however secure storage would have to come at the cost of reduced parking spaces. With this in mind, he would be keen to include questions around this in the upcoming parking consultation.</p>	<p>Action 3.6 of the AQAP has been updates to explicitly include this action.</p> <p>Questions to be added to the forthcoming parking consultation.</p>

# Equality Impact Analysis Form

## 1. Equality Impact Analysis (EqIA) Form

<b>Title of EqIA</b>	East Hertfordshire Air Quality Action Plan 2024-2029	<b>Date</b>	January 2024
<b>Team/Department</b>	Environmental Health / Housing and Health		
<b>Focus of EqIA</b>	<p>This equality impact analysis (EqIA) has been written to accompany the new East Hertfordshire Air Quality Action Plan (AQAP) 2024-2029 which is being considered by the council's Executive Committee on 13/02/2024. The AQAP sets out the current position with regards to air quality in East Hertfordshire and focuses on three areas of the district where air quality exceeds national air quality objective.</p> <p>Many of the actions focus on implementing behavioural change within the population and are at the exploratory stage. It is envisioned that when these exploratory actions are looked at in more detail and before they are implemented, if appropriate, a further action specific EqIA will be undertaken to ensure there are no unintended consequences leading to discrimination. At this stage we have identified in the tables below which actions have potential to impact on someone with a particular protected characteristic, and therefore would require an EqIA.</p>		

## 2. Review of information, equality analysis and potential actions

Please fill in when appropriate to the change. If it does not, please put N/A

Protected characteristics groups from the Equality Act 2010	What do you know?	What do people tell you?	What does this mean?	What can you do?
Age	<p>The median age for people living in the Bishop's Stortford AQMA is 35; the Hertford AQMA is 41 &amp; the Sawbridgeworth AQMA is 47. This does not show the number of children or older people living in these areas, however, children and older people are both particularly susceptible to the effects of air pollution.</p> <p>Children - Poor air</p>	<p>During the consultation on the AQAP, members for the public identified that some of the actions within the AQAP, such as exploring the benefits of a ULEZ or differential parking charges could adversely affect those with mobility issues. These actions would be subject to separate EqIAs if and when they move from the exploratory stage to</p>	<p>The AQAP aims to improve air quality across East Hertfordshire, with a focus on the three air quality management areas (AQMAs) which have been declared on the basis of public exposure.</p>	<p>We will undertake more detailed EqIAs for the following actions when appropriate:</p> <ul style="list-style-type: none"> <li>• 1.5</li> <li>• 3.5</li> <li>• 3.7</li> </ul>

<b>Protected characteristics groups from the Equality Act 2010</b>	<b>What do you know?</b>	<b>What do people tell you?</b>	<b>What does this mean?</b>	<b>What can you do?</b>
	<p>quality can lead to reduced cognitive development, an increased risk of asthma and has been linked to depression and obesity. The latter issues are linked more widely to decreased levels of physical activity in areas deemed to have the worst air quality.</p> <p>Older people – Poor air quality can significantly increase health risks for older people, including increased risk of heart problems and stroke.</p>	<p>the implementation stage.</p>		

Protected characteristics groups from the Equality Act 2010	What do you know?	What do people tell you?	What does this mean?	What can you do?
<b>Disability</b>	<p>People with certain existing health conditions are particularly susceptible to the effects of air pollution. Exposure to poor air quality can exacerbate symptoms of asthma and cardiovascular disease. It also increases the risk of heart problems and stroke for those with existing cardiovascular and respiratory conditions.</p>	<p>During the consultation on the AQAP, members for the public identified that some of the actions within the AQAP, such as exploring the benefits of a ULEZ or differential parking charges could adversely affect those with mobility issues. These actions would be subject to separate EqIAs if and when they move from the exploratory stage to the implementation stage.</p>	<p>The AQAP aims to improve air quality across East Hertfordshire, with a focus on the three air quality management areas (AQMAs) which have been declared on the basis of public exposure.</p>	<p>We will undertake more detailed EqIAs for the following actions when appropriate:</p> <ul style="list-style-type: none"> <li>• 1.2</li> <li>• 1.3</li> <li>• 1.6</li> <li>• 1.7</li> <li>• 3.2</li> <li>• 3.5</li> <li>• 3.6</li> </ul>

