Public Document Pack

EAST HERTFORDSHIRE DISTRICT COUNCIL

NOTICE IS HEREBY GIVEN that a meeting of East Hertfordshire District Council will be held in the Council Chamber, Wallfields, Hertford on Wednesday 26th February, 2025 at 7.00 pm, for the purpose of transacting the business set out in the Agenda below, and you are hereby summoned to attend.

Date this 19 day of February 2025

James Ellis
Head of Legal and
Democratic Services

This meeting will be live streamed on the Council's Youtube page:
https://www.youtube.com/user/EastHertsDistrict

AGENDA

1. Chairman's Announcements

   To receive any announcements from the Chairman.

2. Leader's Announcements

   To receive any announcements from the Leader of the Council.

3. Apologies for Absence

   To receive any Members' apologies for absence.

4. Minutes - 11 December 2024 (Pages 5 - 12)

   To approve as a correct record and authorise the Chair to sign the Minutes of the Council meeting held on 11 December 2024.

5. Declarations of Interest

   To receive any Members' declarations of interest.

6. Petitions

   To receive any petitions.

7. Public Questions (Pages 13 - 14)

   To receive any public questions.

8. Members' Questions (Page 15)

   To receive any Members' questions.

9. Executive Report - 11 February 2025 (Pages 16 - 18)

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

   (A) Parking Strategy 2025 (Pages 19 - 122)

   (B) Call for Sites - Update (Pages 123 - 516)

10. Budget 2025/26 & Medium Term Financial Plan 2025-2035 (Pages 517 - 554)

11. Capital Strategy, Minimum Revenue Provision Policy & Treasury Strategy 2025/26 (Pages 555 - 602)

12. Council Tax Setting 2025/26 (Pages 603 - 612)

    Please note this report and associated figures are in draft form until the other authorities have set and confirmed their precepts.

13. Millstream Business Plan (To Follow)

14. Appointment of S151 Officer (Pages 613 - 616)

15. Pay Policy Statement 2025/26 (Pages 617 - 630)

16. Code for Local Authority Statutory Officers (Pages 631 - 657)

17. Review of the Constitution (Pages 658 - 730)

18. Community Governance Review - draft recommendations (Pages 731 - 824)

19. Motions on Notice

    To receive Motions on Notice.

    (A) Child Poverty in Hertfordshire (Page 825)

Disclosable Pecuniary Interests

A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:

- must not participate in any discussion of the matter at the meeting;
- must not participate in any vote taken on the matter at the meeting;
- must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
- if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
- must leave the room while any discussion or voting takes place.

Public Attendance

East Herts Council welcomes public attendance at its meetings and meetings will continue to be live streamed and webcasted. For further information, please email democratic.services@eastherts.gov.uk or call the Council on 01279 655261 and ask to speak to Democratic Services.

The Council operates a paperless policy in respect of agendas at committee meetings and the Council will no longer be providing spare copies of Agendas for the Public at Committee Meetings. The mod.gov app is available to download for free from app stores for electronic devices. You can use the mod.gov app to access, annotate and keep all committee paperwork on your mobile device.
Visit Political Structure, Scrutiny and Constitution | East Herts District Council for details.

Audio/Visual Recording of meetings

Everyone is welcome to record meetings of the Council and its Committees using whatever, non-disruptive, methods you think are suitable, which may include social media of any kind, such as tweeting, blogging or Facebook. However, oral reporting or commentary is prohibited. If you have any questions about this please contact Democratic Services (members of the press should contact Communications@eastherts.gov.uk). Please note that the Chairman of the meeting has the discretion to halt any recording for a number of reasons, including disruption caused by the filming or the nature of the business being conducted. Anyone filming a meeting should focus only on those actively participating and be sensitive to the rights of minors, vulnerable adults and those members of the public who have not consented to being filmed.

Public Attendance

East Herts Council welcomes public attendance at its meetings and meetings will continue to be live streamed and webcasted. For further information, please email democraticservices@eastherts.gov.uk or call the Council on 01279 655261 and ask to speak to Democratic Services.

The Council operates a paperless policy in respect of agendas at committee meetings and the Council will no longer be providing spare copies of Agendas for the Public at Committee Meetings. The mod.gov app is available to download for free from app stores for electronic devices. You can use the mod.gov app to access, annotate and keep a committee paperwork on your mobile device.
Visit **https://www.eastherts.gov.uk/article/35542/Political-Structure** for details.

C C

MINUTES OF A MEETING OF THE COUNCIL HELD IN THE COUNCIL CHAMBER, WALLFIELDS, HERTFORD ON WEDNESDAY 11 DECEMBER 2024, AT 7.00 PM

PRESENT: Councillor M Connolly (Chairman). Councillors M Adams, R Buckmaster, C Brittain, I Devonshire, E Buckmaster, S Bull, V Burt, N Clements, S Copley, B Crystall, A Daar, B Deering, J Dumont, J Dunlop, Y Estop, V Glover-Ward, M Goldspink, C Hart, A Holt, S Hopewell, C Horner, T Hoskin, D Jacobs, S Marlow, G McAndrew, S Nicholls, A Parsad-Wyatt, C Redfern, V Smith, T Stowe, M Swainston, J Thomas, R Townsend, S Watson, D Willcocks, G Williams, G Williamson, C Wilson, J Wyllie and D Woollcombe.

OFFICERS IN ATTENDANCE:

Mathew Crosby	-	Interim Head of Strategic Finance
James Ellis	-	Head of Legal and Democratic Services and Monitoring Officer
Jonathan Geall	-	Head of Housing and Health
Katie Mogan	-	Democratic and Electoral Services Manager
Helen Standen	-	Interim Chief Executive

266 CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked Members for wearing their

Christmas attire to the meeting in support of her chosen charity, CHIPS. She said that she had attended several events since the last Council meeting and that her favourite event was attending a performance of Cinderella and the Glass Slipper at BEAM. She encouraged Members to go and see the show.

267 LEADER'S ANNOUNCEMENTS

The Leader echoed comments from the Chairman about the show at BEAM and said that it was a fantastic show that was running until 1 January 2025.

Councillor Crystall gave his thanks to the former Head of Strategic Finance and Property, Steven Linnett, who had retired after a long and distinguished career in local government. He also said that Claire Bennett, Service Manager for Housing, was retiring after being at the council for 33 years. He wished them both a happy and well-deserved retirement.

Councillor Crystall handed over to Councillor Goldspink who announced a new initiative to provide affordable housing. Councillor Goldspink said that she had been working on a rent reduction scheme with Paradigm housing association so that they could provide reduced rents on four new four-bedroom houses. She said that she had been in contact with other housing associations that were interested in the scheme and hoped that everyone would welcome the approach to lowering rents for residents in the greatest need.

Councillor Crystall thanked all councillors and officers for their hard work in 2024 who continued to provide services to residents despite stretched resources. He wished them all and residents a happy Christmas.

268 APOLOGIES FOR ABSENCE

C C

Apologies for absence were received from Councillors Andrews, Boylan, Butcher, Carter, Cox, Deffley, Hill and Hollebon.

269 MINUTES - 16 OCTOBER 2024

Councillor Parsad-Wyatt referred to page 13 of the minutes and said the resolution referred to the substantive motion but should be the amended motion.

Councillor Dunlop proposed, and Councillor Copley seconded a motion that the Minutes of the meeting held on 16 October 2024, as amended, be approved as a correct record and be signed by the Chairman. On being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that the Minutes of the meeting held on 16 October 2024, as amended, be approved as a correct record and signed by the Chairman.

270 DECLARATIONS OF INTEREST

There were no declarations of interest.

271 PETITIONS

There were no petitions submitted.

272 PUBLIC QUESTIONS

The full responses to the submitted Public Questions can be found in the supplementary document here.

273 MEMBERS' QUESTIONS

The full responses to the submitted Members' Questions can be found in the supplementary document here.

C C

274 EXECUTIVE REPORT - 19 NOVEMBER 2024

The Leader of the Council presented a report setting out recommendations to the Council made by the Executive at its meeting on 19 November 2024.

274 ANNUAL TREASURY MANAGEMENT REVIEW 2023/24

The Executive Member for Financial Sustainability presented the Annual Treasury Management Review 2023/24 which required the council to publish a report twice a year following CIPFA guidance. The report gave the background on the external economic environment and of particular concern to the council was the 10-year gilt rate which had increased over the year. He said that the report also detailed the council's borrowing which had increased from £31.5 million to £50 million, and investments which had fallen from £34.9 million to £30.4 million due to the need to fund the capital programme.

Councillor Brittain proposed that the recommendation in the report be supported. Councillor Dumont seconded the proposal.

Councillor Buckmaster asked what qualified as a short-term loan.

Councillor Brittain said that a short-term loan was a loan with up to a one-year term.

Councillor Redfern requested that a brief summary was provided alongside the technical finance reports to help councillors understand the facts.

Councillor Deering referred to the Lothbury Fund and asked for clarification that the investment fund was being wound up.

Councillor Brittain confirmed that was correct and they were selling up assets and returning capital back to investors.

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

RESOLVED - That the Annual Treasury Management Review 2023/24 be approved.

275 APPOINTMENT OF S151 OFFICER

The Interim Chief Executive presented the report. She said that the Council had a duty to appoint a Section 151 Officer and an interim appointment had been made whilst the recruitment to the permanent role took place.

Councillor Wilson proposed that the recommendation in the report be supported. Councillor Nicholls seconded the proposal.

Councillor Parsad-Wyatt said this appointment was not time limited unlike the Interim Chief Executive appointment that was approved at the last Council meeting. He asked what the timeline was for the recruitment of a permanent officer.

The Interim Chief Executive said that interviews had already taken place for the permanent role. She said she was expecting to make an appointment and have the successful candidate start by April 2025.

Councillor Deering echoed the Leader's thanks to the former Section 151 Officer and wished him well. He said it was an important role and was pleased to have the Interim Officer in place.

The motion to support the recommendation having been

proposed and seconded was put to the meeting and upon a vote being taken, was declared CARRIED.

RESOLVED - that the appointment of Mathew Crosby as the Council's Interim Chief Financial Officer and Section 151 Officer be approved.

276 COUNCIL TAX BASE 2025/26

The Executive Member for Financial Sustainability presented the Council Tax Base report for 2025/26. He said that the report confirmed the base level for 2025/26, including a breakdown by town and parish councils, and the calculation for the council tax base which was governed by statutory regulations.

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

Councillor Holt said that one parish was listed as Bengeo but thought this should say Bengeo Rural.

Councillor Brittain said he would lo at this after the meeting.

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

RESOLVED – that (A) the calculation of the Council's tax base for the whole district, and for the parish areas, for 2025/26 be approved; and

(B) pursuant to the report and in accordance with the Local Authorities (Calculation of Tax Base) Regulations 2012, the amount calculated by East Hertfordshire District Council as its council tax base for the whole area for 2025/26 shall be 65,314.04

and for the parish areas listed in the report for 2025/26 shall be as listed in the report.

277 POLLING DISTRICT AND PLACES REVIEW 2024

The Executive Member for Corporate Services presented the Polling District and Place Review 2024. He said that a review had to be undertaken every five years and the proposed changes in the report reflected feedback from electors and the availability of venues. He said that some polling stations had been moved to be more practical and accessible to voters.

Councillor Dumont acknowledged the work of the elections team who had been out to visit new venues and thanked the venues used as polling stations for making themselves available. He referred to page 85 of the agenda and said there had been a typing error in the number of properties in polling district HKI3 and that it should read 1502.

Councillor Dumont proposed that the recommendations in the report be supported. Councillor Williams seconded the proposal.

Councillor Parsad-Wyatt referred to Appendix B and said that he had proposed alternative locations for the polling districts in Sawbridgeworth but could not see his comments reflected in the report.

Councillor Horner said that the report said that if agreement cannot be reached with the new proposed venues, then usage would revert to the existing polling stations. He said that the Boys School in Bishop's Stortford had been demolished so did not exist anymore.

Councillor Dumont confirmed that the church in Bishop's Stortford had agreed to be a polling station since the report had been published. He said that if a polling

station became unavailable then the team would find a suitable replacement.

Councillor Hopewell referred to the suggestion about using the Community Hub instead of the Sele School.

Councillor Dumont said that nowhere else had been identified in that polling district. He said the team had tried to avoid using schools to minimise disruption to students and would continue to look for alternatives.

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

RESOLVED - That the proposals for Polling Districts and Polling Places in the District, at Appendix A, be adopted and applied to all future elections until the next review in 2029.

278 MOTIONS ON NOTICE

There were no motions on notice.

The meeting closed at 7.50 pm

Chairman .....

Date .....

COUNCIL – 26 FEBRUARY 2025

PUBLIC QUESTIONS

Question 1	**Parish Councillor Duncan Wallace to ask Cllr Vicky Glover-Ward, the Executive Member for Planning and Growth**
The constitution of the Development Management Committee specifically states at point 15.11.7 "Members should make sure that if they are proposing, seconding or supporting a decision contrary to Officer recommendations or the development plan that they clearly identify and understand the planning reasons (underlined) leading to this conclusion/decision. Be aware that Members may have to justify the resulting decision by giving evidence in the event of any challenge". With this excerpt in mind, what is the role of DMC and its elected members and what direction is provided to officers to ensure they give their support to the elected members who wish to vote against officer recommendation, enabling them to represent the wishes of their constituents and seek to protect their communities by managing growth responsibly, with objective balanced considerations without bias? This would be more achievable if the District Council could demonstrate a five year housing land supply, which would enable development plans to carry the weight for which they were created thus removing obvious conflict between officers and elected members, which was very evident at DMC in November 2024 and January 2025, promoting the democratic process and role of DMC to one of respected importance and responsibility in which the public can have confidence, not one which appears submissive in totality to predetermined recommendations.	
Question 2	**Town Councillor Susan Barber to ask Cllr Tim Hoskin, Executive Member for Environmental Sustainability**
Folly Island is described by the Council's Conservation Area Appraisal as "… a most delightful area … worthy of careful protection."	

Nevertheless, despite the well known concerns and objections of the residents, East Herts District Council is ploughing ahead with its plan to introduce wheelie bins throughout Folly Island.

Folly Island is not big enough to take multiple bins or the related garbage trucks. Their arrival will destroy the visual charm that makes Folly Island famous. This is not in the best interest of the residents, Hertford or East Hertfordshire.

Residents are still awaiting information on the garden waste bin situation which is due for renewal in March. There is much anxiety felt by many Folly Islanders at what will be coming next.

This Council claims to be a "listening council". Will it after all listen to residents and cancel the introduction of further wheelie bins into Folly Island?

COUNCIL – 26 FEBRUARY 2025

MEMBERS' QUESTIONS

Question 1	**Cllr Eric Buckmaster to ask Cllr Vicky Glover-Ward, the Executive Member for Planning and Growth**
Given the recent experience with the Buntingford application that was sent back to committee and eventually approved owing to the lack of 5 year housing supply, has the council undertaken a proper assessment to understand the scale and risks of more speculative applications that are not allocations in the District Plan.	
Question 2	**Cllr Aubrey Holt to ask Cllr Carl Brittain, the Executive Member for Financial Sustainability**
We know that when formulating the proposed budget for 2025/26 year the Green/Lib Dem coalition administration considered cutting back on planning enforcement officers. This comes as a big surprise given the importance of planning enforcement to very many of our residents, as all our post bags will testify. Can the Executive Member please give us an assurance that this idea was dropped and that it will not be revived in future years?	
Question 3	**Cllr David Jacobs to ask Cllr Ben Crystall, the Leader of the Council**
Has the administration considered the possibility of holding council meetings, either full council or sub-committees, in venues outside of Hertford? Doing so would enhance the council's visibility in the community, improve accessibility to members of the public wishing to attend meetings in person and address perceptions that the council is overly Hertford-centric. What considerations would need to be taken into account to identify suitable venues, and what investigations have been done to date?	

Council

Date of Meeting: 26 February 2025

Report by: Councillor Ben Crystall, Leader of the Council

Report title: Executive Report – 11 February 2025

Ward(s) affected: All

Summary

- This report details the recommendations to Council made by the Executive at its meeting on 11 February 2025.

1.0 Item considered and recommended to Council

1.1 Since the last Council meeting, the Executive met on 7 January and 11 February 2025. At these meetings the Executive considered and supported a number of recommendations for Council on the following items:

1.1.1 Parking Strategy 2025
1.1.2 Call for Sites Update

The Budget 2025/26 report and subsequent reports are featured later in the agenda.

1.2 This report sets out the recommendation for the above items. The full report, including the Appendix, may be viewed on the council's website.

1.3 This report excludes items also considered by the Executive where those reports are separate agenda items on the Council agenda.

2.0 Parking Strategy 2025

2.1 The Executive was asked to consider the draft version of the Parking Strategy following public consultation and engagement and recommend the Policy to the Council for approval.

RECOMMENDATION TO COUNCIL:

(a) That the Parking Strategy 2025 be approved.

3.0 Call for Sites - Update

3.1 The Executive was asked to consider the outcome of the Call for Sites and note the next steps in relation to the Strategy Land Availability Assessment.

RECOMMENDATION TO COUNCIL:

(a) That the Call for Sites submissions be noted and agreed for evaluation through the Strategic Land Availability Assessment; and

(b) the results of the Strategic Land Availability Assessment be reported in due course.

4.0 Background papers, appendices and other relevant material

4.1 Executive minutes – 11 February 2025

4.2 Parking Strategy – Parking Strategy Consultation report, East Herts Parking Strategy, EQIA parking strategy, RPZ Guidance Review, O&S Comments to Executive

4.3 Call for Sites Update – Maps of Call for Sites submissions, Tables of Call for Sites submissions, Overview of Individual submissions, Land Availability Assessment Flow chart

Contact Member

Councillor Ben Crystall – Leader of the Council
ben.crystall@eastherts.gov.uk

Contact Officer
James Ellis – Head of Legal and Democratic Services and Monitoring Officer, Tel: 01279 502170. james.ellis@eastherts.gov.uk

Report Author
Katie Mogan – Democratic Services Manager
Tel: 01279 502441. Katie.mogan@eastherts.gov.uk

East Herts Parking Strategy Development

RESIDENT ENGAGEMENT REPORT

DECEMBER 2024

Executive Summary

The engagement to gather feedback on resident views on parking in East Herts ran from 3 September until 11 October 2024.

There were 1,702 total responses:

- 1641 online survey responses
- 61 attendees at the in-person events

93% of survey respondents were residents.

99% of respondents were car owners

Emission-based charges/Discounts for EVs

Respondents were concerned this would impact people who can't afford an EV. Respondents in favour of the proposal suggested including hybrids in the discount.

Off-peak/on-peak parking charges

Respondents were concerned that the charges would reduce visits to businesses. The second most common sentiment was support for the proposal.

Diesel surcharge

Respondents felt this might impact low-income people who can't replace their car. Respondents in favour of the proposal felt it would have a positive environmental impact.

Review charge levels for different groups

Respondents did not have a strong opinion on this proposal. Several were in favour of a reduced charge for carers and subsidies or support for businesses.

Review all-day tariff option

Respondents were concerned for town employees. Many were supportive of the proposal as long as these employees received concessions.

Easier, fairer, and more consistent charges

Many respondents felt charging should not be the same as each town was different. However, many respondents also felt that charges should be less complicated.

Workplace parking levy

Respondents felt this would be beneficial where public transit was in place or for larger businesses. Respondents were concerned about negative impacts on employees.

Car-sharing incentives

Respondents felt car-sharing wasn't practical for everyone and were unsure of how it would be monitored. Others felt the proposal was worth trialling.

Contents

Introduction 1
Background 2
Objectives 2
Proposals 3
Engagement 4
Overview 5
Demographics 6
Events 7
Thoughts on parking 8
Thoughts on sustainable transport 9
Sentiment analysis 10
Proposal Feedback 11
Proposal 1: Different permit charges based on vehicle emissions 12
Proposal 2: Introduction of time-based pricing for parking 15
Proposal 3: Introduction of a diesel surcharge 18
Proposal 4: Review charging levels for Motorcycles, Carers, Off-street parking, Businesses, and Car Clubs 21
Proposal 5: Reviewing the all-day parking tariff option 24
Proposal 6: Make charges more consistent across East Herts 27
Proposal 7: Introducing a workplace parking levy. 30
Proposal 8: Offer incentives for car-sharing 33
Other Improvements 36
Recommendations and Next Steps 37
Appendix A: Full proposal feedback 40

Introduction

Background

In response to pressing environmental, social, and financial challenges, East Herts District Council (EHDC) commissioned Citisense to lead a public engagement period to gather feedback on parking in the district. The public engagement period was conducted from **3 September** to **11 October 2024**, providing residents, businesses, and stakeholders with an opportunity to share their views through an online survey or during seven in-person engagement sessions. Respondents were able to comment on 8 proposal initiatives put forward by EHDC as well as provide other comments about parking generally. This Resident Engagement Report presents a breakdown of the feedback, highlighting key themes, concerns, and suggestions raised by the community.

Objectives

Public demand for a more efficient, fair, and convenient parking system underscores the need for continual evaluation and enhancement of services. The purpose of this public engagement is to understand how EHDC can align parking practices with the council's broader goals of promoting sustainable travel, improving air quality, and fostering a healthier, more accessible environment. Engaging stakeholders—including residents, businesses, and visitors—is central to ensuring parking practices continue to meet diverse community needs. The feedback received during the public engagement will be used to shape East Herts' updated Parking Strategy, which is set to be developed later in the year.

The proposals

Engagement respondents were asked to provide feedback on the following 8 proposals, which fall under three overarching aims. The 8 proposals consulted upon seek to create a fairer and more effective parking system, reflecting East Herts District Council's commitment to sustainability and community well-being. This feedback has been carefully analysed and summarised in the Proposal Feedback section of this report.

Aim: Using parking charges to support the take-up of more sustainable and environmentally friendly vehicles:

Proposal 1: Different permit charges based on vehicle emissions including a lower charge for electric vehicles or EV discounts in car parks.

Proposal 2: Time-based pricing for parking, e.g. a higher tariff at peak times, and lower charges at off-peak times.

Proposal 3: Introduction of a diesel surcharge.

Proposal 4: Review of charge levels for Motorcycles, Carers, Off-street parking, Businesses, and Car Clubs.

Aim: Making changes to charging in car parks to make them fairer and more consistent across East Herts:

Proposal 5: Review the all-day parking tariff option for some town centre car parks.

Proposal 6: Making parking charges easier, fairer and more consistent across East Herts by reviewing existing charges, including locations and hours.

Aim: Making changes to workplace parking charges in town centres to encourage more sustainable travel to work:

Proposal 7: Introducing a workplace parking levy.

Proposal 8: Offering incentives for car-sharing/car-pooling.

Engagement

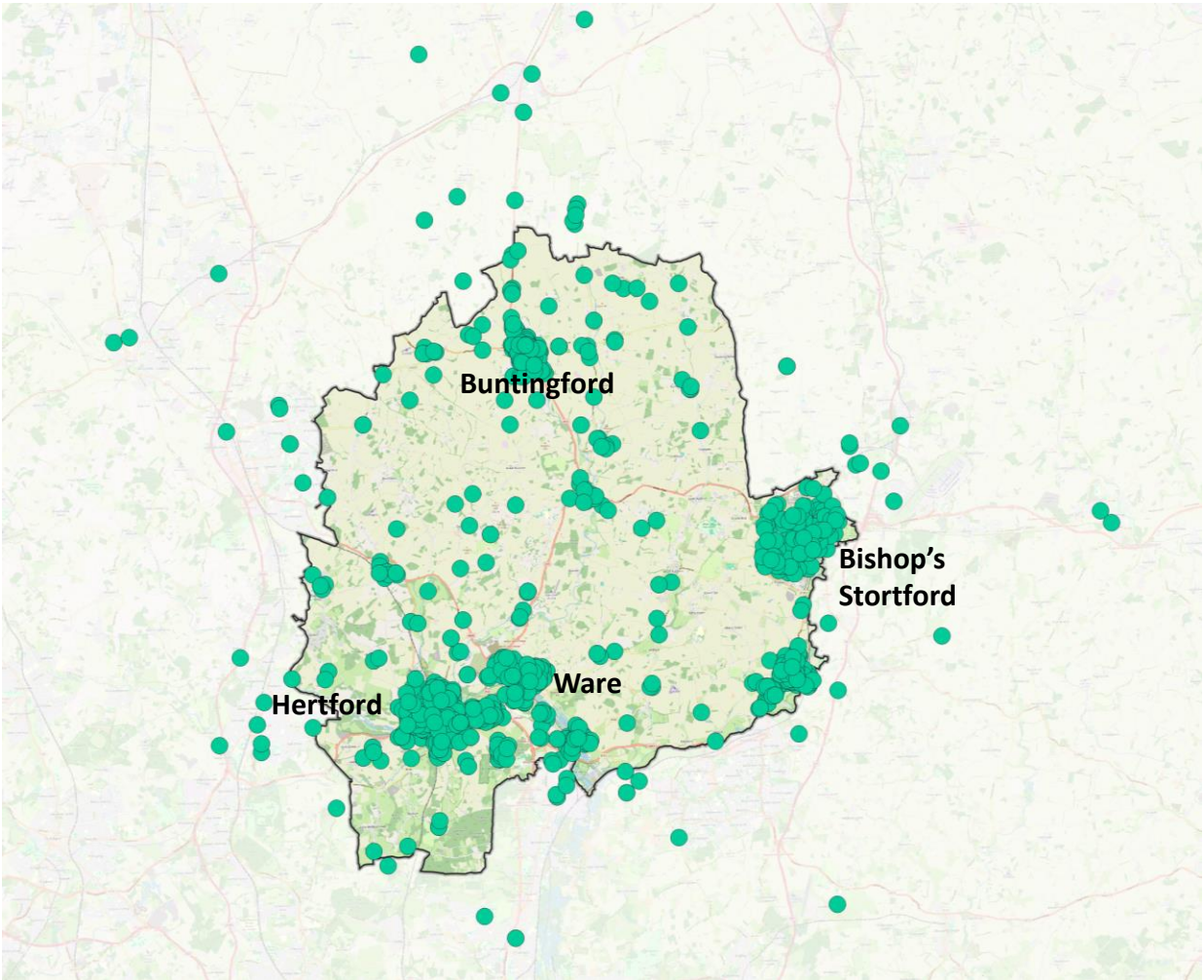
Engagement overview

Respondents could provide feedback by filling in an online survey on the engagement webpage, sending comments by post or email, or attending one of multiple events held throughout East Herts.

The engagement survey included a combination of free-text and multiple-choice questions designed to understand the respondent's current concerns with parking in the area and gather their feedback on the proposals. The survey also included demographic questions.

In total, there were **1,641** responses to the engagement survey and **61** attendees at events.

Responses came from across East Herts, with the largest share of respondents from Hertford and then Bishop's Stortford. Buntingford and the surrounding are also saw a high response rate.



Data is based on voluntary responses from the online survey and may not represent all respondents.

Demographics of survey respondents

The engagement survey received **1,641** responses, with most participants being East Herts residents (93%), aligning with the district's population focus. Businesses (3%) and visitors (3%) provided additional perspectives on parking challenges.

Age Representation: Respondents were largely aged 31 and above, with 73% falling into the 46–60 and 61+ categories. Younger groups under 30 were underrepresented, comprising just 4.3% of responses, compared to 14% of the district's population aged 20–34[1].

Gender Representation: Women accounted for 61% of respondents, compared to 37% men, suggesting higher engagement from women. This imbalance may influence the nature of the feedback.

Vehicle Ownership: Reflecting the district's high car ownership rate of 88%[2], most respondents reported frequent car use. This underscores the importance of parking policies that balance environmental objectives with the needs of a car-dependent population.

Conclusion: While responses generally reflect the local population, gaps exist in representing younger residents. Expanding outreach in future engagement will ensure the strategy addresses the needs of all demographic groups in East Herts.

93% of respondents were residents.

3% were from local businesses,
3% were from visitors,
1% responded as 'other'.

99% of respondents (**1,624** people) owned at least one car.

17 respondents said they do not own a car or motorcycle.

73% of respondents were over the age of 46.

2 respondents were under the age of 19.

Men 37%

Women 61%

Data is based on voluntary responses from the online survey and may not represent all respondents.

[1] East Hertfordshire Demographics | Age, Ethnicity, Religion, Wellbeing
[2] East Herts Community Transport Strategy 2018-2021

Events

7 events were held across 6 different locations throughout the engagement period. A breakdown of these is shown below.

Events were structured in a workshop style focussing on the issues and opportunities of each proposal. Attendees were invited to discuss each proposal and record their thoughts. A breakdown of comments is included within this report.

Breakdown of events and attendees:

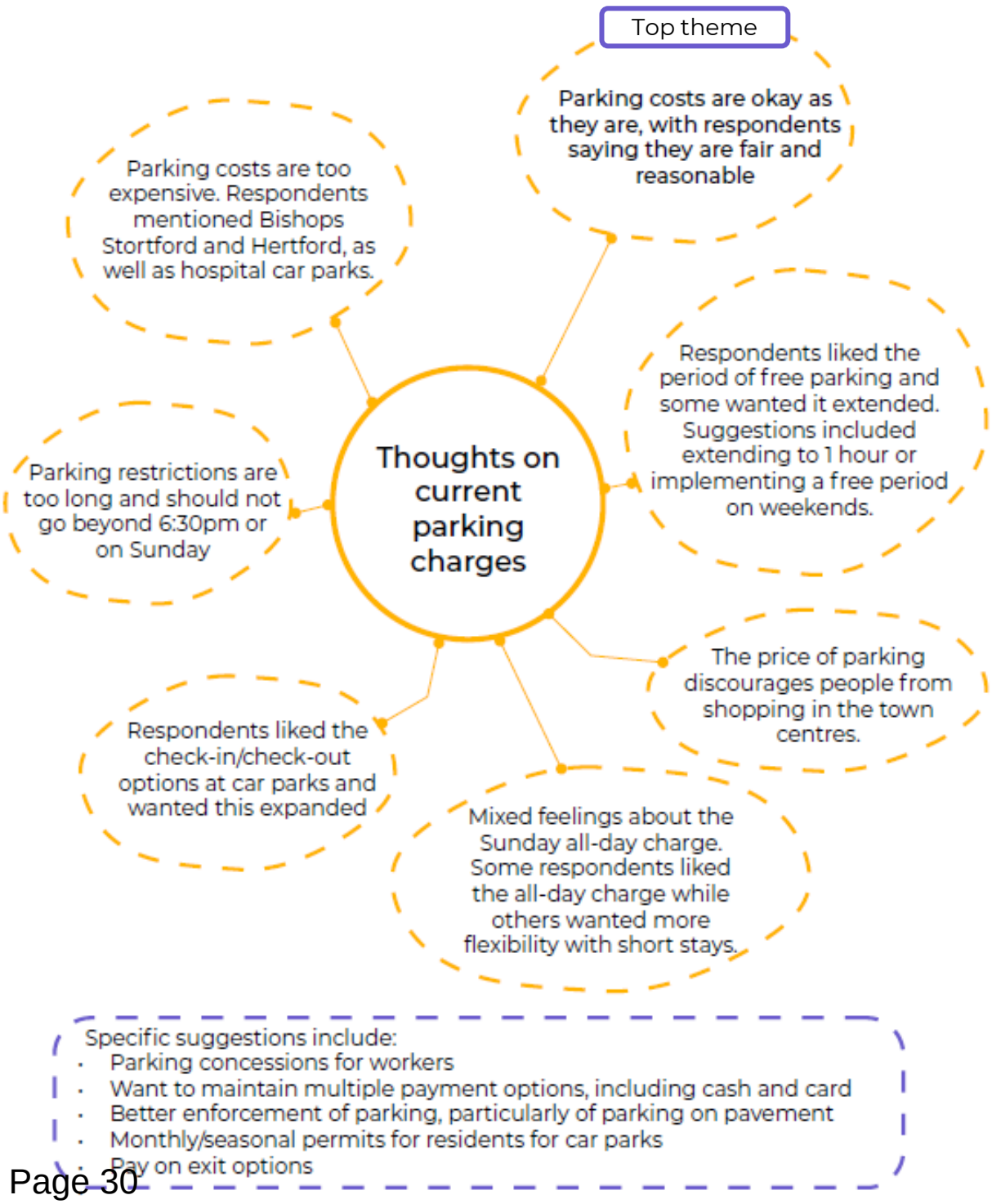
Date	Time	Location	Venue	Attendees recorded
Mon 9th Sept 2024	1pm – 2.30pm	Bishop's Stortford (1st)	St Michael's Mead Community Centre	11 total (**2 public**, 3 East Herts Officers, 5 Cllrs, 2 Consultants)
Weds 11th Sept	1.30pm – 3pm	Sawbridgeworth	Sawbridgeworth Town Council – Council Chamber	15 total (**9 public**, 2 East Herts Officers, 2 Cllrs, 2 Consultants)
Tues 24th Sept	1.30pm to 3pm	Buntingford	Seth Ward Community Centre	24 total (**18 public**, 2 East Herts Officers, 2 Cllrs, 2 Consultants)
Tues 24th Sept	6pm – 7.30pm	Hertford	East Herts Council Chamber	13 total (**5 public**, 2 East Herts Officers, 4 Cllrs, 2 Consultants)
Fri 27th Sept	6.30pm – 8pm	Ware	Ware Town Council Priory Hall	20 total (**13 public**, 2 East Herts Officers, 3 Cllrs, 2 Consultants)
Tues 8 Oct	6pm – 7.30pm	Bishops Stortford (2nd)	Grange Paddocks Sports Centre	7 total (**3 public**, 2 East Herts officers, 2 Cllrs)
Weds 9 Oct	2pm – 3.30pm	Stanstead Abbotts	Stanstead Abbotts parish hall	17 total (**11 public**, 3 officers, 2 Cllrs), 1 MP's representative

Survey feedback: Thoughts on parking

To understand the perception of current parking conditions and facilities in people's areas, survey respondents were asked:

What do you think about current car park charges in your area?

1,521 respondents provided feedback. A summary of their responses is shown below.

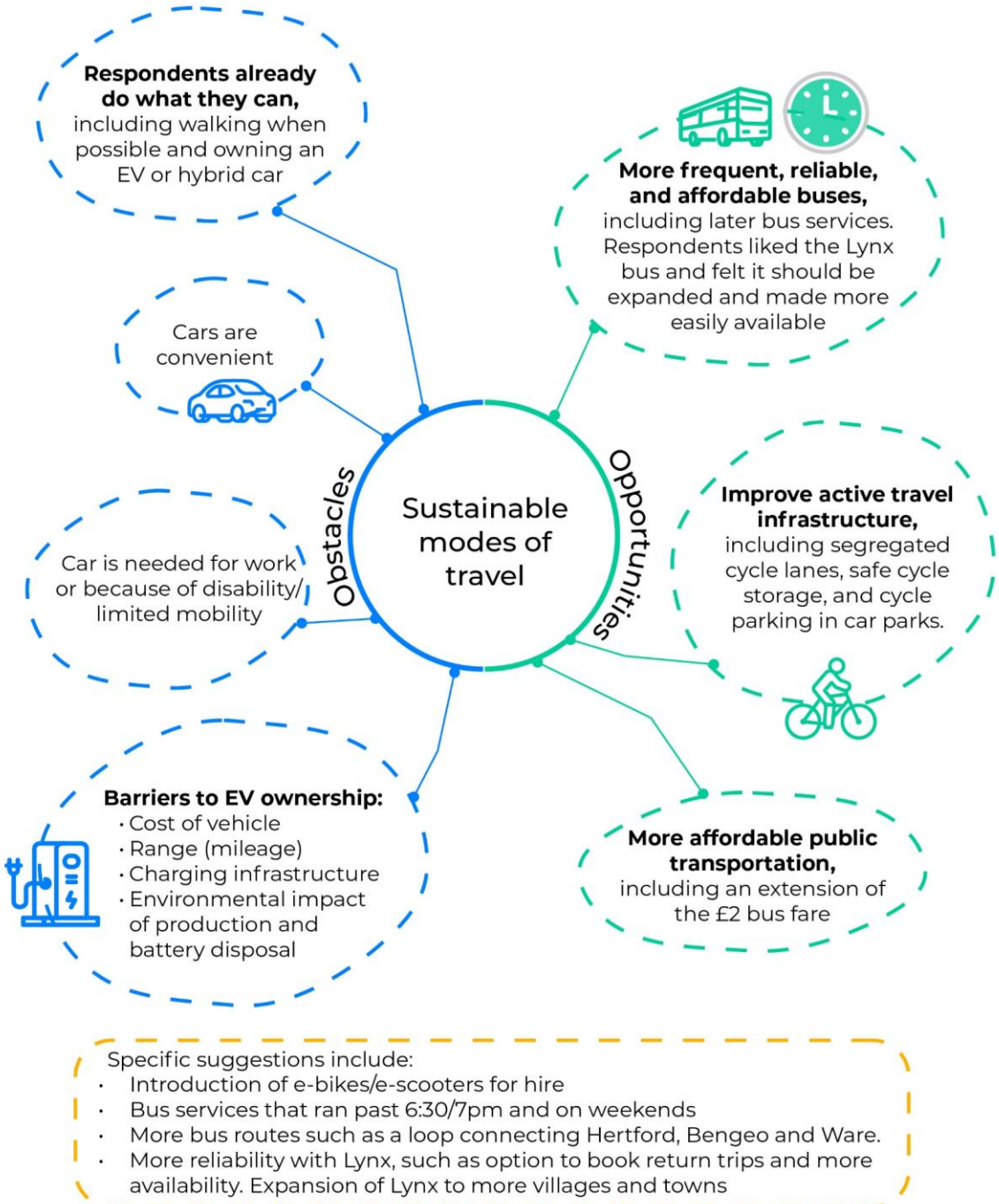


Survey feedback: Thoughts on sustainable travel

To understand issues and opportunities with sustainable modes of travel, survey respondents were asked:

What, if anything, would encourage you to switch to a more sustainable vehicle/mode of travel for regular journeys?

1,324 respondents provided feedback. A summary of their responses is shown below.



Survey feedback: Sentiment analysis

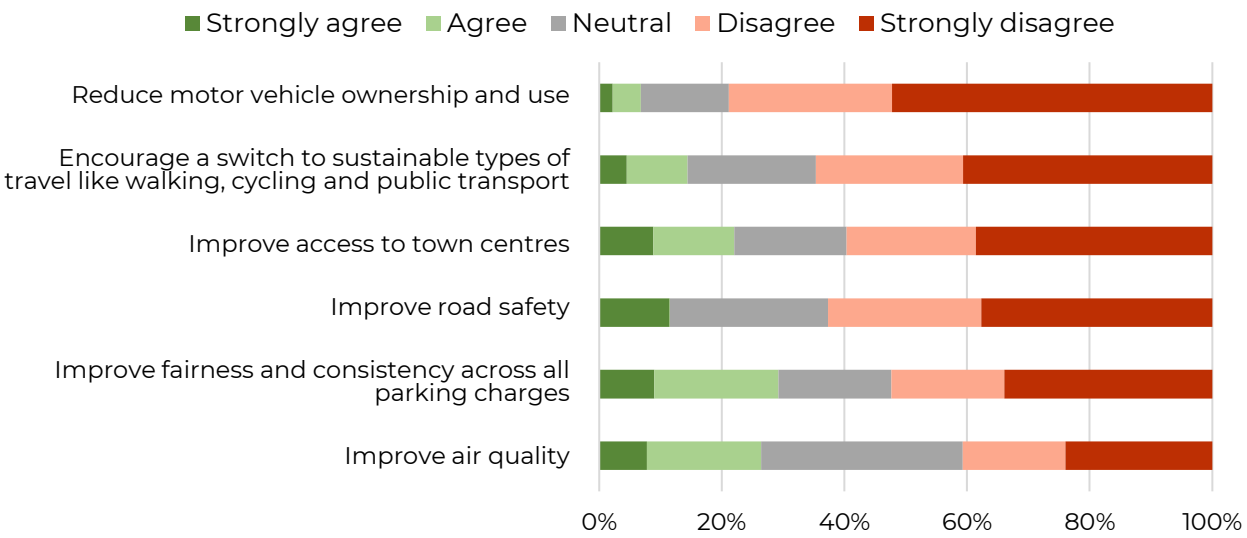
The council wants a parking strategy that supports its wider sustainable and environmental objectives. To help the council understand how the East Herts community perceives various parking proposals in connection with wider objectives, respondents were asked whether they felt the proposals would support a range of related aspirations. People were asked:

Overall, to what extent do you agree or disagree that the proposals would help:

- **Improve access to town centres**
- **Improve fairness and consistency across all parking charges**
- **Improve air quality**
- **Reduce motor vehicle ownership and use**
- **Improve road safety**
- **Encourage a switch to sustainable types of travel like walking, cycling and public transport**

A majority of respondents agreed or were neutral that the proposals would help improve air quality. Respondents were divided as to whether the proposals would improve fairness and consistency across charging. For the rest of the objectives, most respondents disagreed that the proposals would help achieve them.

To what extent do you agree or disagree that the proposals would help:



Data is based on voluntary responses from the online survey and may not represent all respondents.

Proposal Feedback

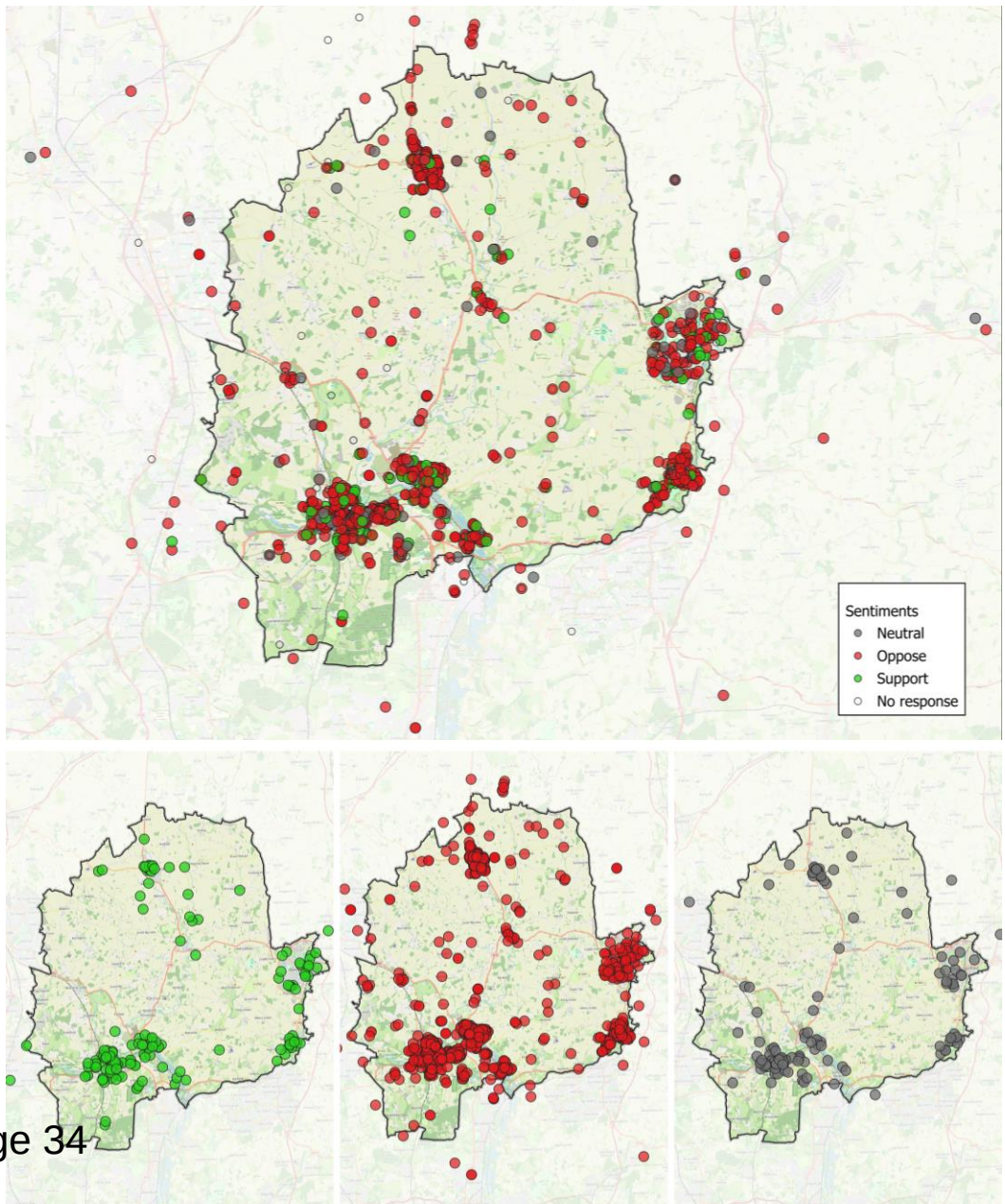
Survey feedback: Proposal 1

Different permit charges based on vehicle emissions including a lower charge for electric vehicles or EV discounts in car parks.

Survey respondents were asked:

Please use this space to give your views on either the potentially positive or negative aspects of our proposal for changes to permit charges based on vehicle emissions including a lower charge for electric vehicles or EV discounts in car parks.

1,373 respondents provided feedback. Respondents have been mapped below and their locations cross-referenced with their general sentiment towards this proposal.



Survey feedback: Proposal 1

Different permit charges based on vehicle emissions including a lower charge for electric vehicles or EV discounts in car parks.

These responses have been analysed and an overview of the top ten themes is included below. Details on all the themes expressed are available in Appendix A.

Top Theme	Details
Penalises those who cannot afford an EV	Proposal unfairly impacts motorists who cannot afford to purchase an EV. Similarly, it benefits those who can afford an EV, who are often wealthier and do not need a discount on parking charges.
Need to improve EV infrastructure	There are not enough EV charging stations. Respondents also noted that the proposal unfairly impacts households who cannot easily access charging, such as those who live in flats or with on-street parking.
Concerns proposal will have negative impact on business	Respondents felt the proposal would lead to increased charges for some, which would discourage these motorists from visiting the town centres.
EVs are not always more environmentally-friendly	EVs also have a negative environmental impact, including using electricity produced from non-renewable sources, emissions from car manufacturing, and lack of recycling procedures for their batteries.
Need improved public transportation or active travel infrastructure	Respondents commented that improvements to public transport and active travel infrastructure would be more beneficial or are needed before proposals like this are implemented. Respondents requested safer cycle/walking paths in Hertford and Stortford and more public transit serving Buntingford.
Partially supportive of proposal	Respondents were partially supportive of the proposal, particularly if EVs were given a discount but no other charges were raised. Respondents were also more supportive if the proposal covered hybrids as well or was a larger scheme based on carbon emission bands or ULEZ standards rather than simply an EV discount.
EVs are too expensive	Respondents commented that the high price of EVs was a barrier to purchasing them.
Parking charges will not incentivise a switch to EV	Discounts for EVs would not be enough of an incentive to encourage people to buy an EV. Rather, the high cost to purchase and run an EV are the real barriers.
Proposal penalises drivers	Proposal is unfair to motorists, particularly those people who need to drive, including working parents, older residents, and those in rural areas.
Oppose proposal with no details	Respondents commented that they opposed the proposal and did not provide additional feedback or reasonings.

Event feedback: Proposal 1

The themes that emerged from the feedback received at the in-person events are shown below, along with which events these themes were expressed.

BS = Bishop's Stortford; SA = Stanstead Abbotts

	Theme and details	Event location
Issues	**Affordability** EVs are unaffordable to some people, especially low-income households	BS; Buntingford; Hertford; Sawbridgeworth; SA; Ware
	Fairness • Favours those who can afford new vehicles • May disproportionately impact elderly people who need to drive • Car tax rates are already based on emissions so people will be double-charged • Previous government encouraged diesel vehicles • Lack of public transportation	BS; Buntingford; Hertford; SA; Ware
	EV concerns • They are often larger and heavier • Lack of charging infrastructure	BS; Buntingford; Hertford; Sawbridgeworth; SA; Ware
	Parking displacement People will avoid car parks if charges are higher and use on-street parking instead.	Buntingford; SA; Ware
	Impact on business Higher charges will discourage people from visiting businesses.	Buntingford; Sawbridgeworth; Ware
Opportunities	**Scrappage scheme** Could also develop a scrappage scheme to provide financial support for switching to a cleaner vehicle.	BS
	Infrastructure improvements Links well with greater investment in EV charging infrastructure or in investment in active travel like shared cargo bikes.	BS; Buntingford
	Other ideas • Charge by vehicle weight or size • Charge for when vehicle is in motion rather than when parked • Apply discount to hybrids as well	Hertford; SA; Ware
	Environmental benefits Will support cleaner air and more active travel for shorter journeys	BS; Buntingford; Hertford; Ware

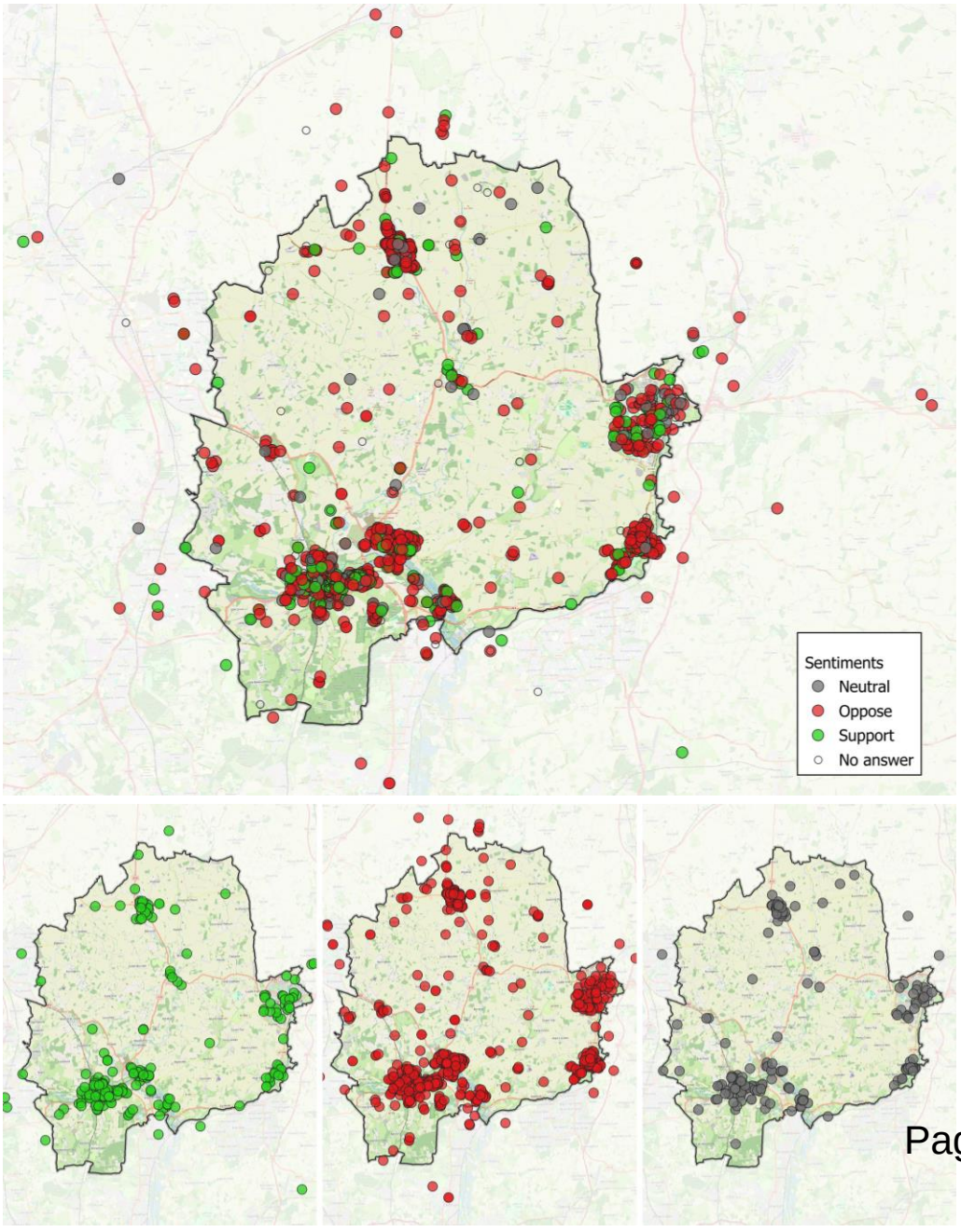
Survey feedback: Proposal 2

Time-based pricing for parking

Survey respondents were asked:

Please use this space to give your views on either the potentially positive or negative aspects of our proposal for Time-based pricing for parking, e.g. a higher tariff at peak times, and lower charges at off-peak times.

1,351 respondents provided feedback. Respondents have been mapped below and their locations cross-referenced with their general sentiment towards this proposal.



Survey feedback: Proposal 2

Time-based pricing for parking

Reponses have been analysed and an overview of the top ten themes is included below. Details on all the themes expressed are available in Appendix A.

Top Theme	Details
Concerns proposal will have negative impact on business	Respondents were concerned peak times could coincide with businesses' opening hours and would therefore discourage people from visiting these businesses because of higher or confusing charges.
Support proposal with no details	Respondents commented that they were supportive or agreed with the proposal and did not provide additional feedback or reasonings.
It is hard for some to avoid peak times	People do not have the flexibility to adjust their driving schedules to off-peak times. Specific groups mentioned include parents and those with doctors or other time-restricted appointments.
Proposal will make charges too complicated	Concerns that remembering the off and on-peak times will be confusing and that it will be costly to implement the proposal.
Town workers will be negatively impacted	People who work in the town need to park and will be impacted by the on-peak pricing. Respondents commented that these workers are often low-income. Proposal may also make it difficult for businesses to recruit and retain workers.
Aim of proposal is to generate income for council	Respondents felt that the proposal was intended to generate income for the council and not to achieve environmental or other objectives.
Oppose proposal with no details	Respondents commented that they opposed the proposal and did not provide additional feedback or reasonings.
Respondents want reduced parking charges or longer free parking periods	Respondents commented that charges are already too high. Some respondents wanted free parking in the evenings or on Sundays.
Partially support the proposal	Respondents partially supported the proposal as long as: • Concessions or considerations could be made for town workers • If charges were cheaper in the evenings and weekends • If price were reasonable
Concerns about parking displacement	Concerns that increases in charges would push people to park in surrounding residential streets or to park illegally and unsafely.

Event feedback: Proposal 2

The themes that emerged from the feedback received at the in-person events are shown below, along with which events these themes were expressed.

BS = Bishop's Stortford; SA = Stanstead Abbotts

	Theme and details	Event location
Issues	**Complicated** May be difficult to understand	BS; Ware; SA; Hertford
	Fairness • Person's schedule determines whether they can visit during off-peak times • Not suitable in all towns/villages (e.g. Sawbridgeworth; Buntingford)	BS; SA; Sawbridgeworth; Buntingford
	Impact on commuters Commuters need parking near the train station	Ware
	Parking displacement People will avoid car parks if charges are higher and use on-street parking.	Ware; SA; Hertford
	Impact on business Higher charges will discourage people from visiting businesses	Hertford; Sawbridgeworth; Buntingford
Opportunities	**Seasonal passes** Could provide seasonal parking tickets for workers/residents or a rebate system	BS; Ware; SA; Sawbridgeworth; Buntingford
	Fairness Will create a system based on supply and demand, with commuters being charged fairly	BS
	Ease congestion Higher charges during on-peak will free up spaces (especially from commuters) so people can more easily find parking.	Ware; SA; Sawbridgeworth; Buntingford
	Promote economic activity Cheaper parking during off-peak may encourage people to visit	Ware; SA; Sawbridgeworth
	Other ideas: • Could move long-stay away from town centre but make it cheaper • Car parks that are more central could be more expensive.	Hertford; Sawbridgeworth
	Environmental benefits Will reduce pollution particularly during peak times	BS

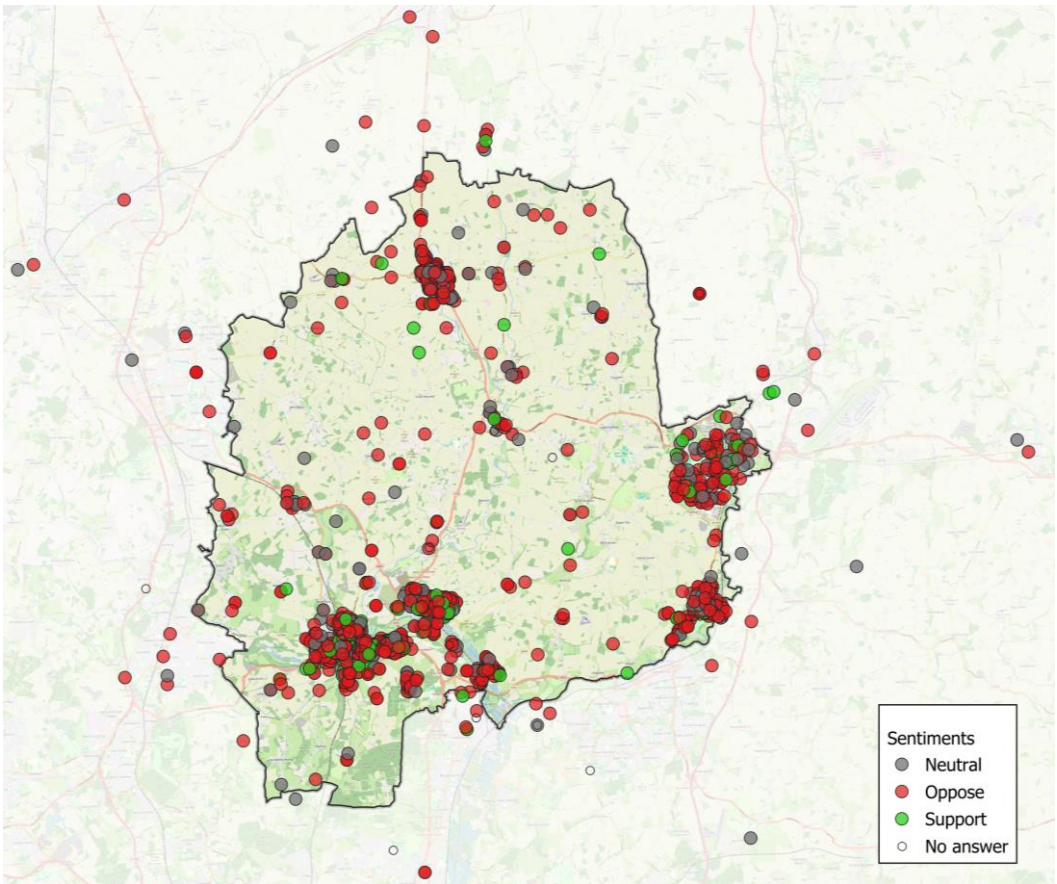
Survey feedback: Proposal 3

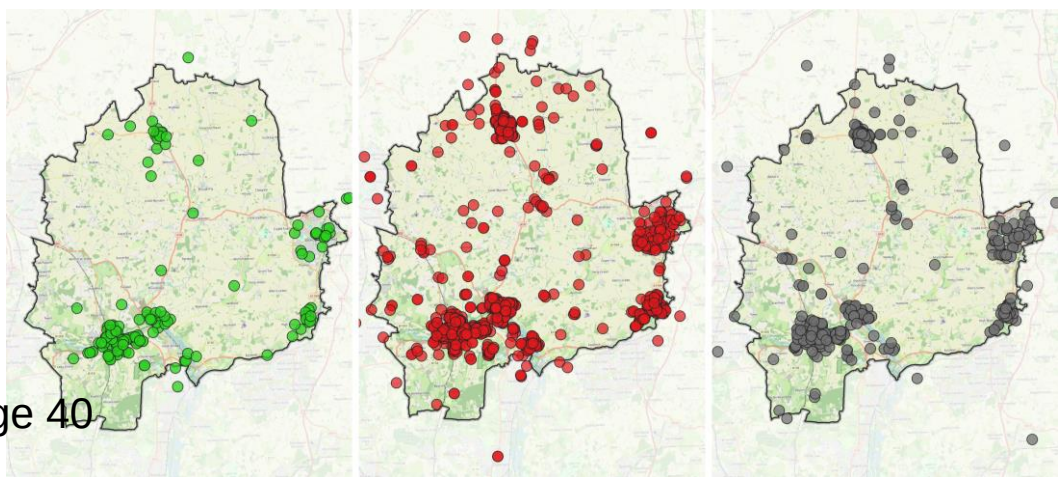
Introduction of a diesel surcharge.

Survey respondents were asked:

Please use this space to give your views on either the potentially positive or negative aspects of our proposal for the introduction of a diesel surcharge.

1,254 respondents provided feedback. Respondents have been mapped below and their locations cross-referenced with their general sentiment towards this proposal.





Survey feedback: Proposal 3

Introduction of a diesel surcharge.

Reponses have been analysed and an overview of the top ten themes is included below. Details on all the themes expressed are available in Appendix A.

Top Theme	Details
Impacts low-income people	Proposal penalises low-income households who cannot afford to change their diesel vehicles to a non-diesel vehicle and will have to pay the surcharge.
Unfair because government encouraged people to buy diesel	Previous government promoted the purchase of diesel vehicles as more economical and more environmentally friendly. People should not be punished for following government advice.
Proposal will hurt businesses and town centres	Higher charges will discourage people from visiting the town centres, which will negatively impact businesses. Diesels are also often used by tradespeople and farmers, who will therefore be unfairly impacted by the proposal.
Diesel can be less polluting than alternative fuels	Diesel vehicles, especially new ones, are low-emission and can be as clean as petrol vehicles. Respondents noted that some are ULEZ-compliant. Respondents also noted that EVs damage the road as they are heavier, and their production has environmental implications.
Respondents cannot afford new vehicle	Some respondents commented that they would be unable to afford to switch out their diesel vehicle for a non-diesel vehicle.
Support proposal with no details	Respondents commented that they were supportive or agreed with the proposal and did not provide additional feedback or reasonings.
Oppose proposal with no details	Respondents commented that they opposed the proposal and did not provide additional feedback or reasonings.
Proposal penalises diesel motorists or motorists generally	Proposal discriminates against people who own a certain type of vehicle. Some respondents noted that rural people or farmers may need diesel vehicles.
Proposal is not needed	Proposal is unnecessary as diesel vehicles are naturally being phased out. Some respondents commented that air pollution was not an issue while others felt the bigger issue was lorries/vans or idling.
Proposal will not work	Proposal is not enough to push people to change their vehicles. Diesel motorists will pay the extra charge or may park on surrounding roads instead.

Event feedback: Proposal 3

The themes that emerged from the feedback received at the in-person events are shown below, along with which events these themes were expressed.

BS = Bishop's Stortford; SA = Stanstead Abbotts

	Theme and details	Event location
Issues	**Affordability/Fairness** Some people cannot afford to replace their diesel cars, including low-income and elderly. Some people like traders and rural people are more likely to own diesel	BS; Ware; SA; Hertford; Sawbridgeworth; Buntingford
	Complicated Charges may become complicated to understand and pay	SA; Hertford
	Concerns with EVs Diesel can be more environmentally friendly than EVs. EVs are large and heavy and there is a lack of EV infrastructure	Ware; BS; SA; Hertford; Sawbridgeworth; Buntingford
	Diesel was encouraged Previous government encouraged use of diesel vehicles	SA; Buntingford
	Impact on business Concerns that charges will dissuade visitors.	Buntingford
	Parking displacement Higher charges may push people to park on residential streets	Hertford
Opportunities	**Scrappage scheme** Could offer a scrappage scheme or some financial support for scrapping diesel vehicle.	Ware; BS; Sawbridgeworth; Buntingford
	Monitoring Could utilise ANPR to implement the proposal	BS
	Implement slowly Proposal may work if implemented slowly, giving people enough time to switch to a non-diesel	Sawbridgeworth
	Other ideas: Would support an emissions-based charging or size-based	BS; SA; Hertford; Sawbridgeworth
	Environmental benefits Will reduce pollution for all demographics including low-income people	BS; Ware; Hertford; Buntingford

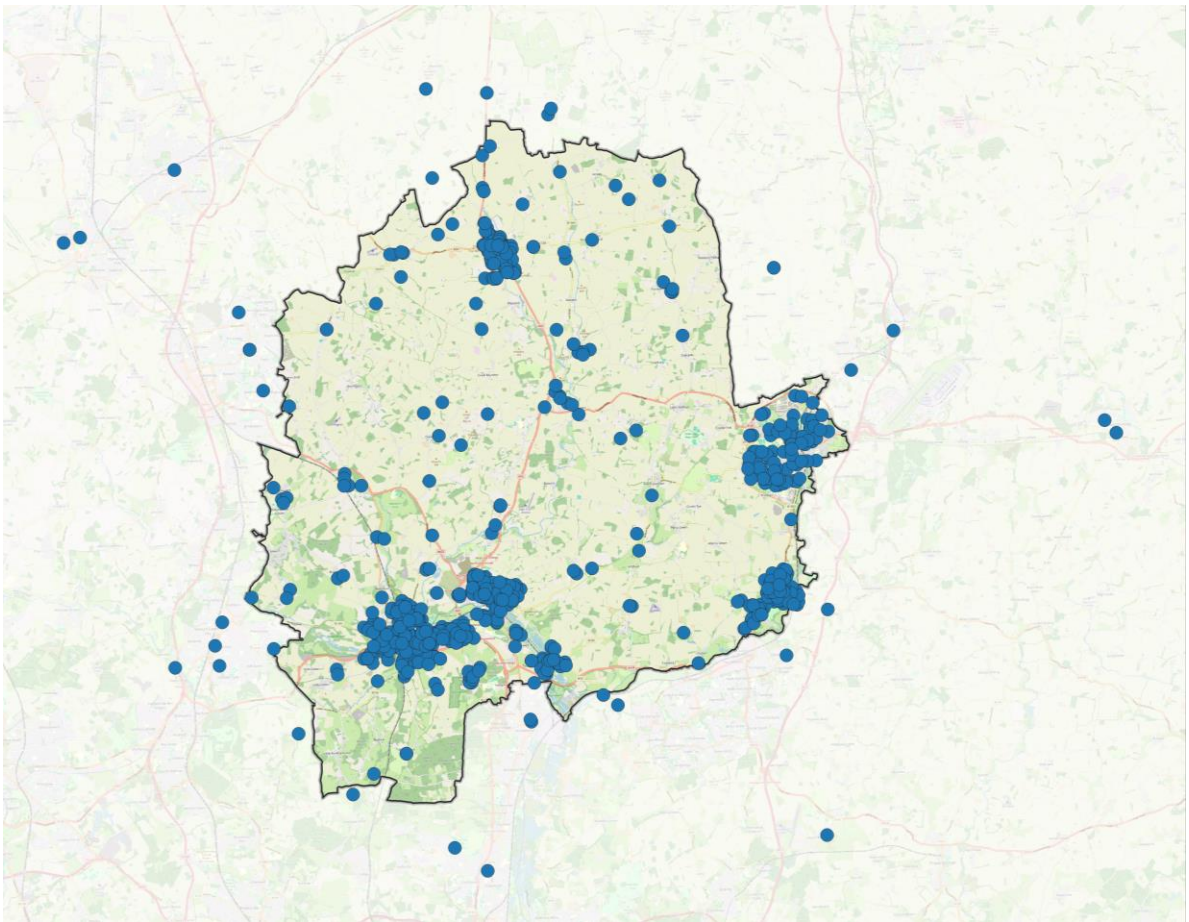
Survey feedback: Proposal 4

Review of charge levels for Motorcycles, Carers, Off-street parking, Businesses, and Car Clubs.

Survey respondents were asked:

Please use this space to give your views on either the potentially positive or negative aspects of our proposal for a review of charge levels for Motorcycles, Carers, Off-street parking, Businesses, and Car Clubs.

1,021 respondents provided feedback. Respondents have been mapped below. An analysis of general sentiment is not available, as respondents could express support for certain aspects of the proposal while opposing others, making it difficult to categorize the overall sentiment.



Survey feedback: Proposal 4

Review of charge levels for Motorcycles, Carers, Off-street parking, Businesses, and Car Clubs.

Reponses have been analysed and an overview of the top ten themes is included below. Details on all the themes expressed are available in Appendix A.

Top Theme	Details
No view or unsure	Respondents said they did not have an opinion or were unsure of what the proposal would entail.
Carer permits – support a free or reduced fees	Respondents were in favour of reduced or free parking charges for carers, especially as they can be low-paid. Some noted that this should only be offered when they are actively working.
Proposal is too complicated	Different levels of charging may be difficult or expensive for the council to implement and manage.
Support proposal with no additional details	Respondents commented that they were supportive or agreed with the proposal and did not provide additional feedback or reasonings.
Oppose proposal with no additional details	Respondents commented that they opposed the proposal and did not provide additional feedback or reasonings.
Businesses – support subsidies or support offers	Respondents were in favour of reduced fees or support more generally for businesses and their employees. This could entail a reasonable day-rate or a seasonal pass.
Proposal will have negative impacts on businesses	Respondents were concerned about hurting businesses with increased charges or were concerned that general charge increases would discourage visitors/shoppers.
Support a reduction for all listed groups	Respondents supported a reduction in parking charges for all the groups in the proposal.
Proposal is not needed	A review is not needed and changes to charging levels would not have a big impact on these groups and their driving behaviour.
Aim of proposal is to generate income for council	Respondents felt that the proposal was intended to generate income for the council and not to achieve environmental or other objectives.

Event feedback: Proposal 4

The themes that emerged from the feedback received at the in-person events are shown below, along with which events these themes were expressed.

BS = Bishop's Stortford; SA = Stanstead Abbotts

	Theme and details	Event location
Issues	**Complicated** Proposal is too complicated to administer; difficult to define carers	SA; Sawbridgeworth; BS
	Affordability Parking charges might be prohibitive and don't want to penalize low-income people or town workers; there may be an intersection between low-income and blue badge holders.	Ware; Buntingford; BS
	Lack of alternative options Need better public transportation infrastructure or other options for travel	Ware; Sawbridgeworth
	Impact on business Concerns about negatively impacted businesses and workers.	BS
	Parking displacement Want to encourage use of car park over alternatives	Ware; SA; Hertford; Sawbridgeworth; Buntingford;
Opportunities	**Free or reduced charges** • Car clubs – free • Business employees – allowances • Blue badge holders – free • Carers – free	Ware; SA; Hertford; Sawbridgeworth; Buntingford; BS
	New charges • Charges for motorcycles if they take up a space or proportional to the space they use • Charge more for bigger bays • Income-based charges for blue badge holders • Charge businesses as long as it's not based on to workers	Ware; SA; Hertford; Buntingford; BS
	Support active travel Install more secure cycle parking or dedicated parking for cyclists in town centres.	SA; BS
	Infrastructure improvements • Need larger bays and more disabled bays • Dedicated motorcycle bays	Hertford; Sawbridgeworth
	Incentives for local shopping Provide rebates for those visiting local shops	Buntingford

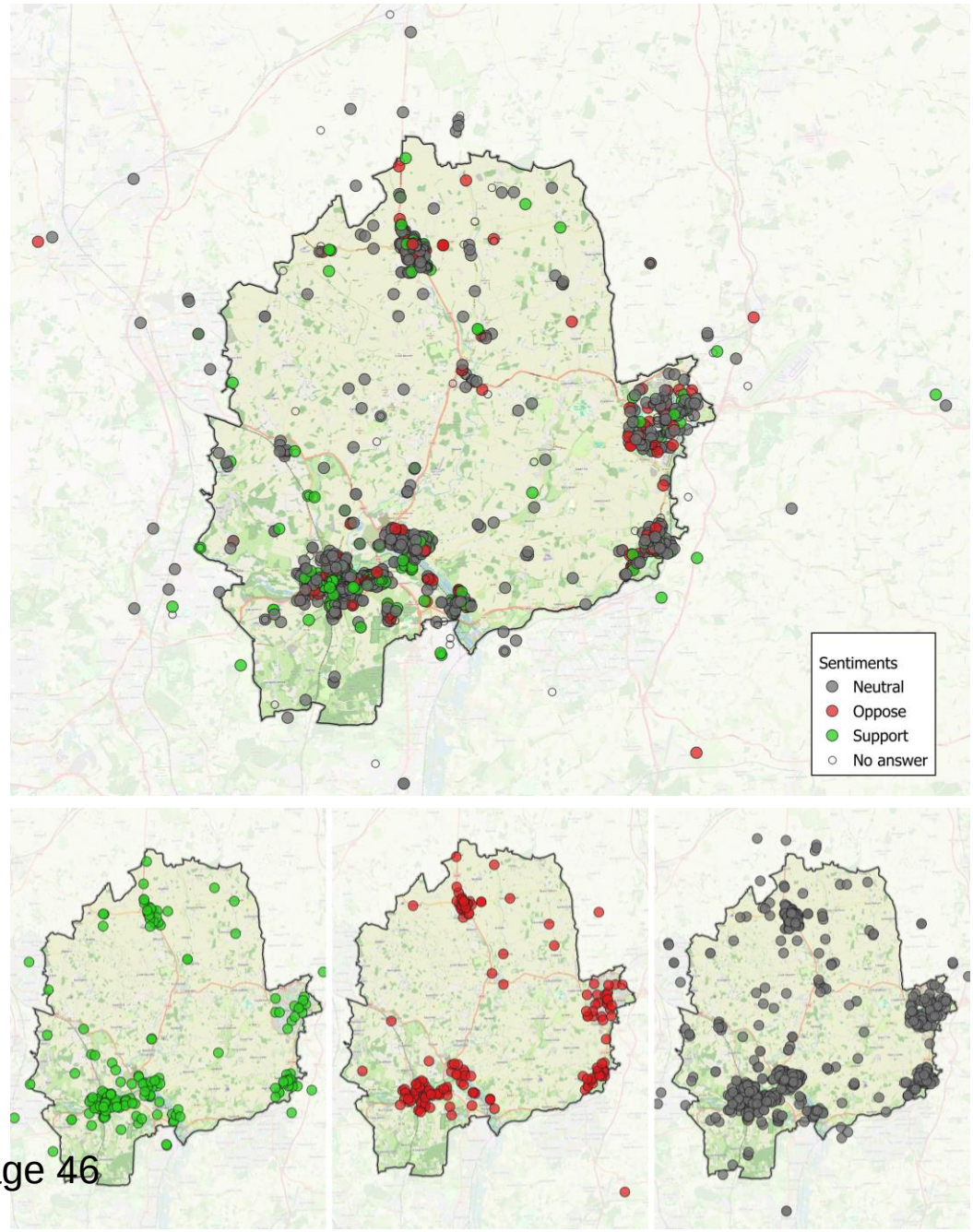
Survey feedback: Proposal 5

Review the all-day parking tariff option for some town centre car parks.

Survey respondents were asked:

Please use this space to give your views on either the potentially positive or negative aspects of our proposal to review the all-day parking tariff option for some town centre car parks.

1,250 respondents provided feedback. Respondents have been mapped below and their locations cross-referenced with their general sentiment towards this proposal.



Survey feedback: Proposal 5

Review the all-day parking tariff option for some town centre car parks.

Reponses have been analysed and an overview is included below. The full list of themes can be found in Appendix A.

Top Theme	Details
Concerns for town employees	Workers need to be able to park for long periods of time and will be negatively impacted by this proposal, especially those who do not have access to reliable public transportation.
Proposal will negative impact businesses/town centres	Council should be encouraging longer visits to town centre, not shorter ones. Proposal might decrease business for town shops if people have to pay more for parking.
Support proposal with no additional details	Respondents commented that they were supportive or agreed with the proposal and did not provide additional feedback or reasonings.
Aim of proposal is to generate income for council	Respondents felt that the proposal was intended to generate income for the council and not to achieve environmental or other objectives.
Concern proposal will cause parking displacement	Proposal might cause people, including workers and commuters, to park on residential streets instead of the car parks.
Concern for commuters	Proposal might negatively impact commuters who park to use the train station. Some felt if charges were too high, people would drive into work instead of using the train.
Partially supportive of proposal	Respondents are partially supportive of the proposal, particularly if: • Is limited to town centre car parks • Considerations are made for town workers • If Check-In and Check-Out was available or the ability to add time • As long as hourly charges are reasonable
All-day parking is necessary	Some people need to use all-day parking, including nearby residents who do not other parking options, workers and commuters.
Oppose proposal with no additional details	Respondents commented that they opposed the proposal and did not provide additional feedback or reasonings.
Proposal is not needed	Proposal is unnecessary, particularly in more rural areas like Buntingford and Sawbridgeworth.

Event feedback: Proposal 5

The themes that emerged from the feedback received at the in-person events are shown below, along with which events these themes were expressed.

BS = Bishop's Stortford; SA = Stanstead Abbotts

	Theme and details	Event location
Issues	**Localised approach** Need to apply a localised approach, where each town and car park is examined individually	Sawbridgeworth
	Safety Walk from further car parks is not safe/enjoyable (e.g. London Road car park in Hertford)	Hertford
	Impact on residents/commuters Some residents do not have parking and rely on all-day tariffs; commuters also rely on all-day parking	Buntingford; SA; Ware
	Lack of alternatives Little or no public transportation options	Buntingford
	Impact on business Concerns that proposal will lead to reduced visits to town centres.	BS; Buntingford; Hertford; Ware
	Parking displacement Proposal may push people to park on residential streets	BS; Buntingford; Ware
Opportunities	**Park and Ride** Could offer a park and ride service	BS
	Previous success Differential pricing has worked well in other places	BS
	Support offer Could offer monthly or seasonal permits for businesses or for consistent commuters	Sawbridgeworth; Ware
	Equalise parking levels Could use pricing to incentivise more users to Northgate End car park.	BS; Hertford; Ware
	Opportunities for resident parking Could justify or support resident parking (e.g. Church Street)	Buntingford; SA
	Parking surveys Could justify parking surveys to understand usage at car parks.	Buntingford; Hertford; Ware

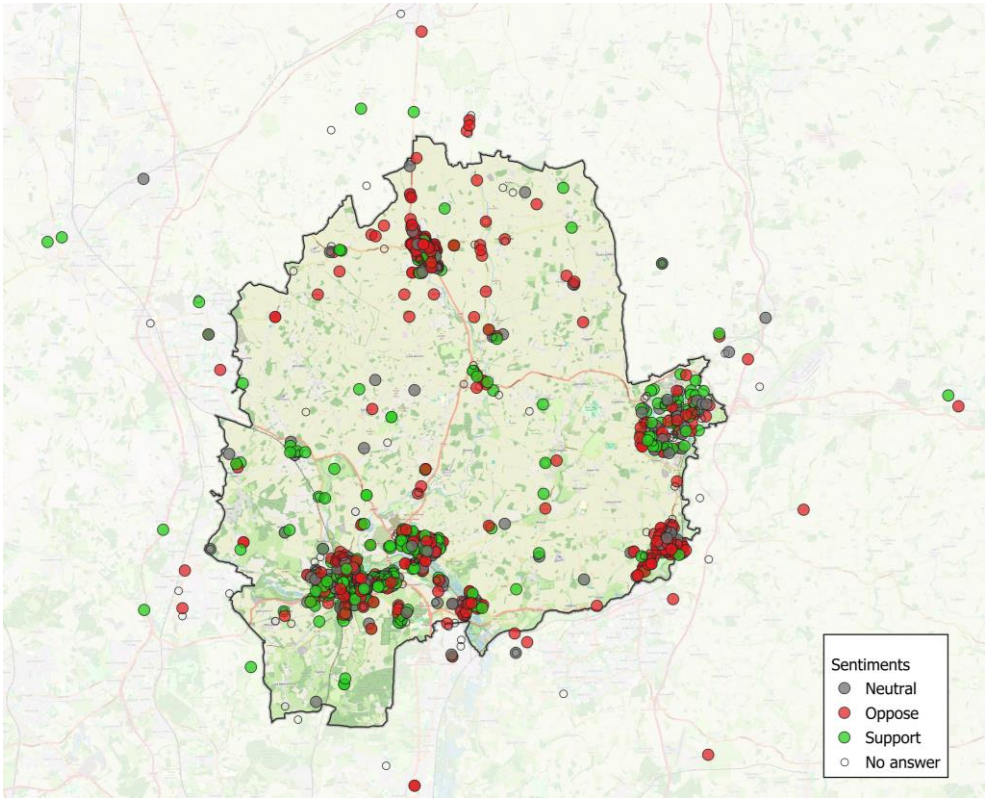
Survey feedback: Proposal 6

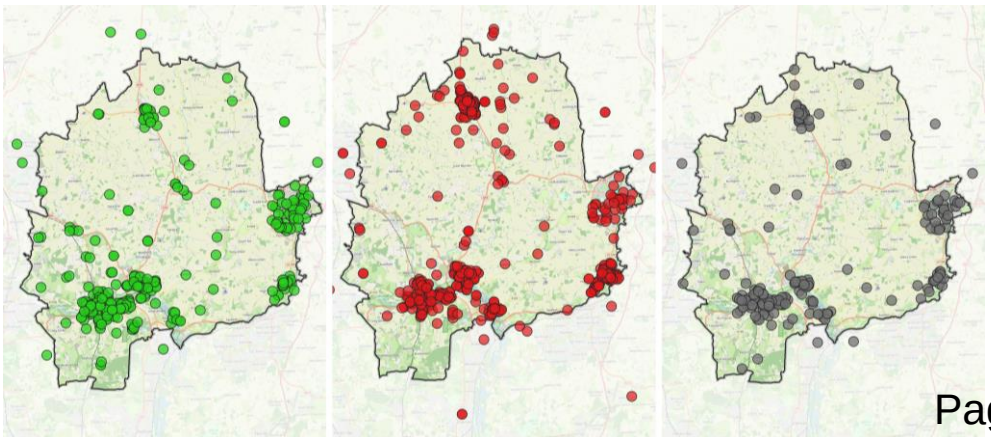
Making parking charges easier, fairer and more consistent across East Herts by reviewing existing charges, including locations and hours.

Survey respondents were asked:

Please use this space to give your views on either the potentially positive or negative aspects of our proposal for making parking charges easier, fairer and more consistent across East Herts by reviewing existing charges, including locations and hours.

1,185 respondents provided feedback. Respondents have been mapped below and their locations cross-referenced with their general sentiment towards this proposal.





Survey feedback: Proposal 6

Making parking charges easier, fairer and more consistent across East Herts by reviewing existing charges, including locations and hours.

Reponses have been analysed and an overview of the top ten themes is included below. Details on all the themes are available in Appendix A.

Top Theme	Details
All locations are different, so consistency is not suitable	Respondents felt that each village or town was different and offered different services. As such, charging should not be the same across East Herts. Charges should consider: • Current demand for parking • Attractions/services in the town • Size of town • Quality of parking facilities
Support proposal with no additional details	Respondents commented that they were supportive or agreed with the proposal and did not provide additional feedback or reasonings.
Opposed to higher charges as these will hurt businesses/town centres	Concerns that increasing charges would reduce visits to the town centres and shops, particularly in villages or smaller towns with fewer amenities.
Proposal is an excuse to generate income	Respondents felt that the proposal was intended to generate income for the council and not to achieve environmental or other objectives.
Keep prices affordable and/or lower prices.	Respondents suggested that prices should be lowered or kept at an affordable level. Many commented that the period of free parking (e.g. 30 minutes) should be maintained or expanded to all areas. Some suggested this be increased to 45 minutes or an hour.
Agree with consistency as this would be fairer and simpler	Respondents supported more consistency across charges as it would be helpful to know what to expect in each car park, for both charge levels and payment systems.
Partially supportive with some considerations	Respondents supported consistent charges as long as prices were not increased by too much or not all raised to the current highest charge. There were suggestions to average the current prices and apply that average.
Agree with proposal if charges do not increase	Respondents agreed with making prices fairer and more consistent as long as prices were not increased and if the lower levels of charging were used for all areas.
Proposal is not needed or too complicated	Respondents felt charging was already consistent or were okay as they were and did not need to be changed.
Unsure or no view	Respondents did not have an opinion or wanted more details on what the proposal would entail.

Event feedback: Proposal 6

The themes that emerged from the feedback received at the in-person events are shown below, along with which events these themes were expressed.

BS = Bishop's Stortford; SA = Stanstead Abbotts

	Theme and details	Event location
Issues	**Localised approach** Need to apply a localised approach, where each town are reviewed for the attractions and transit options they offer. For example, parking that ends at 8PM is not suitable for all car parks.	Ware; SA; Sawbridgeworth; Hertford; Buntingford; BS
	Digital exclusion Ensure efforts to simplify charges do not alienate those who are not comfortable with technology. Keep payment options by cash, card or app.	Ware; SA; Buntingford
	Concerns about gentrification Concerns that some towns may become gentrified if prices increase.	Sawbridgeworth
	Loss of business/visitors Concerns more expensive parking will drive people away from the smaller towns.	Sawbridgeworth; Buntingford
	Parking displacement Proposal may push people to park on residential streets	Ware; Hertford
Opportunities	**Keep or add 30-minute free period** Small free period supports local economies	Ware; Sawbridgeworth; BS
	Improved parking infrastructure • Ensure well-maintained machines that are easy to read and use • Improve lighting and safety of car parks	Ware; SA; Hertford
	Simplicity Would be easier to understand if all charges were the same, including same time periods. Different charges may lead to complicated signage.	Ware; Sawbridgeworth; BS
	Increase in business/visitors Might encourage new visitors if all charges are the same	Buntingford
	Parking surveys Could justify parking surveys to understand usage at car parks and in each town. For example, respondents in BS felt there was no justification for lower charges in SA.	Hertford; BS

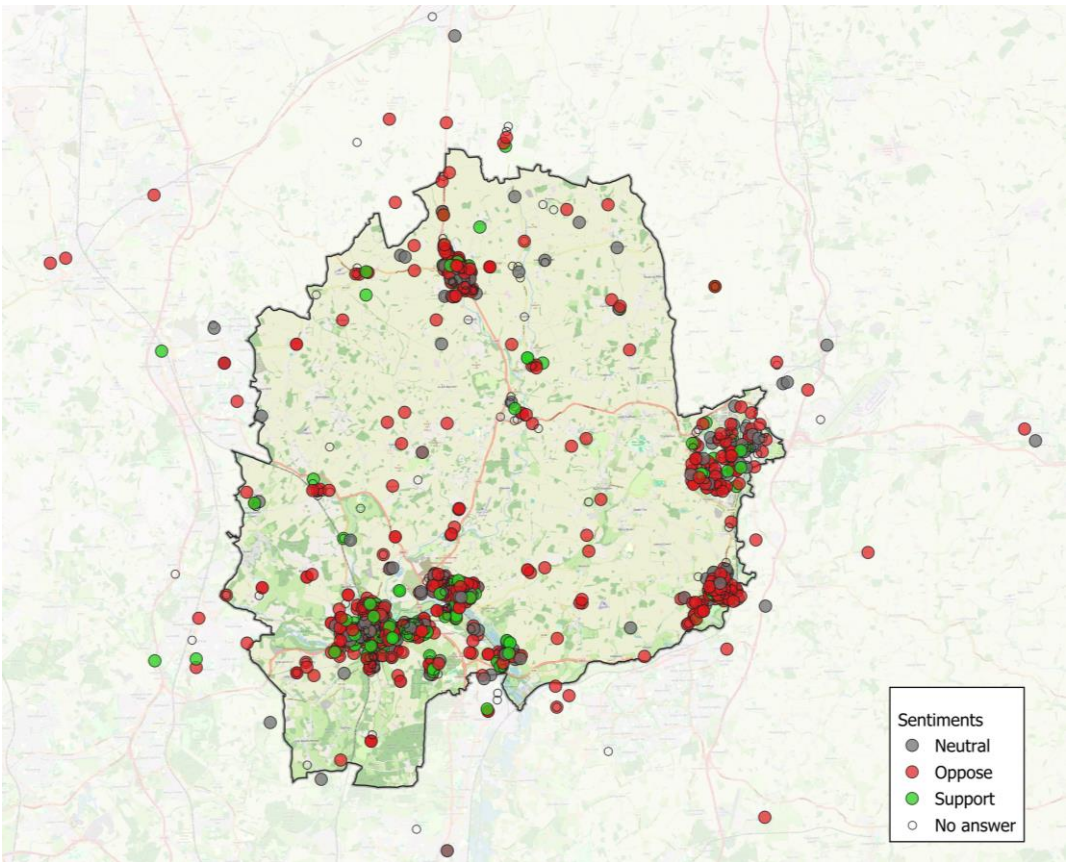
Survey feedback: Proposal 7

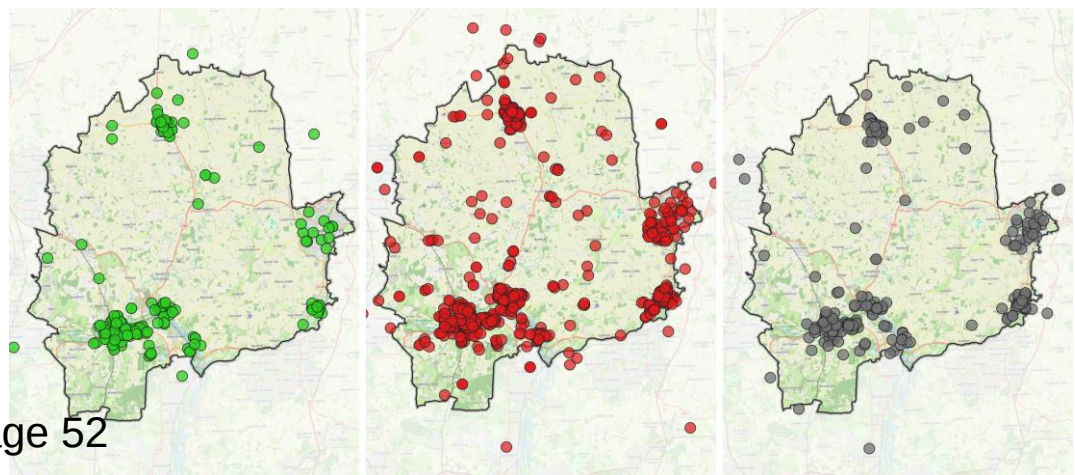
Introducing a workplace parking levy.

Survey respondents were asked:

Please use this space to give your views on either the potentially positive or negative aspects of our proposal to introduce a workplace parking levy.

1,145 respondents provided feedback. Respondents have been mapped below and their locations cross-referenced with their general sentiment towards this proposal.





Survey feedback: Proposal 7

Introducing a workplace parking levy.

Reponses have been analysed and an overview of the top ten themes is included below. Details on all the themes expressed are available in Appendix A.

Top Theme	Details
Need to improve public transport / active travel infrastructure	A workplace parking levy might be beneficial but only if there are public transport alternatives or better infrastructure for active travel.
No view or unsure	Respondents did not have an opinion or were not impacted by the proposal. Some did not understand the proposal.
Will hurt businesses	Concerns that the levy might negatively impact businesses, particularly small businesses who already having financial difficulties. Concerns it would also make it harder to recruit staff if there is less parking.
Will hurt workers/employees	Concerns that the levy cost would be passed onto the employees
Will deter future businesses or cause businesses to relocate	Concerns that the levy would either push existing businesses out of the area or would discourage new businesses from setting up here in the future.
Partially supportive with some considerations	Respondents were supportive of the proposal if the following were considered: • Applied only where public transport is available • Applied only for some businesses, depending on size • If prices are reasonable or applied gradually • If could ensure prices are not passed onto employee
Supportive of proposal with no other details	Respondents commented that they support or agree with the proposal and did not provide additional feedback or reasonings.
Oppose proposal with no other details	Respondents commented that they opposed the proposal and did not provide additional feedback or reasonings.
Unfairly penalises businesses	Respondents felt that it was unfair to penalize businesses with the levy, especially when they are offering a service to the town.
Employers already pay enough for taxes or for their parking	Businesses already pay high business taxes. Furthermore, businesses have already paid for the land for their private parking and should not be charged again for it.

Event feedback: Proposal 7

The themes that emerged from the feedback received at the in-person events are shown below, along with which events these themes were expressed.

BS = Bishop's Stortford; SA = Stanstead Abbotts

	Theme and details	Event location
Issues	**Business implications** It is an additional burden for businesses and may discourage new businesses. May also be hard to attract employees.	BS; Buntingford; Sawbridgeworth; SA
	Cost to consumer Cost might be passed on to the consumer through increased prices,	Buntingford
	Suitability for some areas Might not be suitable for workplaces in rural areas.	Buntingford; Sawbridgeworth; SA
	Concern for schools Schools should not be charged.	SA; Hertford
	Concern for employees Cost of levy may be passed onto the worker; might support if could ensure this does not happen.	Hertford
Opportunities	**Shift work patterns** Could incentivise more flexible working.	Sawbridgeworth
	Support offers/initiatives • Companies could offer cycle schemes • More education/communication with businesses • Seasonal passes for local workers • Business permits	BS; Buntingford; Sawbridgeworth**;** SA
	Suitable for certain companies Levy might work well for larger companies that are more accessible by alternative modes of travel; could be implemented on a voluntary basis.	BS
	Reimagining car parking spaces Levy might free up spaces which can be used for other uses.	BS
	Encouraging active travel Would help promote more active travel and car-sharing, especially for very local workers.	Buntingford; Hertford

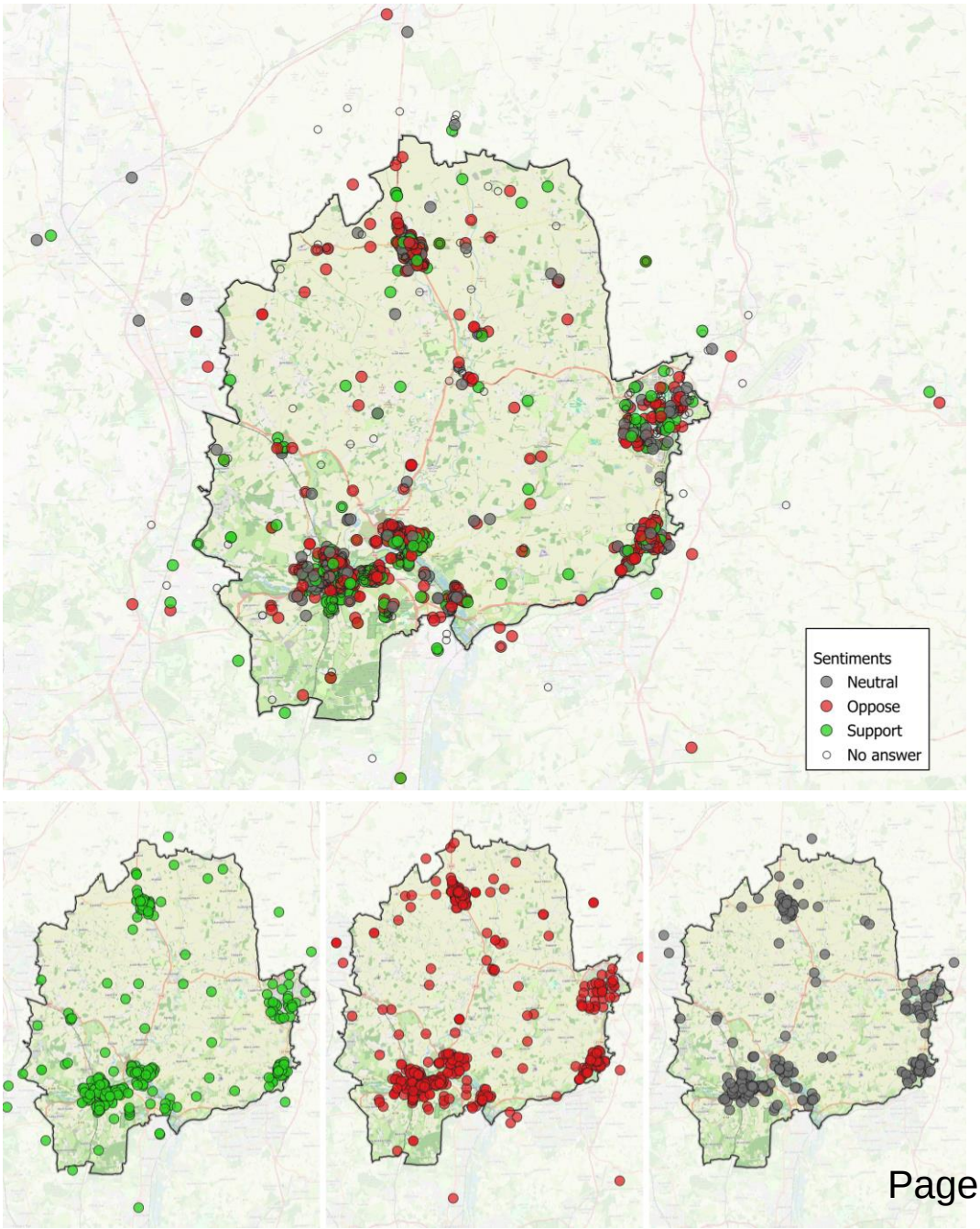
Survey feedback: Proposal 8

Offering incentives for car-sharing/car-pooling.

Survey respondents were asked:

Please use this space to give your views on either the potentially positive or negative aspects of our proposal for offering incentives for car-sharing/car-pooling.

1,007 respondents provided feedback. Respondents have been mapped below and their locations cross-referenced with their general sentiment towards this proposal.



Survey feedback: Proposal 8

Offering incentives for car-sharing/car-pooling.

Reponses have been analysed and an overview of the top ten themes is included below. Details on all the themes expressed are available in Appendix A.

Top Theme	Details
Car-sharing is not practical for everyone	Car sharing is not practical, especially for the following reasons/people: • Different work patterns (including flexible working) • Shift workers • Parents • In rural areas like Buntingford • If no colleagues live nearby
Car-sharing incentives would be difficult to implement	Questions about how car-sharing would be monitored to verify compliance. Concerns that it may be expensive to do so or that some people might abuse the system to receive the incentive.
Supportive of proposal with no other details	Respondents commented that they support or agree with the proposal and did not provide additional feedback or reasonings.
Car-sharing/the proposal will not work	Concerns that car-sharing is not reliable and difficult to organise. Sentiments that the proposal will not work to incentivise car-sharing.
Positive sentiments about the proposal but questions/ concerns about implementation	Support car-sharing and incentives for car-sharing as long as it is possible/easy to implement and enforce.
Proposal is worth considering and trialling	Respondents felt the proposal was worth trialling and that it might work to help encourage car-sharing. Respondents specifically suggested it would work well for large businesses, for towns with alternative modes of transport and if done in conjunction with the Workplace Parking Levy.
No incentive is needed as people already car share when possible	An incentive is not necessary as people already car share when they are able to, especially to benefit from cost savings.
Proposal will be expensive to implement	Concerns that car-sharing will be costly to enforce and the costs will outweigh the benefits.
Oppose proposal with no other details	Respondents commented that they opposed the proposal and did not provide additional feedback or reasonings.
Want improved public transport	More frequent and reliable public transportation would be better to encourage a shift to more sustainable modes of travel.

Event feedback: Proposal 8

The themes that emerged from the feedback received at the in-person events are shown below, along with which events these themes were expressed.

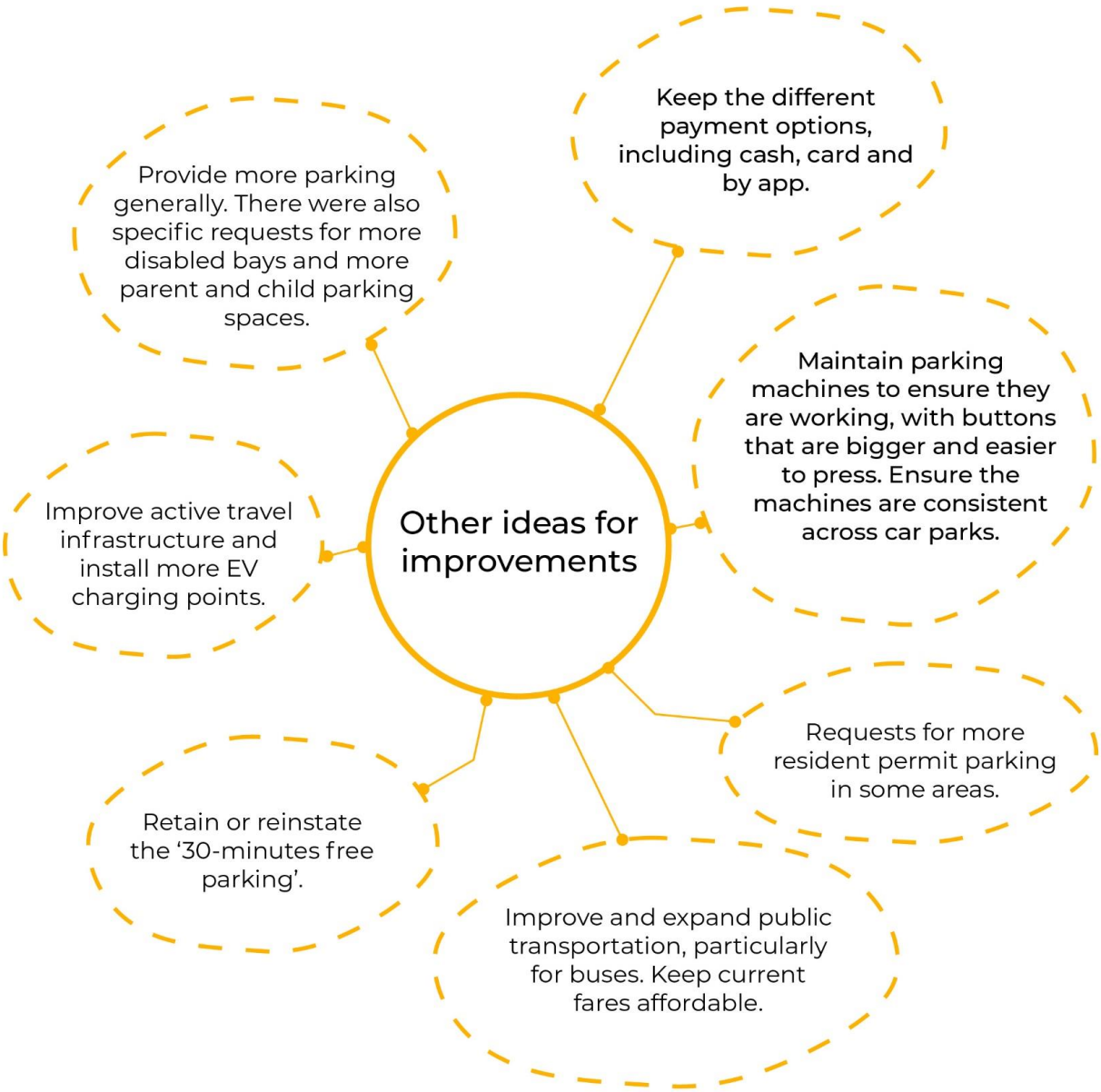
BS = Bishop's Stortford; SA = Stanstead Abbotts

	Theme and details	Event location
Issues	**Not suitable for all** Car sharing is harder for workers on different shifts or in more rural areas. May not also be suitable for working parents.	BS; Buntingford; SA
	Lack of alternative options Public transportation is not a sufficient alternative to private car use	Buntingford
	Complicated to enforce Might be difficult to enforce car-sharing	Sawbridgeworth
	Difficult to coordinate Car-sharing may be hard to coordinate amongst many people or employees may not want to participate	Hertford
Opportunities	**Mental health benefits** Could offer benefits to mental health through increased social interaction.	Hertford
	Encouraging participation • Could offer discounted business rates as an incentive to participate • Education and communication with businesses; education on bus services • Could offer a shuttle bus	BS; Buntingford; Sawbridgeworth
	Promote active travel Will encourage a shift to active travel; opportunity to provide more cycle parking in car parks	Buntingford
	Promote public transportation This would help promote town council bus which is excellent	Sawbridgeworth
	Implementation ideas Could utilise a car-sharing app	Sawbridgeworth

Survey feedback: Additional Improvements

Do you have any other comments on these proposals, or ideas for how we can make improvements to parking in East Herts?

996 respondents provided feedback. A summary of their responses is shown below.



Recommendations and Next Steps

Recommendations

1. Maintain **a localised approach** to charging across East Herts, include charge levels and times.
2. Conduct **parking surveys of car parks** to understand their usage and help inform proposal development. Surveys should cover use of all-day tariffs (e.g. when, by who, and to what extent is the all-day option used) and utilisation levels at each car park throughout the day and week.
3. Review **current car park infrastructure**. Specific suggestions that came out of the engagement include providing more disabled and parent and child spaces, improving the parking payment machines to ensure the buttons are working, and ensuring signage and payment instructions are clear.
4. Collaborate with Hertfordshire County Council and local transport operators to **improve public transportation**, particularly the expansion of the Lynx bus service to cover more areas, run longer, and to have more availability.
5. Review opportunities to **simplify tariff structures**, as many engagement respondents felt charges could be confusing and should be made easier to understand.
6. Ensure payment methods across car parks are consistent and flexible. Many respondents liked the **Check-in and Check-Out option** that is available. However, some feedback suggests that not all users are aware this option is available in all but one car park. The council may wish to strengthen promotion efforts to increase awareness of this payment method. Respondents also requested that cash and card are retained as payment options.
7. Define the purpose and benefit of the **free 30-minutes period** in the context of strategy outcomes, including improving air quality and encouraging the use of more sustainable modes of travel.
8. Consider the impact of future proposals on **local businesses** and apply concessions for small businesses and employees where possible.
9. Explore **emissions-based charging** that uses bands of emissions rather than simply a discount for EVs. This could utilise carbon emissions or replicate the ULEZ system which is based on nitrogen oxides and particulate matter.
10. Explore the possibility of **location-based charges**, where car parks located further outside of town centres are cheaper and/or offer all-day tariffs. Car parks closer to town centres would be more expensive or could be short-stay only.
11. Explore the option of expanding **parking fees for motorcycles** to all car parks.
12. Review requests for **Resident Parking Schemes** that came out of the engagement to explore the introduction of these schemes in the areas mentioned.
13. Create a **communications plan** to accompany the strategy, to include messaging and information about the final proposals taken forward. This should be created in partnership with other relevant council teams to incorporate environmental and sustainable messaging and should serve to inform and educate the East Herts community about each proposal and the overall aims and objectives of the strategy.

Next steps

All of the feedback gathered during this engagement period will be used to inform the development of an updated Parking Strategy for East Herts that aligns with local priorities and needs. The updated Parking Strategy will provide the framework for how to manage parking and transport in a way that help make streets better and safer for all means of transport and to improve the environment for all. Further updates will be shared as the development of the Parking Strategy progresses and there will be an opportunity for the public to provide feedback on a draft Parking Strategy.

Appendix A: Survey feedback

Appendix A

The full list of themes that were expressed in the engagement survey responses are provided for each proposal in the following pages.

Please note that the number of respondents that expressed the themes may exceed the total number of survey respondents. This is because respondent feedback could fall under multiple themes.

Proposal 1: Different permit charges based on vehicle emissions including a lower charge for electric vehicles or EV discounts in car parks.

No. of respondents	Theme
487	Penalising those who cannot afford an EV
151	Need improved EV infrastructure/Some do not have easy access to EV charging
131	Proposal is bad for businesses
110	EVs can have a negative environmental impact
84	Need better public transport and active travel infrastructure
83	Partially support proposal
75	EVs are too expensive
70	Parking charges are not enough to incentivise a switch to cleaner vehicles
61	Proposal penalises drivers
57	Opposed with no reasons
56	Aim of proposal is to generate income
50	Support with no reasons
47	Too complicated
45	Proposal is not needed
44	EVs still taking up the same amount of parking space as non-EVs
38	Proposal will not work
35	EVs are often heavier and bigger
34	Concerns proposal will displace parking onto side streets
32	Proposal will be good for EV users
26	Respondent supports the objectives of the proposal
24	Will encourage switch to less polluting vehicles or reduced car use
23	Proposal is needed and sensible
23	EVs are less safe (too quiet or heavier)
21	Out of scope
21	No view/Unsure
20	EVs already receive other incentives
18	Concern about cost to implement proposal
17	Unfair (general)
14	Respondents want free parking or lower parking charges
14	Proposal is too restrictive
12	Proposal will have environmental benefits
10	Buying a new car is less sustainable
7	Proposal should go even further
3	Similar schemes have been successful elsewhere
1	Would encourage more people to visit the town

Proposal 2: Time-based pricing for parking

No. of respondents	Theme
333	Will negatively impact businesses
144	Support with no reasons
142	It is unfair to people who cannot avoid peak times (e.g. parents, those with appointments)
125	Too complicated
111	Penalises town workers
106	Aim of proposal is to generate income
90	Oppose with no reasons
84	Respondent wants free parking, longer free period of parking or cheaper parking.
82	Partially support with considerations (e.g. concessions for town workers, if charges are reasonable)
81	Concerns proposal will cause parking displacement
72	Not needed
41	Unsure/Need more details
41	Will reduce congestion
33	Support proposal if off peak charges are lower or free
30	Proposal will not have an impact on congestion levels
27	Concern about impact on low-income households
26	Need improved public transport
24	No view
16	Respondent feels this is already in place (e.g. free parking in the evenings)
15	Out of scope
10	Proposal is penalising motorists
10	Will encourage more business activity
5	Car parks are congested

Proposal 3: Introduction of a diesel surcharge.

No. of respondents	Theme
217	Discriminating against poor
146	Government told us to buy diesel
130	Will hurt business/town centres
118	Diesel is or can be less polluting
105	Can't afford new car
94	Purely Supportive
89	Purely opposed
82	Penalising diesel drivers or motorists generally
73	Not needed
71	Will not work
49	Unfair
47	Suggestion
45	Proposal is too complicated
44	Aim of proposal is to generate income for council
42	Diesel drivers already pay more in road tax and other charges
30	EVs and/or EV infrastructure is not suitable yet
23	Unsure/No view
22	Positive environmental impact
20	Partially support
20	Cost passed onto customer
20	Suggestion to charge more for lorries, trucks and bigger cars
19	Will be costly to implement
17	There are no public transport alternatives
15	Will displace diesel cars to residential roads
15	Diesels are polluting
15	Understand objectives of the proposal
14	Necessary and/or fair
13	Out of scope
10	Doesn't impact space of parking
10	Buying a new car is not good for the environment
8	People are already struggling financially
7	Will help encourage a switch to cleaner vehicles
6	Will be good for health
3	Agree that higher emissions should pay more

Proposal 4: Review of charge levels for Motorcycles, Carers, Off-street parking, Businesses, and Car Clubs.