Protected characteristics groups from the Equality Act 2010	What do you know?	What do people tell you?	What does this mean?	What can you do?
<b>Gender reassignment</b>	<p>There are no known specific risks associated with gender reassignment and air pollution.</p> <p>While there are no known specific risks for people in this group, information found on the ONS website, suggests that the percentage of people who's gender identity is the same as that registered at birth is consistent whether or not individuals live in an AQMA.</p>	No comments received as part of the consultation.	The AQAP aims to improve air quality across East Hertfordshire, with a focus on the three air quality management areas (AQMAs) which have been declared on the basis of public exposure.	No actions appear at this stage to specifically disadvantage individuals who are part of this protected characteristic.

Protected characteristics groups from the Equality Act 2010	What do you know?	What do people tell you?	What does this mean?	What can you do?
<b>Pregnancy and maternity</b>	Exposure to poor air quality can affect a foetus within the first few weeks, with evidence emerging for resulting low birth weights and premature birth. Therefore, pregnant women are also particularly susceptible to air pollution.	During the consultation on the AQAP, members for the public identified that some of the actions within the AQAP, such as exploring the benefits of a ULEZ or differential parking charges could adversely affect those with mobility issues. These actions would be subject to separate EqlAs if and when they move from the exploratory stage to the implementation stage.	The AQAP aims to improve air quality across East Hertfordshire, with a focus on the three air quality management areas (AQMAs) which have been declared on the basis of public exposure.	No actions appear at this stage to specifically disadvantage individuals who are part of this protected characteristic.

Protected characteristics groups from the Equality Act 2010	What do you know?	What do people tell you?	What does this mean?	What can you do?
<b>Race</b>	<p>No known specific risks associated with a person's ethnicity and air pollution.</p> <p>Data from the ONS website indicates that a higher proportion of people from BME backgrounds live in or adjacent to each of the three AQMAs than the rest of the town.</p>	No comments received as part of the consultation.	The AQAP aims to improve air quality across East Hertfordshire, with a focus on the three air quality management areas (AQMAs) which have been declared on the basis of public exposure.	<p>We will undertake more detailed EqIAs for the following actions when appropriate:</p> <ul style="list-style-type: none"> <li>• 1.7</li> </ul>
<b>Religion or belief</b>	No known specific risks associated with religion/beliefs and air pollution.	No comments received as part of the consultation.	The AQAP aims to improve air quality across East Hertfordshire, with a focus on the three air quality management areas (AQMAs) which have been declared on	No actions appear at this stage to specifically disadvantage individuals who are part of this protected characteristic.

Protected characteristics groups from the Equality Act 2010	What do you know?	What do people tell you?	What does this mean?	What can you do?
			the basis of public exposure.	
<b>Sex/Gender</b>	No known specific risks associated with sex/gender and air pollution.	No comments received as part of the consultation.	The AQAP aims to improve air quality across East Hertfordshire, with a focus on the three air quality management areas (AQMAs) which have been declared on the basis of public exposure.	No actions appear at this stage to specifically disadvantage individuals who are part of this protected characteristic.
<b>Sexual orientation</b>	No known specific risks associated with sexual orientation and air pollution.  While there are no known specific risks for people in this	No comments received as part of the consultation.	The AQAP aims to improve air quality across East Hertfordshire, with a focus on the three air quality management areas (AQMAs) which have been declared on	No actions appear at this stage to specifically disadvantage individuals who are part of this protected characteristic.