No. of respondents	Theme
157	Respondent supports free or reduced fees for carers
110	No opinion
102	Complicated/expensive to implement
85	Unsure
84	Support with no reasons
79	Opposed with no reasons
64	Support subsidies or help for businesses
53	Proposal is not good for business
49	Support a reduction (for all the groups listed)
47	Not needed
44	Aim of proposal is to generate income
39	Support for free or cheaper motorcycle parking
35	Do not want any parking charges
34	Support reduced rates or more promotion for car clubs (e.g. dedicated spaces)
27	Charge motorcycles as much as cars; do not give them free parking
26	Opposed to price increases
23	Not feasible to use car clubs
20	Comments about existing congestion in their area, concerns about displacement, and/or requests for resident parking permit
17	General comment that charges should be fair
17	Proposal penalises motorists
13	Concerns about parking displacement
13	Concerns about misuse of any reduced charges
12	Support – could help reduce congestion and pollution
9	Support for charging businesses/Do not want reduced charges for businesses
9	Motorcycles should be more regulated and are still polluting vehicles
8	Out of scope
7	Support charging for off-street parking
6	Do not want decreased parking availability/need to increase parking availability
5	Need more disabled parking bays
4	Motorcycles need designated parking spaces
3	Support higher charge for car clubs

Proposal 5: Review the all-day parking tariff option for some town centre car parks.

No. of respondents	Theme
349	Concern for employees who need to park for long periods
162	Will have a negative impact on business/town centres
108	Support with no reasons
95	Aim of proposal is to generate income
94	Concern for parking displacement/should be promoting use of car parks
74	Concern for commuters
73	Partially supportive
62	All day parking is necessary
57	Negative with no reasons
55	Not needed (general)
49	Need improved public transport first
45	Leave as is
41	No opinion
38	Concern for visitors
37	Would help free up parking spaces
37	Need more information/need to conduct a review of parking demands
35	Flexibility is good/provide a mix of parking options
32	Too complicated
17	Out of scope
17	Would help encourage more business activity
16	Not needed because parking congestion is not an issue
16	Might work
15	Do not want higher prices
10	Will encourage more sustainable travel and help improve the environment
7	Will create more emissions if people need to move their cars to comply with short-stay

Proposal 6: Making parking charges easier, fairer and more consistent across East Herts by reviewing existing charges, including locations and hours.

No. of respondents	Theme
366	Against consistency because locations are different
208	Agree with no reasons
91	Higher charges will hurt town and businesses
90	Aim is to raise prices and generate income
83	Keep prices affordable/Want more free parking
79	Agree because it would be fairer and simpler
75	Partially agree
63	Agree as long as charges do not increase
48	Unsure/No view
48	Not needed/too complicated
35	Do not make any changes
33	No increase in charges
26	Negative with no reasons
18	Out of scope
8	Proposal penalises motorists
5	Keep current amount of parking/need more parking
3	Support proposal for environmental reasons

Proposal 7: Introducing a workplace parking levy.

No. of respondents	Theme
194	Need better and more affordable public transport
143	Unsure/No view
123	Concerns it will hurt business
120	Penalises workers (worried cost will be passed onto employees)
111	Will deter future businesses or force existing businesses to relocate
80	Might work but only for with some considerations (e.g. depending on availability of public transport, size of business)
73	Agree with no reasons
65	Disagree with no reasons
62	Unfairly penalises business
52	Businesses already pay taxes or have already paid to provide their private parking
49	Proposal penalises motorists (including those who need to drive)
48	Aim of proposal is to generate income
47	Unfair
41	Concerns about parking displacement
40	Not needed
30	Might impact consumer (higher prices of goods/services)
27	Proposal is reasonable and fair
20	Proposal will not work
19	Too restrictive
13	Could help ease congestion
10	Council needs to seek business input
7	Will encourage a shift away from private vehicles
5	Too complicated
2	Will improve air pollution/health

Proposal 8: Offering incentives for car-sharing/car-pooling.

No. of respondents	Theme
223	Not needed or not practical
155	Incentive would be difficult to implement/monitor
138	Support proposal with no reasoning provided
113	Car sharing does not work
77	Positive but unsure about implementation
65	Could work/worth looking into
56	People already car share when possible
45	Expensive to implement
37	Oppose proposal with no reasoning provided
32	Need to improve public transport first
21	Concern for businesses
19	Car-polling is too restrictive
19	Worried people would abuse the system
18	Waste of council resources
15	Concerns about other complications
14	No view on proposal or would need more details
14	Would mean fewer cars on the road
12	Concerns about safety with car-sharing with strangers
11	Want free parking and/or more parking
11	Respondent would support car-share discounts
10	Aim of proposal is to generate income for council
7	Car-sharing saves money
5	Could reduce emissions/improve environment
5	Has worked well in other places
4	Engagement is not real/council should be leading by example
3	Would create more pollution/traffic
3	Would improve health and/or social connectivity
2	Unfair - People already pay road tax
1	Encouraging sustainable transport is good

East Herts Parking Strategy

January 2025

Executive Summary

In response to the climate emergency and in alignment with East Herts' new Corporate Plan, this Parking Strategy has been designed to ensure the Council effectively manages parking demand while addressing the challenges of population growth and high rates of car ownership. The Council aims to discourage inessential car journeys and promote more sustainable alternatives, particularly for short trips. This will be critical in reducing congestion, optimising parking space usage, and tackles issues related to air pollution, climate change, and road safety.

The Strategy is guided by three key objectives:

1. **Support the take-up of more environmentally friendly vehicles and sustainable alternatives to driving.**
2. **Making changes to parking to make it fairer, easier, and more consistent across East Herts.**
3. **Adopting a more considerate approach to managing parking services throughout East Herts.**

To achieve these objectives, a set of 22 actions have been developed which will be explored by East Herts in the short, medium, and long-term. These actions range from expanding electric vehicle charging infrastructure to reviewing the all-day parking tariff option in Council car parks, among others. This Strategy will function as an evolving framework, allowing the Council to review and refine actions as needed and in response to ongoing monitoring.

.

DRAFT

Contents

Introduction..... 4

Strategic Aims and Policy Context..... 5

Parking Service Overview..... 7

Objectives and Policies..... 9

Objective 1: Support motorists to consider alternatives, whether that be the take-up of more environmentally friendly vehicles and sustainable alternatives to driving..... **10**

Objective 2: Take a more balanced approach to parking by making changes to make it fairer, easier, and more consistent across East Herts..... **14**

Objective 3: Adopting a more considerate approach to managing parking services throughout East Herts. **18**

Monitoring and Evaluation..... 22

Appendix A: Summary of Actions..... 23

DRAFT

Introduction

We are a listening council, working together with our communities to deliver fair services.

In 2021, 88% of East Herts households owned at least one car or van, with 14% of households owning three or more vehicles. At the same time, the population of East Herts grew by 9% from 2011 to 2021, which is higher than the average growth rate for England (2021 Census). While East Herts Council recognises that the car may be the most practical transport option for some, it is important that the Council effectively manages the demand for parking to balance the existing parking supply with the challenges posed by population growth and high rates of car ownership. Where possible, the Council seeks to discourage inessential journeys by cars and encourage the use of more sustainable alternatives in place of car journeys, especially for short trips. This will be essential in reducing congestion, managing the use of parking space efficiently and addressing issues of air pollution, climate change, and road safety.

Aligned with the values outlined in our new Corporate Plan—being open and transparent; environmentally focused; community-driven; and fair and inclusive—this updated Parking Strategy aims to develop a framework for managing parking in the district. The strategy sets out the objectives and related policies for improving parking. In doing so, this strategy seeks to translate regional and county wide policy into local action, while recognising the unique nature of our towns, villages and rural communities and their diverse parking requirements.

The strategy is deeply informed by feedback received from residents, businesses and other community members. In September and October 2024, we engaged with the community who told us how they felt about current parking operations and provided feedback on a set of proposal ideas to improve parking.

DRAFT

Strategic Aims

The three key strategic aims of the Parking Strategy are centred around sustainability, community wellbeing and economic prosperity.

Sustainability	Care for the environment by managing parking in a way that reduces transport-related air pollution and carbon emissions.
Community Wellbeing	Ensure parking management supports diverse transportation needs and facilitates access to services for all community members.
Economic Prosperity	Enhance town centre vitality by ensuring efficient use of parking spaces and reducing congestion, making East Herts attractive to businesses and visitors.

DRAFT

Strategic and Policy Context

The following local and regional strategies are relevant to this Parking Strategy.

Local

East Herts Climate Change Strategy - In 2023, East Herts Council declared a climate emergency and recognised the Council's role in inspiring residents and businesses to protect the community against the impacts of climate change. In developing the Climate Change Strategy, the East Herts communities told us that one of their key priorities was active, greener transport, including public transportation, walking, cycling and promotion of low emission and e-vehicles.

East Herts District Plan 2018 – This plan, covering the period 2011-2033, sets out the planning framework for the district and aims to ensure that new development is directed to locations that firstly, reduce the need to travel and secondly, reduce the distance of any necessary trips. The Supplementary Planning Document 'Vehicle Parking Provision at New Development, 2008' sets out the amount of parking that should be provided with developments.

Cycling and Walking Plan (draft) – East Herts is currently developing a Cycling and Walking Plan to make it easier, safer, and more enjoyable to walk, wheel and cycle for everyday journeys and leisure.

Air Quality Action Plan – Three areas in East Herts have been declared Air Quality Management Areas as they exceed the annual limit for nitrogen dioxides. The draft Air Quality Action Plan recognises the key role that transport has in the air quality of an area. Two of the four priorities identified in the draft plan are to reduce the impact of traffic levels and congestion on air quality and support residents' in making active travel choices.

Regional

Hertfordshire's Local Transport Plan (2018 – 2031) and **Supporting Strategies** – HCC's Local Transport Plan sets out how the Council can provide safe and efficient travel while recognising the link between transport and economic growth, housing, public health and the environment. The plan recognises that travel behaviour change is in part influenced by parking charges and supply. Furthermore, it adopts a hierarchy of transport users which gives priority to more sustainable modes like walking, cycling, and public transport.

Parking Service Overview

East Herts Council is the Parking Authority for the district and since 2005, has enforced most on-street parking restrictions on behalf of Hertfordshire County Council (the Highway Authority). East Herts Council manages parking in the following ways:

- Type of parking available at car parks
- Pricing of parking
- Length of stay
- Enforcement

Current parking provision in East Herts

25 council-operated car parks

3,337 total off-street spaces

Charging pricing and structure vary by car park

All East Herts car parks achieved the Park Mark award by meeting standards for safety, including surveillance, lighting, signage and cleanliness.

On-street parking spaces

Includes a mixture of parking bays, such as loading bays, disabled parking, taxi bays and timed free parking.

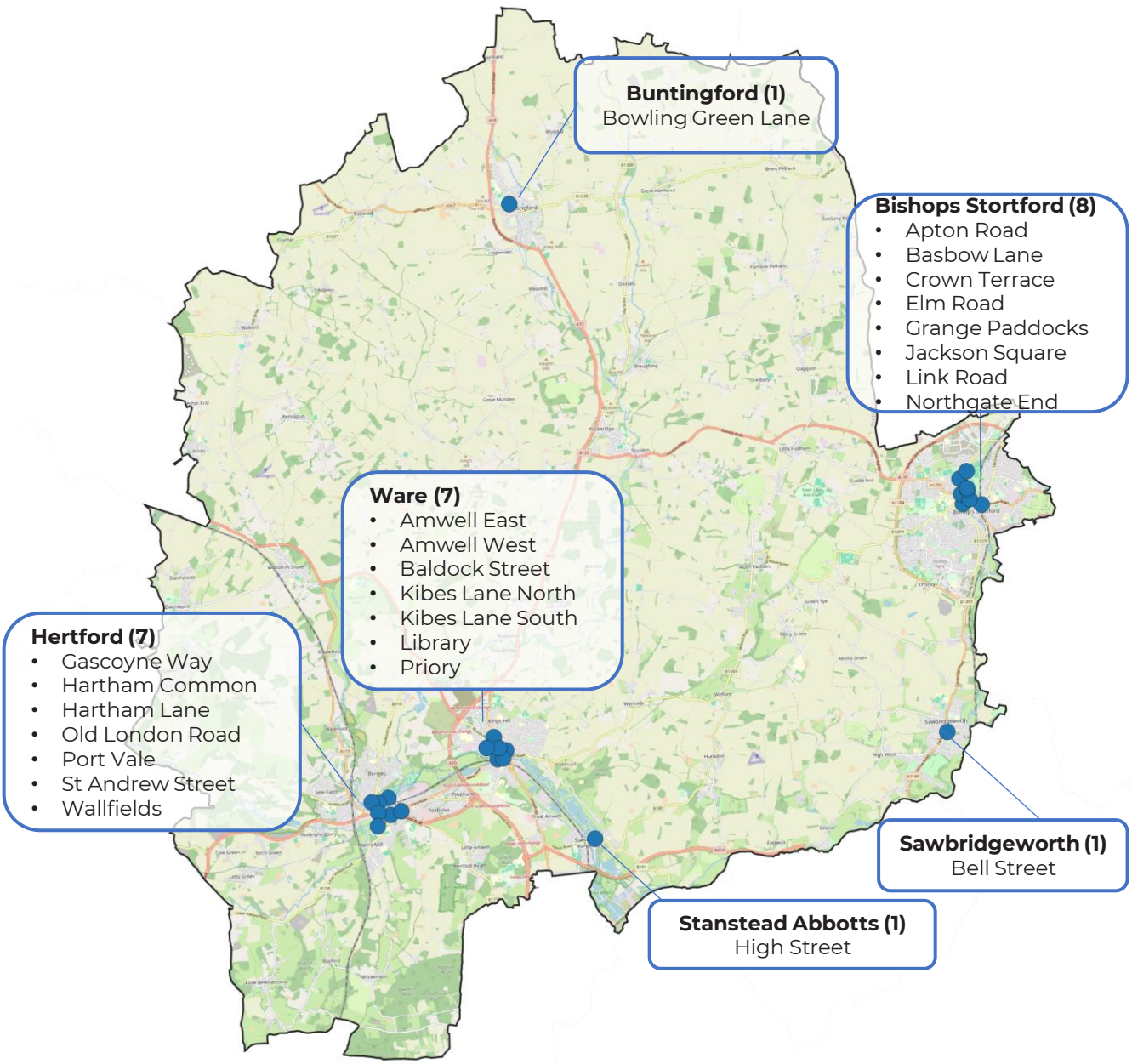
15 Resident Parking Schemes zones

Bishop's Stortford (8 zones)
Ware (3 zones)
Hertford (4 zones)

<u>Types of Permits</u>
Resident Permit
Visitor Voucher
Shared Use Permit
Business Carer Permit
Blue Badge Holder
Motorcycle permit
Contractor permit

Parking Service Overview

The location and number of public car parks throughout East Herts is shown below.



Objectives and Actions

The following section sets out the three key objectives of the Parking Strategy.

Support motorists to consider alternatives, whether that be the take-up of more environmentally friendly vehicles or sustainable alternatives to driving.

Take a more balanced approach to parking by making changes to make it fairer, easier, and more consistent across East Herts.

Adopting a more environmentally considerate approach to managing parking services throughout East Herts.

The objectives are aligned with the three key strategic aims outlined earlier, which focus on the environment, community well-being and economic prosperity.

Under each of the three objectives, this strategy puts forth a set of supporting actions that will be considered by the Council to achieve each objective. The Council recognises that they must take on a number of roles to succeed in delivering the above outcomes. These include **being a direct deliverer** of change, playing a **lobbying role for change**, and **acting as a facilitator** for change.

Prior to implementation, individual actions will go through appropriate engagement and consultation, in alignment with East Herts' Listening Council principles. The Council will also adhere to the necessary approval processes, such as securing political approval, ensuring public support, and complying with legal requirements. Significant changes to parking may necessitate the introduction of a Traffic Regulation Order (TRO).

Each action falls under three broad timescales:

Short-term	Medium-term	Long-term
1 – 2 years	3 – 5 years	5 or more years

Objective 1: Alternative

Support motorists to consider alternatives, whether that be the take-up of more environmentally friendly vehicles and sustainable alternatives to driving.

Short-term

Action 1: Promote the use of cycling by improving cycling infrastructure throughout East Herts.

Working in close alignment with the East Herts Local Cycling and Walking Infrastructure Plan, this action will aim to increase the number of trips made by cycling instead of private vehicle. As part of this, East Herts will review locations in car parks that would benefit from the addition of new or more secure cycle storage and promoting these.

DRAFT

Objective 1

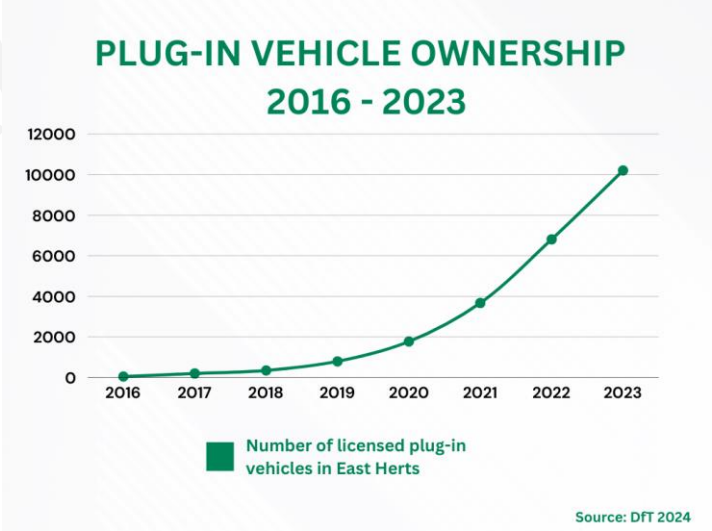
Medium-term

Action 2: Work with the HCC/Schools to engage and educate families on alternative modes of transport.

Parking and traffic congestion because of school runs is an issue that affects schools throughout East Herts and can often lead to increased road danger. In order to address these issues, East Herts will work with its parking enforcement contractor to implement a programme that balances engagement, education and enforcement around school drop off and pick up.

Action 3: Collaborate with partners to expand the provision of off-street and on-street EV chargepoint infrastructure.

Plug-in vehicle ownership in East Herts has been steadily increasing in the last 6 years, with over 10,000 licensed plug-in vehicles in 2023. Hertfordshire County Council (HCC) predicts there will be an uptake of 240,800 electric vehicles by 2030, which will require 6,769 publicly available charging socket (HCC EV Strategy). As of July 2024, there were 1,207 public chargepoints in Hertfordshire, with 106 of those in East Herts (DfT).



In order to continue to meet the demand for growing electric vehicle ownership, East Herts will explore how developer agreements under Section 106 could contribute to managing the demand for electric vehicle charging points. Grant funding and partnerships with private EV chargepoint providers will also be considered as a means to provide charging, particularly on-street charging.

Objective 1

Medium-term

> Action 4: Introduce time-based pricing for parking whereby there are higher tariffs during peak times and lower tariffs during off-peak times.

To better manage parking demand and balance the needs of commuters, residents and visitors to town centres and villages, East Herts will explore and trial the introduction of time-based pricing. Higher tariffs during peak times can help encourage alternative modes of travel and smooth out demand for parking spaces across the day, encouraging more consistent usage rather than concentrated demand during busy times. Existing usage data of car parks can help define 'off-peak' and 'on-peak' times.

DRAFT

Objective 1

Long-term

Action 5: Explore opportunities to implement an emissions-based charging structure to permit parking or car park charges.

East Herts will explore the viability of an emissions-based charging structure, whereby higher-emissions vehicles pay more to park. This will help promote the use of more sustainable modes of travel and in the long-term, encourage residents to purchase low-emission vehicles. As part of this, East Herts will consider the introduction of a diesel surcharge, either on all diesel vehicles or on older or more polluting diesel vehicles. East Herts recognises that affordability was a key concern for some parts of the community and therefore a phased approach or trial will be investigated initially.

Action 6: Lobby Hertfordshire County Council and public transport providers to enhance public transportation infrastructure.

Providing reliable and accessible public transportation is key to decreasing reliability on private vehicles and to enable access to services for all, especially those who do not own a car. East Herts will continue to work closely with HCC to support the expansion of public transport offerings, including the HertsLynx and other bus services.

DRAFT

Objective 2: Balanced

Take a more balanced approach to parking by making changes to make it fairer, easier, and more consistent across East Herts.

Short-term

Action 1: Review the all-day parking tariff option for some town centre car parks.

While East Herts recognises that all-day parking is necessary in some cases, the availability of all-day parking in some town centre car parks can lead to prolonged use of spaces. This reduces parking turnover and limits opportunities to support economic activity in the town. In certain towns, all-day parking by commuters may also restrict the availability of spaces for visitors to the town. To address these challenges, East Herts will remove the all-day parking tariff option in town centre car parks where these issues are present and replace it with extended hourly payment options in line with current hourly charges. Additionally, East Herts will explore ways to encourage the use of car parks located further from town centres, especially for long-stay parking or for towns where the car parks within the town centre face high parking demand.

Action 2: Review parking tariffs to maximise the use of under-utilised car parks and rationalise car parking where appropriate.

East Herts has identified several car parks where changes need to be made to increase usage, such as Northgate End, Apton Road, and Grange Paddocks A car parks. In these under-utilised car parks, East Herts will review the parking tariffs to identify opportunities to encourage usage, such as a price freeze to the current tariff levels.

Action 3: Benchmark parking charges against neighbouring or similar authorities

To ensure East Herts' parking charges are fair, the Council will review its parking charge levels against those of neighbouring or similar local authorities. This benchmarking will help inform the charge levels set in East Herts.

Objective 2: Balanced

Short-term

Action 4: Review parking tariffs to increase dwell time in high footfall areas

To ensure car park parking tariffs support the district's economic prosperity, the Council will review the parking tariff structure to identify opportunities to increase dwell time in high footfall areas. This may include removing the free 30-minute parking in high-demand or long-stay car parks.

Action 5: Review all off-street concession parking or free parking

East Herts provides parking concessions for specific groups, such as Blue Badge holders. The Council plans to review these concessions to ensure parking fees remain fair, support the mobility and accessibility needs of these users, and align with the broader objectives of this strategy.

Action 6: Review existing charges, including locations and hours. Work to make charges easier, fairer and more consistent while acknowledging the different characteristics of each town and village.

East Herts recognises the district is made up of a blend of rural and urban locations, with different areas having their own unique characteristics and offerings such as access to services and transport. As such, the Council understands the importance of setting parking charges in a way that reflects this diversity. However, where appropriate, the Council aims to make charges fairer and more consistent across the district. The Council will conduct a review of the services of the towns and villages throughout the District and where sensible, standardise parking charges.

Objective 2: Balanced

Short-term

Action 7: Review the current Resident Permit Zones (RPZs) and the need for new RPZs.

Regular RPZ reviews help ensure that parking controls are sufficient in meeting the needs of residents and local communities. Reviews of existing RPZs can identify any changes necessary to: controls, hours of operation, signs, making, and charges. Meanwhile, reviewing areas where new RPZs could be introduced helps address ongoing or anticipated parking pressure concerns. RPZs are also important in creating less traffic in the area and discouraging multiple car ownership, which contributes to a cleaner and more sustainable East Herts. East Herts will also update its Resident Permit Parking Policy on RPZ adoption and operation. Changes to East Herts' approach to RPZs will consider the need to regulate parking whilst aiming for permit schemes to be self-financing. East Herts will continue to recruit and deploy Civil Enforcement Officers to enforce parking regulations as needed and depending on the results of the review.

DRAFT

Objective 2

Medium-term

Action 8: Exploring the introduction of business and resident permits for car parks

Some residents and businesses may regularly use the car parks, such as for work or overnight parking, especially when residents do not have on-street parking near their home. To address this, East Herts will consider providing permits to residents and businesses for regular use of the car park.

Action 9: Conduct a district-wide review of the functionality and operability of all pay and display machines

East Herts will conduct an investigation of all pay and display in the district to review all issues with their functionality and operation. The results of this investigation will be utilised to understand the next steps and best practices once the current machines are at the end of their useful life and need to be replaced.

DRAFT

Objective 3: Considerate

Adopting a more environmentally considerate approach to managing parking services throughout East Herts.

Short-term

Action 1: Promote existing support for Carers to park throughout the District.

Currently, East Herts provides discounted permits for Carers to support their ability to travel throughout the district in a timely manner and deliver essential care to vulnerable residents. East Herts is committed to maintaining this discount for Carer Permits. The council has observed that the availability of this discounted permit may not be widely known and will enhance its communications efforts to increase awareness of this offer.

DRAFT

Objective 3

Medium-term

Action 2: Encourage the use of virtual permits over paper permits to facilitate a more environmentally conscious approach.

The use of virtual permits for RPZs enables simpler and more efficient enforcement of controlled parking, which can reduce the use of paper. East Herts will explore ways to encourage residents and businesses to opt for virtual permits instead of paper permits to support its environmental sustainability ambitions. As part of this, the Council will also transition away from using paper pay and display tickets.

Action 3: Regularly review car park capacity.

To understand the demand for off-street parking, East Herts commits to regularly reviewing usage at council-operated car parks. This review will look at the average duration of stay and usage across the day and week. In doing so, the Council can ensure the car park capacity is sufficient to support the economic vitality of the area while not encouraging unnecessary car use. As part of this, East Herts will also review the provision of spaces for different groups, including Parent and Child spaces and Blue Badge holders to ensure there is adequate provision for existing needs.

DRAFT

Objective 3

Medium-term

Action 4: Review charge levels for vehicles based on size, including motorcycles.

Based on feedback received during public engagement, East Herts will consider adjusting parking charges to reflect the size of vehicles and the amount of space they occupy, with larger vehicles potentially paying more. The council will also review the need to provide larger parking spaces to accommodate such vehicles. As part of this action, East Herts will evaluate the current charging structure for motorcycles. As of July 2024, there were 3,300 licensed motorcycles in East Herts, representing approximately 3.3% of all registered vehicles in the district. While this proportion may seem small, motorcycles still occupy road space and contribute to air pollution and carbon emissions.

Currently, most car parks charge motorcycles to park; however, some do not, presenting an opportunity to improve consistency across parking facilities. East Herts will review motorcycle parking charges across all car parks and Resident Permit Zones. For instances where motorcycles occupy a full parking space, it may be appropriate to charge the standard parking fee or consider implementing more dedicated motorcycle parking. Conversely, where motorcycles use less space than cars, the council will assess whether a reduced charge is more appropriate.

Action 5: Improve parking enforcement operations to ensure they actively contribute to environmental objectives.

East Herts will explore transitioning the fleet used by civil enforcement officers to electric vehicles, reducing emissions and supporting the district's commitment to sustainability. Additionally, East Herts review opportunities for civil enforcement officers to conduct air quality monitoring as part of their routine activities, leveraging their presence across the district to collect valuable data that informs environmental policies and promotes healthier communities.

DRAFT

Objective 3

Long-term

Action 6: Explore opportunities to provide incentives for car-sharing/car-pooling

East Herts will review options for providing incentives for those who car-share/car-pool, including to workplaces, schools or car parks. Part of this action will involve reviewing best practices used by other local authorities, such as the use of commercial lift sharing platforms like Liftshare in Surrey, and exploring the practicalities of implementing an incentive, including a cost-benefit analysis.

Action 7: Explore the cessation of paper pay and display (P&D) tickets as part of wider considerations for asset replacement of P&D machines.

East Herts will review options for reducing paper tickets as and when the useful life of pay and display machines come to an end. Northgate End car park is an example of a car park with minimal pay and display machines.

DRAFT

Monitoring and Evaluation

Monitoring and evaluation of the strategy and its objectives and policies will occur annually.

To remain relevant and responsive, this Strategy will function as an evolving framework, capable of adapting to emerging issues and challenges. A flexible approach will allow the Council to review and refine actions as needed and in response to ongoing monitoring, ensuring the actions continue to align with the Council's overarching aims of environmental sustainability, economic growth, and community well-being.

The review of the strategy and its objectives will also consider:

- Other local plans and policies
- The performance of existing parking controls in terms of compliance and impact
- The cost of operations
- Innovations in parking control technology
- Changing supply and demand for parking spaces
- The impact of any policies delivered as part of this Strategy
- Results of public consultation, as appropriate

DRAFT

Appendix A: Summary of Actions

REF	Objective	Action	Strategic Aim	Role	Timescale	Lead
AA1	Alternative	Promote the use of cycling by improving cycling infrastructure throughout East Herts.	Sustainability Community Well-being	Lobbying	Short	Comms Planning Parking
AA2	Alternative	Work with the Hertfordshire County Council/Schools to engage and educate families on alternative modes of transport.	Sustainability Community Well-being	Facilitator	Medium	Comms Parking
AA3	Alternative	Collaborate with partners to expand the provision of off-street and on-street EV chargepoint infrastructure	Sustainability	Deliverer (off street) Lobbying	Medium	Housing and Health
AA4	Alternative	Introduce time-based pricing for parking whereby there are higher tariffs during peak times and lower tariffs during off-peak times.	Economic prosperity	Deliverer	Medium	Parking
AA5	Alternative	Explore opportunities to implement an emissions-based charging structure to permit parking or car park charges.	Sustainability	Deliverer	Long	Parking
AA6	Alternative	Lobby Hertfordshire County Council and public transport providers to enhance public transportation infrastructure.	Sustainability	Lobbying	Long	Planning
BA1	Balanced	Review the all-day parking tariff option for some town centre car parks to better utilise car parking spaces for shoppers/users.	Sustainability Economic Prosperity	Deliverer	Short	Parking
BA2	Balanced	Review parking tariffs to maximise the use of under-utilised car parks and rationalise car parking where appropriate.	Sustainability	Deliverer	Short	Parking
BA3	Balanced	Benchmark parking charges against neighbouring or similar authorities	Economic Prosperity	Deliverer	Short	Parking
BA4	Balanced	Review parking tariffs to increase dwell time in high footfall areas	Economic Prosperity	Deliverer	Short	Parking
BA5	Balanced	Review all off street concession or free parking	Economic Prosperity	Deliverer	Short	Parking

Appendix A: Summary of Actions

REF	Objective	Action	Strategic Aim	Role	Timescale	Lead
BA6	Balanced	Review existing charges, including locations and hours. Work to make charges easier, fairer and more consistent while acknowledging the different characteristics of each town and village	Economic Prosperity	Deliverer	Short	Parking
BA7	Balanced	Review the current Resident Permit Zones (RPZs) and the need for new RPZs.	Community Well being	Deliverer	Short	Parking
BA8	Balanced	Exploring the introduction of business and resident permits for car parks	Economic Prosperity	Deliverer	Medium	Parking
BA9	Balanced	Conduct a district-wide review of the functionality and operability of all pay and display machines	Community Wellbeing	Deliverer	Medium	Parking
CA1	Considerate	Promote existing support for Carers to park throughout the District.	Community Wellbeing	Deliverer	Short	Comms
CA2	Considerate	Encourage the use of virtual permits over paper permits to facilitate a more environmentally conscious approach	Sustainability	Deliverer	Medium	Parking
CA3	Considerate	Regularly review car park capacity	Sustainability	Deliverer	Medium	Parking
CA4	Considerate	Review charge levels for vehicles based on size, including motorcycles.	Sustainability Community Wellbeing	Deliverer	Medium	Parking
CA5	Considerate	Improve parking enforcement operations to ensure they actively contribute to environmental objectives.	Sustainability	Deliverer	Long term	Parking
CA6	Considerate	Explore opportunities to provide incentives for car-sharing/car-pooling	Sustainability	Facilitator	Long term	Housing and Health
CA7	Considerate	Explore the cessation of paper pay and display (P&D) tickets as part of wider considerations for asset replacement of P&D machines.	Sustainability	Deliverer	Long Term	Parking

Equality Impact Analysis Form

1. Equality Impact Analysis (EIA) Form

Title of EIA (policy/change it relates to)	Parking Strategy	**Date**	January 2025
Team/Department	Parking Services – Operations		
Focus of EIA What are the aims of the new initiative? Who implements it? Define the user group impacted? How will they be impacted?	The Council is developing a new parking strategy which seeks to promote active travel and sustainability, support local businesses and people. There are a number of objectives which can be summarised as: **Alternative** 1. Support motorists to consider alternatives, whether that be the take-up of more environmentally friendly vehicles and sustainable alternatives to driving. **Balanced** 2. Take a more balanced approach to parking by making changes to make it fairer, easier, and more consistent across East Herts. **Considerate** 3. Adopting a more environmentally considerate approach to managing parking services throughout East Herts. **Purpose of the Assessment** To evaluate the impact of the proposals on community groups, ensuring accessibility, inclusivity, and equal opportunities are fully considered.		

***Please note**: Prepopulated data for protected categories other than Age and Gender come from 2011 census results[1] on the district, the Age and Gender data comes from ONS mid-year estimates[2]. If the service has specific demographic data for service users/residents than this should be used instead.*

[1] https://www.nomisweb.co.uk/census/2011
[2] https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/datasets/populationestimatesforukenglandandwalesscotlandandnorthernireland

2. Review of information, equality analysis and potential actions

Please fill in when appropriate to the change. If it does not, please put N/A

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff	What do people tell you? Summary of service-user and/or staff feedback	What can you do? All potential actions to: • advance equality of opportunity, • eliminate discrimination, and • foster good relations
Age	Under 20 24.2% 20-24 4.5% 25-29 5.5% 30-44 19.8% 45-59 22.9% 60-64 5.4% 65-74 9.6% 75-84 5.6% 85-89 1.6% 90 0.9%	**Emissions based/diesel surcharge parking:** *Affordability and Economic Accessibility* • Electric vehicles may be unaffordable for large parts of the community. • Diesel surcharge could impact some members of the older community who were advised to buy diesel vehicles by previous labour government in 2001 **Price Increases** Price increases are not considered significant compared to the overall cost of running a vehicle compared to the benefit of being able to park more conveniently closer to services/home.	Consider a trial at a smaller scale or focus on alternative such as size of vehicle. Formal consultation would be required which could provide further insights. Ensuring a range of payment methods (where practical) are available will minimise exclusion.
Disability	11,663 households in East Herts have one person in household with a long-term health problem or disability.	**Proposal to introduce blue badge bay charging** Employment rates are generally lower for disabled people than non-disabled people. An introduction of a charge could be difficult for some users and also displace car parking onto streets. Blue badge holders can park on single or double yellow lines for up to 3hrs.	A formal consultation is required to implement the change in East Herts car parks via Traffic Regulation Order. This consultation would also assist the identification

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff	What do people tell you? Summary of service-user and/or staff feedback	What can you do? All potential actions to: • advance equality of opportunity, • eliminate discrimination, and • foster good relations
			of other equalities impacts amongst residents.
Gender reassignment	Unknown	No direct impact identified	Monitor for indirect impacts
Pregnancy and maternity	Unknown	**Price Increases** Pregnant women and women with babies younger than 6 months old are more likely to be reliant on cars for travel. They may therefore be negatively impacted by increased charges and maternity pay. However, the increase in charges is relatively low when compared to the overall cost of keeping and using a car.	Monitor for further impacts
Race	White 95.47% English/Welsh/Scottish/Northern Irish/British 90.25% Irish 1.14% Gypsy or Irish Traveller 0.04% Other White 4.04% Mixed/multiple ethnic groups 1.61% White and Black Caribbean 0.45% White and Black African 0.15% White and Asian 0.62% Other Mixed 0.38%	**Price Increases** No direct impact identified however groups with lower average income may struggle with increased charges.	Supporting and lobbying for improved public transport services and infrastructure could support lower income residents.

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff	What do people tell you? Summary of service-user and/or staff feedback	What can you do? All potential actions to: • advance equality of opportunity, • eliminate discrimination, and • foster good relations
	Asian/Asian British 1.95% Indian 0.73% Pakistani 0.15% Bangladeshi 0.20% Chinese 0.37% Other Asian 0.49% Black/African/Caribbean/Black British 0.71% African 0.43% Caribbean 0.22% Other Black 0.07% Other ethnic group 0.26% Arab 0.10% Any other ethnic group 0.16%		
Religion or belief	Christian 62.75% Buddhist 0.32% Hindu 0.45% Jewish 0.33% Muslim 0.72% Sikh 0.12% Other religion 0.32% No religion 27.75% Religion not stated 7.26%	No direct impact identified	
Sex/Gender	The district is 51% female and 49% male	No direct impact identified	Monitor

Protected characteristics groups from the Equality Act 2010	**What do you know?** Summary of data about your service-users and/or staff	**What do people tell you?** Summary of service-user and/or staff feedback	**What can you do?** All potential actions to: • advance equality of opportunity, • eliminate discrimination, and • foster good relations
Sexual orientation		No direct impact identified	Monitor
Marriage and civil partnership	Single 30.5% Married 52.3% Civil partnership 0.2% Separated Divorced 2.3% Widowed 8.6%	No direct impact identified	Monitor

3. List detailed data and/or community feedback which informed your EqIA (If applicable)

Title (of data, research or engagement)	**Date**	**Gaps in data**	**Actions to fill these gaps: who else do you need to engage with?** (add these to the Action Plan below, with a timeframe)

Online consultation and in person engagement session	Autumn 2024	Monitoring information	Anything requiring further consultations to provide optional monitoring form due by end of 2025
Feedback from previous consultations of changes	Summer 2022	Monitoring information	

EqIA sign-off:

Directorate Management Team rep or Head of Service:	J Khanom-Metaman	**Date:**	Jan 2025
Author of Equality Impact Analysis:	As Above	**Date:**	Jan 2025

EAST HERTS CAR PARKS	Current Tariffs	Proposed Tariffs
	2024/25	2025/26
Jackson Square MSCP - Bishop's Stortford		
Mon – Sat (7.30am – 6.30pm)		
Up to 1 hour	£1.10	£1.20
Up to 2 hours	£2.10	£2.40
Up to 3 hours	£2.80	£3.60
Up to 4 hours	£3.70	£4.80
Up to 5 hours	£4.60	£6.00
Public Holidays except Christmas Day Up to 11 hours (All Day)	£1.60	£2.00
Sunday Up to 11 hours (All Day)	£1.60	£2.00
Link Road - Bishop's Stortford:		
Mon – Sat (7.30am – 8.00pm)		
Up to 1 hour	£1.10	£1.20
Up to 2 hours	£2.10	£2.40
Up to 3 hours	£2.80	£3.60
Up to 4 hours	£3.70	£4.80
Up to 5 hours	£4.60	£6.00
Sunday Up to 12.5 hours (All Day)	£1.60	£2.00
Public Holidays except Christmas Day to 12.5 hours (All Day)	£1.60	£2.00
Northgate End MSCP - Bishop's Stortford		
Mon – Sat (7.30am – 8.00pm)		
Up to 1 hour	£1.00	£1.00
Up to 2 hours	£2.00	£2.00
Up to 3 hours	£2.60	£2.60
Up to 4 hours	£3.20	£3.20
Up to 5 hours	£3.70	£3.70
Up to 12.5 hours (All Day)	£4.20	£4.20
Sunday Up to 12.5 hours (All Day)	£1.60	£1.60
Public Holidays except Christmas Day 12.5 hours (All Day)	£1.60	£1.60
Apton Road, Basbow Lane, - Bishop's Stortford		
Mon – Sat (7.30am – 8.00pm)		
Up to 30 mins (Free)	£0.00	£0.00
Up to 1 hour	£1.10	£1.20
Up to 2 hours	£2.10	£2.40
Up to 3 hours	£2.80	£3.60
Up to 4 hours	£3.70	£4.80
Up to 5 hours	£4.60	£6.00
Up to 12.5 hours (All Day)	£6.50	£7.80
Sunday Up to 12.5 hours (All Day)	£1.60	£2.00
Public Holidays except Christmas Day up to 12.5 hours (All Day)	£1.60	£2.00
Crown Terrace A - Bishop's Stortford		
Mon – Sat (7.30am – 8.00pm)		
Up to 30 mins (Free)	£0.00	£0.00
Up to 1 hour	£1.10	£1.20
Up to 2 hours	£2.10	£2.40
Up to 3 hours	£2.80	£3.60
Sunday Up to 12.5 hours (All Day)	£1.60	£2.00
Public Holidays except Christmas Day up to 12.5 hours (All Day)	£1.60	£2.00
Crown Terrace B - Bishop's Stortford		
Mon – Fri (8.30am – 8.00pm)		
Up to 30 mins (Free)	£0.00	£0.00
Up to 5 hours	£4.60	£6.00
Up to 12.5 hours (All Day)	£5.60	£7.20
Sat (8.30am – 8.00pm)		
Up to 30 mins (Free)	£0.00	£0.00
Up to 1 hour	£1.10	£1.20
Up to 2 hours	£2.10	£2.40
Up to 3 hours	£2.80	£3.60
Up to 4 hours	£3.70	£4.80
Up to 5 hours	£4.60	£6.00
Up to 12.5 hours (All Day)	£5.60	£7.20
Sunday Up to 12.5 hours (All Day)	£1.60	£2.00
Public Holidays except Christmas Day up to 12.5 hours (All Day)	£1.60	£2.00
Elm Road - Bishop's Stortford		
Mon – Sat (7.30am – 8.00pm)		
Up to 30 mins (Free)	£0.00	£0.00
Up to 5 hours	£3.70	£4.00

Up to 12.5 hours (All Day)	£4.20	£5.00
Sunday Up to 12.5 hours (All Day)	£1.60	£2.00
Public Holidays except Christmas Day up to 12.5 hours (All Day)	£1.60	£2.00
Grange Paddocks A - Bishop's Stortford		
Mon – Sat (9.00am – 8.00pm)		
Up to 8 hours	£3.50	£3.50
Sunday Up to 11 hours (All Day)	£1.60	£2.00
Public Holidays except Christmas Day up to 11 hours (All Day)	£1.60	£2.00
Grange Paddocks B - Bishop's Stortford		
Mon – Sat (9.00am – 5.00pm)		
Up to 2.5 hours (Free)	£0.00	£0.00
Up to 5 hours	£2.60	£3.50
Sunday Up to 8 hours (All Day)	£1.60	£2.00
Public Holidays except Christmas Day up to 8 hours (All Day)	£1.60	£2.00
St Andrew Street; Gascoyne Way Multi Storey: Level A - Hertford		
Mon – Sat (7.30am – 8.00pm)		
Up to 30 mins (Free)	£0.00	£0.00
Up to 1 hour	£1.10	£1.20
Up to 2 hours	£2.10	£2.40
Up to 3 hours	£2.80	£3.60
Up to 4 hours	£3.70	£4.80
Up to 5 hours	£4.60	£6.00
Sunday Up to 12.5 hours (All Day)	£1.60	£2.00
Public Holidays except Christmas Day up to 12.5 hours (All Day)	£1.60	£2.00
Gascoyne Way Multi Storey - Levels B,C,D; Hartham Lane; Hartham Common; Port Vale - Hertford		
Mon – Sat (7.30am – 8.00pm)		
Up to 30 mins (Free)	£0.00	£0.00
Up to 1 hour	£1.10	£1.20
Up to 2 hours	£2.10	£2.40
Up to 3 hours	£2.80	£3.60
Up to 4 hours	£3.70	£4.80
Up to 5 hours	£4.60	£6.00
Up to 12.5 hours (All Day)	£5.60	£7.20
Sunday Up to 12.5 hours (All Day)	£1.60	£2.00
Public Holidays except Christmas Day up to 12.5 hours (All Day)	£1.60	£2.00
Old London Road - Hertford		
Mon – Sat (7.30am – 8.00pm)		
Up to 30 mins (Free)	£0.00	£0.00
Up to 5 hours	£4.60	£6.00
Up to 12.5 hours (All Day)	£5.60	£7.20
Sunday Up to 12.5 hours (All Day)	£1.60	£2.00
Public Holidays except Christmas Day up to 12.5 hours (All Day)	£1.60	£2.00
Wallfields - Hertford		
Mon – Fri (9.00am – 5.00pm)		
Up to 2 hours (Free)		
Up to 3 hours	£1.10	£1.20
Up to 4 hours	£2.10	£2.40
Up to 5 hours	£2.80	£3.60
Sat (9.00am – 5.00pm)		
Up to 2 hours (Free)	£0.00	£0.00
Up to 3 hours	£1.10	£1.20
Up to 4 hours	£2.10	£2.40
Up to 5 hours	£2.80	£3.60
Up to 8 hours (All Day)	£5.60	£7.20
Sunday Up to 8 hours (All Day)	£1.60	£2.00
Public Holidays except Christmas Day up to 8 hours (All Day)	£1.60	£2.00
Kibes Lane North, Library - Ware		
Mon – Sat (7.30am – 8.00pm)		
Up to 30 mins (Free)	£0.00	£0.00
Up to 1 hour	£1.00	£1.20
Up to 2 hours	£1.80	£2.40
Up to 3 hours	£2.20	£3.60
Up to 4 hours	£3.00	£4.80
Up to 5 hours	£4.20	£6.00
Sunday Up to 12.5 hours (All Day)	£1.60	£2.00
Public Holidays except Christmas Day up to 12.5 hours (All Day)	£1.60	£2.00
Amwell East, Amwell West - Ware		
Mon – Sat (7.30am – 8.00pm)		
Up to 30 mins (Free)	£0.00	£0.00

Up to 1 hour	£1.00	£1.20
Up to 2 hours	£1.80	£2.40
Up to 3 hours	£2.20	£3.60
Up to 4 hours	£3.00	£4.80
Up to 5 hours	£4.20	£6.00
Up to 12.5 hours (All Day)	£5.30	£7.80
Sunday Up to 12.5 hours (All Day)	£1.60	£2.00
Public Holidays except Christmas Day up to 12.5 hours (All Day)	£1.60	£2.00
Baldock Street, Priory Street - Ware		
Mon – Sat (7.30am – 8.00pm)		
Up to 30 mins (Free)	£0.00	£0.00
Up to 1 hour	£1.00	£1.20
Up to 2 hours	£1.80	£2.40
Up to 3 hours	£2.20	£3.60
Up to 4 hours	£3.00	£4.80
Up to 5 hours	£4.20	£6.00
Up to 12.5 hours (All Day)	£5.30	£7.20
Sunday Up to 12.5 hours (All Day)	£1.60	£2.00
Public Holidays except Christmas Day up to 12.5 hours (All Day)	£1.60	£2.00
Kibes Lane South - Ware		
Mon – Sat (7.30am – 8.00pm)		
Up to 30 mins (Free)	£0.00	£0.00
Up to 5 hours	£4.20	£6.00
Up to 12.5 hours (All Day)	£5.30	£7.20
Sunday Up to 12.5 hours (All Day)	£1.60	£2.00
Public Holidays except Christmas Day up to 12.5 hours (All Day)	£1.60	£2.00
Bowling Green Lane - Buntingford		
Mon – Fri (9.00am – 3.00pm)		
Up to 1.5 hours (Free)	£0.00	£0.00
Up to 3 hours	£1.50	£2.10
Up to 6 hours (All Day)	£3.10	£4.20
Public Holidays except Christmas Day up to 6 hours (All Day)	£1.60	£2.00
Bell Street - Sawbridgeworth		
Mon – Fri (7.30am – 6.30pm)		
Up to 30 mins (Free)	£0.00	£0.00
Up to 1 hour	£0.50	£0.70
Up to 2 hours	£0.90	£1.40
Up to 3 hours	£1.50	£2.10
Up to 4 hours	£2.10	£2.80
Up to 5 hours	£3.10	£3.50
Up to 11 hours (All Day)	£5.30	£4.20
Public Holidays except Christmas Day up to 11 hours (All Day)	£1.60	£2.00
High Street - Stanstead Abbotts		
Mon - Sat (7.30am – 6.30pm)		
Up to 30 mins (Free)	£0.00	£0.00
Up to 1 hour	£0.90	£0.70
Up to 2 hours	£1.70	£1.40
Up to 3 hours	£2.10	£2.10
Up to 4 hours	£2.80	£2.80
Up to 5 hours	£3.90	£3.50
Up to 11 hours (All Day)	£5.00	£4.20
Sunday Up to 11 hours (All Day)	£1.50	£1.50
Public Holidays except Christmas Day Up to 11 hours (All Day)	£1.50	£1.50

Appendix E – Benchmarking

Tariffs effective April 2024	**Blue Badge Holder Charging?**	1 hour	2 hours	3 hours	4 hours	5 hours	All Day
Council operated car parks							
North Herts District Council (Hitchen)	Free	£1.50	£2.60	£4.20	£5.70		
Stevenage Borough Council	Free	£2.10	£3.20	£4.30		£5.40	£6.50
Welwyn Hatfield Borough Council (Town Centre)	Pay		£2.05	£3.30	£4.50		£8.35
Broxbourne Borough Council	Free	£1.30	£2.40	£3.50	£4.50		£6.50
Enfield Town Council	Free (3 hours max)	£1.50		£3.00		£7.00	£11.00
Braintree District Council	Free	£1.50		£2.80			£7.00
Epping Forest City of London	Free	£1.50	£2.50		£4.00		£6.00
St Albans District Council	Free (3 hours max)	£2.10	£3.70	£4.50	£5.90		£16.10
Uttlesford District Council (Saffron Walden)	Free	£1.20	£2.20	£3.20	£3.20	£3.70	£4.70
		1 hour	2 hours	3 hours	4 hours	5 hours	All Day
Median tariff value for above nine Local Authorities		**£1.50**	**£2.50**	**£3.40**	**£4.50**	**£5.40**	**£6.75**
Average tariff for above nine Local Authorities		**£1.59**	**£2.66**	**£3.60**	**£4.63**	**£5.37**	**£8.27**
East Herts District Council Off Street PROPOSED FOR APRIL 2025	**Free**	**£1.20**	**£2.40**	**£3.60**	**£4.80**	**£5.60**	**£6.70**
Shopping centres - private operators							

Harvey Centre, Harlow (M-Fri)		£1.10	£1.10	£1.10	£3.30	£4.95	£11.00
Water Gardens, Harlow (M-Fri)			£0.90	£1.00	£3.00		£10.00
Water Gardens, Harlow (Sat)			£1.20	£2.00	£4.00		£10.00
Train stations							
Stevenage Train Station car park (M-Fri) (managed by Stevenage Borough Council)							£11.00
Hertford North Train Station car park (Managed by Apcoa) (M-Fri) peak (operated by Apcoa)							£8.10
Hertford North Train Station car park (M-Fri) off peak - from 10.00am (operated by Apcoa)							£4.30
Hertford East Train Station car park (operated by Greater Anglia)							£6.30
Bishop's Stortford Railway car park (operated by NCP)		£1.00	£2.00	£3.00	£4.00		£9.40
Bishop's Stortford Railway car park (NCP) off peak from 10.00am							£6.60

Appendix F: Comments from the Overview and Scrutiny Committee

Comment from Committee	Reasons from the Committee	Executive Member/Officer Comment	Recommended Action
For Bell Street car park there is an increase over 50% of the current price. Calculations for this car park were requested.	O&S member discussion and comments	The strategy seeks to re-balance and re-define parking charges across the district. Prices in Bell Street car park were abnormally low previously. When the uplift is applied there is potentially an increase in income of approx. £17.5k should transactions be similar to previous years.	A review of all "local car parks" will be considered as part of future developments where it requires further statutory public consultation. No change to pricing proposed following this comment.
Including weekend charging for High Street in Stanstead Abbotts doesn't seem to be fairer for residents.	As above	There is no increase in charging at High Street car park (Mon to Sat), there is actually a decrease. Weekend charging has been reviewed, Sundays and public holidays will remain at £1.50 for April 2025 – March 2026.	As above
Library Car park re-naming	As above	Motorists are aware of the car park despite this being out of context of the library no longer being occupied. On balance it is not considered a priority with current resources and plans.	No action
Machines are ageing – they need to be maintained	As above	We are aware of issues with some of our machines and there is an action in the strategy which commits us to: *BA9 Conduct a district-wide review of the functionality and operability of all pay and display machines.*	Action already covered in strategy action plan.

Need to consider bike storage in car parks	As above	There are live discussions already about some of our car parks being used for bike storage. Car parks will be included in the following action in the strategy. *AA1 Promote the use of cycling by improving cycling infrastructure and storage throughout East Herts.*	As above
Need to thoroughly consider and review free 30mins parking	As above	This will be picked up as part of a statutory public consultation prior to making any decisions on implementation.	As above
Concept of strategy can be supported. Elm road is priced high however businesses and local workers cannot access Northgate End Car park before 7am.	As above	The price for Elm Road will be reduced from £7.80 to £5 for the all-day rate for April 2025 to March 2026 to support the use of outer town parks to release pressure on short stay inner town centre car parks – previously described as differential parking rates.	We will explore the issues around opening times for NGE
Crown Terrace is near the Hockerill Air Quality Management Area (AQMA). The tariff structure doesn't support the concept of reducing congestion and improving air quality.	As above	This will be explored further with the parking team. Any proposals that require more dynamic pricing would require a long lead in time.	To review tariff structure in the medium term.
RPZ update /timescales	As above	A review has been concluded and officers will consider this in the wider context the strategy. The review can be found in Appendix G. The policy position will be update in the short to medium term.	No further action

Reductions for local people should be considered	As above	The proposals seek to re-balance car parking tariffs based on a new set of principles which recognise the differences in the use and function of car parks. For instance, there is a reduction proposed charges in Stanstead Abbotts and price freezes in other areas to reflect the needs which reflect the re-categorisation of car parks. A general reduction for local people does not sit in line with the strategy however we are aware there are some car parks that predominantly serve local people as opposed to workers and visitors. The strategy considers this.	No action
RPZ should be considered for Buntingford	As above	There is a process in place for residents to request an RPZ, this can be found on the Council website.	No action
Concerns around the sale/disposal or commercialisation of car parks	As above	There is currently an over capacity issue in Bishop's Stortford with NGE unoccupied on 2-3 floors at any given time. We have an action that allows us to explore rationalisation should it be required. This is important to ensure we are maximising the use of our assets and minimising on going revenue costs. *BA2 Review parking tariffs to maximise the use of under-utilised car parks and rationalise car parking where appropriate.*	No Action

Affordability of emissions-based parking	As above	This featured in the feedback from residents during the engagement sessions. A number of authorities are already doing this for their permit schemes, additional charges range from £3 to £22 a month depending on CO2 emissions in some authorities.	We haven't made a decision on this but would like to explore this through public consultation further.
Check in and check out continues to be positively received	As above	None	No action
Weight of vehicles to be explored.	As above	Size is included	To be considered by officers
Promote Electric charging of NGE	As above	Agreed	To be actioned by officers
More information on car-pooling and car clubs	As above	It is included as a longer-term aspiration to manage officer resources	No action
Promote carers parking more	As above	Agreed	To be actioned by officers – for clarity this is for RPZ schemes
Blue badge charging concerns and displacement.	As above	To be explored as part of wider public consultation on parking initiatives. Displacement onto roads will be considered as part of decision making.	Included in plan for exploration

Consideration of growth through Stanstead Airport developments	As Above	Though this is not part of the strategy we believe there is enough in the strategy to explore any displacement of vehicles parking in the district.	Officers to monitor

Independent Review of East Herts' Resident Permit Zone (RPZ) Schemes Operational Guidance

1. Background

East Herts District Council's (EHDC) Resident Permit Parking Schemes Operational Guidance sets out the criteria for implementing new Resident Permit Zones (RPZs) and their operational details. RPZs are designed to support residents in areas where on-street parking demand exceeds supply.

A review of the current guidance is a direct outcome of the actions outlined in East Herts' broader Parking Strategy. During engagement for the strategy, residents identified areas experiencing high parking pressure that would benefit from controlled parking measures. The following review, conducted by Citisense, aims to enhance the guidance framework to meet the evolving needs of the community, environment, and local economy.

By revisiting the guidance, the Council has an opportunity to refine and modernise parking controls to better address residents' needs, promote equitable access, reduce congestion, and encourage the adoption of greener transport options. Comparing East Herts' existing policies with those of neighbouring or similar local authorities helps identify best practices and inform improvements, fostering a balanced, forward-thinking approach to parking management that benefits everyone.

2. Recommendations for EHDC

The following table outlines the recommended updates to the current Operational Guidance and general RPZ processes. Each recommendation is accompanied by its rationale, alignment with the strategic aims of the Parking Strategy, and the proposed timeframe for implementation.

DRAFT

Cost: £-££; **RAG**: Green (low risk) – Red (high risk)

REF	Recommendation	Rationale	Timeframe	Cost	RAG
Changes to RPZ Criteria					
1	Use additional metrics in the review of new RPZs, such as: • Impact of vehicle emissions on air quality. Prioritise Air Quality Management Areas. • Number of schools in the area • Number of accidents in the area or emergency services concerns • Proximity to transport hubs and cycling infrastructure • Proximity to town centres/shopping hubs and public car parks • Parking displacement from nearby RPZs •	The incorporation of these metrics and others ensures East Herts takes a holistic approach to reviewing the need for new RPZs. It allows the Council to consider its wider and more long-term objectives, including those centred around the environment, health, and safety, while also addressing parking pressure and congestion concerns. **Aim:** Sustainability, Community Well-being	Short-term	££	Green
2	Remove the following sentence in the Guidance: *The kerb space occupied by non-residents should be greater than 40% at times when parking problems caused by non-residents occur (survey required).*	This change allows the Council to consider a wider range of factors contributing to parking issues, such as residents owning multiple vehicles, which can exacerbate congestion. By focusing on the broader impacts of parking demand rather than narrowly defined thresholds, the Council can implement more effective solutions that discourage excessive vehicle ownership. A map of areas with high rates of multiple car ownership is in Section 4 below.	Short-term	Free/ £	Green

Cost: £-££; **RAG**: Green (low risk) – Red (high risk)

REF	Recommendation	Rationale	Timeframe	Cost	RAG
		Aim: Sustainability, Community Well-being			
3	Create digital map of existing RPZs	This will help support the upcoming government requirement for digital traffic orders by mid-2025 and can help East Herts better identify areas for extended or new RPZs. **Aim:** Community well-being	Short-term	£	Green
		Changes to Engagement Process			
4	Review requirements for participation levels, with a recommendation to reduce the current response rate requirement. At present, the guidance requires that 51% of households must respond during the engagement process.	The current 51% threshold may delay action on critical issues like congestion, safety, and air pollution, especially in cases where residents are affected but less likely to participate in engagement. While the Council strives to engage all households and businesses in a proposed RPZ area, response rates often skew toward certain groups, leaving some voices underrepresented. Lowering the response requirement ensures that valuable projects can move forward while balancing resident input with broader community and environmental objectives. As an example, the London	Short-term	Free/ £	Green

Cost: £-££; **RAG**: Green (low risk) – Red (high risk)

REF	Recommendation	Rationale	Timeframe	Cost	RAG
		Borough of Barking and Dagenham apply a 33% response rate requirement. **Aim**: Community well-being, sustainability			
5	Consider removing or reducing the requirement that a majority be in favour of the scheme and take a broader approach that East Herts will consider criteria such as congestion, safety, air pollution along with resident and District Councillor feedback. As part of this, consider changing the standard engagement surveys used by the Council to utilise more open text questions to gather feedback rather than referendum-type questions on a proposed RPZ.	Removing the requirement for a majority of respondents to support a controlled parking scheme and adopting a broader approach would give the Council more flexibility in decision-making while ensuring a more holistic evaluation of community needs. Considering criteria such as safety, parking pressure, and air pollution, in combination with feedback allows the Council to address pressing issues that may have more long-term benefits. This approach prioritises road safety, eases congestion, and reduces environmental impacts, ultimately creating healthier, safer, and more accessible neighbourhoods for all.	Medium-term	Free/ £	Amber

Cost: £-££; **RAG**: Green (low risk) – Red (high risk)

REF	Recommendation	Rationale	Timeframe	Cost	RAG
		Modifying the survey format to reflect this approach will allow the Council to gather more detailed and comprehensive feedback on the concerns or questions residents may have with the introduction of an RPZ. **Aim:** Sustainability			
Changes to Permit Fees					
6	Implement RPZ permit pricing that reflects vehicle emissions, offering lower fees for low-emission and electric vehicles to promote environmental sustainability.	This aligns with one of the actions in the updated Parking Strategy as well as overarching objectives to encourage a transition to more sustainable vehicles. A more long-term recommendation, this could be trialled with Resident Permits and expanded to other permit types as applicable. Other authorities with similar structures include Enfield Town Council and St Albans District Council. **Aim:** Sustainability	Long-term	££	Red
7	Introduce higher fees for the third permit. East Herts currently has the same price for the 2nd and 3rd permit.	A higher fee for a third permit can discourage multiple car ownership and help maintain parking availability for all households in an area. Other local authorities have	Long-term	£	Amber

Cost: £-££; **RAG**: Green (low risk) – Red (high risk)

REF	Recommendation	Rationale	Timeframe	Cost	RAG
		higher fees for third permits, including Stevenage, Braintree, Hertsmere, and St Albans. A third permit in St Albans is 81% higher than a second one on average. In some areas, a third vehicle is not permitted at all, including North Herts, Watford Borough, and Three Rivers County Council. More details on fees are in Section 4 below. **Aim:** Sustainability			
Changes to Terms and Conditions					
8	Introduce a £10 admin fee for refunding or replacing a permit	An admin fee would help cover the cost to the Council for processing the refund or replacement. This ensures that administrative resources are not diverted from other essential services and promotes responsible use of permits by encouraging residents to take greater care with them. Other local authorities with an admin fee include Watford and Stevenage. **Aim**: Economic Prosperity	Short-term	£	Green

Cost: £-££; **RAG**: Green (low risk) – Red (high risk)

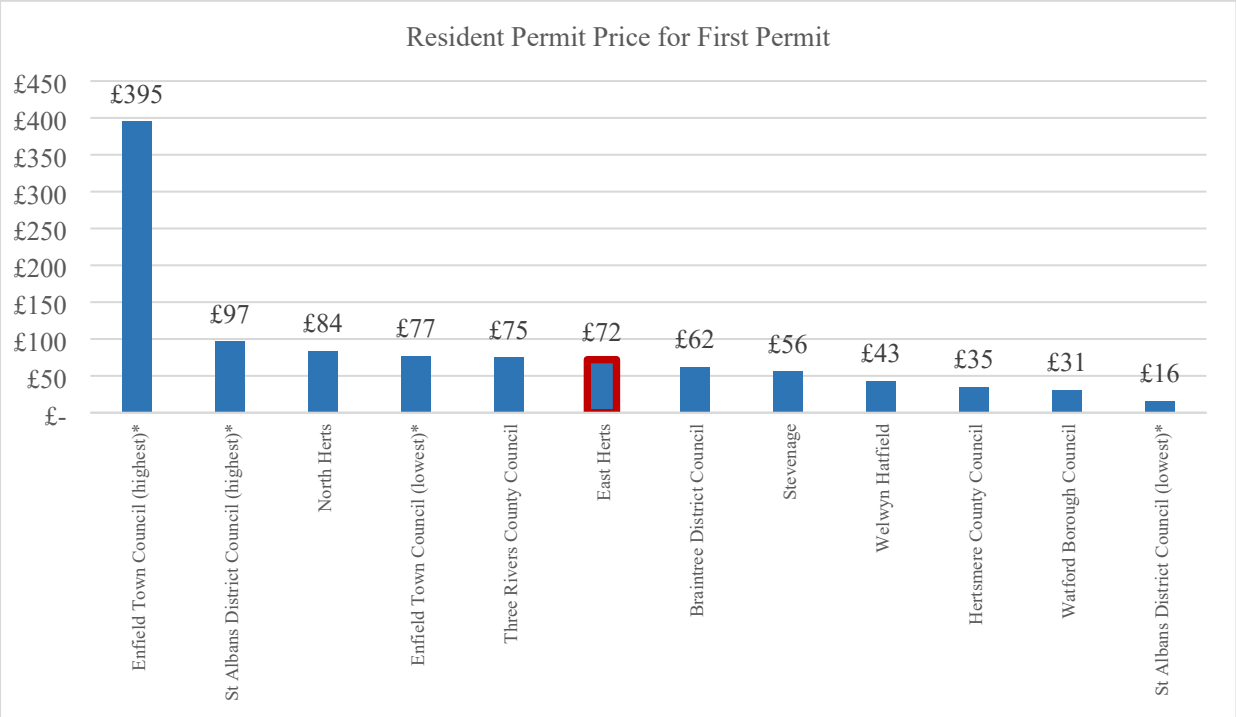
REF	Recommendation	Rationale	Timeframe	Cost	RAG
9	Remove limit on the number of visitor parking hours available for purchase. Current guidance states the quantity of visitor hours will be approximately 20% of the annual operating hours of RPZ.	Removing limits on visitor parking accommodates the diverse needs of residents, such as those who rely on frequent visits from caregivers, contractors, or service providers, and helps to foster social connection. **Aim:** Community well-being	Short-term	£	Green
10	Increase the price of visitor vouchers to better align with benchmarked local authorities.	Increasing the price of visitor vouchers helps to ensure fairness and that the price reflects the true value of the parking service. It encourages responsible use of the available parking, which can reduce congestion and encourage visitors to opt for alternative transport options, such as walking, cycling or public transportation. Please see the Benchmarking section below for visitor voucher prices across different local authorities. **Aim:** Sustainability	Medium-term	£	Amber
Changes to Monitoring Process					
11	Update monitoring language to include parking surveys as part of the six-month	A more robust monitoring process that includes parking surveys can help ensure that a new RPZ is having the	Medium-term	££	Green

Cost: £-££; **RAG**: Green (low risk) – Red (high risk)

REF	Recommendation	Rationale	Timeframe	Cost	RAG
	review to monitor parking displacement and potential need to expand RPZ area.	intended impact on managing parking stress in the area. It can also help identify if there is parking displacement as a result of the RPZ, allowing the Council to review the need to expand or modify the scheme. **Aim**: Community well-being			
Changes to Implementation					
12	Ensure RPZs are equipped with adequate EV charging facilities.	In alignment with East Herts updated Parking Strategy and broader climate goals, this recommendation can help encourage and support a transition to electric vehicles by expanding the EV charging network. **Aim:** Sustainability	Medium/long-term	£££	Green

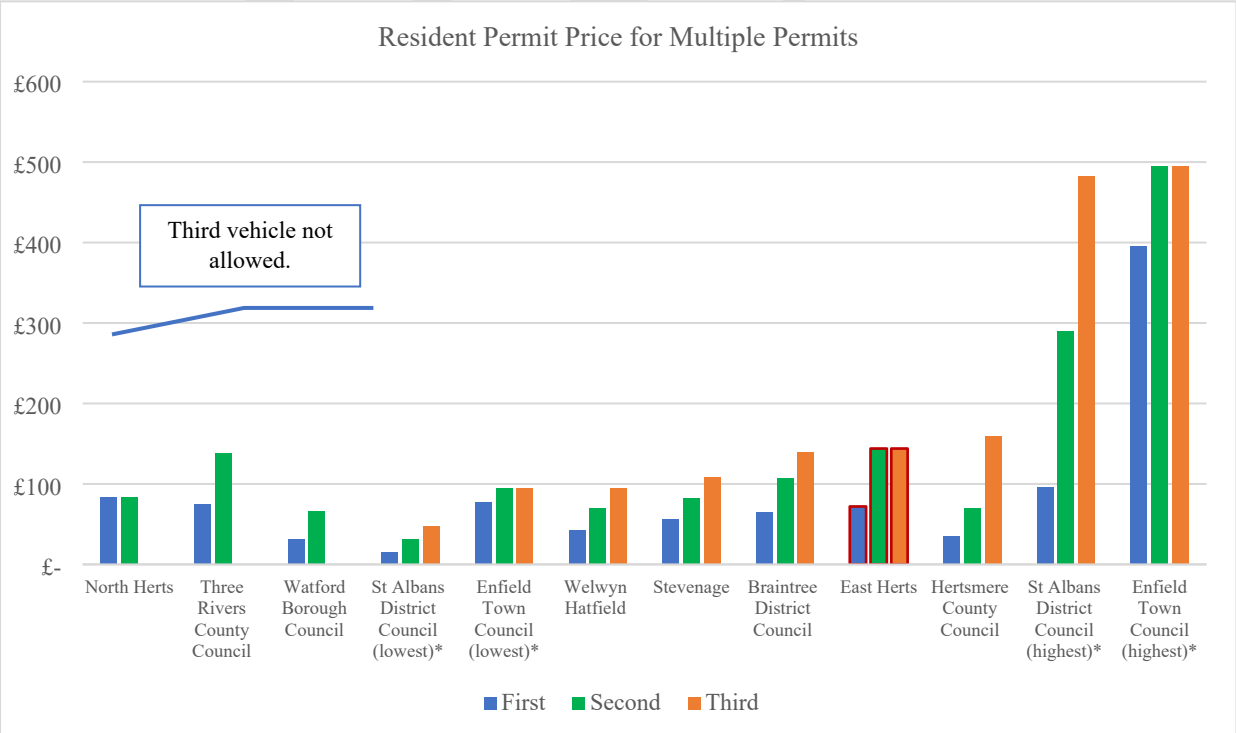
3. Benchmarked Prices

3.1 Resident Permit Price: First Permit



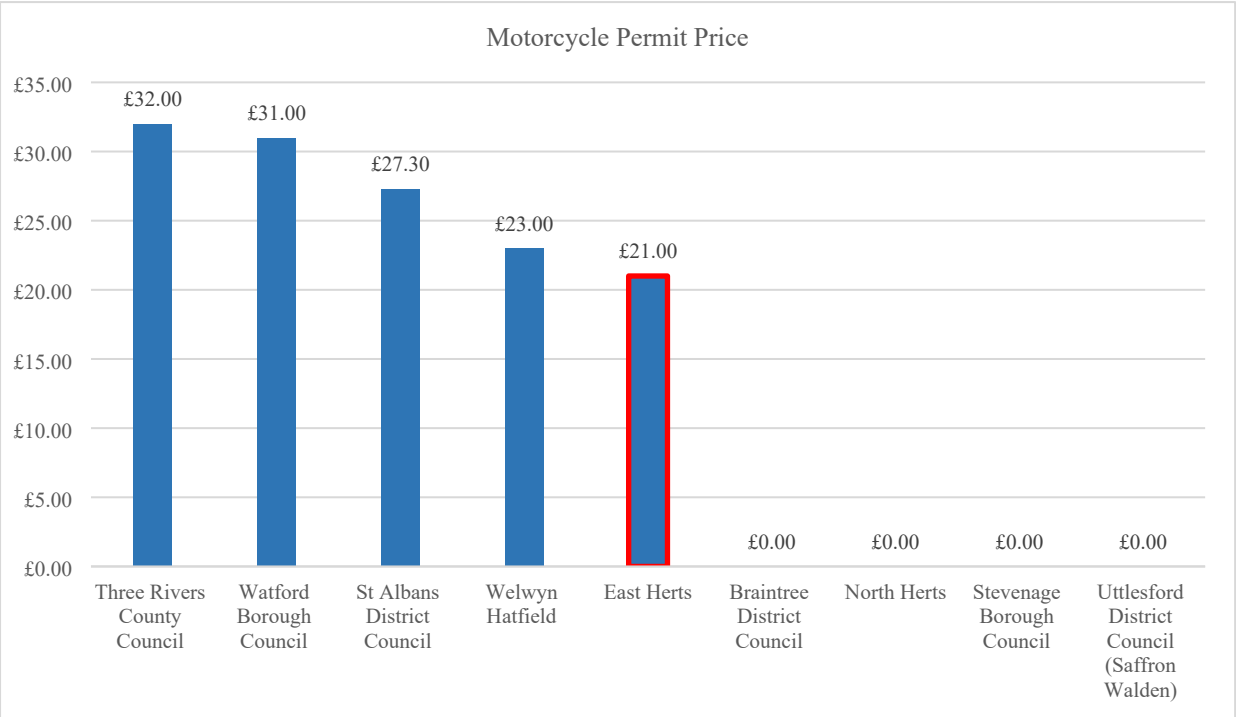
*Local authority uses emissions-based charging

3.1 Resident Permit Price for Multiple Permits

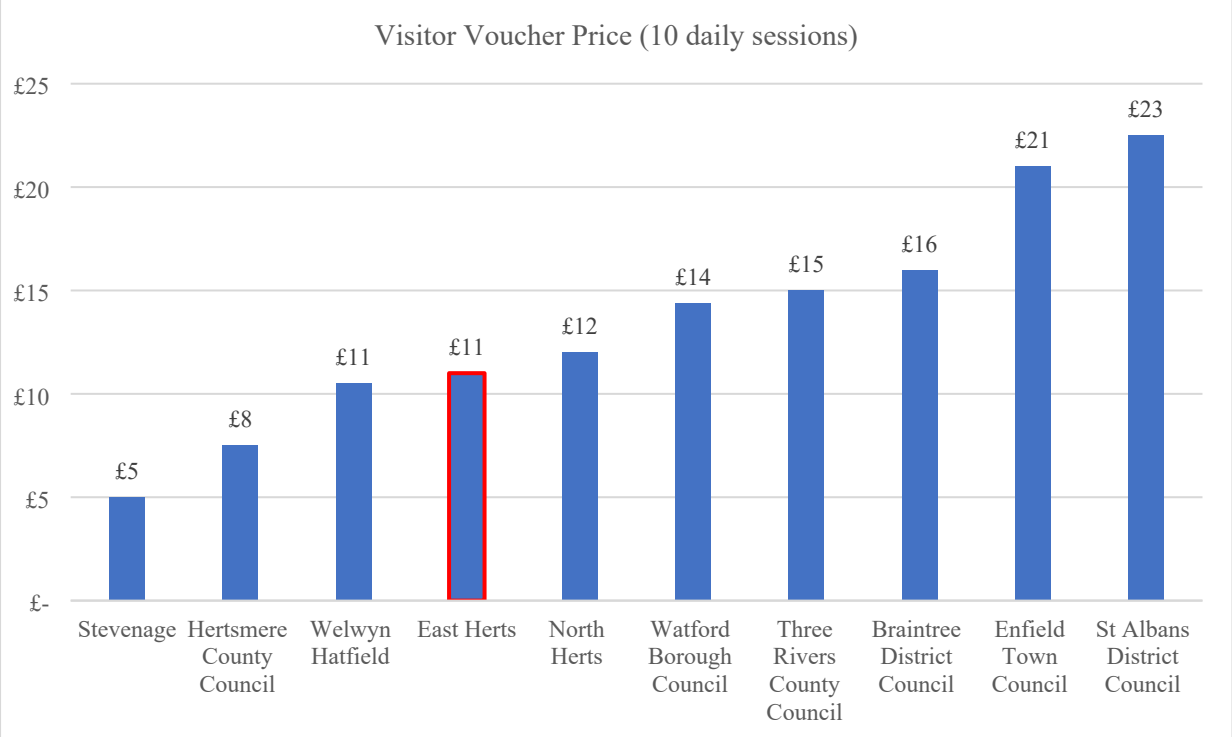


*Local authority uses emissions-based charging

3.3 Motorcycle Permit Price



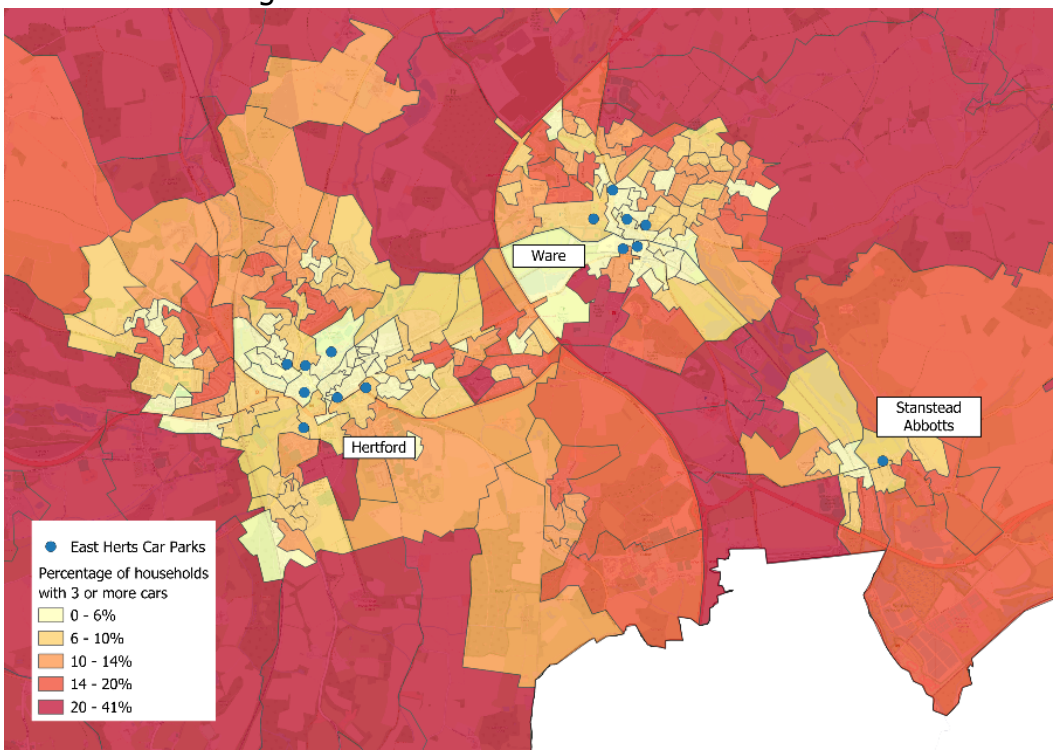
3.4 Visitor Voucher Price for 10 Daily Sessions



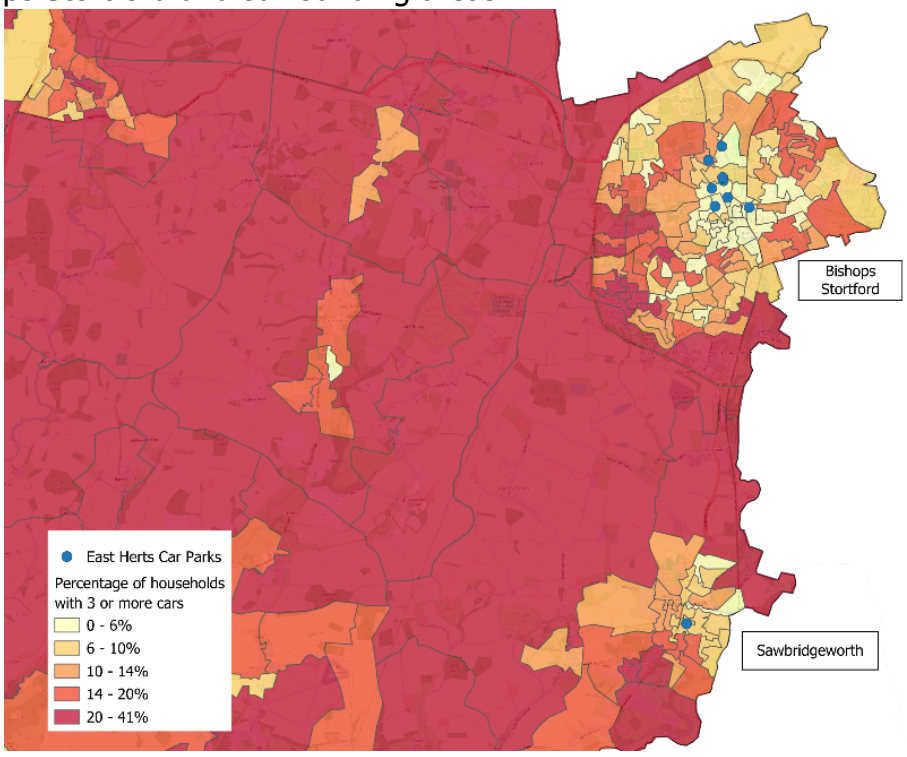
Note: For East Herts, it assumes 10 hours of RPZ operation at £0.11/hour.

4. East Herts Car Ownership Data

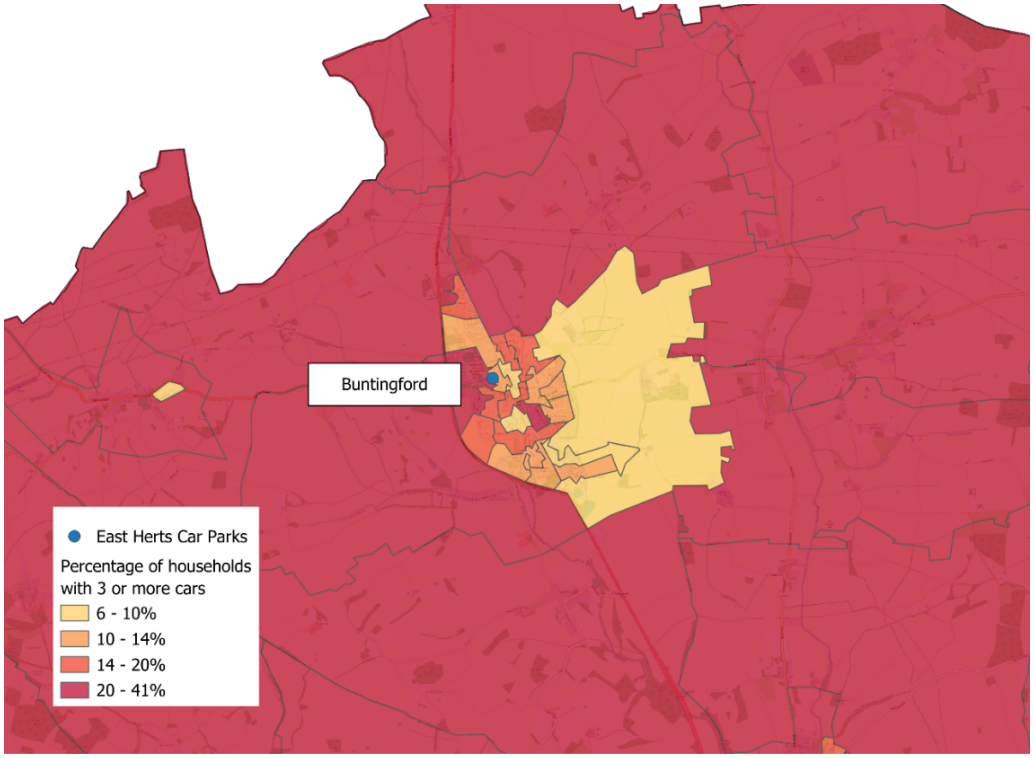
4.1 Percentage of households with 3 or more cars in Ware, Hertford, and Stanstead Abbotts and surrounding areas.

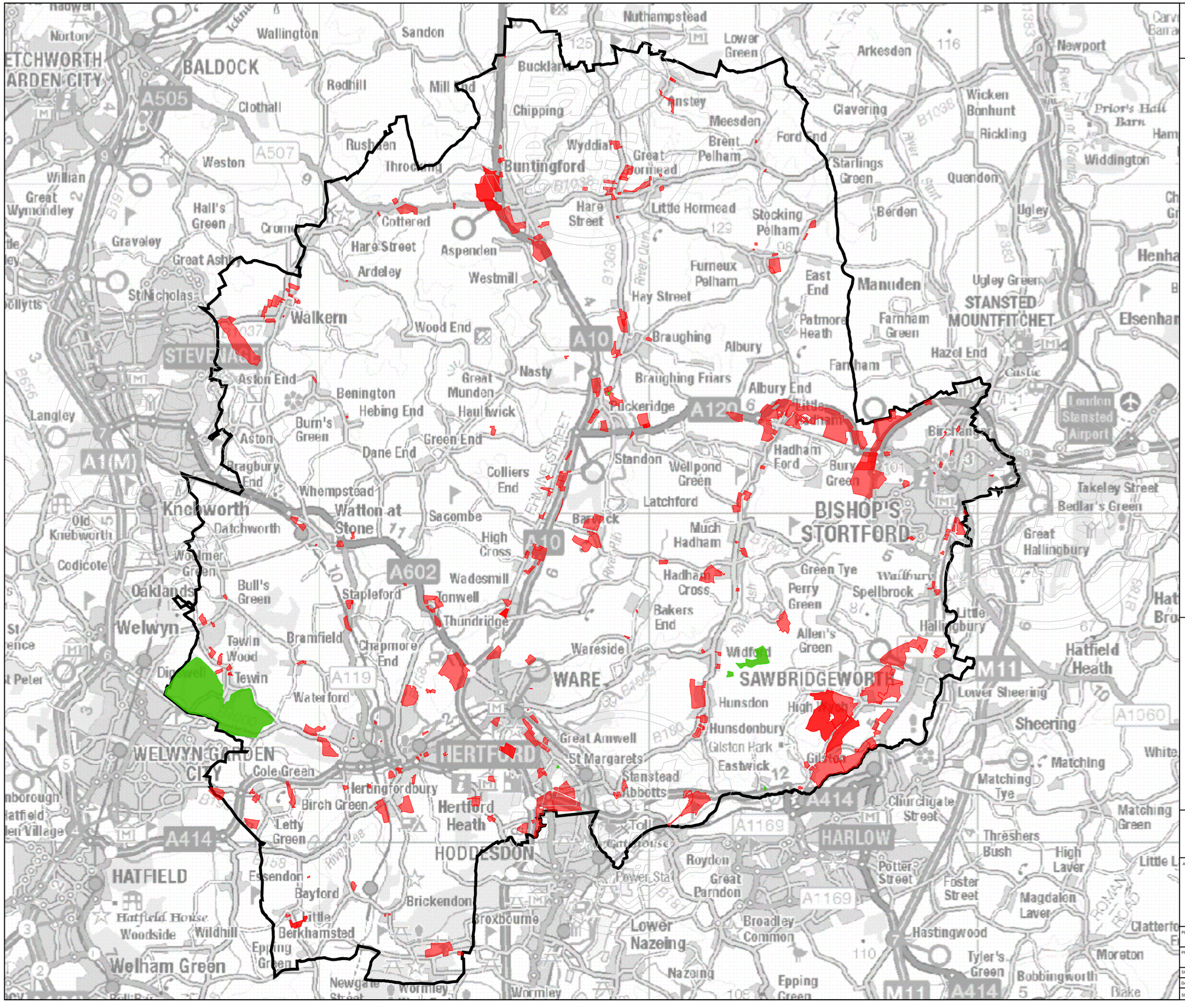


4.2 Percentage of households with 3 or more cars in Sawbridgeworth and Bishops Stortford and surrounding areas.



4.3 Percentage of households with 3 or more cars in Buntingford and surrounding areas





© Crown copyright and database rights
2025 Ordnance Survey AC0000805256

You are not permitted to copy, sub-licence, distribute or sell any of this data to third parties in any form

N

Development Site

BNG/ Green Space

East Herts Council
Wallfields
Pegs Lane
Hertford SG13 8EQ

Tel: 01279 655261

ADDRESS

PLAN TITLE: Call for Sites Submissions

PROJECT REF:

SITE AREA:

DATE OF PRINT: 10/01/2025

SCALE: Not to Scale@A3

Appendix B

Table of Call for Sites Submissions by Settlement

Bishop's Stortford									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
01/24/001	11fad2df-160b-48aa-9348-2cfe02117b70	Land North of Dolphin Way	To the North West of 9 Dolphin Way	Bishop's Stortford	Bishop's Stortford Parsonage	0.73	0.73	Green Belt	Residential; Affordable Housing; Leisure and Recreation
01/24/002	22ea64d0-8dee-4ecb-bc2b-ed5869473fb5	Land at Twyford Bury Lane	Land at Twyford Bury Lane	Bishop's Stortford	Bishop's Stortford South	10.00	0.00	N/A	N/A
01/24/003	fed8049e-ff77-4e6f-a650-22d922da7576	Stylemans Farm	Top Field, Stylemans Farm, Hallingbury Rd, Bishop's Stortford, CM22 7QJ	Bishop's Stortford	Bishop's Stortford All Saints	1.00	1.00	Storage	Residential; Affordable Housing

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
01/24/004	87de4e2a-8cd6-4f93-955f-cb386e56d00d	(a) Meadowlands Development Site and (b) Meads Greenways	(a) Meadowlands, Bishops Stortford (b) Gift of North-South Meads Greenway and East-West Meads Greenway accessed from Rye Street, opposite Foxdell's Lane	Bishop's Stortford	Bishop's Stortford North	0.44	0.25	Disused grassland	Residential
01/24/005	8b03cb39-a393-4c3f-8e26-0199396c3cb3	Land at Aynsworth Avenue	Land at Aynsworth Avenue, Bishop's Stortford	Bishop's Stortford	Bishop's Stortford Parsonage	1.30	0.17	Unused	BNG
01/24/006	ea042120-b0c5-42f2-aec3-1213a22e9a19	Apton Road Car Park	Apton Road Car Park	Bishop's Stortford	Bishop's Stortford Central	0.22	0.22	Car park	Residential; Specialist Residential

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
01/24/007	2211b3eb-0e22-4b11-b11f-a0e622439e0b	Land North of Plantains Wood Cottages, and east of the A120 Little Hadham Bypass	Land North of Plantains Wood Cottages, and east of the A120 Little Hadham Bypass, Bishop's Stortford	Bishop's Stortford	Bishop's Stortford North	11.50	6.90	Arable agricultural use, with a dog exercise field to the south.	Employment; Renewable Energy

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
01/24/008	4d225a4a-2990-4322-99b6-e5d4b5e72fb8	Wickham Hall	Wickham Hall, Hadham Road, Bishop's Stortford, CM23 1JG	Bishop's Stortford	Bishop's Stortford North	4.90	4.00	The site is currently in mixed employment/leisure use, including office and light industrial. The buildings are currently fully occupied by tenants, and any vacancies are quickly filled through marketing. There are also a couple of residential properties, including Wickham Hall Farmhouse.	Employment

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
01/24/009	02c9b8aa-f98e-4da6-81dd-6f985fa513ac	Land east of Avanti Grange Sports Pitches, North of the A120	Land east of Avanti Grange Sports Pitches, North of the A120, Bishop's Stortford	Bishop's Stortford	Bishop's Stortford North	2.50	2.50	Previously arable farmland, but now redundant scrubland following development of the adjacent playing fields. Field parcel is now too small to cultivate.	Leisure and Recreation
01/24/010	d3ff5be9-dc92-407d-8a38-9abf803315e5	Land North of Great Hadham Road	Land North of Great Hadham Road, East of Monkswood Drive, Bishop's Stortford	Bishop's Stortford	Bishop's Stortford Thorley Manor	3.25	2.50	The land is used very occasionally in the summer for overflow parking and informal uses associated with the school, it is however surplus to the school's requirements.	Residential; Affordable Housing; Community Facility; Renewable Energy; Green Space

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
01/24/011	81aa040b-3b21-4092-8de9-ff6d71351c0d	Land adjacent to The Rectory	Land adjacent to The Rectory, Thorley Lane East, CM23 4BQ, Bishop's Stortford, Herts	Bishop's Stortford	Bishop's Stortford Thorley Manor	0.75	0.50	Private pasture	Residential
01/24/012	5c989c77-330c-47f1-b055-76e3d8287a19	Land North and west of A120	Land North and west of A120, Bishop's Stortford	Bishop's Stortford	Bishop's Stortford North	7.20	4.30	Arable agricultural use	Residential; Affordable Housing; Retail; Employment; Renewable Energy; Green Space; Mixed Use; Other

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
01/24/013	23a3ab7b-e466-4428-8336-95fbc89d67ef	Land to the rear (east) of the Coach and Horses, within title number HD389376	Coach and Horses, Thorley Street Bishop's Stortford CM23 4AS	Bishop's Stortford	Bishop's Stortford South	0.73	0.58	Pub car parking to the site frontage with scrubland to the rear. The pub car park could be relocated to the rear of the site, as shown on the accompanying draft masterplan, with residential development along the south. The pub would continue to operate if this site were to be allocated.	Residential; Affordable Housing; Renewable Energy; BNG
01/24/014	618e9774-1a50-40f0-9c76-ae107d6bde7b	Land at Stortford Park Farm	Land at Stortford Park Farm, east of A1184, Bishop's Stortford	Bishop's Stortford	Bishop's Stortford North	14.80	9.00	Agricultural and residential	Residential; Affordable Housing; Renewable Energy

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
01/24/015	8399befc-5a0f-480e-ac0b-a927881700ad	Land at Stortford Park Farm, west of A1184	Land at Stortford Park Farm, west of A1184, Bishop's Stortford	Bishop's Stortford	Bishop's Stortford Thorley Manor	61.00	36.60	Arable agricultural use	Residential; Affordable Housing; Community Facility; Leisure and Recreation; Retail; Renewable Energy
01/24/016	f4fd5088-33b7-4dc6-b4d1-346fb2fc6339	Land Adjacent to London Road / Thorley Street / Pig Lane	Land Adjacent to London Road / Thorley Street / Pig Lane, Thorley, Bishop's Stortford, CM23 3EL	Bishop's Stortford	Bishop's Stortford South	3.38	3.00	Private pasture	Residential

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
01/24/017	4ce4d3ab-fa20-4bc2-b030-07da0195eadf	Old River Lane	Old River Lane, Bishop's Stortford, East Hertfordshire, CM23 2EN	Bishop's Stortford	Bishop's Stortford North	1.23	1.23	Commercial and public car park	Residential; Affordable Housing; Community Facility; Leisure and Recreation; Employment; Renewable Energy; Green Space; BNG; Mixed Use
01/24/018	c7aefe7e-2a19-4540-9efd-3cbc24a2ed9e	Land south of A120 and west of the A1184	Land south of A120 and west of the A1184, Bishop's Stortford	Bishop's Stortford	Bishop's Stortford Thorley Manor	7.00	4.20	Arable agricultural use	Residential; Affordable Housing; Renewable Energy
01/24/019	738036e5-e8b2-4461-abe1-459c67731176	Land North of the A120 and south of Wickham Hall	Land North of the A120 and south of Wickham Hall, Bishop's Stortford	Bishop's Stortford	Bishop's Stortford North	34.00	20.00	Arable agricultural use or pasture land	Residential; Affordable Housing; Community Facility; Leisure and Recreation; Retail; Employment; Mixed Use; Other

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
01/24/020	d708aa41-1d43-4280-b56c-03ab1590fc92	Land east of Thorley Lane East	Land east of Thorley Lane East, Bishop's Stortford, CM23 4BH	Bishop's Stortford	Bishop's Stortford Thorley Manor	0.70	0.40	Greenfield land	Residential; Affordable Housing
01/24/021	760cb3d9-463e-4ec0-9002-4ccb536e2738	Land off Vardon Drive	Land off Vardon Drive, Bishops Stortford	Bishop's Stortford	Bishop's Stortford All Saints	0.25	0.25	The site is surplus land within the golf club demise. It is Not part of the functional golf course. Until recently, it was leased to the adjacent developer, cleared and used as a site compound for the Manor Links development. The land has been vacated and returned to grass.	Residential

Buntingford									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
02/24/001	09e288b9-6c8c-4ba0-8f7f-355c207aaa21	N/A	Cherry Green Lane Westmill Buntingford	Buntingford	The Mundens	0.71	0.71	Unused rough pasture	Residential
02/24/002	0a564813-0e44-43ec-9e06-cbe392a1a340	Silkmead Farm	Silkmead Farm, Hare Street, Buntingford, SG9 0DX	Buntingford	Little Hadham & The Pelhams	5.50	5.50	Industrial Estate	Residential; Affordable Housing; Employment; Mixed Use
02/24/003	4b1c0b48-0137-4319-938a-532ddb6b9226	Buntingford West	Land East of the A10, Buntingford, Hertfordshire, SG9	Buntingford	Buntingford	28.95	21.10	Agricultural	Residential; Affordable Housing; Community Facility; Employment; Renewable Energy; Green Space; BNG
02/24/004	21bf2237-ea49-4419-829d-fb5724317f1e	Land North of Freman College	Land North of Freman College, East of A10, Buntingford, SG9 9BT	Buntingford	Buntingford	1.34	1.34	Unused playing field	Community Facility

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
02/24/005	873c771f-0c69-413f-a576-55eec2d2290b	Land Adjoining Prestwick	Land adjoining Prestwick, Parkside, Royston Road, Buntingford, SG9 9RT	Buntingford	Buntingford	0.92	0.92	Green Field	Residential
02/24/006	59f1624c-7fab-4437-a336-d705b6d494e8	Land adjoining Torreen, Buntingford	Torreen, Ermine Street, Buntingford, SG9 9RT	Buntingford	Buntingford	1.09	1.09	The site comprises a residential dwelling and its associated curtilage and also agricultural / paddock land.	Residential; Affordable Housing
02/24/007	921c65fa-4319-4fbb-99ba-31f7586e236b	Land West Of Buttermilk Hall Farm	Land West Of Buttermilk Hall Farm, Baldock Road, Buntingford, Herts, SG9 9RH	Buntingford	Buntingford	0.94	0.94	Agricultural	Employment
02/24/008	35f36757-08d7-43a1-83f4-575590ff6b42	Land West of London Road	Land West of London Road, Buntingford	Buntingford	Buntingford	3.16	2.43	Sports Pitch/Undeveloped	Residential
02/24/009	514f4c43-eaa5-4894-904c-36319eec3389	Land West of A10	Land West of A10, Buntingford	Buntingford	Buntingford	26.50	6.00	Undeveloped	Leisure and Recreation; BNG; Mixed Use

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
02/24/010	2d4149dc-a97c-4ef6-befd-860578131246	Land Off London Road And Owles Lane	Land Off London Road And Owles Lane Buntingford Hertfordshire SG9 9JN	Buntingford	Buntingford	3.32	3.32	Agricultural land and existing residential units	Residential; Affordable Housing
02/24/011	2d9974fd-aa80-4f1e-ae19-b516a8432be1	Land Adjoining Arcadia	Land Adjoining Arcadia, Ermine Street, Buntingford, Herts, SG9 9RT	Buntingford	Buntingford	0.60	0.60	Agriculture	Residential
02/24/012	8cc3aceb-23a7-421b-a2c6-2229776b351f	Land West Of Buntingford	South of the A507 Baldock Road, West of A10, Buntingford, Hertfordshire	Buntingford	Buntingford	13.28	13.28	Agricultural Use	Employment; Green Space; BNG
02/24/013	794f78ec-31cd-461b-8a1a-c645c102c9cf	Land West Of Buntingford	North of the A507 Baldock Road, West of A10, Buntingford, Hertfordshire	Buntingford	Buntingford	50.12	50.12	Agricultural Use	Residential; Affordable Housing; Specialist Residential; Community Facility; Green Space; BNG

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
02/24/014	3e8c3c5d-64d8-4691-b4a3-a40c278f17a8	Land West Of Buntingford	North and South of the A507 Baldock Road, West of A10, Buntingford, Hertfordshire	Buntingford	Buntingford	63.40	63.40	Agricultural Use	Residential; Affordable Housing; Specialist Residential; Community Facility; Employment; Green Space; BNG

Hertford									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
03/24/001	0469381b-21f1-4a04-b2ec-dadf7e98494c	N/A	Beechleigh Farm, Hatfield Road, Birch Green Hertford SG14 2LP	Hertford	Hertford Rural	0.81	0.81	Grazing	Residential
03/24/002	7179df83-a343-49a3-99df-ddf960e2cb13	Terrace Wood Nursey	Terrace Wood Nursery, St Mary's Lane, Hertingfordbury, Hertford, SG14 2LF	Hertford	Hertford Castle	0.79	0.79	Horticultural	Residential
03/24/003	4a218a78-7ddb-4cae-af54-7b4a0ab1170e	Hertford Telephone Exchange	Hertford Telephone Exchange, Greencoates, Hertford, SG13 8AP	Hertford	Hertford Castle	0.57	0.39	Telephone Exchange (Sui generis)	Residential
03/24/004	89ec9252-ce54-4e7e-8368-83f7ff0192a4	Hertford Areas 13C Land East Of Queens Road	59 Queens Road Hertford SG13 8BB	Hertford	Hertford Castle	2.00	1.60	Leisure	Residential; Affordable Housing

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
03/24/005	917d0fb1-baeb-4d37-93d2-e89d3cf3c9d1	Dunkirks Farm	Dunkirks Farm, Hertford, Hertfordshire	Hertford	Hertford Castle	14.40	14.40	Agricultural	Residential; Affordable Housing; Community Facility; Leisure and Recreation; Green Space
03/24/006	3cadfedf-865d-4076-ab45-b59ee172ac97	Mead Lane	Emcogroup Ltd Units 2-10 Marshgate Drive	Hertford	Hertford Kingsmead	0.70	0.70	Industrial	Residential; Affordable Housing; Mixed Use
03/24/007	ca8ff4ea-166d-44df-8f79-48af054c81d1	N/A	Land adjacent to Woodville Place and Molewood Road, Molewood Road	Hertford	Hertford Bengeo	0.50	0.02	Current use - None Previous uses - waste storage, Pigsty	Residential; Renewable Energy; Green Space; BNG
03/24/008	6cca8106-85f1-4c49-a36f-4b33a58d83f3	Madford Retail Park	Ware Road	Hertford	Hertford Kingsmead	1.51	1.51	The site is currently in use as a retail park.	Residential; Retail; Mixed Use
03/24/009	b7700a84-b75f-4f24-a236-ab5141622073	Land at Bacons Farm	Land at Bacons Farm, Bramfield, Archers spring wood, Hertford	Hertford	Watton-at-stone	12.84	7.42	Agricultural land for developable field; forestry for wood	Residential; Leisure and Recreation; Employment; Green Space; BNG; Mixed Use

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
03/24/010	6a215391-4d33-4d99-a912-96927866c4d1	Land south of Welwyn Road	Land south of Welwyn Road	Hertford	Hertford Sele/ Hertford Rural	16.91	10.22	Agricultural	Mixed Use
03/24/011	3d8d5e53-c592-4320-859b-c2b9ce5cf1e9	Land east of Wadesmill Road, Bengeo	Land east of Wadesmill Road, Bengeo	Hertford	Hertford Bengeo	24.11	10.00	Arable agriculture	Residential; Affordable Housing
03/24/012	812a5f15-0798-4890-a515-351afb9e13fc	Leahoe House	Leahoe House, Pegs Lane, Hertford SG13 8DQ	Hertford	Hertford Castle	3.10	3.10	Vacant. Formerly mixed use including residential.	Residential
03/24/013	bd025ef5-3531-42ed-8a68-12f16b6ddfe7	Wallfields	Wallfields Pegs Lane Hertford	Hertford	Hertford Castle	0.90	0.90	Employment Land (Office)	Residential; Affordable Housing; Specialist Residential; Employment
03/24/014	604d9a7b-bbfa-4e70-b1f3-7271df109e9c	Braziers Field	Braziers Field, former allotment gardens	Hertford	Hertford Kingsmead	0.58	0.58	Former allotment	Residential; BNG
03/24/015	7ea817d8-7cc4-4c03-a264-d5ffd06d2d4d	Land at Hawthorn Close	Land at Hawthorn Close, Sele Farm, Hertford	Hertford	Hertford Sele	0.12	0.12	Community Hall	Residential

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
03/24/016	9d7a59c8-d808-4920-85af-11238573380a	Old London Road Car Park	Old London Road Car Park, Hertford	Hertford	Hertford Kingsmead	0.26	0.26	Pay and Display Car Park	Residential; Employment
03/24/017	b4634835-3199-4ee3-879a-36f250a858e8	Land South of Hornsmill Road	Land South of Hornsmill Road, Hertford, SG13	Hertford	Hertford Castle	15.60	15.60	Nil - greenfield / scrubland	Residential; Affordable Housing; Specialist Residential; Green Space
03/24/018	d54b692c-dc6d-4299-a0e2-9bcbbced7c17	Corner of Beane Road / Molewood Road	N/A	Hertford	Hertford Bengeo	0.20	0.20	Agricultural	Residential; Green Space; Other

Sawbridgeworth									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
04/24/001	4fa9db40-d327-4647-be8f-e52139214f8e	Redbricks	Redbricks, Redricks Lane, Sawbridgeworth CM21 0RL and Land adjoining Redbricks Redricks Lane Sawbridgeworth CM21 0RL	Sawbridge worth	Sawbridgewo rth	5.67	5.67	Residential and Grazing	Residential
04/24/002	4c5203e8-2fef-4f49-b10b-1ef85a8d2df1	Former Triangle Nursery	Chaseways	Sawbridge worth	Sawbridgewo rth	3.91	3.90	Former plant nursery	Residential
04/24/003	d0af0d73-b5b2-4949-91b0-429d3608c08c	Land at Redricks Lane	Land at Redricks Lane Sawbridgeworth CM21 0RL	Sawbridge worth	Sawbridgewo rth	2.09	2.09	Vacant, last use Garden Nursery Use	Residential; Affordable Housing; Green Space
04/24/004	73de0c14-495f-484d-b02f-06aa5b80a8b1	Retained Land at Chalks Farm	Retained Land at Chalks Farm, West Road, Sawbridgeworth	Sawbridge worth	Sawbridgewo rth	2.34	2.00	Uncultivated ground	Residential

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
04/24/005	2c3883c8-33f7-40a4-b221-c29ca6d678e4	N/A	Land South of Wychford Drive, Sawbridgeworth	Sawbridgeworth	Sawbridgeworth	8.50	8.50	Previously grazing land	Residential; Affordable Housing; Community Facility; Renewable Energy; Green Space: BNG
04/24/006	7a51c99a-4f3f-47f7-8e12-ea89e2796ccb	Land at Thomas Rivers	High Wych Road, Sawbridgeworth	Sawbridgeworth	Sawbridgeworth	21.00	6.40	Current use - Agriculture, County Wildlife Site, Orchard	Specialist Residential; Community Facility; Green Space; BNG
04/24/007	33b5a36f-a593-4ab7-bf70-970b1fe3922d	N/A	Land North of Leventhorpe School, Sawbridgeworth	Sawbridgeworth	Sawbridgeworth	1.87	1.87	It is kept as mown grassland with No other use.	Residential; Affordable Housing
04/24/008	a97f23d0-214d-4337-9e83-fa1aff2863ab	Land west of Sawbridgeworth	Land west of Sawbridgeworth	Sawbridgeworth	Sawbridgeworth	112.00	48.00	Agricultural	Mixed Use
04/24/009	5ff5b27a-17ef-4782-a302-f00e0e746acb	Kecksy's Farm	Cambridge Road, Sawbridgeworth, East Hertfordshire, CM21 9BZ	Sawbridgeworth	Sawbridgeworth	5.95	4.50	Leisure, Commercial Storage, Residential and Agricultural	Residential

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
04/24/010	fbc4d716-6420-4087-875f-8de5294c7390	Redricks Employment Site, under land title HD432408	Redricks Farm, Redricks Lane, Sawbridgeworth	Sawbridge worth	Sawbridgewo rth	0.78	0.78	The barns are in light agricultural use, the house is currently vacant and has not been occupied for some time.	Employment; Renewable Energy
04/24/011	31b1ddf1-365f-471c-a501-490d815633c0	Land at Redricks Farm, title numbers HD441060 and HD432408	Land at Redricks Farm, Redricks Lane, Sawbridgeworth	Sawbridge worth	Sawbridgewo rth	34.64	29.00	Agricultural and leisure	Residential; Affordable Housing; Community Facility; Leisure and Recreation; Retail; Employment; Renewable Energy; Green Space
04/24/012	c363a092-3765-446d-9f62-bdbaf7cfd39a	Grazing Land at Reedings Way	Grazing Land at Reedings Way	Sawbridge worth	Sawbridgewo rth	0.92	0.92	Grazing Land	Community Facility; Leisure and Recreation; Green Space; BNG

Ware									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
05/24/001	28070ee4-a1a0-4103-b3f0-10040aeb51c2	N/A	Field Farm Levens Green	Ware	The Mundens	4.05	4.05	Residential and Grazing	Residential; Gypsy and Traveller; Park Homes
05/24/002	f94814a5-50e8-42df-9fb0-6cb96a984be1	Pepper Hill	Gypsy Lane Ware	Ware	Great Amwell & Stansteads	0.60	0.60	Brown field land formerly quarried	Residential
05/24/003	4cf3ca6d-9417-47c1-9a1e-9c3506804b22	Land on the west side of Hoe Land adjacent to the A10	Land at Hoe Lane, Hoe Lane, Ware, Hertfordshire, SG12 9NZ	Ware	Ware Priory	0.74	0.74	Various	Residential; Affordable Housing; Specialist Residential; Gypsy and Traveller; Travelling Show People; Park Homes
05/24/004	149b5b26-2c2a-4b64-bfd6-fc0af8e3827c	Bakers End Farm	Bakers End Farm, Bakers End, Wareside, Ware SG12 7SH	Ware	Ware Rural	6.88	6.88	Grass	N/A
05/24/005	a87a2dc8-dbab-4dc6-8590-9f59520b22b7	Land Adjoining Westmill Road	Westmill Road, Ware	Ware	Ware St Marys	0.40	0.40	Empty land - No current or recent use	Residential; Affordable Housing

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
05/24/006	6dd8f316-7cf2-4ac2-9079-ca54df384ec4	Land West of London Road	Land West of London Road, Ware, Hertfordshire SG12 9QT	Ware	Ware Priory	8.08	4.00	Paddock	Residential
05/24/007	365299e8-70f4-4c98-88b9-5d736a788473	414 Fencing	Briggens Park, Ware	Ware	Hunsdon	3.00	3.00	Class E(a) and B8	Residential
05/24/008	e3752032-0920-41d6-a6c9-db87d2c6d40d	Land rear Barwick Yard	Land rear Barwick Yard, Barwick Farm, Barwick Ford, Ware, SG11 1DB	Ware	Braughing & Standon	12.84	12.84	Agricultural Land	Employment
05/24/009	47ed1663-80a6-4662-a368-885908a4928f	Caravan Field	Caravan Field, Barwick, Ware, SG11 1DA	Ware	Braughing & Standon	16.14	16.14	Agricultural Land	Residential; Affordable Housing
05/24/010	b61dcb61-a1d7-4e7d-8181-23fce40d73de	Land at Crane Mead	Land at Crane Mead, Ware	Ware	Ware Priory	0.15	0.15	N/A	Residential; Affordable Housing
05/24/011	1d828671-366f-4da7-af69-654844b35c3d	Land east of Crane Mead	Land east of Crane Mead, Ware	Ware	Ware Priory	3.20	3.20	Vacant	Residential; Affordable Housing

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
05/24/012	e883d98d-5522-4da4-9146-f3c0d147cfac	Land at Chadwell Springs Golf Course, within title number HD463486	Chadwell Spring Golf Centre, Hertford Road, Ware	Ware	Ware Priory	4.00	2.40	The site is part of Chadwell Springs Golf Club, but comprises a lesser used pitch and putt short course. Development is this site would have no impact on the main 9-hole, 3-par golf course.	Residential; Affordable Housing; Renewable Energy; Green Space
05/24/013	569e80fe-76c5-4542-91c9-234c98c2d08a	Presdales Pit	Presdales Pit, Hoe Lane, Ware	Ware	Ware Priory	11.50	5.80	Unrestored former sand and gravel pit	Residential
05/24/014	be4973bf-0b18-4d45-9c24-c34a5675fd0b	Land at New River, London Road/Marsh Lane	Land at New River, London Road/Marsh Lane, Ware, SG12 9NH	Ware	Ware Priory	5.70	3.60	Open land	Residential; Employment; Green Space; BNG

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
05/24/015	d2fb1b43-a7b2-4c03-bd8a-0fe196140dcc	Presdales Pit	Presdales Pit, Hoe Lane, Ware	Ware	Ware Priory	11.50	5.80	Unrestored former gravel pit	Employment
05/24/016	608b872b-079b-48a7-89a7-8c0a25f1e677	Land at New River, Lower Road	Land at New River, Lower Road, Amwell Hill, SG12 9SZ	Ware	Great Amwell & Stansteads	3.90	3.40	Grazing	Residential; Green Space; BNG
05/24/017	4af932ce-ddd4-4bad-90e4-01febf58a494	Wadesmill Park	Land off Wadesmill Road Ware SG12 0UQ	Ware	Ware Trinity	9.80	4.13	Parkland (Not publicly accessible). Please see 'Heritage Context' section in attached Vision & Delivery Statement.	Residential
05/24/018	b6b554d4-4387-4ddd-b357-5579cbb2dc9e	Former Brazier Landfill Site	Land off Westmill Road, Ware	Ware	Hertford Bengeo	55.84	35.61	Former landfill	Employment

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
05/24/019	bad6a776-33c7-4227-befc-f09dc9a509c0	Land adjacent to Appleton Farm, Babbs Green, Wareside	Land adjacent to Appleton Farm, Babbs Green, Wareside SG12 7RX	Ware	Ware Rural	0.70	0.70	Agricultural land	Residential; Affordable Housing
05/24/020	1b255ae0-db10-4257-9b22-703c1012cf36	Land at King George Road, Former Garage and Community Hall Site	Land at King George Road, Former Garage and Community Hall Site	Ware	Ware Trinity	0.20	0.20	Demolished Garages and community Hall Building	Residential; BNG
05/24/021	10a3b457-49c5-4209-b0af-e8ccc45e1947	Pomarium	Pomarium, Ware Park, Ware, SG12 0DX	Ware	Hertford Bengeo	1.00	1.00	Disused brownfield land	Residential
05/24/022	40698122-212b-46c7-b5d1-ffeb41bfa085	Land adjacent to the Pomarium	Pomarium, Ware Park, Ware, SG12 0DX	Ware	Hertford Bengeo	2.00	2.00	Disused green space	Residential

Anstey									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
06/24/001	70dc9819-1655-4d44-92fb-c3154c1885cb	N/A	The Old Bell, Anstey	Anstey	Little Hadham & The Pelhams	4.00	4.00	Set Aside	Residential; Affordable Housing; Mixed Use; Other
06/24/002	055ad6b5-0cd1-43eb-b5af-25bb054f373e	N/A	Land at St. Georges End, Anstey SG9 0BY	Anstey	Little Hadham & The Pelhams	0.75	0.35	Vacant - previous agricultural buildings	Residential
06/24/003	405542a3-1f72-4d8b-b797-067a6e1deec4	Anstey Paddock	Land east of Cheapside, Anstey	Anstey	Little Hadham & The Pelhams	1.19	1.19	Agricultural Grazing	Residential; Affordable Housing

Ardeley									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
07/24/001	a3fc6823-e0e4-4e07-b083-c9a0affc3862	The Jolly Waggoners	The Jolly Waggoners, Widford Road, Ardeley, SG10 6EZ	Ardeley	The Mundens	0.79	0.40	9 residential units (+ Land for Ecological Benefit)	Residential
07/24/002	b62bab15-7efe-4c57-9a00-96ee2b886e59	Land to Rear of 1-6 The Glebe, School Lane	Land to Rear of 1-6 The Glebe, School Lane, Ardeley	Ardeley	The Mundens	0.06	0.06	Part vacant, and part residential garden	Residential

Aston									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
08/24/001	171451c0-7912-4535-8699-9ab4b8c7f914	Land East of Stevenage	Land south of Stevenage Road, Aston End, SG2 7HH	Aston	Aston, Datchworth & Walkern	65.00	26.00	Agricultural	Residential; Affordable Housing; Specialist Residential; Leisure and Recreation;

Bayford									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
09/24/001	1fce20d8-6dfe-4b18-9598-722d2ad27215	Land at Church Lane	Land at Church Lane, Church Lane, Bayford, SG13 8PP	Bayford	Hertford Rural	3.30	2.95	Undeveloped agricultural land	Residential

Benington									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
10/24/001	c35d46c2-42bc-46fc-9760-7f7edfaf09c8	Lingfields House	Lingfields House, Whempstead Road, Benington, Hertfordshire, SG2 7BX	Benington	Aston, Datchworth & Walkern	0.26	0.26	Ancillary land to the residential use of the Lingfields property	Residential
10/24/002	ed09ae43-e979-4ca8-89e0-49a0e785c230	Land at Benington Bury Stud Farm	Walkern Road, Benington, Stevenage	Benington	Aston, Datchworth & Walkern	1.00	1.00	Equine Stud Farm	Residential; Affordable Housing

Birch Green									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
11/24/001	7f2e64f0-d451-48c8-a713-35733d190699	N/A	Unnamed Road, Birch Green (leading to Pipers End/Chapel Ln from Birch Green)	Birch Green	Hertford Rural	0.26	0.26	Private land used for family recreation and business storage facilities	Residential; Affordable Housing
11/24/002	46cf7067-346f-4b40-aa3a-b3505aa8e3b2	Land west of Birch Green	Land west of Birch Green	Birch Green	Hertford Rural	8.61	8.61	Agriculture	Residential; Affordable Housing; Specialist Residential; Leisure and Recreation; Green Space; BNG

Bramfield									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
12/24/001	d58fb66c-41f3-4c4d-8647-3e33e52a3158	Bramfield Place Farm	Bramfield Place Farm, Main Road, Bramfield, Hertford	Bramfield	Watton-at-Stone	0.60	0.60	The site is currently in mixed commercial use, including office, light industrial, and storage business. The buildings are currently fully occupied by tenants, and any vacancies are quickly filled through marketing.	Employment; Renewable Energy
12/24/002	697bcd42-ac49-4dce-a70f-bd69fc0c6b73	Land west of Bramfield Place Farm	Land west of Bramfield Place Farm, Main Road, Bramfield, Hertford, SG14 2FD	Bramfield	Watton-at-Stone	1.20	0.70	Land is currently in arable agricultural use.	Residential; Affordable Housing; Renewable Energy

Braughing									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
13/24/001	6a39398c-c4ea-4188-94ed-24b97267a49c	Down Field	Down Field, Green End (B1368), Braughing, Hertfordshire, SG11 2PQ	Braughing	Braughing & Standon	20.00	3.00	Various	Residential; Affordable Housing; Specialist Residential; Gypsy and Traveller; Travelling Show People; Park Homes; Retail; Employment; Renewable Energy; Mixed Use
13/24/002	af24a4e5-56bc-4948-b0b0-6221c9b7f635	Down Field Site 5	Down Field Site 5, Green End (B1368), Braughing, SG11 2PQ	Braughing	Braughing & Standon	1.70	1.70	Various	Residential; Affordable Housing

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
13/24/003	6345d53e-3e76-4137-8797-17fdd5047c8d	Larks Hill (and access route)	Larks Hill, Green End, Braughing	Braughing	Braughing & Standon	4.14	4.14	Northern field is under farm stewardship scheme, southern field is horse grazing paddock	Residential; Employment; Mixed Use
13/24/004	02959dc8-b1e2-4038-be18-ac4d58313e56	Hamels Park Farm	Land and buildings at Hamels Park Farm, Hamels Lane, Herts SG9 9NA	Braughing	Braughing & Standon	0.56	0.56	Agricultural	Residential
13/24/005	eac68b4c-174e-4ab9-880e-ca297128f10c	Arden Meadow	Land North of Friars Road, Braughing	Braughing	Braughing & Standon	1.50	1.50	Grade 4 Agricultural Land	Residential
13/24/006	972b74ac-57c8-40dc-9aea-19b52082277f	Land Fronting B1368	Land at Quinbury Farm, Hay Street, Braughing	Braughing	Braughing & Standon	0.83	0.83	Grade 4 Agricultural Land	Residential

Brent Pelham									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
14/24/001	7d2b3299-5a19-4e83-afa8-8c3e4615d316	Land east of The Causeway Brent Pelham	Land east of The Causeway Brent Pelham Hertfordshire SG9 0HW	Brent Pelham	Little Hadham & The Pelhams	0.30	0.30	Agricultural	Residential
14/24/002	6a9e5093-1625-4c52-8365-64c995fac33a	The Kennels	The Kennels Brent Pelham Buntingford Hertfordshire SG9 0AT	Brent Pelham	Little Hadham & The Pelhams	0.35	0.35	Commercial (Hunt Yard use) and residential (adjoining but not within the proposed site)	Residential

Brickendon									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
15/24/001	4243903a-ab23-4eed-9383-a3f400ab714a	Maintenance compound, Brickendon Grange Golf Club	Brickendon Grange Golf Club, Pembridge Lane, Brickendon	Brickendon	Hertford Heath & Brickendon	0.31	0.25	Golf course maintenance compound	Residential
15/24/002	49f220e6-f258-4ee1-af86-c2d8a303b818	Land at Brickendon Grange Golf Club	Brickendon Grange Golf Club, Pembridge Lane, Brickendon	Brickendon	Hertford Heath & Brickendon	0.25	0.22	Unused	Residential

Broxbourne									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
16/24/001	3f9ba498-781a-4196-b635-f4f686333765	N/A	Vacant field between, White Stubbs Manor, White Stubbs Ln, Broxbourne EN10 7QA and Silver Birches, White Stubbs Ln, Broxbourne EN10 7QA	Broxbourne	Hertford Heath & Brickendon	1.50	1.50	N/A	Residential
16/24/002	62faf50b-d9c0-4ebb-9173-0064e01f66fe	Hertfordshire Zoo	Hertfordshire Zoo, White Stubbs Lane, Broxbourne, EN10 7QA	Broxbourne	Hertford Heath & Brickendon	25.95	25.95	Zoo, car parks, woodland and fields	Leisure and Recreation

Buckland									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
17/24/001	82b3b193-9554-4abc-af6e-e19d26b23140	Land at Buckland	Land at Buckland, Hill View, Buckland	Buckland	Buntingford	0.19	0.19	Vacant, scrubland. Has been unused for more than 10 years	Residential

Cole Green									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
18/24/001	9e9570f5-dcce-4aba-a7ad-0226d1186f62	Land at Munn's Farm, Cole Green	Land at Munn's Farm, Cole Green	Cole Green	Hertford Rural	3.20	3.20	Agriculture	Residential; Affordable Housing; Specialist Residential; Gypsy and Traveller; Travelling Show People; Park Homes; Leisure and Recreation; Retail; Employment; Renewable Energy; Green Space; BNG
18/24/002	b65fa09e-d5c2-41d4-9828-8d801ada5ae0	Land at Cole Green	Land at Cole Green	Cole Green	Hertford Rural	1.25	1.25	Agriculture	Residential

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
18/24/003	5f73cedc-0501-489e-a743-ebd8cead0c9f	B P Mitchell (Haulage Contractors) Ltd Highfields, Birchall Lane Hertfordshire, SG14 2NR	Birchall Lane, Hertfordshire, SG14 2NR	Cole Green	Hertford Rural	11.00	8.80	Waste - recycling of aggregate	Employment

Colliers End									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
19/24/001	cd3cabf8-4a97-42ee-bf1b-ca1b5c7a206d	Ryders Mead and Camp Field	Ermine Street Colliers End	Colliers End	Braughing & Standon	7.60	7.60	Agricultural	Residential
19/24/002	4c0ba735-aa38-4e54-a1e0-880e076a04d7	Land at Dowsetts Lane/Ermine Street (West of Wellington Cottages)	Land at Dowsetts Lane/Ermine Street (West of Wellington Cottages) Colliers End Ware, SG11 1EE	Colliers End	Braughing & Standon	0.35	0.21	Agricultural	Residential; Renewable Energy; BNG
19/24/003	7663ea66-46f7-480b-806b-7beb1a5a550a	Land at Dowsetts Lane (East of Wellington Cottages)	Land at Dowsetts Lane (East of Wellington Cottages), Collier's End, Ware, SG11 1EE	Colliers End	Braughing & Standon	0.51	0.31	Agricultural	Residential; Affordable Housing; Renewable Energy; BNG

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
19/24/004	83a069d0-b6d8-4842-8c8a-28f7ef1e9ae3	Land at Collier's End within title number HD467690	Land lying to the west of Ermine Street, Collier's End	Colliers End	Braughing & Standon	1.00	0.60	The land is unproductive agricultural land, used for sporadic grazing, however it is vacant for much of the year due to its unsuitability for modern farming practices	Residential; Affordable Housing
19/24/005	61725ec5-be7c-4d81-997d-2c6fb6c29297	Land Adjacent Quakers Farm	Land Adjacent Quakers Farm, Colliers End, Ware, SG11 1ER	Colliers End	Braughing & Standon	1.80	1.50	Agricultural	Residential
19/24/006	faf6a106-f245-458d-8e45-94447f4409a0	Lower Wheeler	Lower Wheeler, Colliers End, Ware, SG11 1ET	Colliers End	Braughing & Standon	1.33	0.79	Residential garden space	Residential
19/24/007	94571b4f-0df5-4f6a-a22f-339e7c49e5d1	Collier End Business Park	Colliers End Business Park Dowsett's Lane Colliers End	Colliers End	Braughing & Standon	6.00	5.00	B8 storage	Employment

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
19/24/008	54aa1576-39c8-4b95-91f5-c499c1302f7c	Land to West of Ermine Street	Land to West of Ermine Street, Colliers End, Ware, Herts, SG11 1EN	Colliers End	Braughing & Standon	1.60	1.30	Old Agricultural and Industrial	Residential; Affordable Housing

Cottered									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
20/24/001	557463ba-1f61-4234-80ca-133356b3ac4c	Land Adj. To The Old Rectory	Land Adj. To The Old Rectory Cottered, Buntingford SG9 9QP	Cottered	Buntingford	2.00	2.00	Agricultural (hay field)	Residential; Affordable Housing
20/24/002	5e1f10e6-3b17-44b1-966a-55004c980738	Peascroft	Peascroft, Next to the Council Houses, Cottered, Herts SG9	Cottered	Buntingford	13.76	5.00	Grass; Arable; was farmed until my husband passed away.	Residential

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
20/24/003	d41b829c-038f-4d02-968e-aa76a7cf4635	Land to the East of Warren Lane, Cottered	Land to the East of Warren Lane Warren Lane Cottered SG9 9QA	Cottered	Buntingford	5.17	5.17	The site was previously paddock land/amenity grazing. However, technical details consent for four residential dwellings on part of the site was granted by application 3/22/1830/FUL on 2nd May 2024. The balance of the land remains paddock land.	Residential

Datchworth									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
21/24/001	1710cb4f-5512-4221-860d-2776df8a720f	Land west of Moat Farm	Land west of Moat Farm, Bulls Green, Datchworth, Knebworth, SG3 6SE	Datchworth	Hertford Rural	1.00	0.60	Equestrian paddocks	Residential; Affordable Housing; Renewable Energy
21/24/002	c919772a-5266-4692-b0b9-19baab496aea	Land North of Burnham Green Road	Land North of Burnham Green Road, Datchworth, Welwyn	Datchworth	Watton-at-Stone	4.65	4.65	Paddock Land	Residential; Affordable Housing; Green Space

Eastwick & Gilston									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
22/24/001	f8e97c86-9127-4a32-85c6-c03296b9e247	Fiddlers Brook Stables	Fiddlers Brook Stables, Gilston Lane, Gilston, CM20 2RD	Gilston	Hunsdon	2.26	2.00	Stables	Residential; Affordable Housing; Renewable Energy; Green Space; BNG

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
22/24/002	b5489178-1b08-441c-8de9-fad8ba022016	Land at Redricks, Gilston	Land to the south of Eastwick Road, Gilston CM20 2RP	Gilston	Hunsdon	47.60	16.55	The site has been extensively used for landfill following gravel extraction. Currently, the site is vacant due to access/constructions works over the land in relation to the Eastern Stort Crossing. The site would also qualify as grey belt in relation to the draft NPPF which will be assessed further once the NPPF is finalised.	Residential; Affordable Housing; Community Facility; Leisure and Recreation; Retail; Employment; Renewable Energy; Green Space; BNG; Mixed Use; Other

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
22/24/003	03197d15-d82f-4402-9ed6-6f7e3ba7ca43	Land South of Redricks Lane	Land South of Redricks Lane, Gilston, Harlow, CM20 2RP	Gilston	Sawbridgeworth	14.27	8.00	Historically landfill, more recently used for outdoor leisure facilities as a clay pigeon shooting ground	Residential; Affordable Housing; Employment; Renewable Energy; Green Space; BNG; Mixed Use
22/24/004	3f6f7063-06e3-4382-9bea-e5bd85e390ea	Grazing Land at Eastwick	Grazing Land at Eastwick	Eastwick	Hunsdon	0.28	0.28	Grazing Land	BNG

Furneux Pelham									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
23/24/001	bac19df0-35f9-4a90-bac9-f30d6afec46a	Land between Wych Elm and Barleycroft Works	Land between Wych Elm and Barleycroft Works, Barleycroft End, Furneux Pelham	Furneux Pelham	Little Hadham & The Pelhams	0.32	0.32	Unmanaged grassland	Residential
23/24/002	74e097f7-79ee-4749-933e-41431aa7d56d	Whitebarns	Land to the east of Whitebarns Lane, Furneux Pelham, Buntingford, Hertfordshire, SG9 0JH	Furneux Pelham	Little Hadham & The Pelhams	0.60	0.60	Agricultural field	Residential
23/24/003	35967319-3ba2-4da8-a3bd-d70683bc277f	Barleycroft Works	Barleycroft Works, Barleycroft End, Furneux Pelham, Herts	Furneux Pelham	Little Hadham & The Pelhams	1.70	1.70	Commercial	Employment

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
23/24/004	3f0036f8-d5b6-4d47-89c2-3ca9e06db4a2	Land at Whitebarns Lane	Land at Whitebarns Lane, Furneux Pelham	Furneux Pelham	Little Hadham & The Pelhams	0.15	0.15	Garden extension	Residential
23/24/005	fb220423-3900-4280-9f45-a1782001806c	Land East of Barleycroft Works	Land East of Barleycroft Works, Barleycroft End, Furneux Pelham, SG9 0LL	Furneux Pelham	Little Hadham & The Pelhams	11.00	11.00	Agriculture	Residential; Affordable Housing
23/24/006	180635bc-d6f1-4e2a-a5cf-bb2ae61ef137	Land East of Willows Farm	Land East of Willows Farm, Ginns Road, Furnuex Pelham, Buntingford	Furneux Pelham	Little Hadham & The Pelhams	0.60	0.60	Agriculture	Residential
23/24/007	dcf7d237-24a8-47c0-b7a1-4c68a4ff2d1b	Land South of Stocking Pelham	Land South of Stocking Pelham, Ginns Road, Furneux Pelham, Herts	Furneux Pelham	Little Hadham & The Pelhams	2.60	2.40	Agricultural	Residential

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
23/24/008	44bb3c0a-6194-4dbb-b97f-8bd68bdef2a0	Land East of Violets Lane	Land East of Violets Lane, The Street, Furneux Pelham, Herts	Furneux Pelham	Little Hadham & The Pelhams	0.90	0.90	Agricultural	Residential

Great Amwell									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
24/24/001	57d2b423-e48f-4470-bb2f-1eb50b739de1	Land rear of Waggon & Horses	Waggon & Horses Pepper Hill Great Amwell Ware SG12 9RQ	Great Amwell	Great Amwell & Stansteads	0.51	0.27	Vacant land to rear of public house	Residential
24/24/002	fd370e77-b01f-48d9-9f8e-4e38818764c4	The Vicar's Field, Great Amwell	Hillside Lane, Great Amwell	Great Amwell	Great Amwell & Stansteads	0.50	0.00	Mowed grass, used by St. John the Baptist CE VA Primary School	Green Space
24/24/003	39b94e9e-94c0-495a-85c5-052552854e03	Landcroft and Byfield Nursery	Landcroft, Amwell Hill, Great Amwell Byfield Nursery, Gypsy Lane, Great Amwell SG12 9RG	Great Amwell	Great Amwell & Stansteads	3.40	3.40	Residential and horticultural	Residential; Affordable Housing
24/24/004	18ab8cf5-f901-47ac-b68e-d1989759e22d	Land at C. U. Phosco Lighting	Charles House, Lower Rd, Great Amwell, Ware	Great Amwell	Great Amwell & Stansteads	2.30	1.40	Existing Site usage is employment in the form of an office and associated industrial units (Use Class B1/B2/B8).	Residential

Great Hormead									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
25/24/001	2cdb8c8c-8ff1-4a7b-94a3-6b596e478ecc	Barnfield	Hall Lane, Great Hormead	Great Hormead	Buntingford	0.41	0.41	Paddock	Residential
25/24/002	25dd5e19-a77c-4cf7-a8a4-8b629331111f	Land North of Park Road,	Land North of Park Road, Great Hormead, Buntingford, SG9 0NW	Great Hormead	Buntingford	1.50	1.50	Agricultural	Residential
25/24/003	ec5030f6-ebb7-48e5-b20f-0512d5081e64	Land to the west of Gt Hormead Village Hall and east and west of Hormead COE First & Nursery	Land to the west of Gt Hormead Village Hall and east and west of Hormead COE First School & Nursery, SG9 0NS	Great Hormead	Buntingford	8.00	8.00	Agricultural	Mixed Use

Great Munden									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
26/24/001	fede8e8f-083e-483d-b049-529c51da4b9b	Mentley	Mentley, Mentley Lane West, Great Munden, Ware, SG11 1TW	Great Munden	Braughing & Standon	11.59	11.59	Agricultural arable land	Residential; Employment; Mixed Use

Hare Street									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
27/24/001	a8ed7928-ad83-41a0-9513-09bc162dc556	Hare Street Estate (Eric's Wood)	Hare Street Estate, Hare Street (B1368), Hare Street, Buntingford, SG9 0DX	Hare Street	Buntingford	7.00	3.00	Various	Residential; Affordable Housing
27/24/002	75891ecd-bee9-43fb-8fab-71bd9de75933	Land North of Bluebell Cottage	Bluebell Cottage, Hare Street, Herts, SG9 0DY	Hare Street	Buntingford	2.11	1.72	Residential garden	Residential; Affordable Housing
27/24/003	b8395ed9-14dc-4808-9e19-115863394e1e	Land adjacent to Bluebell Cottage	Bluebell Cottage, Hare Street, Hertfordshire, SG9 0DY	Hare Street	Buntingford	0.50	0.50	Residential garden	Residential
27/24/004	3ee875ad-6d41-4ee7-ba7d-8ba8ac5d7e46	Land at Heatherdown	Heatherdown, Hare Street, Hertfordshire, SG9 0AE	Hare Street	Buntingford	0.52	0.29	Residential garden	Residential
27/24/005	dfbe0f67-b058-46ba-a9c7-13d885ae8782	(Former) Livery Yard	Livery Yard Hare Street Buntingford Herts SG9 0DX	Hare Street	Buntingford	3.20	2.80	Previously Developed Land	Residential

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
27/24/006	7c04d3a0-9df6-4785-8f1f-c274e05e8b7d	Land Adjacent Howe Engineering	Land Adjacent Howe Engineering, Hare Street, Buntingford, SG9 0DY	Hare Street	Buntingford	0.37	0.37	Residential	Employment
27/24/007	aefb9d16-b6e3-49b7-91a8-f3e6173e9248	Land Adjacent The Chimneys	Land Adjacent The Chimneys, Hare Street, Buntingford, SG9	Hare Street	Buntingford	1.72	1.72	Agricultural	Residential
27/24/008	c5adc185-af3c-4731-a76d-b434e67a6f84	Land off Hare Street	Land off Hare Street, Anstey	Hare Street	Buntingford	0.78	0.78	Agricultural Grazing	Residential; Affordable Housing
27/24/009	b2f764b4-713c-41c6-b6ed-7dd035583efb	Rowney Close	Rowney Close Hare Street Buntingford	Hare Street	Buntingford	1.38	1.38	Agriculture	Residential; Affordable Housing; Park Homes
27/24/010	4751451f-8fe1-4d49-9ad3-639fc0da55e1	Land to the west of the Beehive Public House	Land to the North of Hare Street Road and to the west of the Beehive PH.	Hare Street	Buntingford	4.80	4.80	Agricultural	Mixed Use

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
27/24/011	bd2b478d-2376-472e-8b48-1e7cb86d5088	Kemps Close	Kemps Close Hare Street Buntingford SG9 0DZ	Hare Street	Buntingford	1.30	1.00	Garden	Residential; Affordbale Housing

Harlow									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
28/24/001	66159b03-137d-4f0b-9192-4213ca6a5567	Land to the west and south of the Dusty Miller within title number HD336731	Land to the west and south of the Dusty Miller, south of Eastwick Road, Harlow	Harlow	Hunsdon	0.83	0.50	The land is unproductive agricultural land, used for sporadic grazing, however it is vacant for much of the year due to its unsuitability for modern farming practices.	Residential; Affordable Housing; Renewable Energy

Hertford Heath									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
29/24/001	4a68b568-2bc1-46ed-8773-5febf2d958ea	Barclay Grange	Barclay Grange, Land West of London Road, Hertford Heath, Herts SG13 7RH	Hertford Heath	Hertford Heath & Brickendon	5.45	5.45	Intensively managed agricultural field for hay crop, identified as being of limited ecological value and not suitable for arable cultivation	Residential; Affordable Housing; Community Facility; Leisure and Recreation; Retail; Employment; Green Space; Mixed Use
29/24/002	239baf0e-b2e1-4e0c-8c82-baef9cb0e5f6	The Roundings	The Roundings	Hertford Heath	Hertford Heath & Brickendon	3.00	3.00	Grazing under farm tenancy	Residential; BNG
29/24/003	173fffb6-a4b3-49ef-977d-a9fdac895d77	South of Hailey Lane field	Field South of Hailey Lane	Hertford Heath	Hertford Heath & Brickendon	6.90	6.90	Grazing/Arable under farm tenancy	Renewable Energy

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
29/24/004	2547cd00-4cca-469b-ac86-fa47491da6f4	Land adjacent to College Farm, Hertford Heath, title number HD503974	Land to the west of College Farm, Hailey Lane, Hertford Heath SG13 7NX	Hertford Heath	Hertford Heath & Brickendon	0.63	0.40	Agricultural grazing land, Not cultivated	Residential; Affordable Housing; Renewable Energy; BNG
29/24/005	4a1124a9-8cf9-4c94-9d69-a62c8deddd41	Land Adjacent Priors Close, London Rd, Hertford Heath	Land Adjacent Priors Close, London Rd, Hertford Heath, Hertford, SG13	Hertford Heath	Hertford Heath & Brickendon	1.80	1.50	Paddock	Residential
29/24/006	21e9e148-a1c3-4fbe-975b-601997c9c44a	Land at Amwell Place Farm site 2	Amwell Place Farm, Downfield Road, Hertford Heath	Hertford Heath	Hertford Heath & Brickendon	5.00	5.00	Buildings related to agriculture/employment	Residential

Hertingfordbury									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
30/24/001	8f0e557a-6bd5-4e34-a87b-7ed16238e1a0	Land at St Marys Lane	Land at St Marys Lane, Hertingfordbury	Hertingfordbury	Hertford Castle	1.80	1.80	Agricultural Use	Residential

High Cross									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
31/24/001	3df1818f-9502-4e33-8977-dfb0d07b93d1	Land to the east of Canterbury Park (T8)	Land east of Canterbury Park, High Cross, near Ware, SG11 1AR	High Cross	Ware Rural	0.78	0.78	Occasional grazing	Residential
31/24/002	67502fec-b8d8-4dfb-bfb1-3ef4a2c977cb	Land west of High Road, High Cross	High Road, High Cross, Ware, SG11 1AZ	High Cross	Ware Rural	2.26	1.87	Pony paddocks	Residential; Affordable Housing; Leisure and Recreation
31/24/003	20729e73-45b1-4793-b5a4-5dc6e74f7244	Land to the East of High Road	Land at Sites Farm, High Cross, SG11 1BE	High Cross	Ware Rural	12.98	6.50	Arable	Residential; Affordable Housing; Community Facility; Green Space; Other
31/24/004	e58ee046-d79b-4c6e-aa40-d929c3224ac4	Land south of Oakley Coachworks referenced as T6	Land south of Oakley Coachworks, High Cross, near Ware	High Cross	Ware Rural	1.50	1.50	An open piece of grassland	Mixed Use

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
31/24/005	3f2df068-211c-4868-a443-2aa77ed0e17c	Sutes Farm, High Cross	Sutes Farm, High Cross, Ware, Hertfordshire, SG11 1BE	High Cross	Ware Rural	2.06	2.06	The site is currently in mixed agricultural and commercial use, including florist, storage and light industrial business. The buildings are currently fully occupied by tenants, and any vacancies are quickly filled through marketing.	Employment; Renewable Energy; BNG
31/24/006	6168449a-761b-4482-a8d3-81515bfe225b	Land on North Drive	Land on North Drive	High Cross	Ware Rural	0.55	0.55	Agricultural	Residential; BNG

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
31/24/007	e48d4a1e-836f-4a72-9587-3fd1f9501897	Land east of Oakley Coachworks referenced as T7	Land east of Oakley Coachworks, High Cross, near Ware	High Cross	Ware Rural	0.53	0.53	Part used for storage associated with the factory with the remainder being open land	Residential

High Wych									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
32/24/001	043e2a79-0ad3-4fab-b040-093ad79b27e1	Land South Of Lauden Lodge	Land South Of Lauden Lodge, High Wych, Sawbridgeworth, CM21 0JE	High Wych	Much Hadham	54.10	50.00	Agricultural	Mixed Use
32/24/002	421cb389-9ea3-4b8f-93b0-ca8494c7f026	Land North High Wych Primary School	Land North High Wych Primary School, High Wych, Sawbridgeworth, Herts CM21 0JE	High Wych	Much Hadham	29.30	26.00	Agricultural	Residential; Affordable Housing; Community Facility; Leisure and Recreation; Green Space
32/24/003	4110edff-82c4-44a0-aba9-7ab3da7904b2	Land East Sayes Park Farm	Land East Sayes Park Farm, High Wych, Sawbridgeworth, CM21 0JE	High Wych	Much Hadham	66.20	60.00	Agricultural	Residential; Affordable Housing; Community Facility; Retail; Green Space
32/24/004	a33c720f-0210-42ff-9c77-98464d4123ee	Land West of Sayes Park Farm	Land West of Sayes Park Farm, High Wych, Sawbridgeworth, CM21 0JE	High Wych	Much Hadham	85.50	80.00	Agriculture	Residential; Affordable Housing; Community Facility; Retail; Green Space

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
32/24/005	7d8149d4-d574-40ba-aaf1-2e0f3ae318fe	Land East Sayes Park Farm	Land East of Sayes Park Farm, High Wych, Sawbridgeworth, CM21 0JE	High Wych	Much Hadham	46.00	40.00	Agricultural	Residential; Community Facility; Employment; Green Space
32/24/006	68c354bd-7cc2-4893-9429-4b3536306a4c	Land West Of Sayes Park Farm	Land West of Sayes Park Farm, Highwych Road, High Wych, Sawbridgeworth CM21 0JE	High Wych	Much Hadham	52.00	50.00	Agricultural	Residential; Community Facility; Leisure and Recreation; Employment
32/24/007	6888dd83-b7c9-4e00-b1ea-056be803d5a1	Land South of Sayes Park Farm	Land South of Sayes Park Farm, High Wych Road, High Wych, Sawbridgeworth, CM21 0JE	High Wych	Much Hadham	33.00	30.00	Agricultural	Residential; Community Facility; Leisure and Recreation; Employment

Hoddesdon									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
33/24/001	d9c546e1-ca39-4922-a477-2716cf8fc986	Rye Gate	Land North of St. Margarets Road	Hoddesdon	Great Amwell & Stansteads	34.40	34.40	Grazing	Residential; Affordable Housing; Specialist Residential; Employment; Green Space; BNG
33/24/002	e5804b36-4918-44e7-b7ab-c988ef1aab26	Hillside Nursery	Hillside Nursery Ware Road Hailey Hoddesdon	Hoddesdon	Great Amwell & Stansteads	1.90	1.90	Mixed agricultural and commercial	Residential; Affordable Housing

Hunsdon									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
34/24/001	956a9aab-6afd-47f1-9551-3b972b3b8591	Land adj Walnut Tree House	As above SG12 8PG	Hunsdon	Hunsdon	1.86	0.00	Grazing	Residential
34/24/002	4e5179dc-3d4a-44db-8082-a054765ca26d	Land west of Acorn Street, Hunsdon	Land west of Acorn Street, Hunsdon, Ware, SG12 8PQ	Hunsdon	Hunsdon	4.85	3.10	Agriculture	Residential; Affordable Housing; Green Space
34/24/003	6d0b2cff-9a3b-43d9-9dd4-008daa459e66	Land to the South of Ellison Close, Hunsdon	Land South of Ellison Close, Stanstead Road, Hunsdon, Ware, SG12 8FG	Hunsdon	Hunsdon	0.50	0.30	Agriculture	Residential; Renewable Energy; BNG
34/24/004	abf77530-bb1b-42c4-a75d-3b2bef4df66f	Land at Samuels Farm	Samuels Farm, Hunsdon, Ware, SG12 8NN	Hunsdon	Hunsdon	30.50	15.00	Agricultural Land	Residential; Affordable Housing; Specialist Residential; Leisure and Recreation; Renewable Energy; Green Space; BNG

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
34/24/005	e668274e-2c30-45a7-807a-9b50a26ec03c	Land at Acorn Street	Land at Acorn Street, Hunsdon	Hunsdon	Hunsdon	4.64	4.64	Agricultural Use	Residential; Affordable Housing
34/24/006	0479cada-9bc6-4b3b-a9d4-7fbd3aa41185	Land west of Widford Road, Hunsdon	Land west of Widford Road, Hunsdon SG12 8NN	Hunsdon	Hunsdon	0.95	0.75	Grazing land	Residential; Affordable Housing

Letty Green									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
35/24/001	91c4f2c3-d314-4164-b7fa-9f57be5d1a21	Land off Deadfield Lane, Letty Green	Land off Deadfield Lane	Letty Green	Hertford Rural	8.97	8.97	Agricultural	Renewable Energy; BNG

Little Berkhamsted									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
36/24/001	6a3c9fed-7059-413e-9b9b-0627d526eadf	Land off Little Berkhamsted Lane	Land off Little Berkhamsted Lane, Berkhamsted Lane, Little Berkhamsted	Little Berkhamsted	Hertford Rural	0.92	0.59	Residential	Residential
36/24/002	f39083bf-80f4-42e8-8704-8b5dd430c3ee	Land West of Church Road	Land West of Church Road, Little Berkhamsted	Little Berkhamsted	Hertford Rural	2.98	2.98	Agricultural Land - last used as grazing land for animals, now scrub land.	Residential
36/24/003	1cd77129-46c9-4d8d-bfb3-7ab535c42032	Land East of Church Road	Land East of Church Road, Little Berkhamsted	Little Berkhamsted	Hertford Rural	2.29	2.29	Agricultural Land - last used as grazing land for animals, now scrub land.	Residential; Community Facility
36/24/004	9b704c86-fd1e-4212-a66c-6c943b70eb9f	Little Stockings House	Little Stockings House, Stockings Lane, Little Berkhamsted, Hertford, SG13 8LW	Little Berkhamsted	Hertford Rural	0.30	0.30	Former paddock within curtilage of home, around 1 acre	Residential

Little Hadham									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
37/24/001	c829243c-83f3-4fba-859f-c409ad3a8681	Northbank	Northbank, Standon Road, Little Hadham, SG11 2EB	Little Hadham	Little Hadham & The Pelhams	0.32	0.32	Residential garden	Residential
37/24/002	079bc63b-feac-4fcc-85d3-d97236716fcb	Land at Side Hilly	Land at Side Hilly, The Ford, Little Hadham	Little Hadham	Little Hadham & The Pelhams	1.12	0.60	Disused gravel pit with CLEUD on part for external storage, B8.	Residential
37/24/003	91151416-48b8-4eb3-9a1a-2f5404d4152b	Land on the South Side of Standon Road	Standon Road Little Hadham Ware	Little Hadham	Little Hadham & The Pelhams	19.90	14.00	Greenfield	Residential
37/24/004	1ceb5e94-6bd6-4826-b25e-2d9442a804da	Land East of Albury Road, Little Hadham, title number HD554147	Land East of Albury Road, Little Hadham, Ware, SG11 2DN	Little Hadham	Little Hadham & The Pelhams	0.50	0.30	Agricultural grazing	Residential; Affordable Housing; Renewable Energy; BNG

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
37/24/005	187fa3d2-a3ba-45c7-bca4-e3187c007476	Church End Farm, Little Hadham	Church End Farm, Little Hadham, Ware, SG11 2DY	Little Hadham	Little Hadham & The Pelhams	1.40	1.40	The site is currently in commercial use, including leisure, storage and light industrial business. The buildings are currently fully occupied by tenants, and any vacancies are quickly filled through marketing.	Employment

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
37/24/006	e452cac6-c2fe-430b-b4ec-4fbd5c79a040	Land West of Albury Road and South of Lime Kiln Place	Land West of Albury Road and South of Lime Kiln Place	Little Hadham	Little Hadham & The Pelhams	1.78	1.00	The site comprises previously developed land. It was formally a chalk quarry and Lime Kiln site dating back to the 1960's. It has Not been the subject any formal restoration and there are No planning conditions or obligations requiring any future reclamation.	Residential; Affordable Housing

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
37/24/007	4f90444d-71cc-4567-b012-fc1537007047	Land West of Lime Kiln Place	Land West of Lime Kiln Place	Little Hadham	Little Hadham & The Pelhams	0.57	0.43	The site forms part of what was a chalk quarry dating back to the 1960's. It has not been subject any formal restoration and there are no planning conditions or obligations requiring this.	Residential
37/24/008	b2586bc0-7409-4e8c-8e97-750ef87f3983	Land at Little Hadham within the A120 Little Hadham bypass	Little Hadham	Little Hadham	Little Hadham & The Pelhams	106.00	60.00	Agricultural with small areas of recreational space, for example the fishing lakes and woodland, which would be retained.	Residential; Affordable Housing; Community Facility; Leisure and Recreation; Retail; Employment; Renewable Energy; Green Space

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
37/24/009	6a8825ce-58ca-49b6-84d2-2c8ced0d54cd	Lands adjacent to Little Hadham	Lands adjacent to Little Hadham	Little Hadham	Little Hadham & The Pelhams	33.00	23.00	Agricultural	Residential; Affordable Housing; Green Space; BNG
37/24/010	806c23e0-cb36-4be3-a164-025497ba7799	Land North of Stortford Road	Land North of Stortford Road Little Hadham SG11 2DY	Little Hadham	Little Hadham & The Pelhams	11.80	7.50	Agricultural land	Residential; Affordable Housing; Community Facility; Retail

Much Hadham									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
38/24/001	2fa75302-e01d-43c7-a048-9cddcf7741cd	Land at Hill House	Tower Hill, Much Hadham	Much Hadham	Much Hadham	3.47	1.50	Currently vacant land	Residential; Affordable Housing
38/24/002	177c48a4-7cdd-48e4-b32a-5b30f58b9056	Old Station Yard	Easting (x): 542231 Northing (y):218197 Millers View	Much Hadham	Much Hadham	0.40	0.20	Previously developed land for railway siding and yard.	Residential; Affordable Housing; Specialist Residential
38/24/003	034f4b1b-ad30-48ac-a3b9-8295ef90a901	G.G.L. Nursery Site	G.G.L. Nursery, Kettle Green Lane, Much Hadham	Much Hadham	Much Hadham	2.81	2.81	Brownfield site comprising glasshouses, brich structures, storage tanks and significant concrete foundations and roadways.	Residential
38/24/004	feed9844-4f25-4df2-bdfe-fb3121fd9b87	Cherry Orchard	Cherry Orchard, Much Hadham, SG10 6HJ	Much Hadham	Much Hadham	4.93	4.93	Agricultural	Residential; Affordable Housing

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
38/24/005	c72ff12a-96b4-47c0-bbc2-8ab81cbc7676	Dolans	Dolans, Much Hadham, SG10 6HQ	Much Hadham	Much Hadham	3.74	3.74	Agricultural Land	Residential; Affordable Housing
38/24/006	246f03c9-fbf1-4c22-a09f-cf828c866e00	Barn Field	Barn Field, Much Hadham, SG10 6HJ	Much Hadham	Much Hadham	3.99	3.99	Agricultural Land	Residential; Affordable Housing
38/24/007	5410945b-6917-46f0-aa77-3c31cc7b9575	Land and Millers, Kettle Green Farm	Land and Millers, Kettle Green Farm, Much Hadham	Much Hadham	Much Hadham	18.00	17.66	Agricultural Land	Residential; Affordable Housing
38/24/008	8665f32a-0256-4b88-a381-fbd7257e6382	St Elizabeth's Centre	St Elizabeth's Centre, South End, Much Hadham, Herts, SG10 6EW	Much Hadham	Much Hadham	16.00	16.00	Specialist school for children with learning disabilities with associated supported living and children's home, as well as adult day college for those with special educational needs.	Residential; Employment

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
38/24/009	6f2de4fd-a677-4aa0-96ee-3813ec998d0e	N/A	Laylock Cottage, High Street, Much Hadham, SG10 6BS	Much Hadham	Much Hadham	0.44	0.40	Pasture	Residential; Affordable Housing

Puckeridge									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
39/24/001	75236811-8393-4356-bd64-a5e500632235	Puckeridge North	Puckeridge North, Station Road (B1368), Puckeridge, SG11 1RT	Puckeridge	Braughing & Standon	1.12	1.12	Various	Residential; Affordable Housing
39/24/002	02536b6d-4bd3-4c6a-a81a-61d0f053580b	Wickham Hall	Wickham Hall Station Road (Puckeridge) SG11 1RT	Puckeridge	Braughing & Standon	1.57	1.57	Agricultural arable use	Residential; Employment; Mixed Use
39/24/003	68f93a91-8504-4406-b43e-9ca578968217	Land west of Cambridge Road and east of A10	Land west of Cambridge Road and east of A10, Puckeridge	Puckeridge	Braughing & Standon	2.00	2.00	Scrub land	N/A
39/24/004	59b2c59c-6a4a-4b4c-be58-11d3ad758570	Land south of St Thomas RC Primary School	Land south of St Thomas RC Primary School and west of Cambridge Road/High Street, Puckeridge	Puckeridge	Braughing & Standon	1.70	1.70	Scrub land	Residential; Specialist Residential; Community Facility; Retail; Mixed Use

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
39/24/005	a69574c4-42b0-4488-a8b0-9c682ca21f0e	St Thomas Primary School	St Thomas of Canterbury Catholic School, Cambridge Road, Puckeridge, Ware SG11 1RZ	Puckeridge	Braughing & Standon	1.70	0.00	School	Other
39/24/006	97d3454c-e521-42dc-b313-2c2f68747212	Land at Chapmans Field & Perowne Way, Puckeridge	Land Reg Title HD373257 land lying to the North of Station Road, Puckeridge, Ware, Land to North East of Chapmans End, Puckeridge SG11 1SR	Puckeridge	Braughing & Standon	8.69	8.69	Agricultural land classification grade 3. Occasional grazing. Labelled SHLAA neutral.	Residential; Affordable Housing; Employment
39/24/007	fea7f5f0-4fbf-4a41-bf8f-03b986f53882	Land North of Standon Hill	Land North Of Standon Hill, Puckeridge	Puckeridge	Braughing & Standon	6.07	3.00	Agriculture	Residential

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
39/24/008	79cfcde8-479f-4021-9289-d70d8993aca6	Land east of Buntingford Road and south of Station Road	Land east of Buntingford Road and south of B1368 Station Road, Puckeridge	Puckeridge	Braughing & Standon	0.75	0.75	Meadow with some planting around site boundaries	Residential; Affordable Housing; Specialist Residential
39/24/009	5adb2f4e-b9f3-4fa2-beca-818a29ddbb70	Land south of B1368 Station Road	Land south of B1368 Station Road	Puckeridge	Braughing & Standon	0.43	0.43	Woodland and meadow	Green Space; BNG

Spellbrook									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
40/24/001	363a6e9a-d4bd-43bc-994a-c748054b1b18	Land at Cambridge Road / Spellbrook Lane East	Land at Cambridge Road / Spellbrook Lane East, Spellbrook, CM23 4AU	Spellbrook	Sawbridgeworth	3.00	3.00	Part residential property, part open fields for grazing of pet	Residential
40/24/002	1e7b7f4b-2e1b-443a-bfe2-9b73b9f92fc3	Land Rear of The Paddocks	The Paddocks, London Road, Spellbrook, Bishops Stortford, CM23 4AX	Spellbrook	Sawbridgeworth	0.36	0.36	Garden Space	Residential
40/24/003	9fd66019-61ab-4834-9a6f-ca2f8fa3407c	Land at Spellbrook	Land at Spellbrook, Spellbrook	Spellbrook	Sawbridgeworth	1.43	1.43	Equestrian grazing	Residential; Affordable Housing

Standon									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
41/24/001	4d636eb5-b7db-47b5-8fda-bdaec7f947c0	Land East of Hawken Close (site c)	Land East of Hawken Close Standon	Standon	Braughing & Standon	12.00	0.00	Agriculture	Residential; Affordable Housing
41/24/002	4c3dc295-51d0-42db-8b50-1f70e0b30d3a	Land East of Hawken Drive (B)	Land East of Hawken Drive Standon SG11 1FD	Standon	Braughing & Standon	2.40	2.40	Agriculture	Residential; Affordable Housing
41/24/003	abac3d96-50e0-4f71-af46-4cd85f79df05	Standon East option 1	Land East of Hawken Close Standon	Standon	Braughing & Standon	0.90	0.90	Agriculture	Residential; Affordable Housing
41/24/004	40ae6acc-6256-4ff3-9eba-2e45029de94d	Standon Business Park	Standon Business Park Stortford Road Standon SG11 1PH	Standon	Braughing & Standon	0.98	0.98	The site is currently in industrial use	Residential; Affordable Housing

Stanstead Abbotts and St Margarets									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
42/24/001	0990c088-175d-4d99-a145-fe951251f4c8	Land to North of Springle House	Land to North of Springle House, St Margarets, Ware, SG13 7NZ	Stanstead St Margarets	Great Amwell & Stansteads	18.00	14.00	Residential and agricultural	Residential; Affordable Housing; Specialist Residential
42/24/002	aa9bc5ee-54a7-40a1-9f92-58eb57ced87a	N/A	Land to the east of Netherfield Lane, Stanstead Abbotts.	Stanstead Abbotts	Great Amwell & Stansteads	3.20	3.20	Former office, storage and general industrial buildings and hardstandings, and greenfield.	Residential; Mixed Use
42/24/003	e38c8878-4d2e-44c0-bcfe-8b05583563be	Kitten Lane East	Kitten Lane East, Stanstead Abbotts, Ware, SG12 8JR	Stanstead Abbotts	Great Amwell & Stansteads	3.20	3.00	Various	Residential; Affordable Housing
42/24/004	968f9170-99c7-4e6a-8087-cb0e4abad37b	East of A10 North of Hailey Lane	51.77650452639342, -0.020912811011240047	Stanstead St Margarets	Great Amwell & Stansteads	4.65	4.65	Arable under farm tenancy	Renewable Energy; Green Space; BNG
42/24/005	e13efc5c-ecd8-4041-87f5-7bd19f436bae	East of A10 South of Hailey Lane	51.776872865696405, -0.02096342440769811	Stanstead St Margarets	Great Amwell & Stansteads	6.30	6.30	Arable under farm tenancy	Residential; Renewable Energy; BNG

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
42/24/006	92ff8c91-5935-49f1-871f-fa059cde50fa	N/A	Briggens Park Stanstead Abbotts Ware	Stanstead St Margarets	Great Amwell & Stansteads	4.30	4.30	Temporary Tree Nursery (Formerly Briggens Home Farm)	Residential
42/24/007	fddab215-dba0-40c1-a47d-0e111fc56282	Land south of Hillside Farm, adjacent to Stanstead Abbots, title number HD503974	Land south of Hillside Farm and west of Hillside Lane, Stanstead Abbotts, Ware Easting: 537521, Northing: 211770	Stanstead St Margarets	Great Amwell & Stansteads	4.59	2.75	Agricultural grazing land, Not cultivated	Residential; Affordable Housing; Renewable Energy; Green Space; BNG
42/24/008	712139ec-c373-4d08-8ee9-4688c6b78b4c	N/A	Land South of High Street, Stanstead St. Margarets	Stanstead St Margarets	Great Amwell & Stansteads	9.91	9.91	Grazing	Residential; Affordable Housing
42/24/009	42fd0cf0-c1cd-41d8-87c4-ae570acaff96	Briggens House Estate	Briggens House Estate Stanstead Abbots SG12 8LD	Stanstead St Margarets	Great Amwell & Stansteads	31.20	6.00	Previously hotel use	Residential

Stapleford									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
43/24/001	7f5e5530-d572-4a61-aa68-17f393baaf69	Land North of Stapleford	Land south of Gobions Lane and west of the A119, High Road, Stapleford, Hertford	Stapleford	Watton-at-Stone	4.00	2.40	Currently used for grazing	Residential; Affordable Housing; Renewable Energy
43/24/002	4d7bf037-32d8-4a3b-9e61-8b80c857dac3	Land west of Warrenwood Industrial Estate	Land west of Warrenwood Industrial Estate, Stapleford, Hertford	Stapleford	Watton-at-Stone	4.80	2.90	Arable agricultural land	Employment; Renewable Energy
43/24/003	ebb568cf-a565-4dcf-b081-2aa3e4d8f7a4	Land North of Stapleford	Land south of Gobions Lane and west of the A119, High Road, Stapleford, Hertford	Stapleford	Watton-at-Stone	0.50	0.30	Land is currently used for grazing	Residential; Renewable Energy

Tewin									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
44/24/001	a48aed7b-8383-4918-a518-067802daa821	Land at Tewin Hill and Upper Green Road	Tewin Hill Tewin AL6 0LJ	Tewin	Hertford Rural	2.00	1.00	Grazing	Residential; Green Space; BNG
44/24/002	d74d338b-4226-4c2b-a84a-2d6926d8278e	Lower Mimram Valley	Lower Mimram Valley Tewin Welwyn AL6 0JX	Tewin	Hertford Rural	700.00	0.00	Primarily Agricultural/Vacant	Green Space; BNG

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
44/24/003	0a5e4ed2-2616-4012-b56c-e63b579a2305	N/A	Upper Green, Tewin, Herts, AL6	Tewin	Hertford Rural	3.74	3.74	Agriculture	Residential; Affordable Housing; Specialist Residential; Gypsy and Traveller; Travelling Show People; Park Homes; Community Facility; Leisure and Recreation; Retail; Employment; Renewable Energy; Mixed Use; Other

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
44/24/004	9d7c5d5b-76dc-40a9-9011-c21003484d88	N/A	Upper Green, Tewin, Herts, AL6	Tewin	Hertford Rural	4.03	4.03	Agriculture	Residential; Affordable Housing; Specialist Residential; Gypsy and Traveller; Travelling Show People; Park Homes; Community Facility; Leisure and Recreation; Retail; Employment; Renewable Energy; Mixed Use; Other
44/24/005	979c38c3-99e4-4dd5-a311-4bc2b490c566	Land East of Upper Green Road	Land East of Upper Green Road, Tewin, Welwyn	Tewin	Hertford Rural	0.82	0.82	Vacant	Residential

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
44/24/006	edf30956-511d-4e42-8146-28ceb37aa77f	Land East of Upper Green Road	Land East of Upper Green Road, Tewin, Welwyn	Tewin	Hertford Rural	0.30	0.30	Vacant	Residential
44/24/007	0a4c0ce3-aa68-4127-97d3-5f99359067e6	Land Rear of Godfries Close	Land Rear of Godfries Close Tewin	Tewin	Hertford Rural	0.32	0.32	Vacant	Residential
44/24/008	891632e9-4070-4092-b00e-7926d9dc6615	Seven Acres Farm	Seven Acres Farm, Seven Acres, Tewin	Tewin	Hertford Rural	1.90	1.90	Formerly an Agricultural Holding with Barn, Workshop and grazing land. Land and Barn now vacant.	Residential
44/24/009	9ec49692-8527-47e0-9a40-1a2bdc820291	63-65 Burnham Green Road	House and Land to the Rear	Tewin	Aston, Datchworth & Walkern	0.07	0.07	Residential and Informal Woodland	Residential

Thundridge									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
45/24/001	8c2e4d58-d8ea-472d-bc42-296b22b59460	Land West of Ermine Street, Thundridge	Land West of Ermine Street Thundridge	Thundridge	Ware Rural	2.60	2.60	Agricultural	Residential; Affordable Housing
45/24/002	df87b719-4323-44c6-9570-13c26ee1e378	Land off Poles Lane	Cambridge Road	Thundridge	Ware Rural	3.82	1.59	N/A	Residential
45/24/003	66e9aaf6-3dc1-4335-ac41-64e3c8f57588	Land at Poles Lane	Land North of Poles Lane, Cambridge Road, Thundridge	Thundridge	Ware Rural	3.82	1.58	Green Field	Residential; Affordable Housing; Specialist Residential; Community Facility; Green Space; BNG
45/24/004	d4e97fbc-5c95-431c-956f-3b2df62a8a55	Land North of Poles Lane	Cambridge Road	Thundridge	Ware Rural	3.82	1.59	Greenfield semi-maintained grassland	Residential; Affordable Housing; Specialist Residential; Community Facility; Green Space; BNG

Tonwell									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
46/24/001	e542e180-090c-4c04-b533-c2c51ffc8de8	Burrs Green Farm	Burrs Green Farm, Tonwell, Ware	Tonwell	The Mundens	0.50	0.50	The site comprises a redundant agricultural farmyard. One building within the traditional courtyard was granted planning permission for light industrial use in 1990, and has been subsequently used for commercial purposes.	Employment; Renewable Energy
46/24/002	9f89821e-496c-402a-8588-bedd00e572d6	Land West of A602, Tonwell	Land North of the B158 Wadesmill Road and west of the A602, Tonwell, Ware	Tonwell	The Mundens	3.70	3.70	Arable agricultural land	Employment; Renewable Energy; Other

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
46/24/003	cef9b819-fd59-467b-95f3-c975362451a9	Land west of Ware Road, Tonwell	Land west of Ware Road, Tonwell, Ware	Tonwell	The Mundens	0.80	0.48	Grazing land, Not cultivated	Residential; Affordable Housing; Renewable Energy
46/24/004	186cb02c-cd44-4abd-8e29-46b6cb86cd14	Land east of Tonwell	Land east of Tonwell, Ware	Tonwell	The Mundens	5.50	3.30	Land is currently in arable agricultural use, but Not the most productive land in the Estate.	Residential; Affordable Housing; Community Facility; Renewable Energy
46/24/005	58eee94f-c6a3-479f-bcd4-f9e062ba0956	Land south of Ware Road, Tonwell	Land south of Ware Road, east of the A602, Tonwell	Tonwell	The Mundens	0.60	0.36	The site currently comprises a single residential dwelling, No. 2 Ware Road, with its residential garden and grazing land to the south.	Residential; Affordable Housing; Renewable Energy

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
46/24/006	221422c0-1957-4bfe-8562-1f9b135e23cc	Land North of Tonwell	Land North of Tonwell, east of the A602	Tonwell	The Mundens	6.00	3.60	Land is currently in arable agricultural use.	Residential; Affordable Housing; Renewable Energy
46/24/007	06a319a2-7b8c-42f8-b42a-0085a9a27932	Land at Tonwell within title number HD474610	Land lying to the south of Ware Road, Tonwell	Tonwell	The Mundens	0.40	0.25	The land is unproductive agricultural land, used for sporadic grazing, however it is vacant for much of the year due to its unsuitability for modern farming practices.	Residential; Renewable Energy

Walkern									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
47/24/001	d9afb2a7-13f3-48a7-8c5f-879d267093fd	Land to South of Stevenage Road	Land to South of Stevenage Road, Walkern, Herts. SG2 7NN	Walkern	Aston, Datchworth & Walkern	2.95	1.00	Horse Field, Storage and Access Road	Residential; Affordable Housing; Renewable Energy; Mixed Use
47/24/002	baeae811-09d9-4e19-84aa-1fffc06ee3b0	Land at Finches End	Land at Finches End, Walkern, Stevenage, Hertfordshire, SG2 7RG	Walkern	Aston, Datchworth & Walkern	0.41	0.00	Garden Land	Residential; Affordable Housing; Specialist Residential; Gypsy and Traveller; Travelling Show People; Park Homes; Retail; Employment; Mixed Use
47/24/003	46e4ec04-ae42-42a1-86fd-0d29dcc33340	Land to West of 2 Kitcheners Lane	Land to West of 2 Kitcheners Lane, Walkern, Stevenage, SG2 7PF	Walkern	Aston, Datchworth & Walkern	0.40	0.30	Outbuildings and Garden	Residential

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
47/24/004	ee831c3c-6f7c-4fee-b7db-0be6cc92ff62	Old Walkern Nursery	50 Froghall Lane Walkern SG2 7PH	Walkern	Aston, Datchworth & Walkern	2.60	2.10	Residential	Residential; Affordable Housing
47/24/005	377bfdfd-a675-4ff5-b727-24cfc3b4f080	Land to North of The Old Rectory Farm	Land to the North of The Old Rectory Farm, Walkern, Stevenage, SG2 7PD	Walkern	Aston, Datchworth & Walkern	4.10	2.00	Low Grade Agricultural. Part Field with existing consent for residential conversion of grade 2 listed building.	Residential; Specialist Residential
47/24/006	86cc4ab4-8951-4fb9-897f-fe6a46a5634f	Land North of Stevenage Road, Walkern	Land North of Stevenage Road, Walkern, SG2 7NE	Walkern	Aston, Datchworth & Walkern	3.40	2.60	Agricultural Grassland.	Residential; Affordable Housing; Green Space; BNG
47/24/007	29646da9-fb43-4e65-9159-3aa71ead6d24	Land at Bockings, Church End	Land at Bockings, Church End, Walkern, SG2 7PB	Walkern	Aston, Datchworth & Walkern	1.35	0.00	Part residential garage site, domestic paddock land and informal overspill parking.	Residential; Affordable Housing; Specialist Residential

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
47/24/008	84e0ff30-3077-4894-a0a0-76fb2f4ffc18	Land adjacent to 11 Glebe View, Walkern	Land adjacent to 11 Glebe View, Walkern	Walkern	Aston, Datchworth & Walkern	0.84	0.70	The site has historically been used for grazing purposes. The current owners of No.11 Glebe View keep some animals on the land and have allowed horses to graze it.	Residential; Affordable Housing
47/24/009	6967855d-6e4a-4822-a738-1c06b83ac512	Land West of High Street	Land West of High Street, Walkern	Walkern	Aston, Datchworth & Walkern	5.70	4.80	Agricultural	Residential; Specialist Residential

Watton-at-Stone									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
48/24/001	0600d86e-2b3c-4b15-91c2-9749147a1920	Land at Clappers Lane	Land at Clappers Lane, Watton-at-Stone	Watton-at-Stone	Watton-at-Stone	0.17	0.17	Vacant	Residential
48/24/002	bbb76d9b-3f28-49c6-8c40-a87c99a2e6ee	Land North of Ware Road, west of the A602	Land North of Ware Road and west of the A602, Watton-at-Stone	Watton-at-Stone	Watton-at-Stone	3.00	3.00	Land is currently uncultivated scrubland, with woodland to the east. Previously the site was temporarily used as a construction compound in connection with the A602 roadworks.	Community Facility; Leisure and Recreation
48/24/003	1fced8ff-e5e5-4b8e-a955-14c9c017efdc	Land south of Stevenage Road, Watton-at-Stone	Land south of Stevenage Road, Watton-at-Stone	Watton-at-Stone	Watton-at-Stone	2.70	1.60	Arable agricultural land, but will become severed and landlocked following development of WAS4.	Residential; Affordable Housing; Renewable Energy

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
48/24/004	ceb90d31-cb43-4319-9b2f-0b67d62940e0	Land south of Stevenage Road, Watton-at-Stone	Land south of Stevenage Road, Watton-at-Stone	Watton-at-Stone	Watton-at-Stone	3.00	1.80	Arable agricultural land	Residential; Affordable Housing; Renewable Energy
48/24/005	d1d34a77-5d98-4d05-a1bc-2afe3a09a47c	Bardolphs Farm Yard	Bardolphs Farm, Ware Road, Watton-at-Stone, Hertford, SG14 3NP	Watton-at-Stone	Watton-at-Stone	1.50	1.50	Existing buildings are mostly leased for low-key commercial purposes.	Leisure and Recreation; Retail; Employment; Renewable Energy; Mixed Use

Widford									
SLAA Reference	**Submission Reference**	**Site Name**	**Site Address**	**Site Settlement**	**Site Ward**	**Gross Site Area (Ha)**	**Net Site Area (Ha)**	**Current Land Use/s**	**Proposed Land Use/s**
49/24/001	b852e302-d8c6-41c0-8dcb-c7cca6e72f01	Land East of Hunsdon Road/B180, Widford	Priory Farm, High Street, Widford	Widford	Ware Rural	1.31	1.00	Agricultural	Residential; Affordable Housing; BNG
49/24/002	9fdb958d-acb7-4e48-b98d-a2215c8ed0cb	Land to North and East of Wilmoor	Wilmoor Ware Road Widford	Widford	Ware Rural	1.00	1.00	Grade 3 agicultural	Residential
49/24/003	318c68f7-ac16-4a3d-8b99-34e8112ea706	Land East of Priory Farm Yard, Widford	Priory Farm, High Street, Widford	Widford	Ware Rural	1.00	0.60	Agricultural	Residential; Affordable Housing; BNG
49/24/004	b677857f-e49e-4740-b904-27e7434c1033	Land at Priory Farm Yard	Land at Priory Farm Yard, High Street, Widford, SG12 8RA	Widford	Ware Rural	27.28	0.00	Agricultural land in arable production	BNG

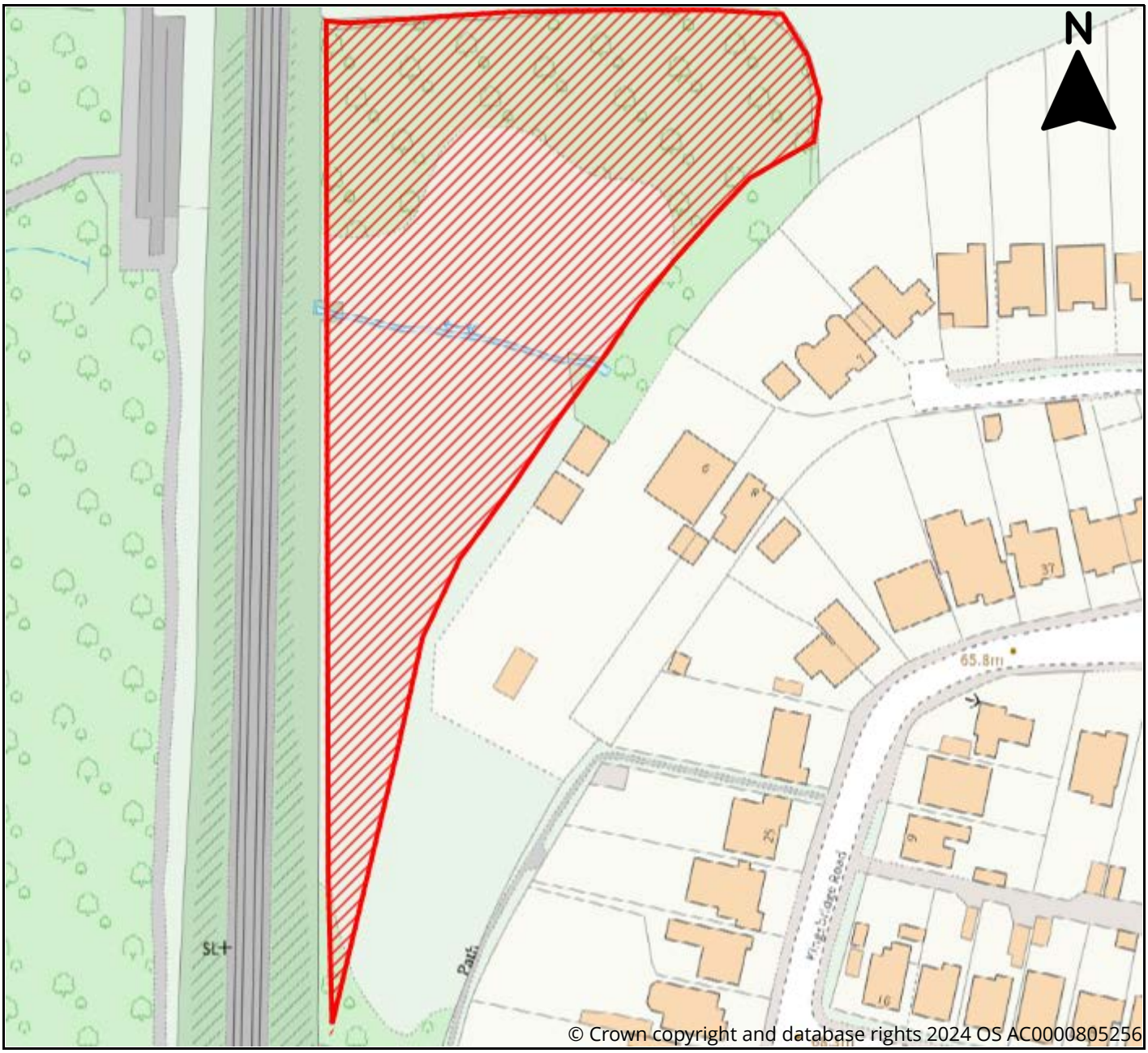
Other

SLAA Reference	Submission Reference	Site Name	Site Address	Site Settlement	Site Ward	Gross Site Area (Ha)	Net Site Area (Ha)	Current Land Use/s	Proposed Land Use/s
50/24/001	4324f0c5-6310-4bba-a7be-d04886499a78	The Big Field	The Big Field, X Road, Y Town, Z Postal Town	Bury	N/A	22.00	22.00	Agriculture	Other
50/24/002	dff54350-3836-4408-acd7-216136879ea0	The Big Field	The Big Field, X Road, Y Town, Z Postal Town	Bury	N/A	22.00	22.00	Agriculture	Other

Appendix C

Overview of Individual Call for Sites Submissions, including Location Plan, Site Area and Key Information

East Herts District Plan Review
Call for Sites 2024

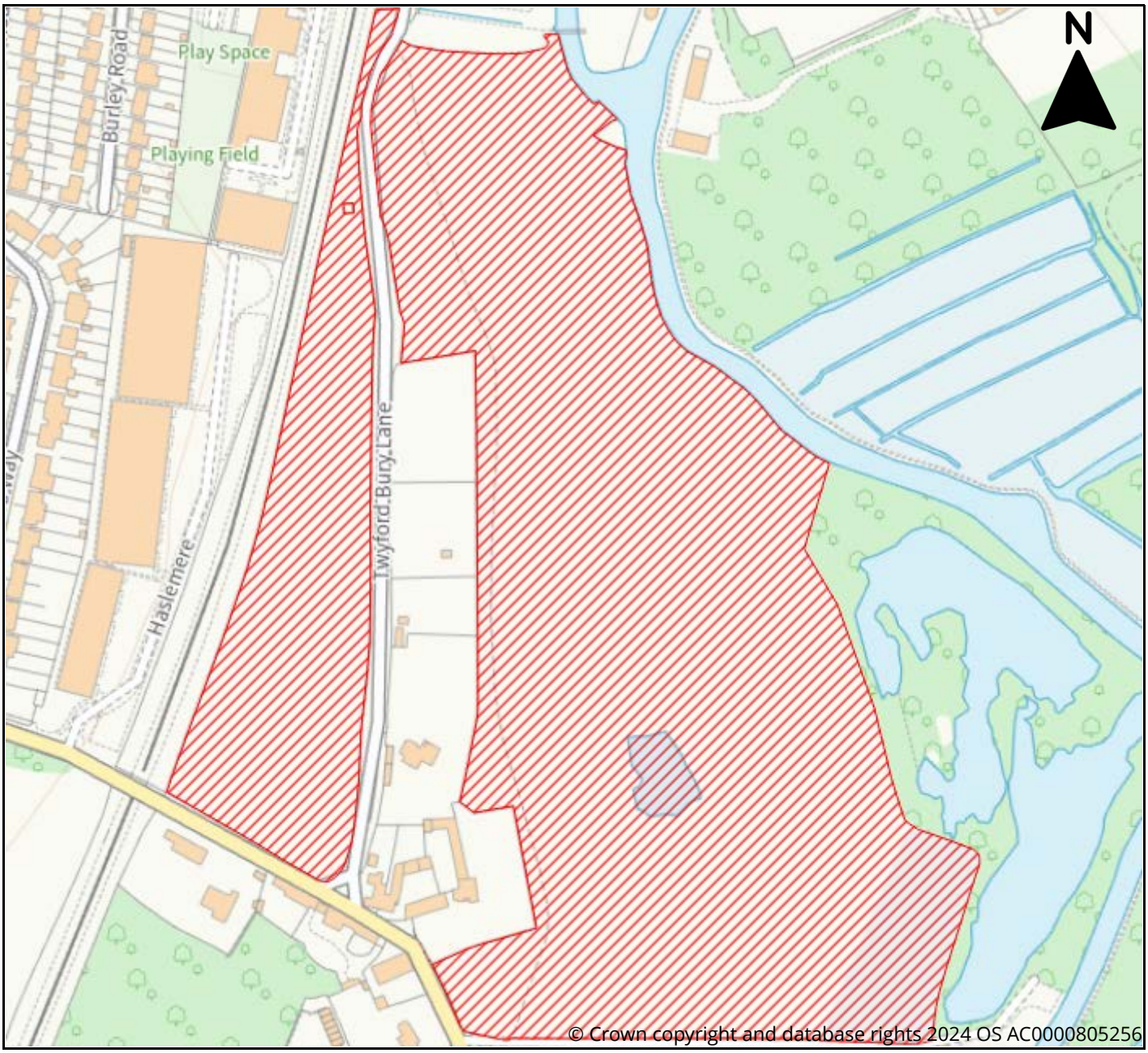


Site Information

Reference	11fad2df-160b-48aa-9348-2cfe02117b70
SLAA Ref	01/24/001
Site Name	Land North of Dolphin Way
Address	To the north west of 9 Dolphin Way, Bishop's Stortford, CM23 2AH
Total Area (ha)	0.73
Development Area (ha)	0.73
Proposed Use	Residential, Affordable Housing, Leisure & Recreation

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

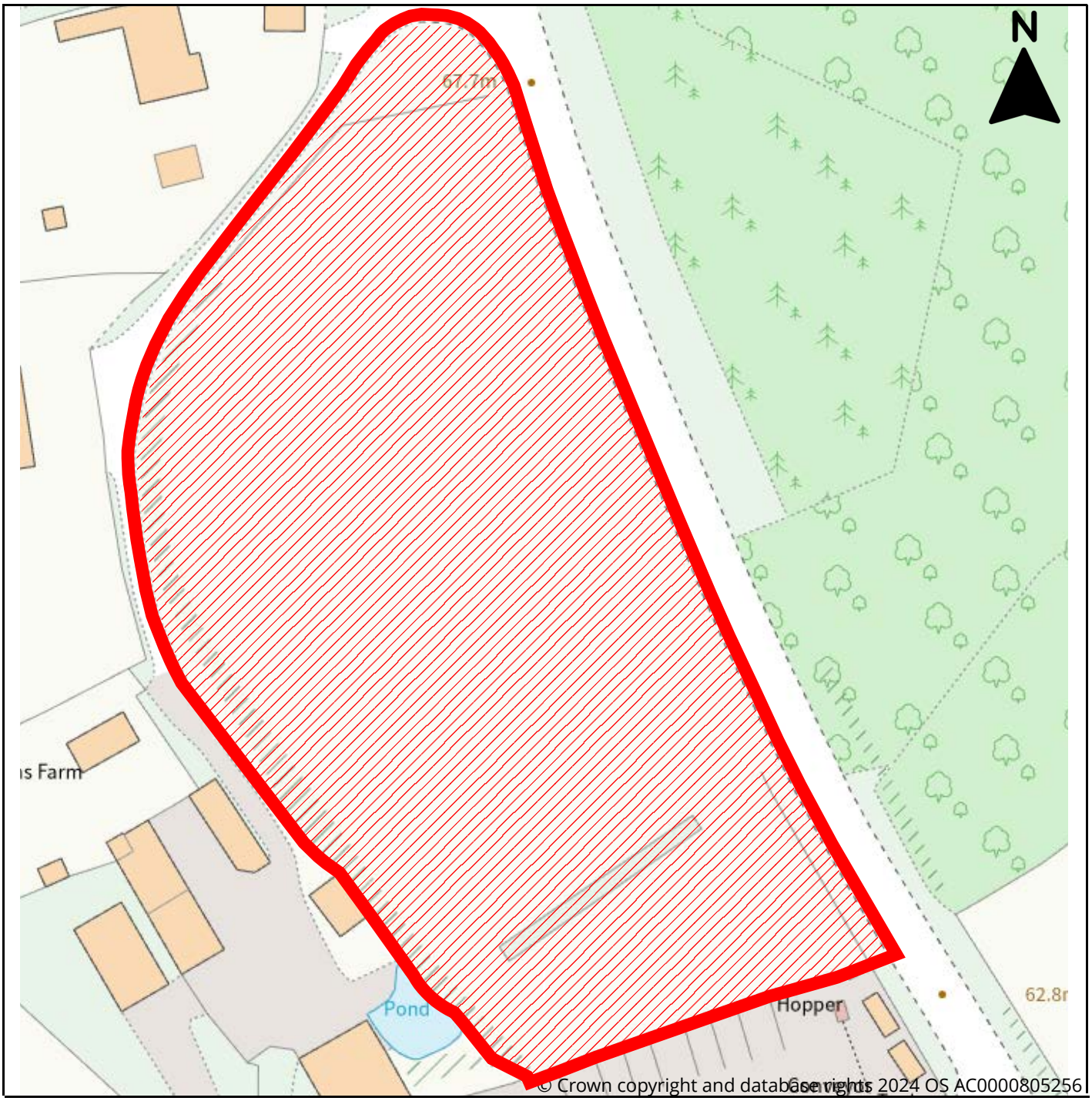


Site Information

Reference	22ea64d0-8dee-4ecb-bc2b-ed5869473fb5
SLAA Ref	01/24/002
Site Name	Land at Twyford Bury Lane
Address	Bishops Stortford, CM22 7QA
Total Area (ha)	10
Development Area (ha)	0
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	fed8049e-ff77-4e6f-a650-22d922da7576
SLAA Ref	01/24/003
Site Name	Stylemans Farm
Address	Top Field, Stylemans Farm, Hallingbury Rd, Bishop's Stortford, CM22 7QJ
Total Area (ha)	1
Development Area (ha)	1
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

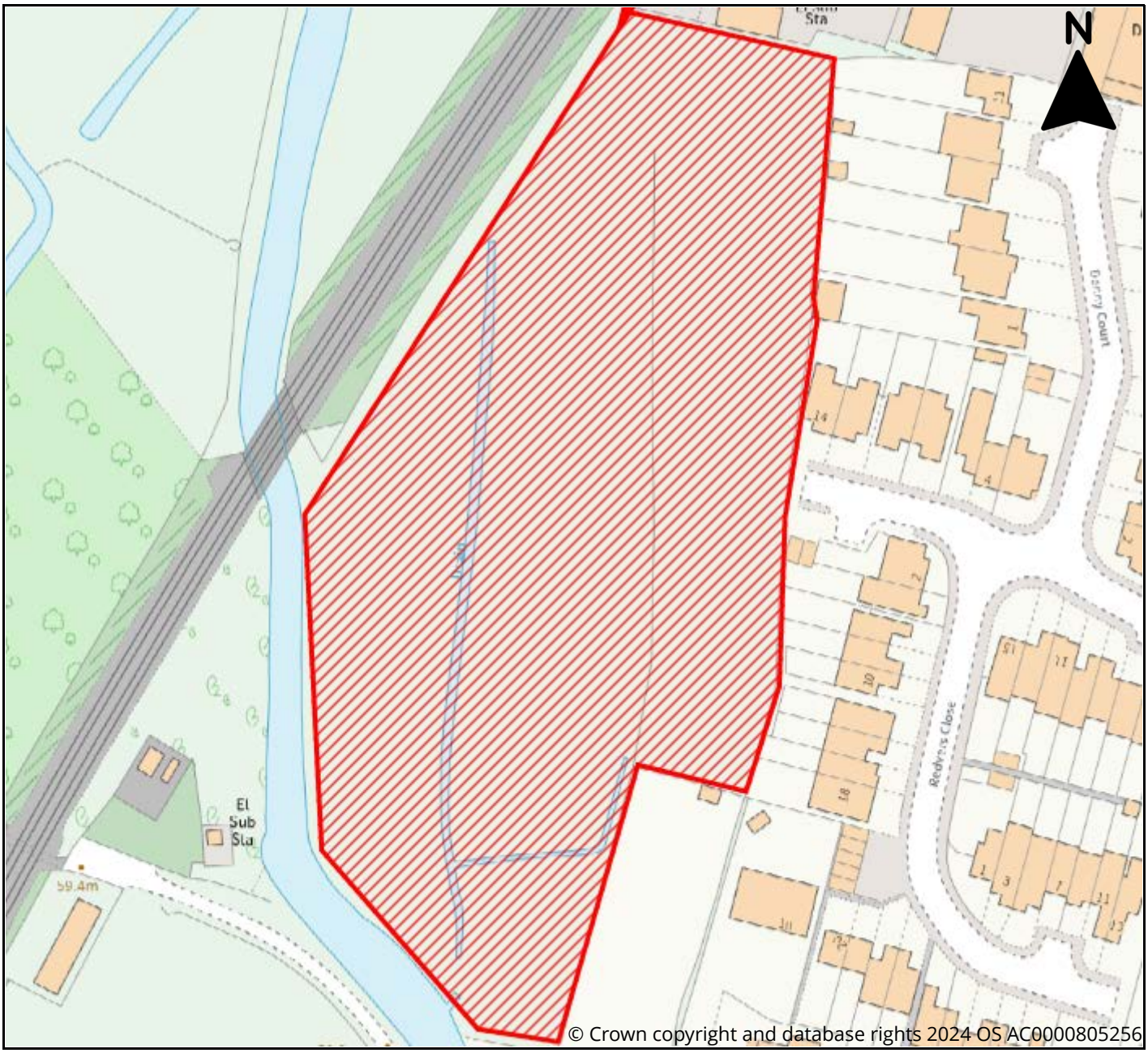
East Herts District Plan Review
Call for Sites 2024

Site Information

Reference	87de4e2a-8cd6-4f93-955f-cb386e56d00d
SLAA Ref	01/24/004
Site Name	(a) Meadowlands Development Site and (b) Meads Greenways
Address	(a) Meadowlands, Bishops Stortford (b) Gift of North-South Meads Greenway and East-West Meads Greenway accessed from Rye Street, Bishop's Stortford, opposite Foxdell's Lane, CM23 2HY
Total Area (ha)	0.44
Development Area (ha)	0.25
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

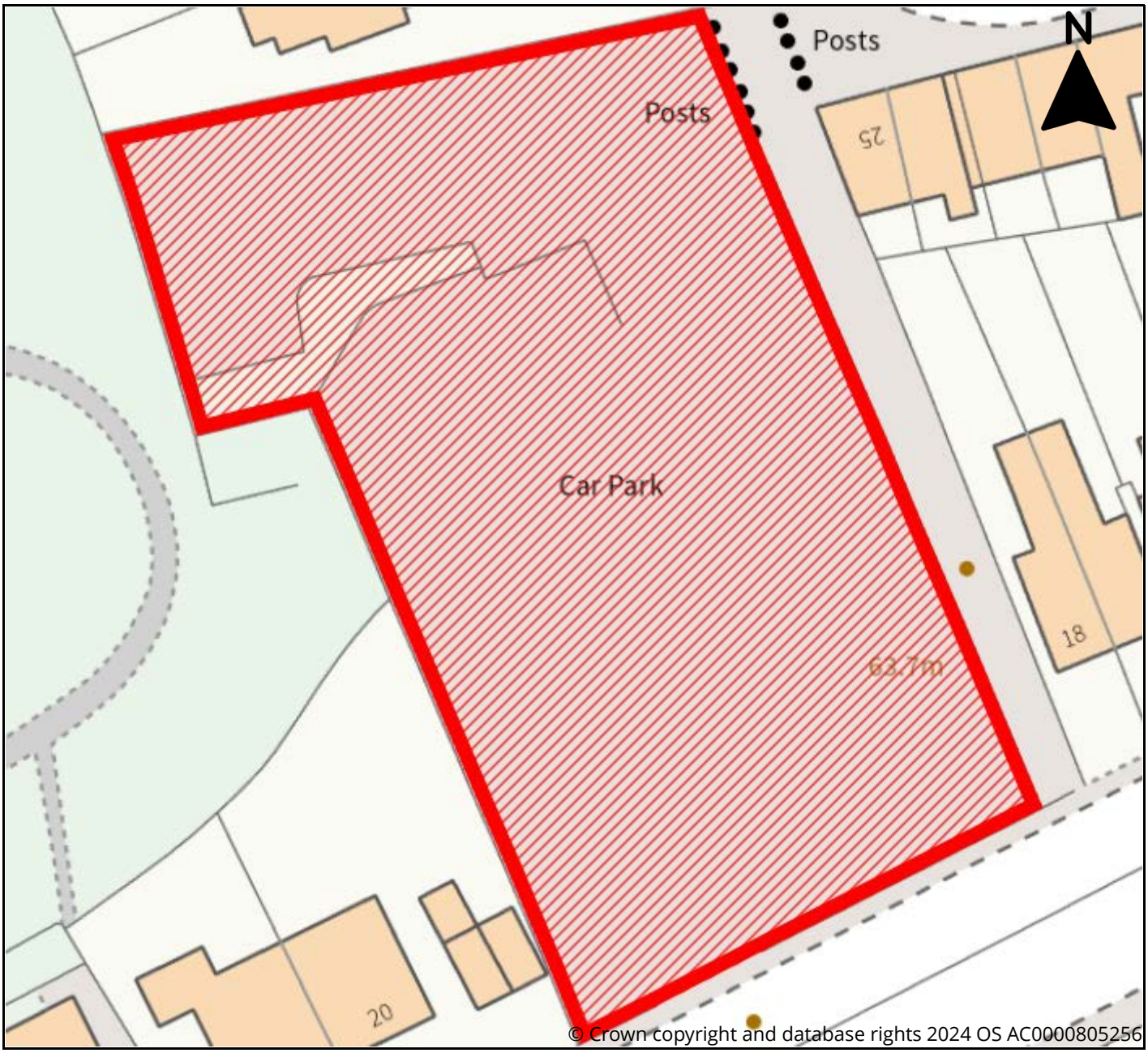


Site Information

Reference	8b03cb39-a393-4c3f-8e26-0199396c3cb3
SLAA Ref	01/24/005
Site Name	Land at Aynsworth Avenue
Address	Land at Aynsworth Avenue, Bishop's Stortford, CM23 2DG
Total Area (ha)	1.3
Development Area (ha)	0.174
Proposed Use	Biodiversity Offset

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

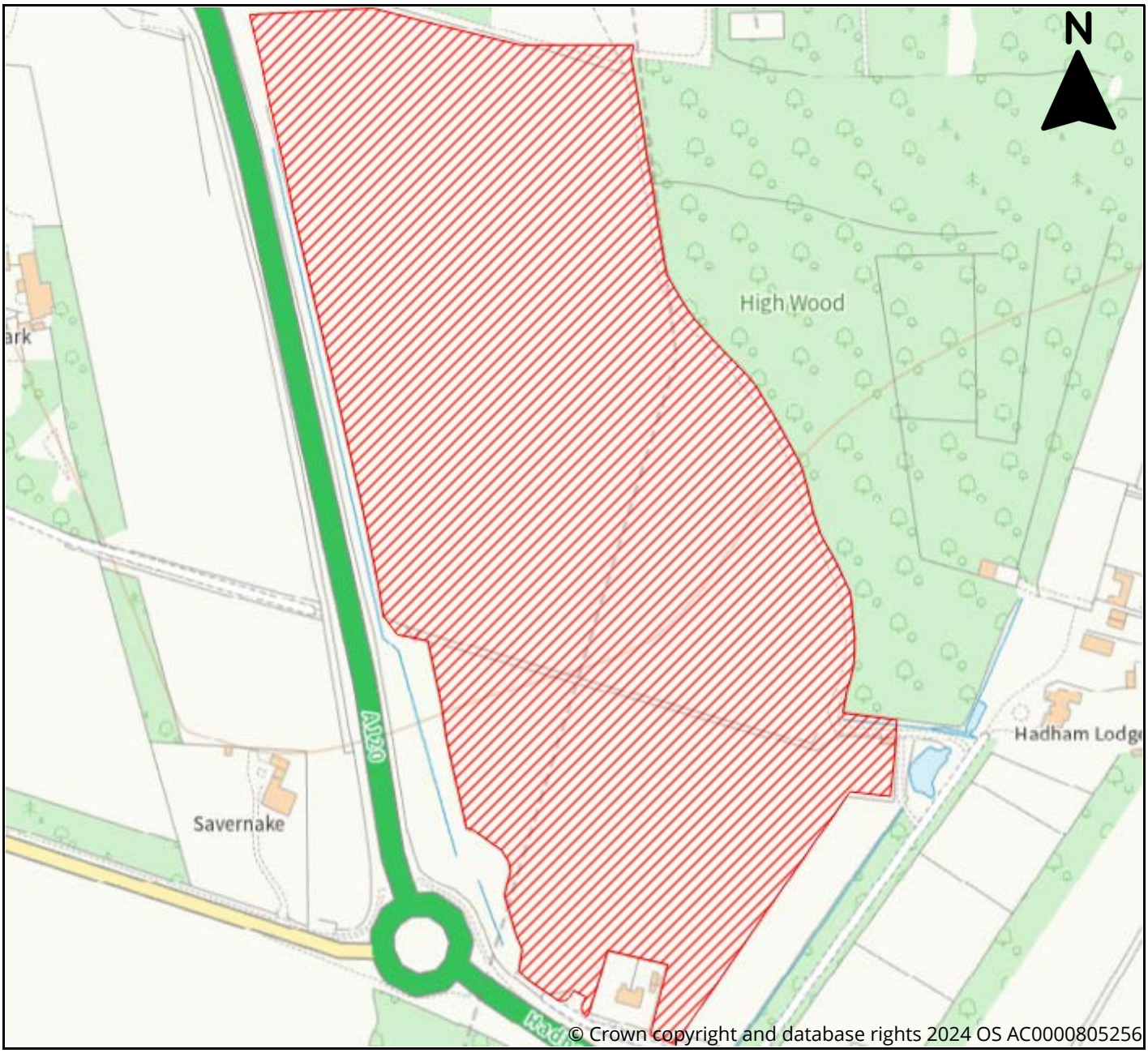


Site Information

Reference	ea042120-b0c5-42f2-aec3-1213a22e9a19
SLAA Ref	01/24/006
Site Name	Apton Road Car Park
Address	Apton Road Car Park, Bishop's Stortford
Total Area (ha)	0.22
Development Area (ha)	0.22
Proposed Use	Residential, Specialist Residential

callforsites@eastherts.gov.uk

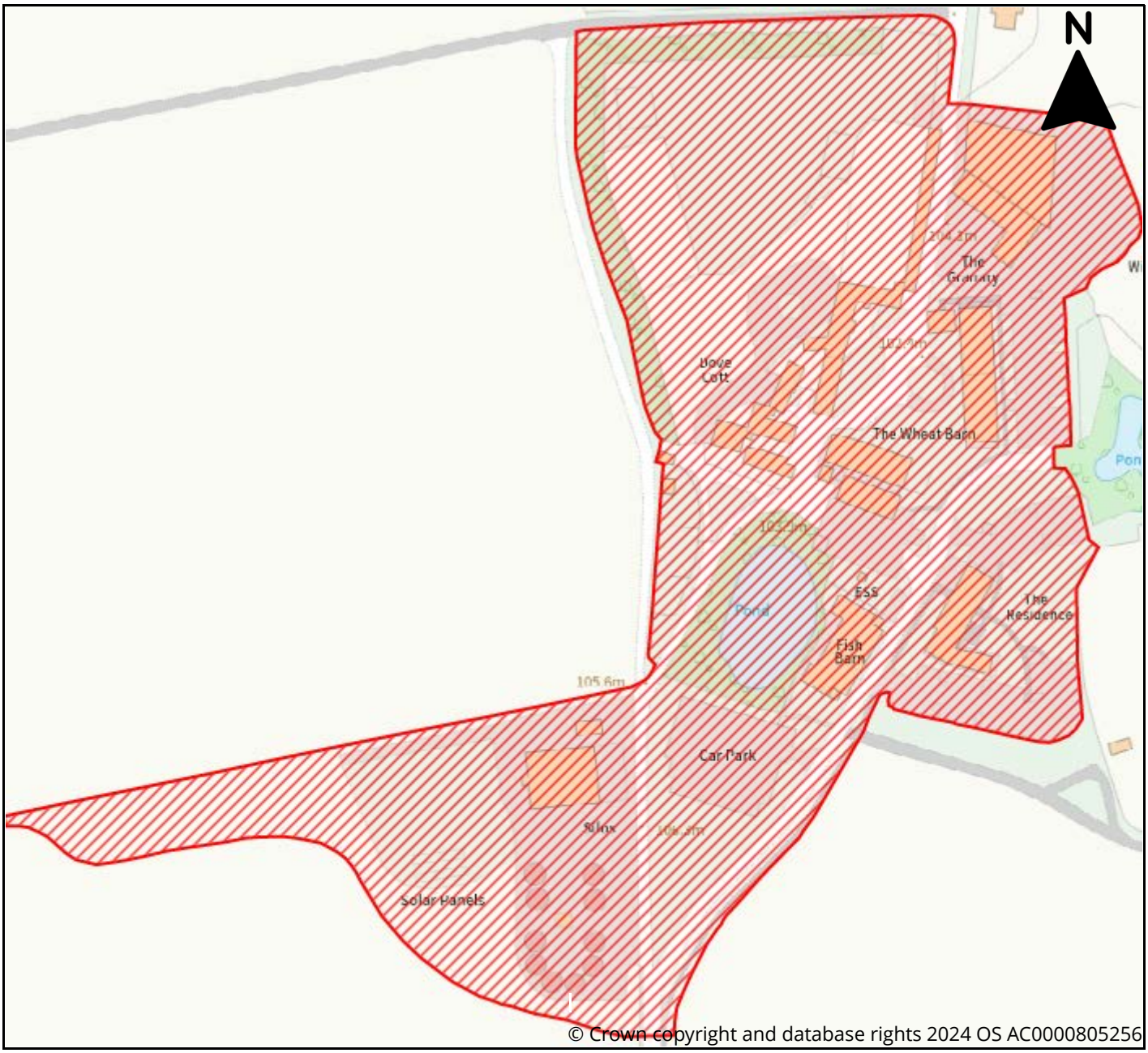
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	2211b3eb-0e22-4b11-b11f-a0e622439e0b
SLAA Ref	01/24/007
Site Name	Land North of Plantains Wood Cottages, and East of the A120 Little Hadham Bypass
Address	Land North of Plantains Wood Cottages, and East of the A120 Little Hadham Bypass, Bishop's Stortford, CM23 1JH
Total Area (ha)	11.5
Development Area (ha)	6.9
Proposed Use	Employment, Renewable Energy

East Herts District Plan Review
Call for Sites 2024



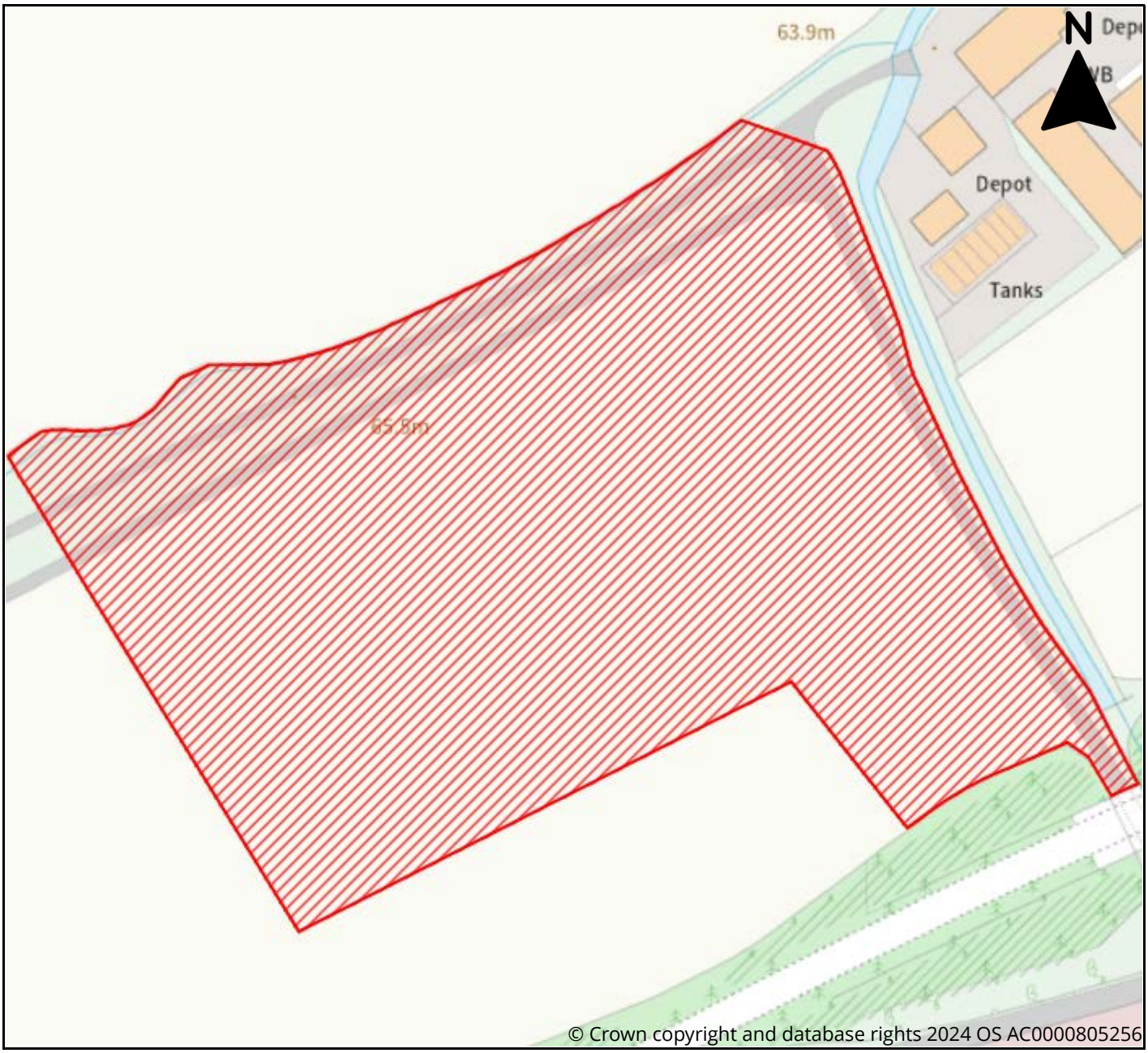
© Crown copyright and database rights 2024 OS AC0000805256

Site Information

Reference	4d225a4a-2990-4322-99b6-e5d4b5e72fb8
SLAA Ref	01/24/008
Site Name	Wickham Hall
Address	Wickham Hall, Hadham Road, Bishop's Stortford, CM23 1JG
Total Area (ha)	4.9
Development Area (ha)	4
Proposed Use	Employment

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

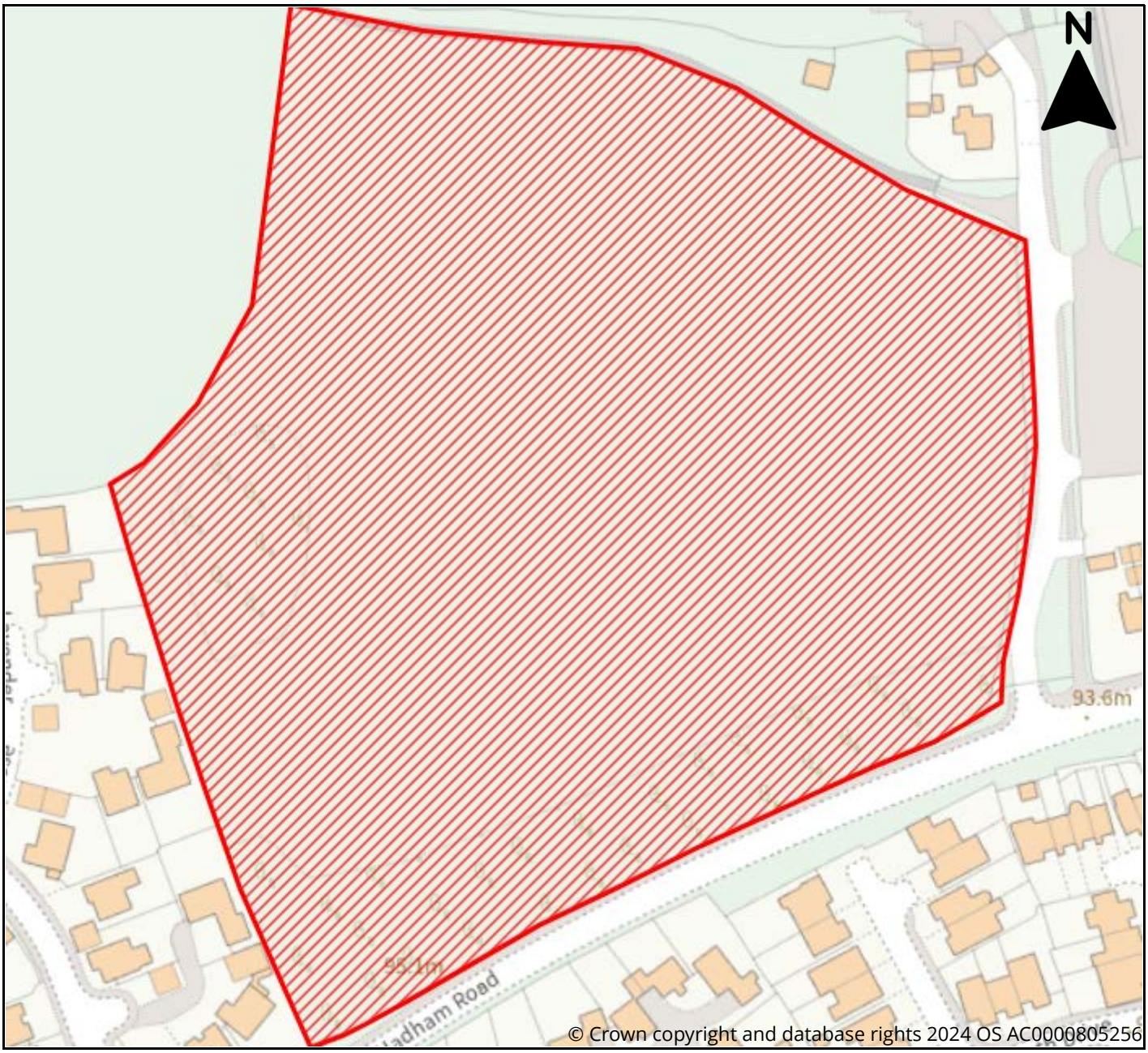


Site Information

Reference	02c9b8aa-f98e-4da6-81dd-6f985fa513ac
SLAA Ref	01/24/009
Site Name	Land east of Avanti Grange Sports Pitches, north of the A120
Address	Land east of Avanti Grange Sports Pitches, north of the A120, Bishop's Stortford,
Total Area (ha)	2.5
Development Area (ha)	2.5
Proposed Use	Leisure & Recreation

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	d3ff5be9-dc92-407d-8a38-9abf803315e5
SLAA Ref	01/24/010
Site Name	Land North of Great Hadham Road
Address	East of Monkswood Drive, Bishop's Stortford, CM23 4LN
Total Area (ha)	3.25
Development Area (ha)	2.5
Proposed Use	Residential, Affordable Housing, Community Facility, Renewable Energy, Greenspace

callforsites@eastherts.gov.uk

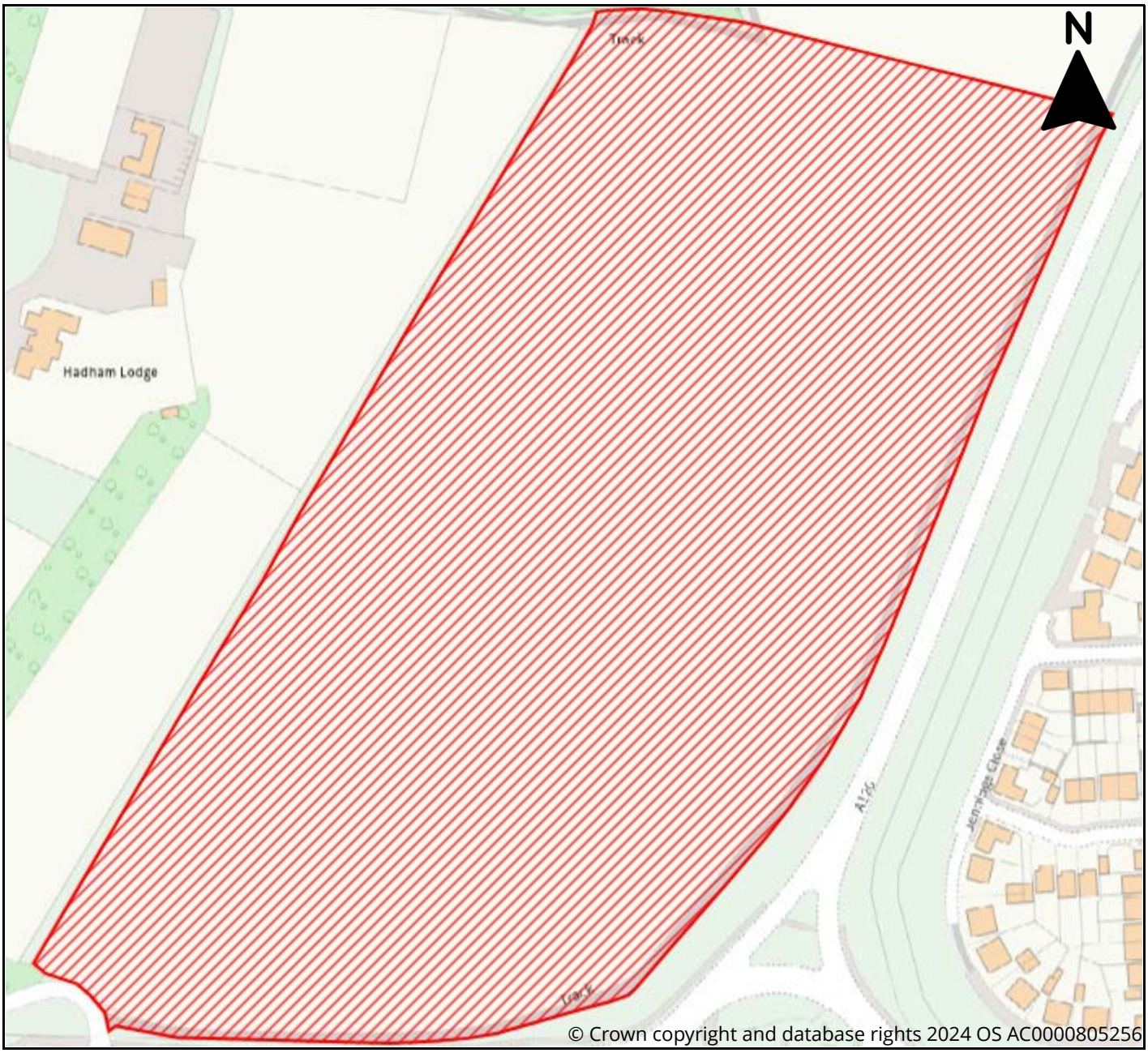
East Herts District Plan Review
Call for Sites 2024

Site Information

Reference	81aa040b-3b21-4092-8de9-ff6d71351c0d
SLAA Ref	01/24/011
Site Name	Land adjacent to The Rectory
Address	Land adjacent to The Rectory, Thorley Lane East, Bishop's Stortford, Herts, CM23 4BQ
Total Area (ha)	0.75
Development Area (ha)	0.5
Proposed Use	Residential

callforsites@eastherts.gov.uk

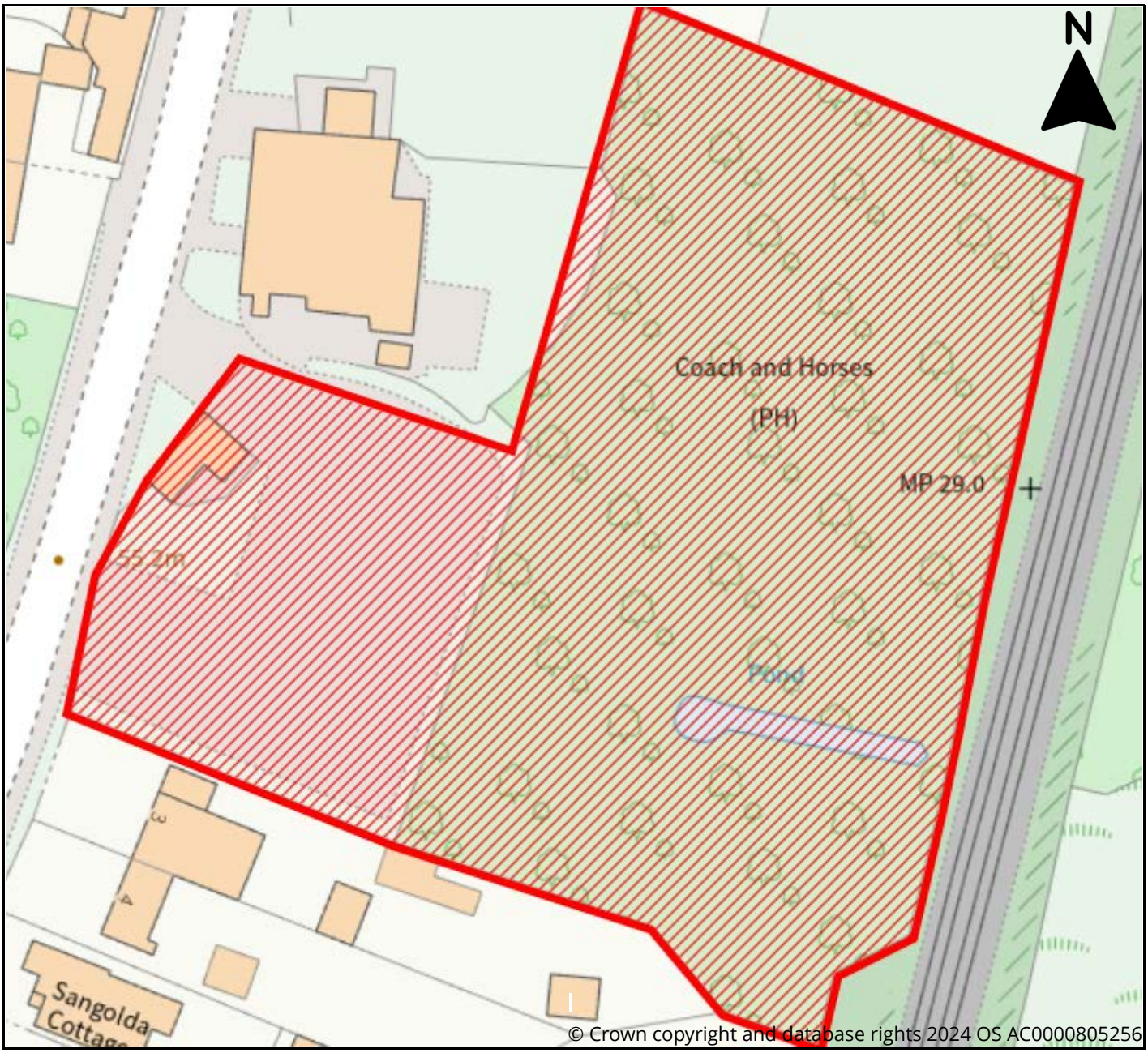
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	5c989c77-330c-47f1-b055-76e3d8287a19
SLAA Ref	01/24/012
Site Name	Land north and west of A120
Address	Land north and west of A120, Bishop's Stortford
Total Area (ha)	7.2
Development Area (ha)	4.3
Proposed Use	Residential, Affordable Housing, Retail, Employment, Renewable Energy, Greenspace, Mixed Use, Other Use