Protected characteristics groups from the Equality Act 2010	What do you know?	What do people tell you?	What does this mean?	What can you do?
	<p>group, information found on the ONS website, suggests more people who identify as part of the LGBTQI+ community live in the AQMA in Hertford (3.26%) as opposed to the surrounding areas (2.27%). This trend is not the same for the Sawbridgeworth or Bishop's Stortford AQMAs which does not show any significant difference.</p>		<p>the basis of public exposure.</p>	
<p><b>Marriage and civil partnership</b></p>	<p>No known specific risks associated with marriage/civil partnership and air</p>	<p>No comments received as part of the consultation.</p>	<p>The AQAP aims to improve air quality across East Hertfordshire, with a focus on the three air</p>	<p>No actions appear at this stage to specifically disadvantage individuals who are</p>

Protected characteristics groups from the Equality Act 2010	What do you know?	What do people tell you?	What does this mean?	What can you do?
	pollution.		quality management areas (AQMAS) which have been declared on the basis of public exposure.	part of this protected characteristic.
<b>Assessment of overall impacts and any further recommendations</b>				
<p>The actions contained within the AQAP have the potential to disproportionately affect some individuals who identify as being part of one of the protected characteristics. Race, disability and age are the main protected characteristics which, at this stage, have the potential to lead to residents being differentially affected. For these, an action specific EqIA will need to be undertaken to ensure individuals who identify as being in one of these protected characteristics are adequately considered at the project design stage.</p>				

### 3. List detailed data and/or community feedback which informed your EqIA (If applicable)

Title	Date	Gaps in data	Actions to fill these gaps: who else do you need to engage with?
ONS Census Map – Ethnicity <a href="https://www.ons.gov.uk/census/maps/choropleth/identity/ethnic-group/ethnic-group-tb-6a/white?lad=E07000242">https://www.ons.gov.uk/census/maps/choropleth/identity/ethnic-group/ethnic-group-tb-6a/white?lad=E07000242</a>	Census 2021	Output areas, are relatively large and do not fit exactly with the boundary with the AQMAs, therefore for the purpose for this report data has been extrapolated.	N/A
ONS Census Map – Gender identity <a href="https://www.ons.gov.uk/census/maps/choropleth/identity/gender-identity/gender-identity-4a/gender-identity-the-same-as-sex-registered-at-birth?lad=E07000242">https://www.ons.gov.uk/census/maps/choropleth/identity/gender-identity/gender-identity-4a/gender-identity-the-same-as-sex-registered-at-birth?lad=E07000242</a>	Census 2021	Output areas, are relatively large and do not fit exactly with the boundary with the AQMAs, therefore for the purpose for this report data has been extrapolated.	N/A

Title	Date	Gaps in data	Actions to fill these gaps: who else do you need to engage with?
<p>ONS Census Map – Sexual orientation</p> <p><a href="https://www.ons.gov.uk/census/maps/choropleth/identity/sexual-orientation/sexual-orientation-4a/straight-or-heterosexual?lad=E07000242">https://www.ons.gov.uk/census/maps/choropleth/identity/sexual-orientation/sexual-orientation-4a/straight-or-heterosexual?lad=E07000242</a></p>	Census 2021	Output areas, are relatively large and do not fit exactly with the boundary with the AQMAs, therefore for the purpose for this report data has been extrapolated.	N/A
<p>ONS Lower Super Output Areas</p> <p><a href="https://www.data.gov.uk/dataset/3f6c84f1-9da1-4ee0-82a7-50086a775e22/lower-layer-super-output-areas-2021-boundaries-ew-bgc">https://www.data.gov.uk/dataset/3f6c84f1-9da1-4ee0-82a7-50086a775e22/lower-layer-super-output-areas-2021-boundaries-ew-bgc</a></p>	Census 2021	Output areas, are relatively large and do not fit exactly with the boundary with the AQMAs, therefore for the purpose for this report data has been extrapolated.	N/A
World Health Organisation (WHO)	Various	Data from WHO is very comprehensive, no	N/A

Title	Date	Gaps in data	Actions to fill these gaps: who else do you need to engage with?
<a href="http://www.who.int">www.who.int</a>		gaps identified.	
Public Health England (PHE) – Health matters: air pollution <a href="https://www.gov.uk/government/publications/health-matters-air-pollution/health-matters-air-pollution">https://www.gov.uk/government/publications/health-matters-air-pollution/health-matters-air-pollution</a>	14/08/2023	Data from PHE is very comprehensive, no gaps identified.	N/A

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

These actions must now be transferred to service or business plans and monitored to ensure they achieve the outcomes identified.

Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Timeframe
N/A				

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

**Lead Equality Impact Assessment officer:**

**Date:**

Jonathan Geall, Head of Housing and Health

**Directorate Management Team rep or Head of Service:**

**Date:**

Jonathan Geall, Head of Housing and Health

**Author of Equality Impact Analysis:**

**Date:**

Paul Thomas-Jones, Service Manager (Environmental Health)

# Agenda Item 12

## East Herts Council Report

### Executive Committee

**Date of meeting:** 13 February 2024

**Report by:** Tim Hoskin - Executive Member for Environmental Sustainability

**Report title:** Reintroduction of car park charges in Stanstead Abbots Car Park.

**Ward affected:** Stanstead Abbots

**Summary** – Subject to the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 this report considers the twenty-seven objections received in response to the advertised Traffic Regulation Order (TRO) proposing to reintroduce car parking charges in Stanstead Abbots car park.

### **RECOMMENDATION FOR Executive:**

- a) **To overrule twenty seven Traffic Regulation Order objections for the reasons set out in Appendix A and reintroduce parking charges.**
- b) **To authorise the Head of Legal and Democratic Services to publish a Notice of Making under the Road Traffic Regulation Act to give effect to the introduction of the tariff structure as shown in Appendix C.**

### **1. Proposal**

- 1.1 French & Jupps approached East Herts in April 2014 and proposed to pay £7,500 annually to cover the pay and display income from the village car park and allow it to operate on a free to use basis for the public. East Herts accepted the offer.
- 1.2 The French & Jupps corporate funding was withdrawn in July 2022, and this led to East Herts undertaking a review to ensure that the operation of the car park was funded appropriately.
- 1.3 East Hertfordshire District Council proposed an amendment to the 2014 East Herts Rural Off-Street Parking Places Order and a public consultation was undertaken between 3 August and 15 September with a proposal to reintroduce car park charges as set out in Appendix B.

## **2. Reason(s)**

The council has a duty to deliver a reasonable return for taxpayers in the context of the non-statutory (off street) car parks' service.

Car park charging is intended to maintain a balance between providing funding to deliver the service, encouraging modal change, supporting the vitality and economy of the village, supporting residents, visitors and local businesses.

East Herts operates all its car parks on a chargeable basis to ensure the available spaces are effectively regulated, in respect of demand and turnover.

The rationale for introducing charges is associated with the principle that the user contributes towards the costs of service provision, and that the council or general taxpayers do not disproportionately fund such costs.

Car park charges will help ensure optimal use of the available parking spaces, and can support a modal shift away from private vehicle use. A well-managed car park will support the village by effectively regulating turnover and providing parking options for a variety of customers.

Options: there are two options:

- Not Recommended: Maintain the current free parking arrangements.
- Recommended: Overrule the objections to enable the reintroduction of parking charges.

Recommendation:

Reintroducing parking charges will deliver a service that meets the needs of stakeholders and supports businesses in line with the council's priorities: "Enabling our communities" and "Encouraging economic growth".

Parking income will contribute towards the financing of the car park in line with the principle that the user pays an appropriate tariff. The payment structure will provide an equitable model and align this car park with all other East Herts car parks.

## **3. Risks**

By not introducing parking charges the costs associated with operating the car park (business rates, grounds maintenance, lighting, Civil Enforcement Officer patrolling) will be unfairly borne by the council and taxpayers.

#### 4. Implications/Consultations

The Traffic Regulation Order proposal was advertised to the public between 3<sup>rd</sup> August to 15<sup>th</sup> September via local newspaper and posters were erected inside the car park. Statutory consultees were consulted from 04<sup>th</sup> July to 24<sup>th</sup> July.

#### 5. Data Protection

No issues. No personal information is associated with this report.

#### 6. Equalities

The Council has a statutory duty under the Equalities Act 2010. The proposal does not conflict with East Herts Equality policy. There are no charges associated with blue badge holders parking in the car park.

#### 7. Environmental Sustainability

Car park tariffs can play a role in encouraging modal shift in behaviour and improving the environment. East Herts seeks to promote alternative modes of transport such as walking or cycling. The new parking charges may reduce demand, and associated carbon emissions, leading to improved air quality. No negative impact to the environment is expected.