East Herts District Plan Review
Call for Sites 2024

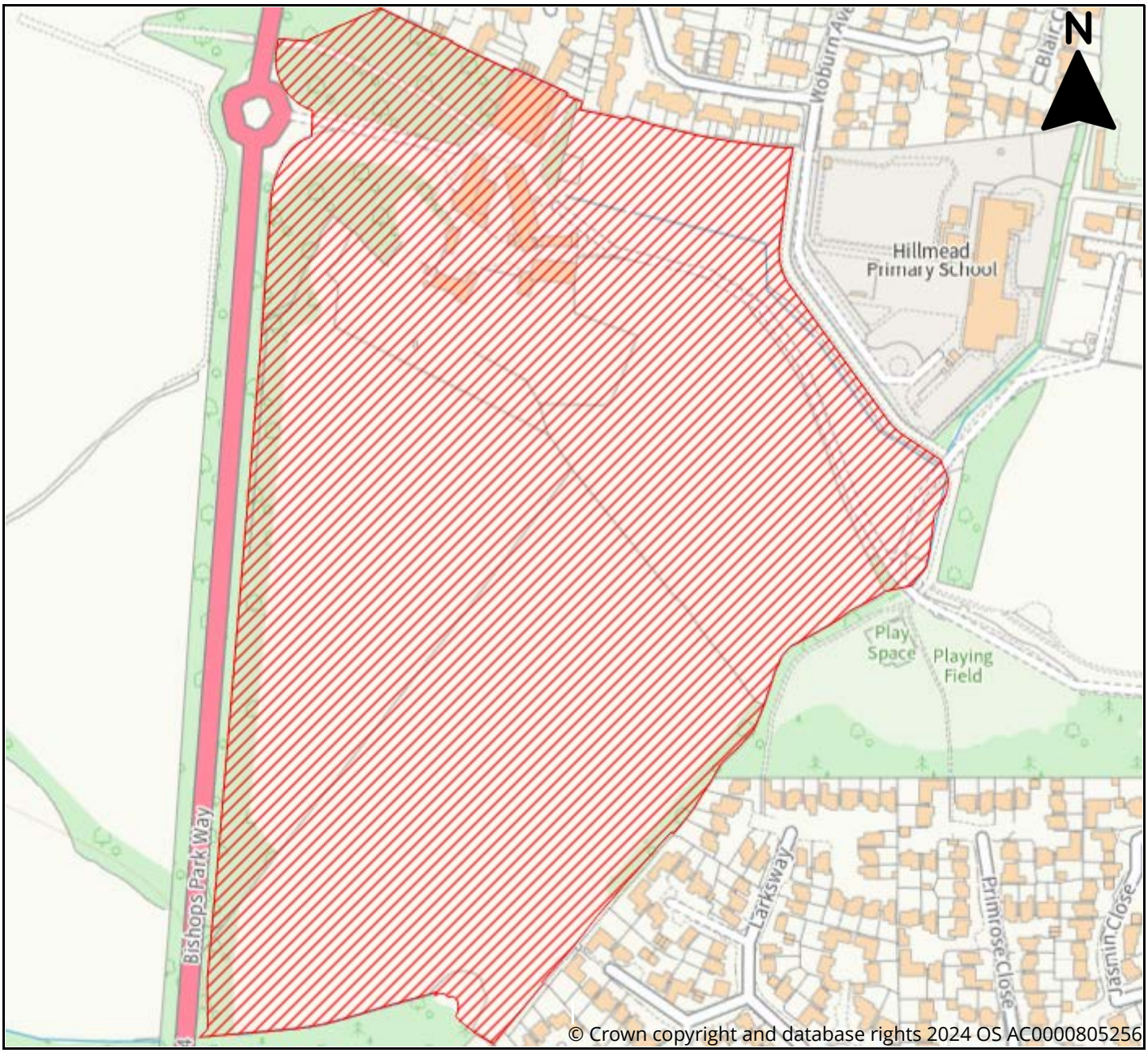


Site Information

Reference	23a3ab7b-e466-4428-8336-95fbc89d67ef
SLAA Ref	01/24/013
Site Name	Land to the rear (east) of the Coach and Horses, within title number HD389376
Address	Coach and Horses, Thorley Street, Bishop's Stortford, CM23 4AS
Total Area (ha)	0.73
Development Area (ha)	0.58
Proposed Use	Residential, Affordable Housing, Renewable Energy, Biodiversity Offset

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

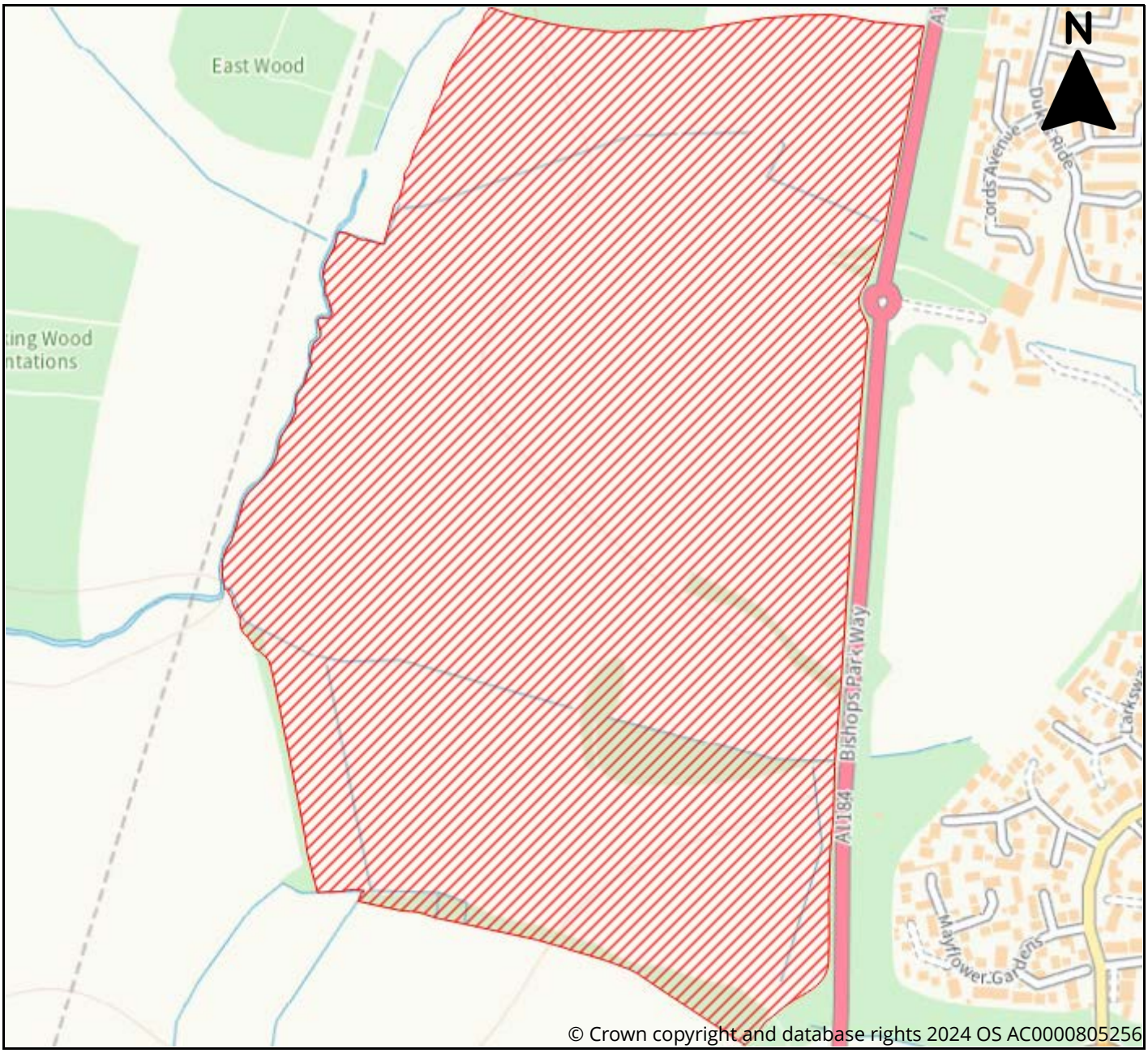


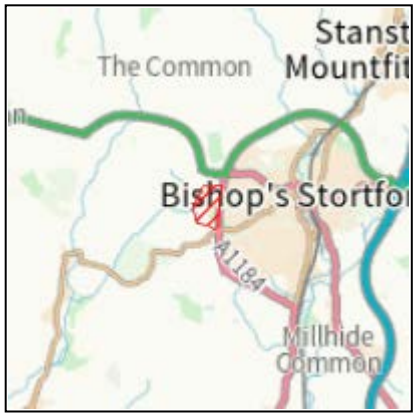
Site Information

Reference	618e9774-1a50-40f0-9c76-ae107d6bde7b
SLAA Ref	01/24/014
Site Name	Land at Stortford Park Farm
Address	Land at Stortford Park Farm, east of A1184, Bishop's Stortford, CM23 4PB
Total Area (ha)	14.8
Development Area (ha)	9
Proposed Use	Residential, Affordable Housing, Renewable Energy

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



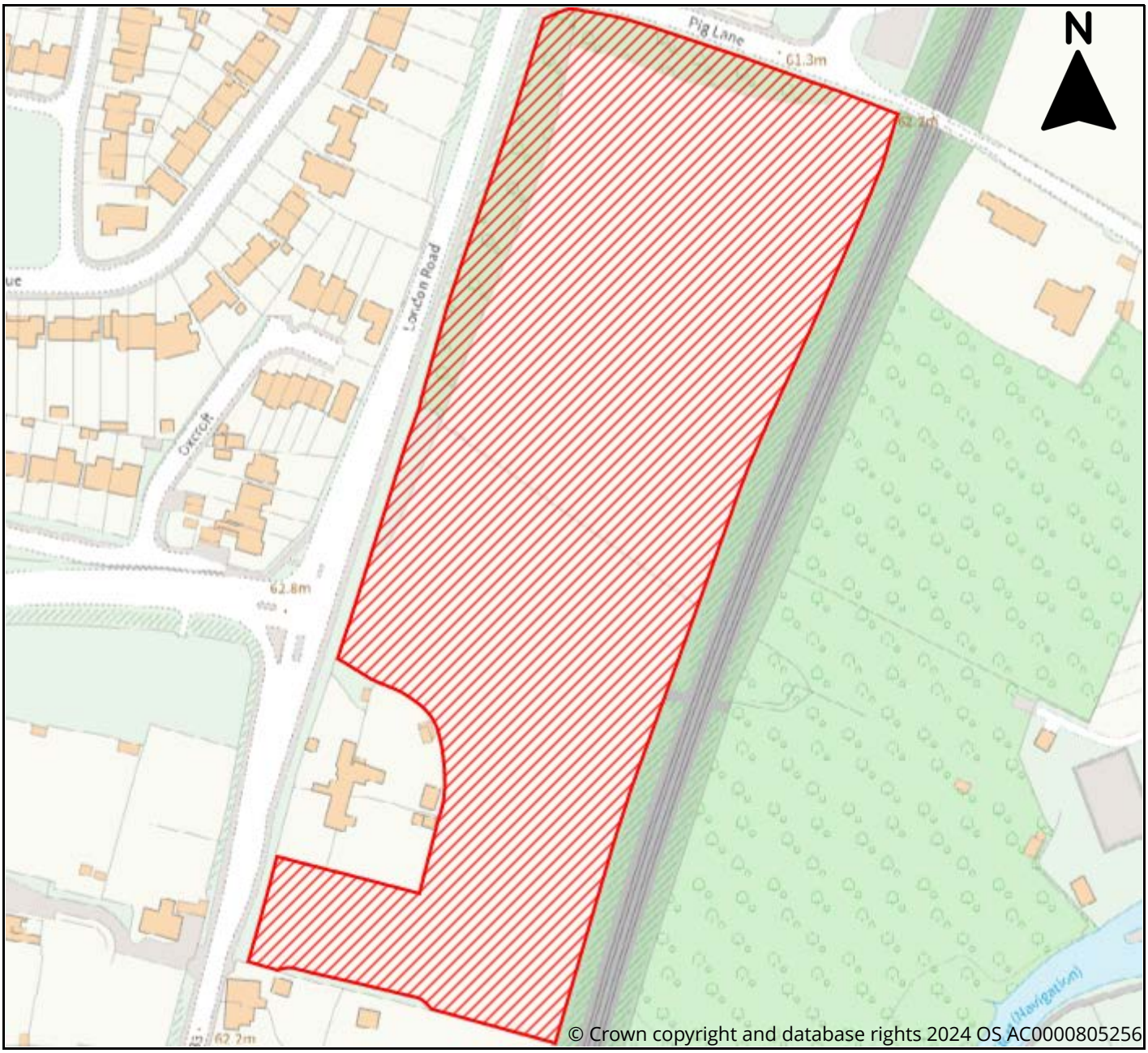


Site Information

Reference	8399befc-5a0f-480e-ac0b-a927881700ad
SLAA Ref	01/24/015
Site Name	Land at Stortford Park Farm
Address	Land at Stortford Park Farm, west of A1184, Bishop's Stortford, CM23 4PB
Total Area (ha)	61
Development Area (ha)	36.6
Proposed Use	Residential, Affordable Housing, Community Facility, Leisure & Recreation, Retail, Renewable Energy

callforsites@eastherts.gov.uk

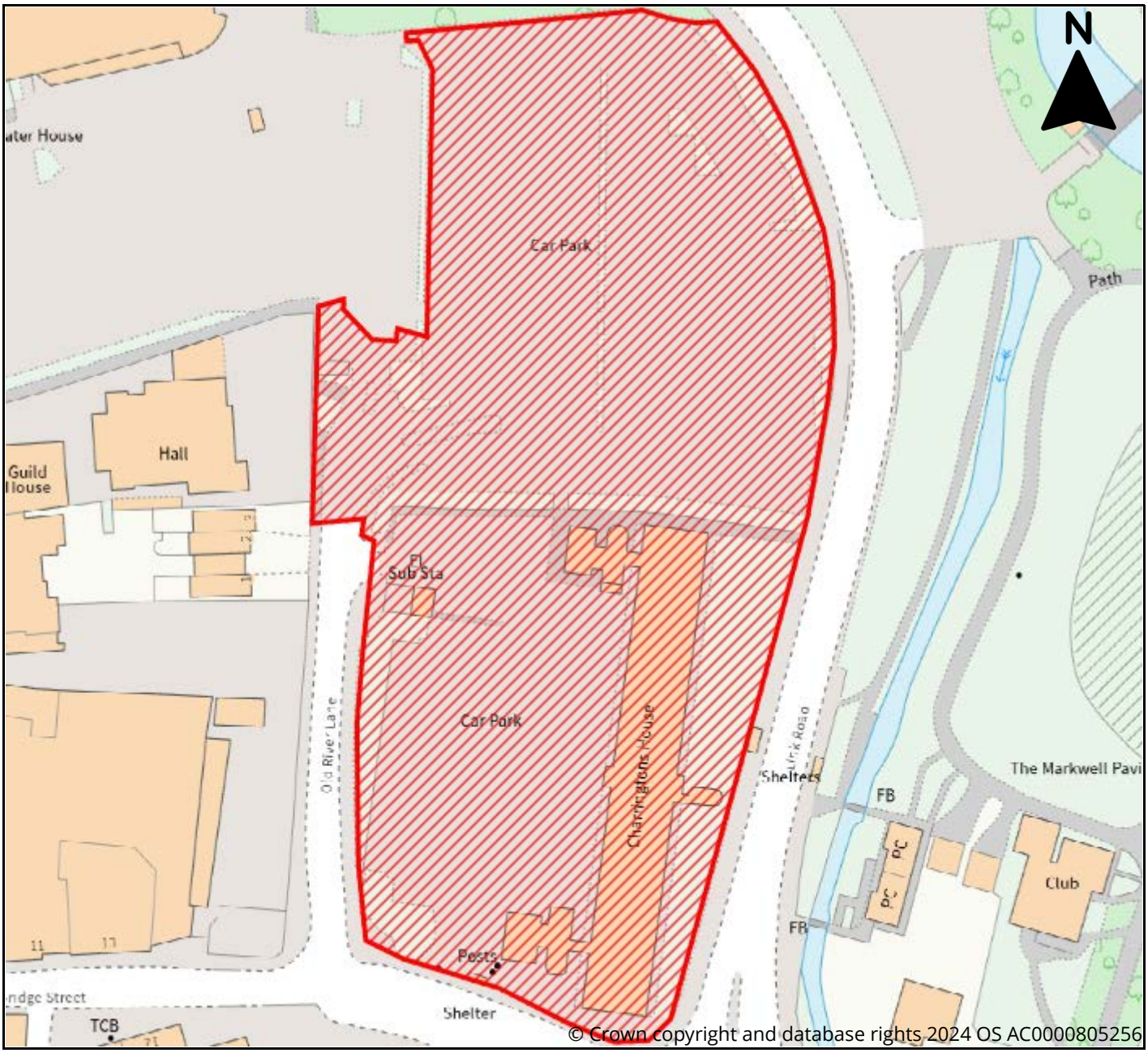
East Herts District Plan Review
Call for Sites 2024



Site Information	
Reference	f4fd5088-33b7-4dc6-b4d1-346fb2fc6339
SLAA Ref	01/24/016
Site Name	Land Adjacent to London Road / Thorley Street / Pig Lane
Address	Thorley, Bishop's Stortford, CM23 3EL
Total Area (ha)	3.38
Development Area (ha)	3
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

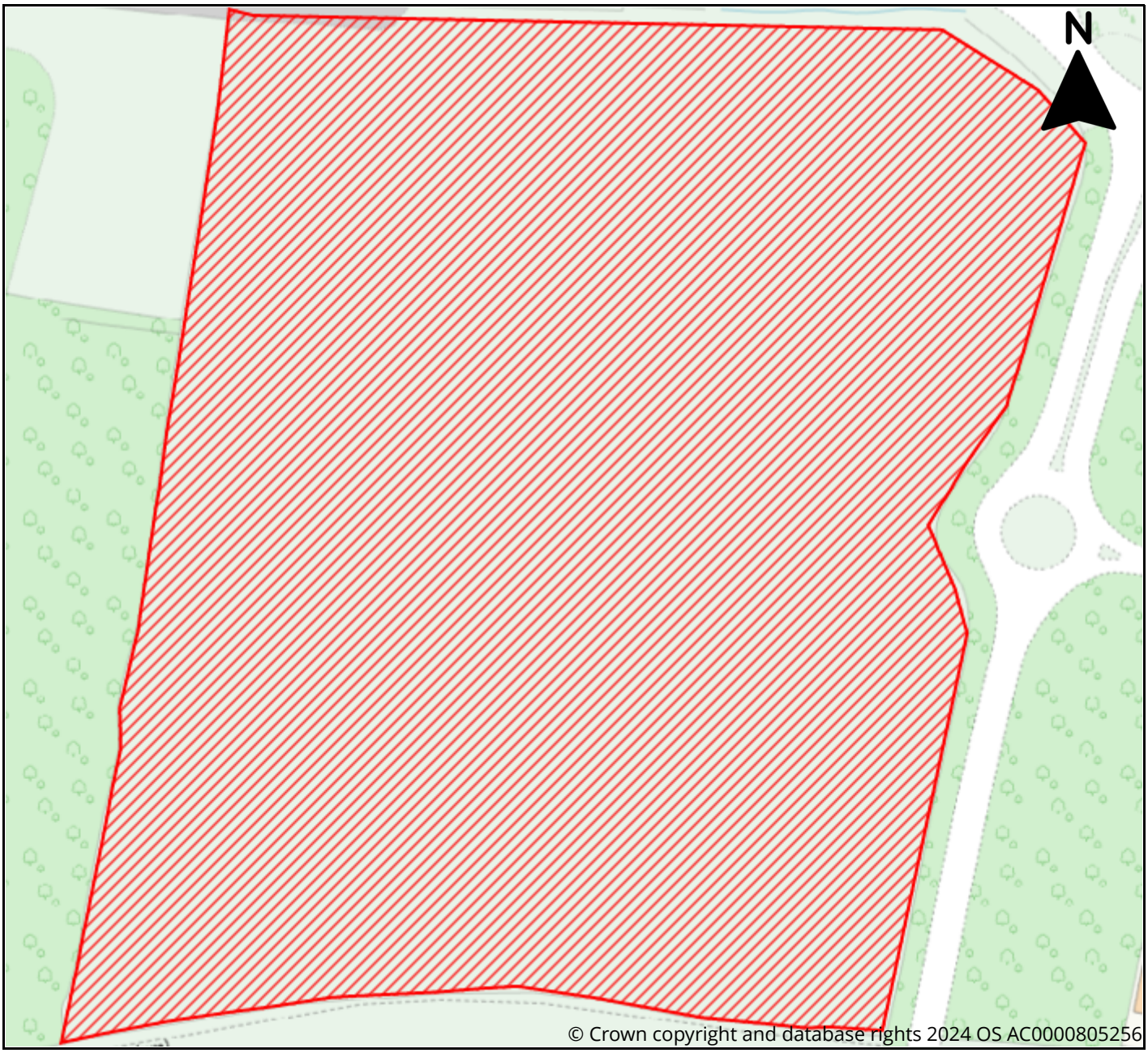


Site Information

Reference	4ce4d3ab-fa20-4bc2-b030-07da0195eadf
SLAA Ref	01/24/017
Site Name	Old River Lane
Address	Old River Lane, Bishop's Stortford, East Hertfordshire, CM23 2EN
Total Area (ha)	1.23
Development Area (ha)	1.23
Proposed Use	Residential, Affordable Housing, Community Facility, Leisure & Recreation, Employment, Renewable Energy, Greenspace, Biodiversity Offset, Mixed Use

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

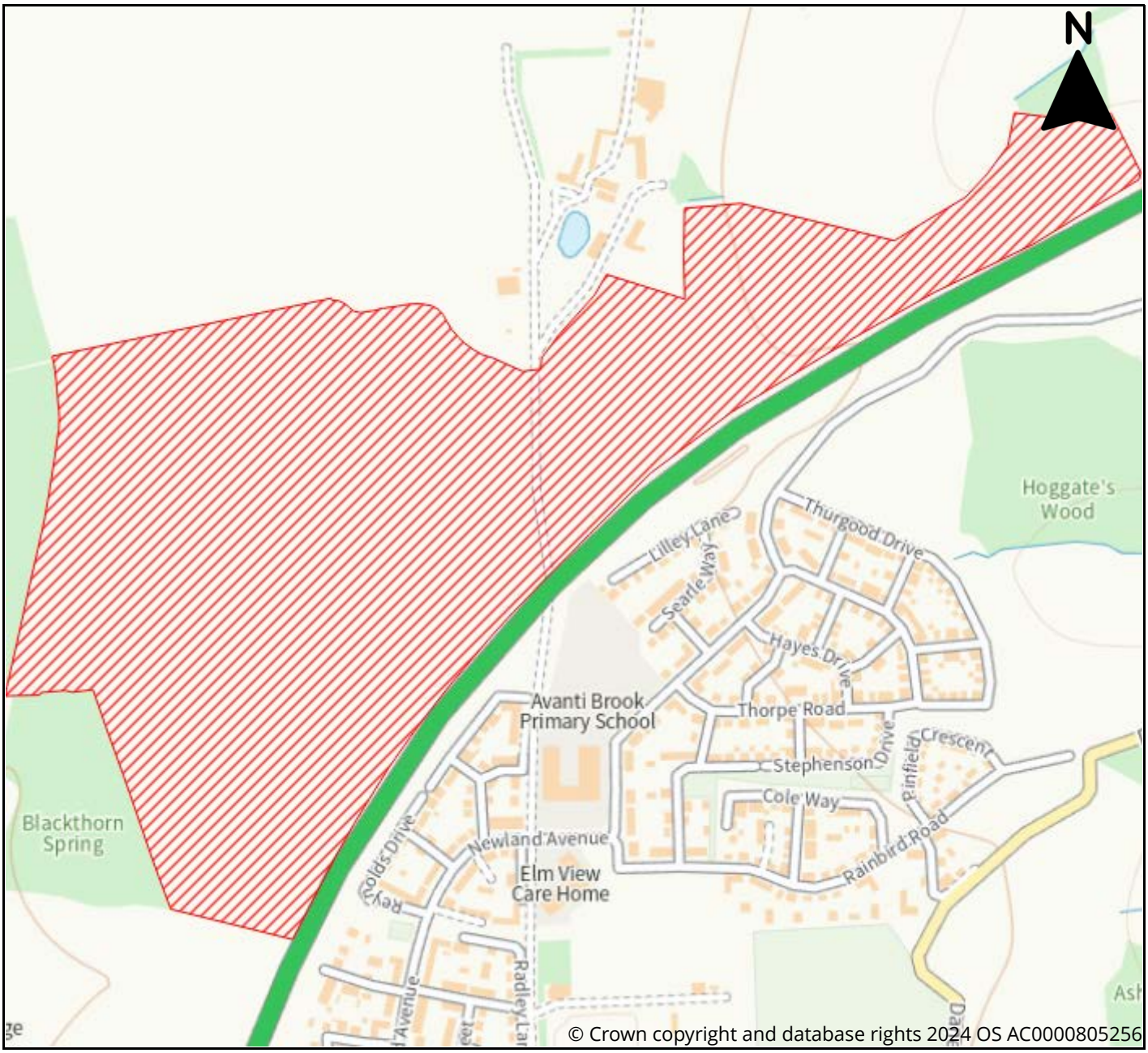


Site Information

Reference	c7aefe7e-2a19-4540-9efd-3cbc24a2ed9e
SLAA Ref	01/24/018
Site Name	Land South of A120 and West of the A1184
Address	Land South of A120 and West of the A1184, Bishop's Stortford
Total Area (ha)	7
Development Area (ha)	4.2
Proposed Use	Residential, Affordable Housing, Renewable Energy

callforsites@eastherts.gov.uk

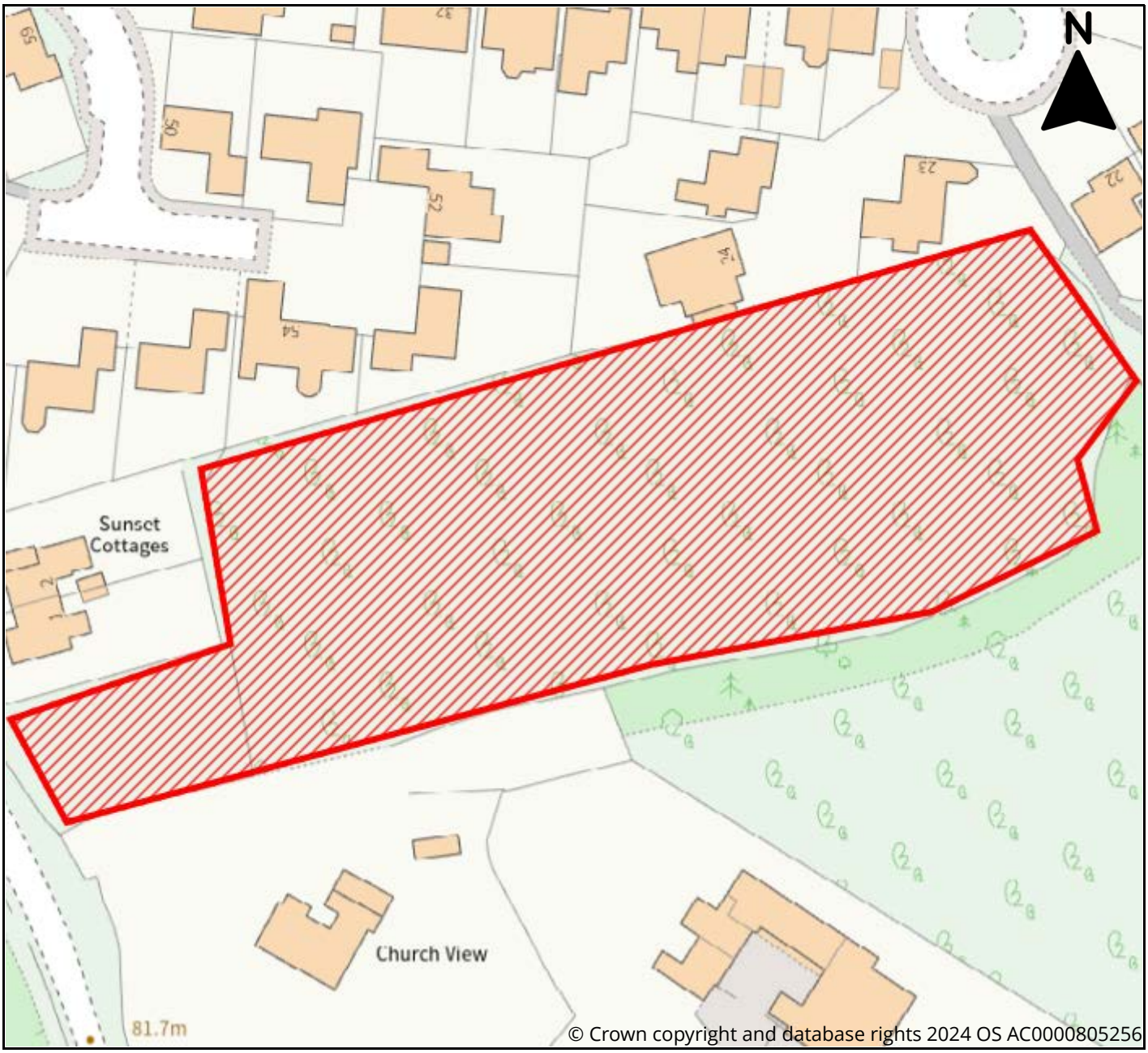
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	738036e5-e8b2-4461-abe1-459c67731176
SLAA Ref	01/24/019
Site Name	Land North of the A120 and South of Wickham Hall
Address	Land North of the A120 and South of Wickham Hall, Bishop's Stortford, CM23 1JG
Total Area (ha)	34
Development Area (ha)	20
Proposed Use	Residential, Affordable Housing, Community Facility, Leisure & Recreation, Retail, Employment, Mixed Use, Other Use

East Herts District Plan Review
Call for Sites 2024

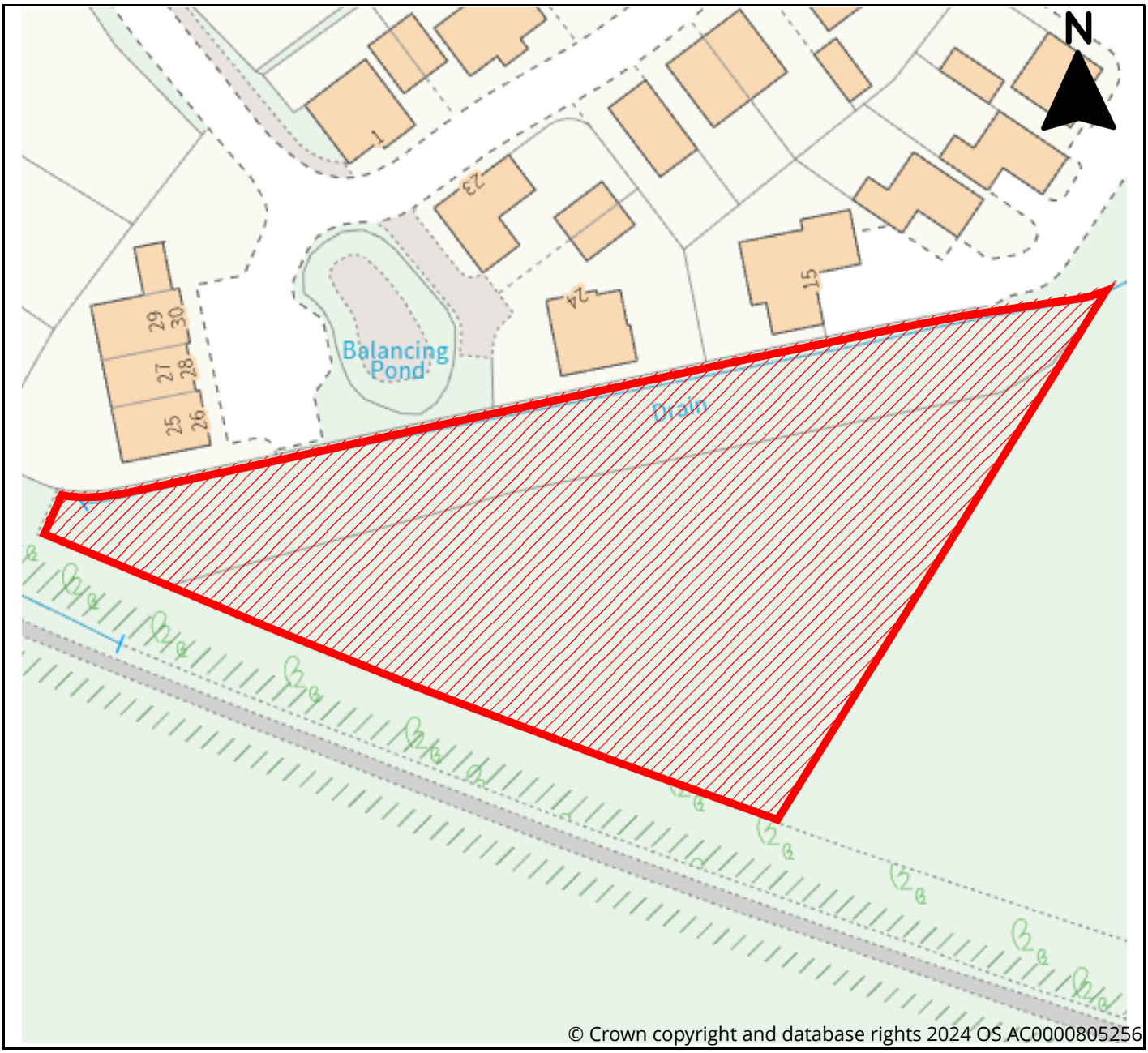


Site Information

Reference	d708aa41-1d43-4280-b56c-03ab1590fc92
SLAA Ref	01/24/020
Site Name	Land East of Thorley Lane East
Address	Land East of Thorley Lane East, Bishop's Stortford, CM23 4BH
Total Area (ha)	0.7
Development Area (ha)	0.4
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



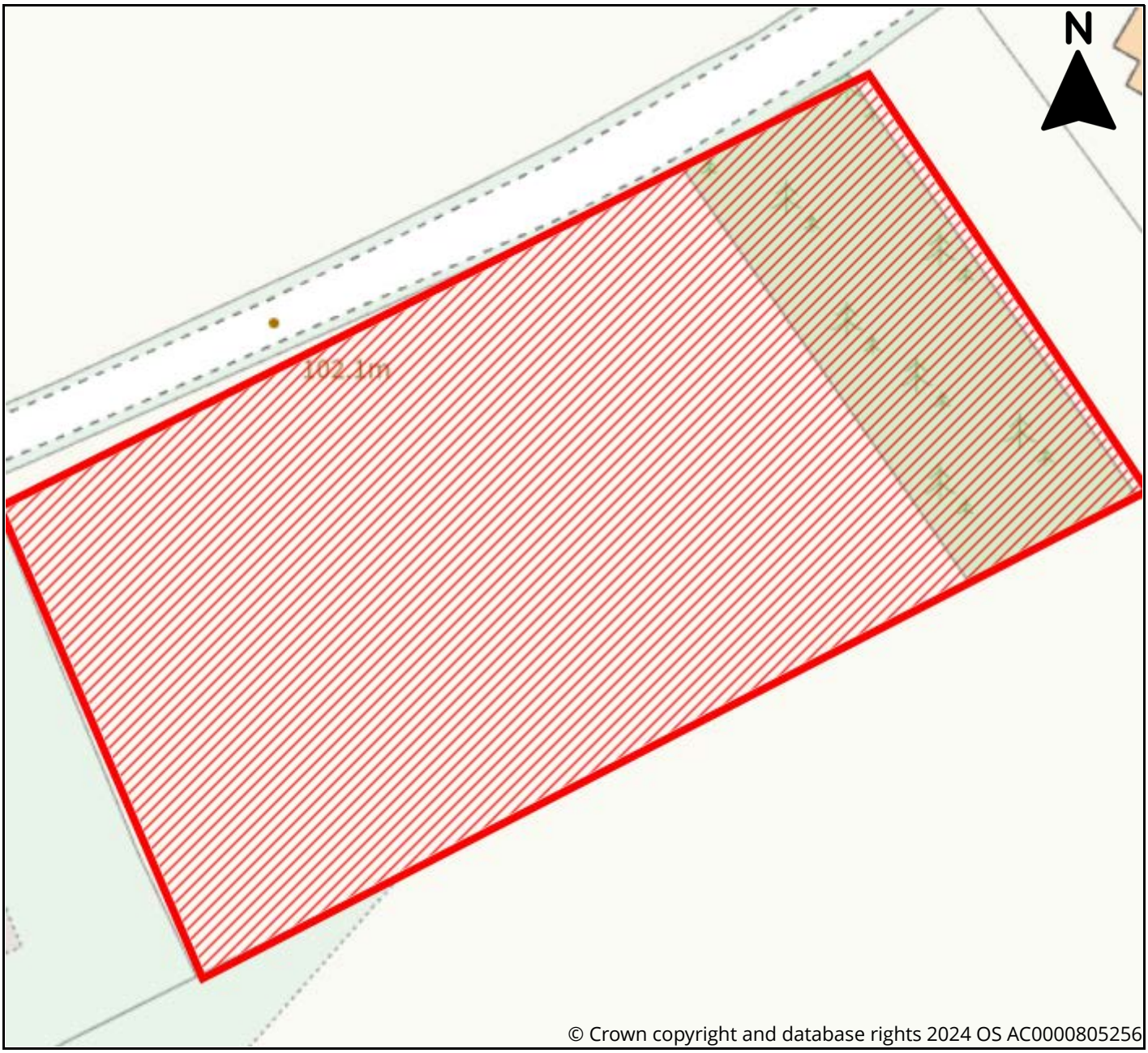
© Crown copyright and database rights 2024 OS AC0000805256

Site Information

Reference	760cb3d9-463e-4ec0-9002-4ccb536e2738
SLAA Ref	01/24/021
Site Name	Land off Vardon Drive
Address	Land off Vardon Drive, Bishop's Stortford, CM23 5FT
Total Area (ha)	0.25
Development Area (ha)	0.25
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

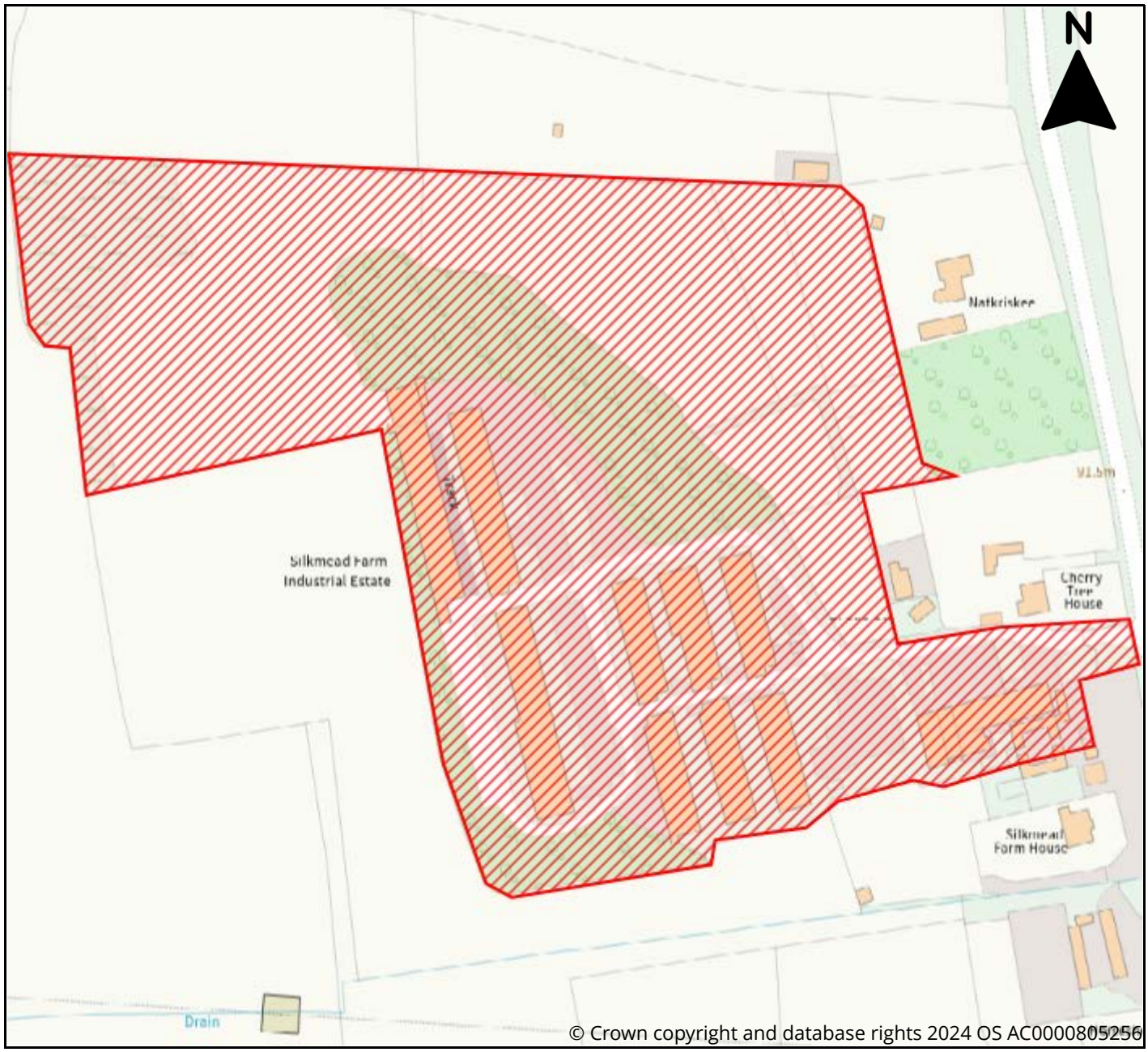


Site Information

Reference	09e288b9-6c8c-4ba0-8f7f-355c207aaa21
SLAA Ref	02/24/001
Site Name	n/a
Address	Cherry Green Lane, Westmill, Buntingford, SG9 9LD
Total Area (ha)	0.71
Development Area (ha)	0.71
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

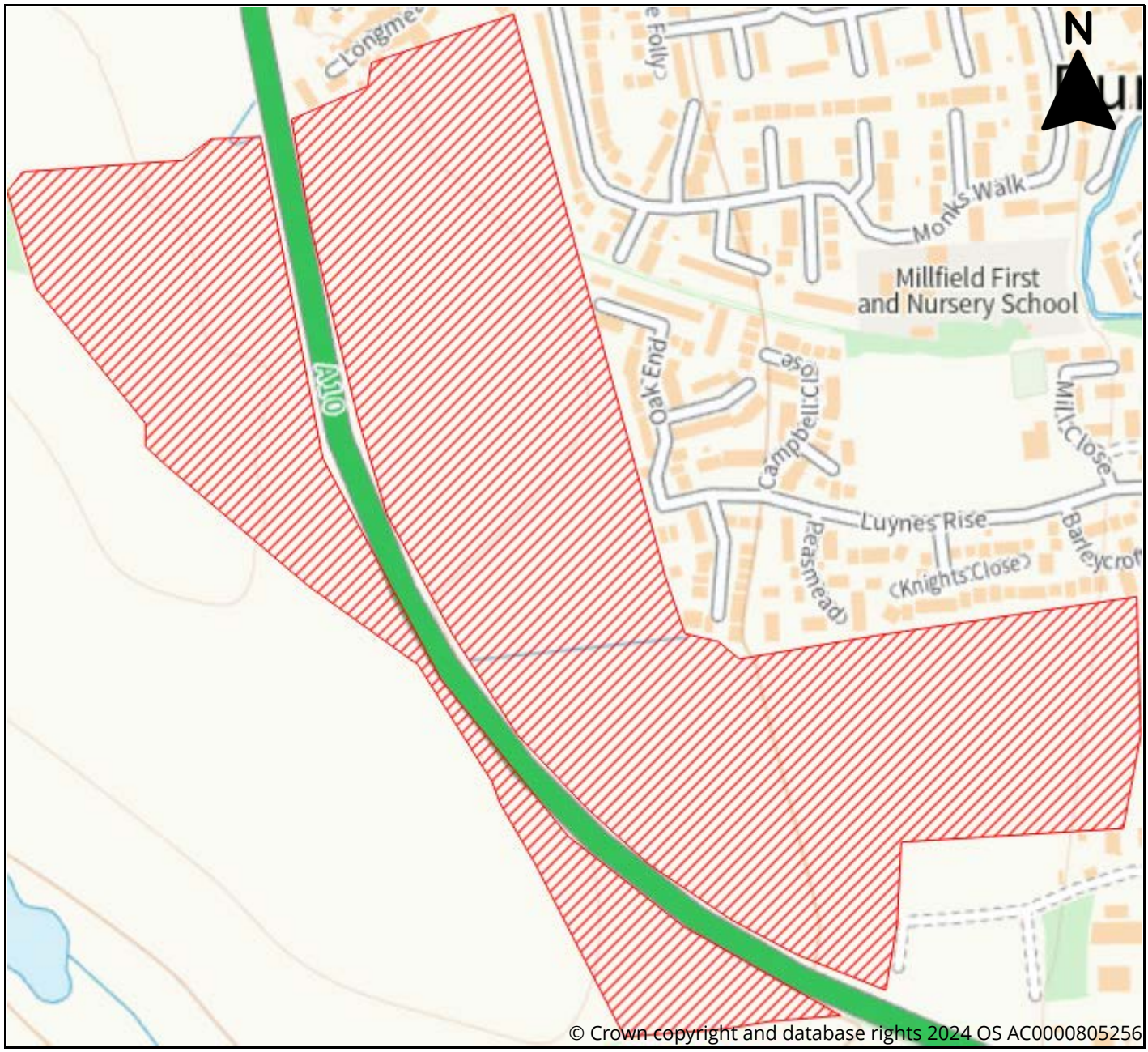


Site Information

Reference	0a564813-0e44-43ec-9e06-cbe392a1a340
SLAA Ref	02/24/002
Site Name	Silk mead Farm
Address	Silkmead Farm, Hare Street, Buntingford, SG9 0DX, Buntingford, SG9 0DX
Total Area (ha)	5.5
Development Area (ha)	5.5
Proposed Use	Residential, Affordable Housing, Employment, Mixed Use

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

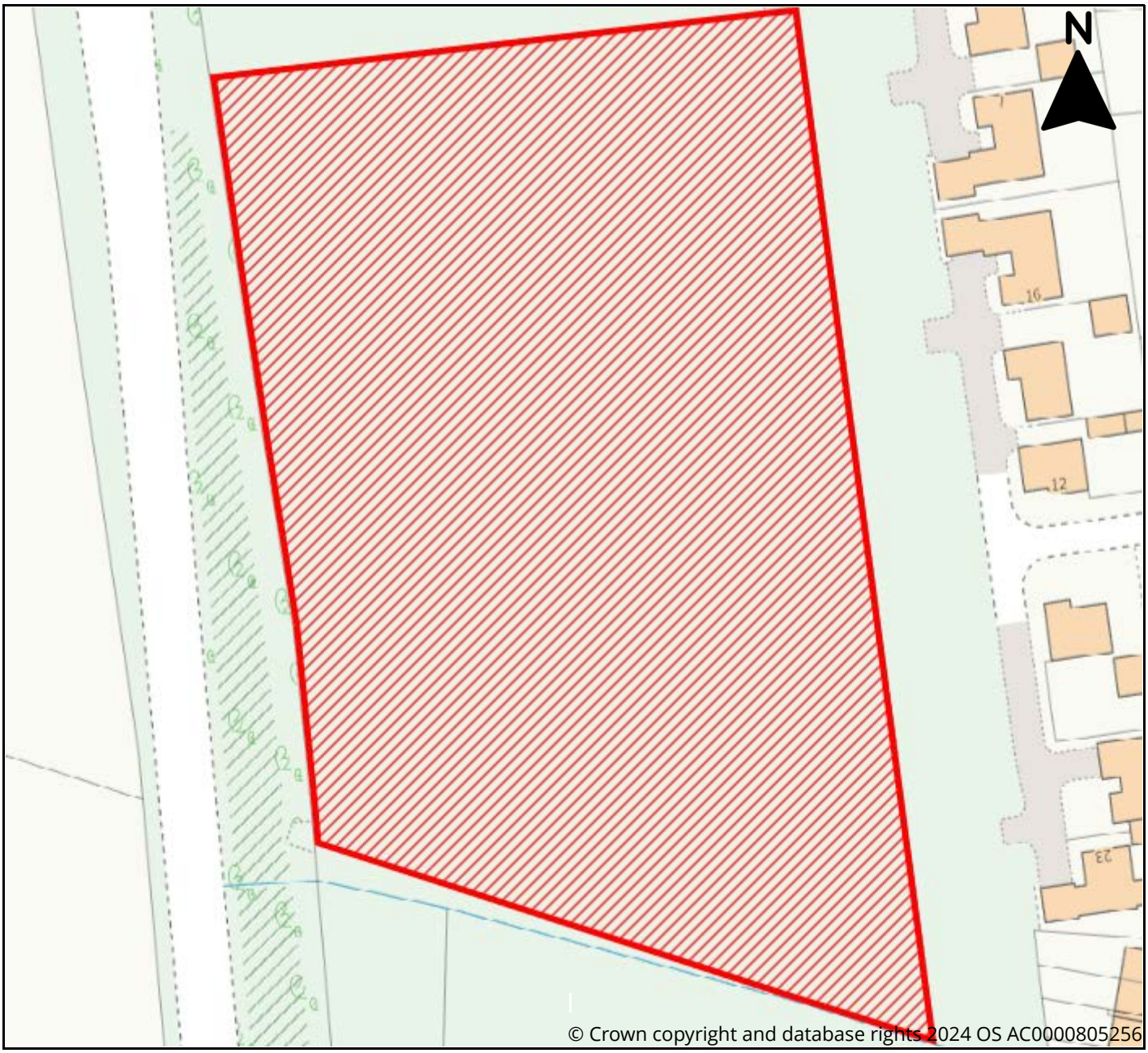


Site Information

Reference	4b1c0b48-0137-4319-938a-532ddb6b9226
SLAA Ref	02/24/003
Site Name	Buntingford West
Address	Land East of the A10, Buntingford, Hertfordshire, SG9
Total Area (ha)	28.95
Development Area (ha)	21.1
Proposed Use	Residential, Affordable Housing, Community Facility, Employment, Renewable Energy, Greenspace, Biodiversity Offset

callforsites@eastherts.gov.uk

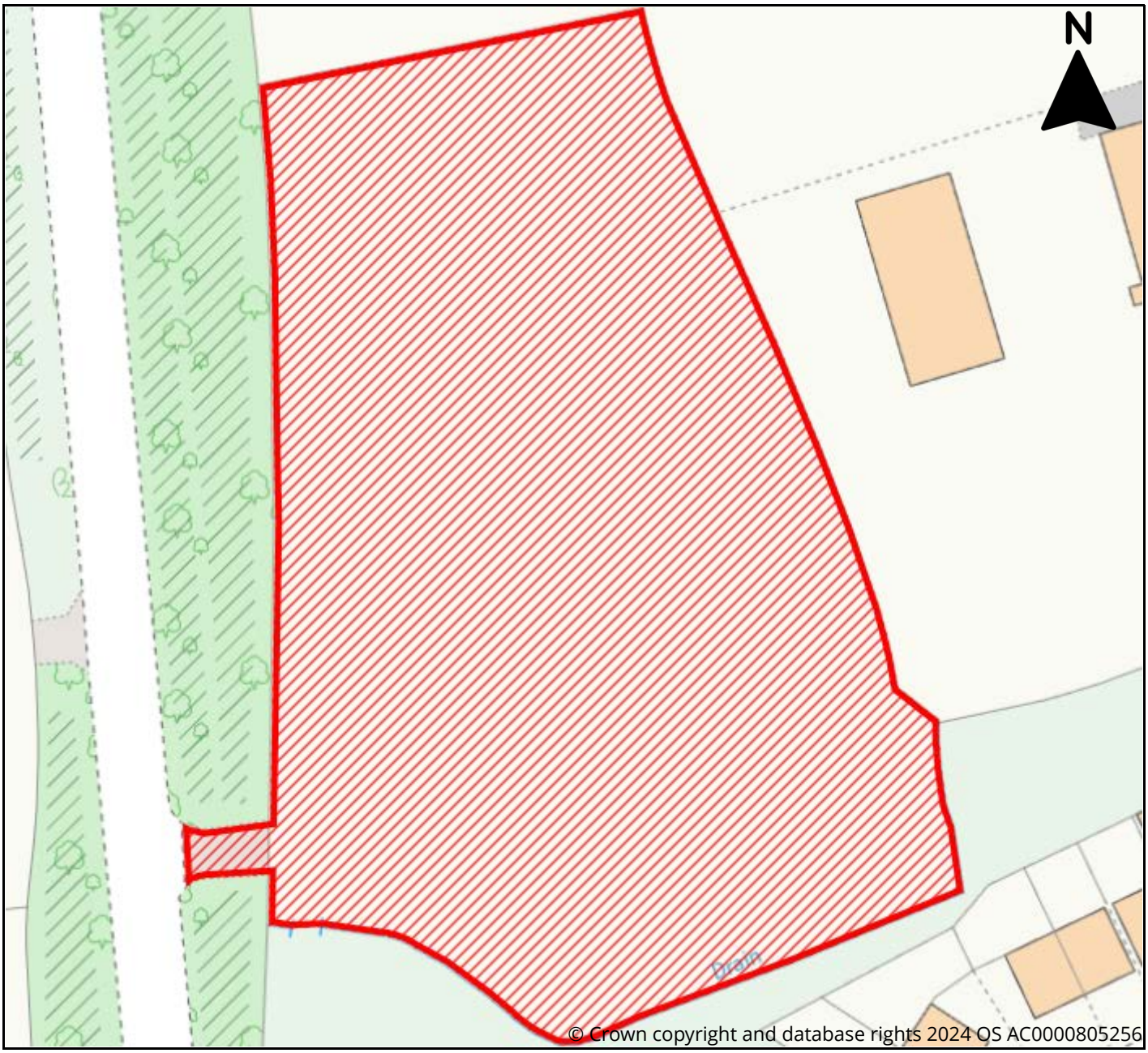
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	21bf2237-ea49-4419-829d-fb5724317f1e
SLAA Ref	02/24/004
Site Name	Land north of Freman College
Address	Land north of Freman College, East of A10, Buntingford, SG9 9BT
Total Area (ha)	1.34
Development Area (ha)	1.34
Proposed Use	Community Facility

East Herts District Plan Review
Call for Sites 2024

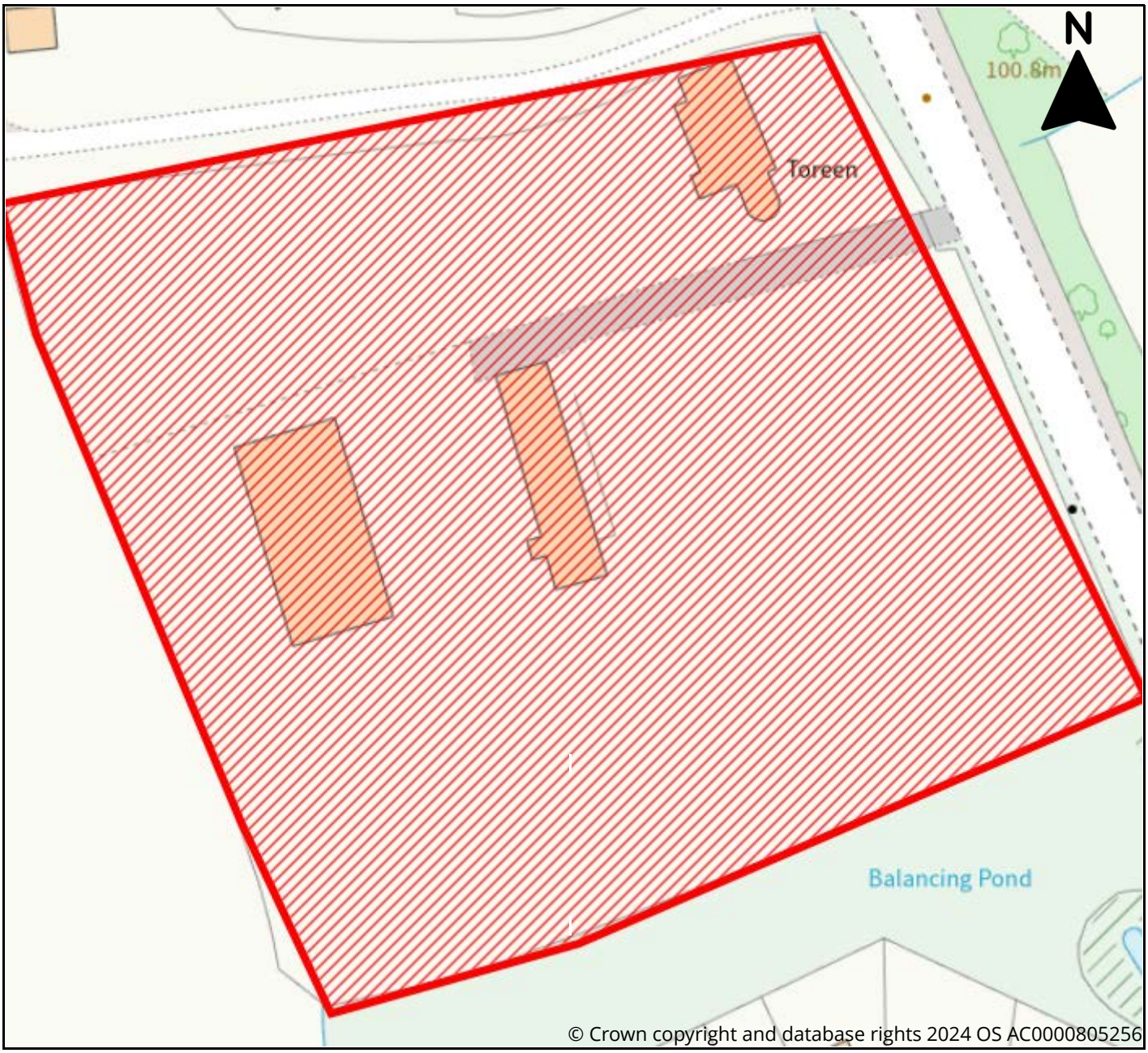


Site Information

Reference	873c771f-0c69-413f-a576-55eec2d2290b
SLAA Ref	02/24/005
Site Name	Land Adjoining Prestwick
Address	Land Adjoining Prestwick, Parkside, Royston Road, Buntingford, SG9 9RT
Total Area (ha)	0.92
Development Area (ha)	0.92
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

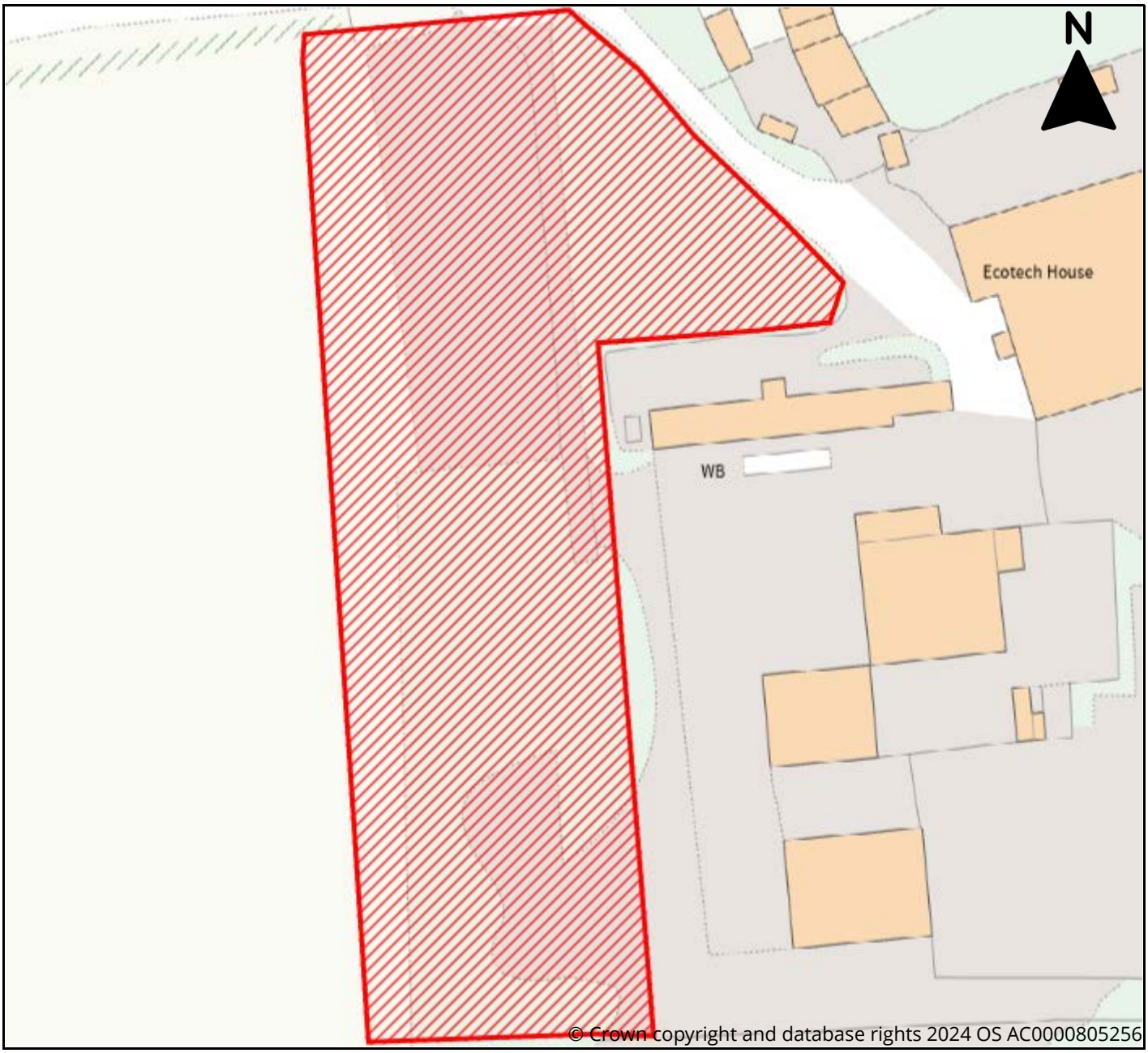


Site Information

Reference	59f1624c-7fab-4437-a336-d705b6d494e8
SLAA Ref	02/24/006
Site Name	Land adjoining Torreen, Buntingford
Address	Torreen, Ermine Street, Buntingford, SG9 9RT
Total Area (ha)	1.085
Development Area (ha)	1.085
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

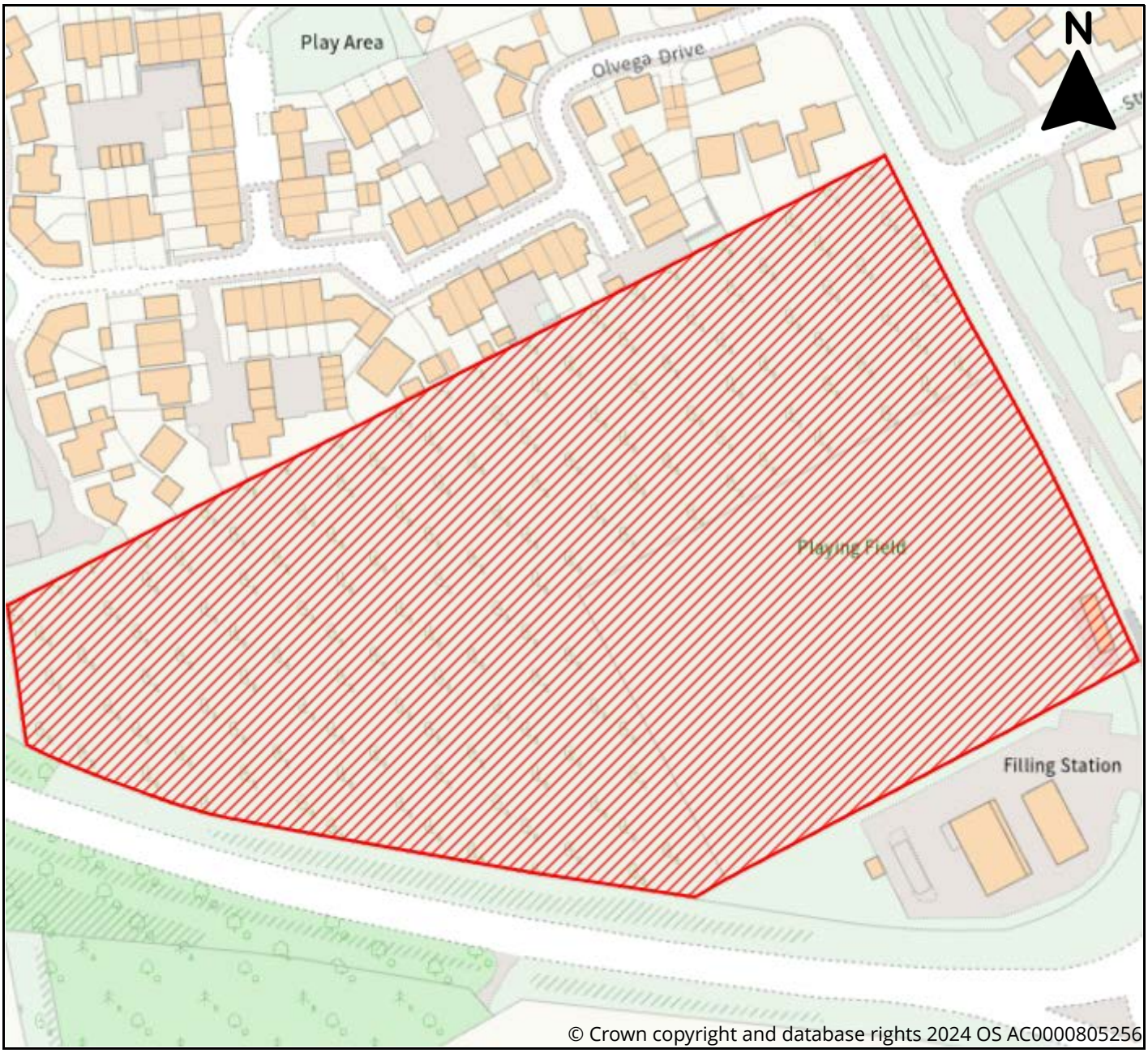


Site Information

Reference	921c65fa-4319-4fbb-99ba-31f7586e236b
SLAA Ref	02/24/007
Site Name	Land West of Buttermilk Hall Farm
Address	Land West of Buttermilk Hall Farm, Baldock Road, Buntingford, SG9 9RH
Total Area (ha)	0.94
Development Area (ha)	0.94
Proposed Use	Employment

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



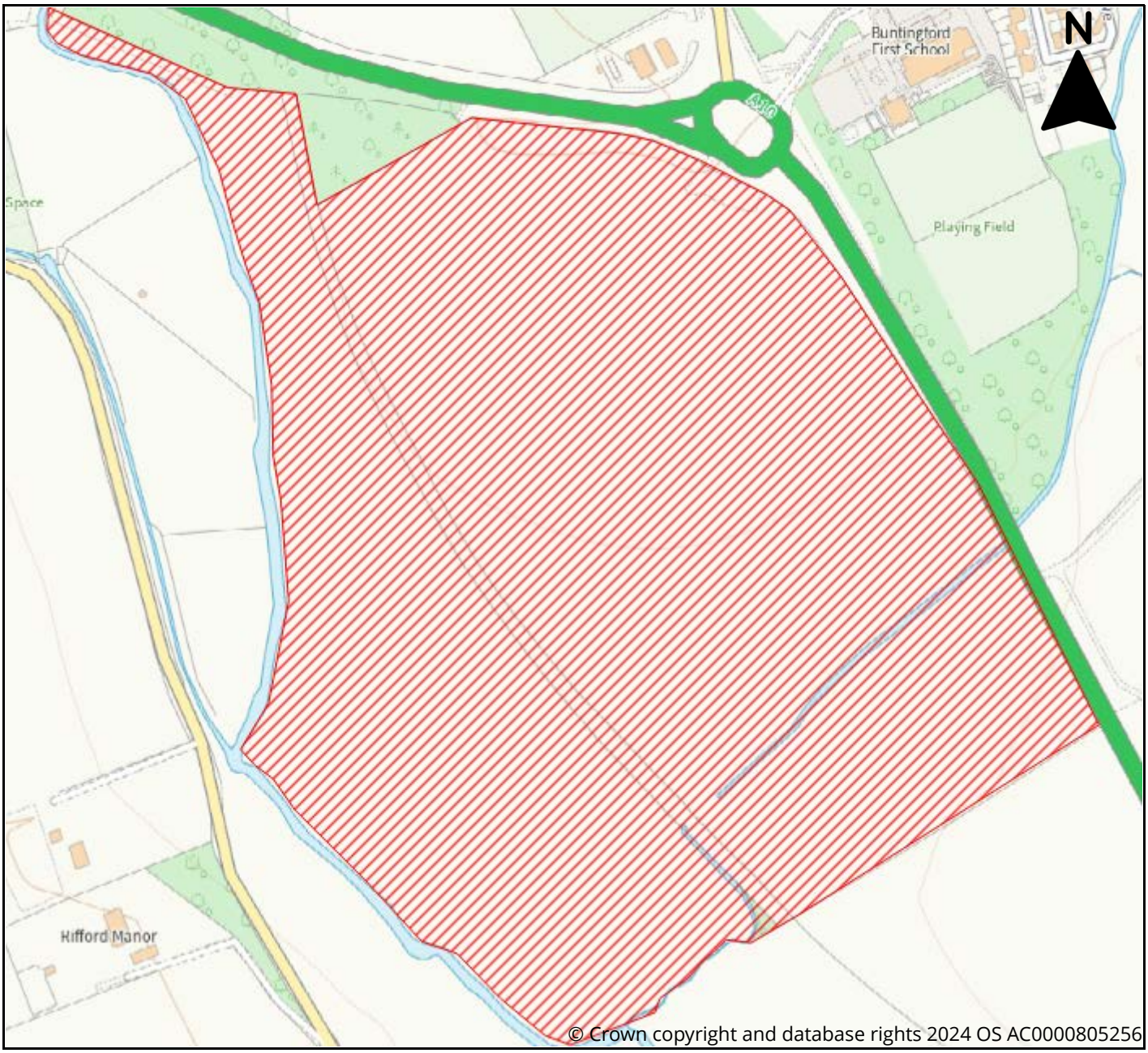
© Crown copyright and database rights 2024 OS AC0000805256

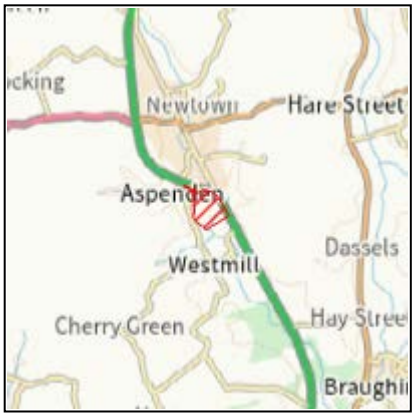
Site Information

Reference	35f36757-08d7-43a1-83f4-575590ff6b42
SLAA Ref	02/24/008
Site Name	Land West of London Road
Address	Land West of London Road, Buntingford
Total Area (ha)	3.16
Development Area (ha)	2.43
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



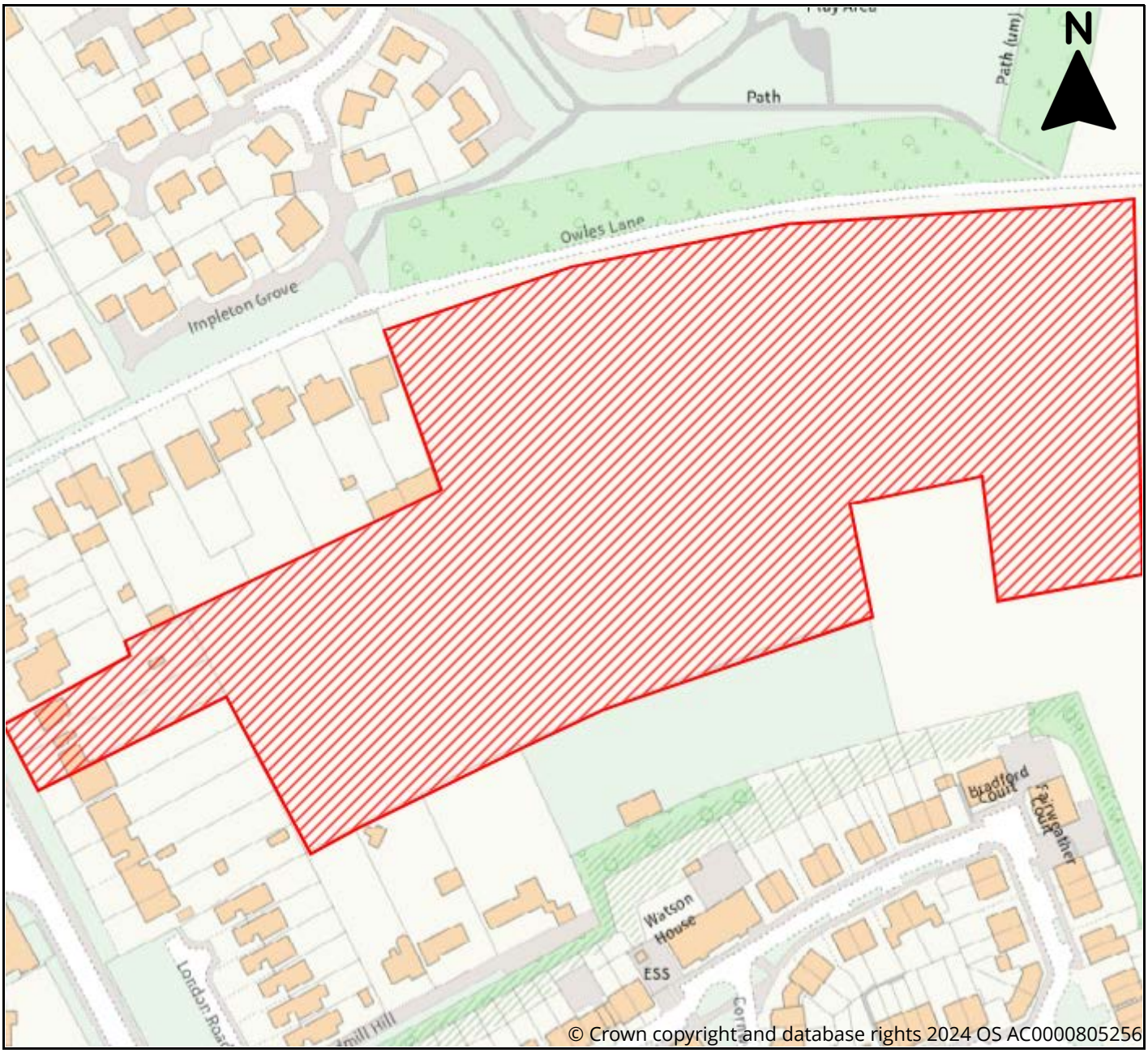


Site Information

Reference	514f4c43-eaa5-4894-904c-36319eec3389
SLAA Ref	02/24/009
Site Name	Land West of A10
Address	Land West of A10, Buntingford
Total Area (ha)	26.5
Development Area (ha)	6
Proposed Use	Leisure & Recreation, Biodiversity Offset, Mixed Use

callforsites@eastherts.gov.uk

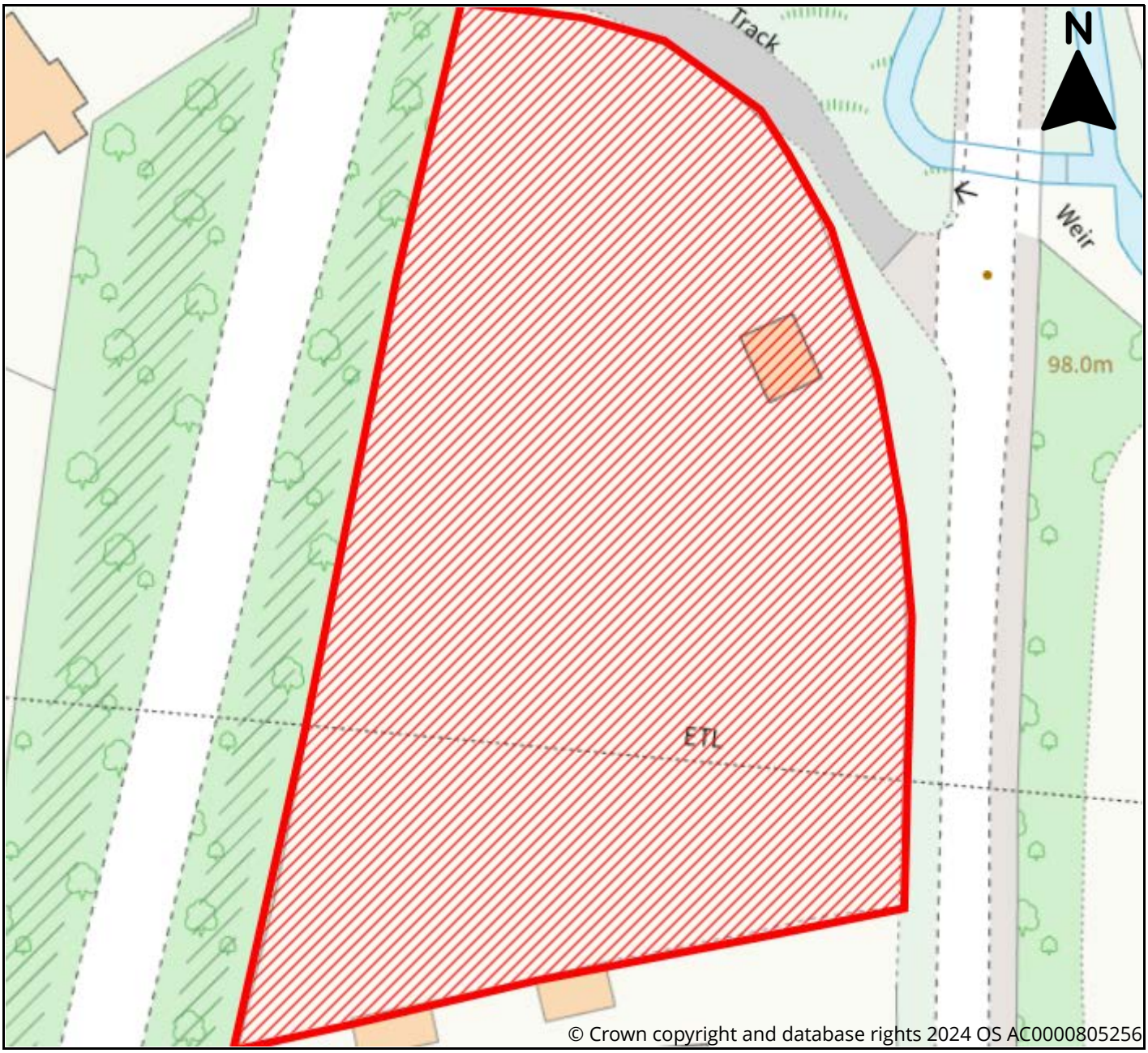
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	2d4149dc-a97c-4ef6-befd-860578131246
SLAA Ref	02/24/010
Site Name	Land Off London Road And Owles Lane
Address	Land Off London Road And Owles Lane, Buntingford, Hertfordshire SG9 9JN
Total Area (ha)	3.32
Development Area (ha)	3.32
Proposed Use	Residential, Affordable Housing

East Herts District Plan Review
Call for Sites 2024

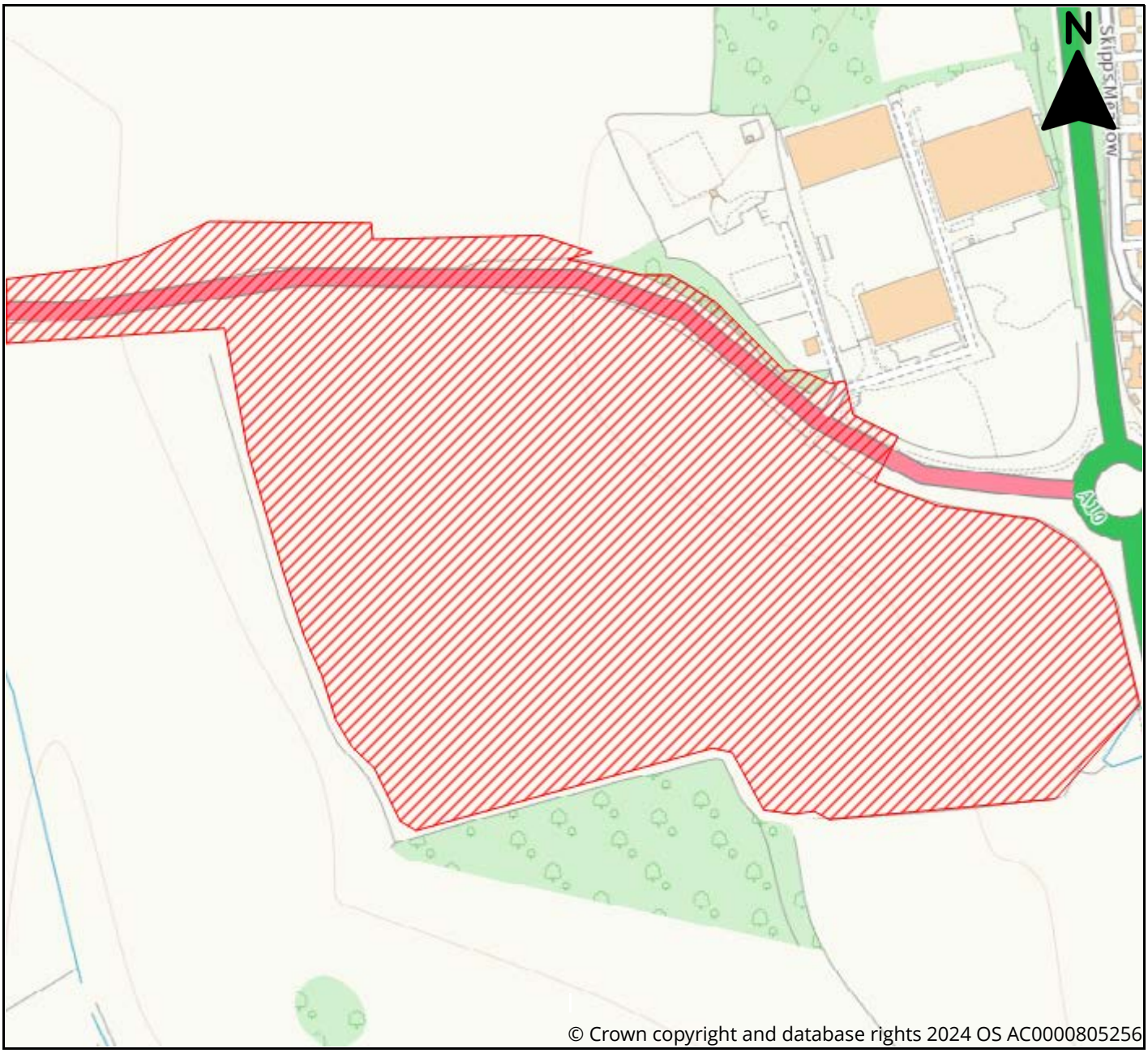


Site Information

Reference	2d9974fd-aa80-4f1e-ae19-b516a8432be1
SLAA Ref	02/24/011
Site Name	Land Adjoining Arcadia
Address	Land Adjoining Arcadia, Ermine Street, Buntingford, Herts, SG9 9RT
Total Area (ha)	0.6
Development Area (ha)	0.6
Proposed Use	Residential

callforsites@eastherts.gov.uk

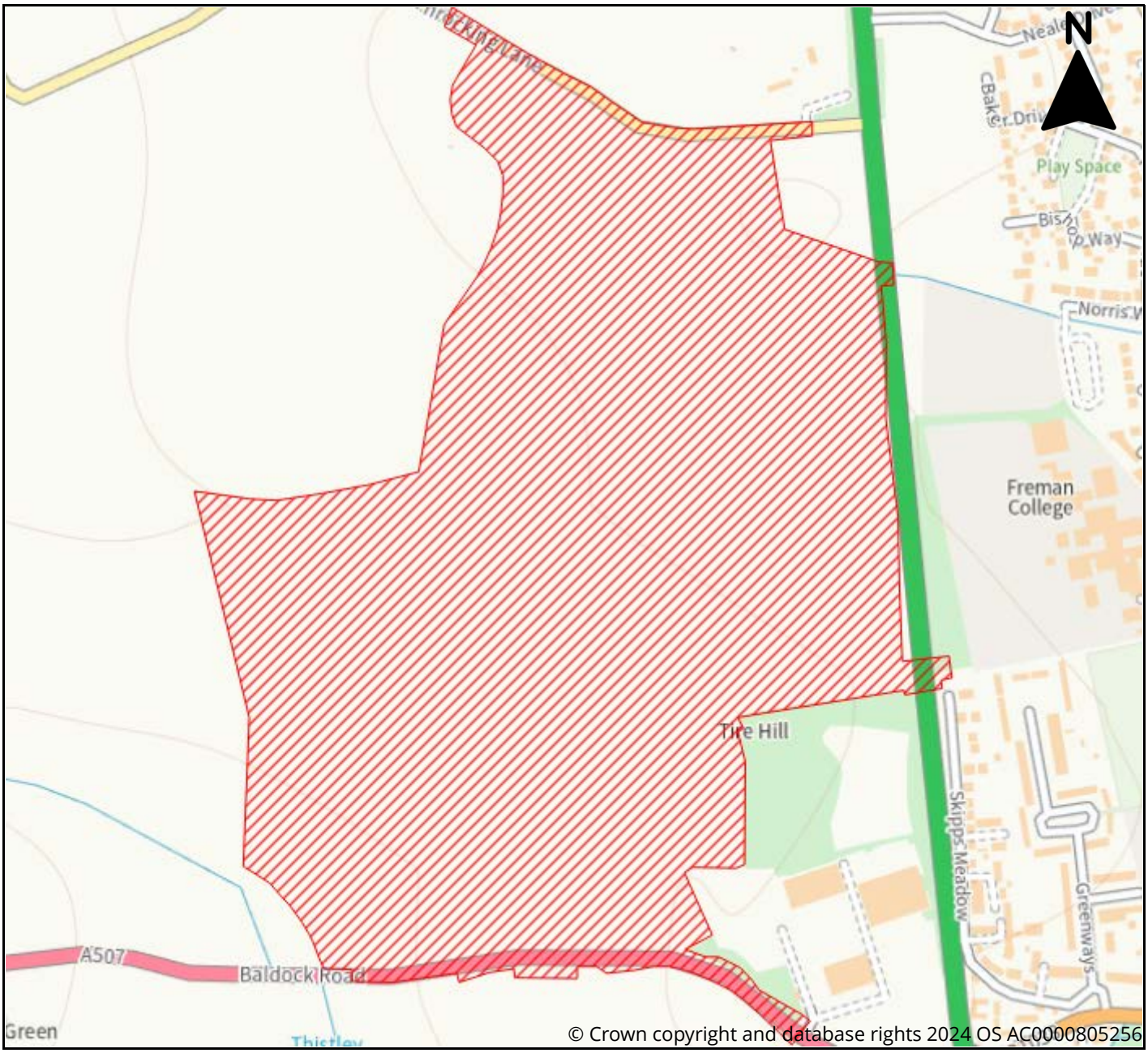
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	8cc3aceb-23a7-421b-a2c6-2229776b351f
SLAA Ref	02/24/012
Site Name	Land West Of Buntingford
Address	South of the A507 Baldock Road, West of A10, Buntingford, Hertfordshire
Total Area (ha)	13.28
Development Area (ha)	13.28
Proposed Use	Employment, Greenspace, Biodiversity Offset

East Herts District Plan Review
Call for Sites 2024

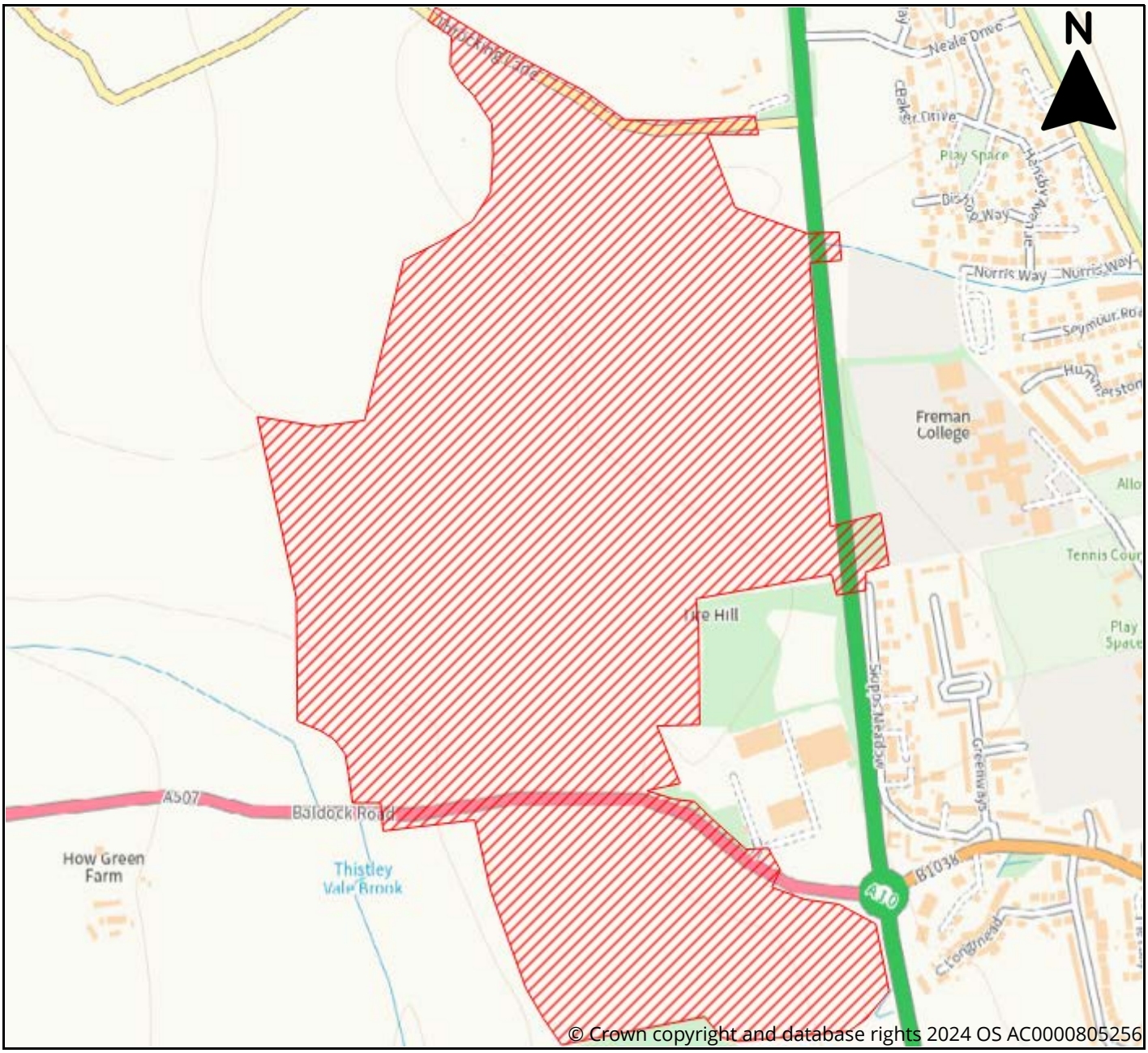


Site Information

Reference	794f78ec-31cd-461b-8a1a-c645c102c9cf
SLAA Ref	02/24/013
Site Name	Land West Of Buntingford
Address	North of the A507, Baldock Road, West of A10, Buntingford
Total Area (ha)	50.12
Development Area (ha)	50.12
Proposed Use	Residential, Affordable Housing, Specialist Residential, Community Facility, Greenspace, Biodiversity Offset

callforsites@eastherts.gov.uk

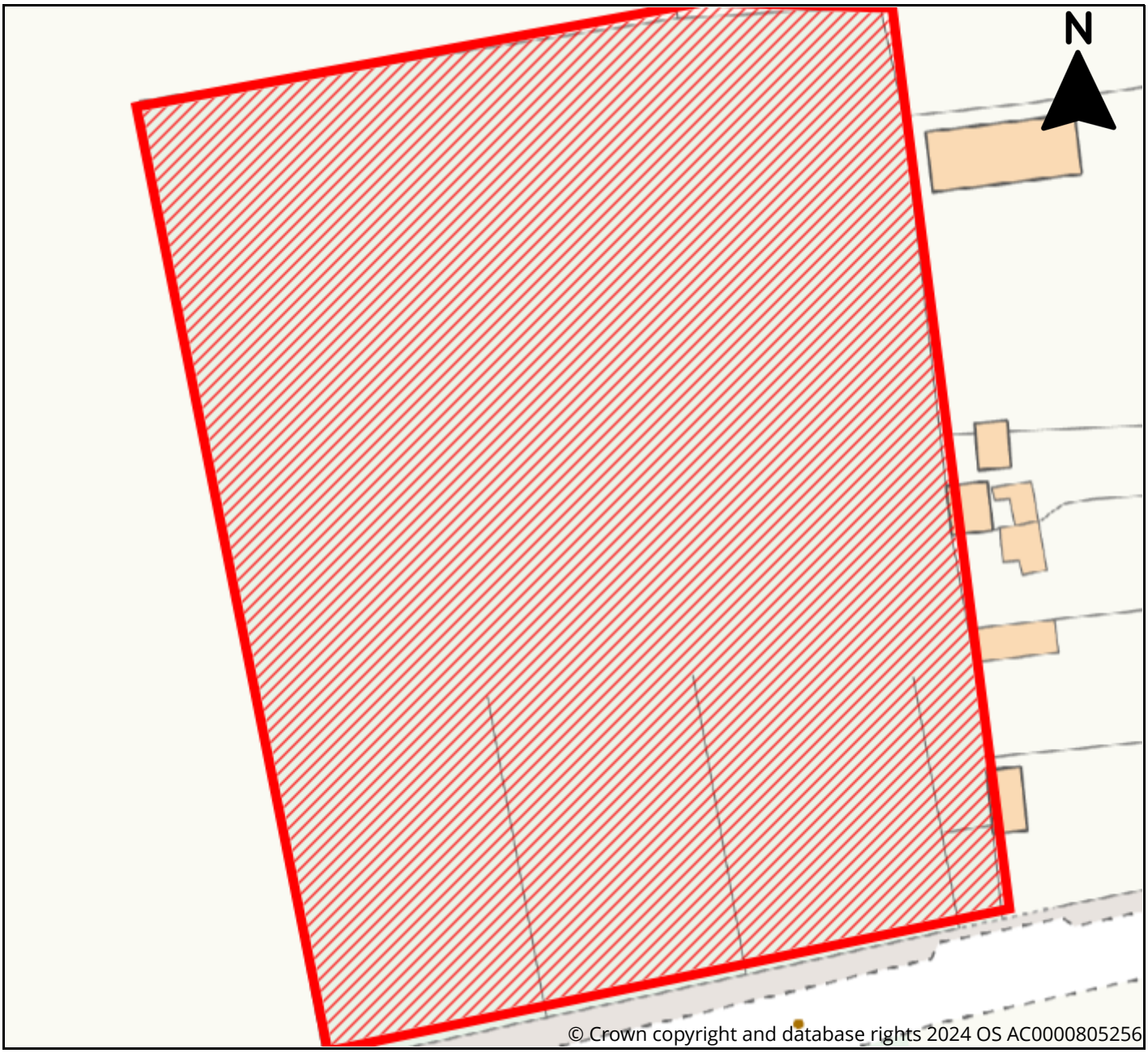
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	3e8c3c5d-64d8-4691-b4a3-a40c278f17a8
SLAA Ref	02/24/014
Site Name	Land West Of Buntingford
Address	North and South of the A507 Baldock Road, West of A10, Buntingford, Hertfordshire
Total Area (ha)	63.4
Development Area (ha)	63.4
Proposed Use	Residential, Affordable Housing, Specialist Residential, Community Facility, Employment, Greenspace, Biodiversity Offset

East Herts District Plan Review
Call for Sites 2024

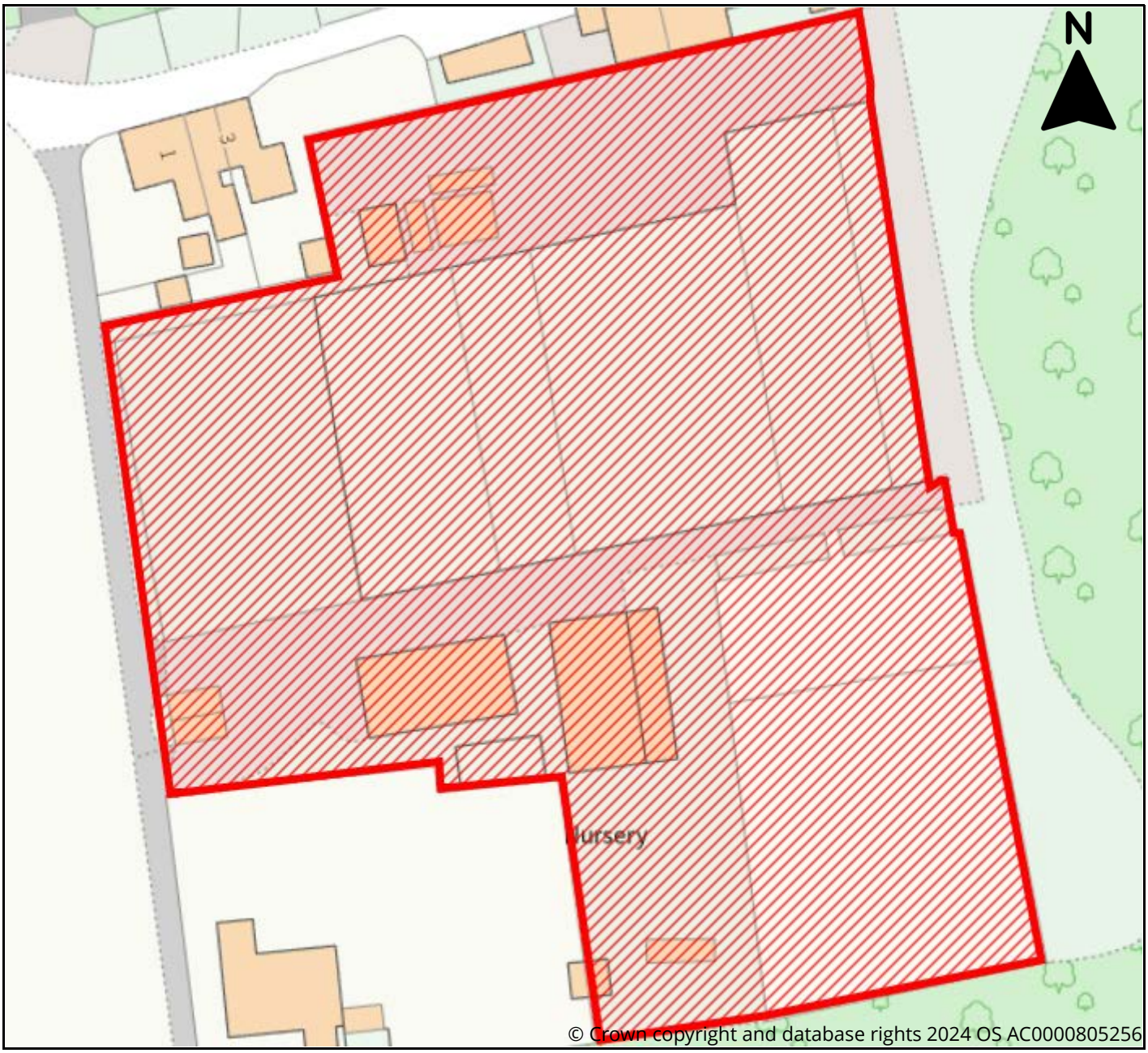


Site Information

Reference	0469381b-21f1-4a04-b2ec-dadf7e98494c
SLAA Ref	03/24/001
Site Name	Beechleigh Farm
Address	Beechleigh Farm, Hatfield Road, Birch Green, Hertford, SG14 2LP
Total Area (ha)	0.809371
Development Area (ha)	0.809371
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

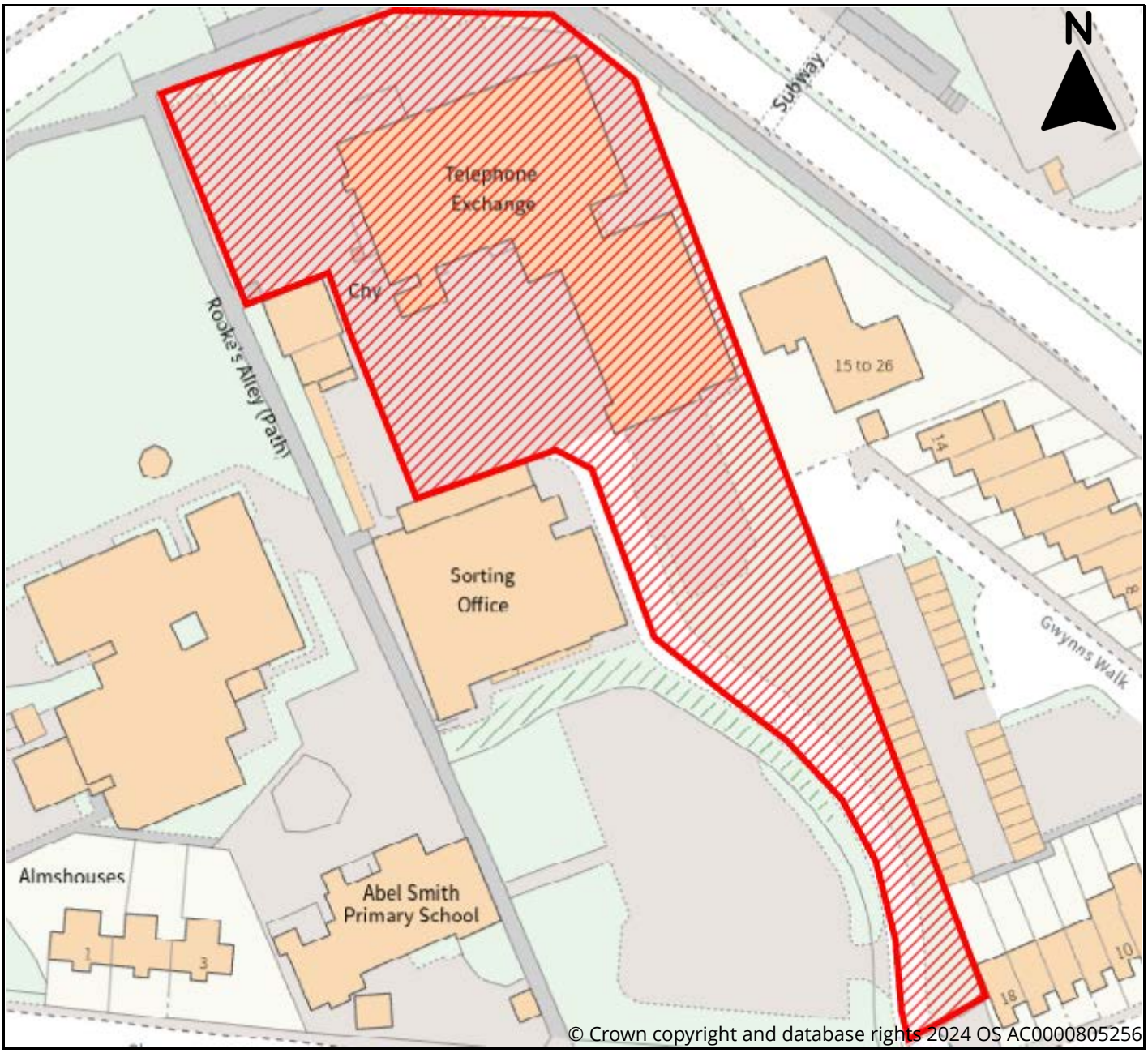


Site Information

Reference	7179df83-a343-49a3-99df-ddf960e2cb13
SLAA Ref	03/24/002
Site Name	Terrace Wood Nursey
Address	Terrace Wood Nursery, St Mary's Lane, Hertingfordbury, Hertford, SG14 2LF
Total Area (ha)	0.79
Development Area (ha)	0.79
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

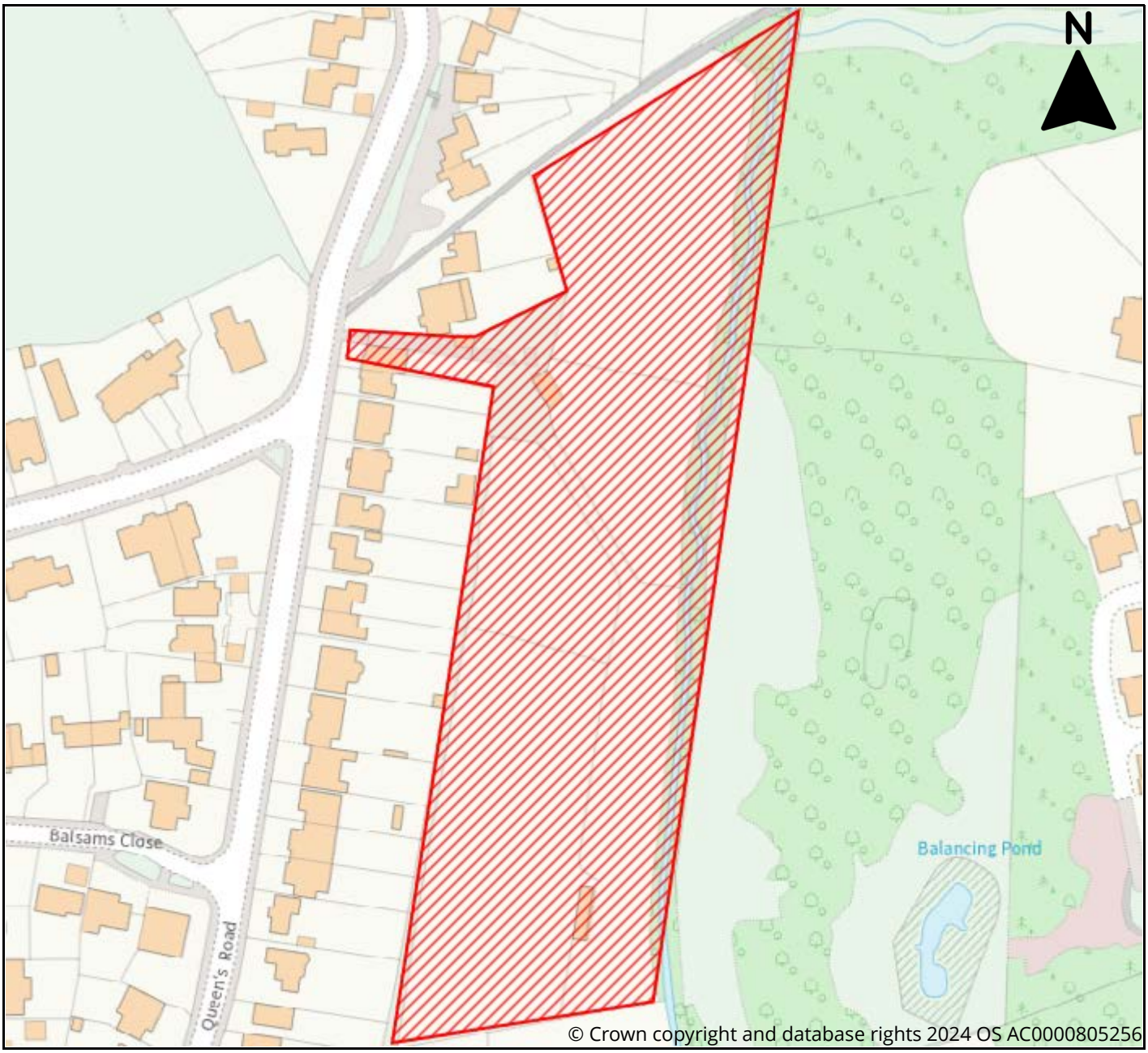


Site Information

Reference	4a218a78-7ddb-4cae-af54-7b4a0ab1170e
SLAA Ref	03/24/003
Site Name	Hertford Telephone Exchange
Address	Hertford Telephone Exchange, Greencoates, Hertford, SG13 8AP
Total Area (ha)	0.57
Development Area (ha)	0.39
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

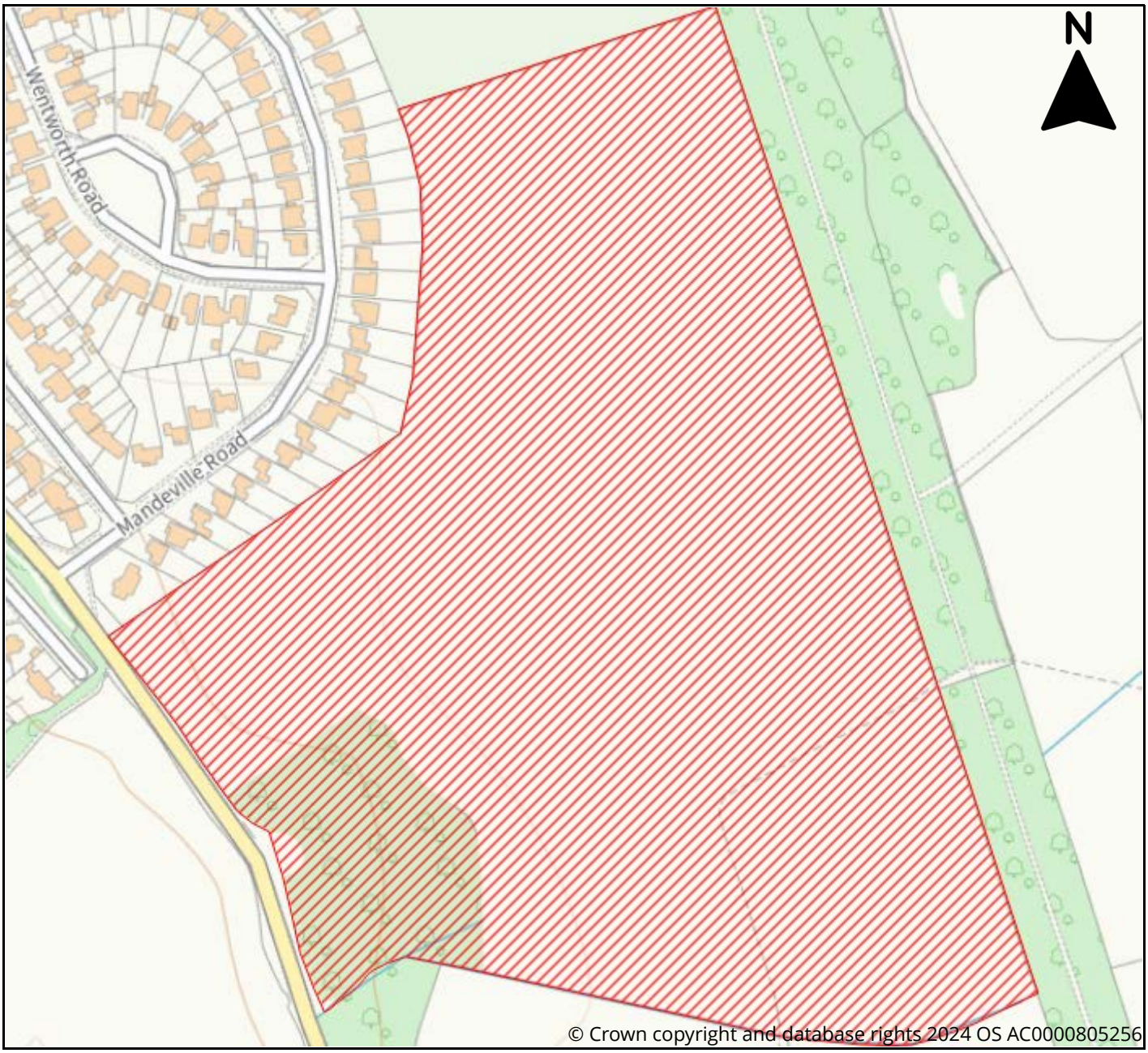


Site Information

Reference	89ec9252-ce54-4e7e-8368-83f7ff0192a4
SLAA Ref	03/24/004
Site Name	Hertford Areas 13C Land East Of Queens Road
Address	59 Queens Road, Hertford, SG13 8BB
Total Area (ha)	2
Development Area (ha)	1.6
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

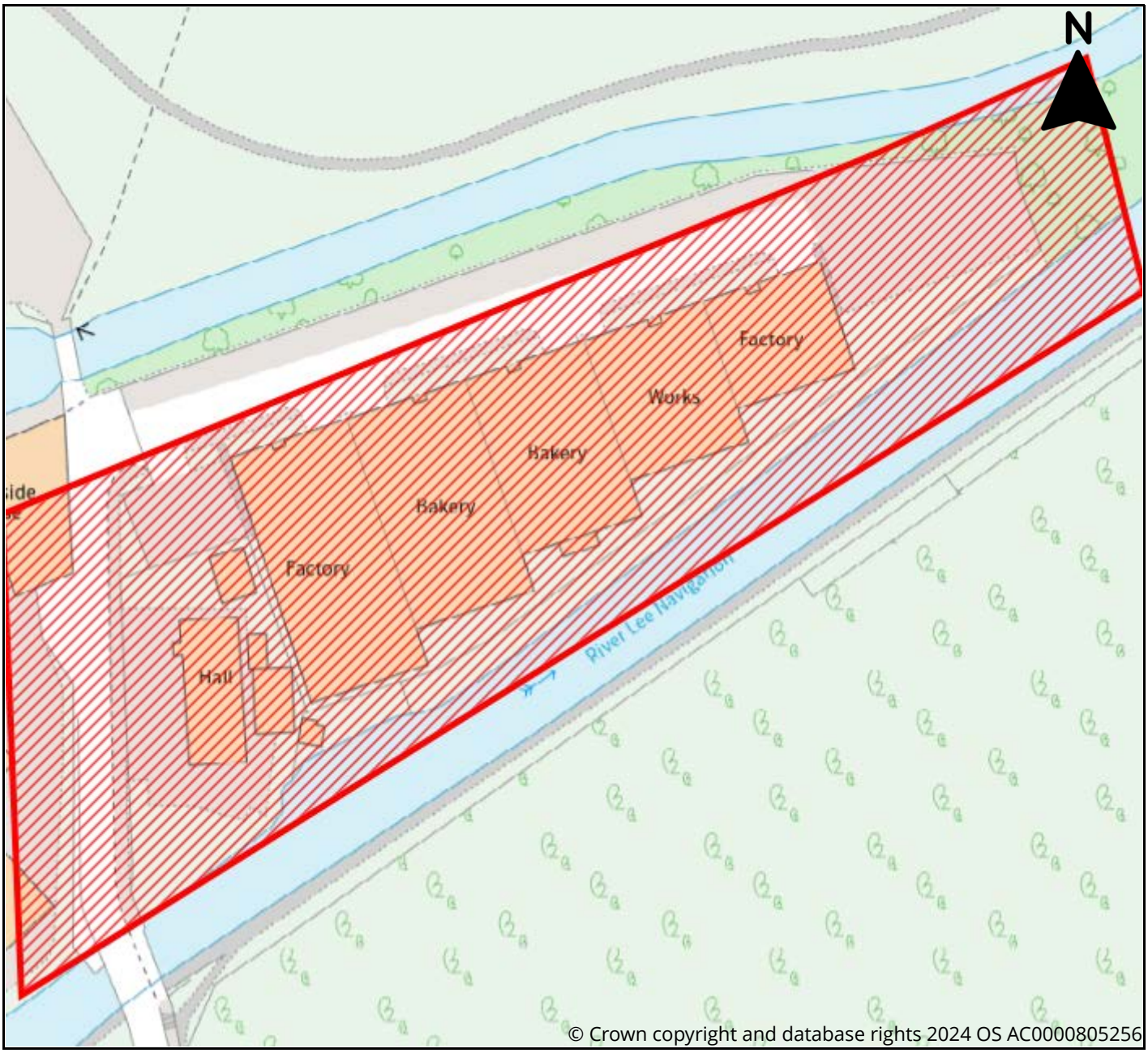


Site Information

Reference	917d0fb1-baeb-4d37-93d2-e89d3cf3c9d1
SLAA Ref	03/24/005
Site Name	Dunkirks Farm
Address	Dunkirks Farm, Hertford
Total Area (ha)	14.4
Development Area (ha)	14.4
Proposed Use	Residential, Affordable Housing, Community Facility, Leisure & Recreation, Greenspace

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

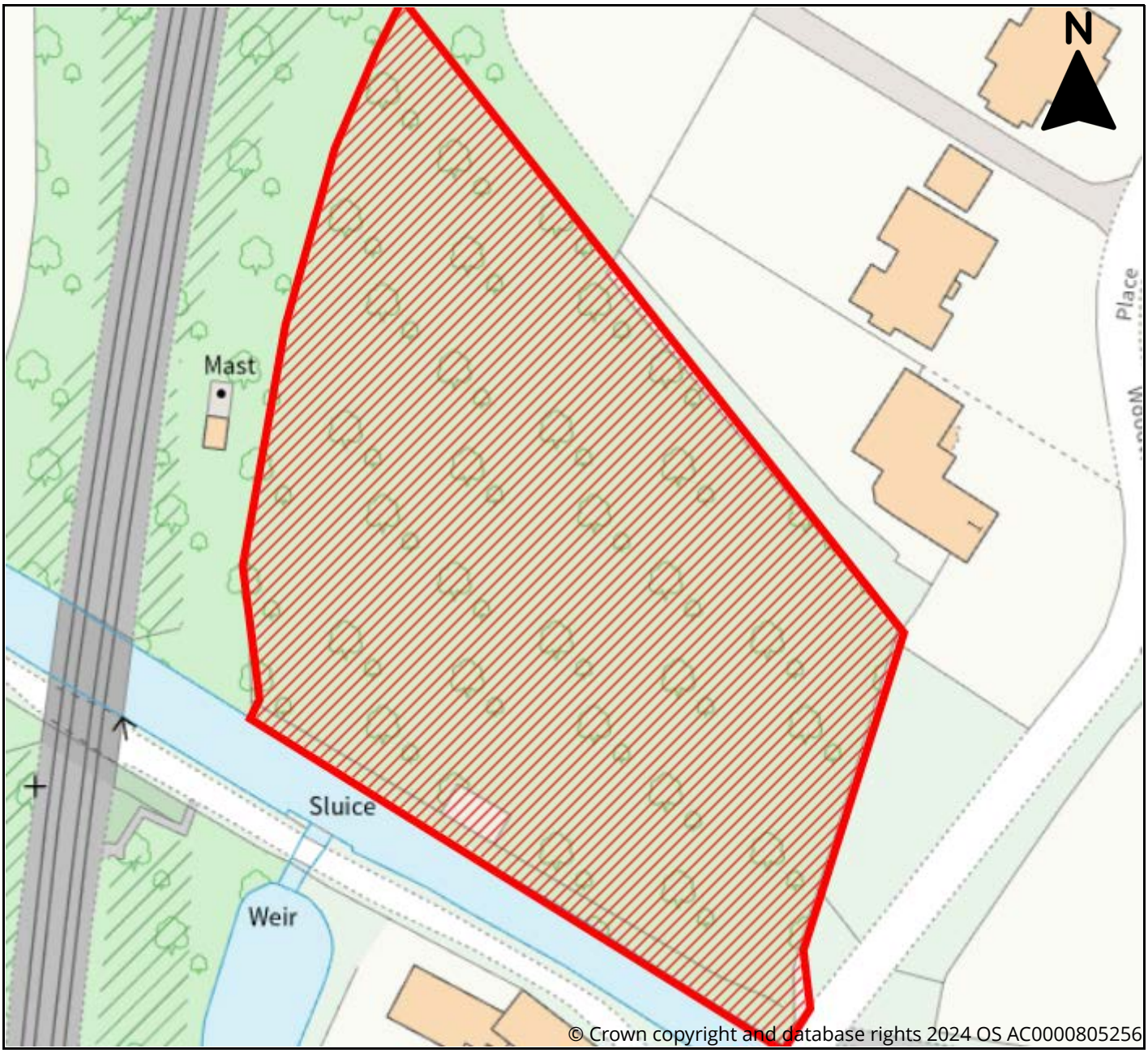


Site Information

Reference	3cadfedf-865d-4076-ab45-b59ee172ac97
SLAA Ref	02/24/006
Site Name	Mead Lane
Address	Emcogroup Ltd Units 2-10 Marshgate Drive, Hertford, SG13 7JY
Total Area (ha)	0.7
Development Area (ha)	0.7
Proposed Use	Residential, Affordable Housing, Mixed Use

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

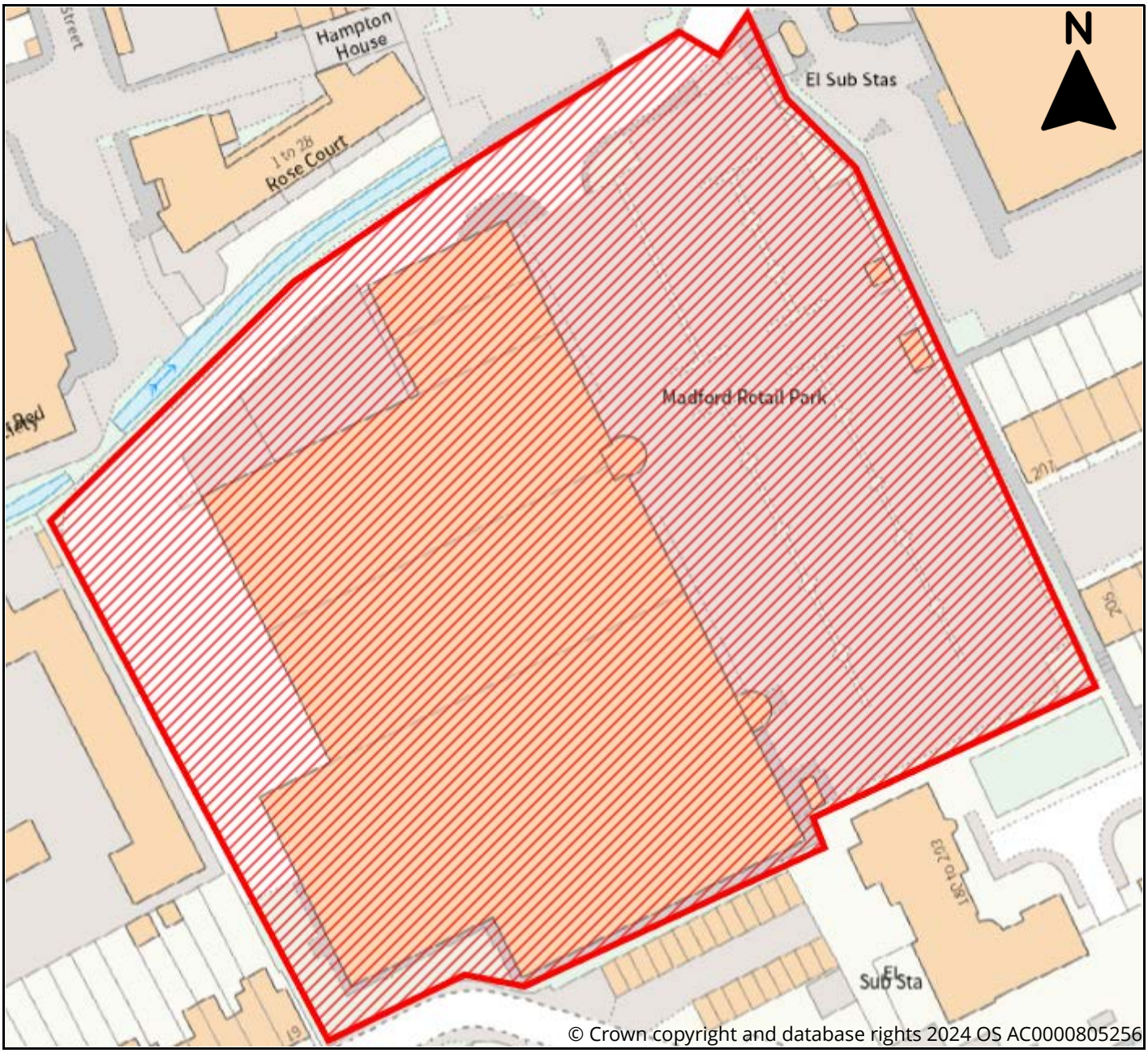


Site Information

Reference	ca8ff4ea-166d-44df-8f79-48af054c81d1
SLAA Ref	03/24/007
Site Name	Land adjacent to Woodville Place and Molewood Road
Address	Molewood Road, Hertford, SG14 3NX
Total Area (ha)	0.5
Development Area (ha)	0.02
Proposed Use	Residential, Renewable Energy, Greenspace, Biodiversity Offset

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

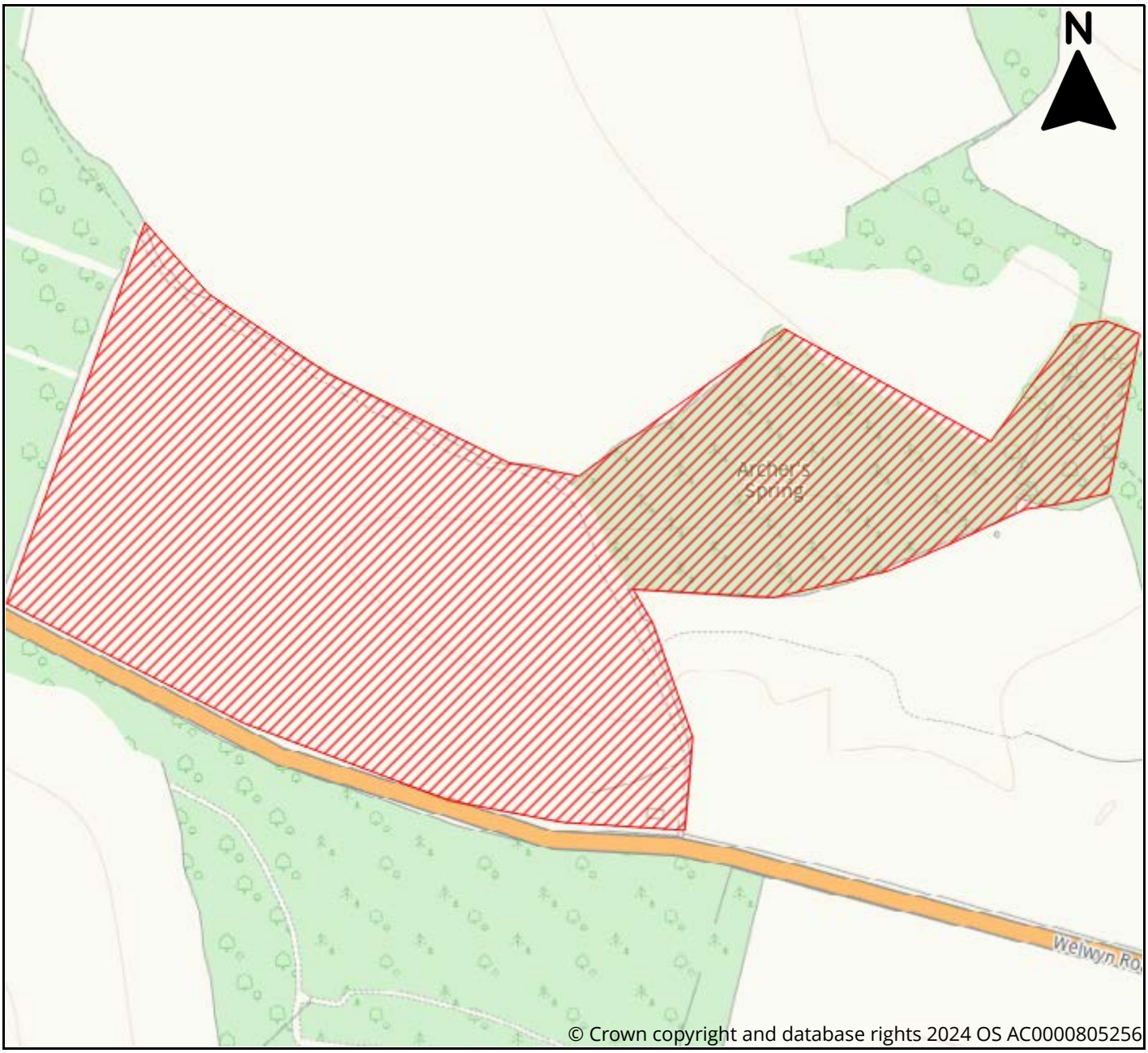


Site Information

Reference	6cca8106-85f1-4c49-a36f-4b33a58d83f3
SLAA Ref	03/24/008
Site Name	Madford Retail Park
Address	Ware Road, Hertford, SG13 7HH
Total Area (ha)	1.513
Development Area (ha)	1.513
Proposed Use	Residential, Retail, Mixed Use

callforsites@eastherts.gov.uk

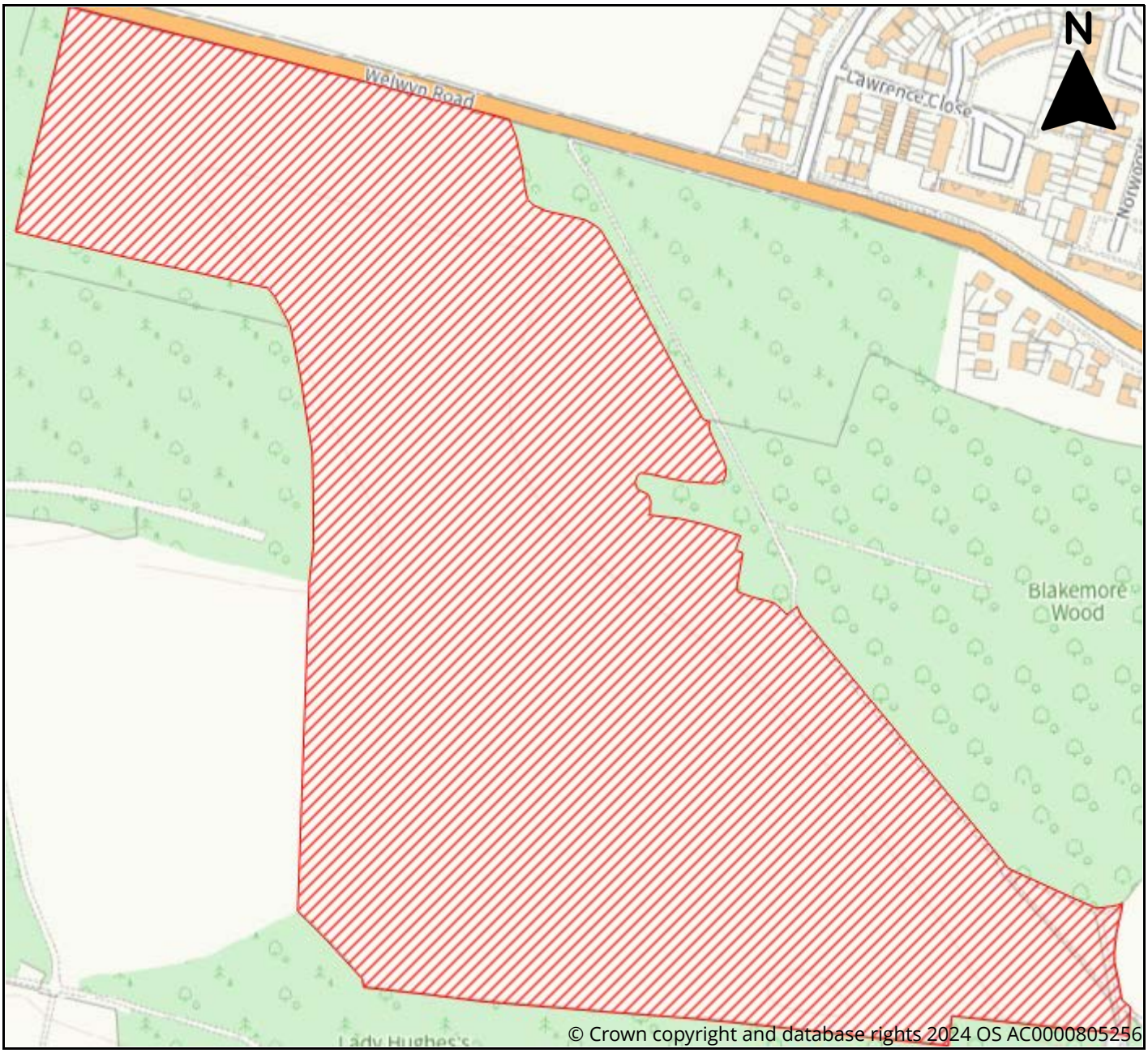
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	b7700a84-b75f-4f24-a236-ab5141622073
SLAA Ref	03/24/009
Site Name	Land at Bacons Farm
Address	Land at Bacons Farm, Bramfield, Archers Spring Wood, Hertford
Total Area (ha)	12.84
Development Area (ha)	7.42
Proposed Use	Residential, Leisure & Recreation, Employment, Greenspace, Biodiversity Offset, Mixed Use

East Herts District Plan Review
Call for Sites 2024

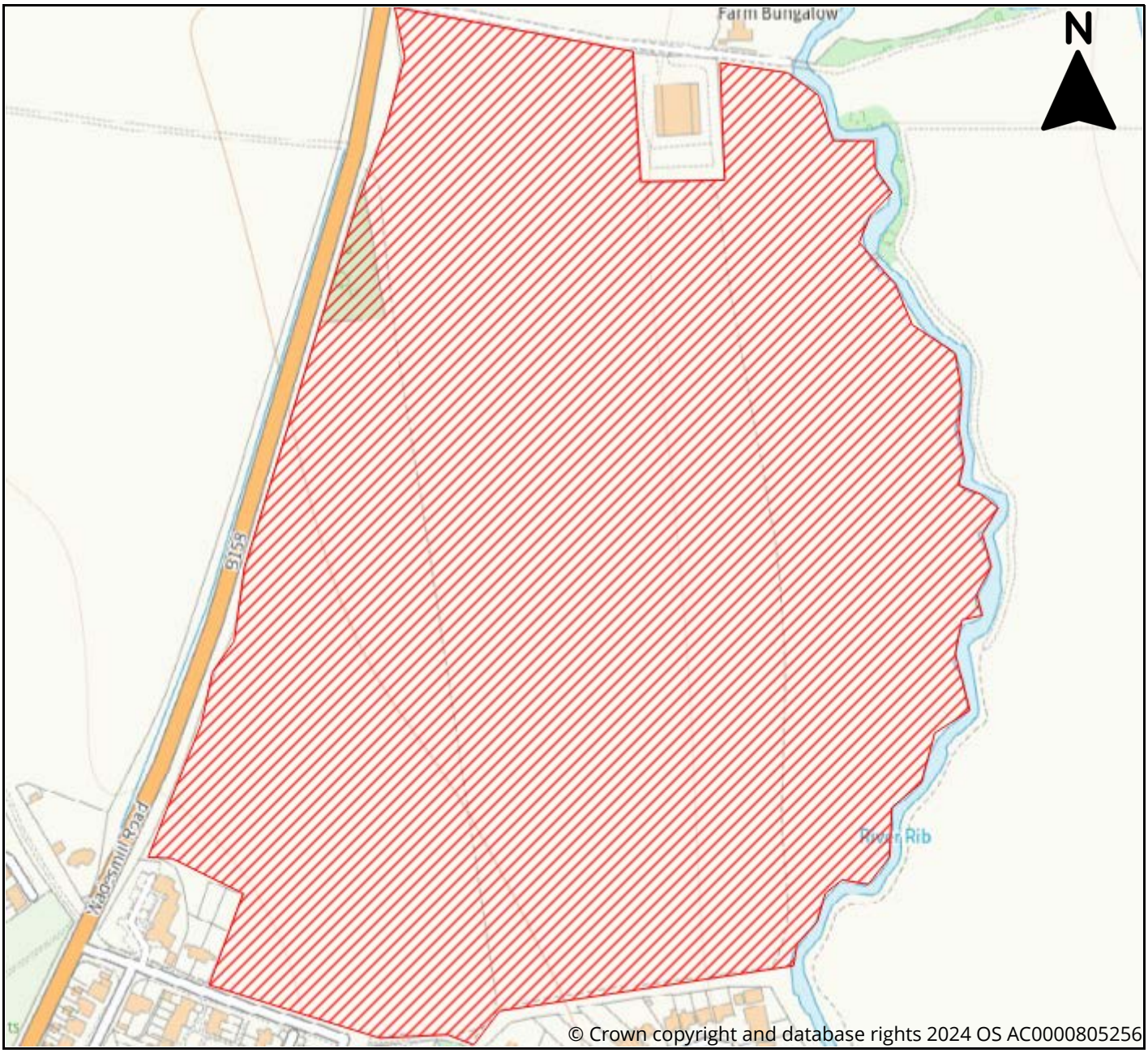


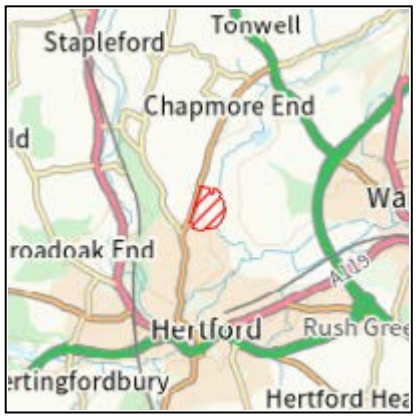
Site Information

Reference	6a215391-4d33-4d99-a912-96927866c4d1
SLAA Ref	03/24/010
Site Name	Land south of Welwyn Road
Address	Land south of Welwyn Road, Hertford
Total Area (ha)	16.91
Development Area (ha)	10.22
Proposed Use	Mixed Use

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



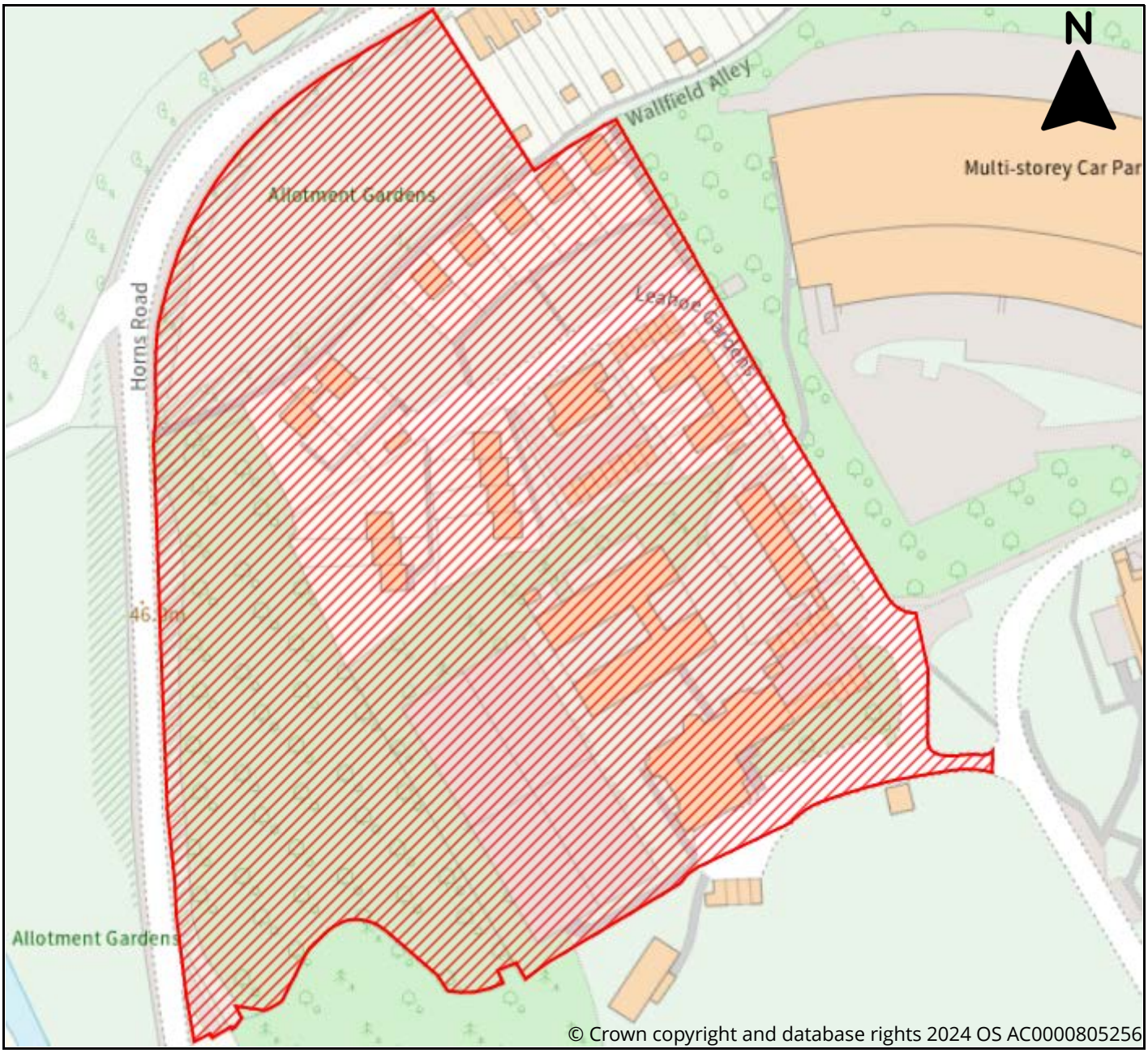


Site Information

Reference	3d8d5e53-c592-4320-859b-c2b9ce5cf1e9
SLAA Ref	03/24/011
Site Name	Land east of Wadesmill Road, Bengeo
Address	Land east of Wadesmill Road, Bengeo, Hertford
Total Area (ha)	24.107
Development Area (ha)	10
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

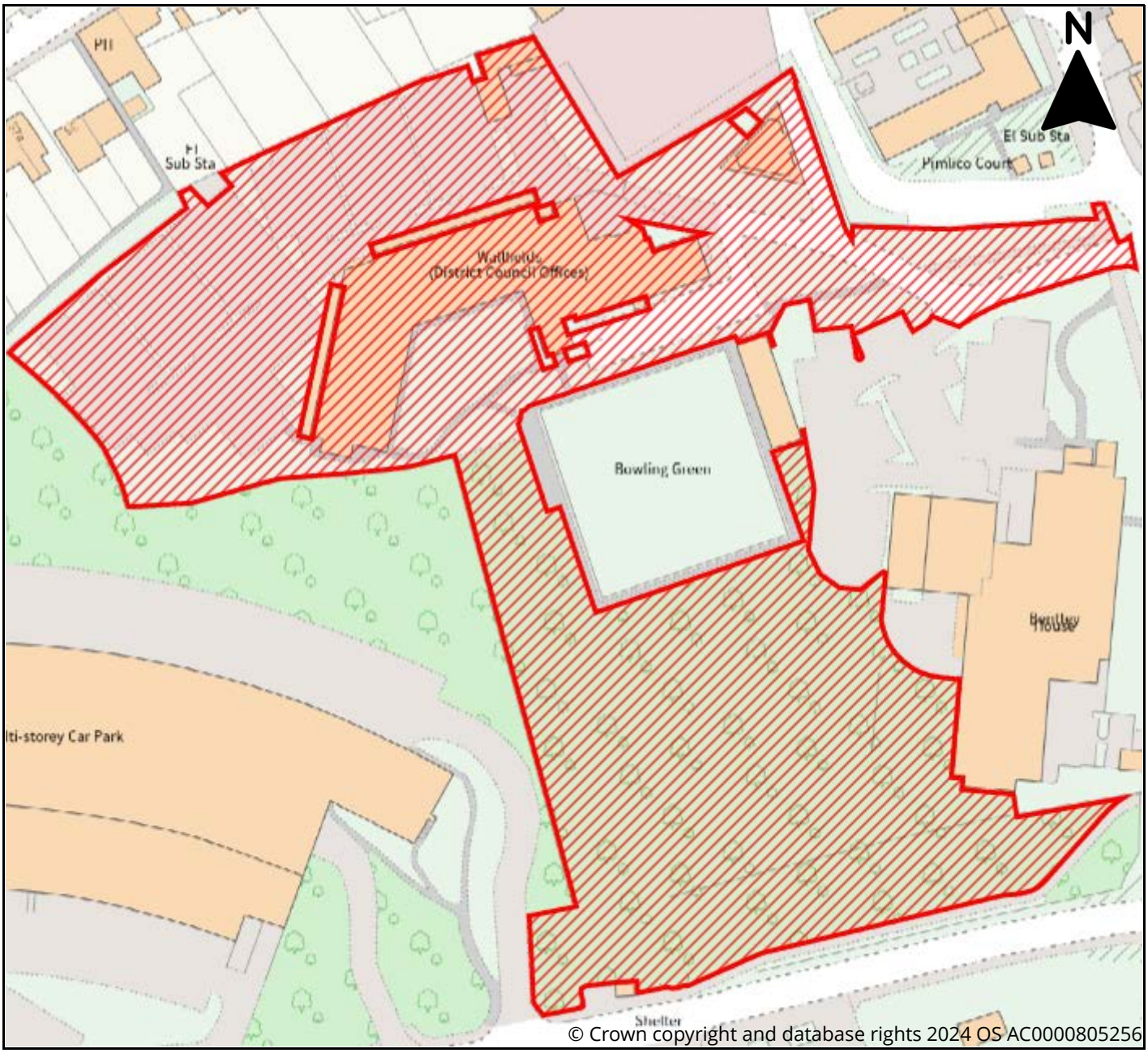
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	812a5f15-0798-4890-a515-351afb9e13fc
SLAA Ref	03/24/012
Site Name	Leahoe House
Address	Leahoe House, Pegs Lane, Hertford, SG13 8DQ
Total Area (ha)	3.1
Development Area (ha)	3.1
Proposed Use	Residential

East Herts District Plan Review
Call for Sites 2024



© Crown copyright and database rights 2024 OS AC0000805256

Site Information

Reference	bd025ef5-3531-42ed-8a68-12f16b6ddfe7
SLAA Ref	03/24/013
Site Name	Wallfields
Address	Wallfields, Pegs Lane, Hertford, SG14 8EQ
Total Area (ha)	0.9
Development Area (ha)	0.9
Proposed Use	Residential, Affordable Housing, Specialist Residential, Employment

callforsites@eastherts.gov.uk

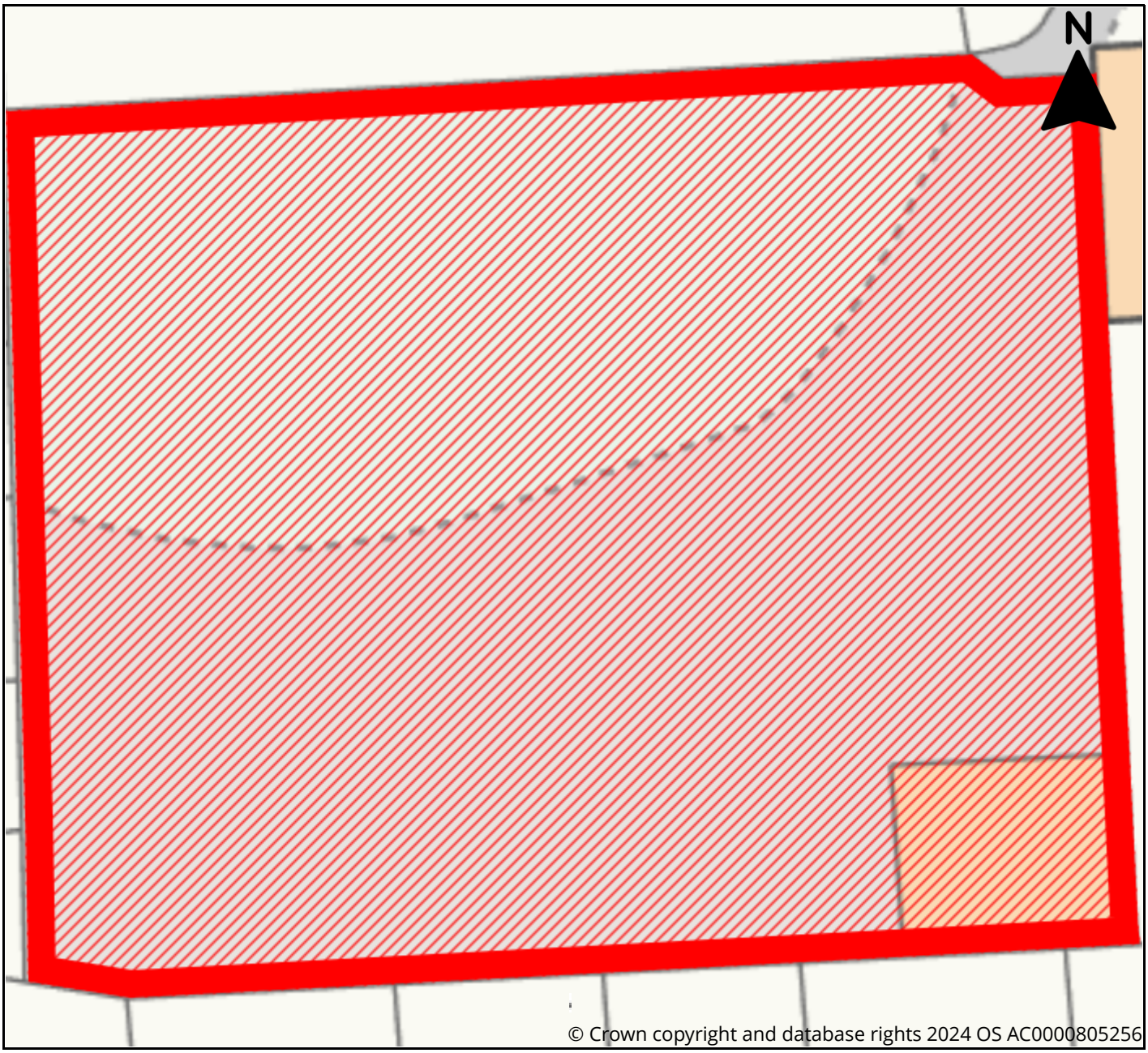
East Herts District Plan Review
Call for Sites 2024

Site Information

Reference	604d9a7b-bbfa-4e70-b1f3-7271df109e9c
SLAA Ref	03/24/014
Site Name	Braziers Field
Address	Braziers Field, former allotment gardens, Hertford
Total Area (ha)	0.58
Development Area (ha)	0.58
Proposed Use	Residential, Biodiversity Offset

callforsites@eastherts.gov.uk

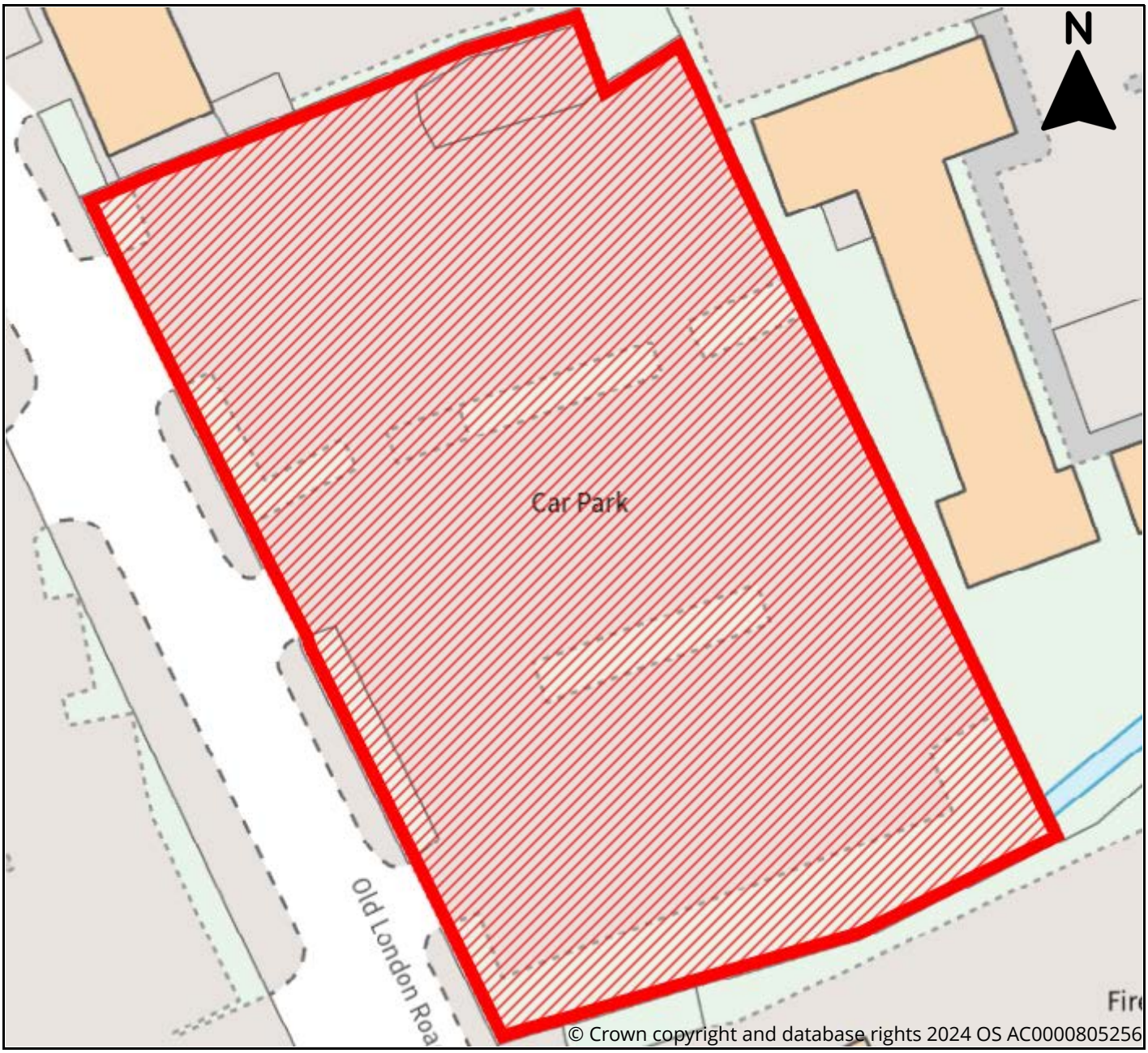
East Herts District Plan Review
Call for Sites 2024

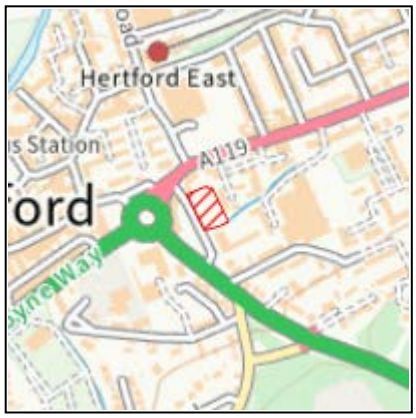


Site Information	
Reference	7ea817d8-7cc4-4c03-a264-d5ffd06d2d4d
SLAA Ref	03/24/015
Site Name	Land at Hawthorn Close
Address	Land at Hawthorn Close, Sele Farm, Hertford, SG14 2DG
Total Area (ha)	0.12
Development Area (ha)	0.12
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



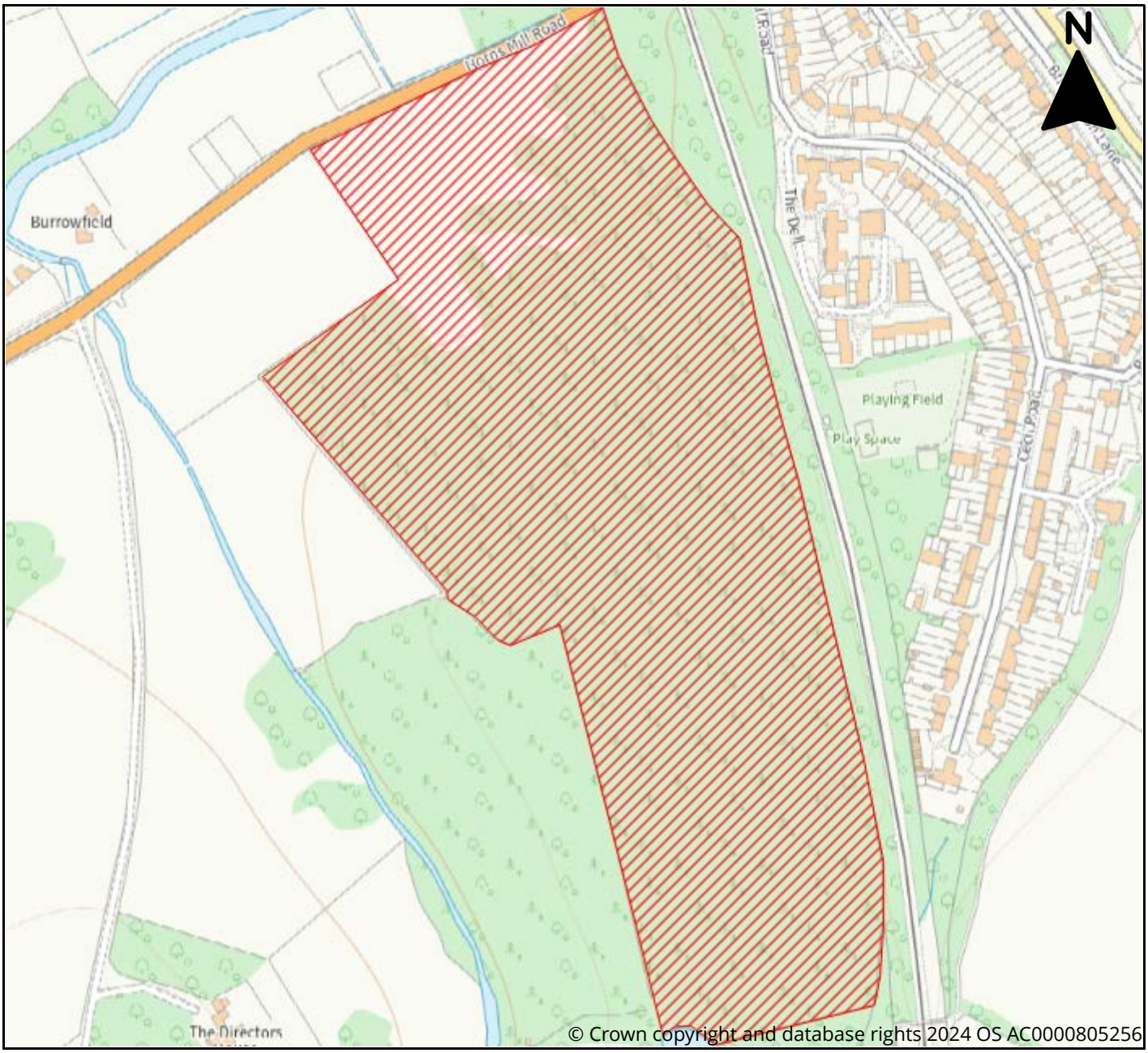


Site Information

Reference	9d7a59c8-d808-4920-85af-11238573380a
SLAA Ref	03/24/016
Site Name	Old London Road Car Park
Address	Old London Road Car Park, Hertford
Total Area (ha)	0.26
Development Area (ha)	0.26
Proposed Use	Residential, Employment

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

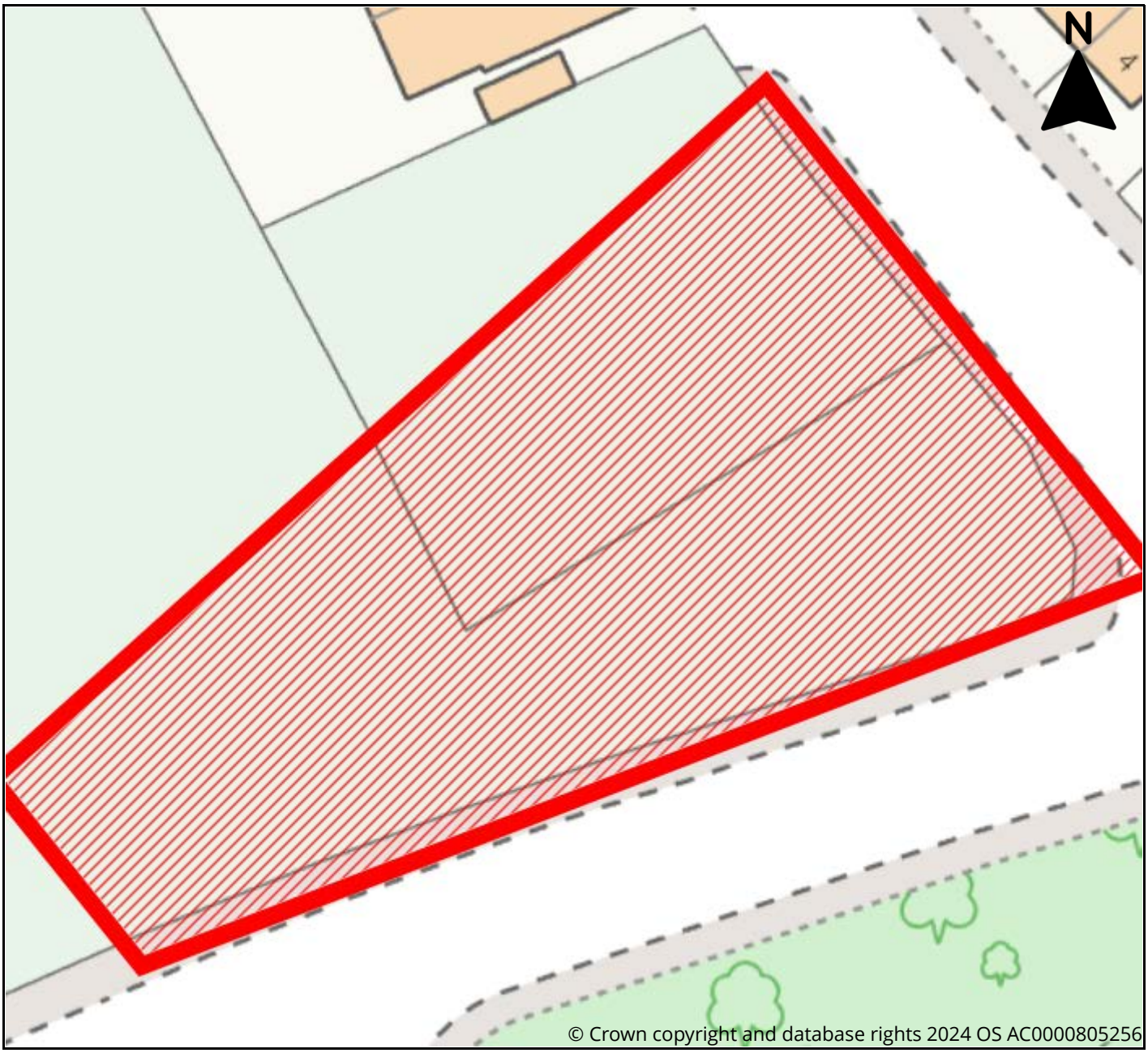


Site Information

Reference	b4634835-3199-4ee3-879a-36f250a858e8
SLAA Ref	03/24/017
Site Name	Land South of Hornsmill Road
Address	Land South of Hornsmill Road, Hertford, SG13
Total Area (ha)	15.6
Development Area (ha)	15.6
Proposed Use	Residential, Affordable Housing, Specialist Residential, Greenspace

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

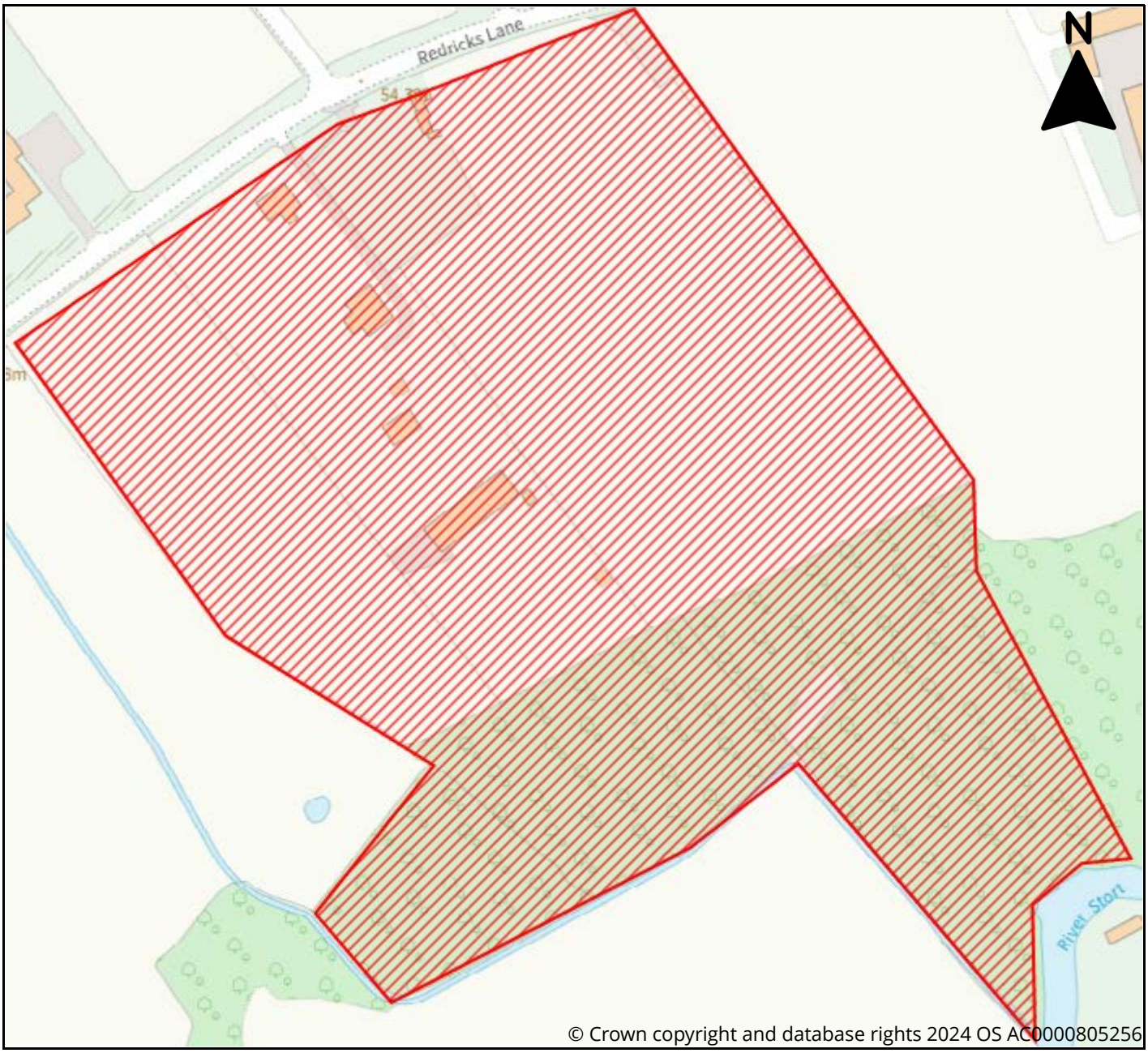


Site Information

Reference	d54b692c-dc6d-4299-a0e2-9bcbbced7c17
SLAA Ref	03/24/018
Site Name	Corner of Beane Road / Molewood Road
Address	Hertford
Total Area (ha)	0.2
Development Area (ha)	0.2
Proposed Use	Residential, Affordable Housing, Greenspace, Other Use

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

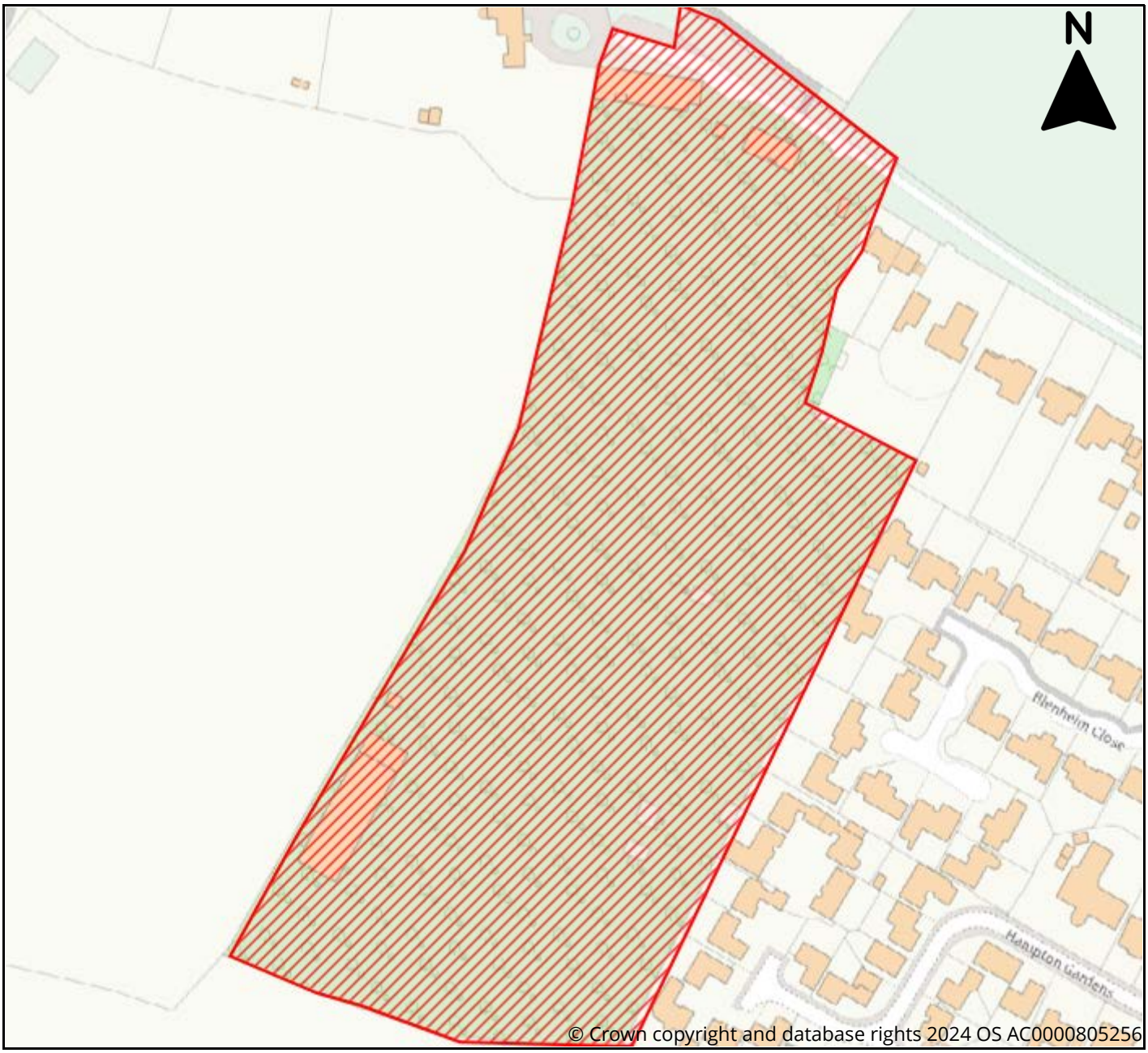


Site Information

Reference	4fa9db40-d327-4647-be8f-e52139214f8e
SLAA Ref	04/24/001
Site Name	Redbricks
Address	Redricks Lane, Sawbridgeworth, CM21 0RL
Total Area (ha)	5.6656
Development Area (ha)	5.6656
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	4c5203e8-2fef-4f49-b10b-1ef85a8d2df1
SLAA Ref	04/24/002
Site Name	Former Triangle Nursery
Address	Chaseways, Sawbridgeworth, CM21 0AS
Total Area (ha)	3.91
Development Area (ha)	3.9
Proposed Use	Residential

callforsites@eastherts.gov.uk

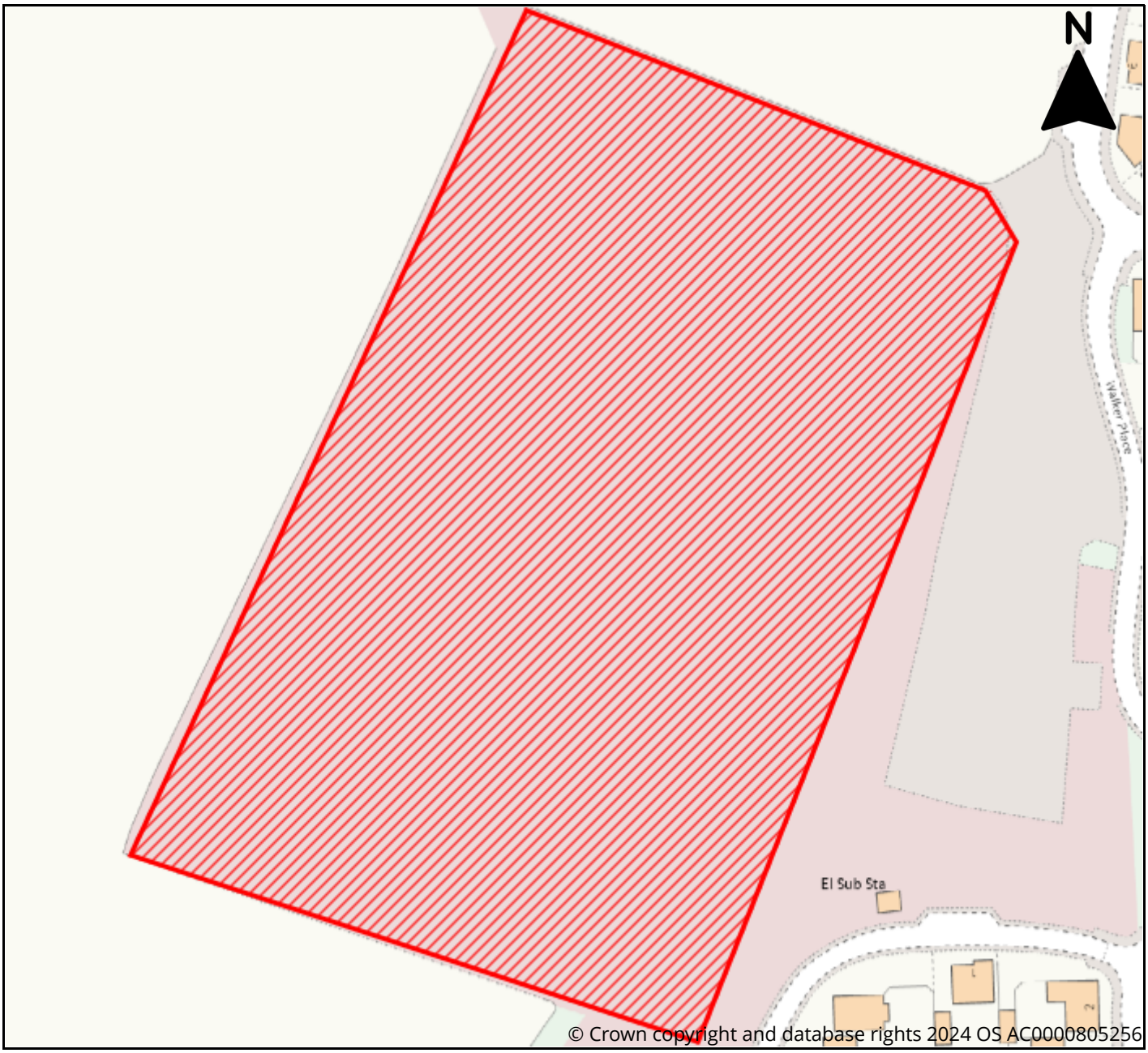
East Herts District Plan Review
Call for Sites 2024

Site Information

Reference Number	d0af0d73-b5b2-4949-91b0-429d3608c08c
SLAA Ref	04/24/003
Site Name	Land at Redricks Lane,
Address	Land at Redricks Lane, Sawbridgeworth, CM21 0RL
Total Area (ha)	2.09
Development Area (ha)	2.09
Proposed Use	Residential, Affordable Housing, Greenspace

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

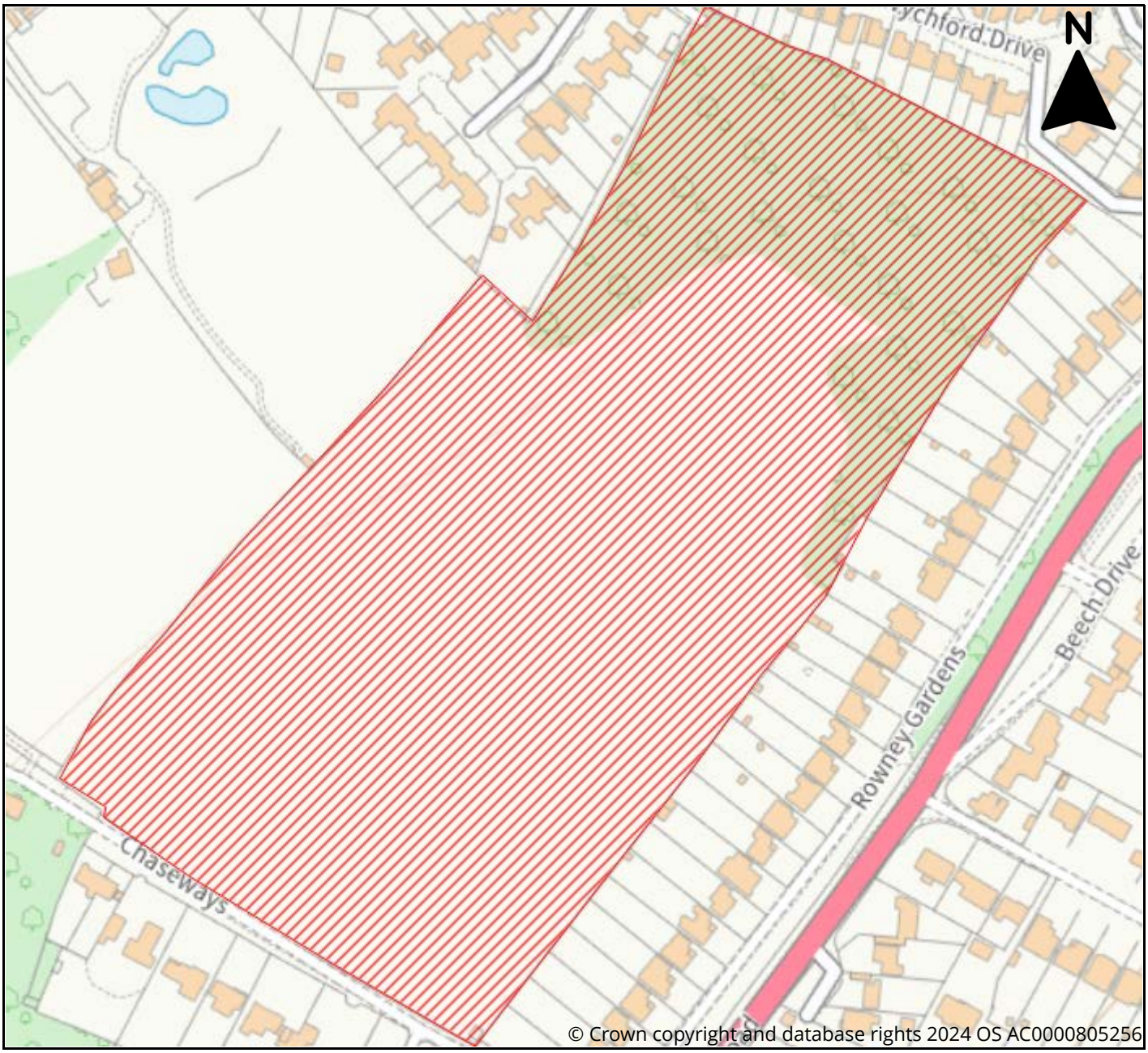


Site Information

Reference	73de0c14-495f-484d-b02f-06aa5b80a8b1
SLAA Ref	04/24/004
Site Name	Retained Land at Chalks Farm
Address	Retained Land at Chalks Farm, West Road, Sawbridgeworth
Total Area (ha)	2.34
Development Area (ha)	2
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

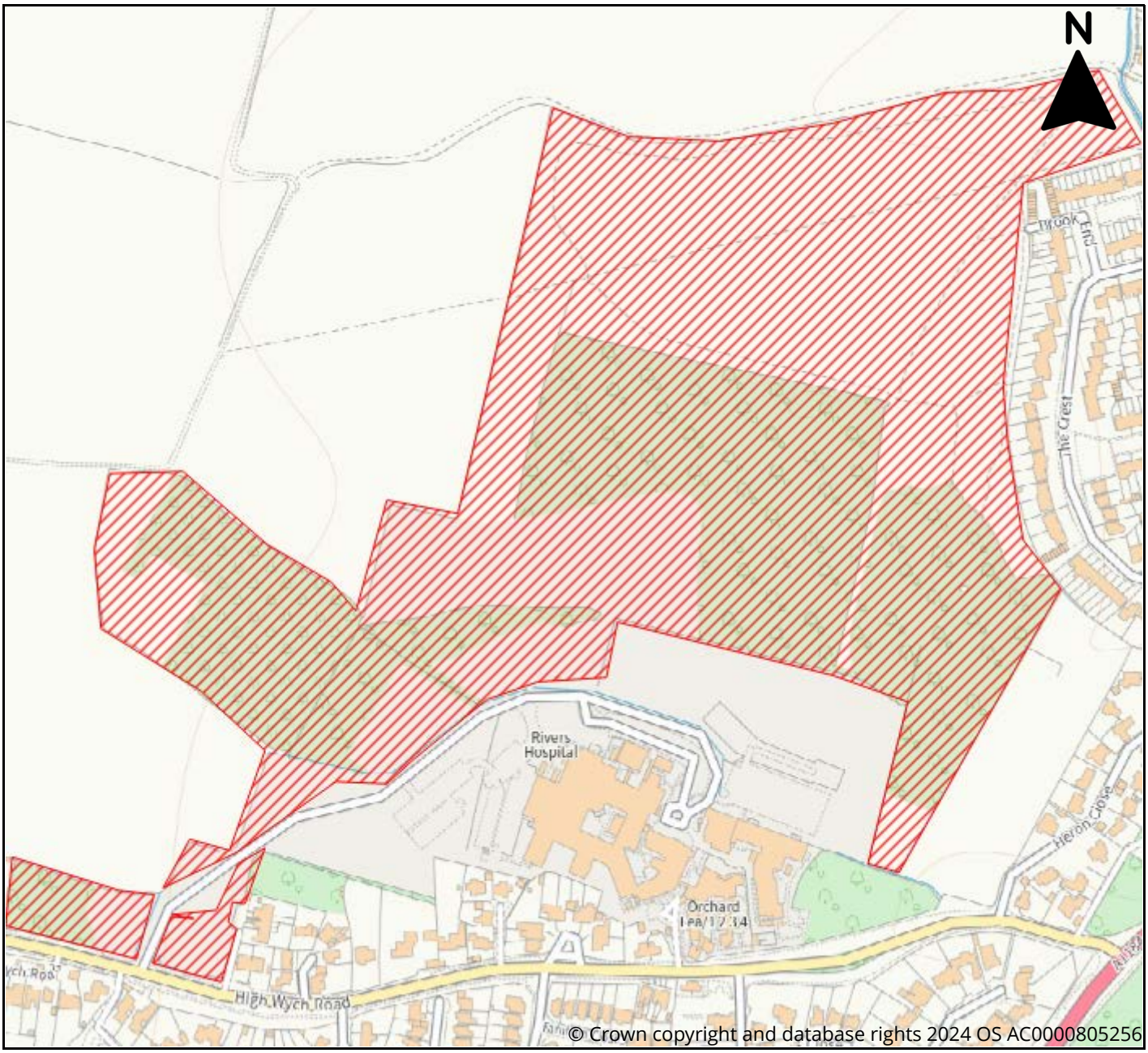


Site Information

Reference	2c3883c8-33f7-40a4-b221-c29ca6d678e4
SLAA Ref	04/24/005
Site Name	N/A
Address	Land South of Wychford Drive, Sawbridgeworth
Total Area (ha)	8.5
Development Area (ha)	8.5
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

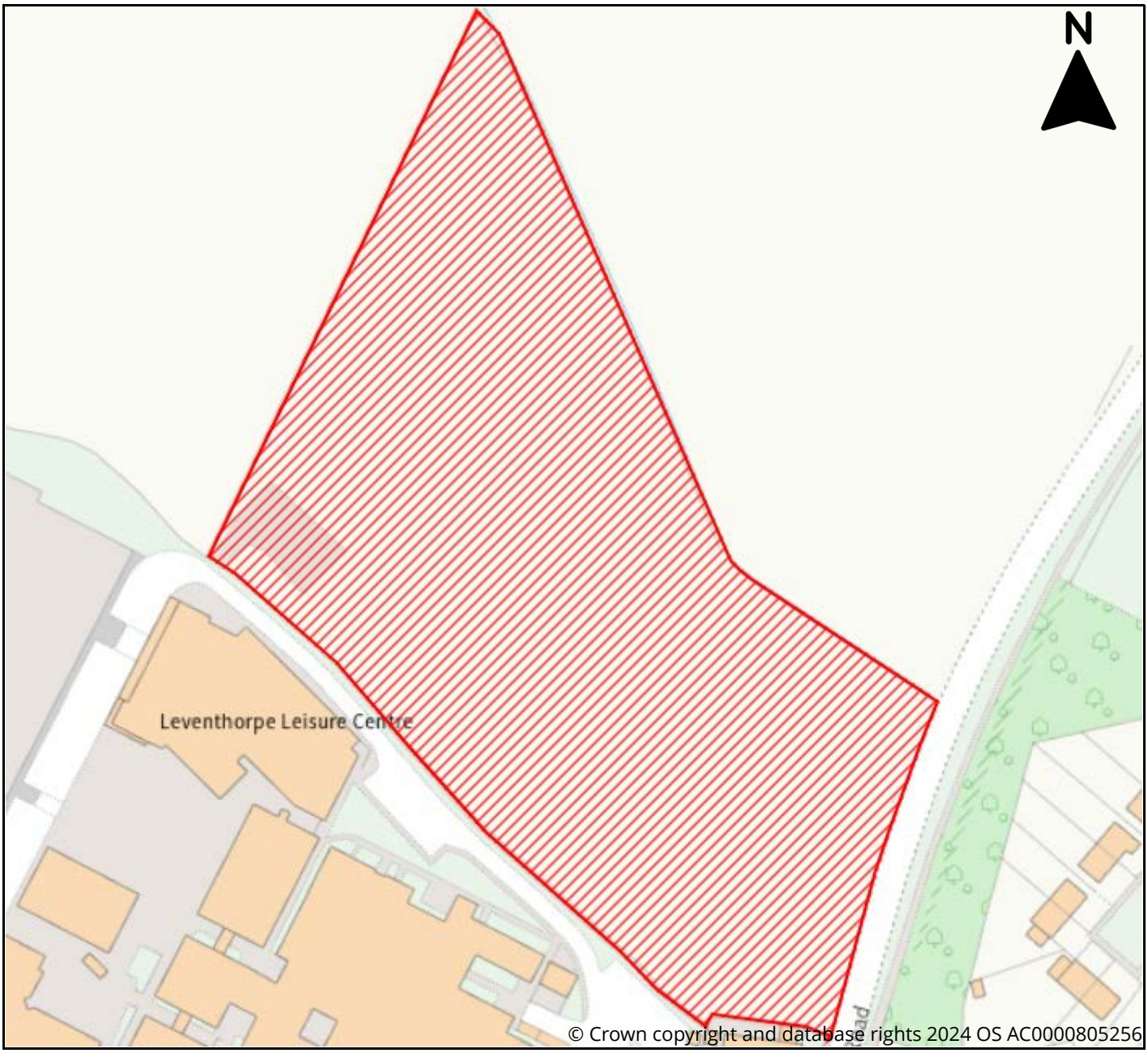


Site Information

Reference	7a51c99a-4f3f-47f7-8e12-ea89e2796ccb
SLAA Ref	04/24/006
Site Name	Land at Thomas Rivers
Address	High Wych Road, Sawbridgeworth, CM21 0AB
Total Area (ha)	21
Development Area (ha)	6.4
Proposed Use	Specialist Residential, Community Facility, Greenspace, Biodiversity Offset

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

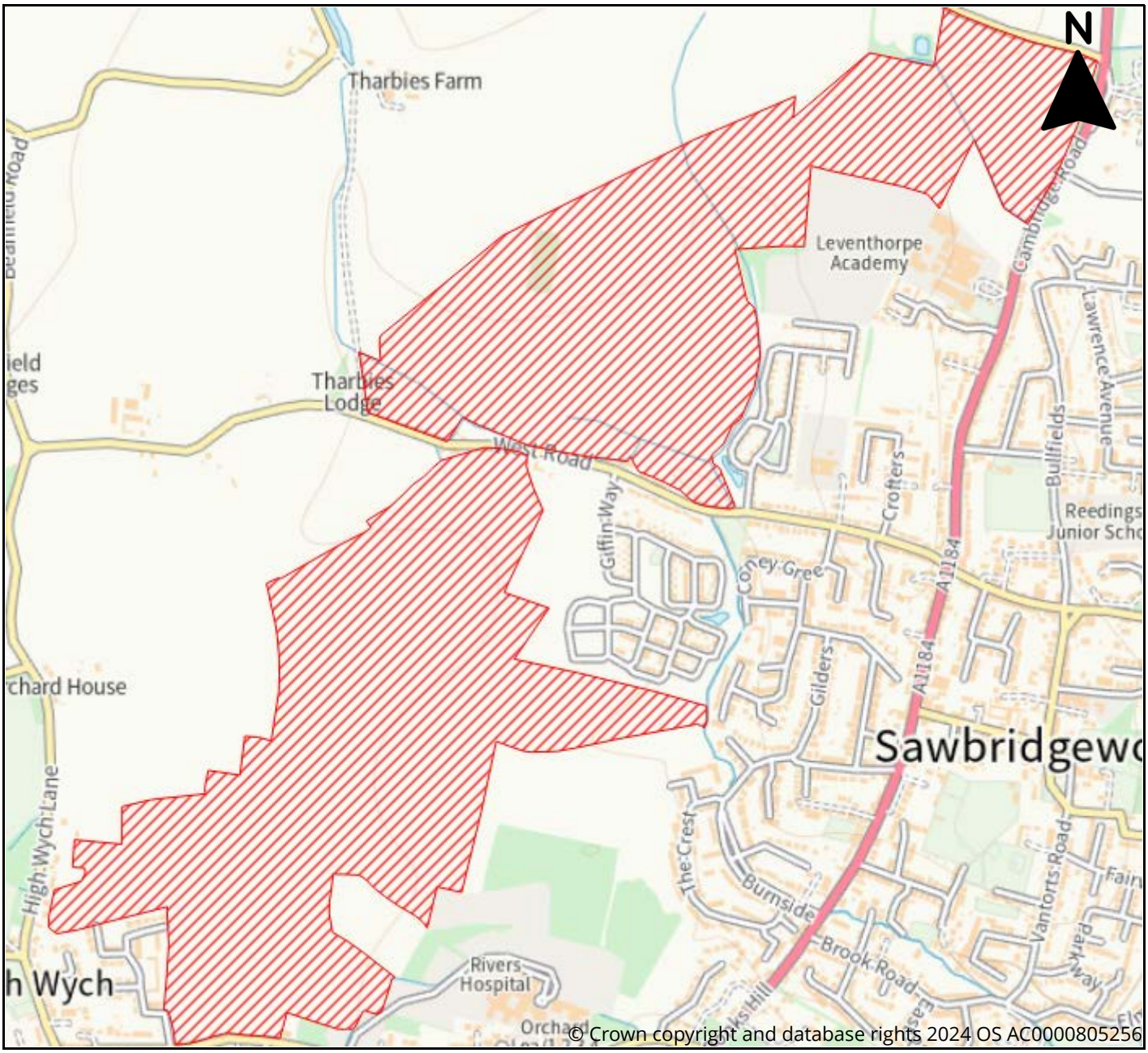


Site Information

Reference	33b5a36f-a593-4ab7-bf70-970b1fe3922d
SLAA Ref	04/24/007
Site Name	N/A
Address	Land North of Leventhorpe School, Sawbridgeworth
Total Area (ha)	1.87
Development Area (ha)	1.87
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

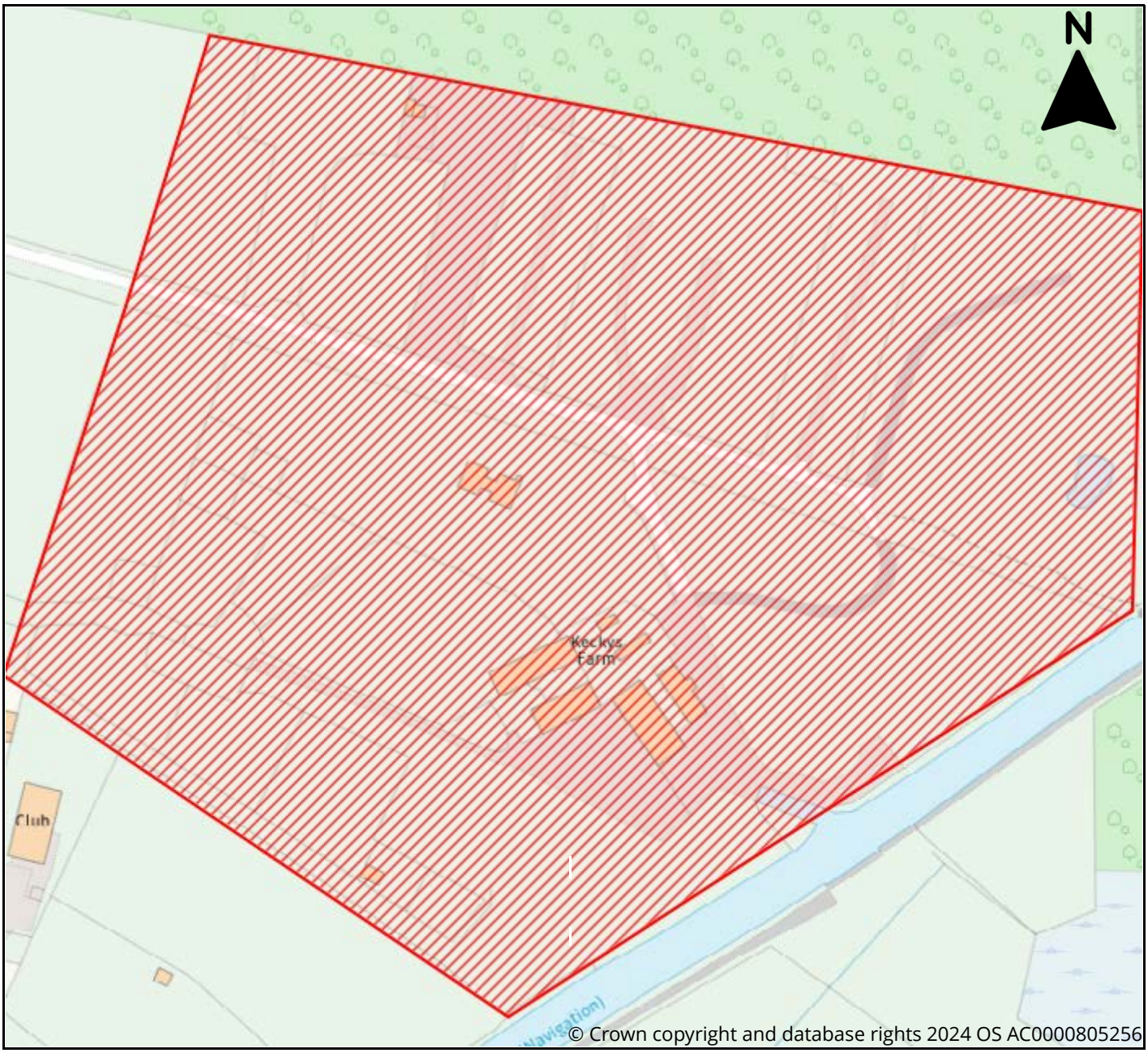


Site Information

Reference	a97f23d0-214d-4337-9e83-fa1aff2863ab
SLAA Ref	04/24/008
Site Name	Land West of Sawbridgeworth
Address	Land West of Sawbridgeworth
Total Area (ha)	112
Development Area (ha)	48
Proposed Use	Mixed Use

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

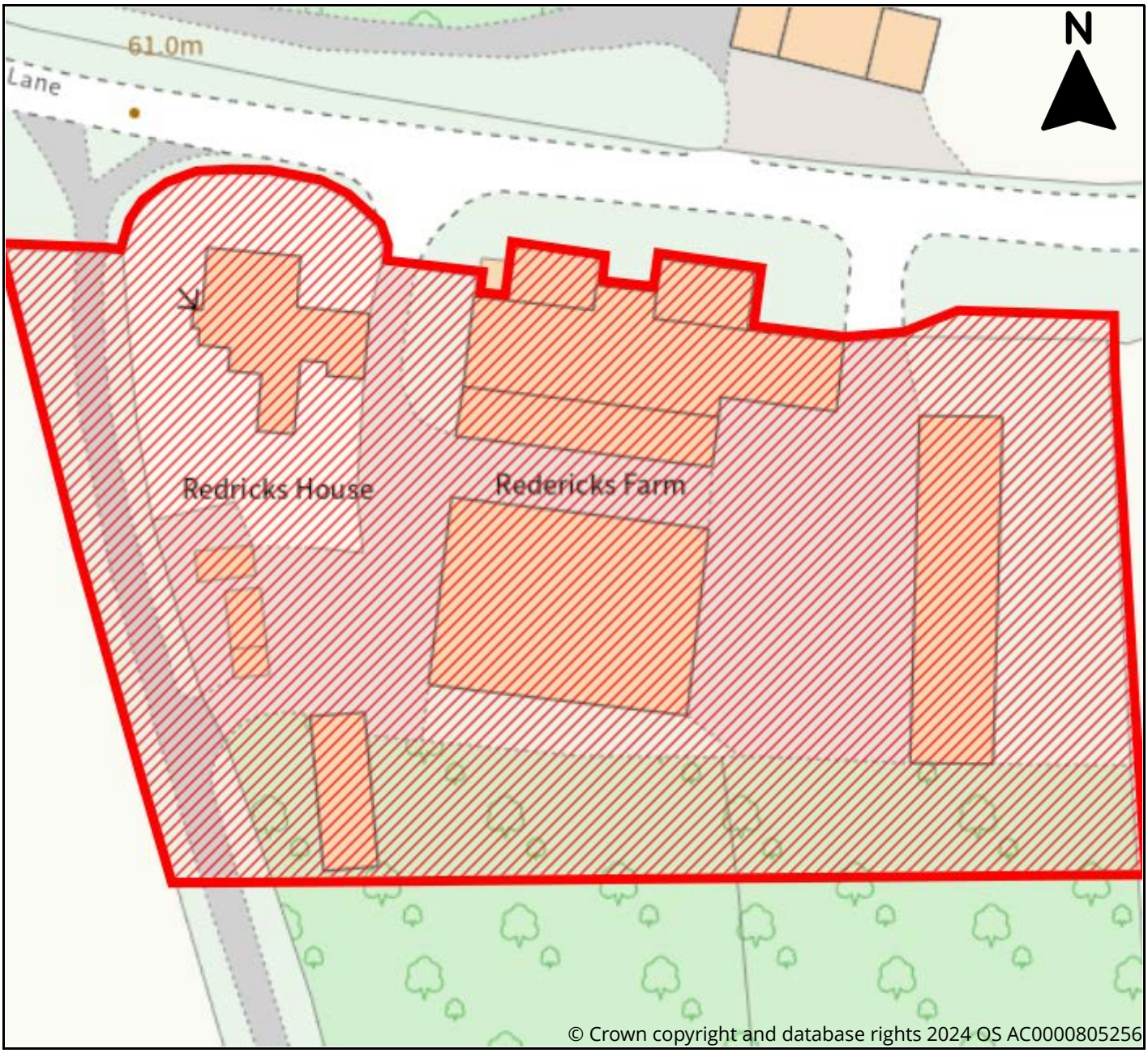


Site Information

Reference	5ff5b27a-17ef-4782-a302-f00e0e746acb
SLAA Ref	04/24/009
Site Name	Kecksy's Farm
Address	Cambridge Road, Sawbridgeworth, East Hertfordshire, CM21 9BZ
Total Area (ha)	5.95
Development Area (ha)	4.5
Proposed Use	Residential

callforsites@eastherts.gov.uk

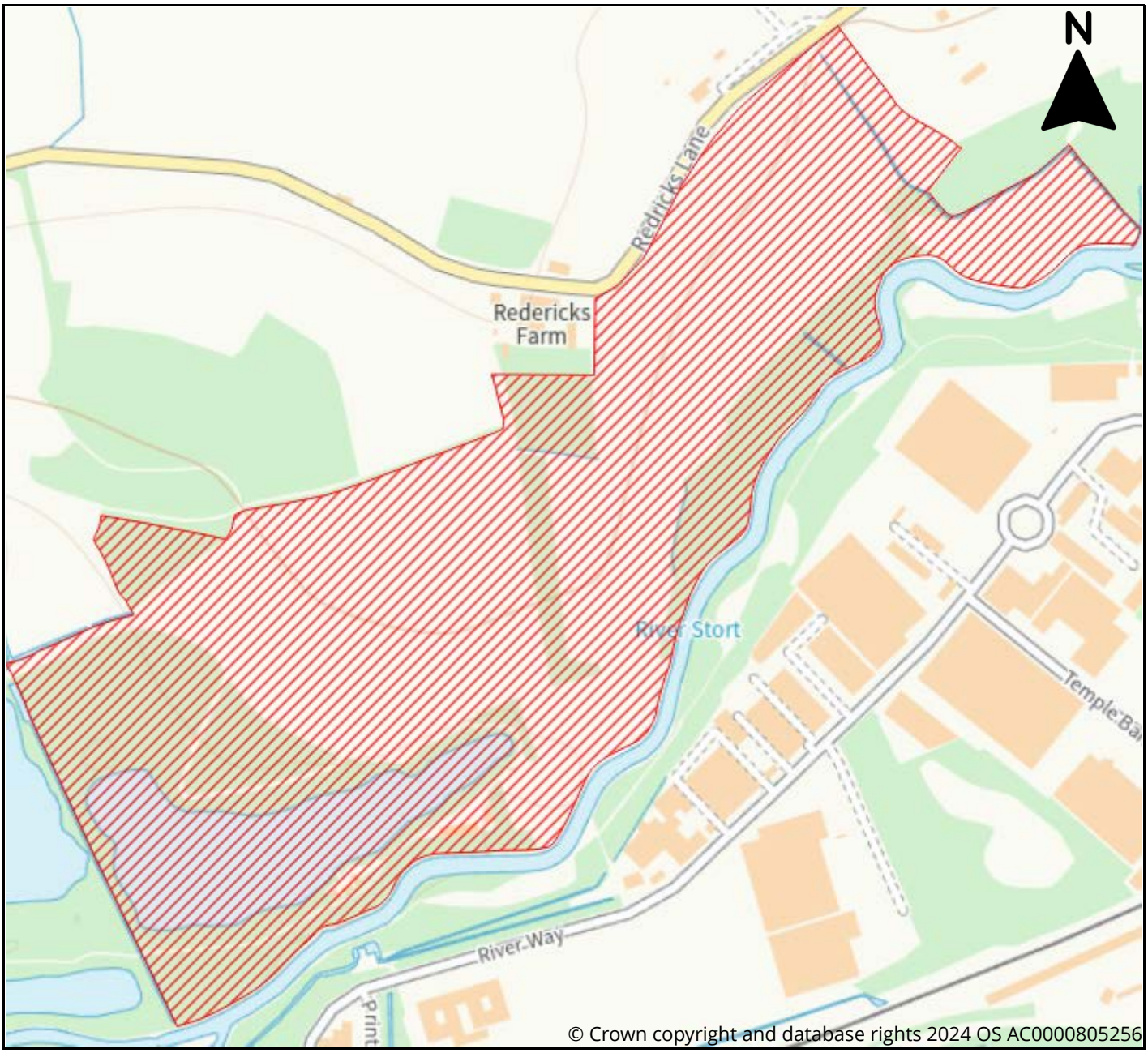
East Herts District Plan Review
Call for Sites 2024



Site Information	
Reference	fbc4d716-6420-4087-875f-8de5294c7390
SLAA Ref	04/24/010
Site Name	Redricks Employment Site, under land title HD432408
Address	Redricks Farm, Redricks Lane, Sawbridgeworth, CM21 0RL
Total Area (ha)	0.78
Development Area (ha)	0.78
Proposed Use	Employment, Renewable Energy

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

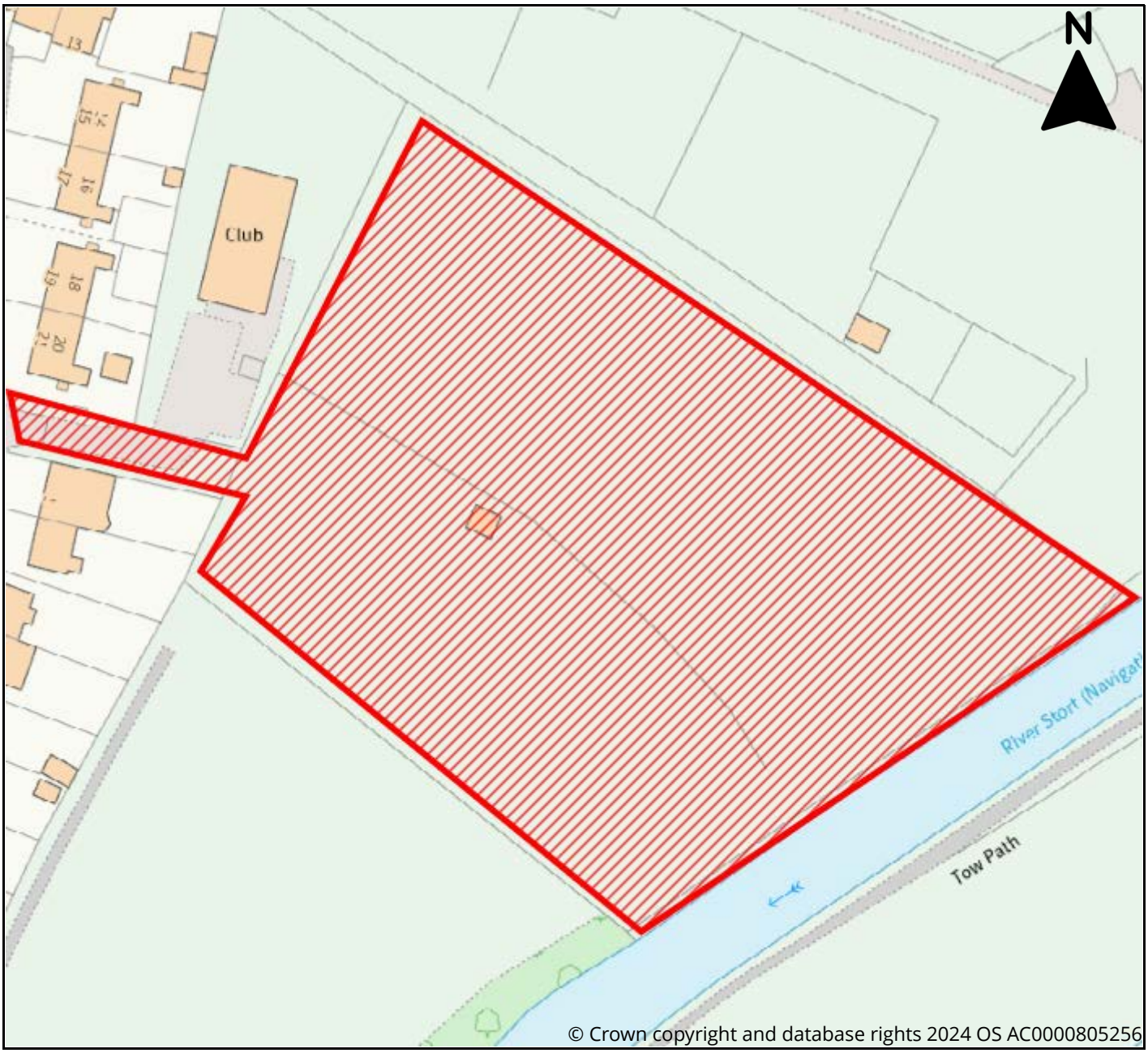


Site Information

Reference	31b1ddf1-365f-471c-a501-490d815633c0
SLAA Ref	04/24/011
Site Name	Land at Redricks Farm, title numbers HD441060 and HD432408
Address	Land at Redricks Farm, Redricks Lane, Sawbridgeworth, CM21 0RL
Total Area (ha)	34.64
Development Area (ha)	29
Proposed Use	Residential, Affordable Housing, Community Facility, Leisure & Recreation, Retail, Employment, Renewable Energy, Greenspace

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

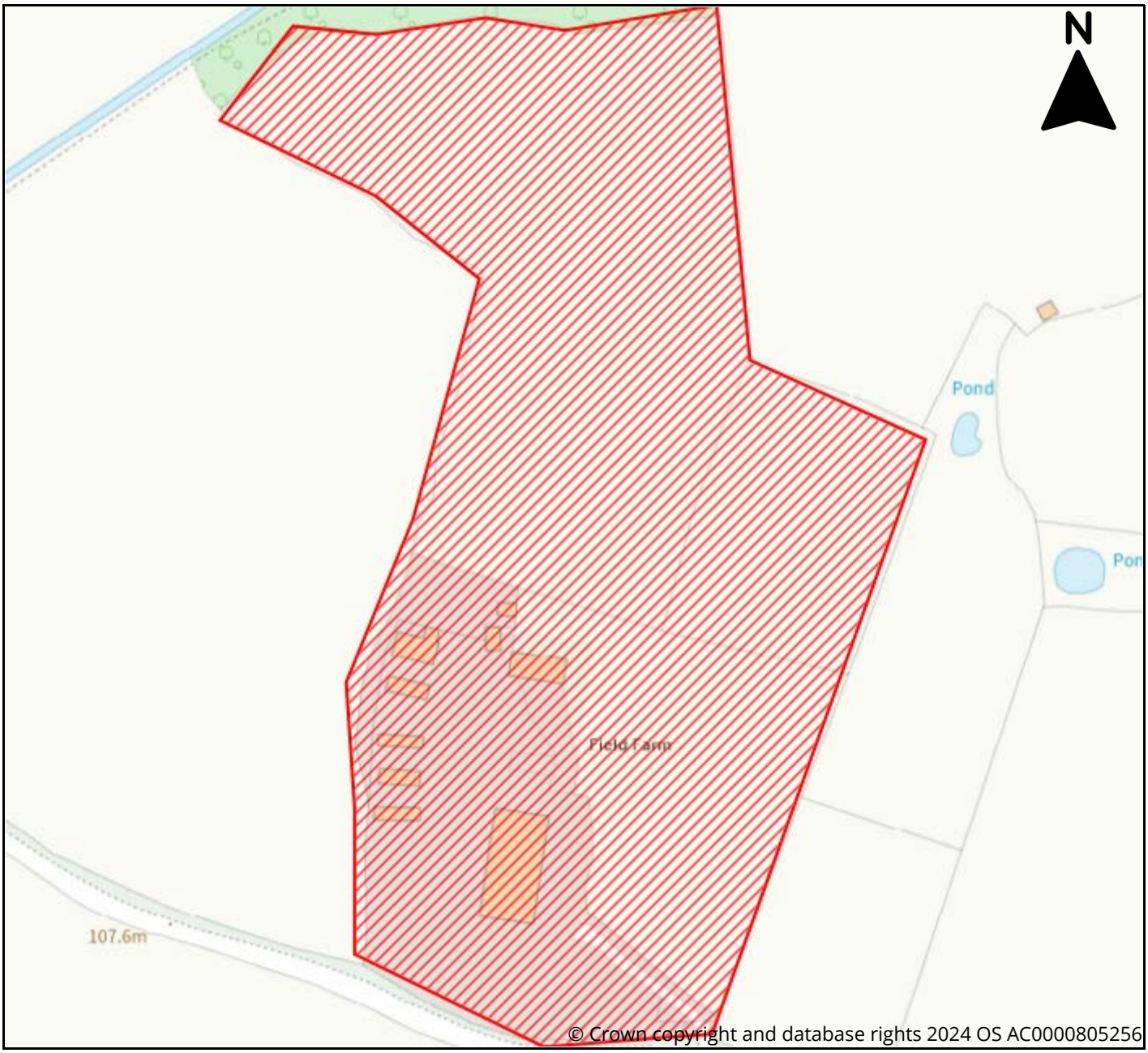


Site Information

Reference	c363a092-3765-446d-9f62-bdbaf7cfd39a
SLAA Ref	04/24/012
Site Name	Grazing Land at Reedings Way
Address	Grazing Land at Reedings Way, Sawbridgeworth, CM21 9DT
Total Area (ha)	0.92
Development Area (ha)	0.92
Proposed Use	Community Facility, Leisure & Recreation, Greenspace, Biodiversity Offset

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

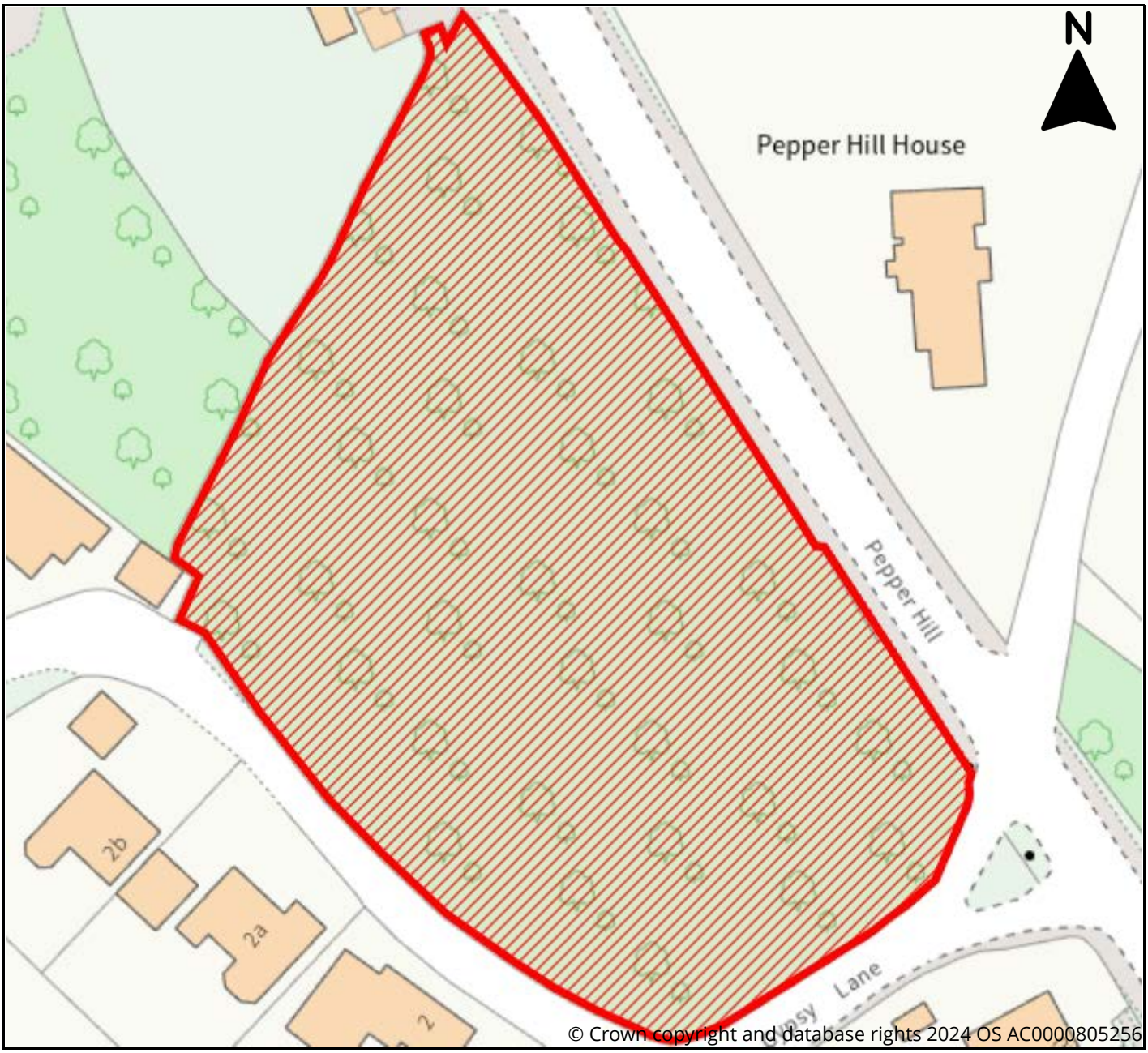


Site Information

Reference	28070ee4-a1a0-4103-b3f0-10040aeb51c2
SLAA Ref	05/24/001
Site Name	Field Farm
Address	Field Farm, Levens Green, Ware
Total Area (ha)	4.04686
Development Area (ha)	4.04686
Proposed Use	Residential, Gypsies & Travellers, Park Homes

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



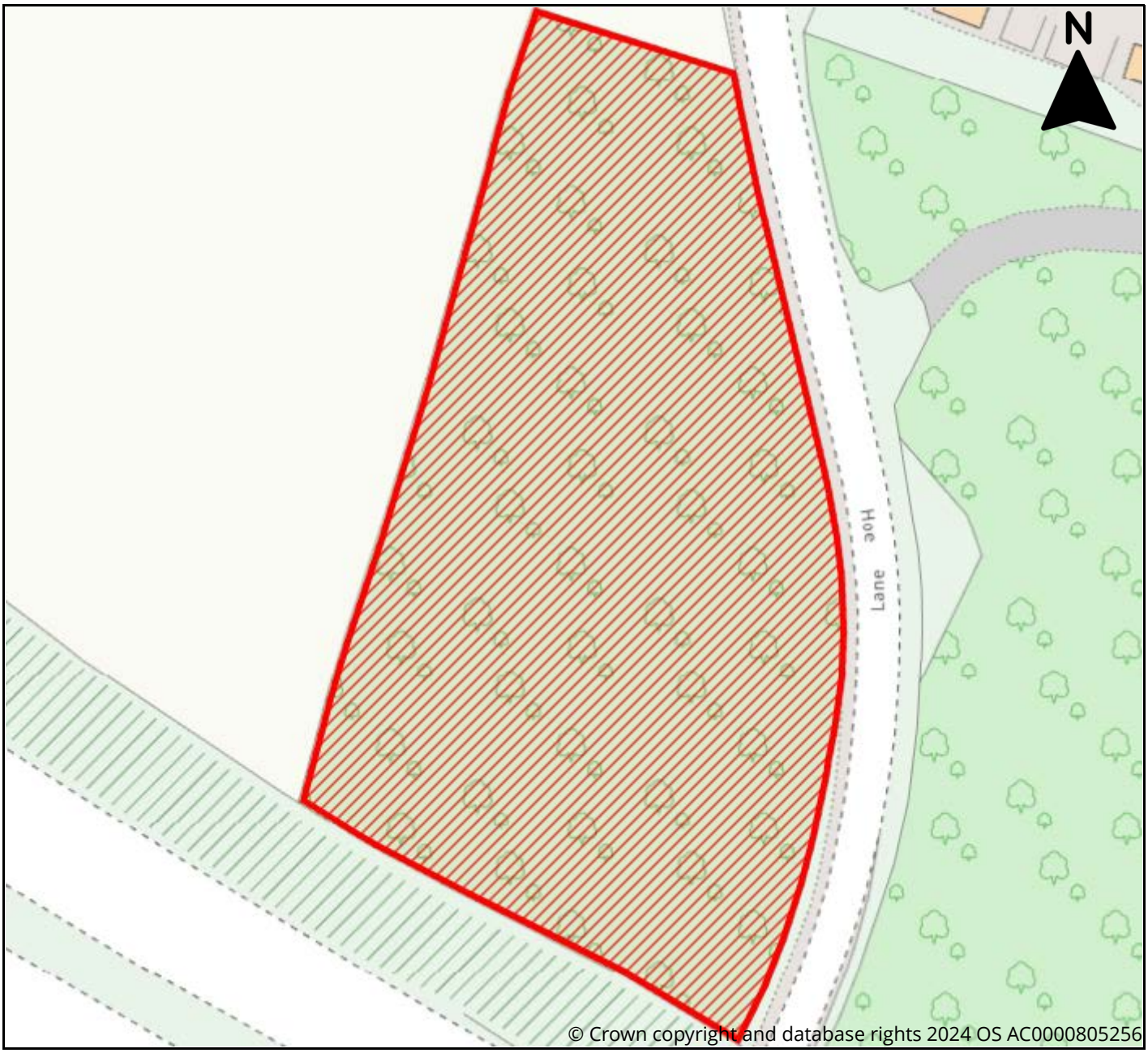
© Crown copyright and database rights 2024 OS AC0000805256