#### 8. Financial

The reintroduction of parking charges is estimated to generate **£16,174** revenue annually. The annual French & Jupps contribution was **£7,500**.

The East Herts annual operating costs shown below total **£10,874**:

- CCTV camera - monitoring and maintenance - £4,286.00
- National Non-Domestic Rates - £2,395.00
- Civil Enforcement Officer patrolling - £1,950.00
- Car park lighting and electricity (estimated) - £150.00
- One Pay and Display machine maintenance - £380.00
- Supply of Pay & Display tickets (a section of the car park operates a time limited free parking tariff with ticket required) - £130.00
- Grounds maintenance and tree inspections - £865.00
- Cleansing (litter picking) - £324.00
- Gulleys and channels cleansing - £394.00

An additional expense was incurred in 2023/24 in relation to a severe impact to the car park barrier: £1,455 contractor costs to make safe. Further costs may be incurred in respect of any replacement unit.

**9. Health and Safety**

No concerns.

**10. Human Resources**

N/A

**11. Human Rights**

N/A

**12. Legal**

East Herts council has complied with its duty to consider Traffic Regulation Order objections under Regulation 13 of The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996.

**13. Background papers and appendices**

Appendix A - Traffic Regulation Order objections by theme.

Appendix B - Proposed car park charging tariff structure plan.

Appendix C - Car park charging tariff structure plan for implementation.

**Contact Member**

Tim Hoskin

Executive Member for Environmental Sustainability

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Colin Bartlett - Interim Head of Operations

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**Report Author**

Dominique Kingsbury - Parking Services Manager

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Objections Grouped by theme	East Herts - Mitigation Measure or Reason to Overrule
The method of consultation was unfair and not transparent	The consultation was fully compliant. East Herts Council officers arranged for notices to be displayed in the car park and provided adequate opportunity for comments and objections from Thursday 3 August to Friday 15 September. This is more than the 21day statutory period.
It will drive customers away from the High Street	The proposed tariff structure will benefit businesses by encouraging higher vehicle turnover and would enable visitors to park and explore Stanstead Abbots. Currently due to the free car parking some bays are not available for general use as cars are parked for extended periods which means a lower turnover and less visitors to the High Street.
It will damage local trade and impact on the viability of local businesses	The parking options offered in the council's proposal include 30 minutes free parking and a range of tariffs to ensure that the parking places are well regulated.
It will impact local residents who have little or no parking	Residents should arrange to park their vehicles on the public highway or off street in a manner that complies with the controls in place and in accordance with the Highway Code. There is no statutory duty on East Herts Council to provide off street parking to residents. The original proposal's chargeable hours (07.30am to 8.00pm) will be reduced to 07.30am to 6.30pm to reduce the impact on residents. The 30-minute free parking available will allow residents to park for free outside of the chargeable period: 8.00am to 6.00pm.

It will discriminate against local and High Street residents with no parking	Historically the car park has operated on Pay and Display basis where the customer pays. This charging structure was removed when the local corporate sponsor (French & Jupps) became involved and paid a direct contribution to the council. East Herts is not obligated to provide parking for residents. It is the responsibility of residents to consider the parking options available. The council operates on the basis that the user pays for the service provided. There are no special rates applied for residents within East Herts.
It will lead to congestion in surrounding roads	Motorists must comply with the relevant parking controls and Highway Code guidance. Hertfordshire County Council (the Highway Authority) is responsible for safety related assessments and funding to introduce any new parking controls such as double yellow lines. East Herts council will monitor any changes locally and liaise with the Highway Authority directly.
It will reduce footfall in Stanstead Abbots	A well-regulated car park will ensure capacity for shoppers and visitors. Parking charges apply in all other East Herts car parks, including in large capacity and high occupancy car parks, some serving shopping centres in Hertford and Bishop's Stortford.
The 'All Day' parking tariff will make it impossible for residents to keep their cars	Residents must arrange to park their vehicles on or off street in a manner that complies with the controls in place or make suitable arrangements.