Site Information

Reference	f94814a5-50e8-42df-9fb0-6cb96a984be1
SLAA Ref	05/24/002
Site Name	Pepper Hill
Address	Gypsy Lane Ware, Hertfordshire, SG12 9RQ
Total Area (ha)	0.6
Development Area (ha)	0.6
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

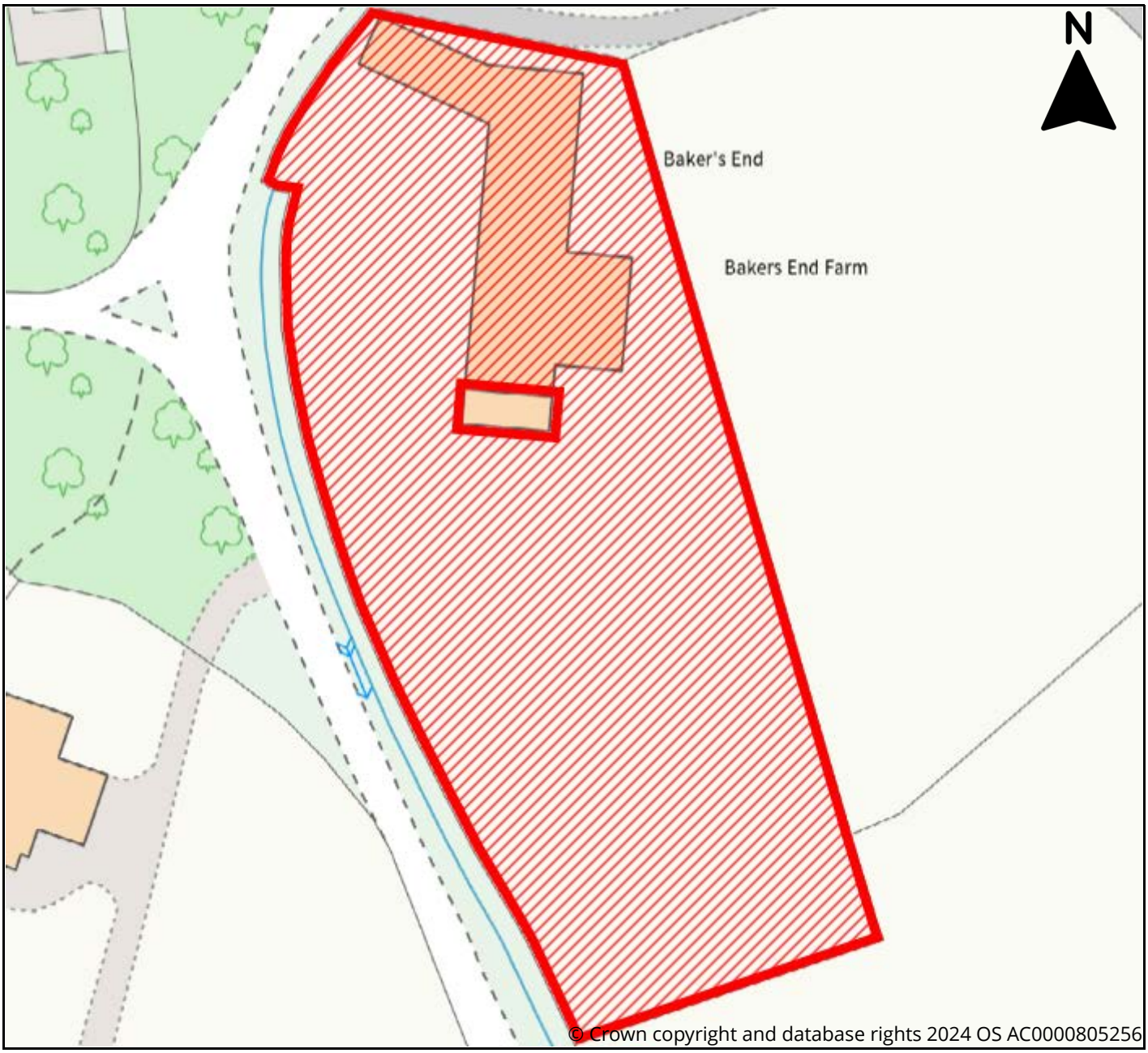


Site Information

Reference	4cf3ca6d-9417-47c1-9a1e-9c3506804b22
SLAA Ref	05/24/003
Site Name	Land on the west side of Hoe Lane, adjacent to the A10
Address	Hoe Lane, Ware, Hertfordshire, SG12 9NZ
Total Area (ha)	0.74
Development Area (ha)	0.74
Proposed Use	Residential, Affordable Housing, Specialist Residential, Gypsies & Travellers, Travelling Show, Park Homes

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

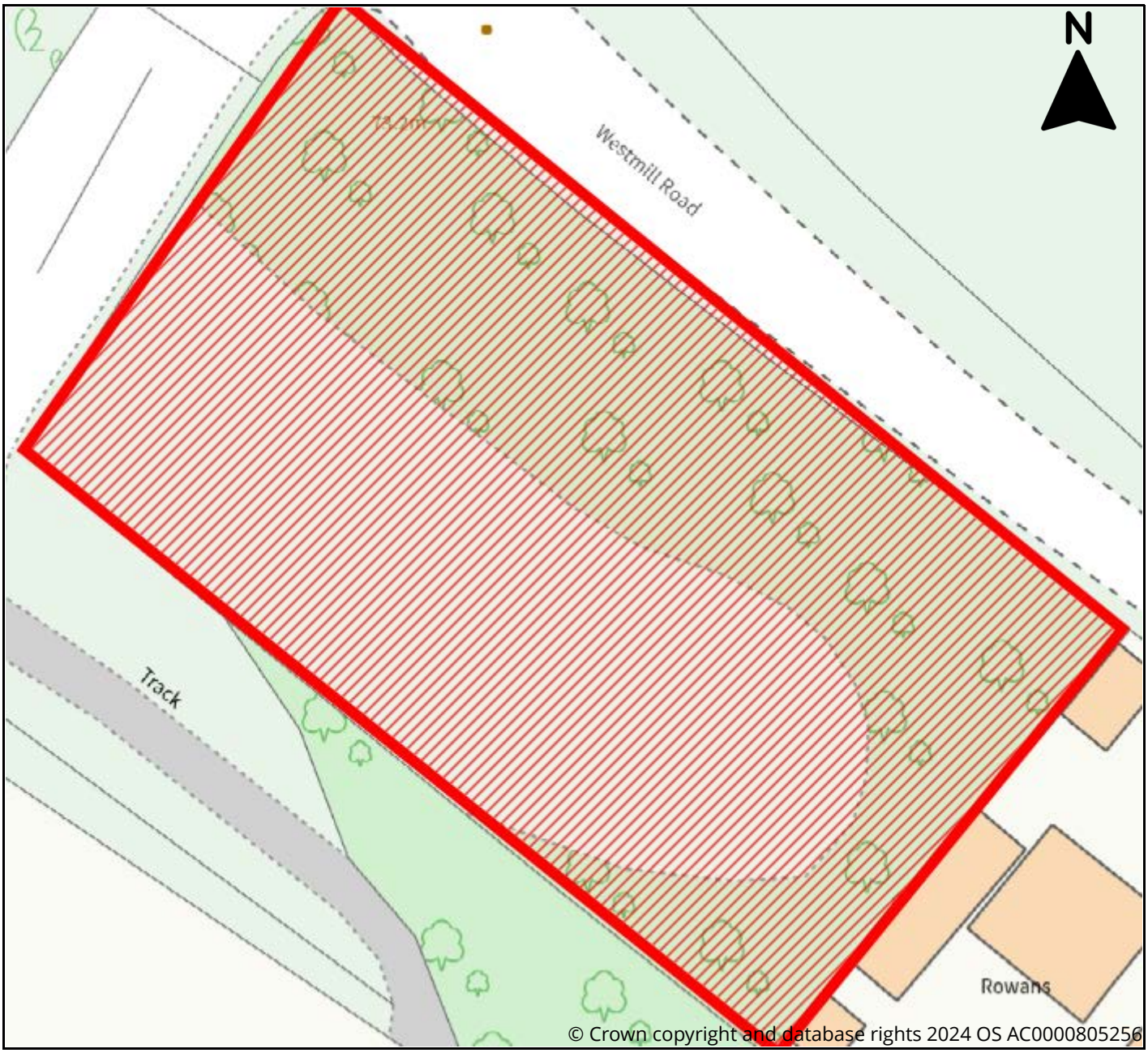


Site Information

Reference	149b5b26-2c2a-4b64-bfd6-fc0af8e3827c
SLAAA Ref	05/24/004
Site Name	Bakers End Farm
Address	Bakers End Farm, Bakers End, Wareside, Ware SG12 7SH
Total Area (ha)	6.88
Development Area (ha)	6.88
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

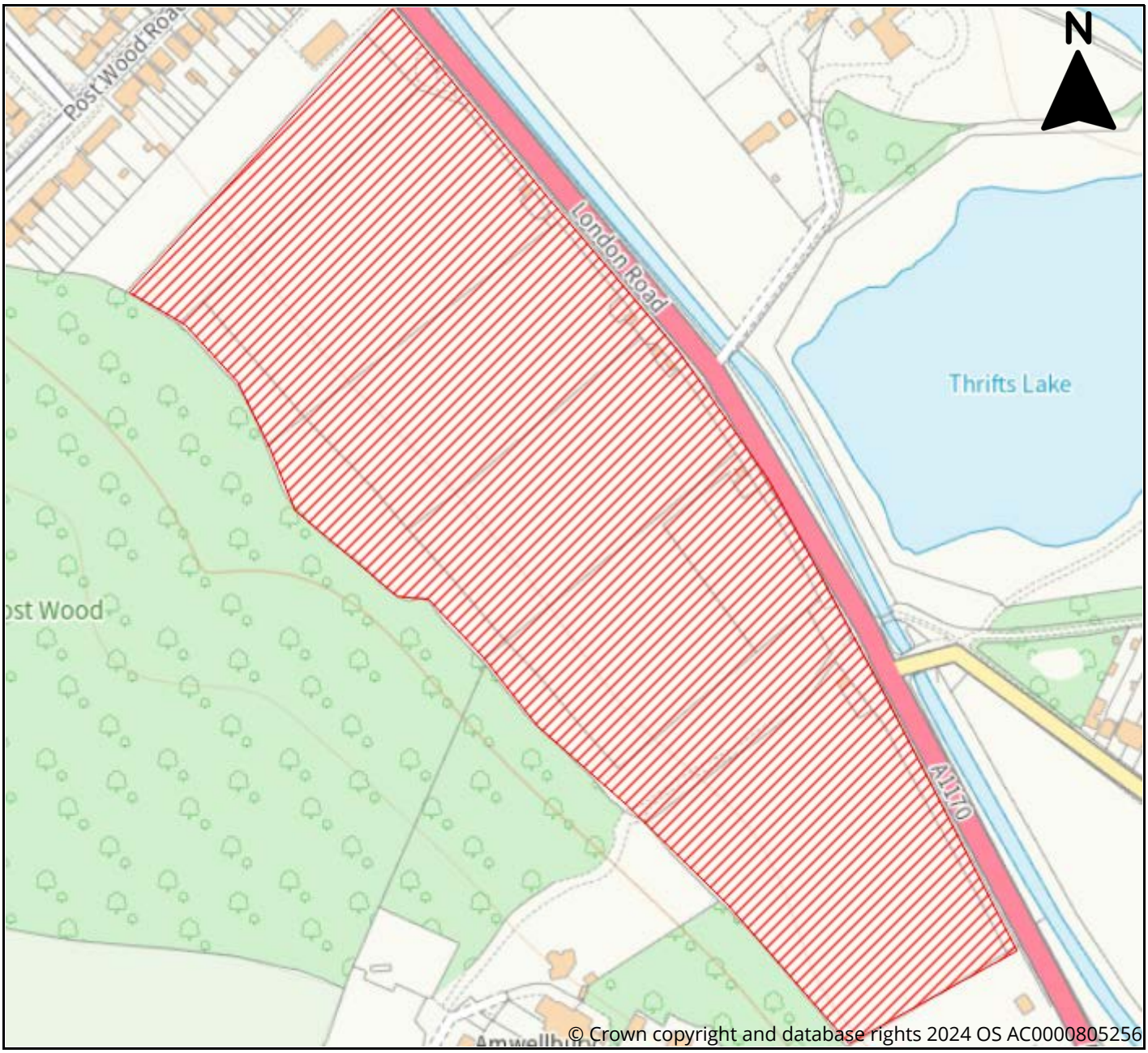


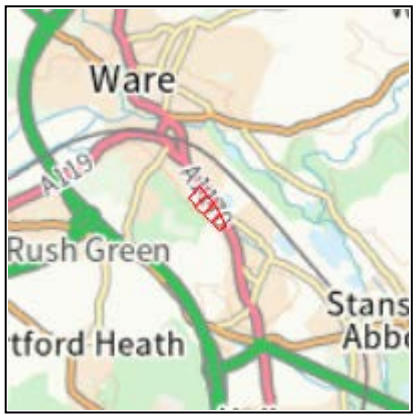
Site Information

Reference	a87a2dc8-dbab-4dc6-8590-9f59520b22b7
SLAA Ref	05/24/005
Site Name	Land Adjoining Westmill Road
Address	Westmill Road, Ware, SG12 0EW
Total Area (ha)	0.4
Development Area (ha)	0.4
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



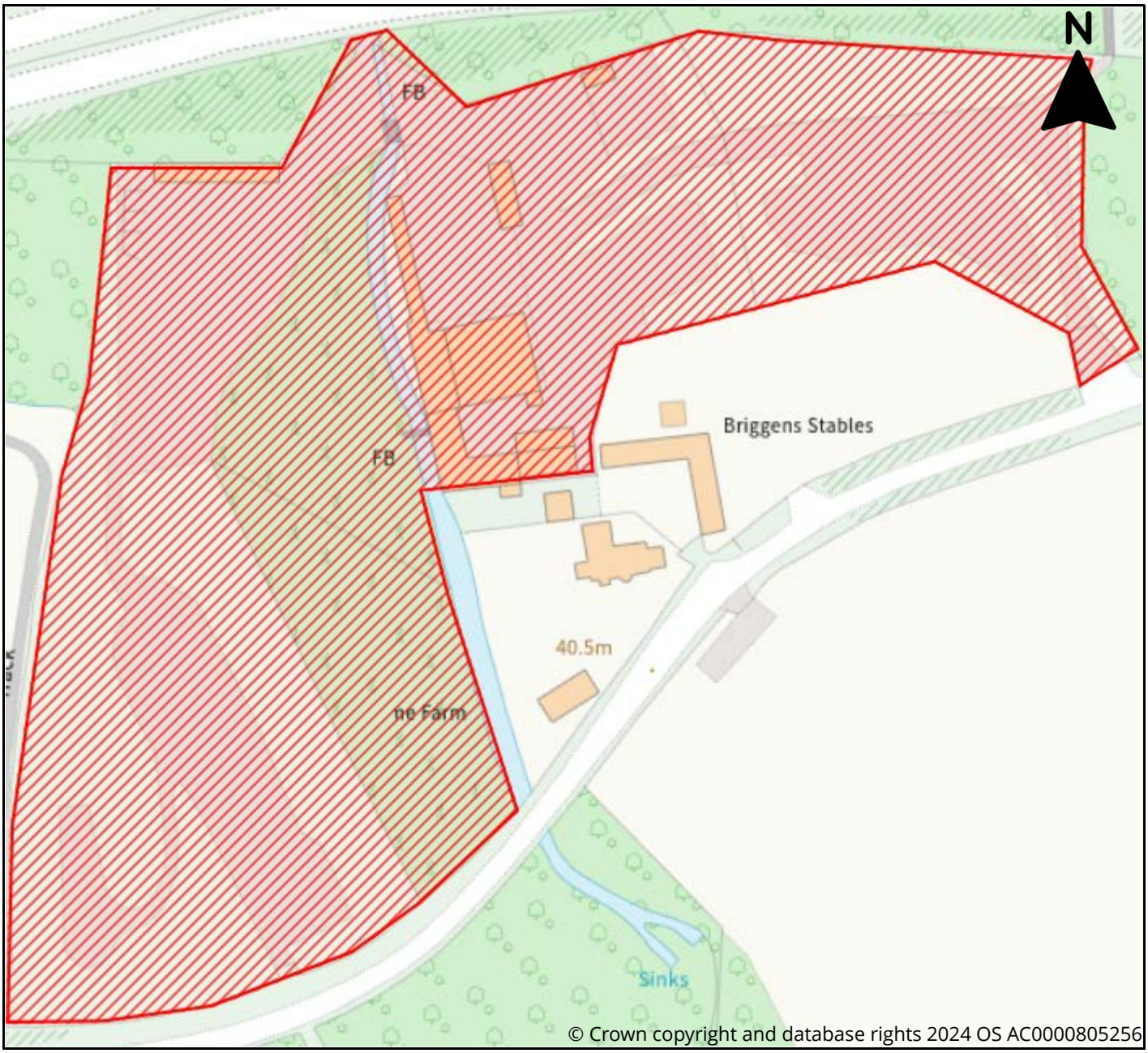


Site Information

Reference	6dd8f316-7cf2-4ac2-9079-ca54df384ec4
SLAA Ref	05/24/006
Site Name	Land West of London Road
Address	Land West of London Road, Ware, Hertfordshire, SG12 9QT
Total Area (ha)	8.08
Development Area (ha)	4
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

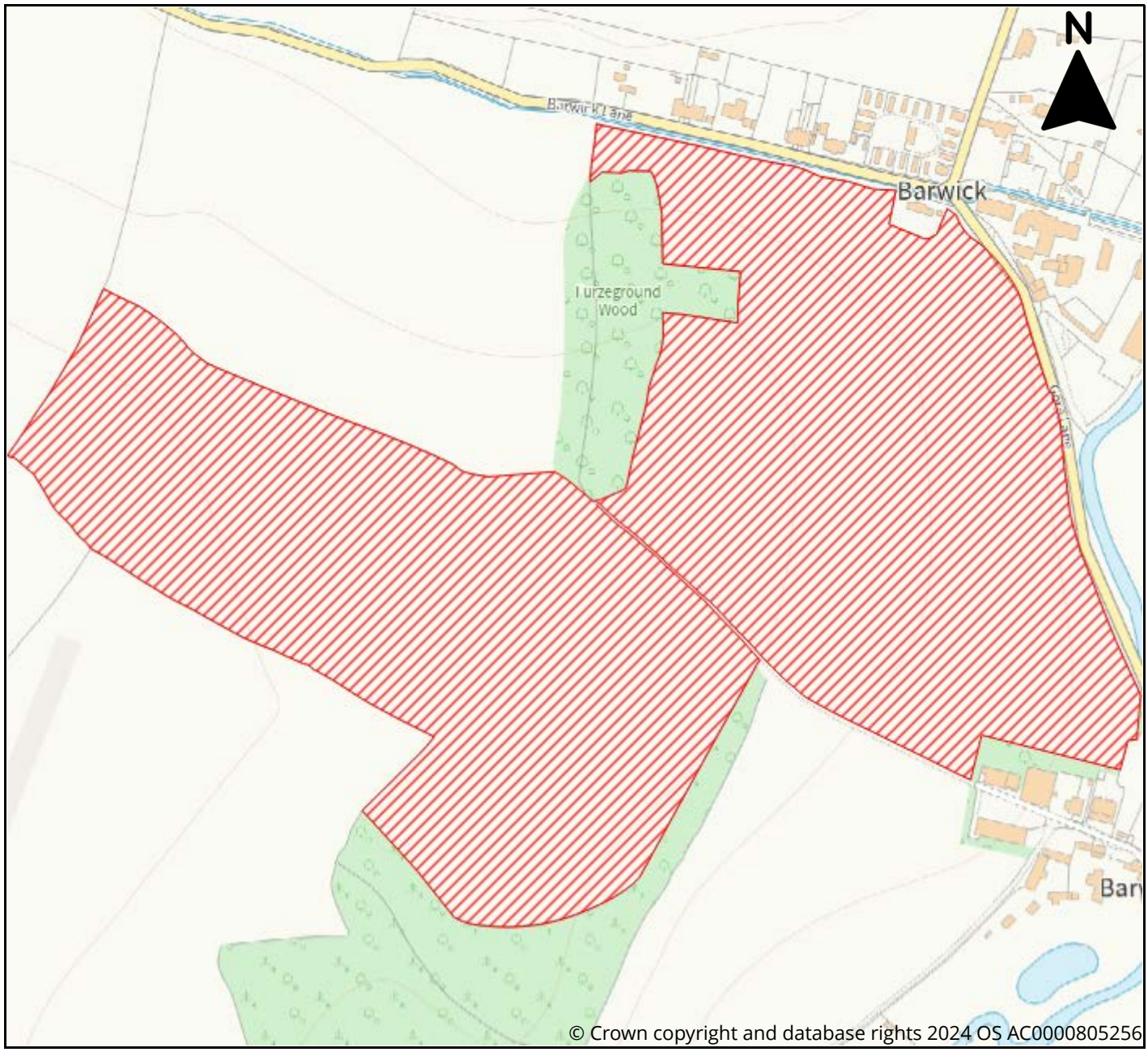


Site Information

Reference	365299e8-70f4-4c98-88b9-5d736a788473
SLAA Ref	05/24/007
Site Name	414 Fencing
Address	Briggens Park, Ware, SG12 8LD
Total Area (ha)	3
Development Area (ha)	3
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

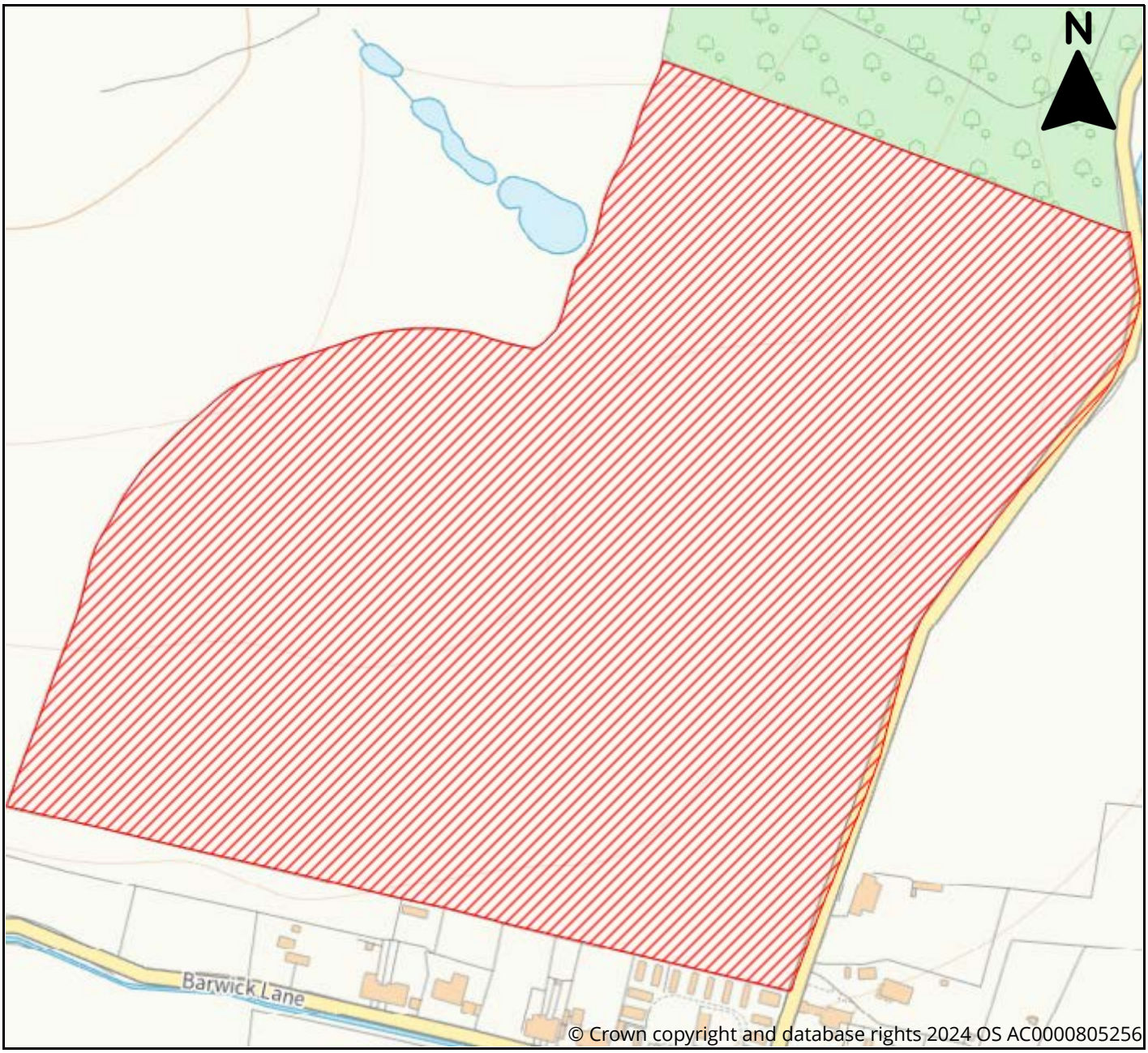


Site Information

Reference	e3752032-0920-41d6-a6c9-db87d2c6d40d
SLAA Ref	05/24/008
Site Name	Land rear Barwick Yard
Address	Barwick Farm, Barwick Ford, Ware, SG11 1DB
Total Area (ha)	12.8374
Development Area (ha)	12.8374
Proposed Use	Employment

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

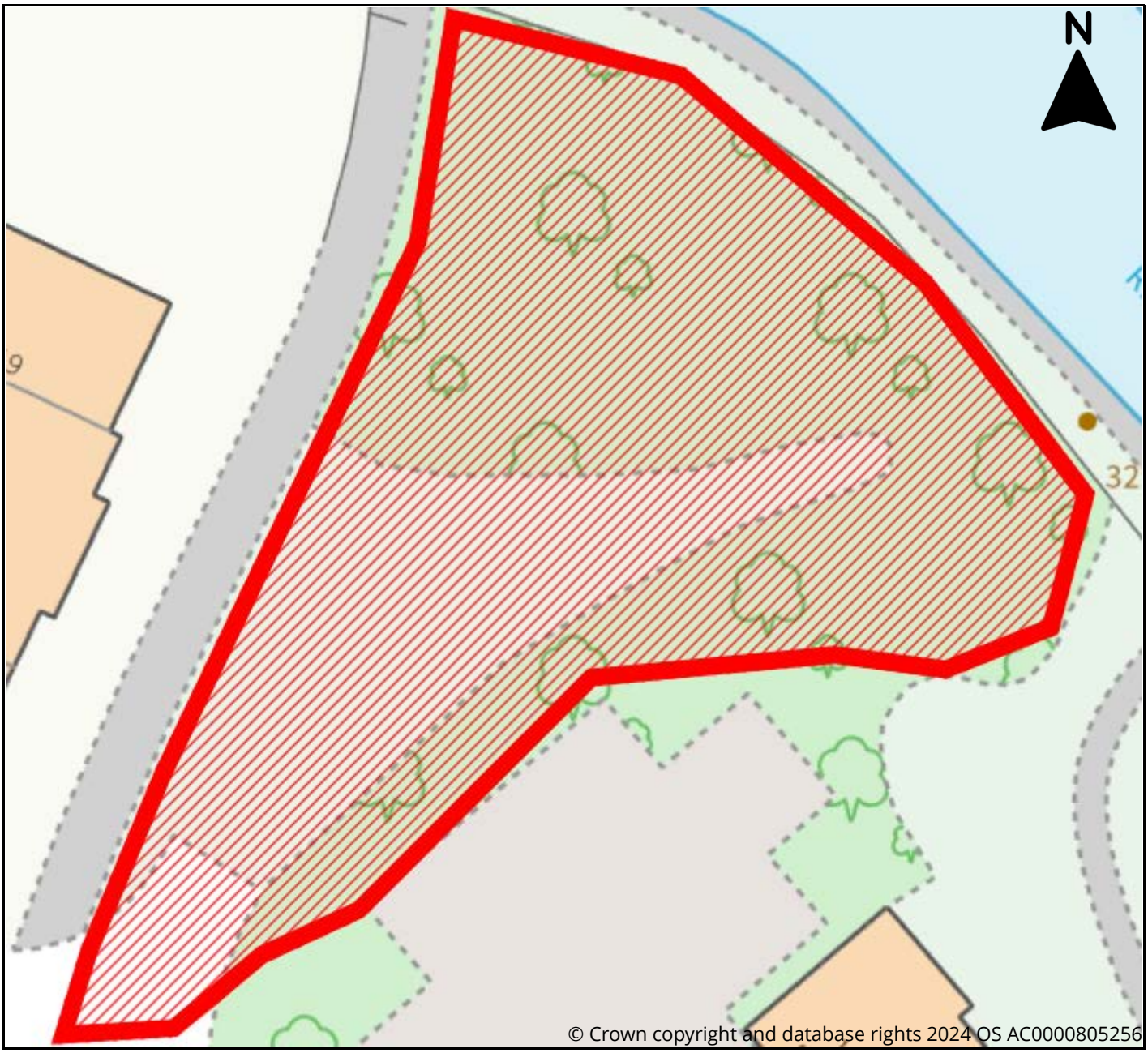


Site Information

Reference	47ed1663-80a6-4662-a368-885908a4928f
SLAA Ref	05/24/009
Site Name	Caravan Field
Address	Caravan Field, Barwick, Ware, SG11 1DA
Total Area (ha)	16.1389
Development Area (ha)	16.1389
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

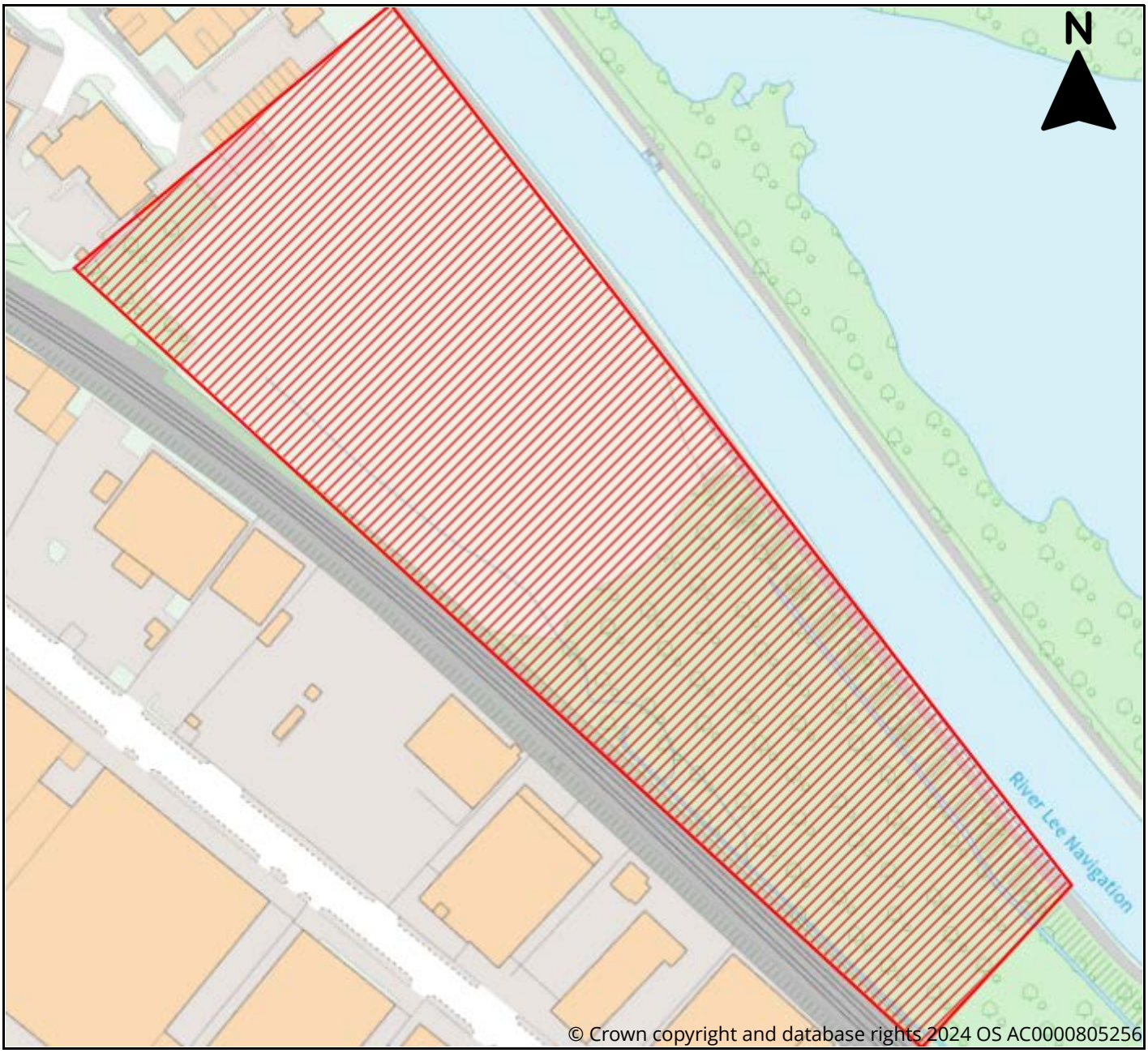


Site Information

Reference	b61dcb61-a1d7-4e7d-8181-23fce40d73de
SLAA Ref	05/24/010
Site Name	Land at Crane Mead
Address	Land at Crane Mead, Ware
Total Area (ha)	0.15
Development Area (ha)	0.15
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	1d828671-366f-4da7-af69-654844b35c3d
SLAA Ref	05/24/011
Site Name	Land east of Crane Mead
Address	Land east of Crane Mead, Ware
Total Area (ha)	3.2
Development Area (ha)	3.2
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

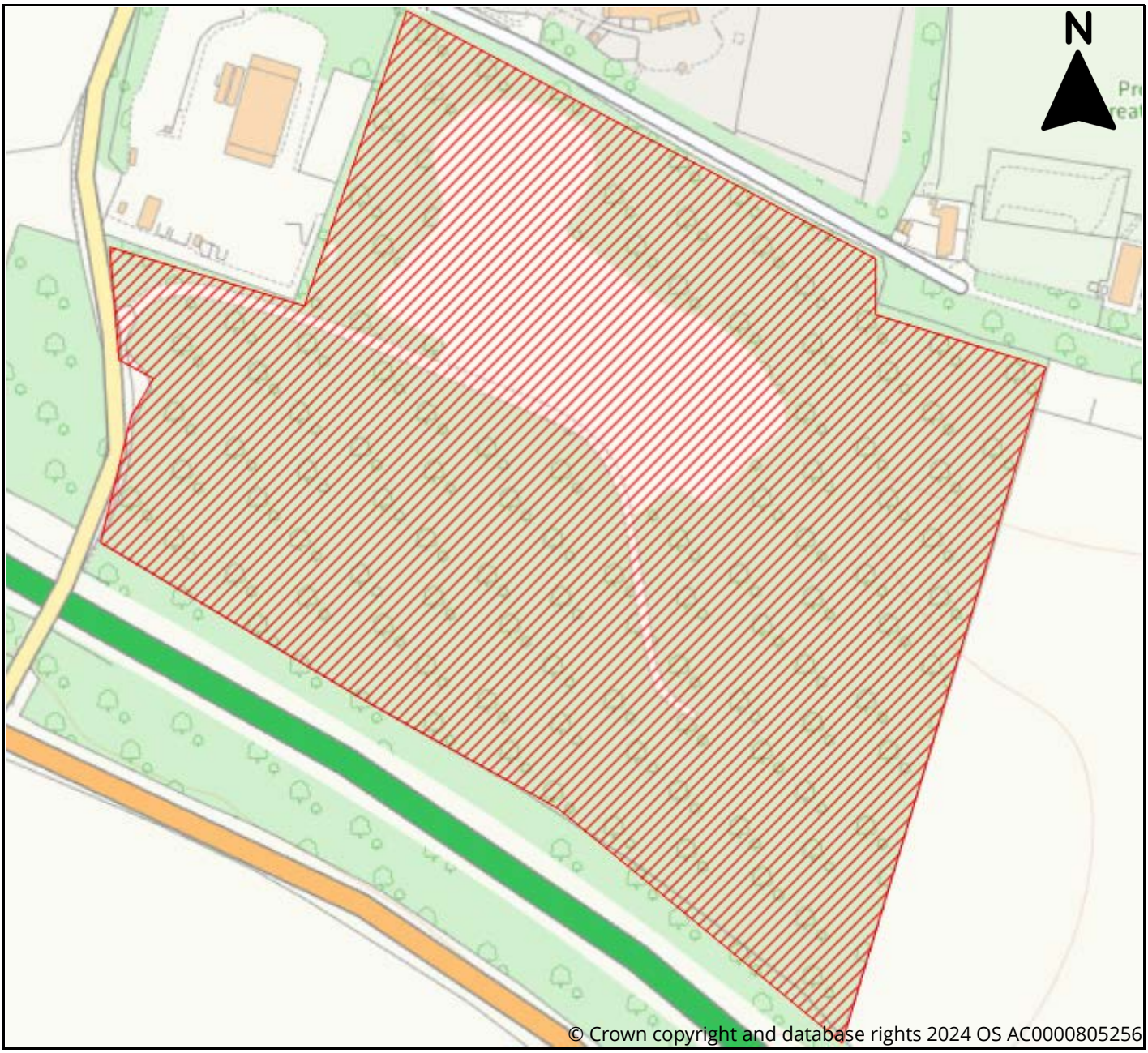
East Herts District Plan Review
Call for Sites 2024

Site Information

Reference	e883d98d-5522-4da4-9146-f3c0d147cfac
SLAA Ref	05/24/012
Site Name	Land at Chadwell Springs Golf Course, within title number HD463486
Address	Chadwell Spring Golf Centre, Hertford Road, Ware, SG12 9LE
Total Area (ha)	4
Development Area (ha)	2.4
Proposed Use	Residential, Affordable Housing, Renewable Energy, Greenspace

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

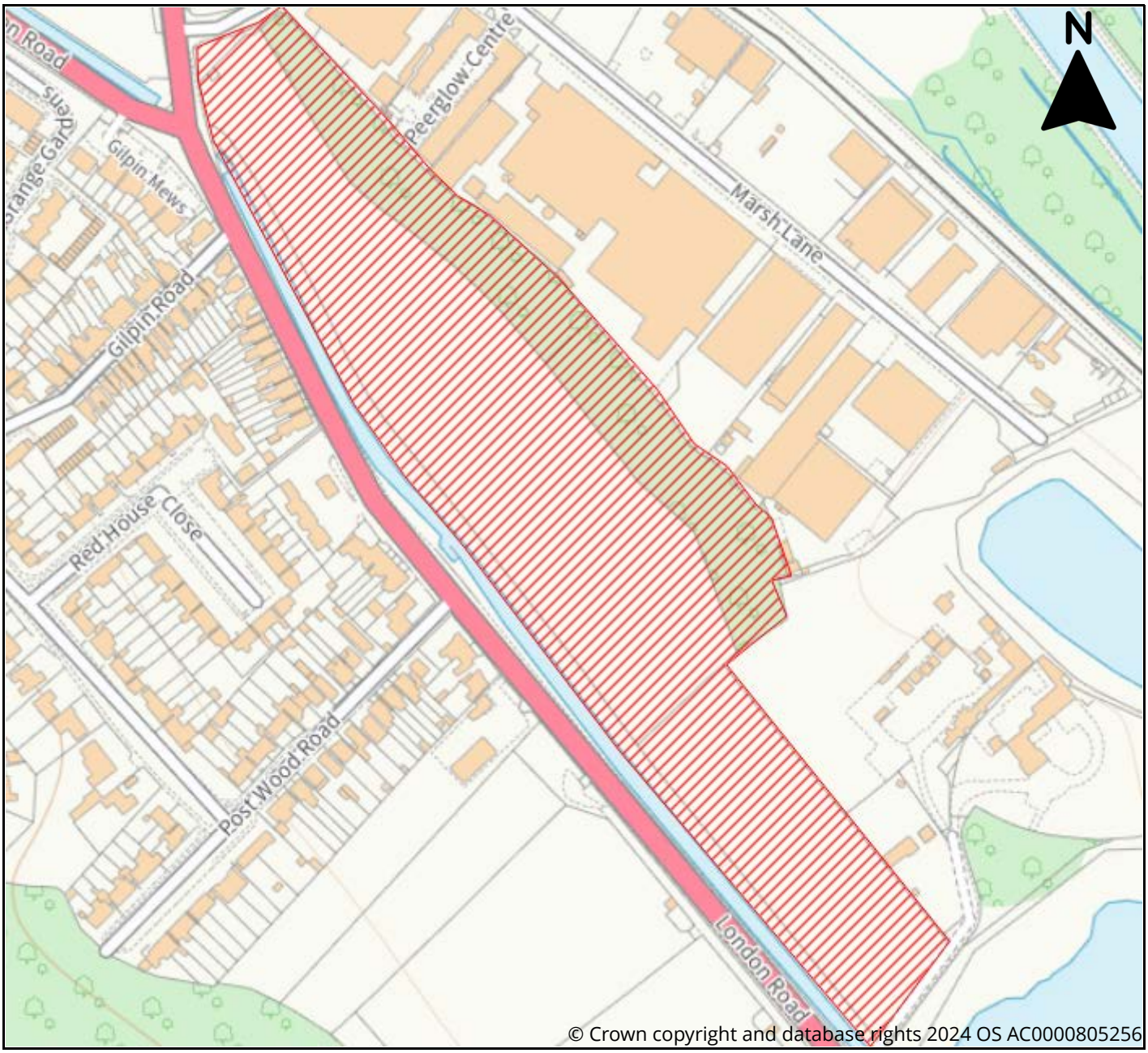


Site Information

Reference Number	569e80fe-76c5-4542-91c9-234c98c2d08a
SLAA Ref	05/24/013
Site Name	Presdales Pit
Address	Presdales Pit, Hoe Lane, Ware, SG12 9PD
Total Area (ha)	11.5
Development Area (ha)	5.8
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

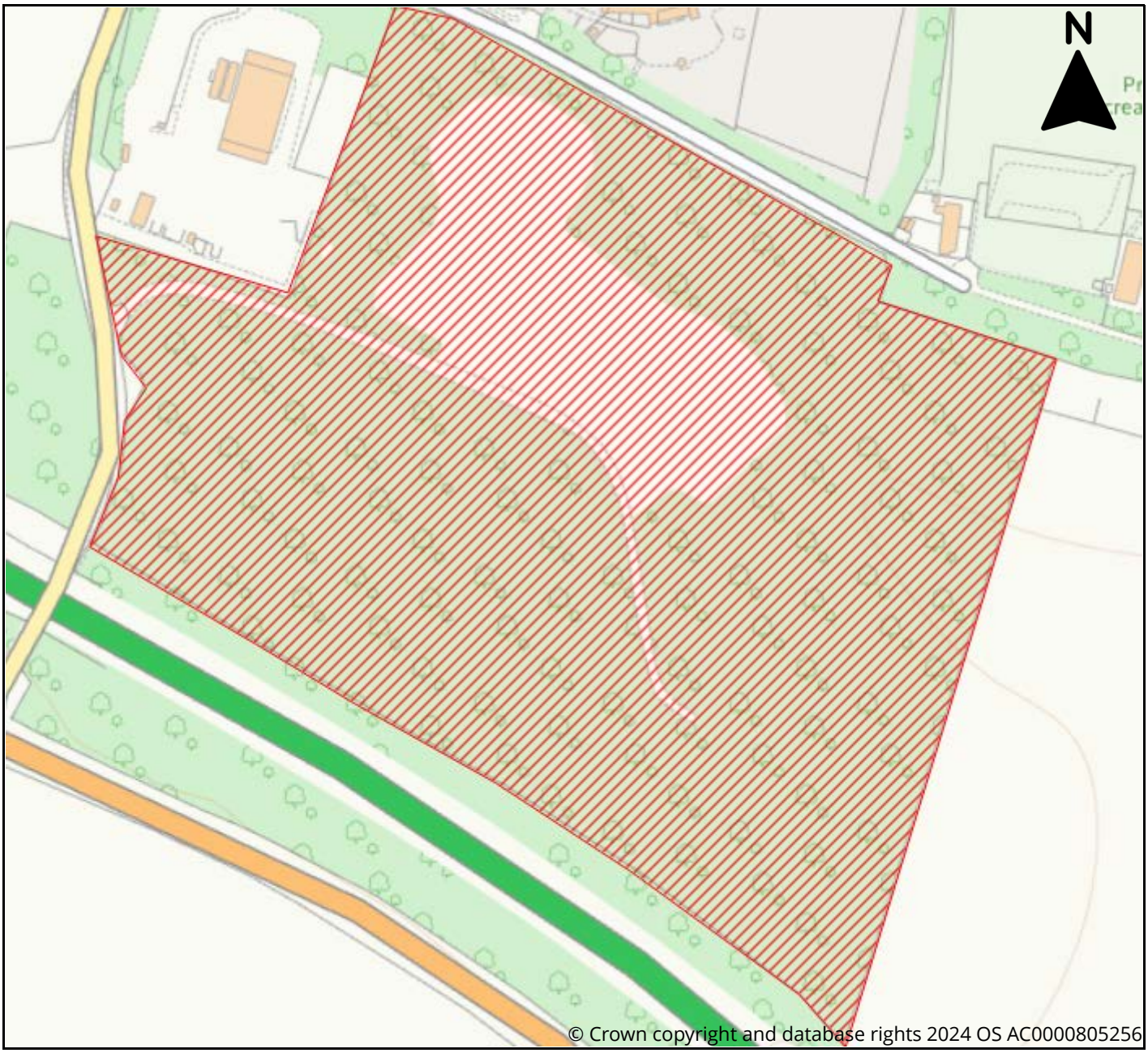


Site Information

Reference	be4973bf-0b18-4d45-9c24-c34a5675fd0b
SLAA Ref	05/24/014
Site Name	Land at New River
Address	Land at New River, London Road/Marsh Lane, Ware, SG12 9NH
Total Area (ha)	5.7
Development Area (ha)	3.6
Proposed Use	Residential, Employment, Greenspace, Biodiversity Offset

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

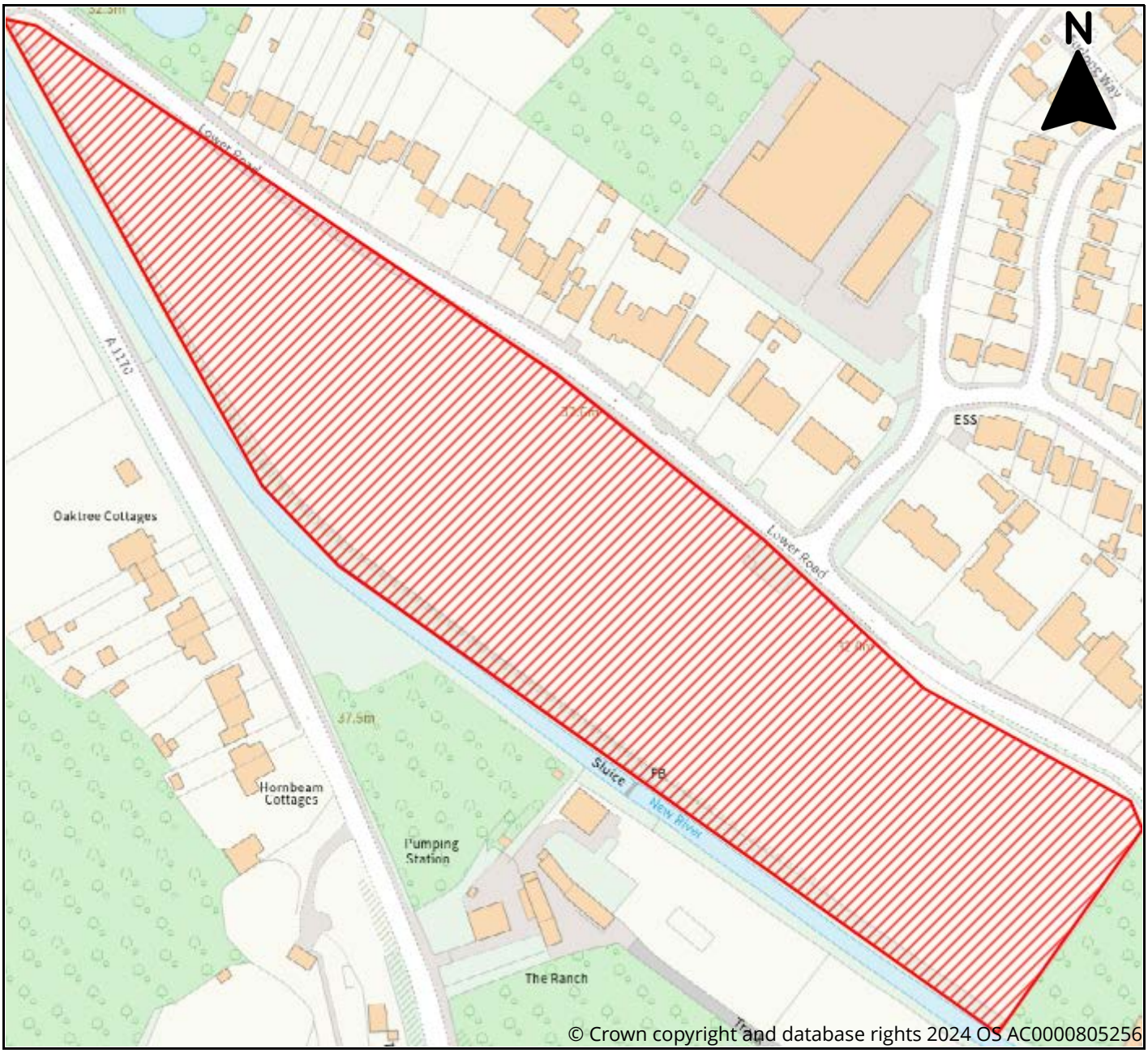


Site Information

Reference	d2fb1b43-a7b2-4c03-bd8a-0fe196140dcc
SLAA Ref	05/24/015
Site Name	Presdales Pit
Address	Presdales Pit, Hoe Lane, Ware, SG12 9PD
Total Area (ha)	11.5
Development Area (ha)	5.8
Proposed Use	Employment

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

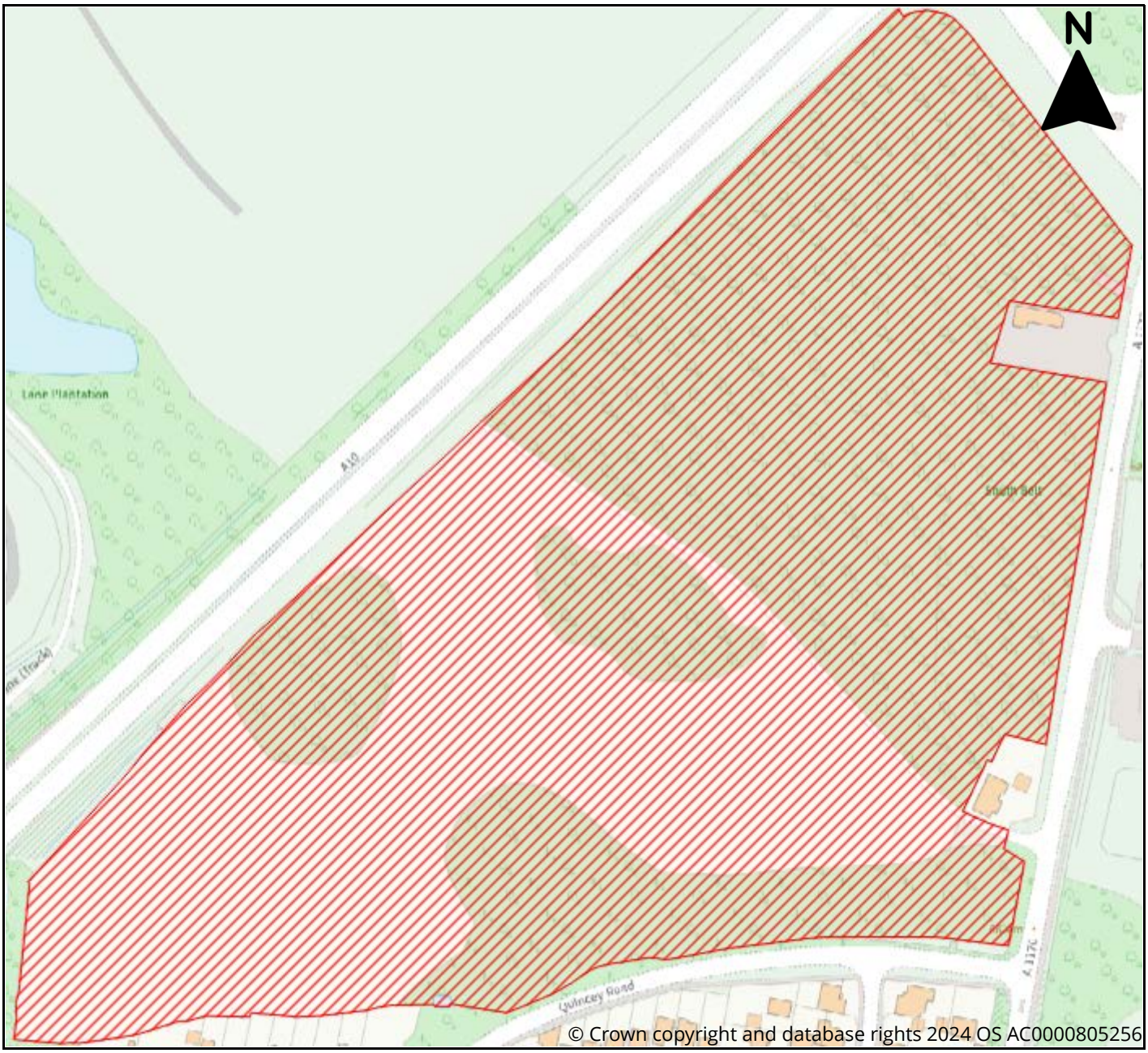


Site Information

Reference	608b872b-079b-48a7-89a7-8c0a25f1e677
SLAA Ref	05/24/016
Site Name	Land at New River, Lower Road
Address	Land at New River, Lower Road, Amwell Hill, SG12 9SZ
Total Area (ha)	3.9
Development Area (ha)	3.4
Proposed Use	Residential, Greenspace, Biodiversity Offset

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

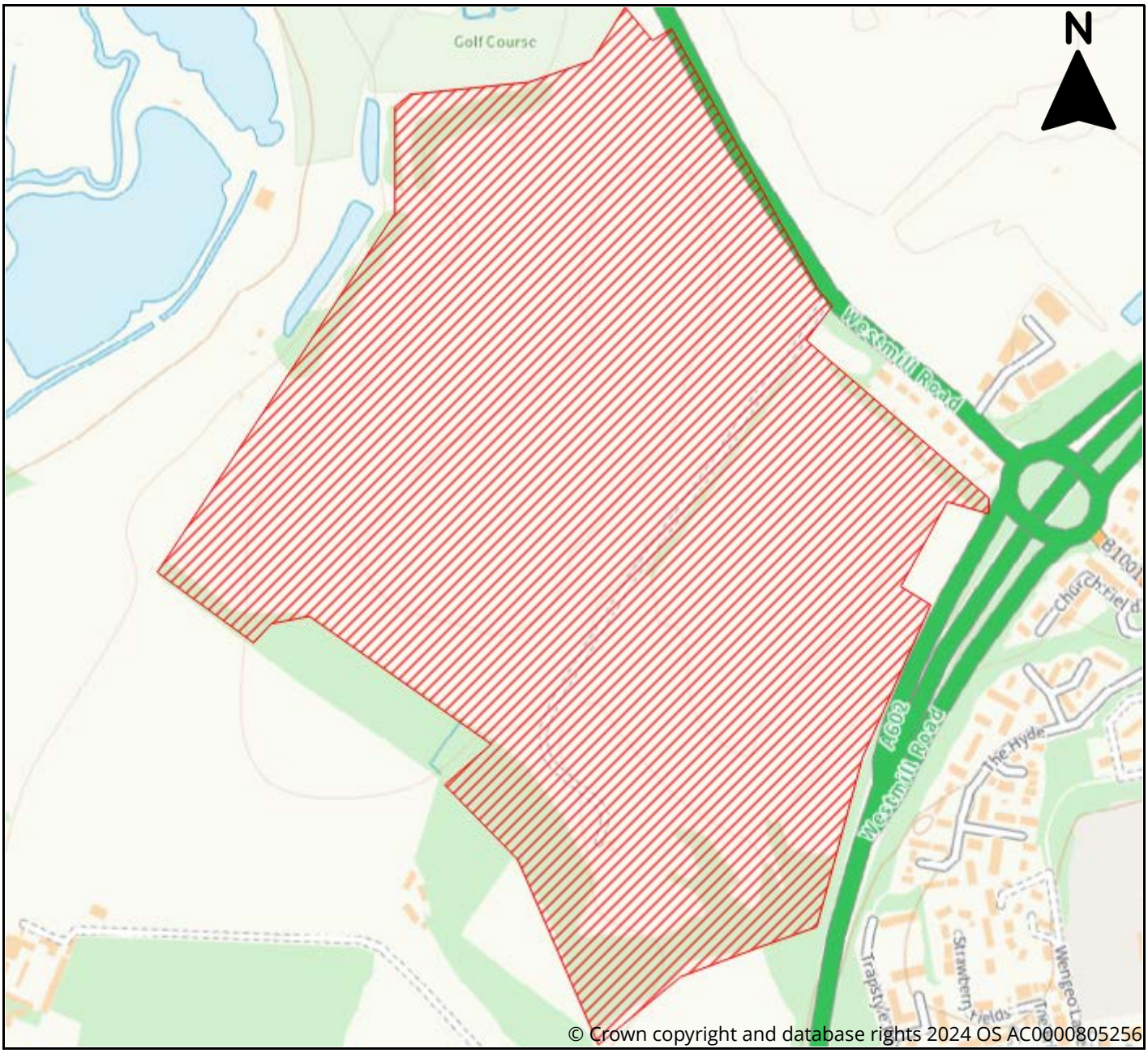


Site Information

Reference	4af932ce-ddd4-4bad-90e4-
SLAA Ref	05/24/017
Site Name	Wadesmill Park
Address	Land off Wadesmill Road, Ware, SG12 0UQ
Total Area (ha)	9.8
Development Area (ha)	4.13
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

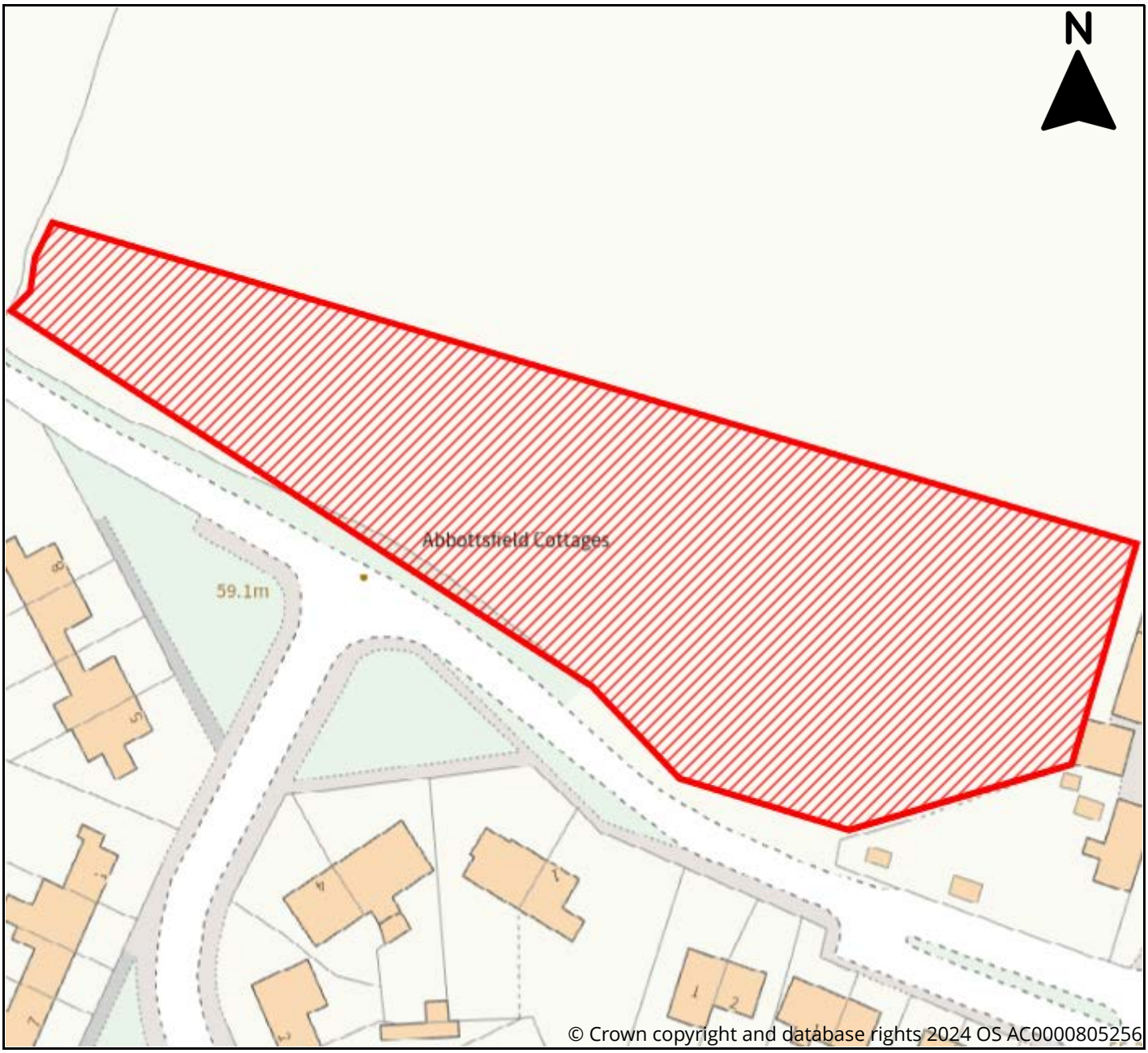


Site Information

Reference	b6b554d4-4387-4ddd-b357-5579cbb2dc9e
SLAA Ref	05/24/018
Site Name	Former Brazier Landfill Site
Address	Land off Westmill Road, Ware
Total Area (ha)	55.84
Development Area (ha)	35.61
Proposed Use	Employment

callforsites@eastherts.gov.uk

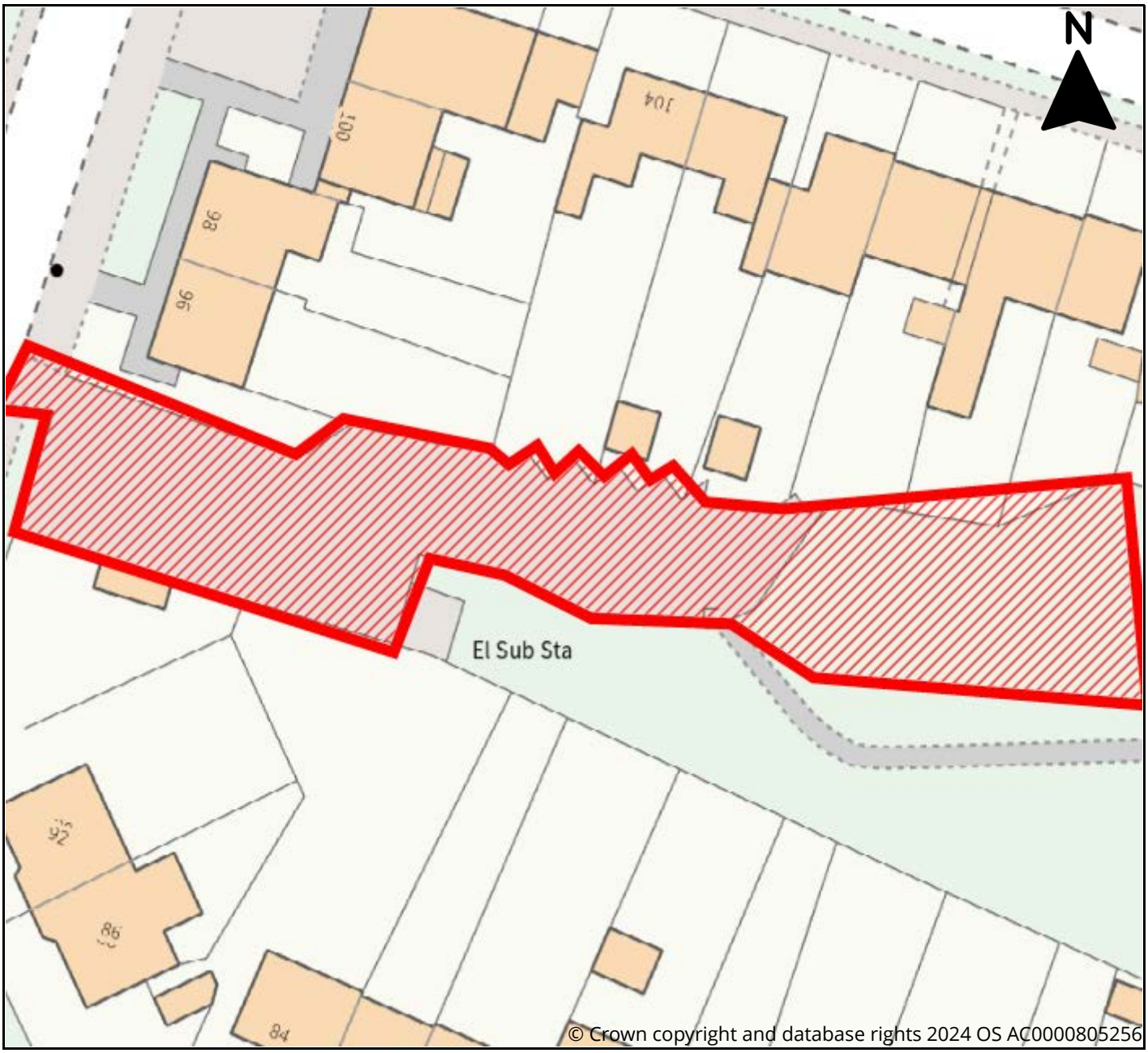
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	bad6a776-33c7-4227-befc-f09dc9a509c0
SLAA Ref	05/24/019
Site Name	Land adjacent to Appleton Farm Land
Address	Adjacent to Appleton Farm, Babbs Green, Wareside SG12 7RX
Total Area (ha)	0.7
Development Area (ha)	0.7
Proposed Use	Residential, Affordable Housing

East Herts District Plan Review
Call for Sites 2024

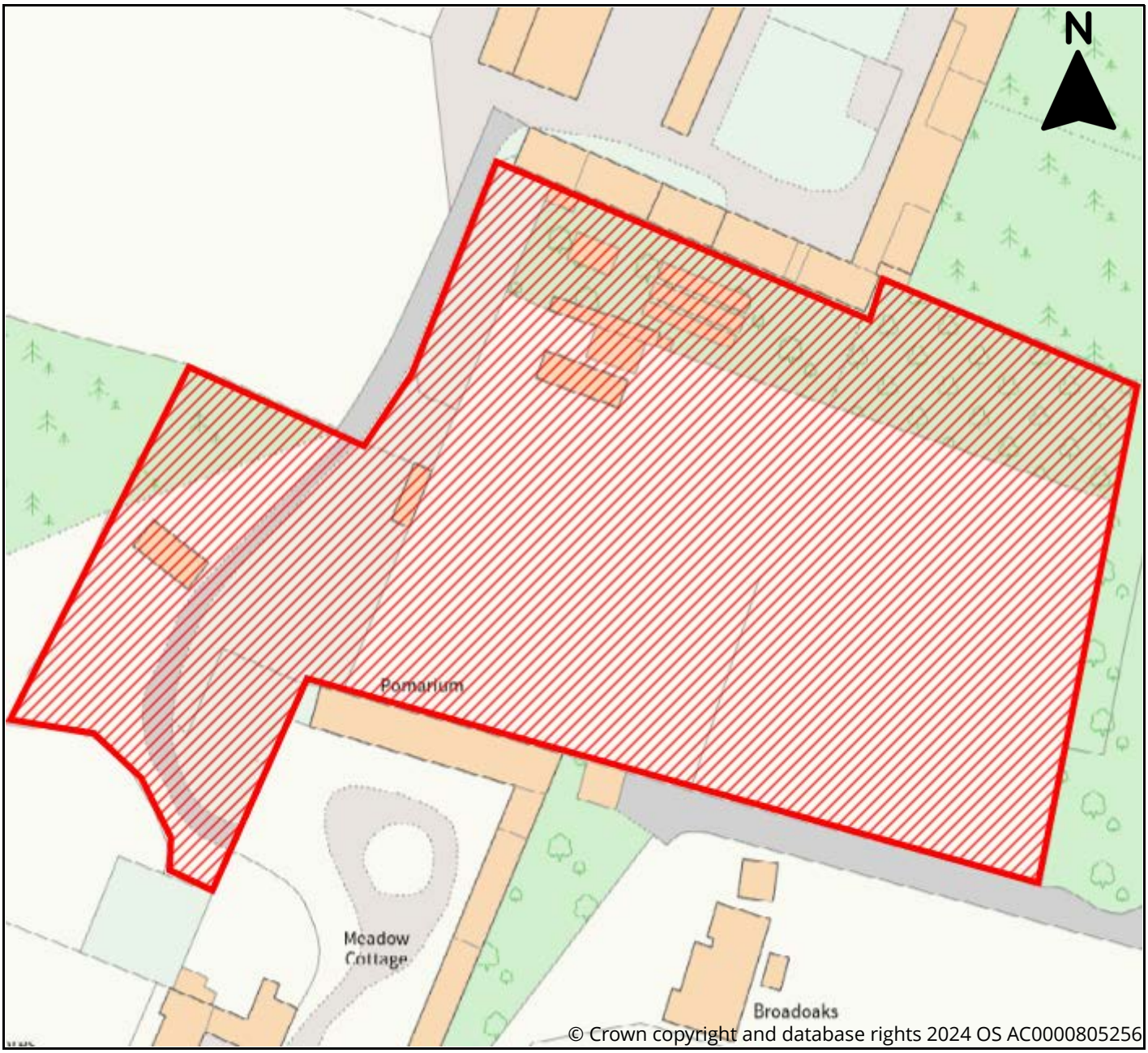


Site Information

Reference	1b255ae0-db10-4257-9b22-703c1012cf36
SLAA Ref	05/24/020
Site Name	Land at King George Road, Former Garage and Community Hall Site
Address	Land at King George Road, Former Garage and Community Hall Site, Ware
Total Area (ha)	0.2
Development Area (ha)	0.2
Proposed Use	Residential, Biodiversity Offset

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

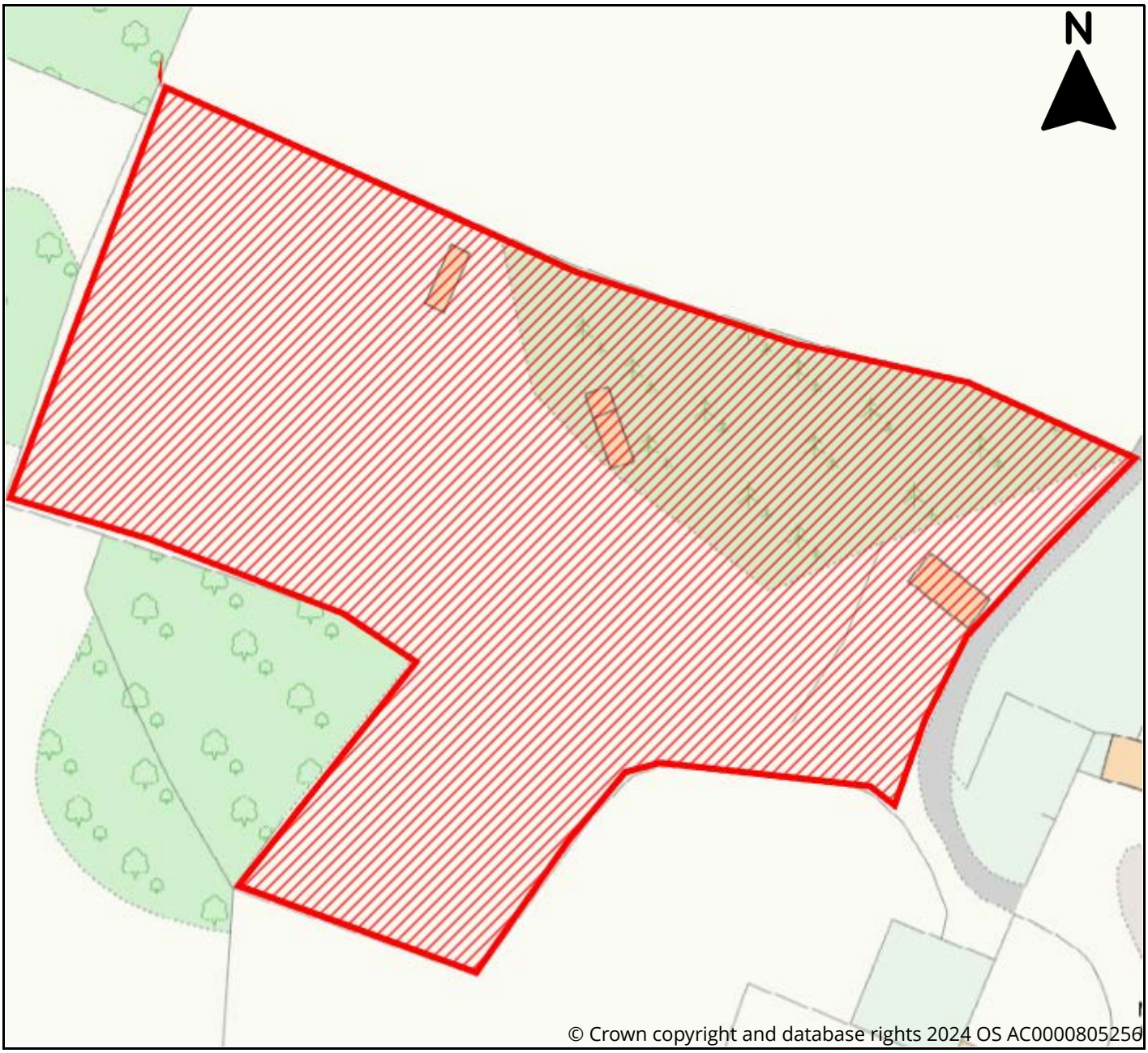


Site Information

Reference	10a3b457-49c5-4209-b0af-e8ccc45e1947
SLAA Ref	05/24/021
Site Name	Pomarium
Address	Pomarium, Ware Park, Ware, Hertford, SG12 0DX
Total Area (ha)	1
Development Area (ha)	1
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

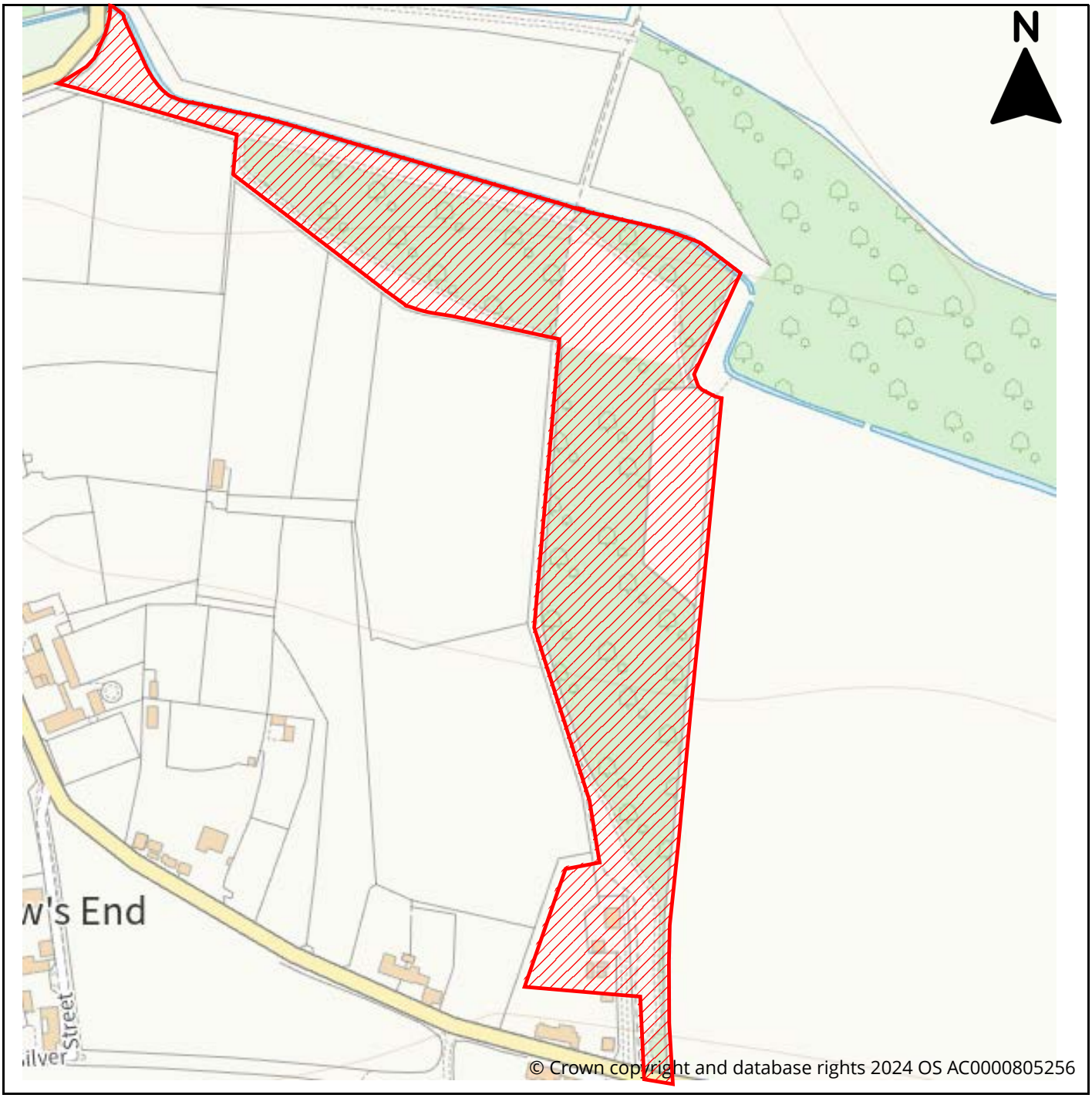


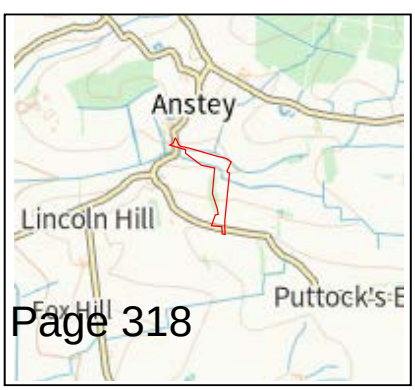
Site Information

Reference	40698122-212b-46c7-b5d1-ffeb41bfa085
SLAA Ref	05/24/022
Site Name	Land Adjacent to The Pomarium
Address	Pomarium, Ware Park, Ware, SG12 0DX
Total Area (ha)	2
Development Area (ha)	2
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024





Site Information

Reference	70dc9819-1655-4d44-92fb-c3154c1885cb
SLAA Ref	06/24/001
Site Name	N/A
Address	The Old Bell. Anstey, SG9 0DA
Total Area (ha)	4
Development Area (ha)	4
Proposed Use	Residential, Affordable Housing, Mixed Use, Other Use

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

	Site Information
Reference	055ad6b5-0cd1-43eb-b5af-25bb054f373e
SLAA Ref	06/24/002
Site Name	N/A
Address	Land at St. Geroges End, Anstey, Ware, SG9 0BY
Total Area (ha)	0.75
Development Area (ha)	0.35
Proposed Use	Residential

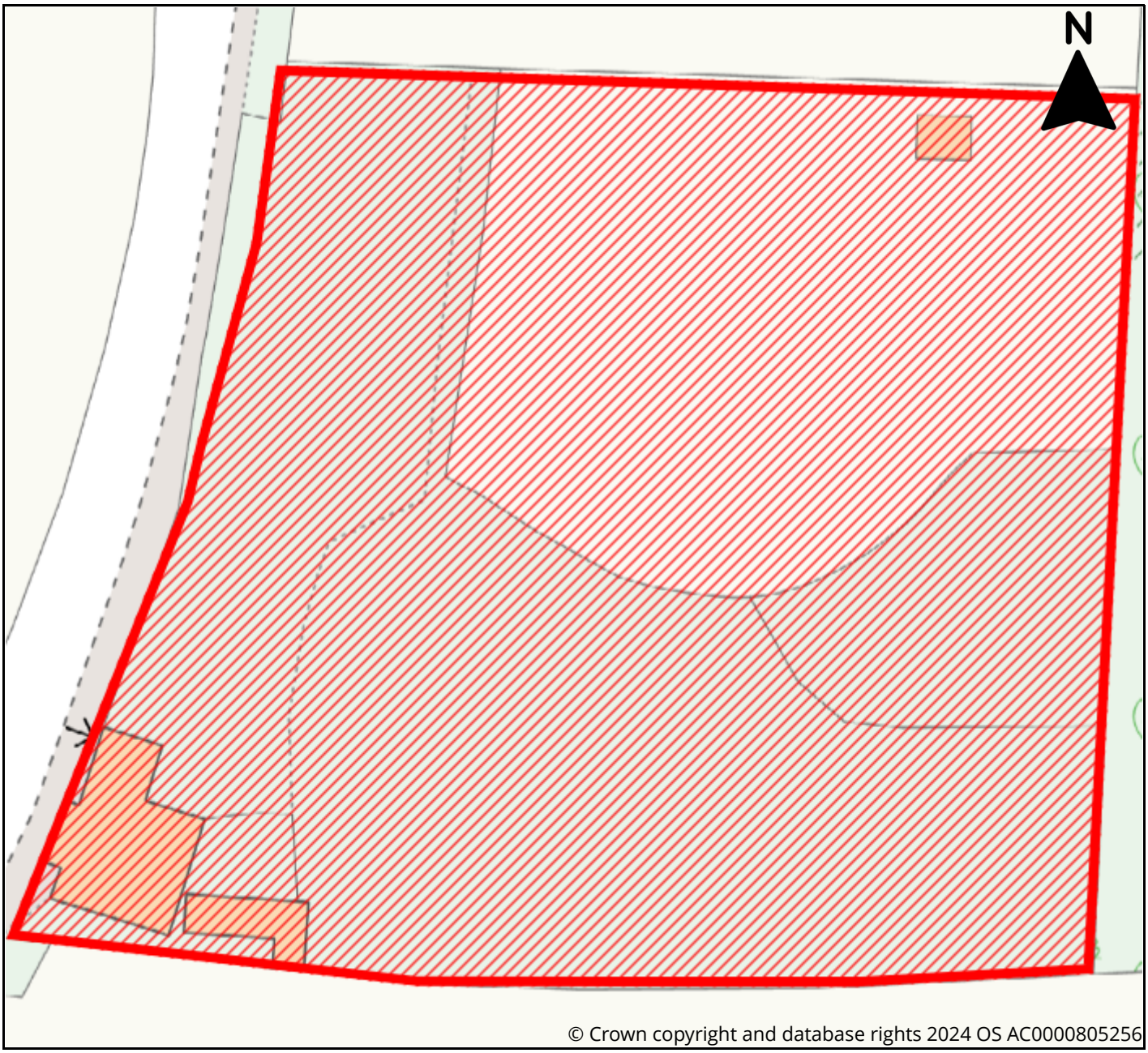
callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

Site Information

Reference	405542a3-1f72-4d8b-b797-067a6e1deec4
SLAA Ref	06/24/003
Site Name	Anstey Paddock
Address	Land East of Cheapside, Anstey
Total Area (ha)	1.19
Development Area (ha)	1.19
Proposed Use	Residential, Affordable Housing

East Herts District Plan Review
Call for Sites 2024

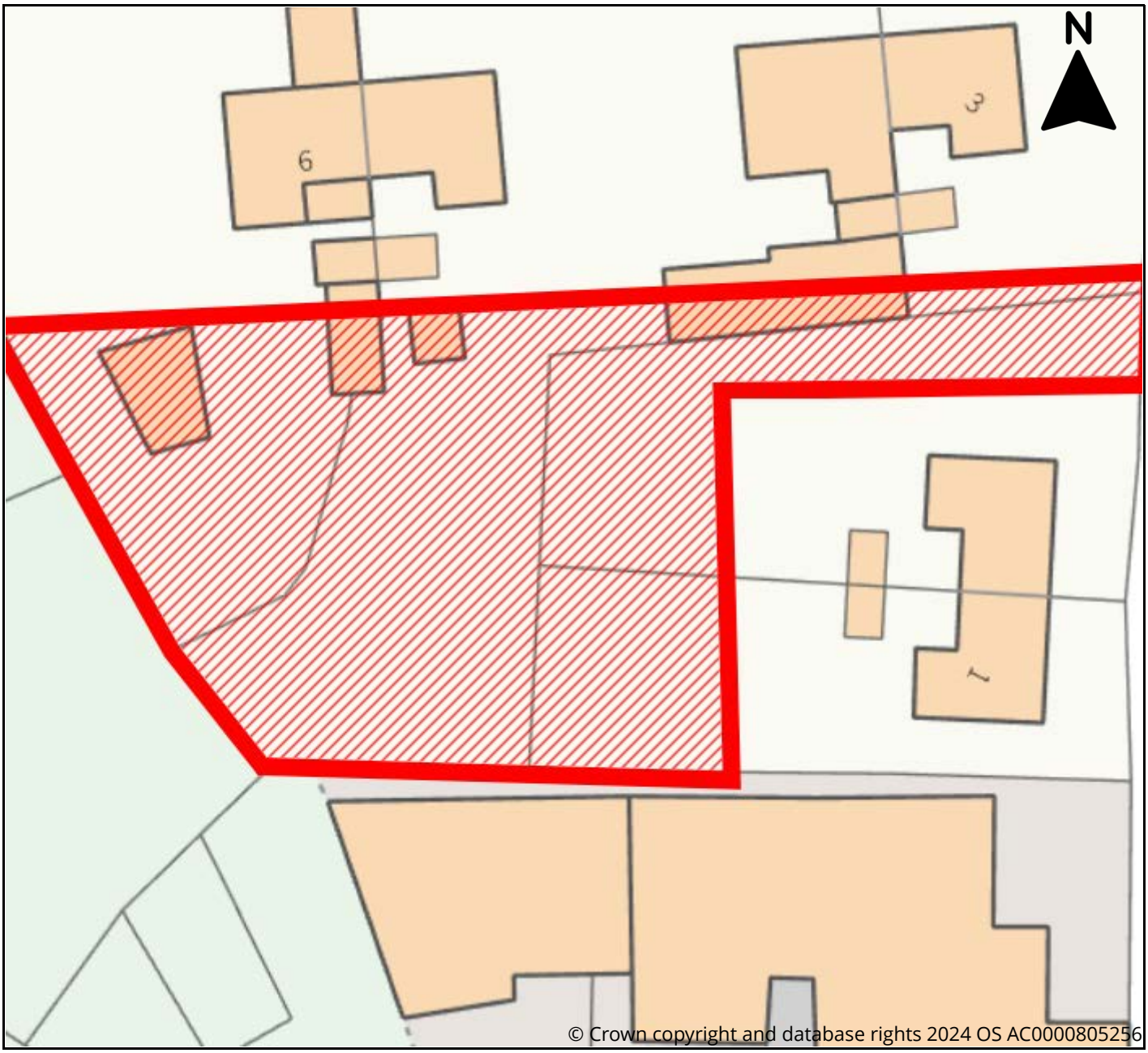


Site Information

Reference	a3fc6823-e0e4-4e07-b083-c9a0affc3862
SLAA Ref	07/24/001
Site Name	The Jolly Waggoners
Address	The Jolly Waggoners, Widford Road, Much Hadham, SG10 6EZ
Total Area (ha)	0.79
Development Area (ha)	0.4
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

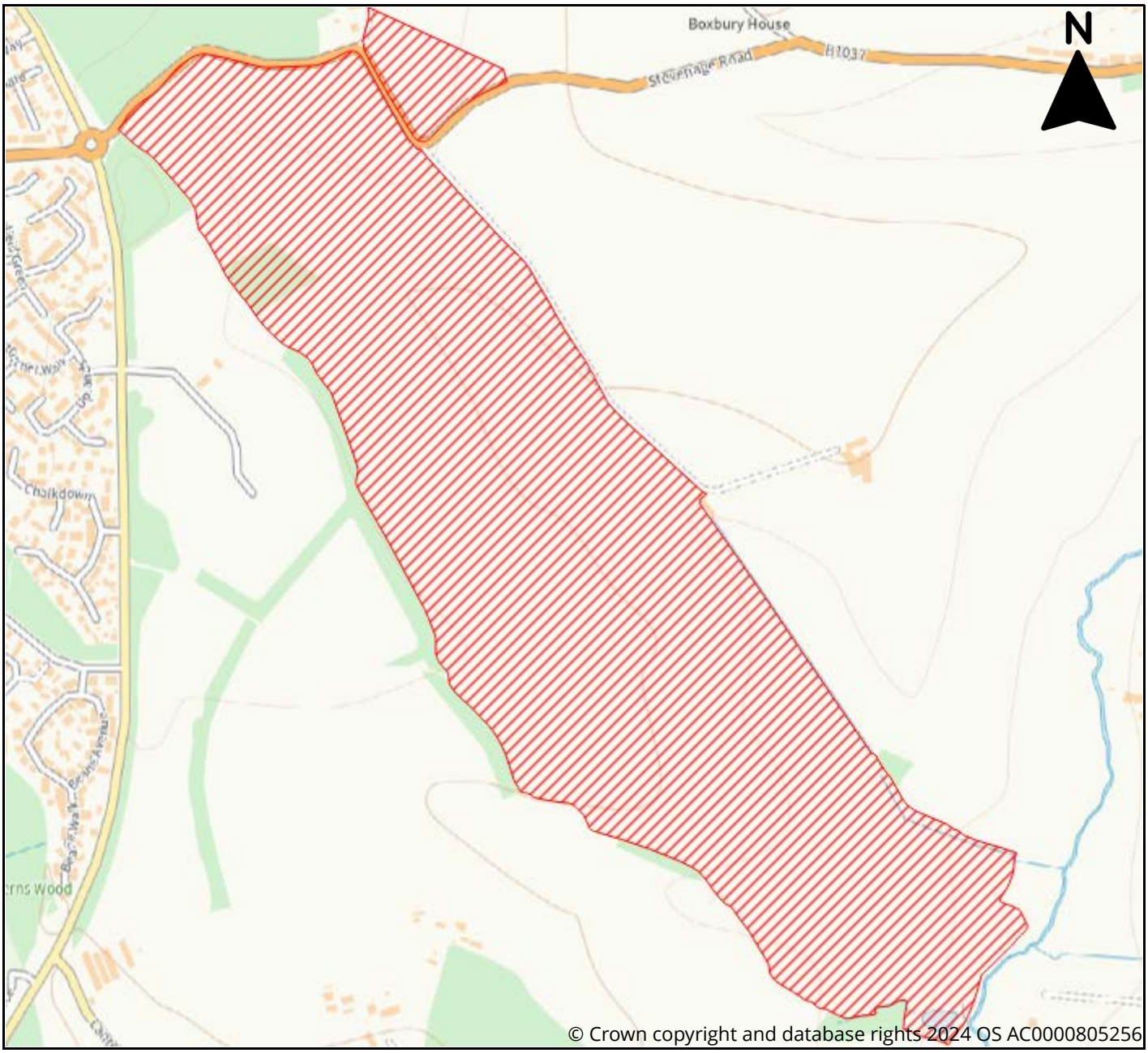


Site Information

Reference	b62bab15-7efe-4c57-9a00-96ee2b886e59
SLAA Ref	07/24/002
Site Name	Land to Rear of 1-6 The Glebe
Address	Land to Rear of 1-6 The Glebe, School Lane, Ardeley
Total Area (ha)	0.06
Development Area (ha)	0.06
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	171451c0-7912-4535-8699-9ab4b8c7f914
SLAA Ref	08/24/001
Site Name	Land East of Stevenage
Address	Land South of Stevenage Road, Aston End, SG2 7HH
Total Area (ha)	65
Development Area (ha)	26
Proposed Use	Residential, Affordable Housing, Specialist Residential, Leisure & Recreation, Renewable Energy, Greenspace, Biodiversity Offset

callforsites@eastherts.gov.uk

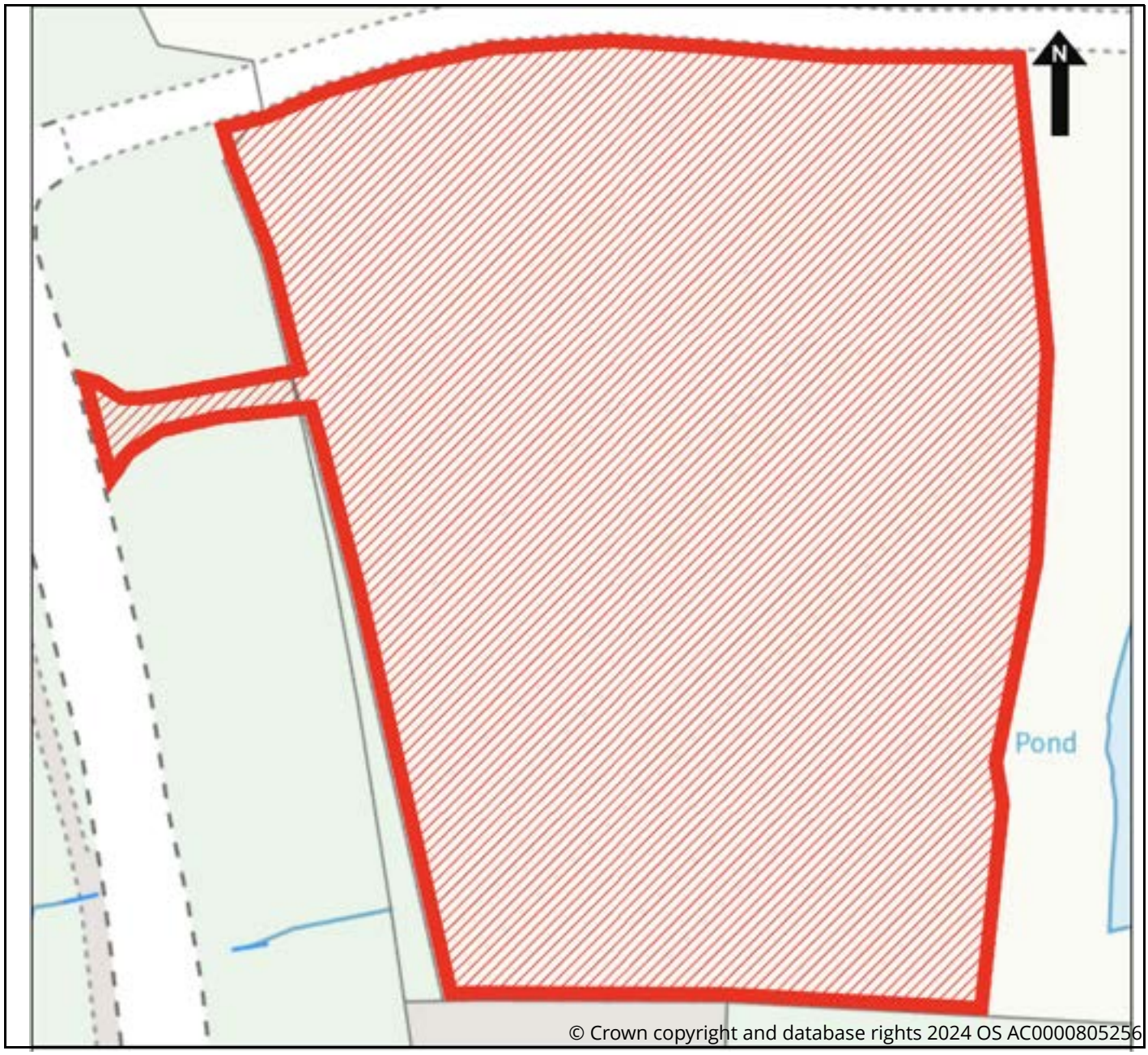
East Herts District Plan Review
Call for Sites 2024

Site Information

Reference	1fce20d8-6dfe-4b18-9598-722d2ad27215
SLAA Ref	09/24/001
Site Name	Land at Church Lane
Address	Land at Church Lane, Church Lane, Bayford, SG13 8PP
Total Area (ha)	3.3
Development Area (ha)	2.95
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



Site Information

Reference Number	c35d46c2-42bc-46fc-9760-7f7edfaf09c8
SLAA Ref	10/24/001
Site Name	Lingfields House
Address	Lingfields House, Whempstead Road, Benington, Stevenage,
Total Area (ha)	SG2 7BX
Development Area	0.26
(ha)	0.26
Proposed Use	Residential

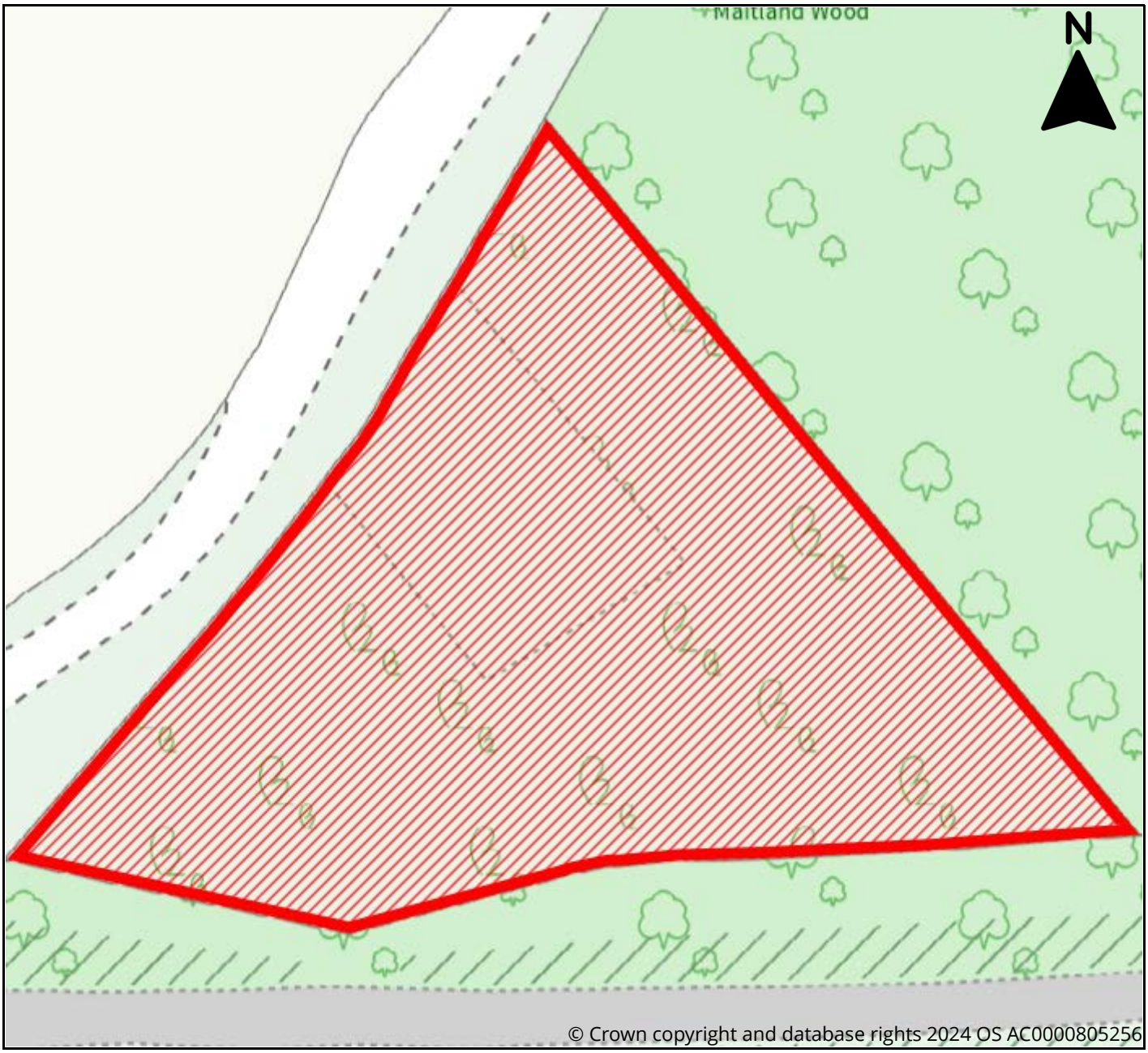
East Herts District Plan Review
Call for Sites 2024

Site Information

Reference	ed09ae43-e979-4ca8-89e0-49a0e785c230
SLAA Ref	10/24/002
Site Name	Land at Benington Bury Stud Farm
Address	Walkern Road, Benington, Stevenage, SG2 7LN
Total Area (ha)	1
Development Area (ha)	1
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

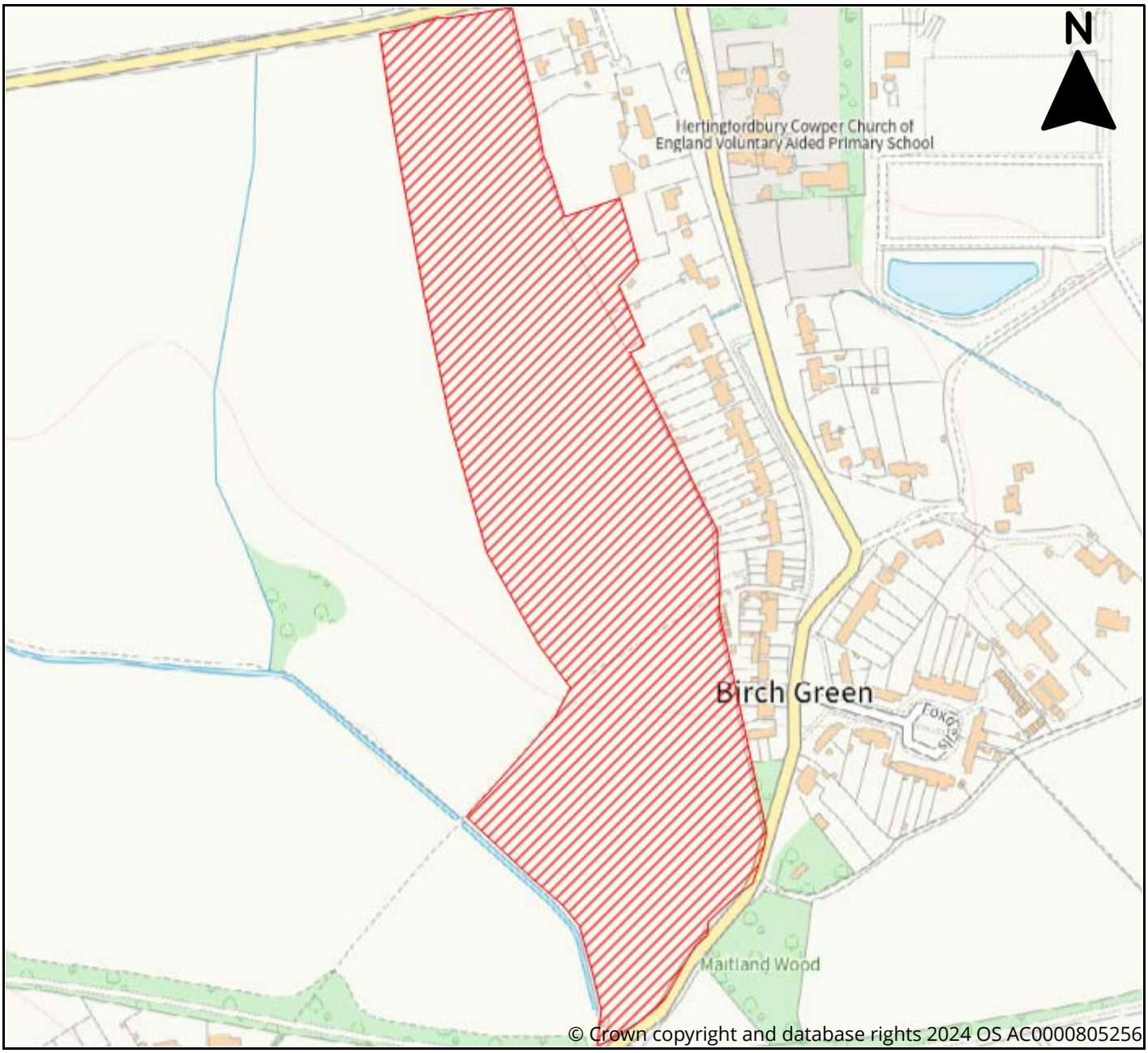


Site Information

Reference	7f2e64f0-d451-48c8-a713-35733d190699
SLAA Ref	11/24/001
Site Name	N/A
Address	Unnamed Road, Birch Green (leading to Pipers End/Chapel Ln from Birch Green), Hertford
Total Area (ha)	0.26
Development Area (ha)	0.26
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

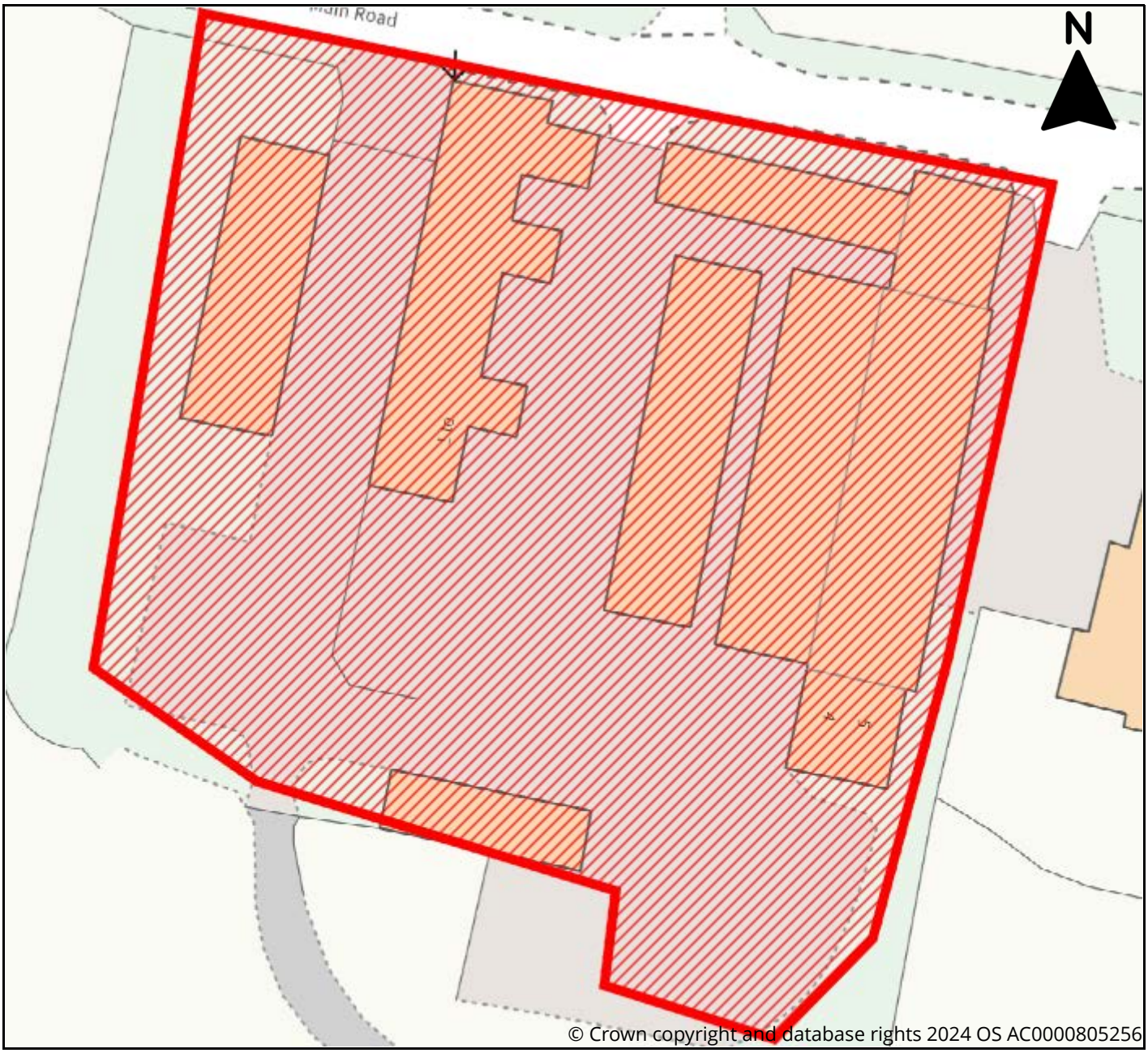


Site Information

Reference	46cf7067-346f-4b40-aa3a-b3505aa8e3b2
SLAA Ref	11/24/002
Site Name	Land west of Birch Green
Address	Land west of Birch Green, Nr Hertford, SG14 2LR
Total Area (ha)	8.61
Development Area (ha)	8.61
Proposed Use	Residential, Affordable Housing, Specialist Residential, Leisure & Recreation, Greenspace, Biodiversity Offset

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

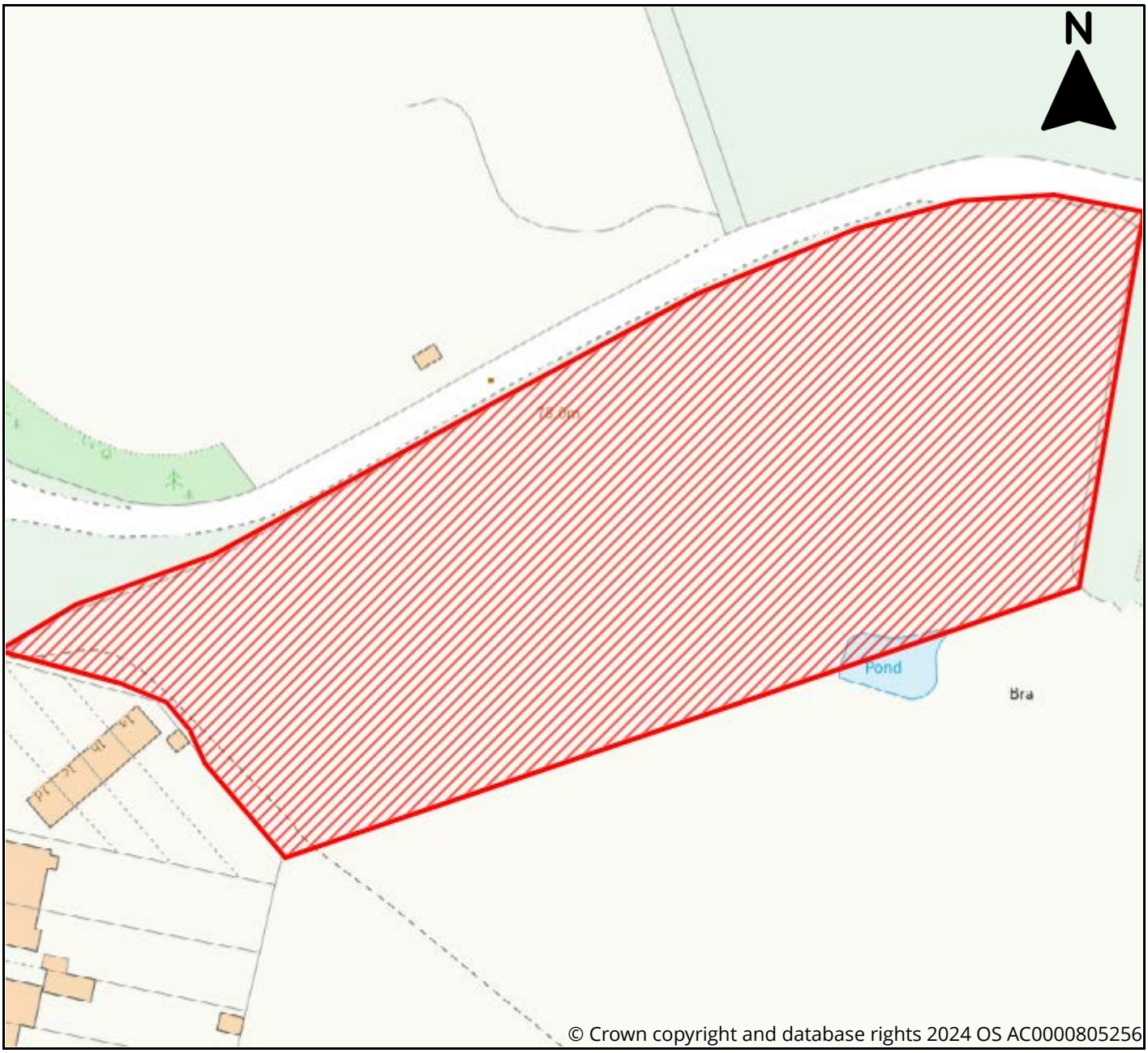


Site Information

Reference	d58fb66c-41f3-4c4d-8647-3e33e52a3158
SLAA Ref	12/24/001
Site Name	Bramfield Place Farm
Address	Bramfield Place Farm, Main Road, Bramfield, Hertford, SG14 2FD
Total Area (ha)	0.6
Development Area (ha)	0.6
Proposed Use	Employment, Renewable Energy

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

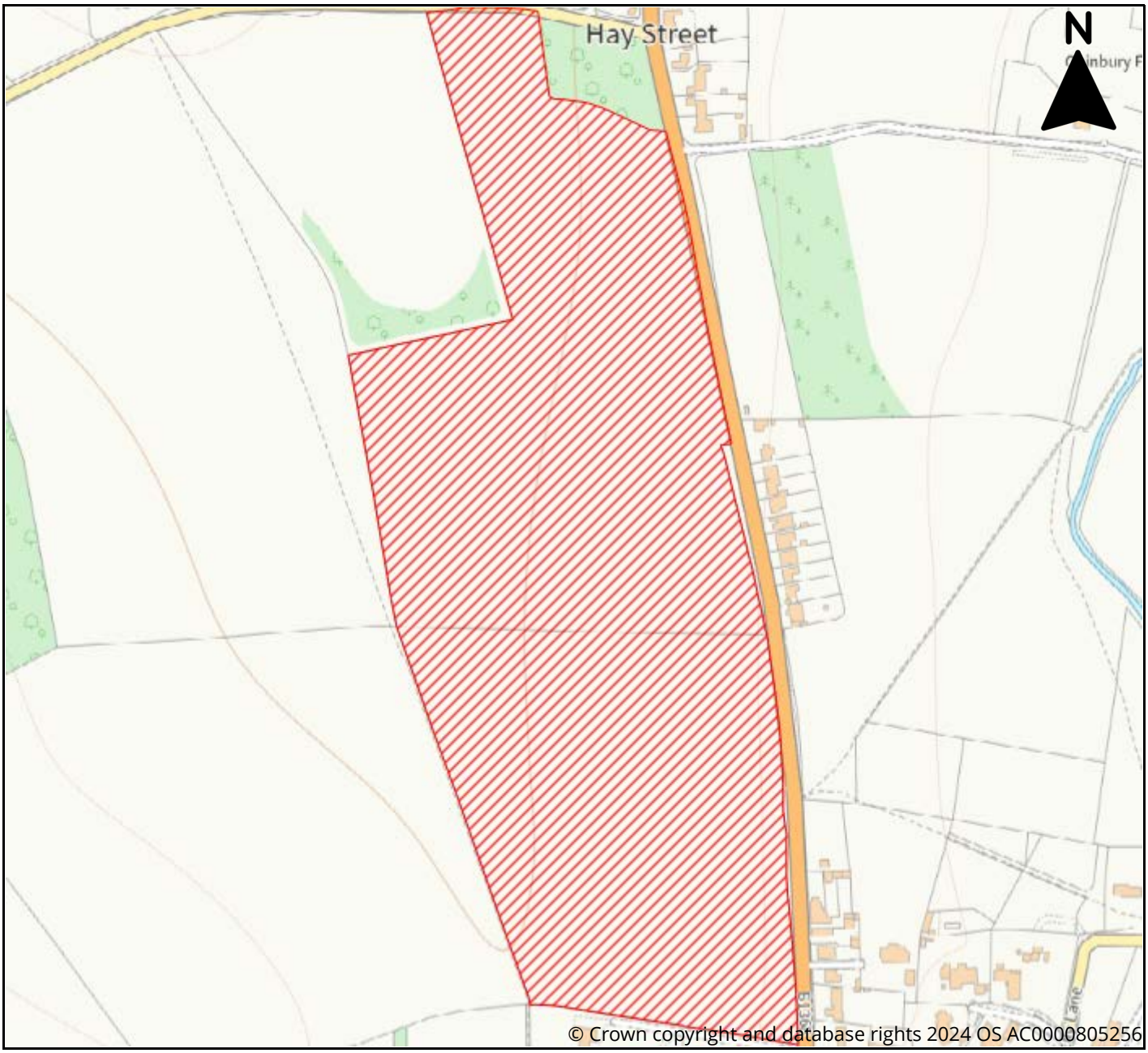


Site Information

Reference	697bcd42-ac49-4dce-a70f-bd69fc0c6b73
SLAA Ref	12/24/002
Site Name	Land west of Bramfield Place Farm
Address	Land west of Bramfield Place Farm, Main Road, Bramfield, Hertford, SG14 2FD
Total Area (ha)	1.2
Development Area (ha)	0.7
Proposed Use	Residential, Affordable Housing, Renewable Energy

callforsites@eastherts.gov.uk

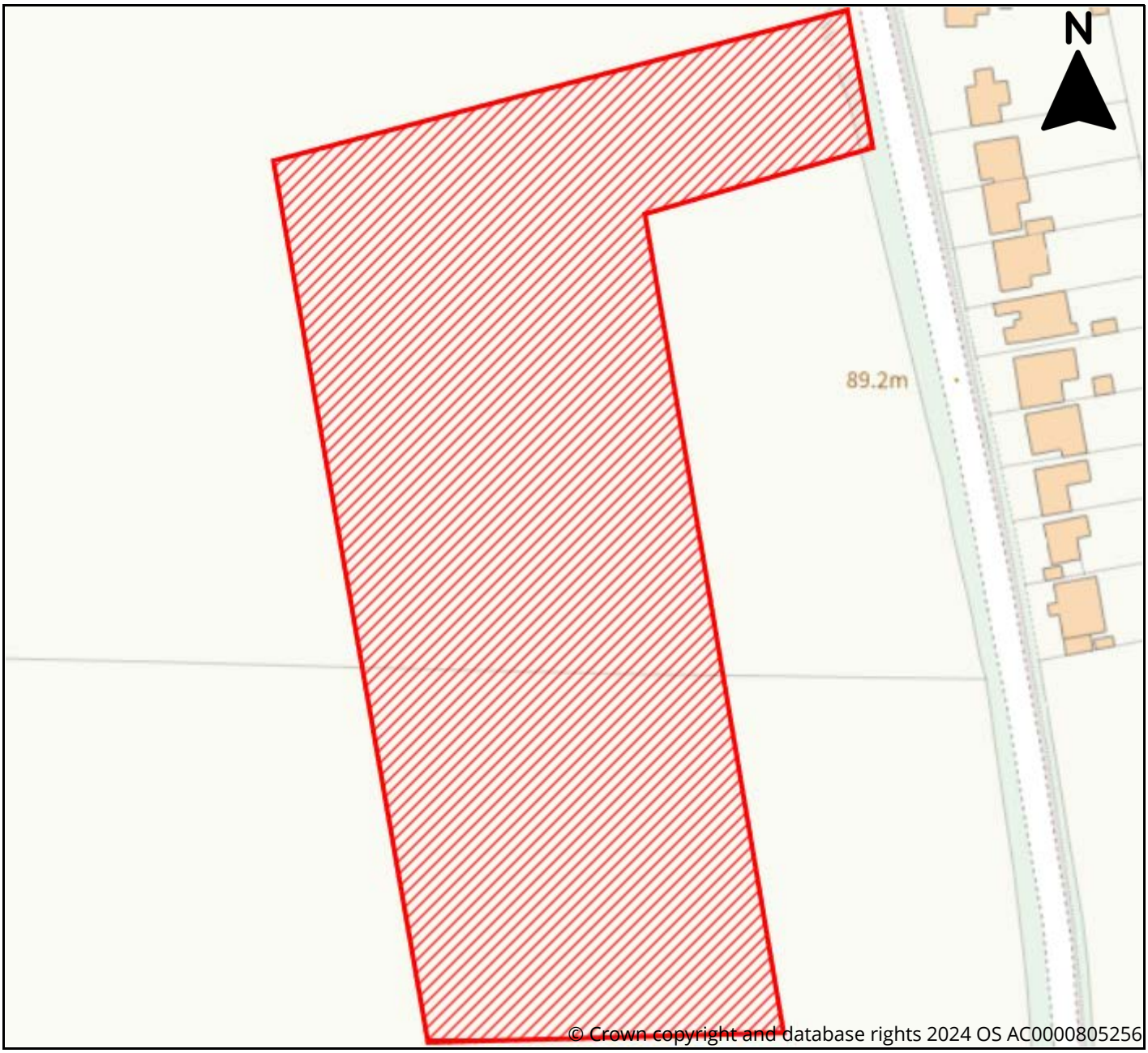
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	6a39398c-c4ea-4188-94ed-24b97267a49c
SLAA Ref	13/24/001
Site Name	Down Field
Address	Down Field, Green End (B1368), Braughing, Hertfordshire, SG11 2PQ
Total Area (ha)	20
Development Area (ha)	3
Proposed Use	Residential, Affordable Housing, Specialist Residential, Gypsies & Travellers, Travelling Show, Park Homes, Retail, Employment, Renewable Energy, Mixed Use

East Herts District Plan Review
Call for Sites 2024

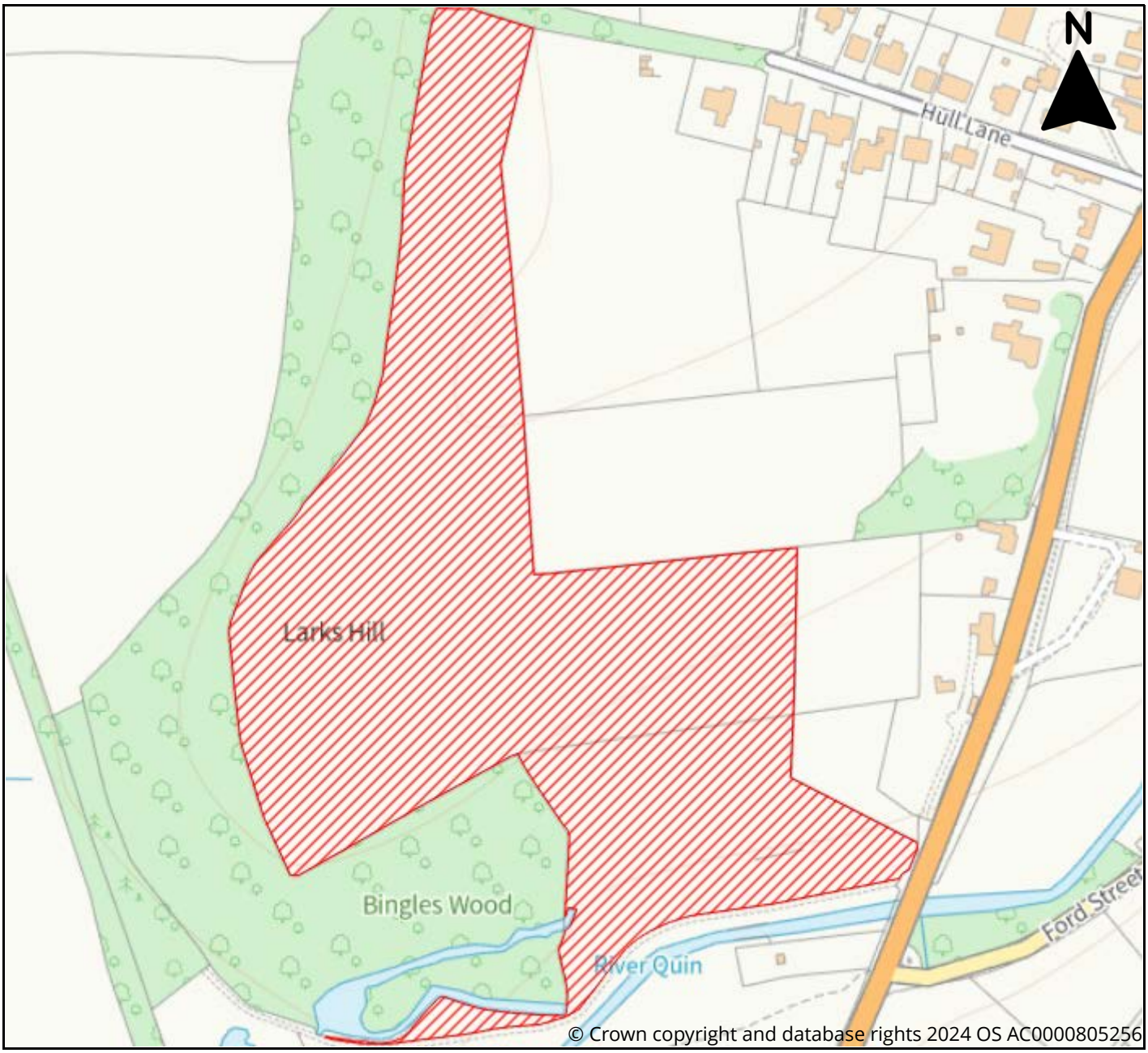


Site Information

Reference	af24a4e5-56bc-4948-b0b0-6221c9b7f635
SLAA Ref	13/24/002
Site Name	Down Field Site 5
Address	Down Field Site 5, Green End (B1368), Braughing, SG11 2PQ
Total Area (ha)	1.7
Development Area (ha)	1.7
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

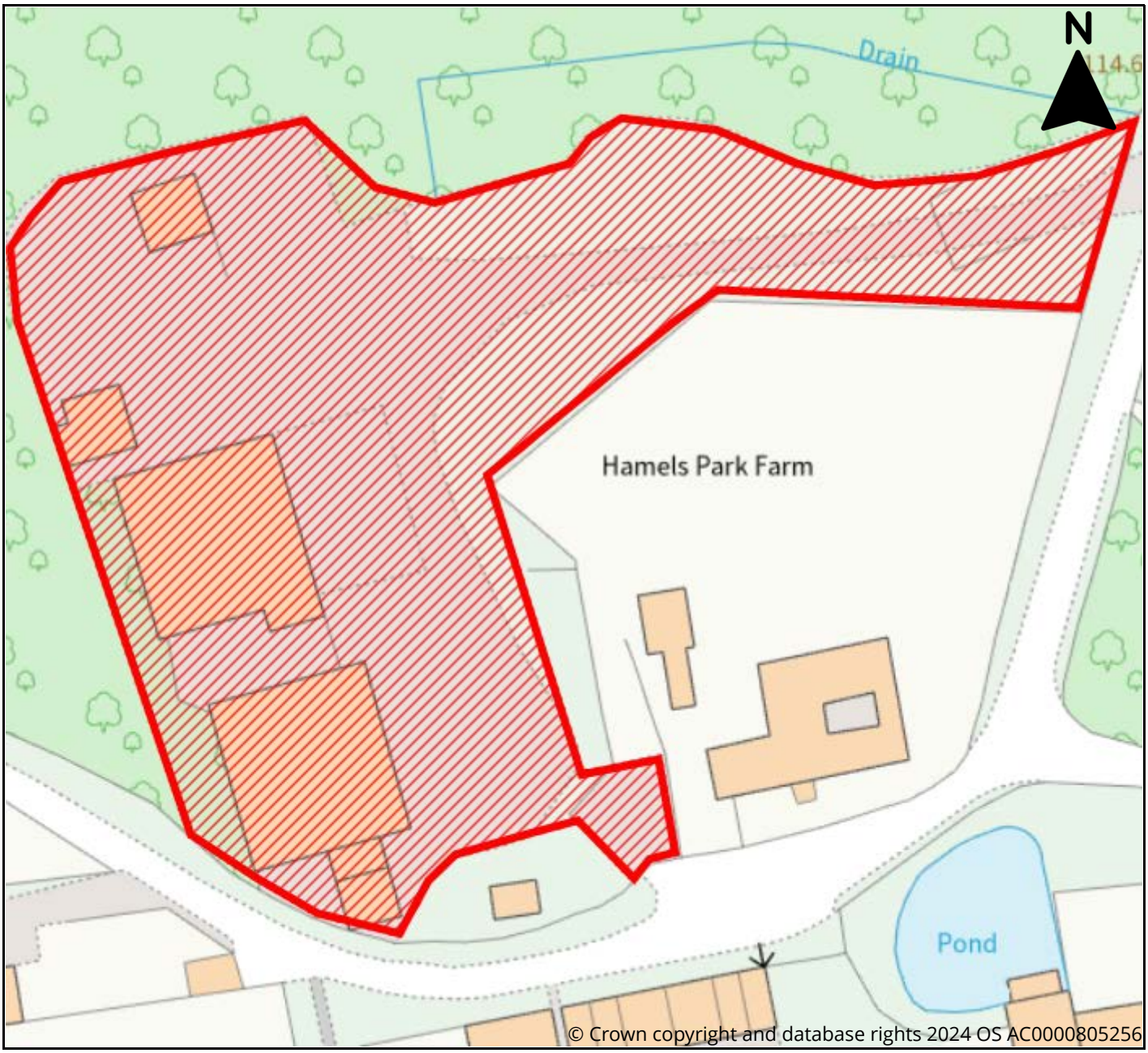


Site Information

Reference	6345d53e-3e76-4137-8797-17fdd5047c8d
SLAA Ref	13/24/003
Site Name	Larks Hill (and access route)
Address	Larks Hill, Green End, Braughing, SG11 2PE
Total Area (ha)	4.14
Development Area (ha)	4.14
Proposed Use	Residential, Employment, Mixed Use

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

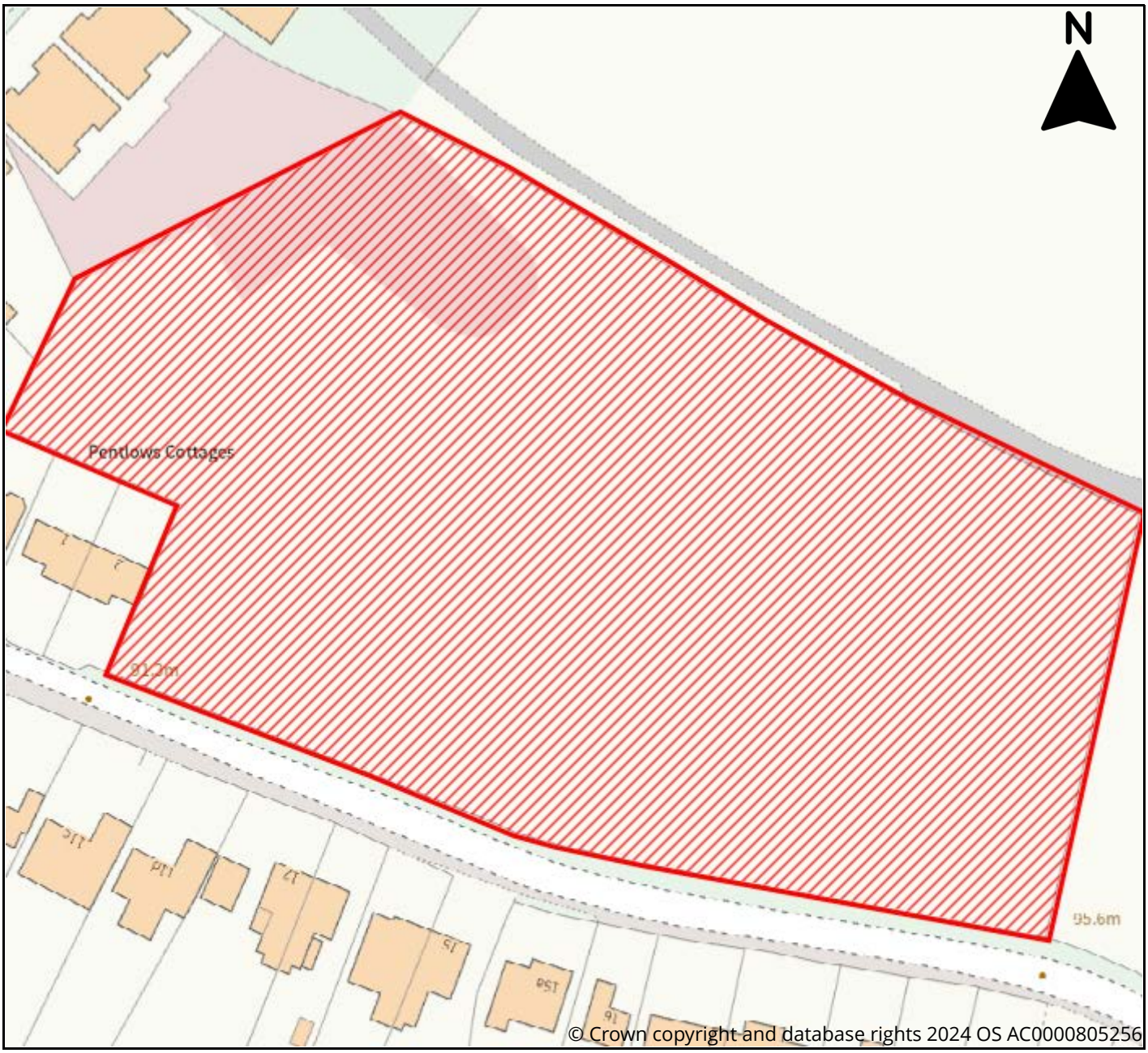


Site Information

Reference	02959dc8-b1e2-4038-be18-ac4d58313e56
SLAA Ref	13/24/004
Site Name	Hamels Park Farm
Address	Land and buildings at Hamels Park Farm, Hamels Lane, Buntingford, SG9 9NA
Total Area (ha)	0.56
Development Area (ha)	0.56
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	eac68b4c-174e-4ab9-880e-ca297128f10c
SLAA Ref	13/24/005
Site Name	Arden Meadow
Address	Land North of Friars Road, Braughing
Total Area (ha)	1.5
Development Area (ha)	1.5
Proposed Use	Residential

callforsites@eastherts.gov.uk

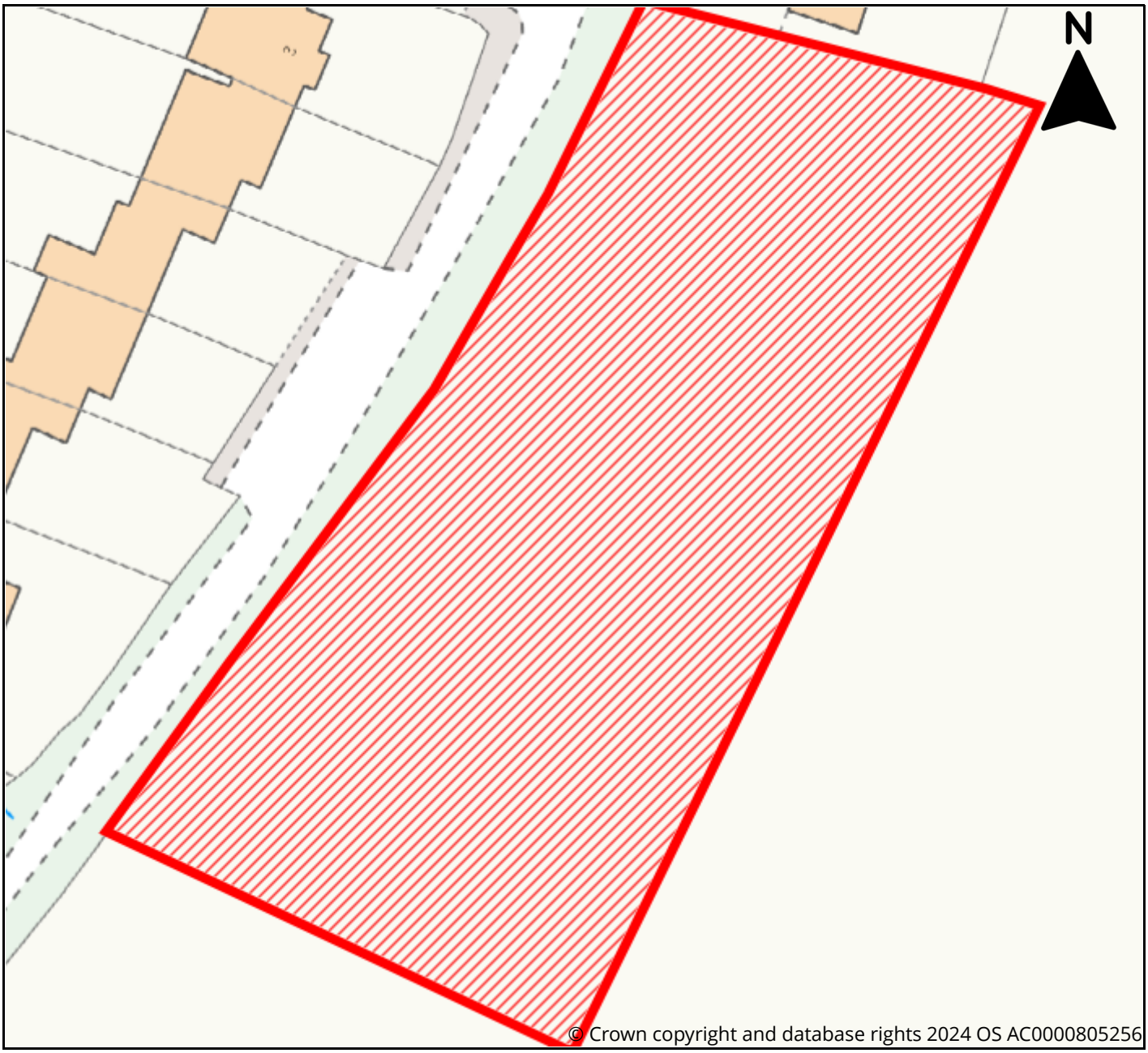
East Herts District Plan Review
Call for Sites 2024

Site Information

Reference	972b74ac-57c8-40dc-9aea-19b52082277f
SLAA Ref	13/24/006
Site Name	Land Fronting B1368
Address	Land at Quinbury Farm, Hay Street, Braughing
Total Area (ha)	0.83
Development Area (ha)	0.83
Proposed Use	Residential

callforsites@eastherts.gov.uk

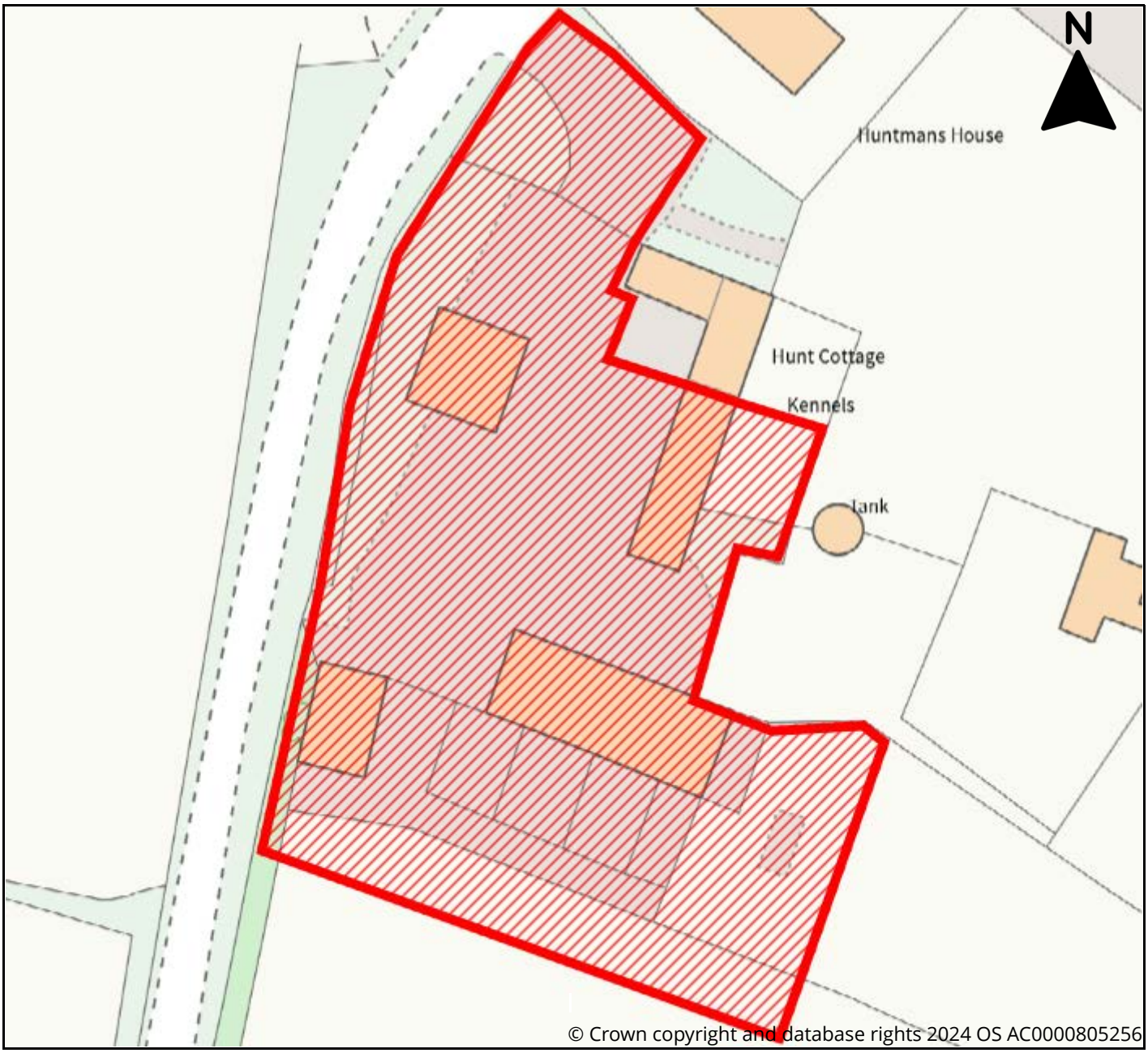
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	7d2b3299-5a19-4e83-afa8-8c3e4615d316
SLAA Ref	14/24/001
Site Name	Land east of The Causeway Brent Pelham
Address	Land east of The Causeway, Brent Pelham, Hertfordshire, SG9 0HW
Total Area (ha)	0.3
Development Area (ha)	0.3
Proposed Use	Residential

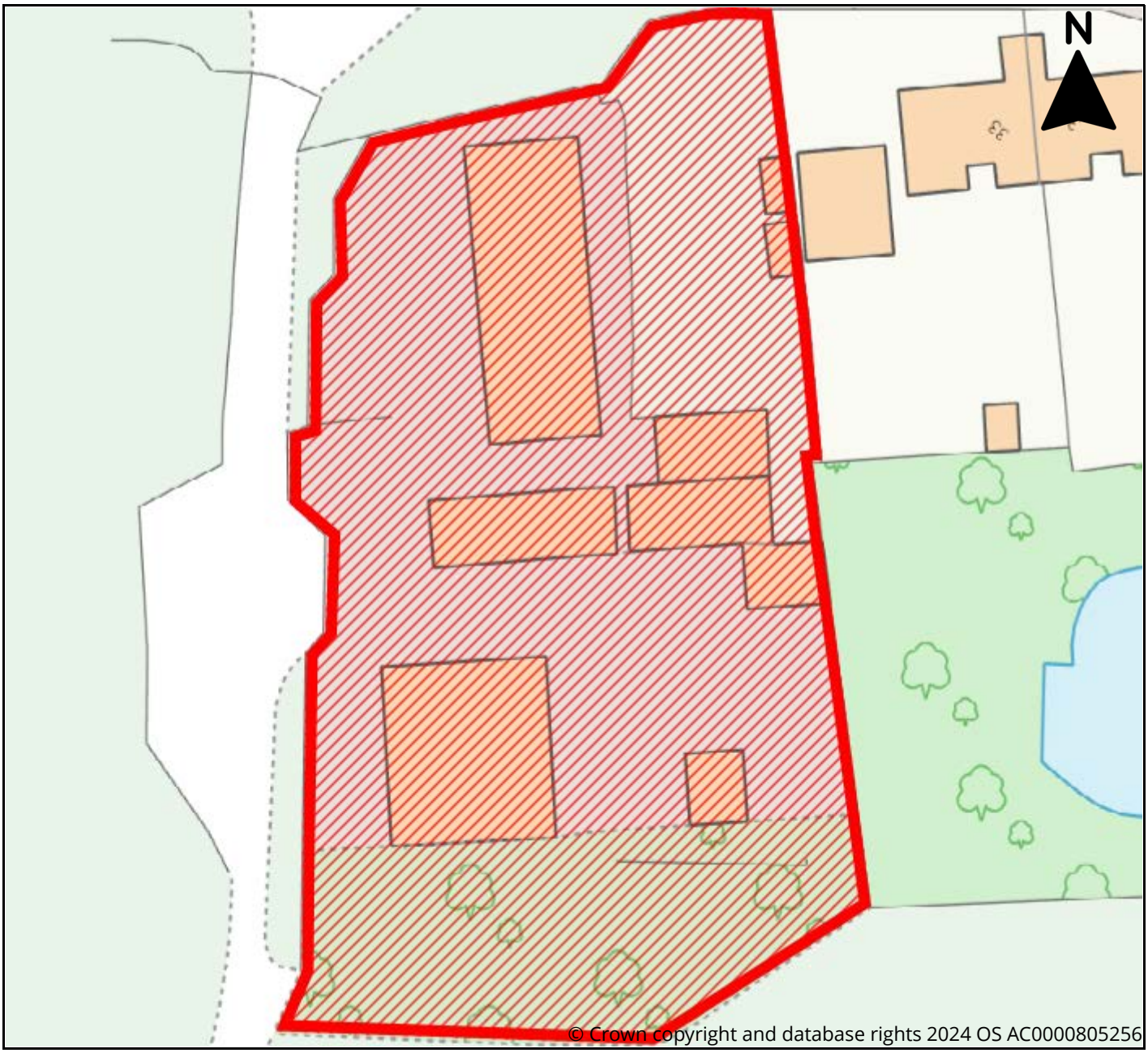
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	6a9e5093-1625-4c52-8365-64c995fac33a
SLAA Ref	14/24/002
Site Name	The Kennels
Address	The Kennels, Brent Pelham, Buntingford, Hertfordshire, SG9 0AT
Total Area (ha)	0.35
Development Area (ha)	0.35
Proposed Use	Residential

East Herts District Plan Review
Call for Sites 2024

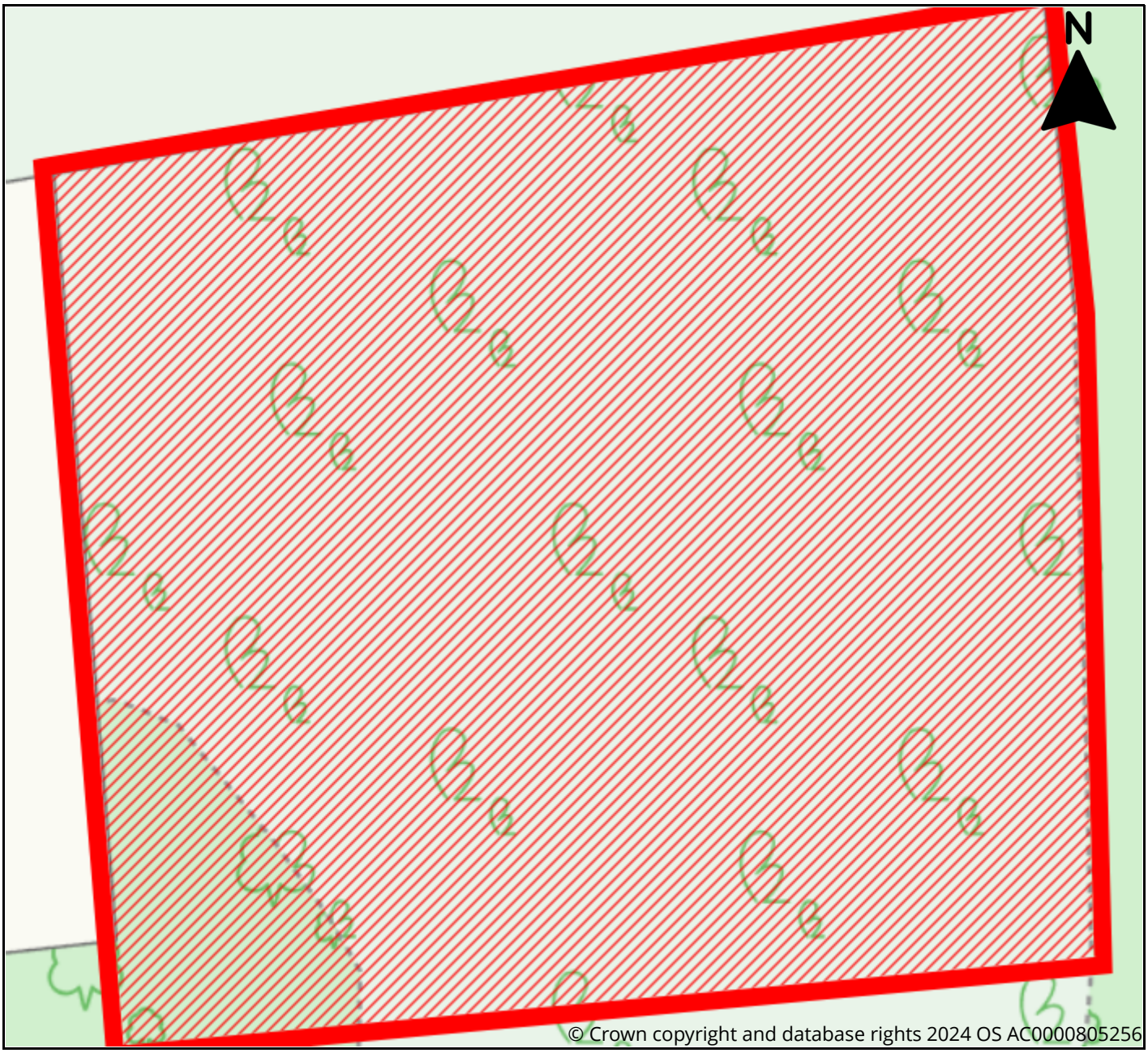


Site Information

Reference	4243903a-ab23-4eed-9383-a3f400ab714a
SLAA Ref	15/24/001
Site Name	Maintenance compound, Brickendon Grange Golf Club
Address	Brickendon Grange Golf Club, Pembridge Lane, Brickendon, Hertford, SG13 8PD
Total Area (ha)	0.31
Development Area (ha)	0.25
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

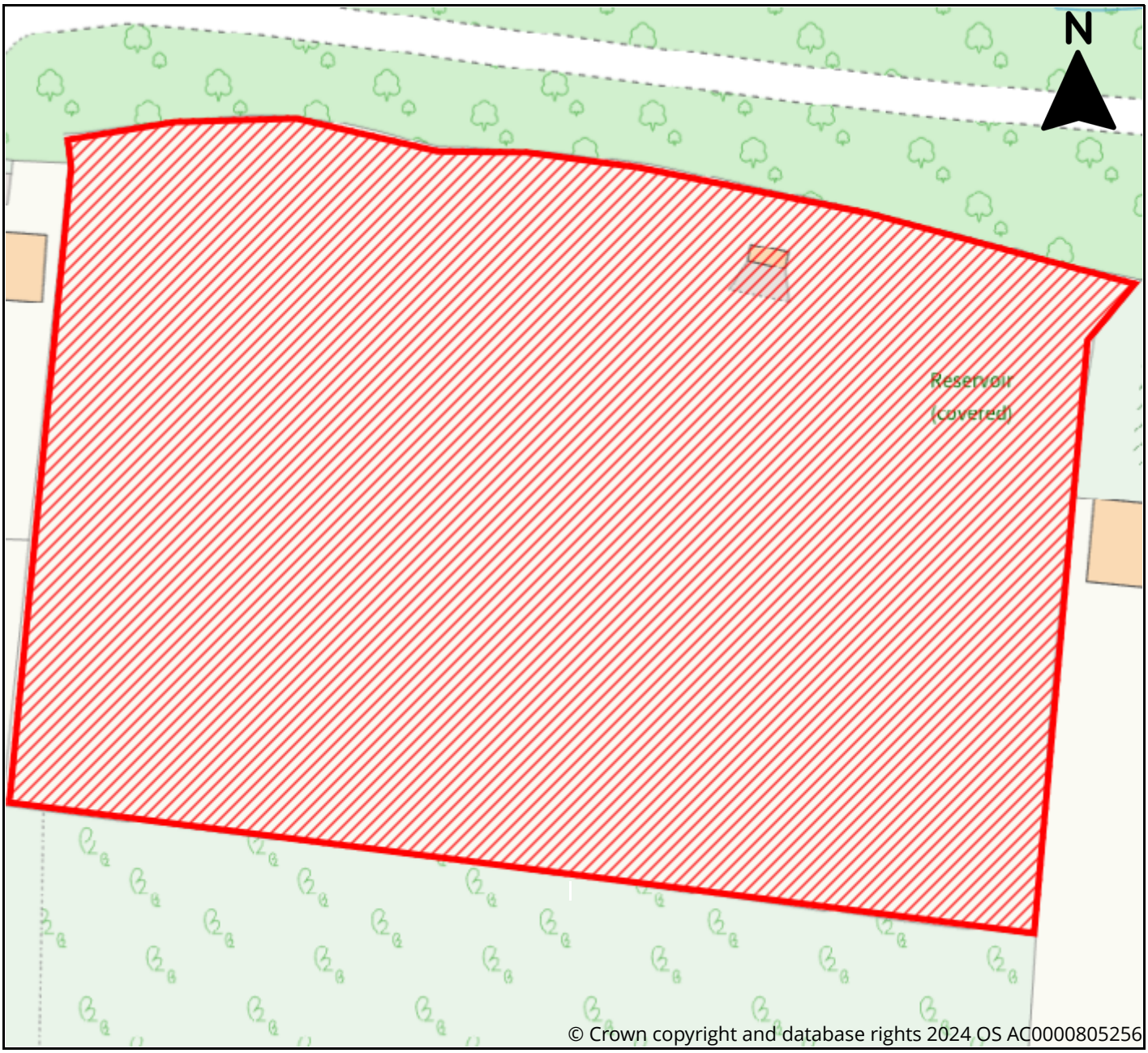


Site Information

Reference	49f220e6-f258-4ee1-af86-c2d8a303b818
SLAA Ref	15/24/002
Site Name	Land at Brickendon Grange Golf Club
Address	Brickendon Grange Golf Club, Pembridge Lane, Brickendon, Hertford, SG13 8PD
Total Area (ha)	0.25
Development Area (ha)	0.22
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

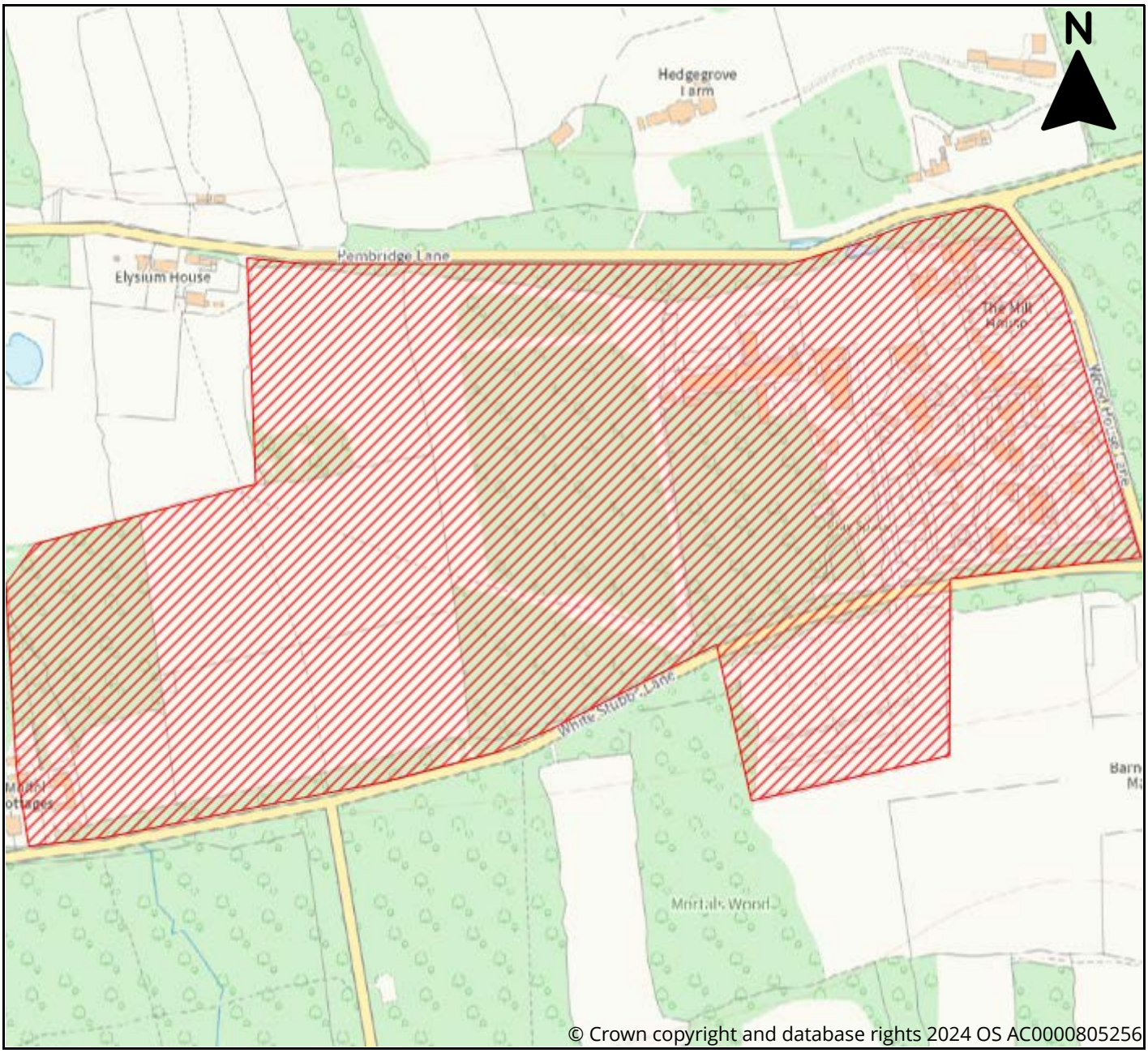


Site Information

Reference	3f9ba498-781a-4196-b635-f4f686333765
SLAA Ref	16/24/001
Site Name	N/A
Address	Vacant field between White Stubbs Manor and Silver Birches, White Stubbs Ln, Broxbourne EN10 7QA
Total Area (ha)	1.5
Development Area (ha)	1.5
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

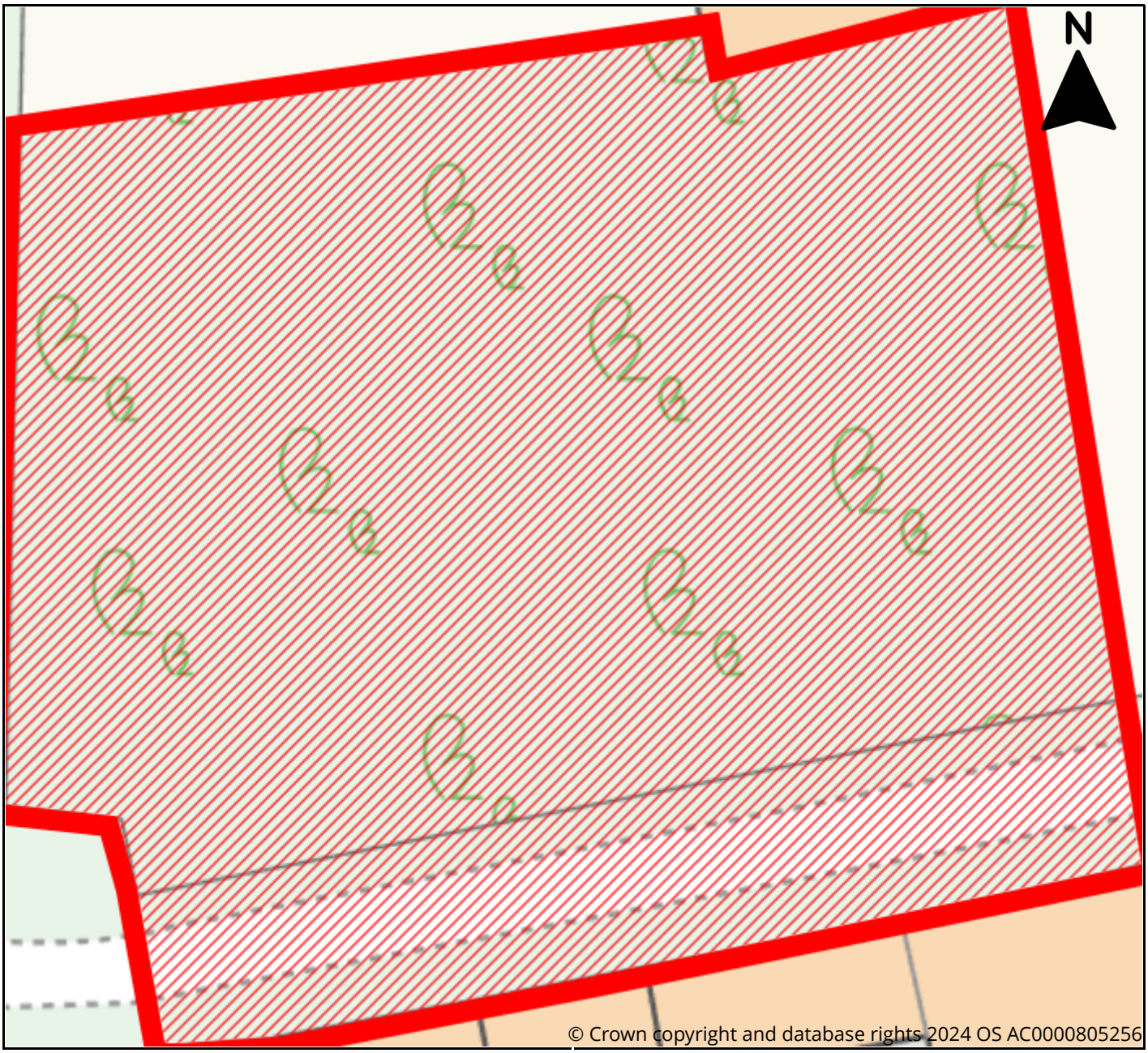


Site Information

Reference	62faf50b-d9c0-4ebb-9173-0064e01f66fe
SLAA Ref	16/24/002
Site Name	Hertfordshire Zoo
Address	Hertfordshire Zoo, White Stubbs Lane, Broxbourne, EN10 7QA
Total Area (ha)	25.95
Development Area (ha)	25.95
Proposed Use	Leisure & Recreation

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

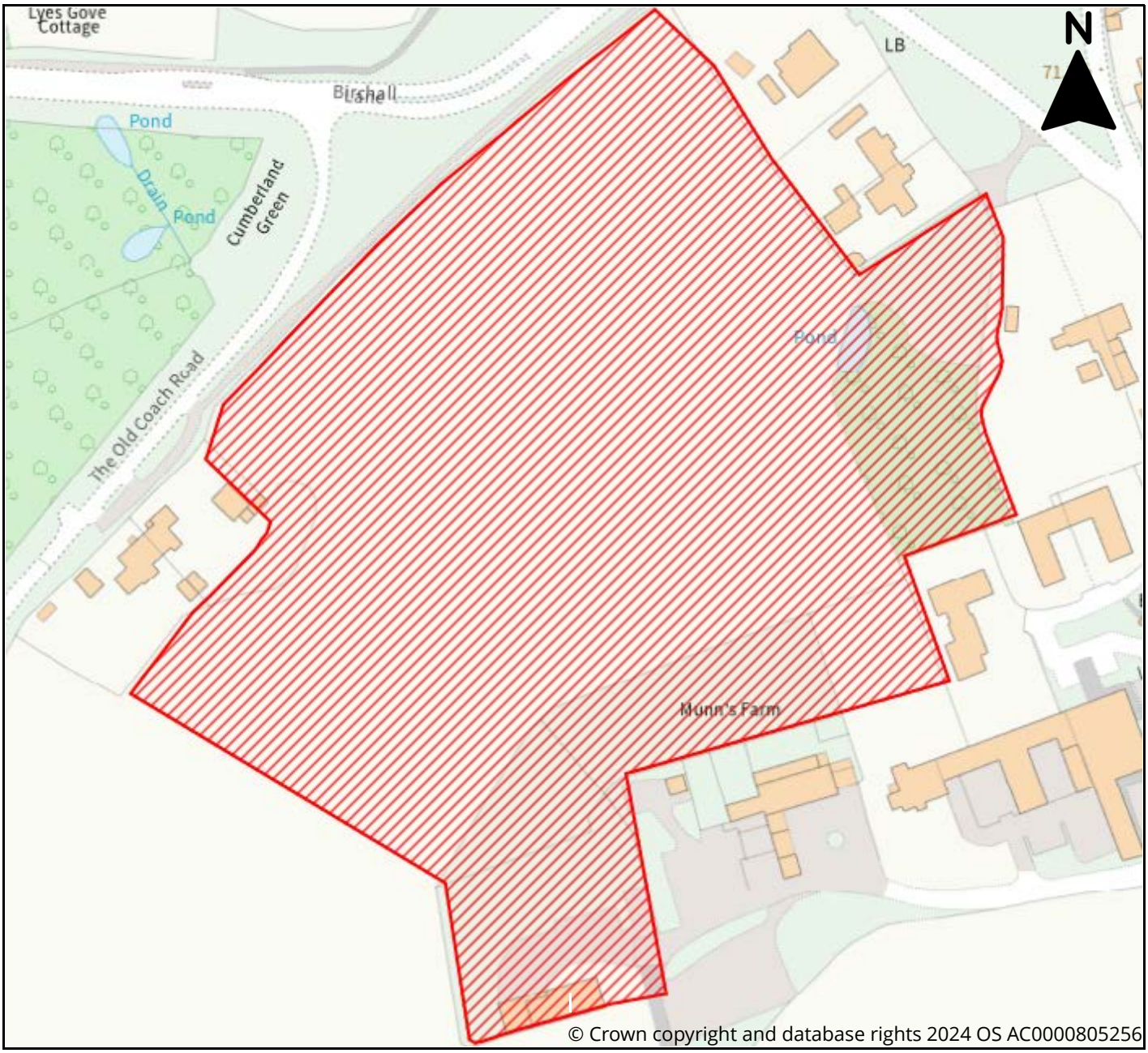


Site Information

Reference	82b3b193-9554-4abc-af6e-e19d26b23140
SLAA Ref	17/24/001
Site Name	Land at Buckland
Address	Land at Buckland, Hill View, Buckland
Total Area (ha)	0.19
Development Area (ha)	0.19
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

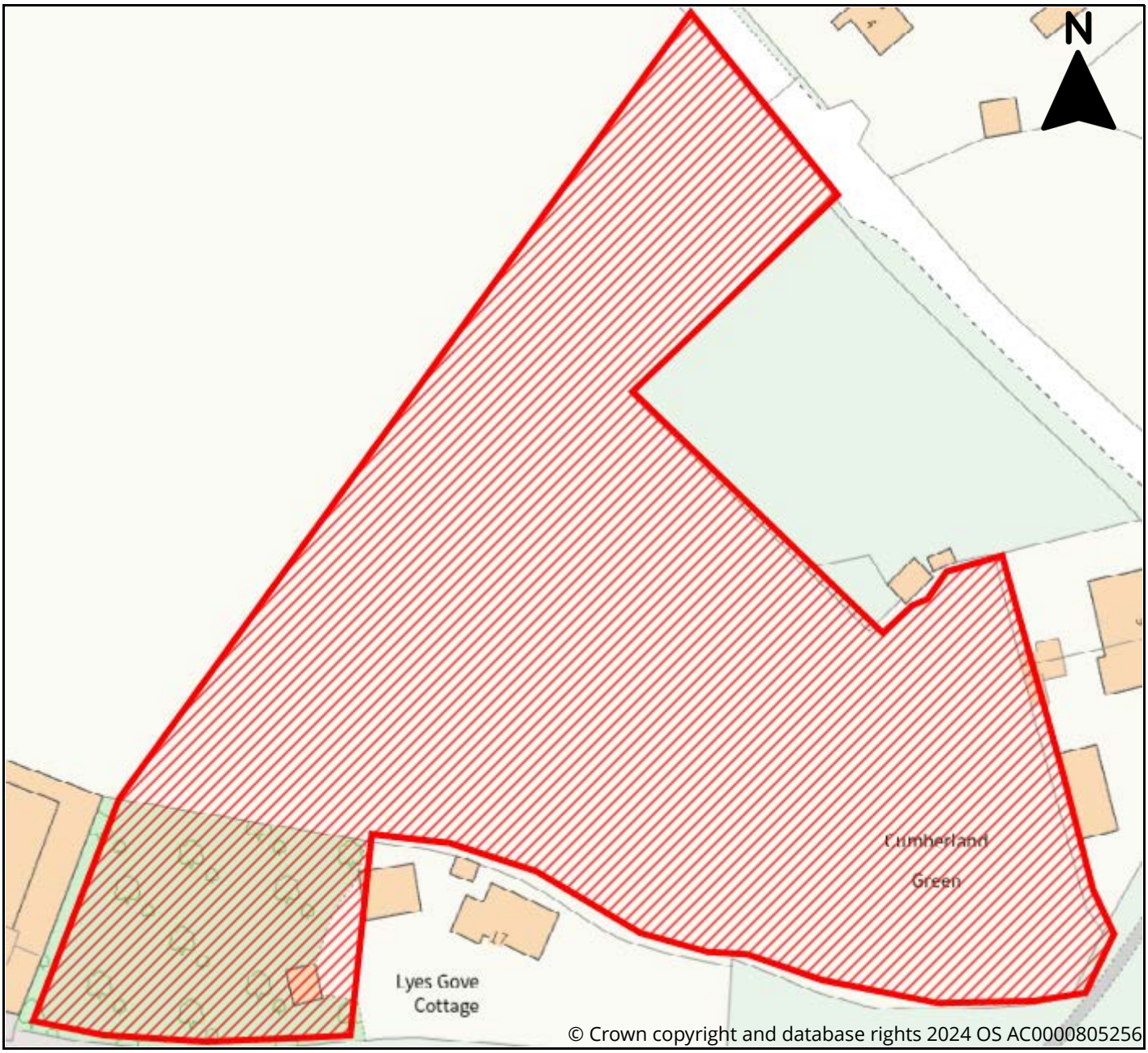


Site Information

Reference	9e9570f5-dcce-4aba-a7ad-0226d1186f62
SLAA Ref	18/24/001
Site Name	Land at Munn's Farm, Cole Green
Address	Land at Munn's Farm, Cole Green, Nr Hertford, Hertfordshire
Total Area (ha)	3.2
Development Area (ha)	3.2
Proposed Use	Residential, Affordable Housing, Specialist Residential, Gypsies & Travellers, Travelling Show, Park Homes, Community Facility, Leisure & Recreation, Retail, Employment, Renewable Energy, Greenspace, Biodiversity Offset, Mixed Use, Other Use

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

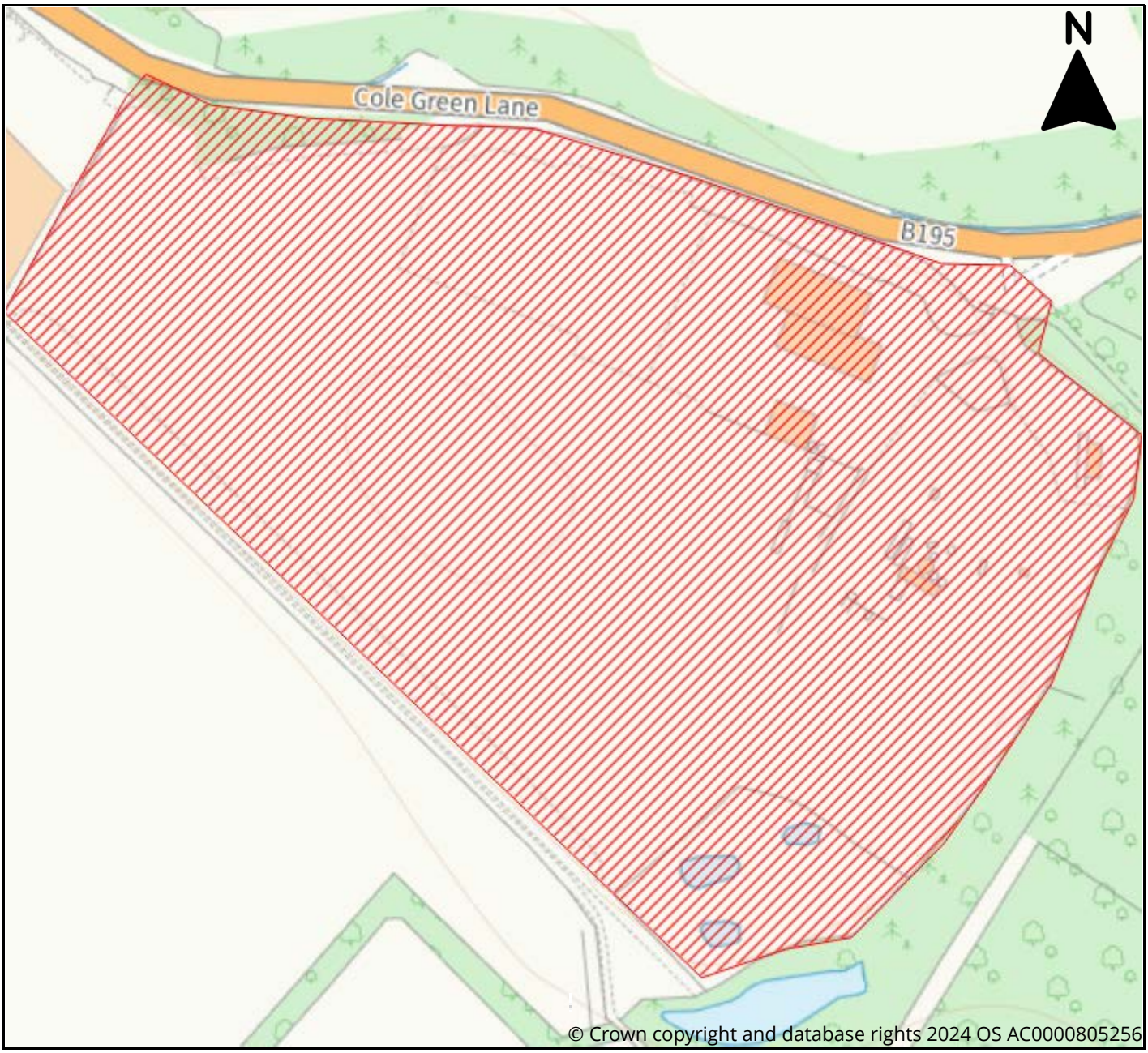


Site Information

Reference	b65fa09e-d5c2-41d4-9828-8d801ada5ae0
SLAA Ref	18/24/002
Site Name	Land at Cole Green
Address	Land at Cole Green, Nr Hertford, SG14 2NL
Total Area (ha)	1.25
Development Area (ha)	1.25
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

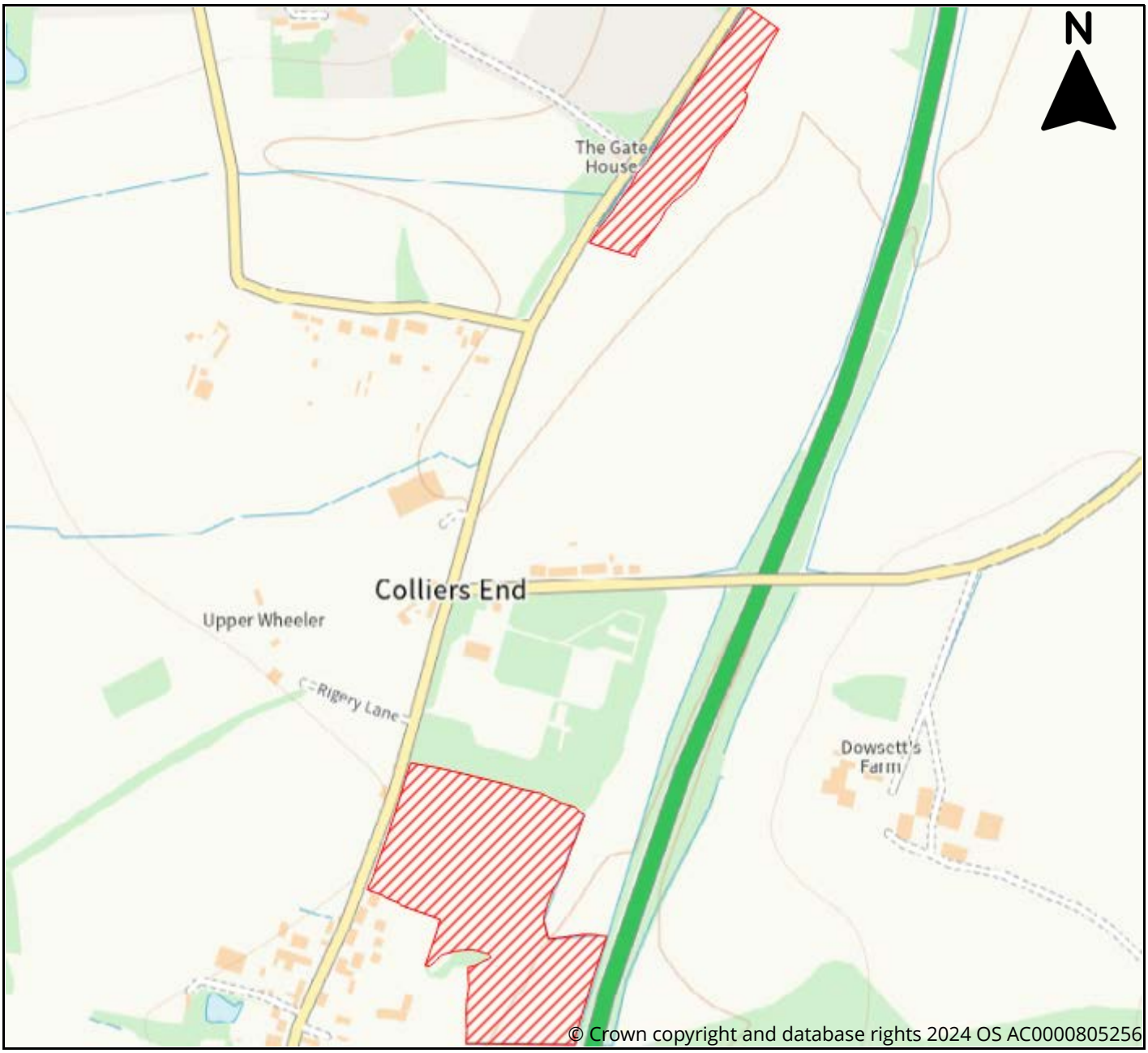


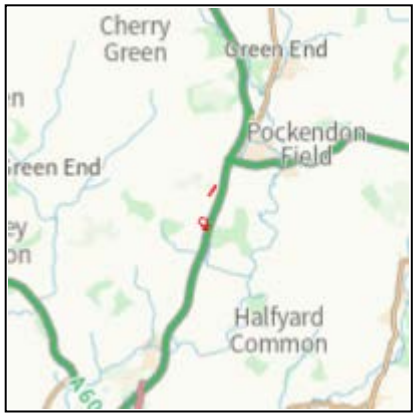
Site Information

Reference	5f73cedc-0501-489e-a743-ebd8cead0c9f
SLAA Ref	18/24/003
Site Name	B P Mitchell (Haulage Contractors) Ltd Highfields
Address	Birchall Lane, Welwyn Garden City, Hertfordshire, SG14 2NR
Total Area (ha)	11
Development Area (ha)	8.8
Proposed Use	Employment

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

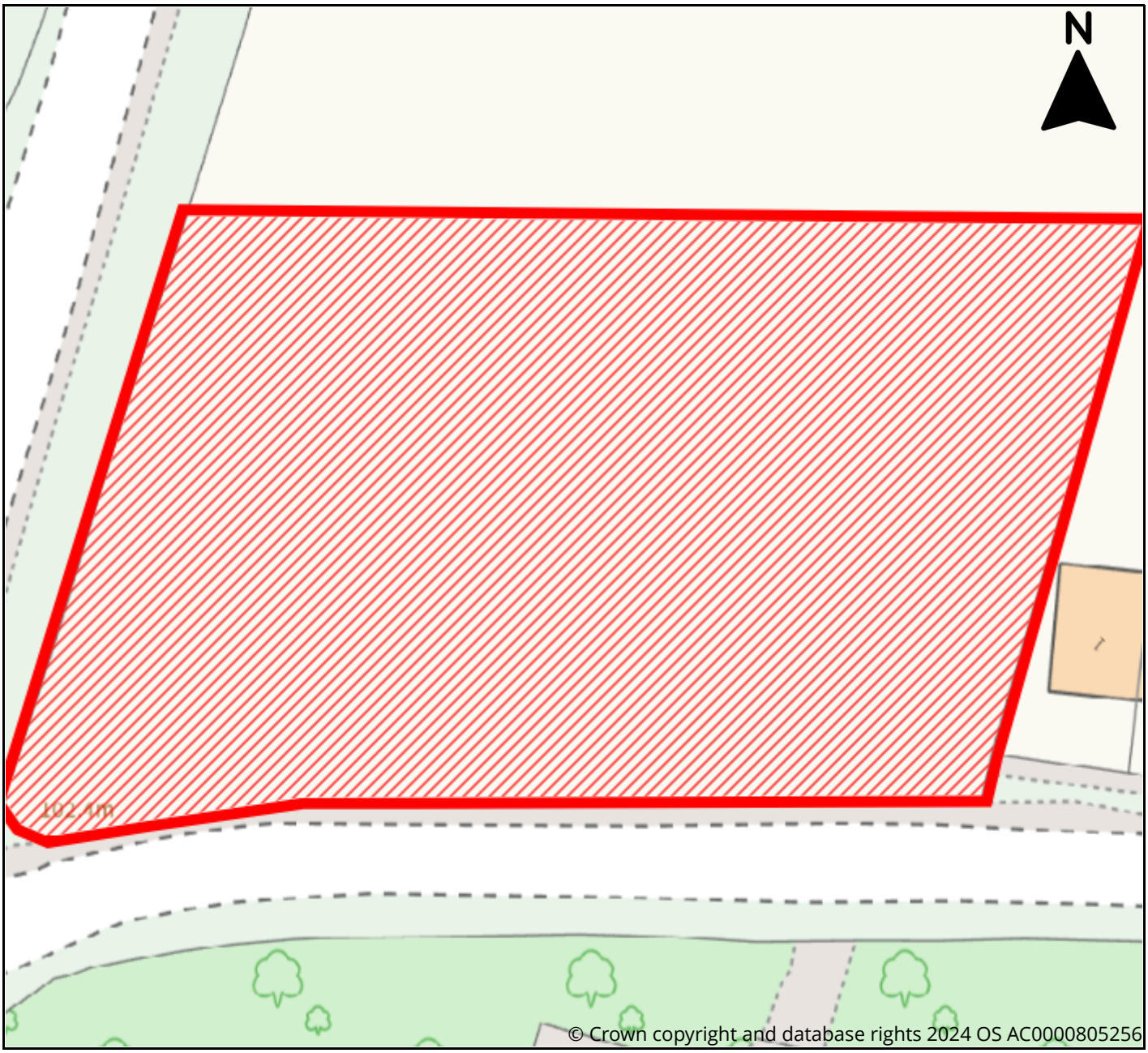




Site Information

Reference	cd3cabf8-4a97-42ee-bf1b-ca1b5c7a206d
SLAA Ref	19/24/001
Site Name	Ryders Mead and Camp Field
Address	Ermine Street Colliers End, Colliers End
Total Area (ha)	7.6
Development Area (ha)	7.6
Proposed Use	Residential

East Herts District Plan Review
Call for Sites 2024

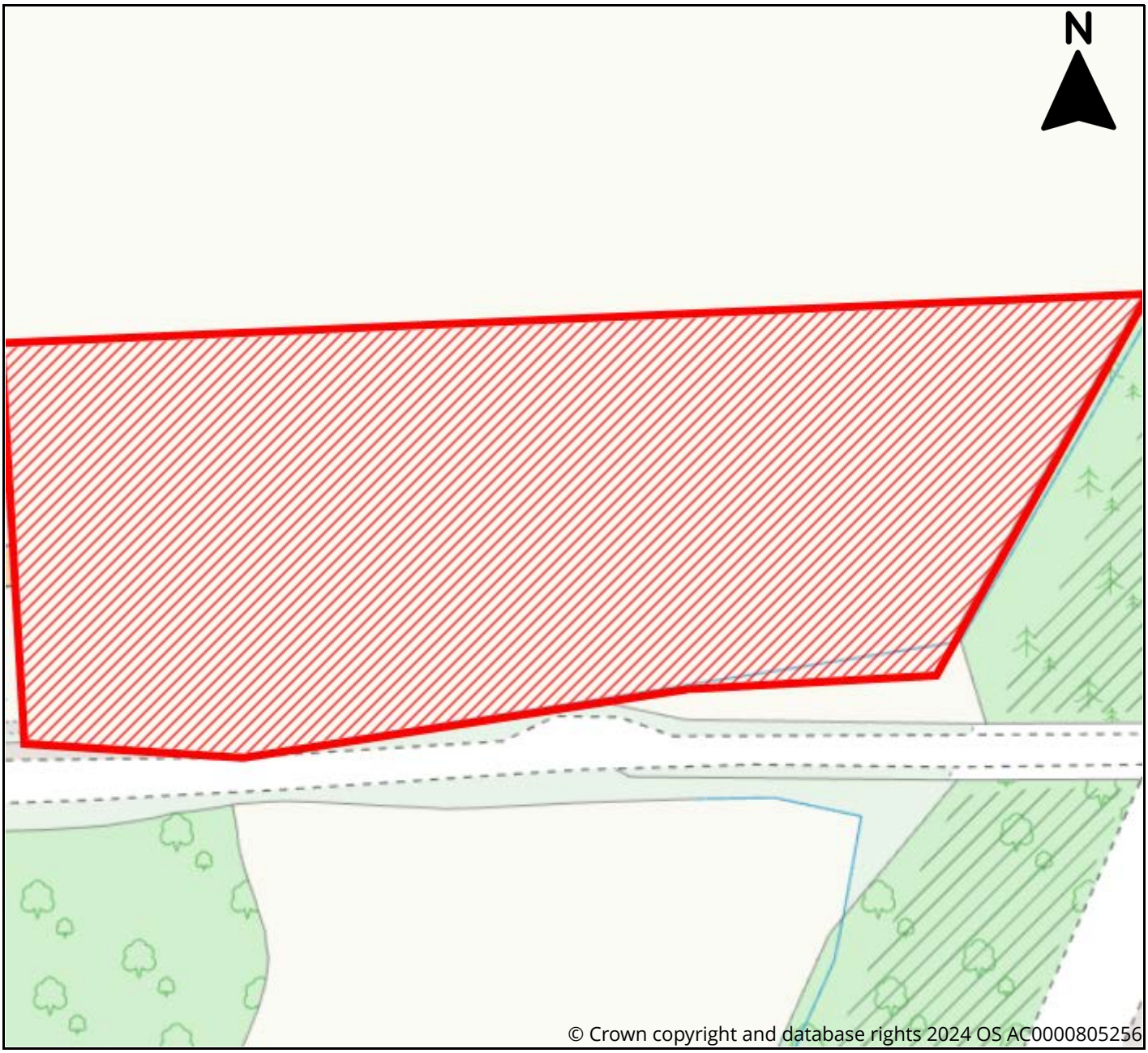


Site Information

Reference	4c0ba735-aa38-4e54-a1e0-880e076a04d7
SLAA Ref	19/24/002
Site Name	Land at Dowsetts Lane/Ermine Street (West of Wellington Cottages)
Address	Land at Dowsetts Lane/Ermine Street (West of Wellington Cottages) Colliers End, Ware, Hertfordshire SG11 1EE
Total Area (ha)	0.35
Development Area (ha)	0.21
Proposed Use	Residential, Renewable Energy, Biodiversity Offset

callforsites@eastherts.gov.uk

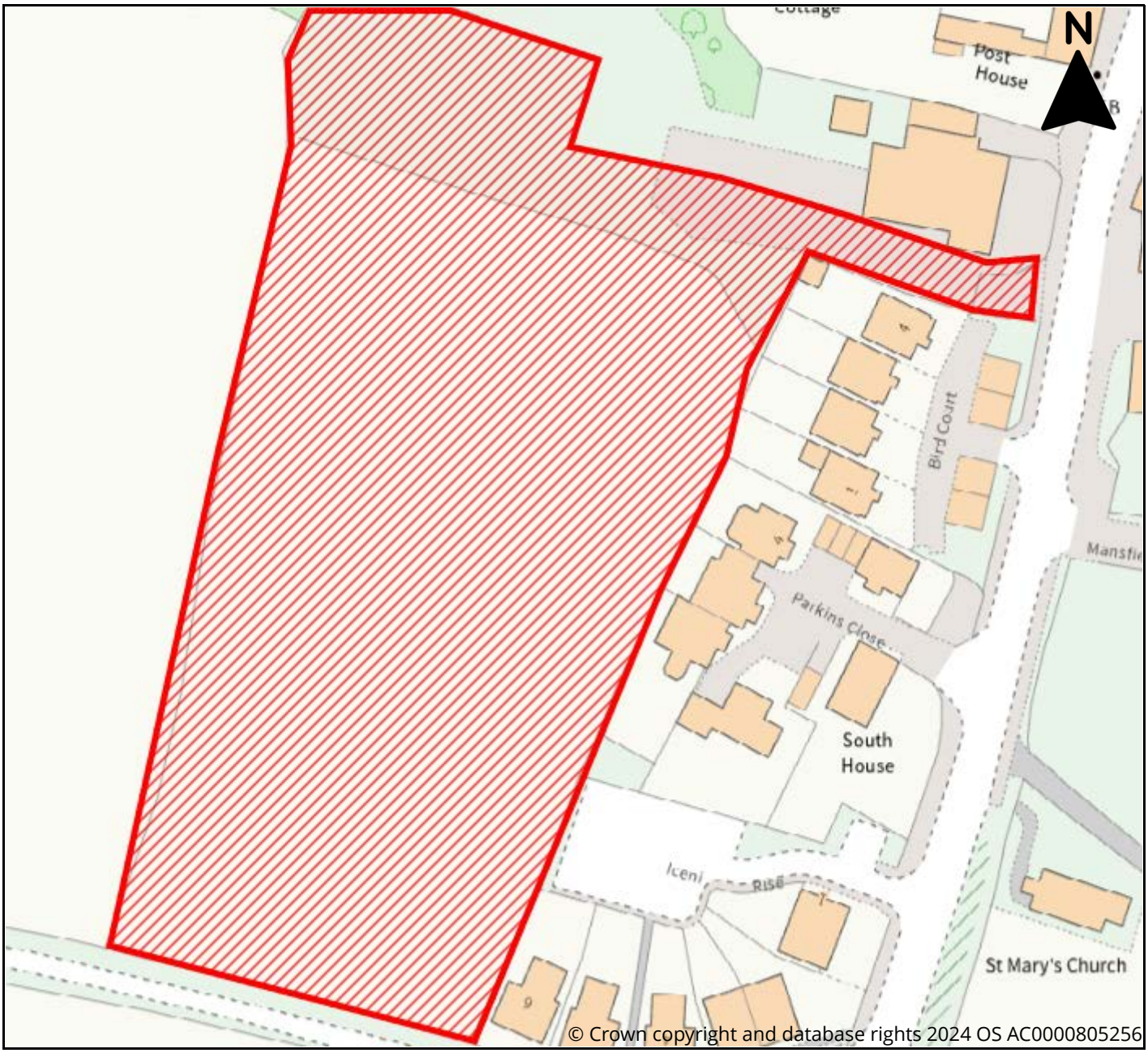
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	7663ea66-46f7-480b-806b-7beb1a5a550a
SLAA Ref	19/24/003
Site Name	Land at Dowsetts Lane (East of Wellington Cottages)
Address	Land at Dowsetts Lane (East of Wellington Cottages), Collier's End, Ware, SG11 1EE
Total Area (ha)	0.51
Development Area (ha)	0.31
Proposed Use	Residential, Affordable Housing, Renewable Energy, Biodiversity Offset

East Herts District Plan Review
Call for Sites 2024

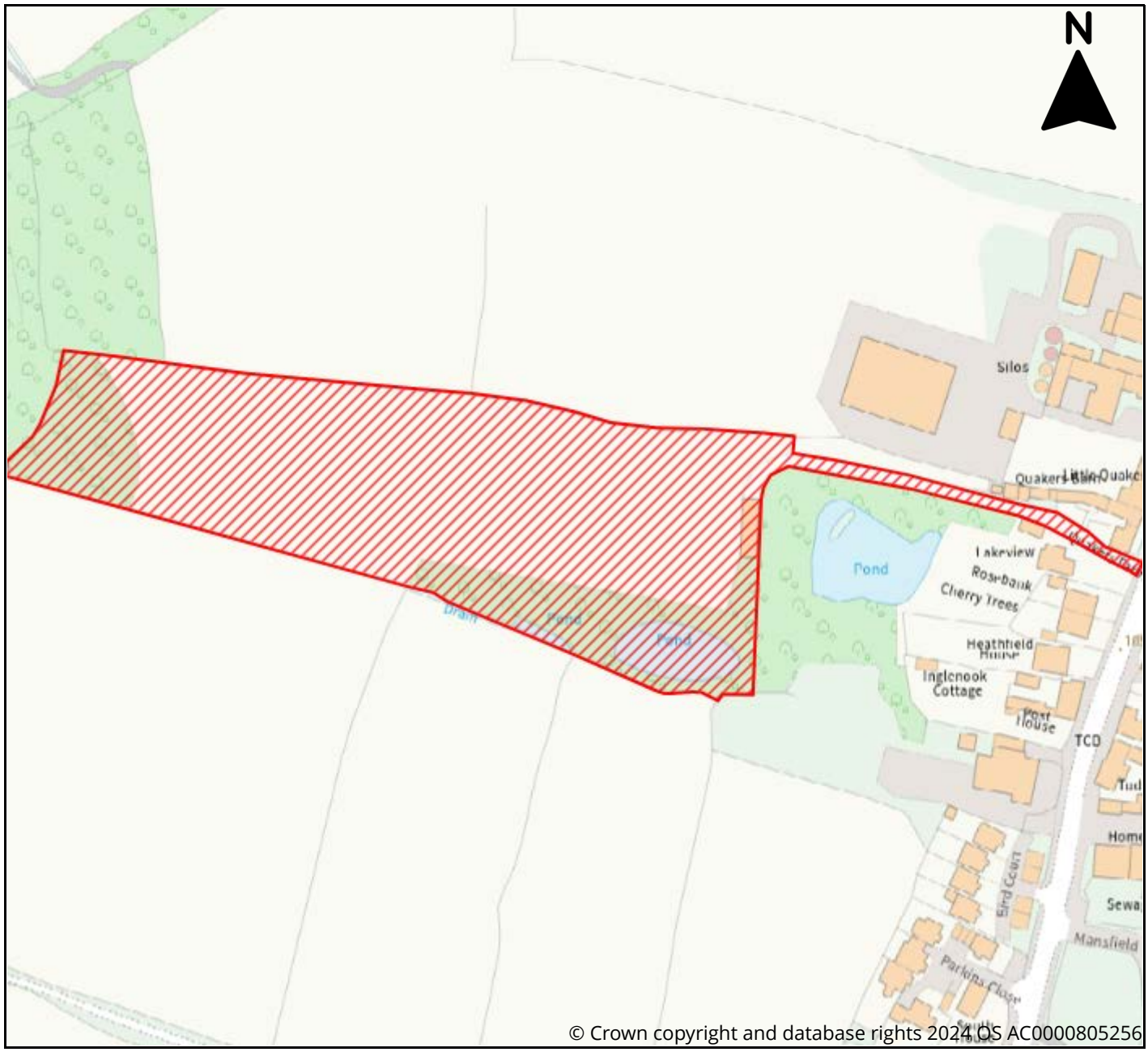


Site Information

Reference	83a069d0-b6d8-4842-8c8a-28f7ef1e9ae3
SLAA Ref	19/24/004
Site Name	Land at Collier's End within title number HD467690
Address	Land lying to the west of Ermine Street, Collier's End , Ware, SG11 1ER
Total Area (ha)	1
Development Area (ha)	0.6
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



© Crown copyright and database rights 2024 OS AC0000805256

Site Information

Reference	61725ec5-be7c-4d81-997d-2c6fb6c29297
SLAA Ref	19/24/005
Site Name	Land Adjacent Quakers Farm
Address	Land Adjacent Quakers Farm, Colliers End, Ware, SG11 1ER
Total Area (ha)	1.8
Development Area (ha)	1.5
Proposed Use	Residential

East Herts District Plan Review
Call for Sites 2024

Site Information

Reference	faf6a106-f245-458d-8e45-94447f4409a0
SLAA Ref	19/24/006
Site Name	Lower Wheeler
Address	Lower Wheeler, Colliers End, Ware, SG11 1ET
Total Area (ha)	1.33
Development Area (ha)	0.79
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

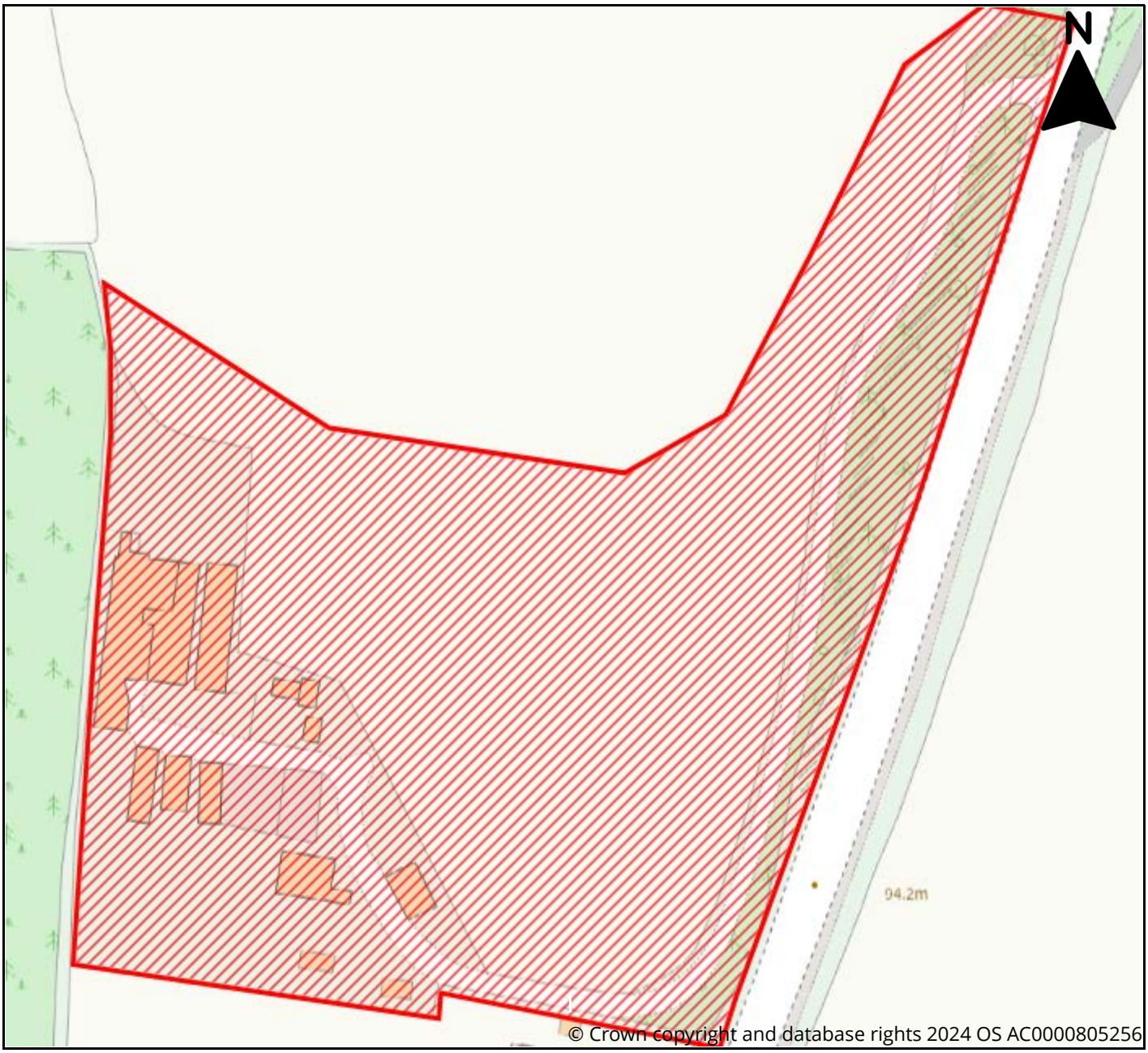
© Crown copyright and database rights 2024 OS AC0000805256

Site Information

Reference	94571b4f-0df5-4f6a-a22f-339e7c49e5d1
SLAA Ref	19/24/007
Site Name	Colliers End Business Park
Address	Colliers End Business Park, Dowsett's Lane, Colliers End, Ware, SG11 1EG
Total Area (ha)	6
Development Area (ha)	5
Proposed Use	Employment

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

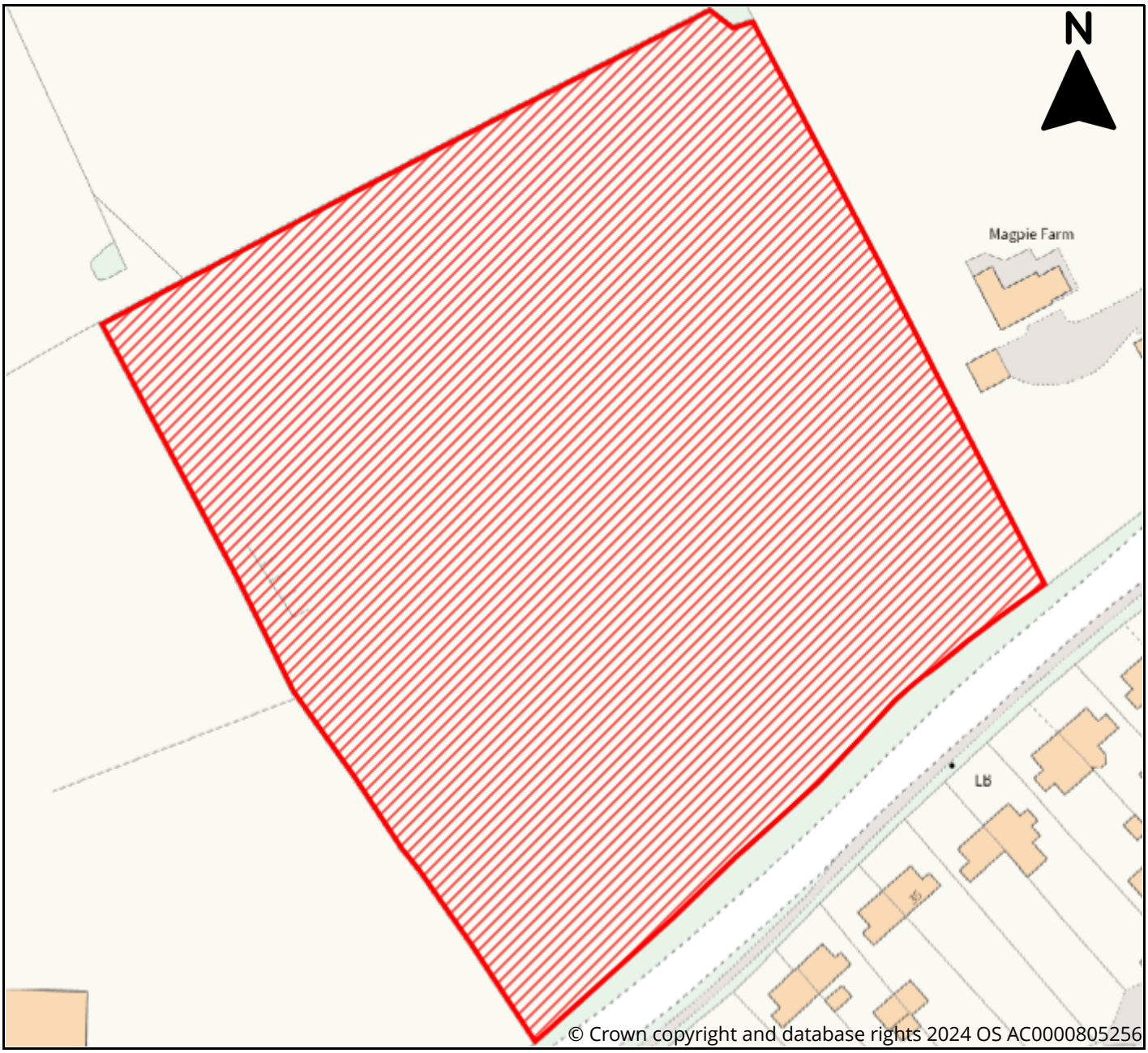


Site Information

Reference	54aa1576-39c8-4b95-91f5-c499c1302f7c
SLAA Ref	19/24/008
Site Name	Land to West of Ermine Street
Address	Land to West of Ermine Street, Colliers End, Ware, Herts. SG11 1EN
Total Area (ha)	1.6
Development Area (ha)	1.3
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

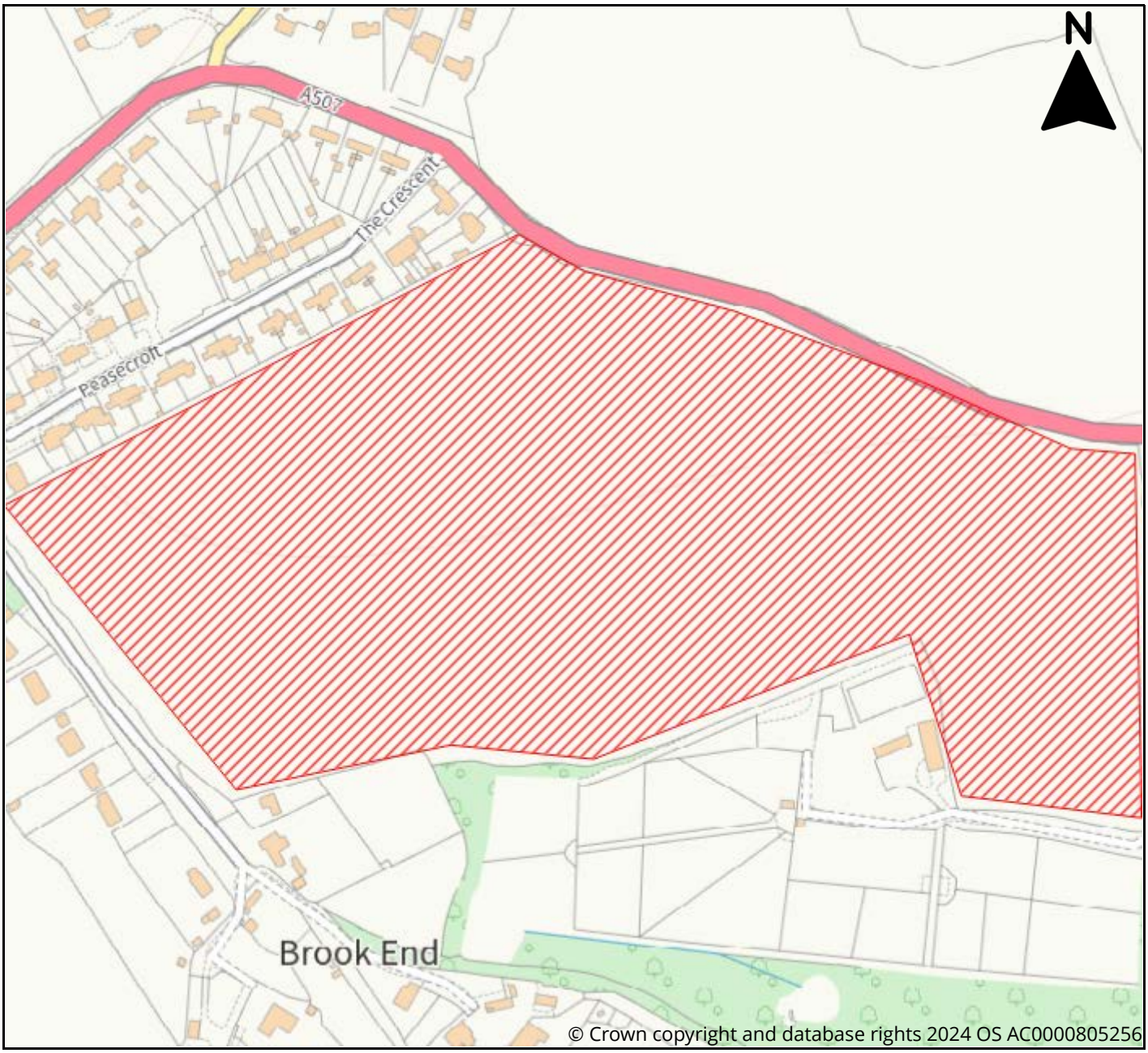


Site Information

Reference	557463ba-1f61-4234-80ca-133356b3ac4c
SLAA Ref	20/24/001
Site Name	Land Adj. To The Old Rectory
Address	Land Adj. To The Old Rectory, Cottered, Buntingford SG9 9QP
Total Area (ha)	2
Development Area (ha)	2
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

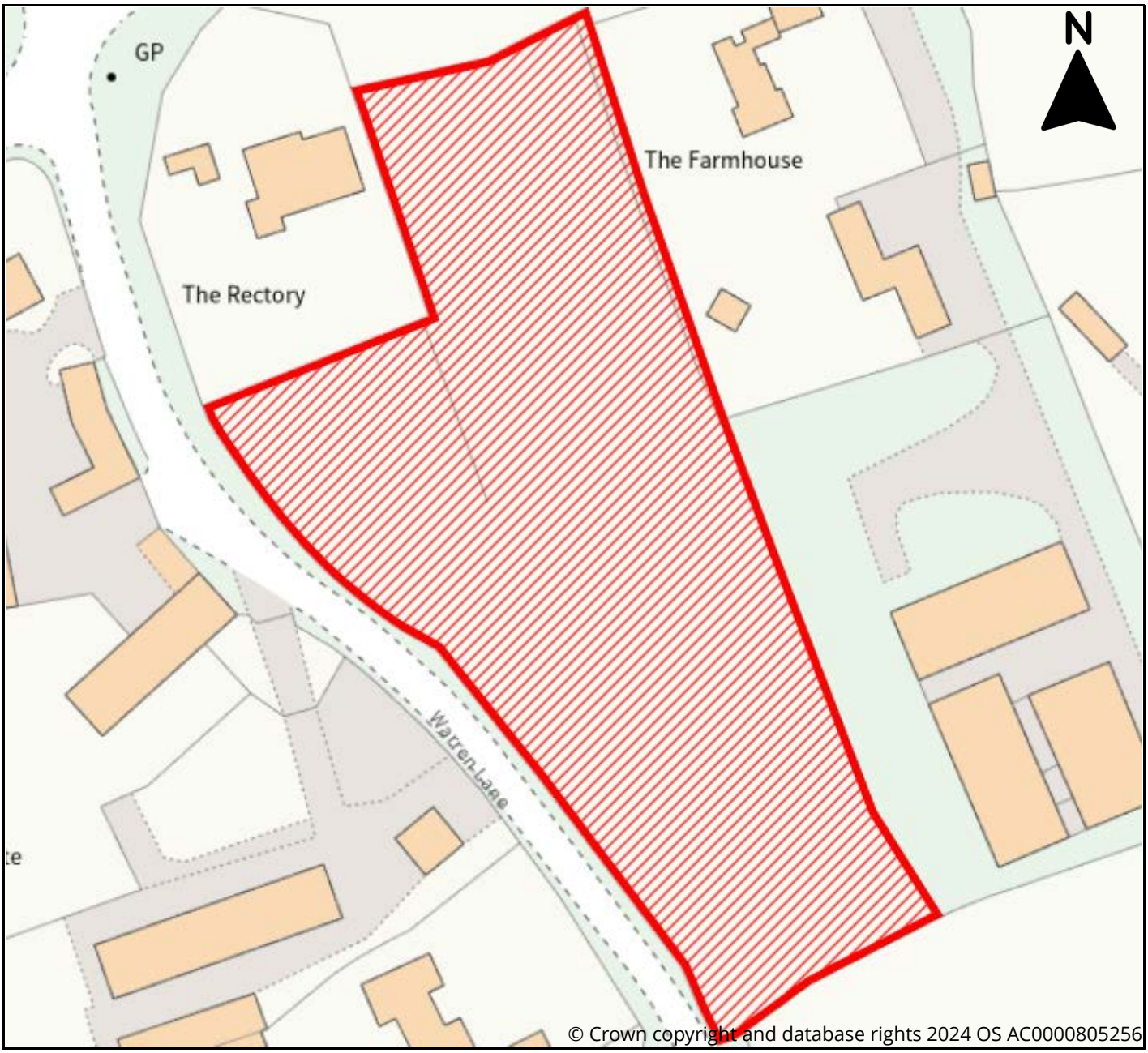
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	5e1f10e6-3b17-44b1-966a-55004c980738
SLAA Ref	20/24/002
Site Name	Peascroft
Address	Peascroft, Next to the council houses, Cottered, Herts SG9
Total Area (ha)	13.76
Development Area (ha)	5
Proposed Use	Residential

East Herts District Plan Review
Call for Sites 2024

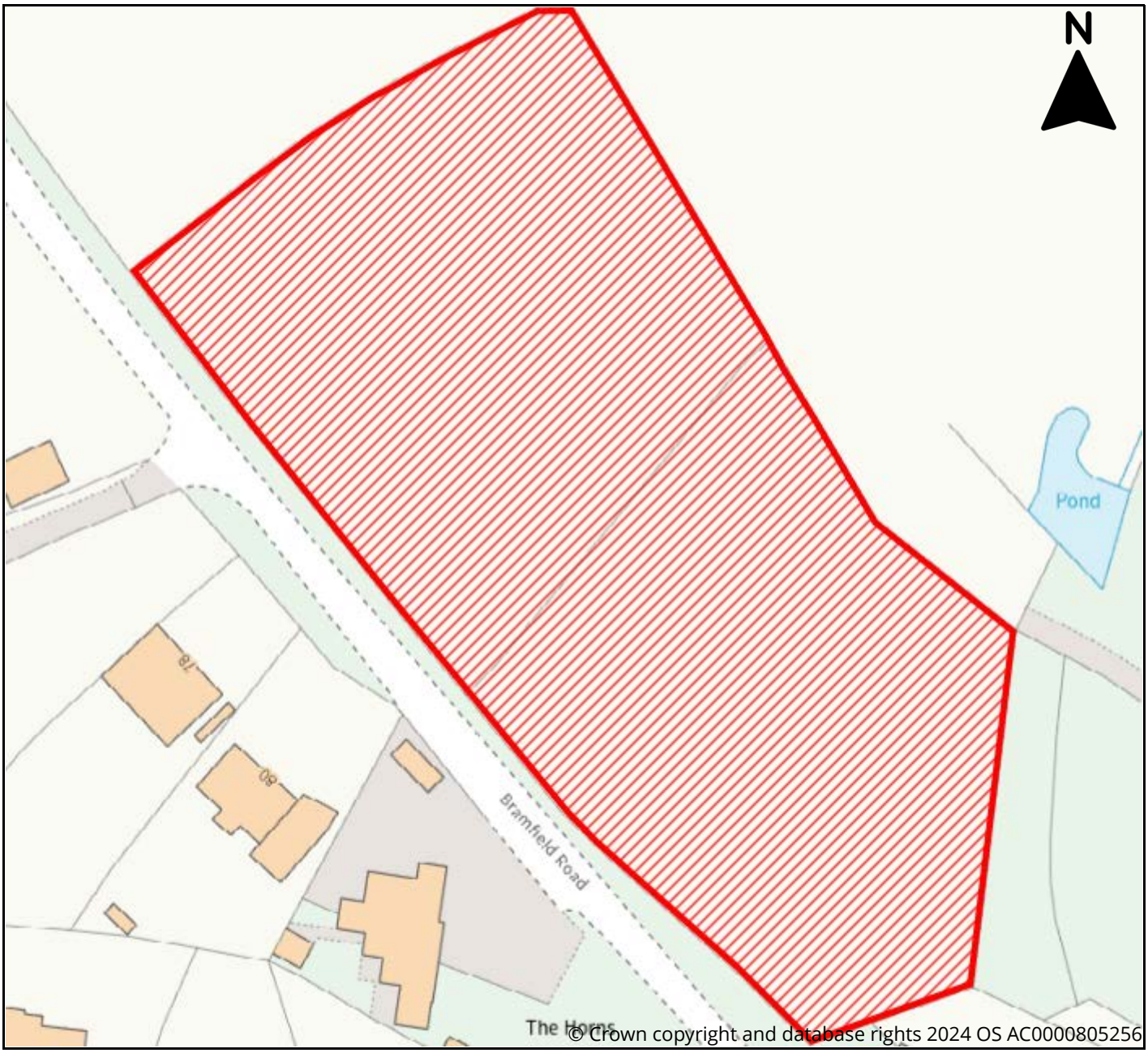


Site Information

Reference	d41b829c-038f-4d02-968e-aa76a7cf4635
SLAA Ref	20/24/003
Site Name	Land to the East of Warren Lane
Address	Land to the East of Warren Lane, Warren Lane, Cottered, SG9 9QA
Total Area (ha)	5.17
Development Area (ha)	5.17
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