<p>It will make it unaffordable for local workers to pay to park</p>	<p>There is no guarantee of free parking for motorists. The council has a policy in place that the driver should contribute towards the parking service provided. It is therefore not appropriate for taxpayers to subsidise parking to the detriment of other services.</p>
<p>The charges are excessive and out of keeping with the rural feel of a small village</p>	<p>The council believes the pricing structure is appropriate for this busy High Street to ensure the appropriate management and turnover of parking spaces.</p>
<p>Residents without parking cannot afford £1,500 annually to park their vehicle</p>	<p>There is no duty on East Herts to provide parking to residents. It is the responsibility of residents to consider the parking options available. The car park has for an extended period been subsidised by the local sponsor French &amp; Jupps corporate. This arrangement ended and therefore it is reasonable and appropriate to seek payment from the user of the service, including residents.</p>
<p>It will negatively impact the local community</p>	<p>A well-regulated car park will ensure adequate capacity for residents, shoppers, visitors and business owners.</p>
<p>Reduction from the current 3 hours free to 30 minutes is an error of judgement</p>	<p>30 minutes is considered adequate to cater for short term parking demands. Additional time may be purchased (1,2,3,4,5 and All Day) to cater for a variety of needs.</p>
<p>An inconvenience for residents to pay to park daily. Reduced cost residents' permits sought</p>	<p>The council has not offered residents the option of permit parking in the proposal. Residents must arrange to park their vehicles in the car park in a manner that complies with the controls in place.</p>

<p>An additional financial burden during the Cost of Living time</p>	<p>East Herts Council incurs operating costs in this car park including CCTV, cleansing, enforcement, and maintenance. It is financially essential that East Herts Council receives an income in the form of contributions from those customers using the service.</p>
<p>Any changes to the car park should prioritise the needs and concerns of residents</p>	<p>There is no statutory duty for East Herts to provide free parking. The proposal seeks to balance the needs of all car park customers and to provide a tariff structure that enables the efficient and effective use of the facility.</p>
<p>30 minutes free parking proposed is inadequate for customers visiting beauty salons</p>	<p>Customers may pay to park for 1 or more hours should they wish. Relative to the cost of beauty treatments, the tariffs are considered reasonable and unlikely to deter visitors. Customers will have the option to use the 'Check in &amp; Check out' facility that is currently available via the pay and display machines. This feature allows the customer to park and on return to pay for the time that they have used (to the nearest hour).</p>
<p>Elderly people will find it difficult to use public transport as it is unreliable currently</p>	<p>The new parking charges will not deter or prevent elderly people from using the car park. Elderly people will have the option to drive and pay to park in the car park for more than the 30 minutes free parking time offered. Blue badge holders can park without charge.</p>



Parking Tariff			
	Tariff Band	Tariff Period	Charge
Monday - Saturday 07:30 - 20:00	Free	30 minutes	£0.00
	Band 1	1 hour	£0.90
	Band 2	2 hours	£1.70
	Band 3	3 hours	£2.10
	Band 4	4 hours	£2.80
	Band 5	5 hours	£3.90
Sunday and Public Holidays 07:30 - 20:00	Band 6	All Day	£5.00
	Band 1	All Day	£1.50

Key:

- Long and Short stay pay and display parking bays Monday - Sunday 07:30 - 20:00
- Disabled parking bays
- Motorcycle bay
- Parking place boundary
- M Ticket machine
- TB Tariff board



Parking Tariff			
	Tariff Band	Tariff Period	Charge
Monday - Saturday 07:30 - 18:30	Free	30 minutes	£0.00
	Band 1	1 hour	£0.90
	Band 2	2 hours	£1.70
	Band 3	3 hours	£2.10
	Band 4	4 hours	£2.80
	Band 5	5 hours	£3.90
Sunday and Public Holidays 07:30 - 18:30	Band 6	All Day	£5.00
	Band 1	All Day	£1.50

Key:	Long and Short stay pay and display parking bays Monday - Sunday 07:30 - 18:30	Motorcycle bay	Parking place boundary	Ticket machine
	Disabled parking bays			Tariff board