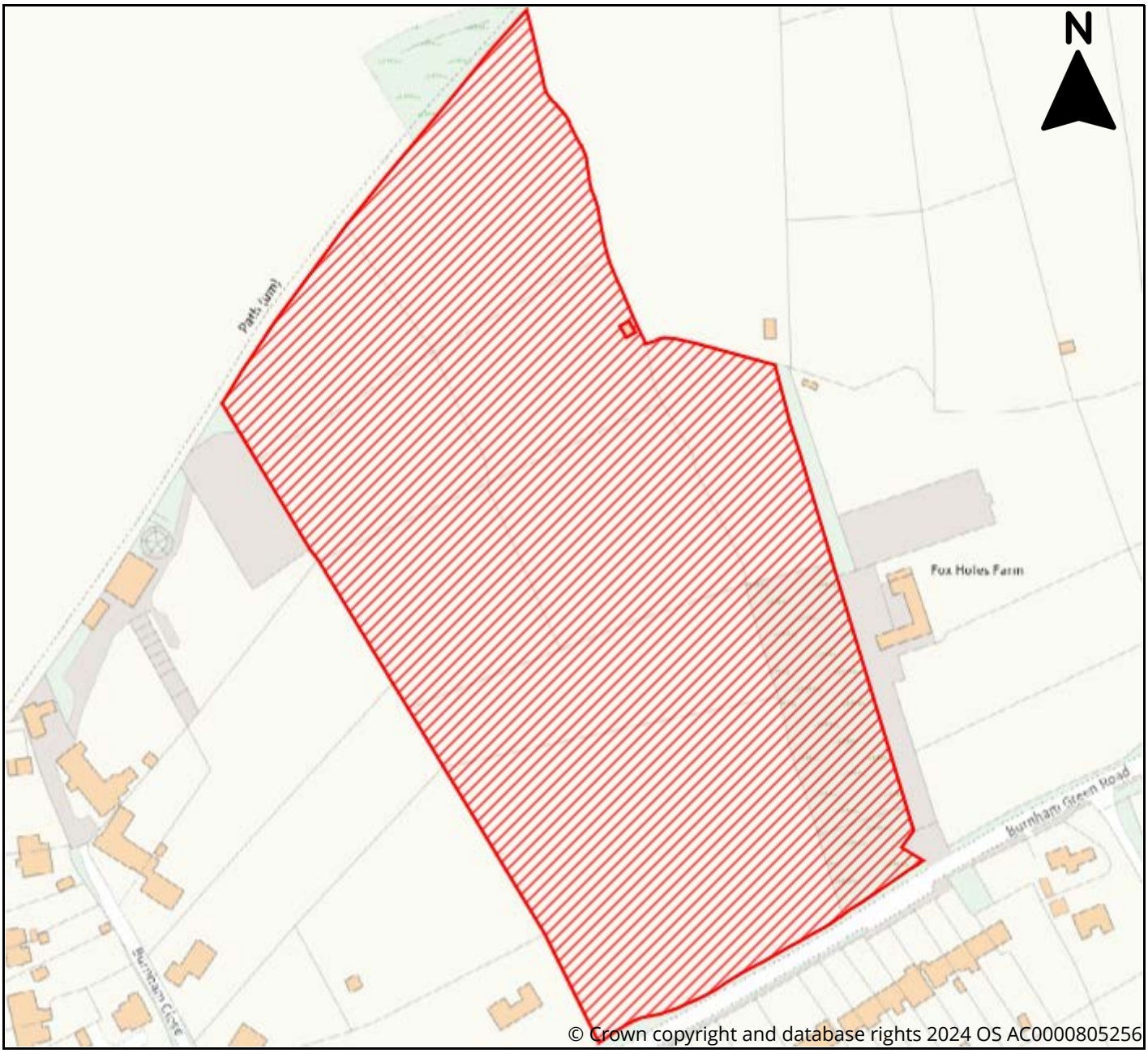


Site Information

Reference	1710cb4f-5512-4221-860d-2776df8a720f
SLAA Ref	21/24/001
Site Name	Land West of Moat Farm
Address	Land West of Moat Farm, Bulls Green, Datchworth, SG3 6SE
Total Area (ha)	1
Development Area (ha)	0.6
Proposed Use	Residential, Affordable Housing, Renewable Energy

callforsites@eastherts.gov.uk

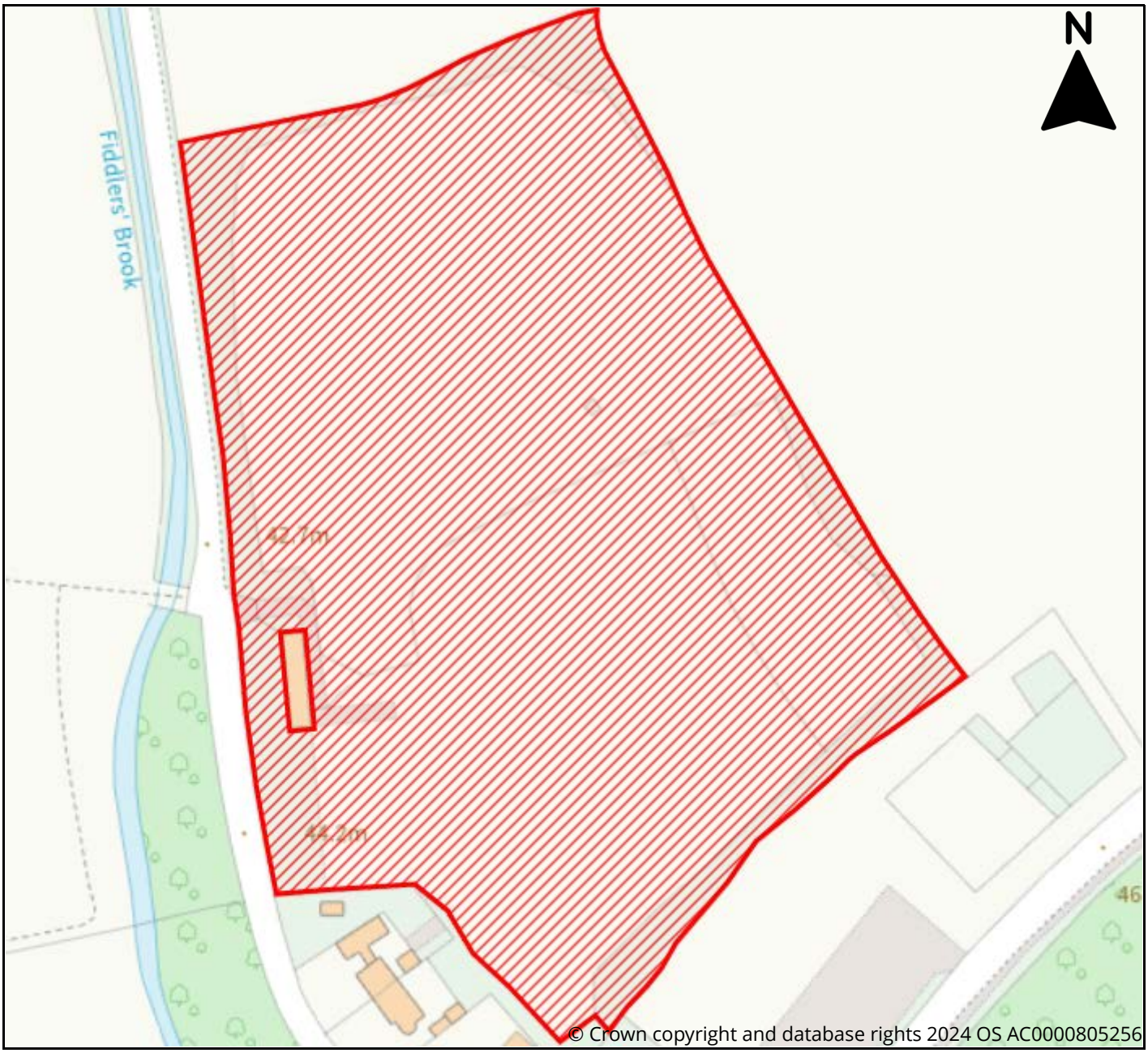
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	c919772a-5266-4692-b0b9-19baab496aea
SLAA Ref	21/24/002
Site Name	Land North of Burnham Green Road
Address	Land North of Burnham Green Road, Datchworth, Welwyn, AL6 0NQ
Total Area (ha)	4.65
Development Area (ha)	4.65
Proposed Use	Residential, Affordable Housing, Greenspace

East Herts District Plan Review
Call for Sites 2024

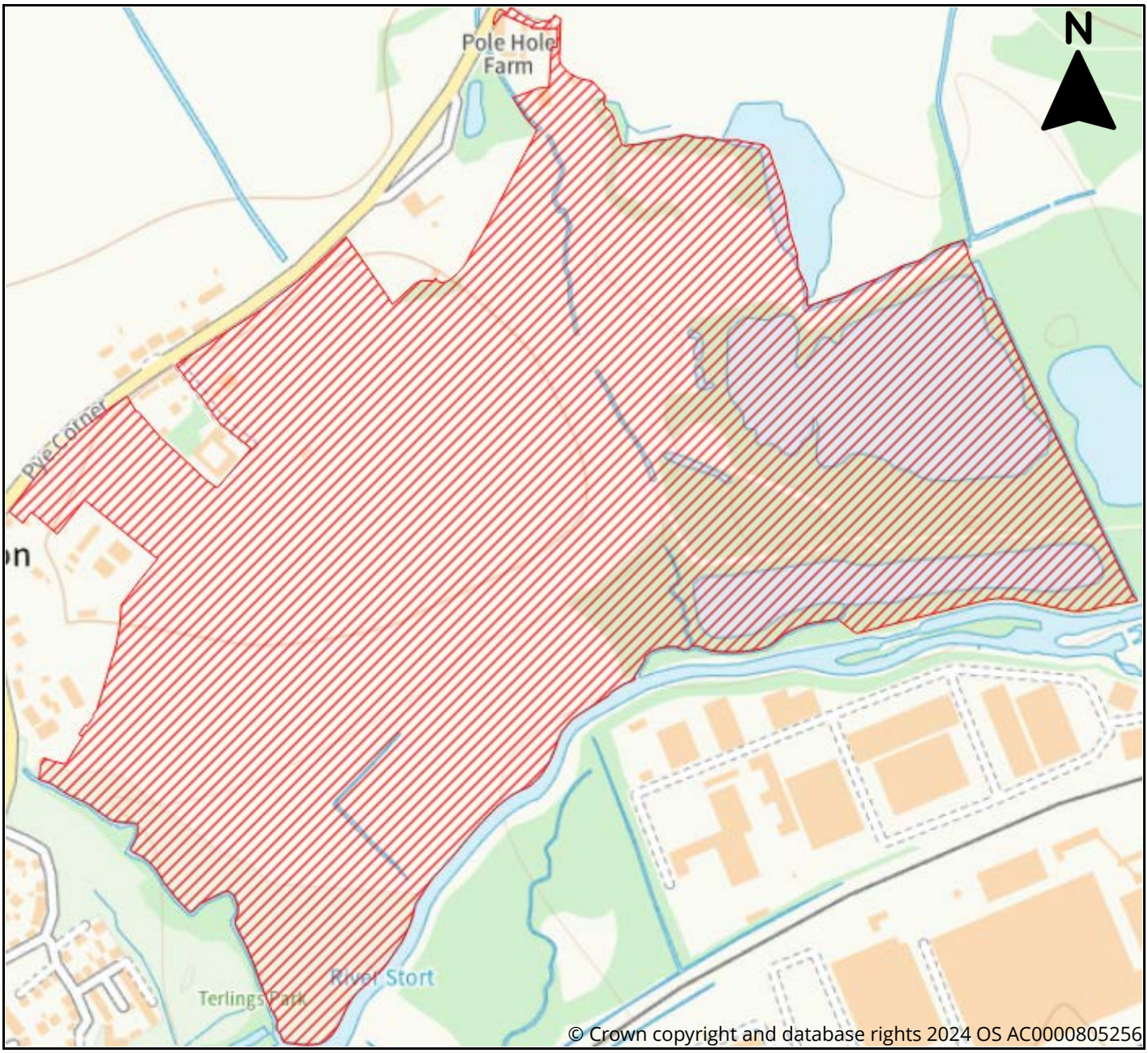


Site Information

Reference	f8e97c86-9127-4a32-85c6-c03296b9e247
SLAA Ref	22/24/001
Site Name	Fiddlers Brook Stables
Address	Fiddlers Brook Stables, Gilston Lane, Gilston, CM20 2RD
Total Area (ha)	2.26
Development Area (ha)	2
Proposed Use	Residential, Affordable Housing, Renewable Energy, Greenspace, Biodiversity Offset

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

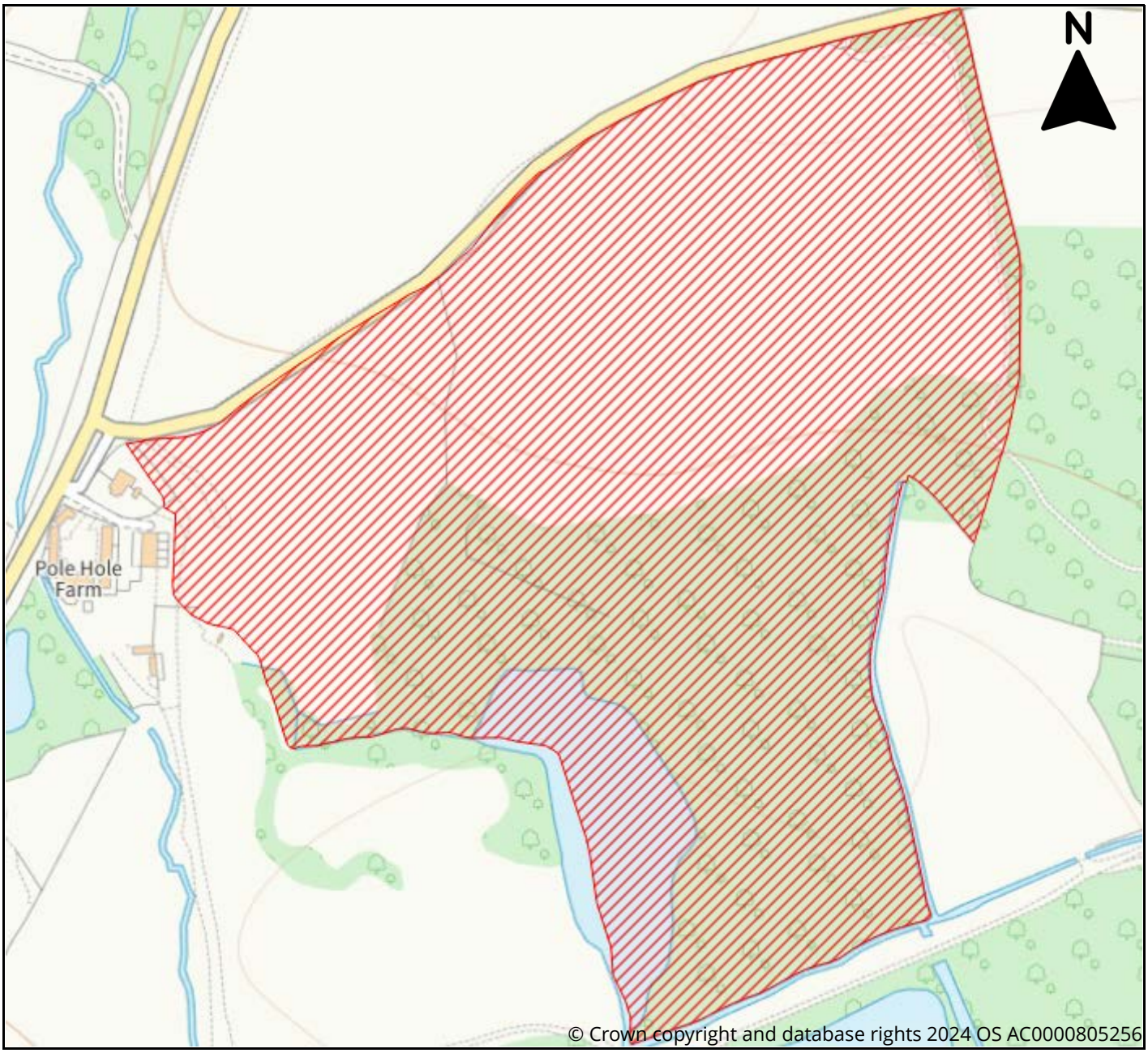


Site Information

Reference	b5489178-1b08-441c-8de9-fad8ba022016
SLAA Ref	22/24/002
Site Name	Land at Redricks, Gilston
Address	Land to the South of Eastwick Road, Gilston, CM20 2RP
Total Area (ha)	47.6
Development Area (ha)	16.55
Proposed Use	Residential, Affordable Housing, Community Facility, Leisure & Recreation, Retail, Employment, Renewable Energy, Greenspace, Biodiversity Offset, Mixed Use, Other Use

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

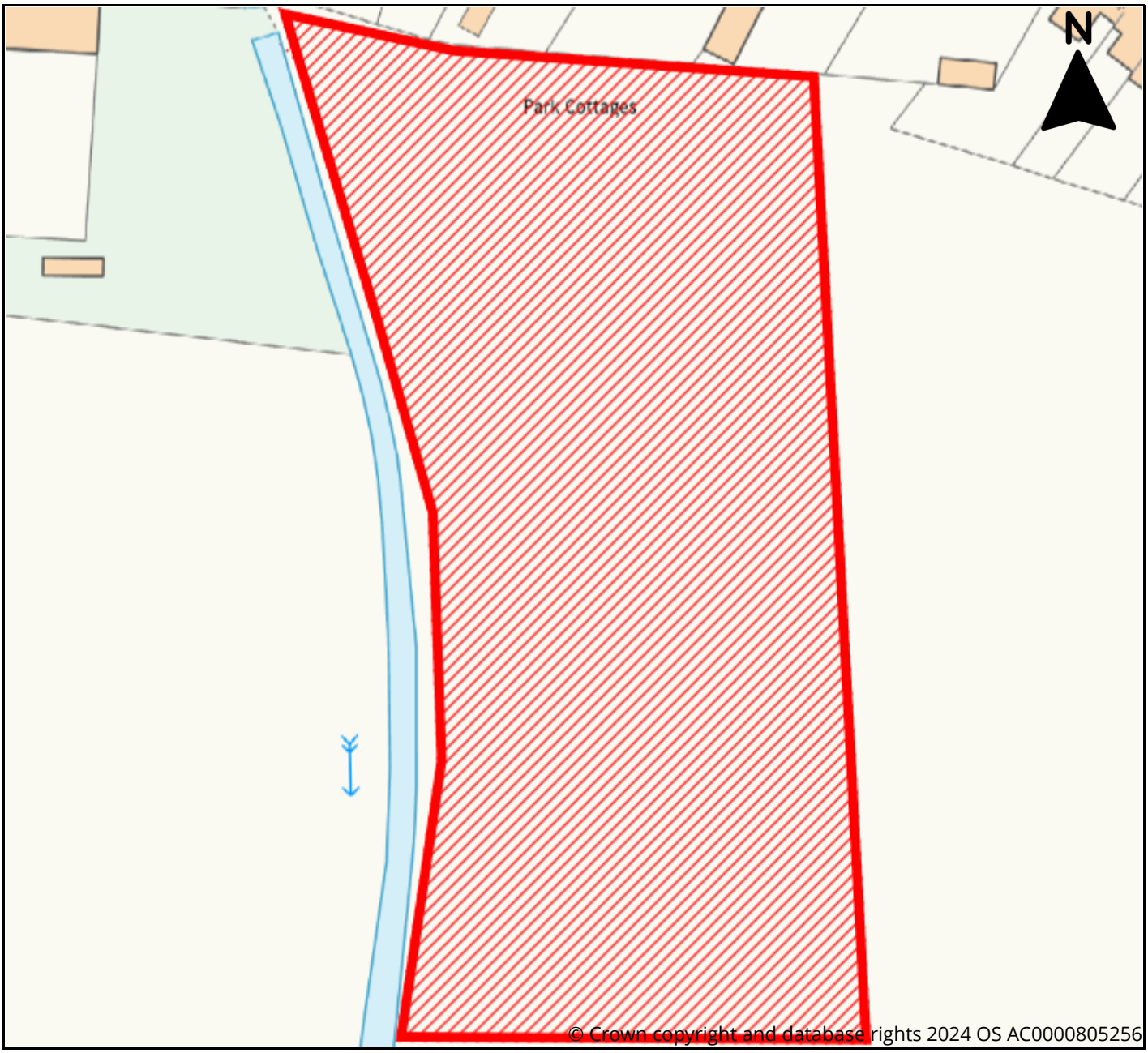


Site Information

Reference	03197d15-d82f-4402-9ed6-6f7e3ba7ca43
SLAA Ref	22/24/003
Site Name	Land South of Redricks Lane
Address	Land South of Redricks Lane, Gilston, Harlow, CM20 2RP
Total Area (ha)	14.27
Development Area (ha)	8
Proposed Use	Residential, Affordable Housing, Employment, Renewable Energy, Greenspace, Biodiversity Offset, Mixed Use

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

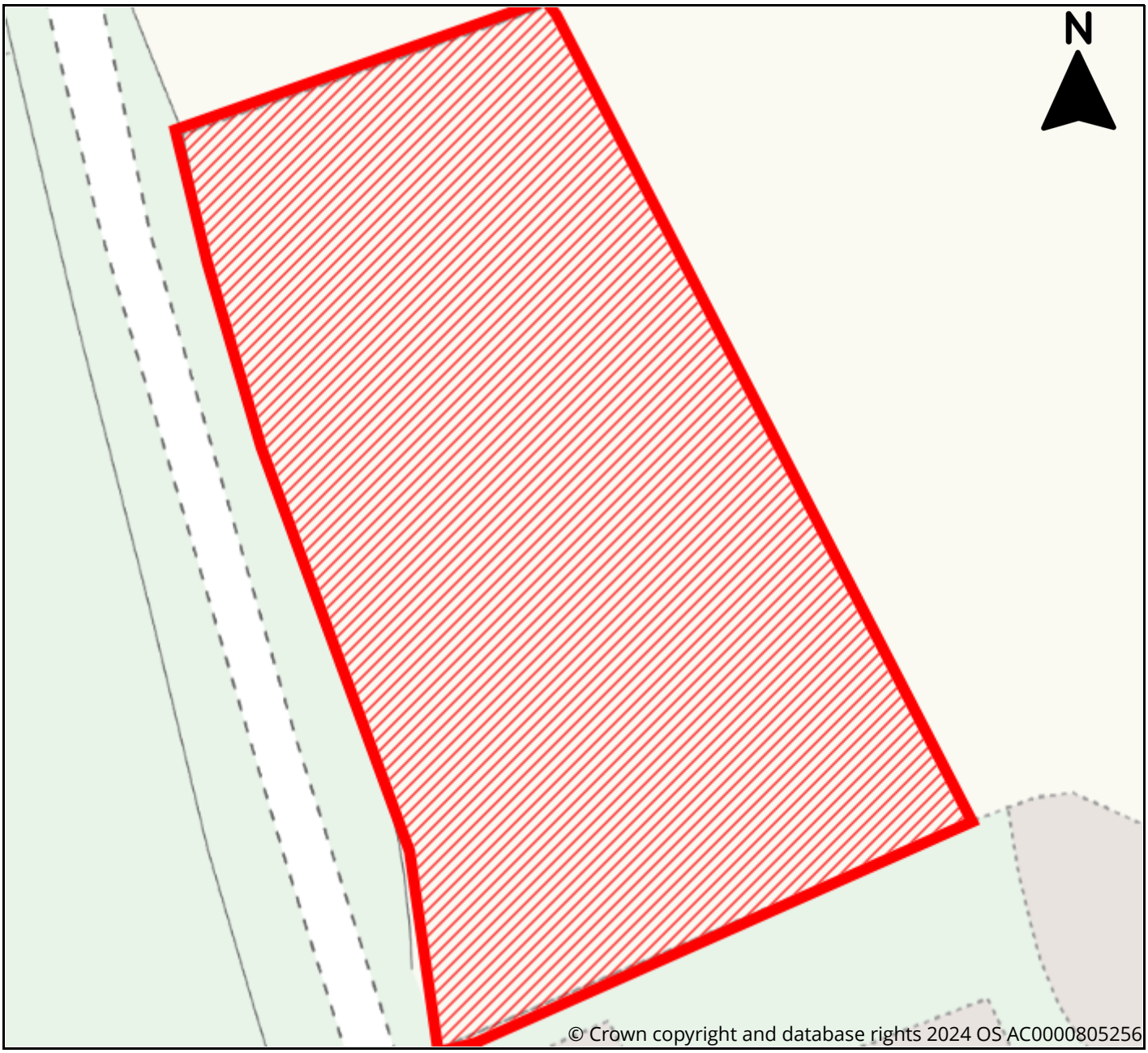


Site Information

Reference	3f6f7063-06e3-4382-9bea-e5bd85e390ea
SLAA Ref	22/24/004
Site Name	Grazing Land at Eastwick
Address	Grazing Land at Eastwick, Eastwick
Total Area (ha)	0.28
Development Area (ha)	0.28
Proposed Use	Biodiversity Offset

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

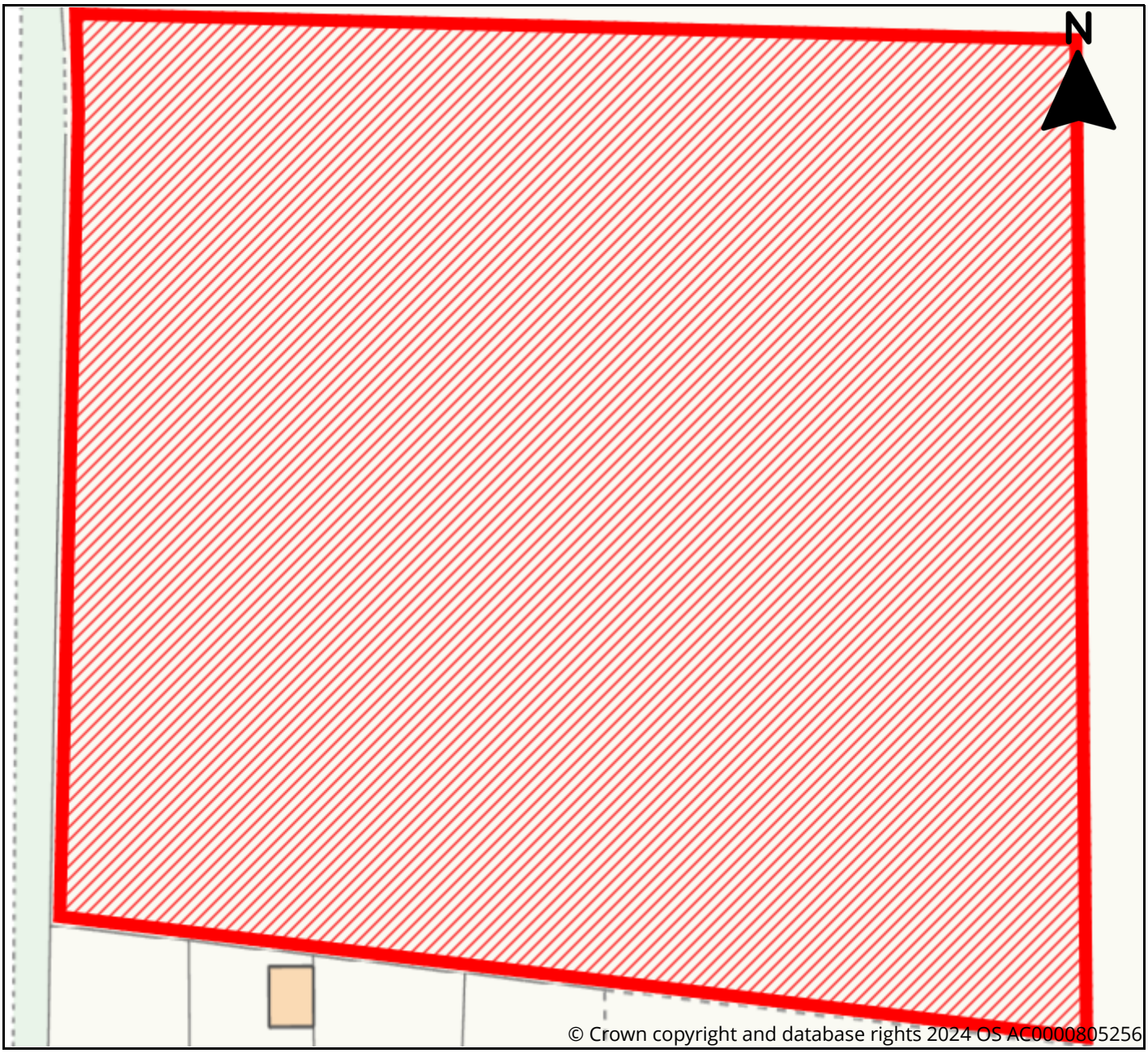


Site Information

Reference	bac19df0-35f9-4a90-bac9-f30d6afec46a
SLAA Ref	23/24/001
Site Name	Land between Wych Elm and Barleycroft Works
Address	Land between Wych Elm and Barleycroft Works, Barleycroft End, Furneux Pelham, SG9 0LQ
Total Area (ha)	0.32
Development Area (ha)	0.32
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

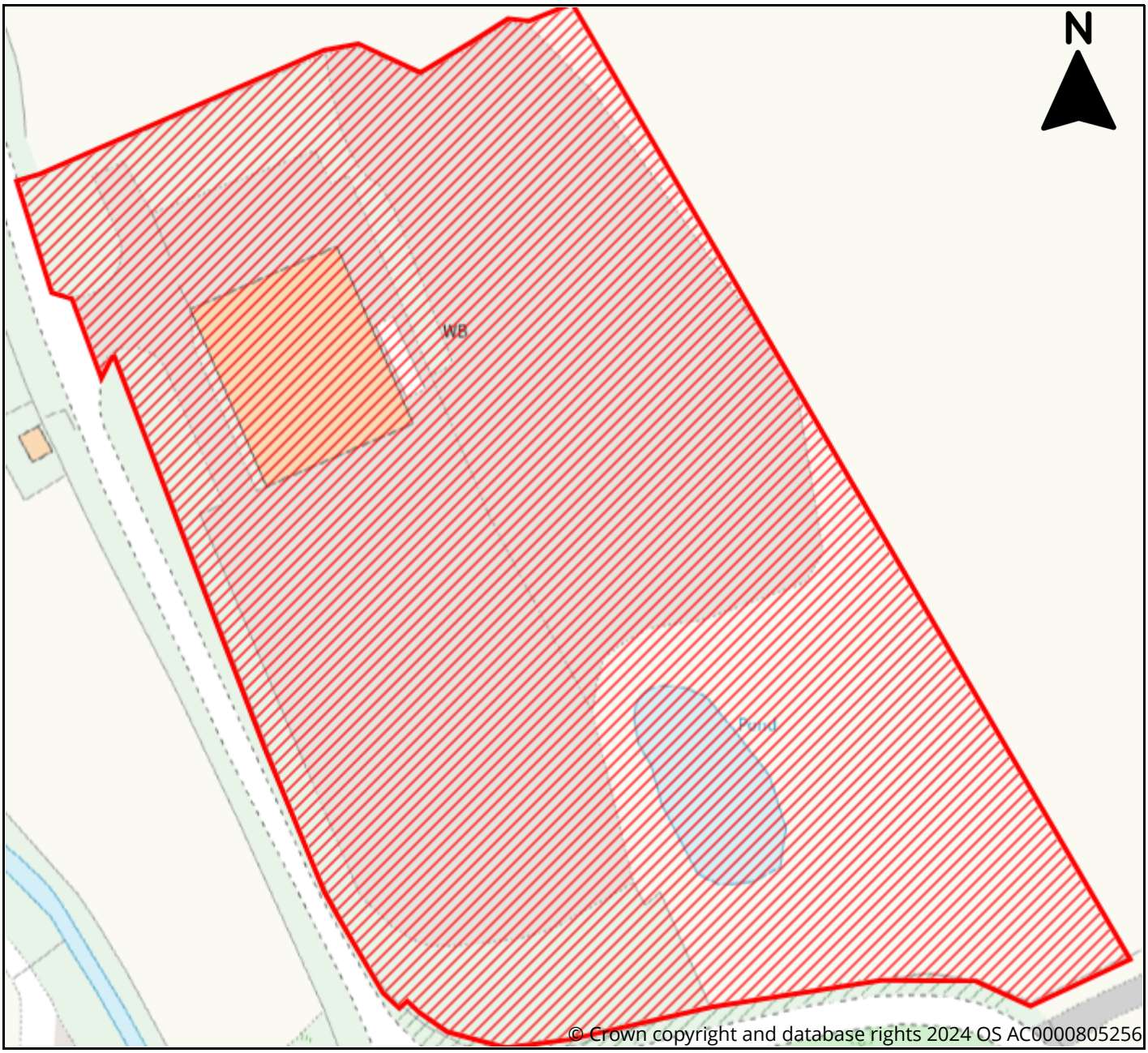


Site Information

Reference	74e097f7-79ee-4749-933e-41431aa7d56d
SLAA Ref	23/24/002
Site Name	Whitebarns
Address	Land to the east of Whitebarns Lane, Furneux Pelham, Buntingford, Hertfordshire, SG9 0JH
Total Area (ha)	0.6
Development Area (ha)	0.6
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

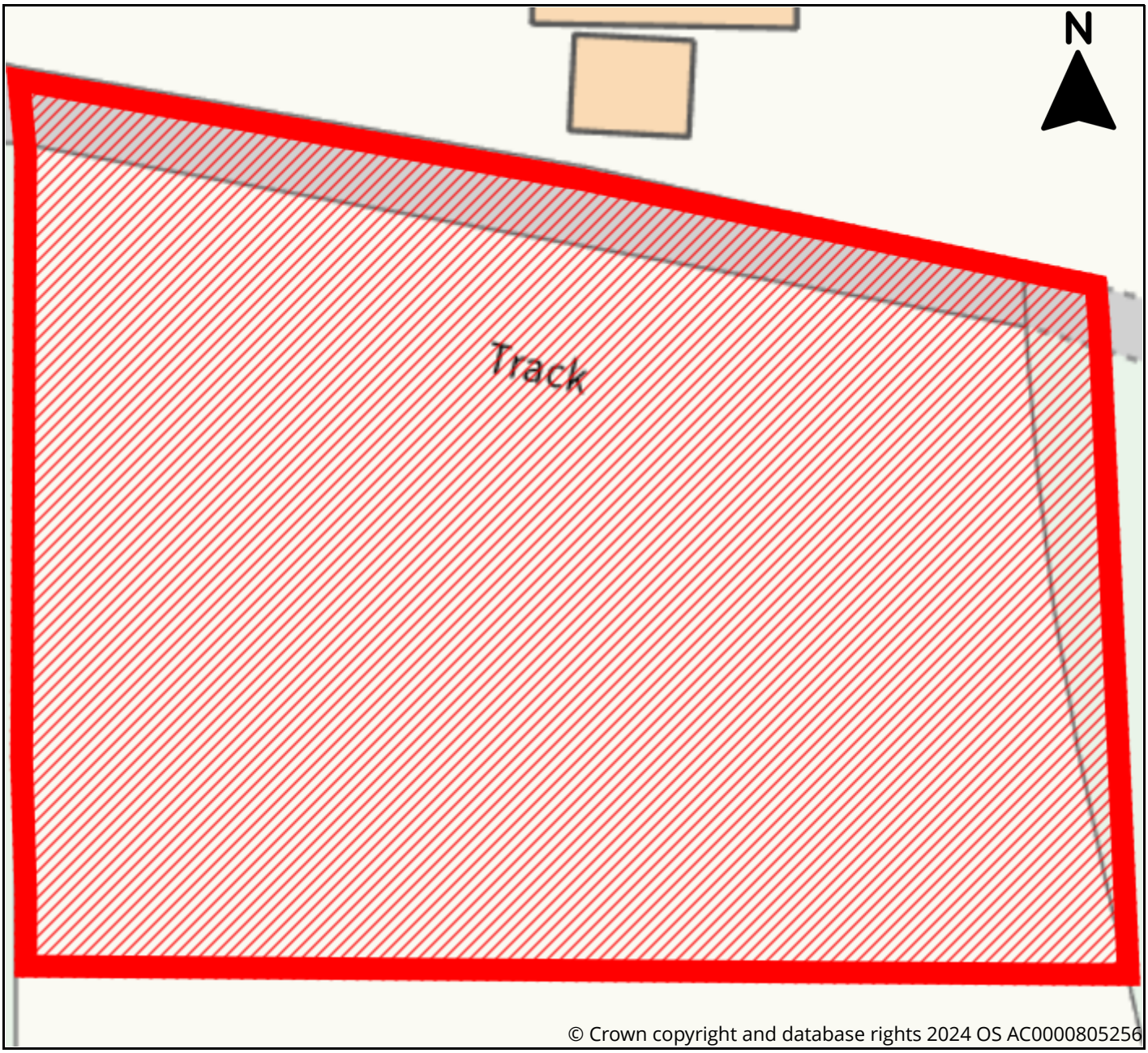


Site Information

Reference	35967319-3ba2-4da8-a3bd-d70683bc277f
SLAA Ref	23/24/003
Site Name	Barleycroft Works
Address	Barleycroft Works, Barleycroft End, Furneux Pelham, SG9 0LL
Total Area (ha)	1.7
Development Area (ha)	1.7
Proposed Use	Employment

callforsites@eastherts.gov.uk

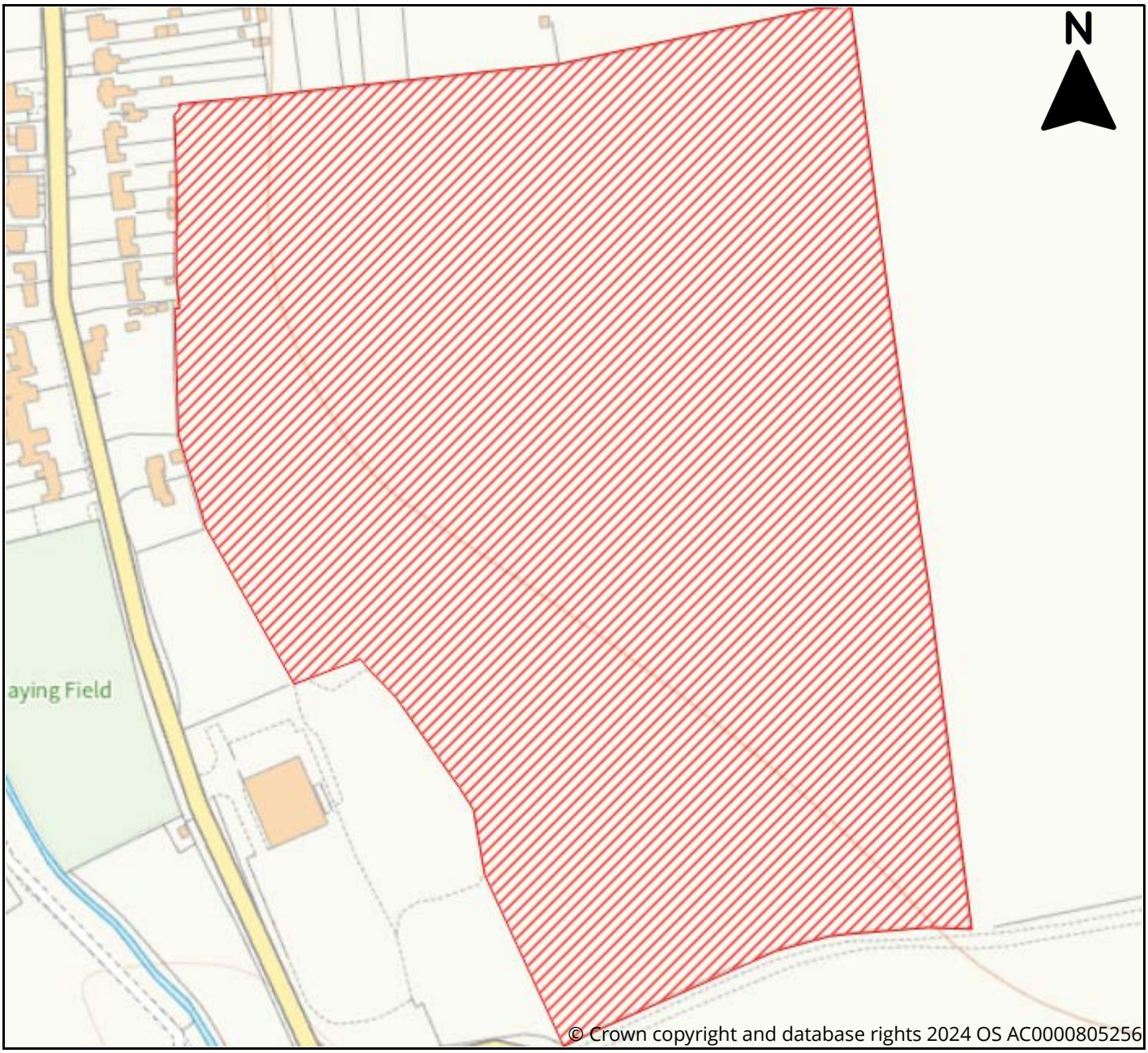
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	3f0036f8-d5b6-4d47-89c2-3ca9e06db4a2
SLAA Ref	23/24/004
Site Name	Land at Whitebarns Lane
Address	Land at Whitebarns Lane, Furneux Pelham
Total Area (ha)	0.15
Development Area (ha)	0.15
Proposed Use	Residential

East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	fb220423-3900-4280-9f45-a1782001806c
SLAA Ref	23/24/005
Site Name	Land East of Barleycroft Works
Address	Land East of Barleycroft Works, Barleycroft End, Furneux Pelham, SG9 0LL
Total Area (ha)	11
Development Area (ha)	11
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

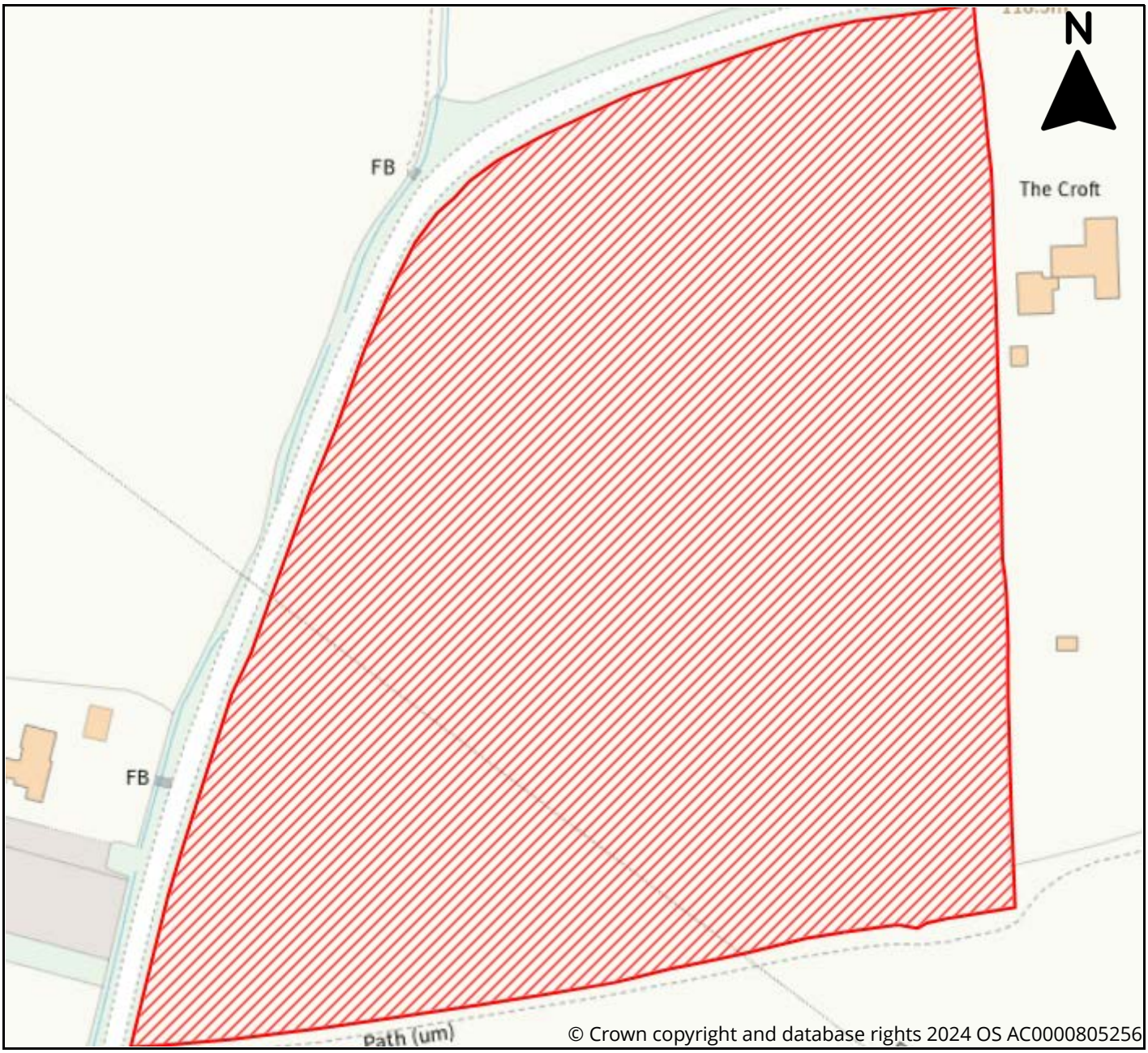
East Herts District Plan Review
Call for Sites 2024

Site Information

Reference	180635bc-d6f1-4e2a-a5cf-bb2ae61ef137
SLAA Ref	23/24/006
Site Name	Land East of Willows Farm
Address	Land East of Willows Farm, Ginns Road, Furnuex Pelham, Buntingford
Total Area (ha)	0.6
Development Area (ha)	0.6
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

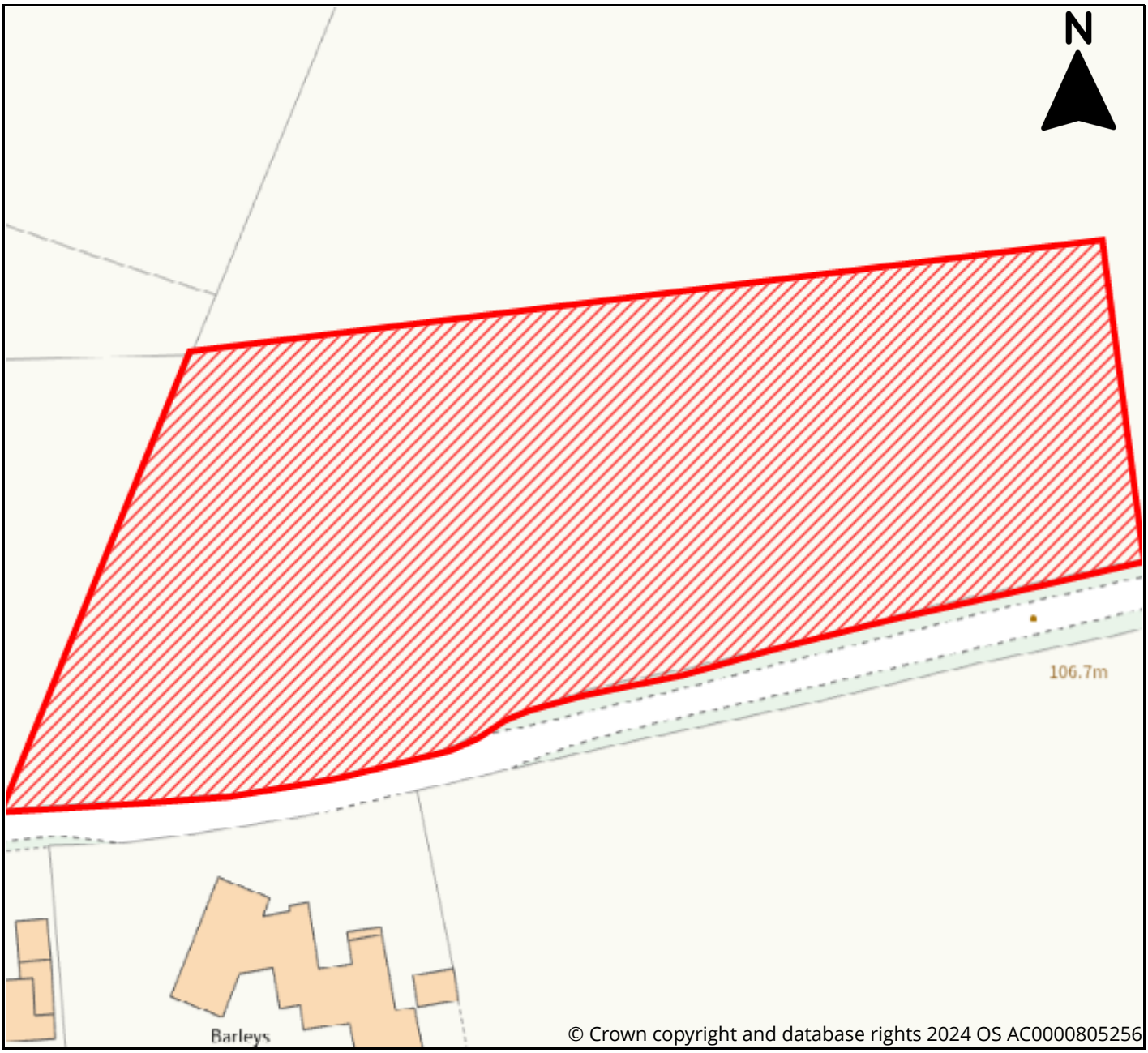


Site Information

Reference	dcf7d237-24a8-47c0-b7a1-4c68a4ff2d1b
SLAA Ref	23/24/007
Site Name	Land South of Stocking Pelham
Address	Ginns Road, Furneux Pelham
Total Area (ha)	2.6
Development Area (ha)	2.4
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

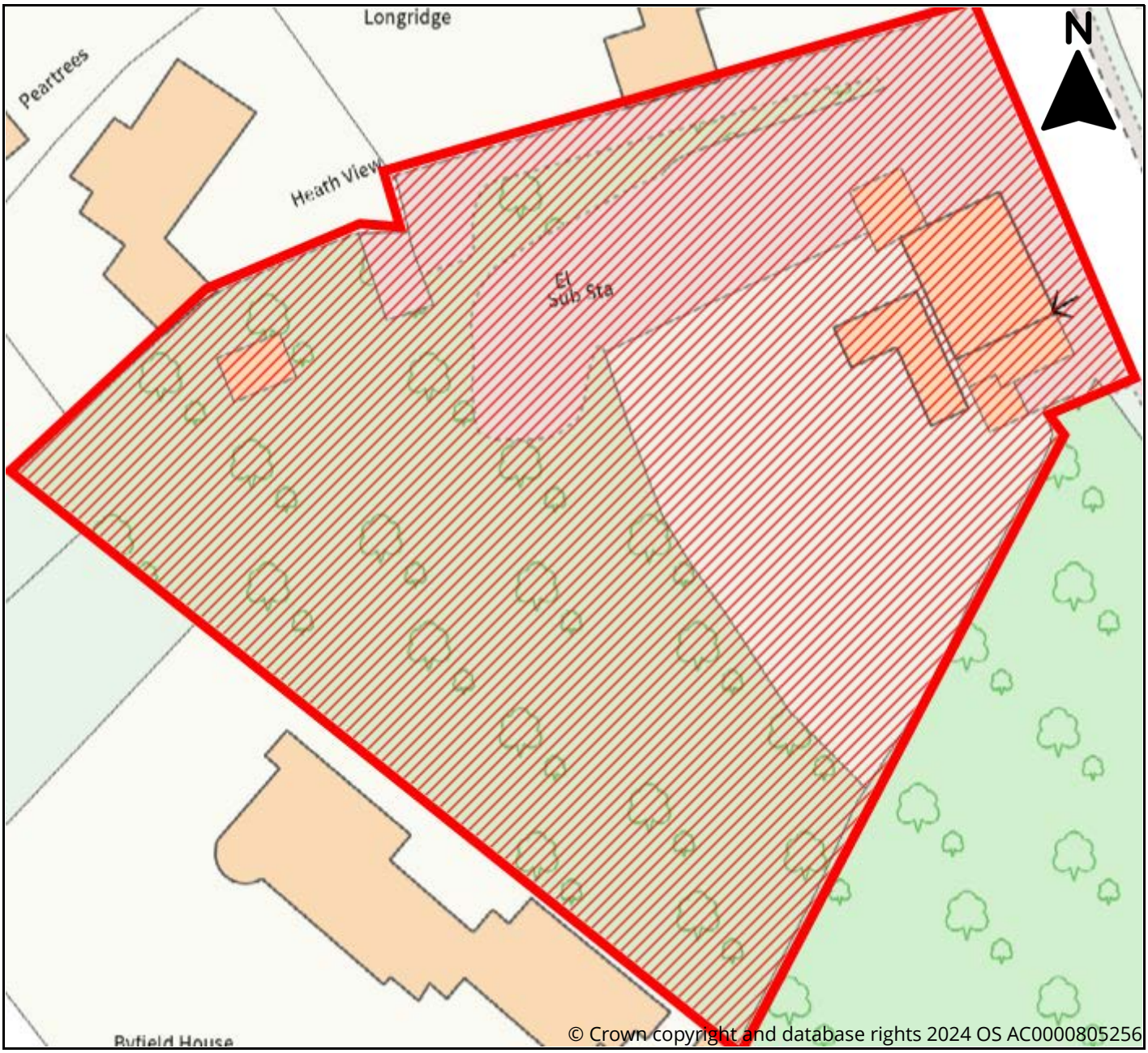


Site Information

Reference	44bb3c0a-6194-4dbb-b97f-8bd68bdef2a0
SLAA Ref	23/24/008
Site Name	Land East of Violets Lane
Address	Land East of Violets Lane, The Street, Furneux Pelham, Herts
Total Area (ha)	0.9
Development Area (ha)	0.9
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

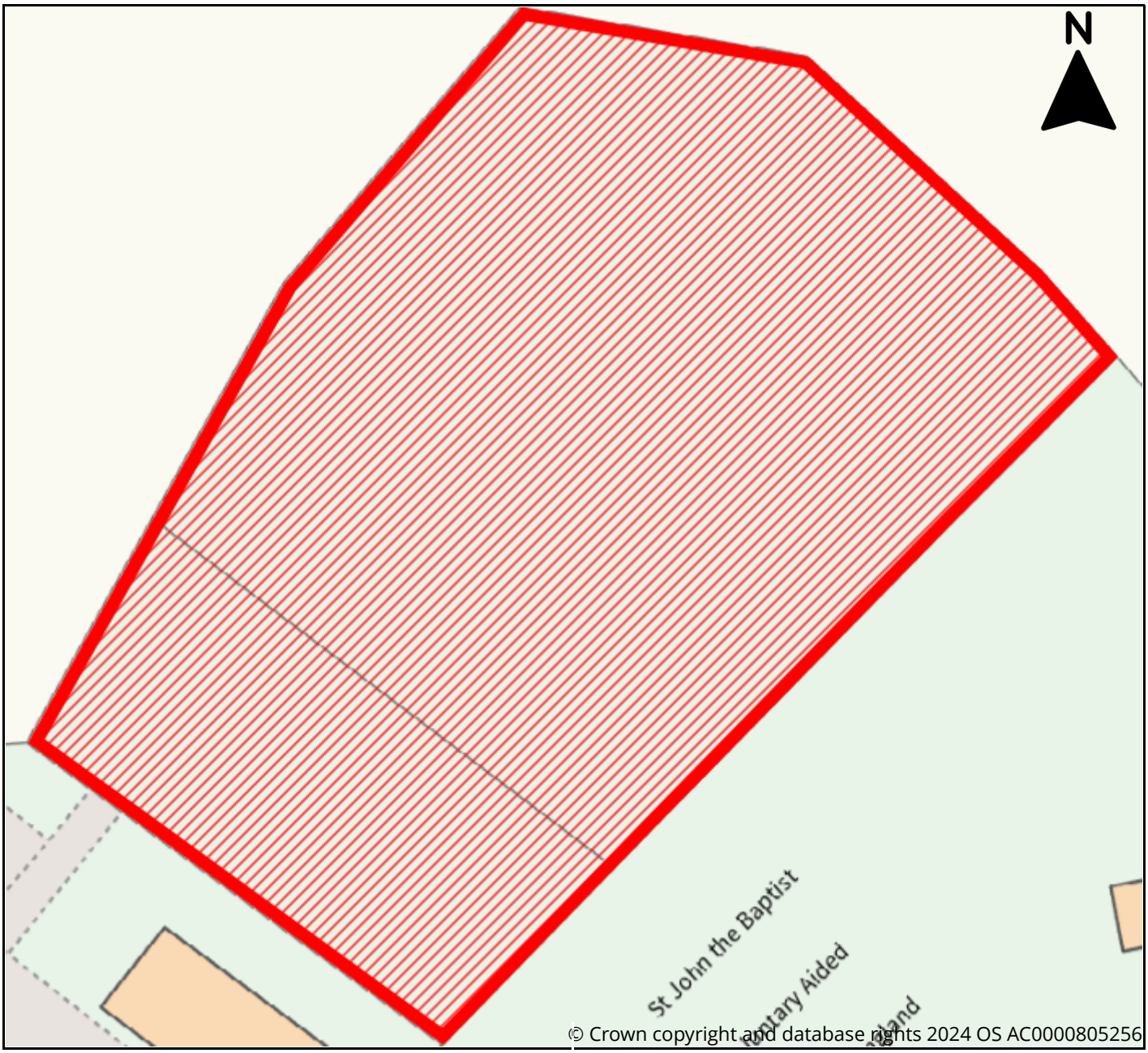


Site Information

Reference	57d2b423-e48f-4470-bb2f-1eb50b739de1
SLAA Ref	24/24/001
Site Name	Land rear of Waggon & Horses
Address	Waggon & Horses, Pepper Hill, Great Amwell, Ware, Hertfordshire, SG12 9RQ
Total Area (ha)	0.51
Development Area (ha)	0.27
Proposed Use	Residential

callforsites@eastherts.gov.uk

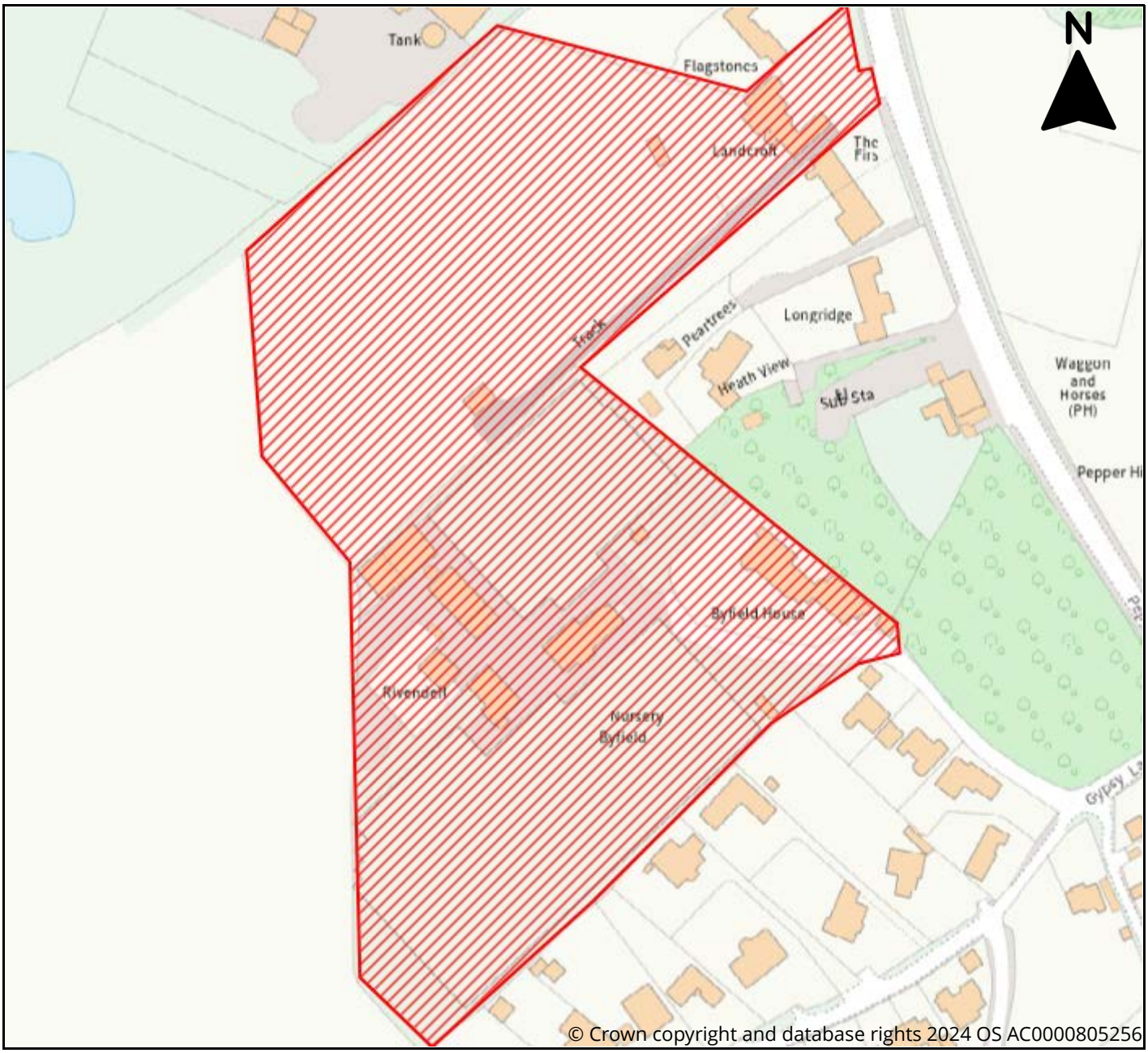
East Herts District Plan Review
Call for Sites 2024

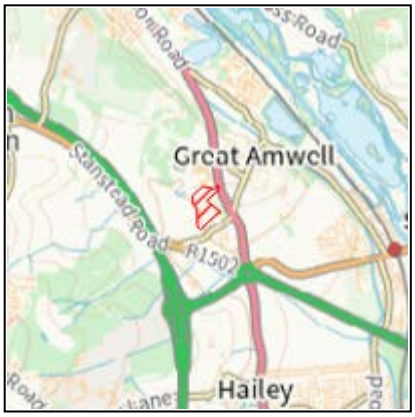


Site Information

Reference	fd370e77-b01f-48d9-9f8e-4e38818764c4
SLAA Ref	24/24/002
Site Name	The Vicar's Field
Address	Hillside Lane, Great Amwell, Ware, SG12 9SG
Total Area (ha)	0.5
Development Area (ha)	0
Proposed Use	Greenspace

East Herts District Plan Review
Call for Sites 2024



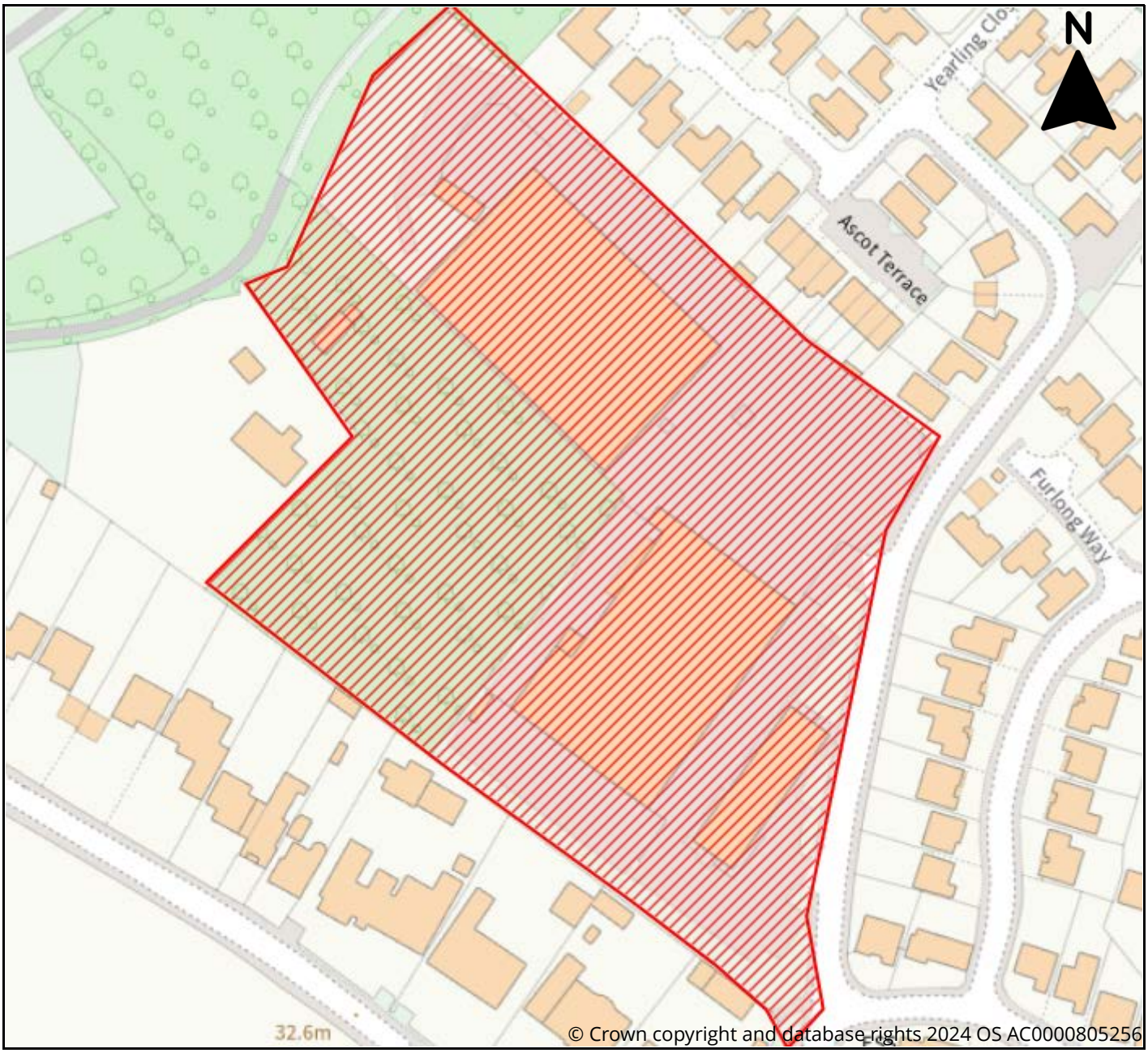


Site Information

Reference	39b94e9e-94c0-495a-85c5-052552854e03
SLAA Ref	24/24/003
Site Name	Landcroft and Byfield Nursery
Address	Landcroft, Amwell Hill, Great Amwell, Byfield Nursery, Gypsy Lane, Great Amwell SG12 9RG
Total Area (ha)	3.4
Development Area (ha)	3.4
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

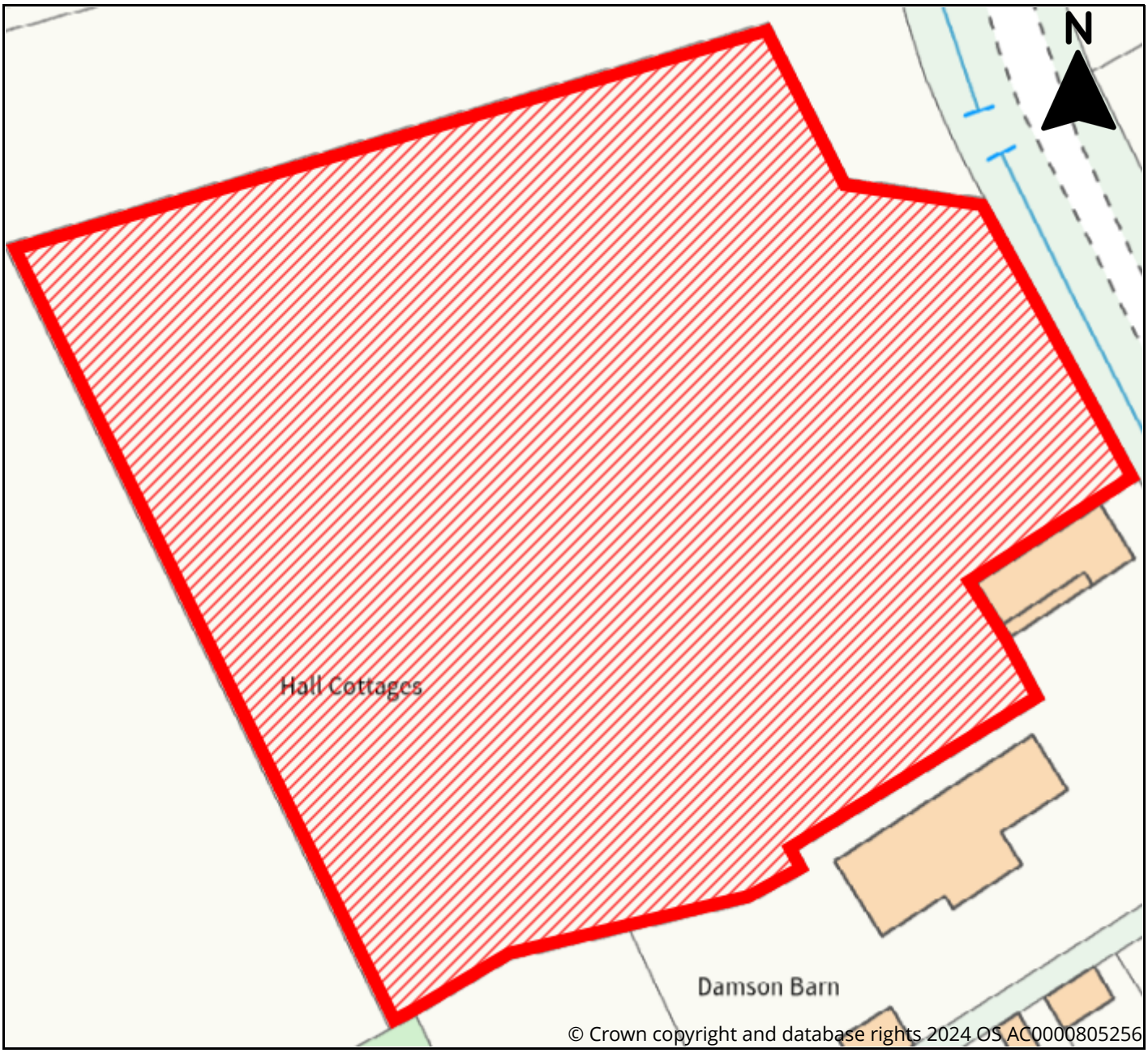


Site Information

Reference	18ab8cf5-f901-47ac-b68e-d1989759e22d
SLAA Ref	24/24/004
Site Name	Land at C. U. Phosco Lighting
Address	Charles House, Lower Rd, Great Amwell, Ware, SG12 9TA
Total Area (ha)	2.3
Development Area (ha)	1.4
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

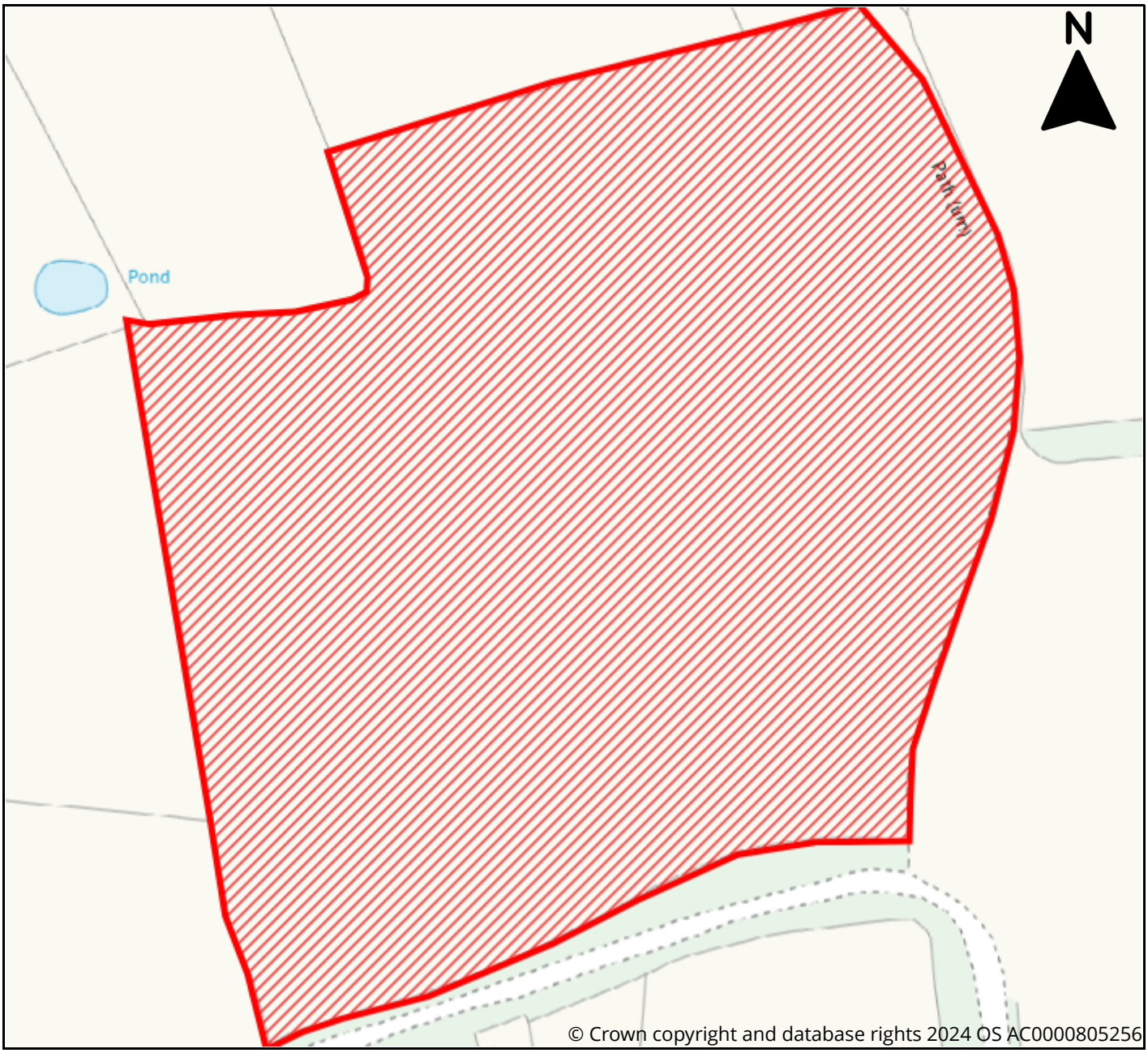


Site Information

Reference	2cdb8c8c-8ff1-4a7b-94a3-6b596e478ecc
SLAA Ref	25/24/001
Site Name	Barnfield
Address	Hall Lane, Great Hormead., Buntingford, SG9 0NZ
Total Area (ha)	0.405
Development Area (ha)	0.405
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

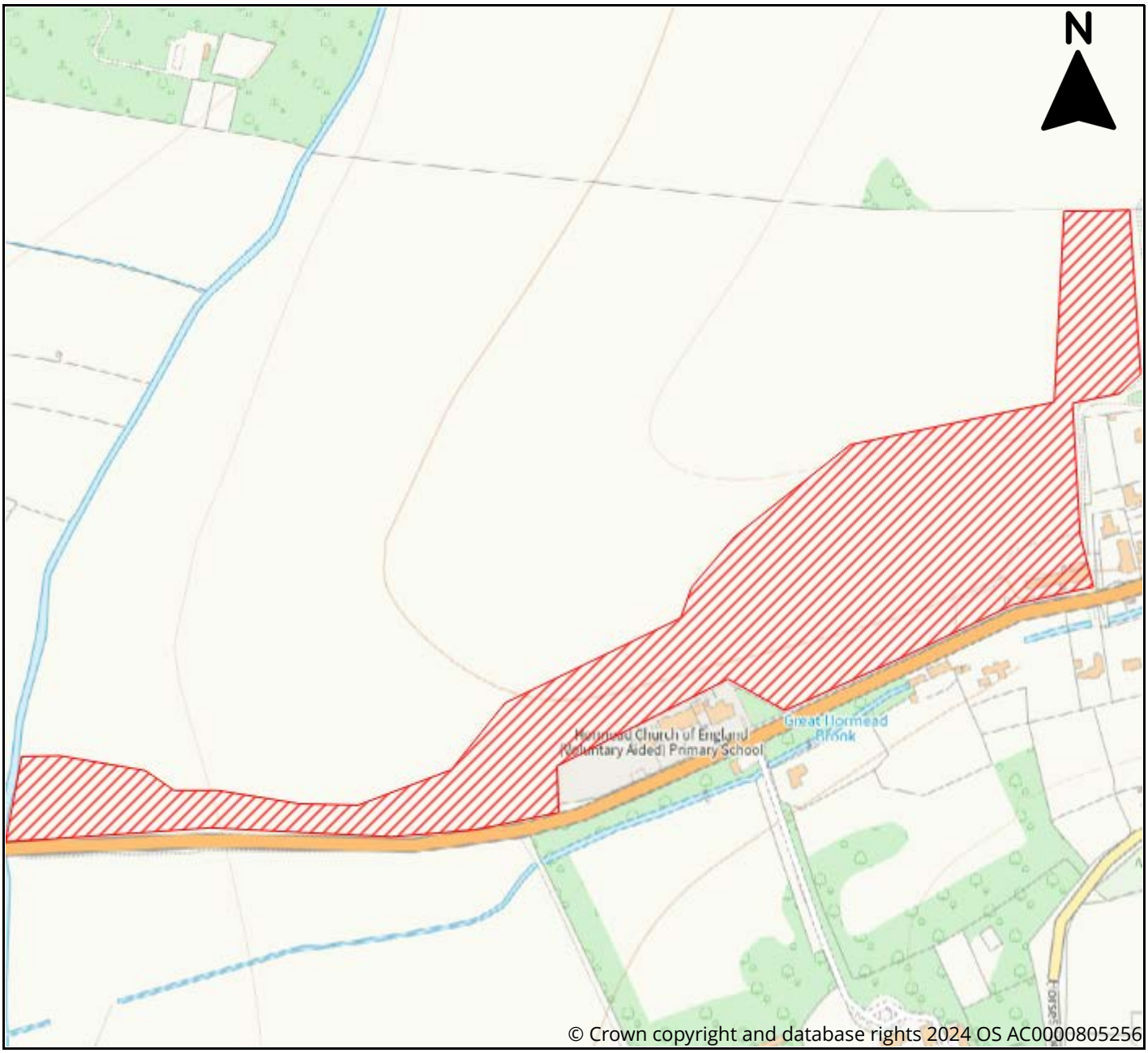


Site Information

Reference	25dd5e19-a77c-4cf7-a8a4-8b629331111f
SLAA Ref	25/24/002
Site Name	Land North of Park Road
Address	Land North of Park Road, Great Hormead, Buntingford, Herts, SG9 0NW
Total Area (ha)	1.5
Development Area (ha)	1.5
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

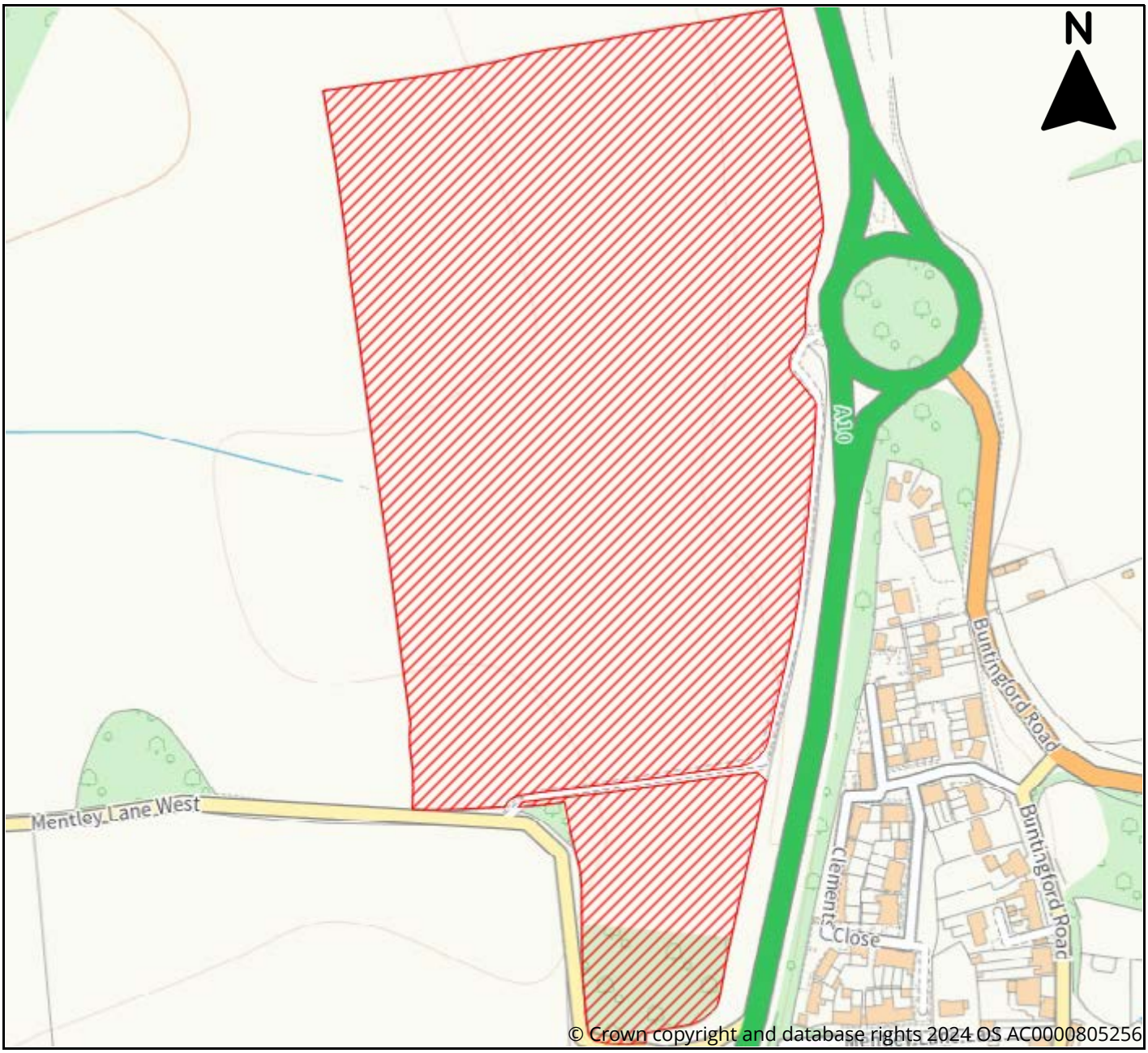


© Crown copyright and database rights 2024 OS AC0000805256

Site Information

Reference	ec5030f6-ebb7-48e5-b20f-0512d5081e64
SLAA Ref	25/24/003
Site Name	Land to the West of Gt Hormead Village Hall and East and West of Hormead COE First & Nursery
Address	Buntingford, SG9 0NS
Total Area (ha)	8
Development Area (ha)	8
Proposed Use	Mixed Use

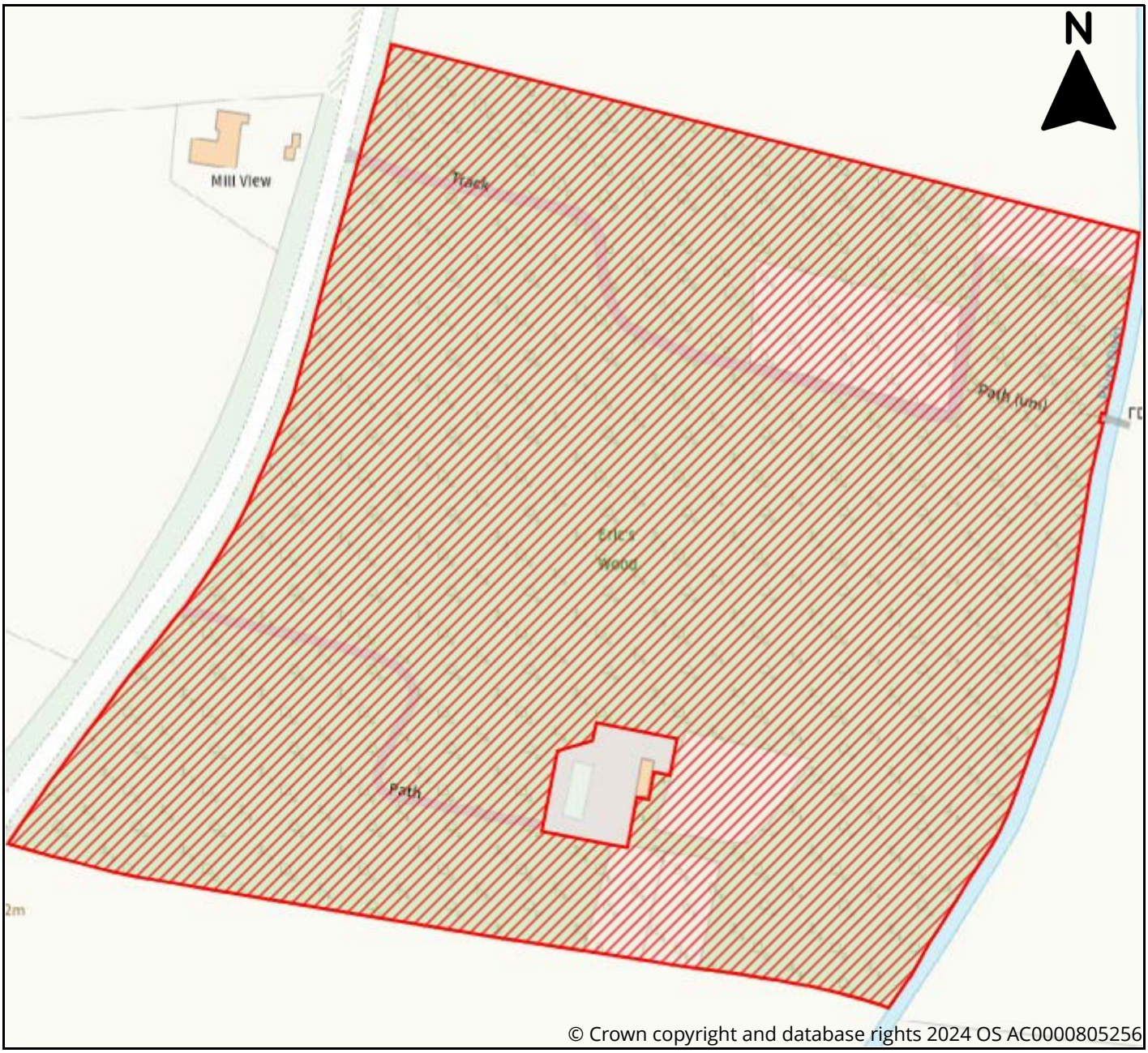
East Herts District Plan Review
Call for Sites 2024



Site Information	
Reference	fede8e8f-083e-483d-b049-529c51da4b9b
SLAA Ref	26/24/001
Site Name	Mentley
Address	Mentley, Mentley Lane West, Great Munden, Ware, SG11
Total Area (ha)	1TW
Development Area (ha)	11.59
	11.59
Proposed Use	Residential, Employment, Mixed Use

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



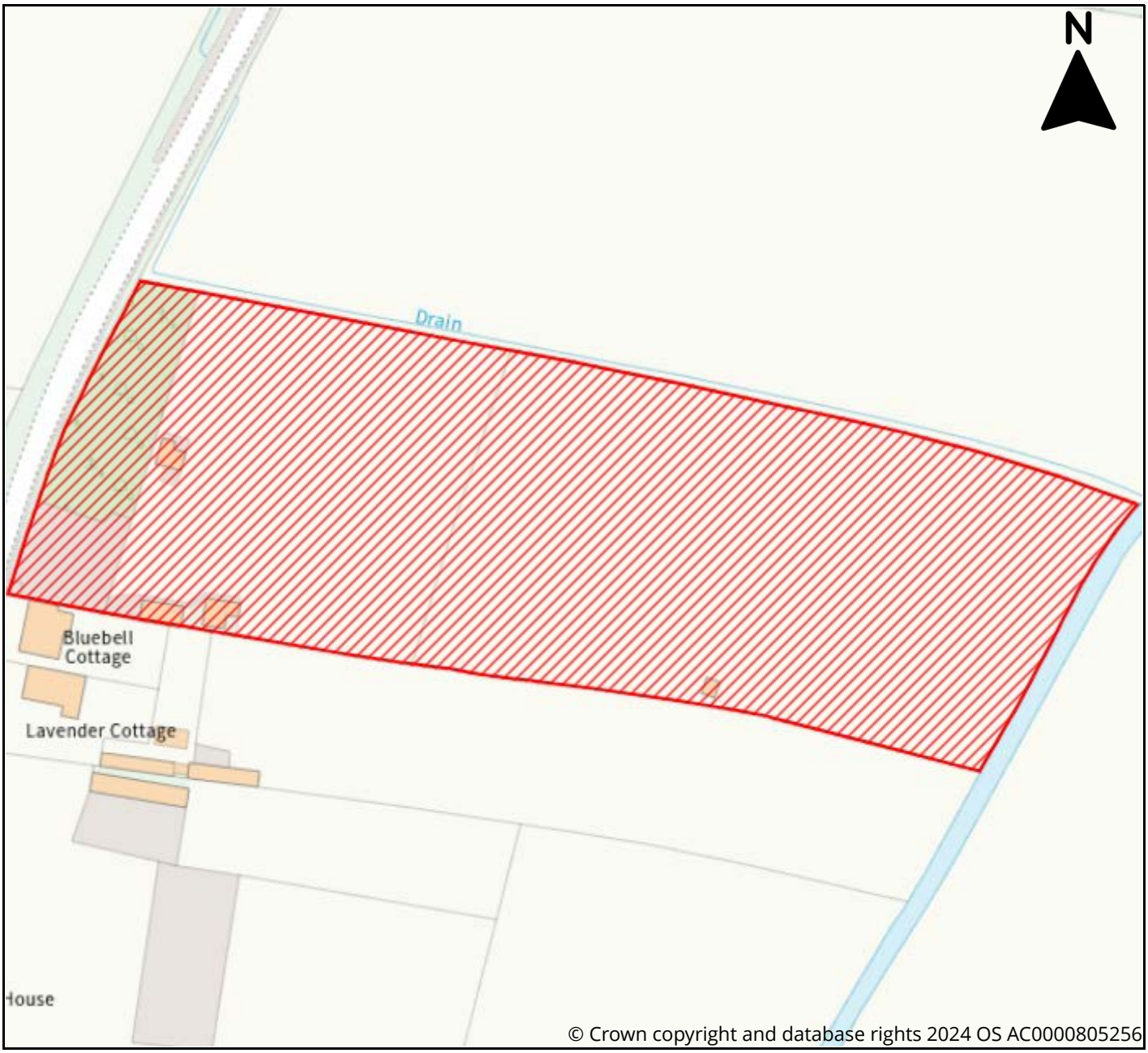
© Crown copyright and database rights 2024 OS AC0000805256

Site Information

Reference	a8ed7928-ad83-41a0-9513-09bc162dc556
SLAA Ref	27/24/001
Site Name	Hare Street Estate (Eric's Wood)
Address	Hare Street Estate, Hare Street (B1368), Hare Street, Buntingford, SG9 0DX
Total Area (ha)	7
Development Area (ha)	3
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

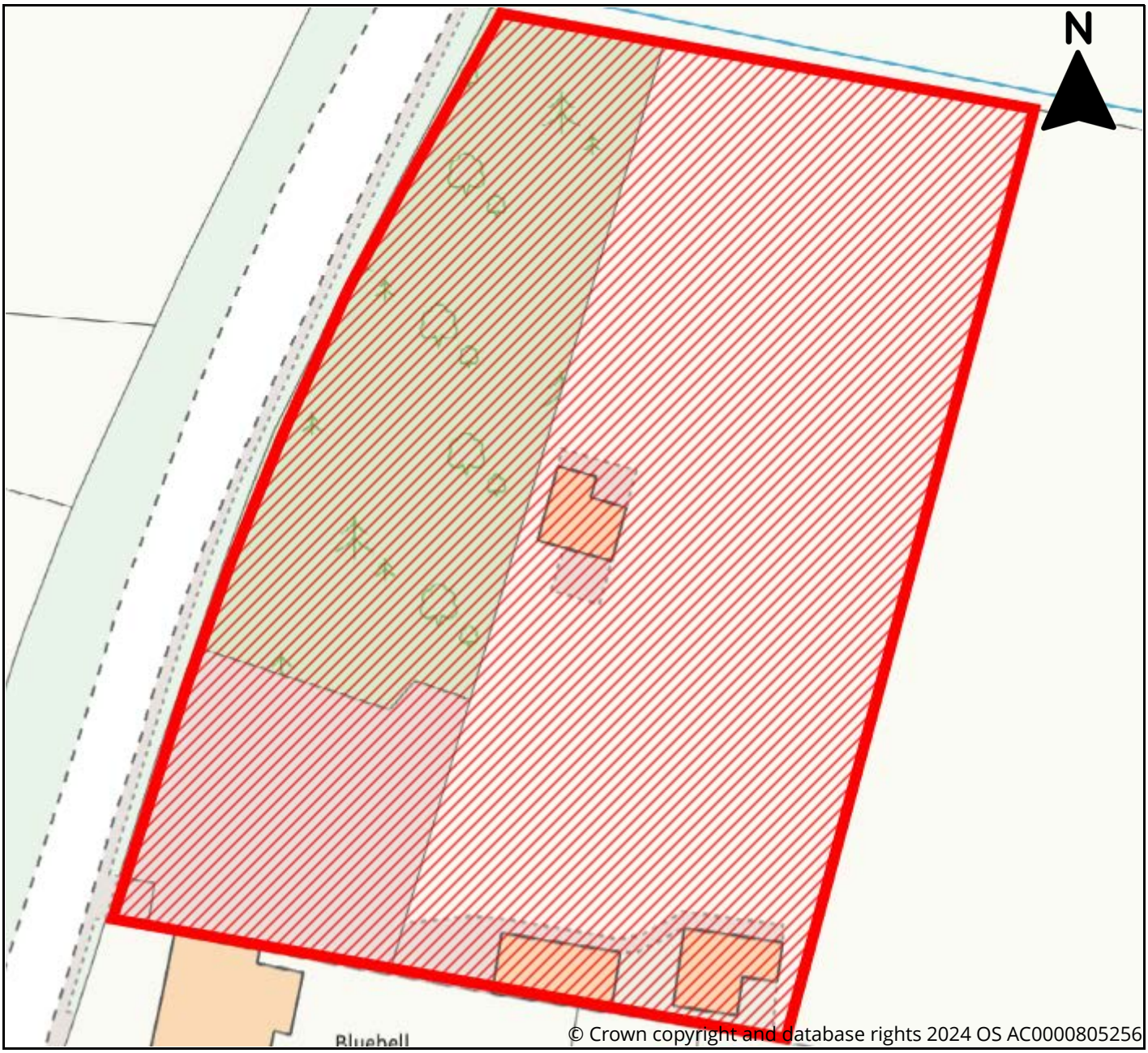


Site Information

Reference	75891ecd-bee9-43fb-8fab-71bd9de75933
SLAA Ref	27/24/002
Site Name	Land North of Bluebell Cottage
Address	Bluebell Cottage, Hare Street, SG9 0DY
Total Area (ha)	2.11
Development Area (ha)	1.72
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

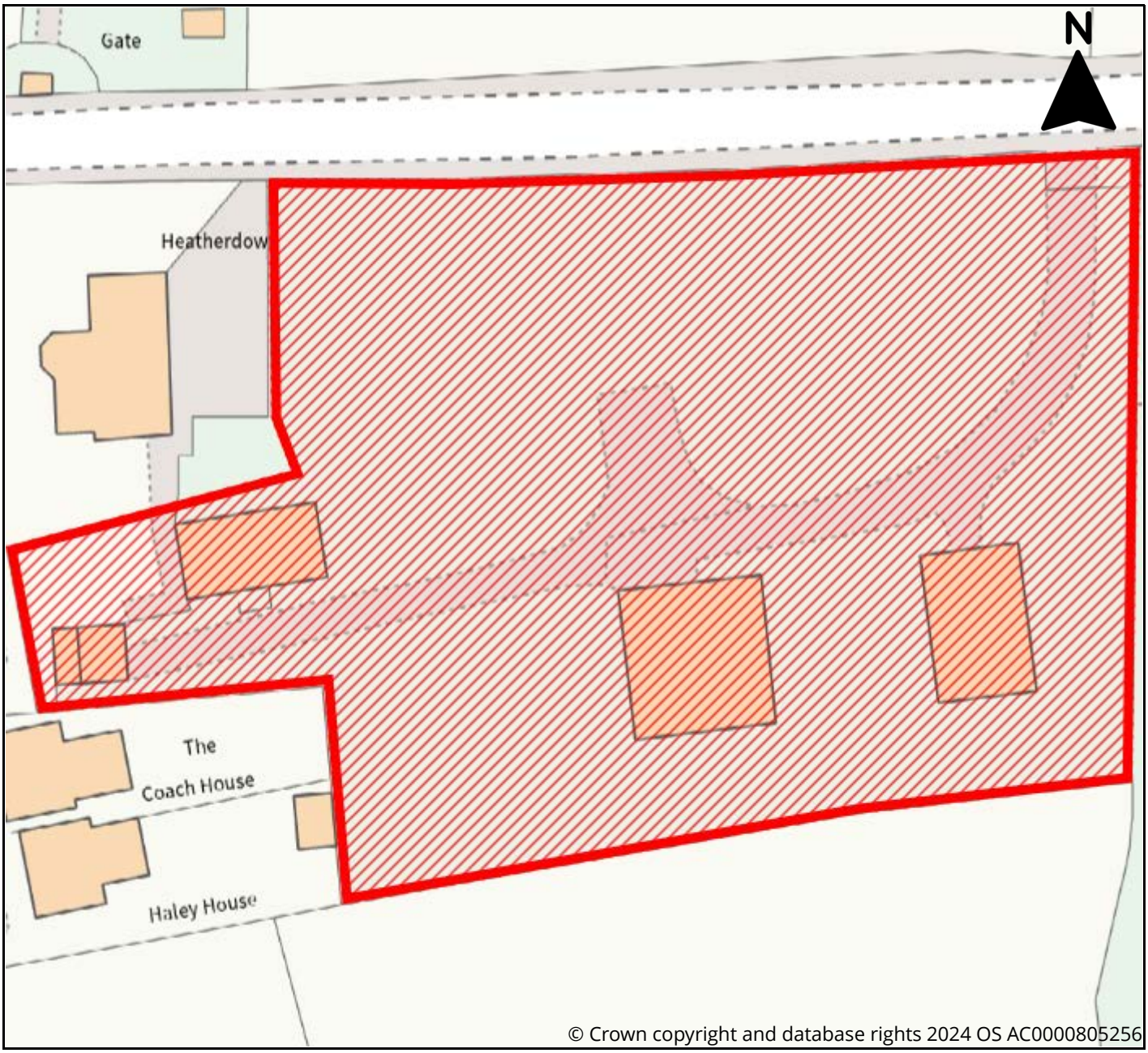


© Crown copyright and database rights 2024 OS AC0000805256

Site Information

Reference	b8395ed9-14dc-4808-9e19-115863394e1e
SLAA Ref	27/24/003
Site Name	Land adjacent to Bluebell Cottage
Address	Bluebell Cottage, Hare Street, SG9 0DY
Total Area (ha)	0.5
Development Area (ha)	0.5
Proposed Use	Residential

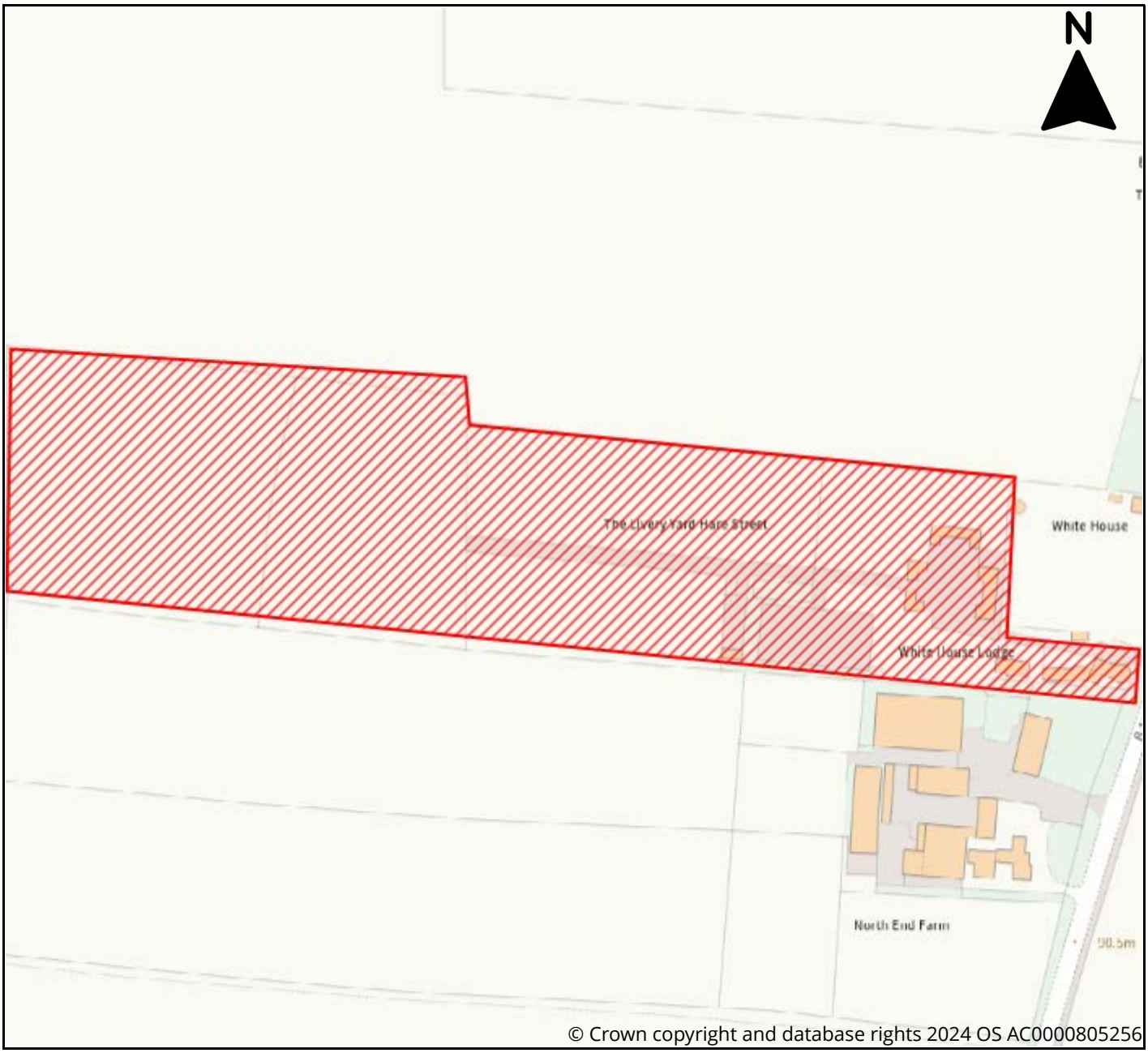
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	3ee875ad-6d41-4ee7-ba7d-8ba8ac5d7e46
SLAA Ref	27/24/004
Site Name	Land at Heatherdown
Address	Heatherdown, Hare Street, Hertfordshire, SG9 0AE
Total Area (ha)	0.522
Development Area (ha)	0.293
Proposed Use	Residential

East Herts District Plan Review
Call for Sites 2024

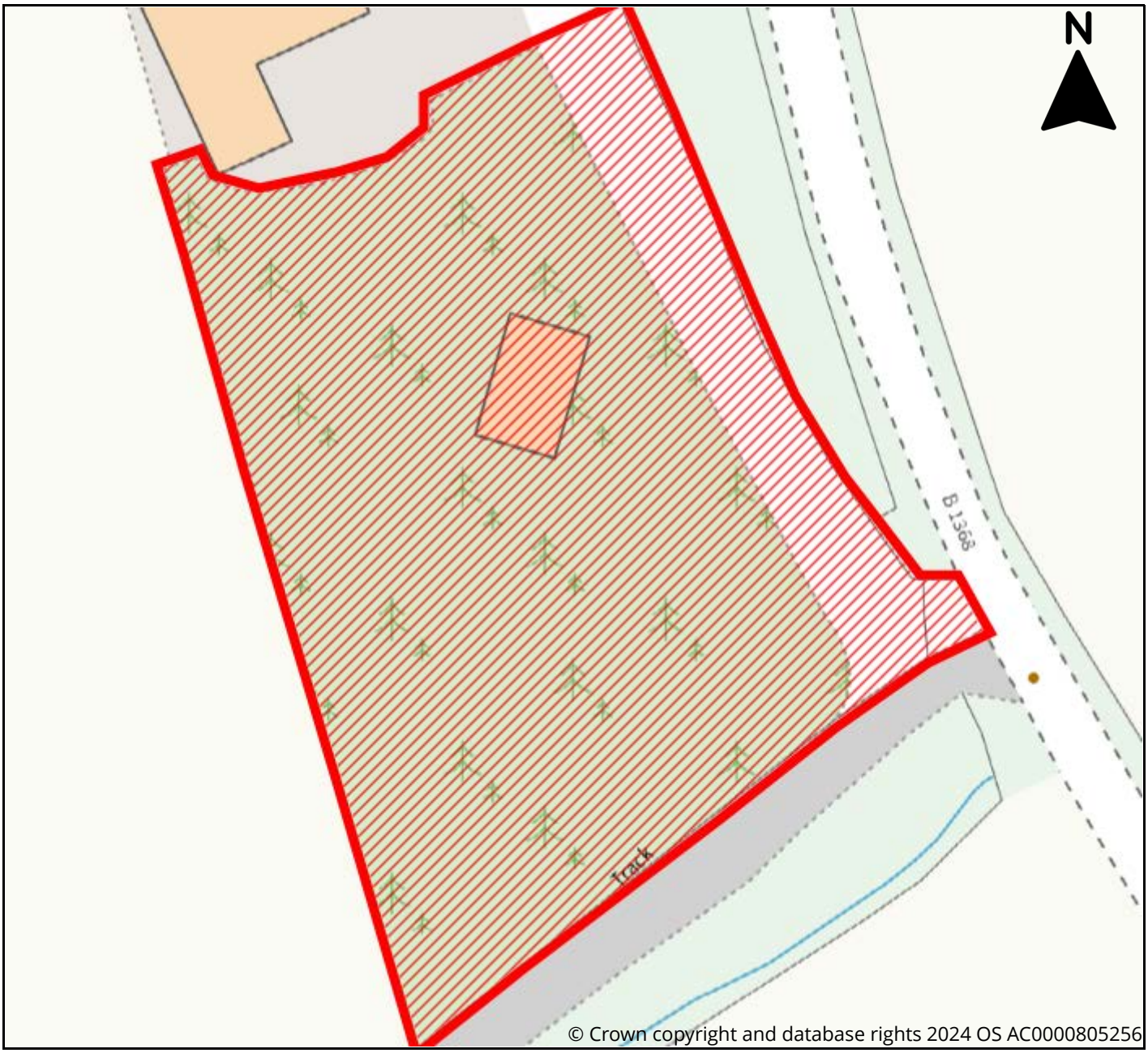


Site Information

Reference	dfbe0f67-b058-46ba-a9c7-13d885ae8782
SLAA Ref	27/24/005
Site Name Address	(Former) Livery Yard
Total Area (ha)	Livery Yard, Hare Street, Buntingford, SG9 0DX
Development Area	3.2
(ha)	2.8
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

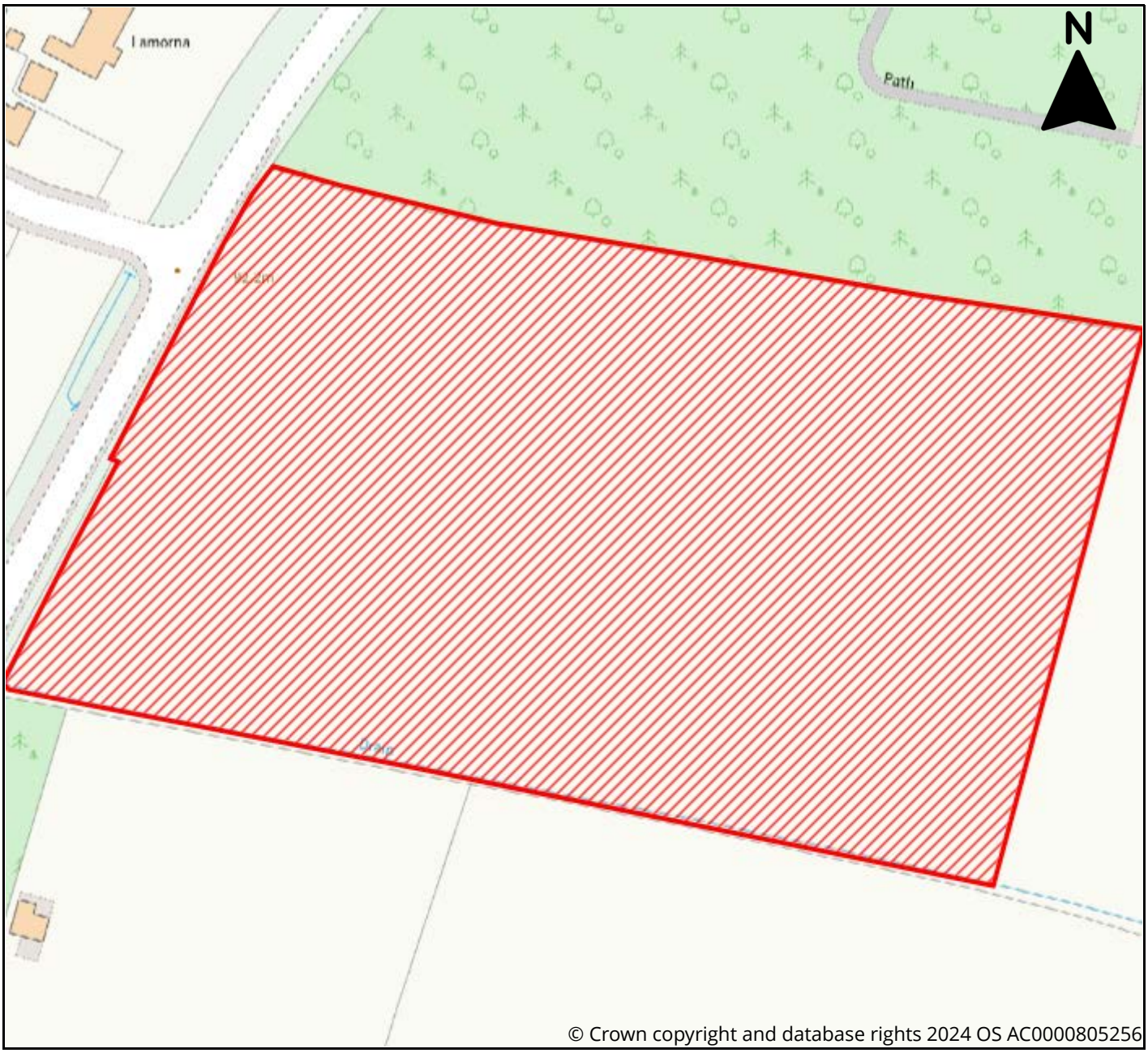


Site Information

Reference	7c04d3a0-9df6-4785-8f1f-c274e05e8b7d
SLAA Ref	27/24/006
Site Name	LAND ADJACENT HOWE ENGINEERING
Address	LAND ADJACENT HOWE ENGINEERING, HARE STREET, BUNTINGFORD, SG9 0DY
Total Area (ha)	0.37
Development Area (ha)	0.37
Proposed Use	Employment

callforsites@eastherts.gov.uk

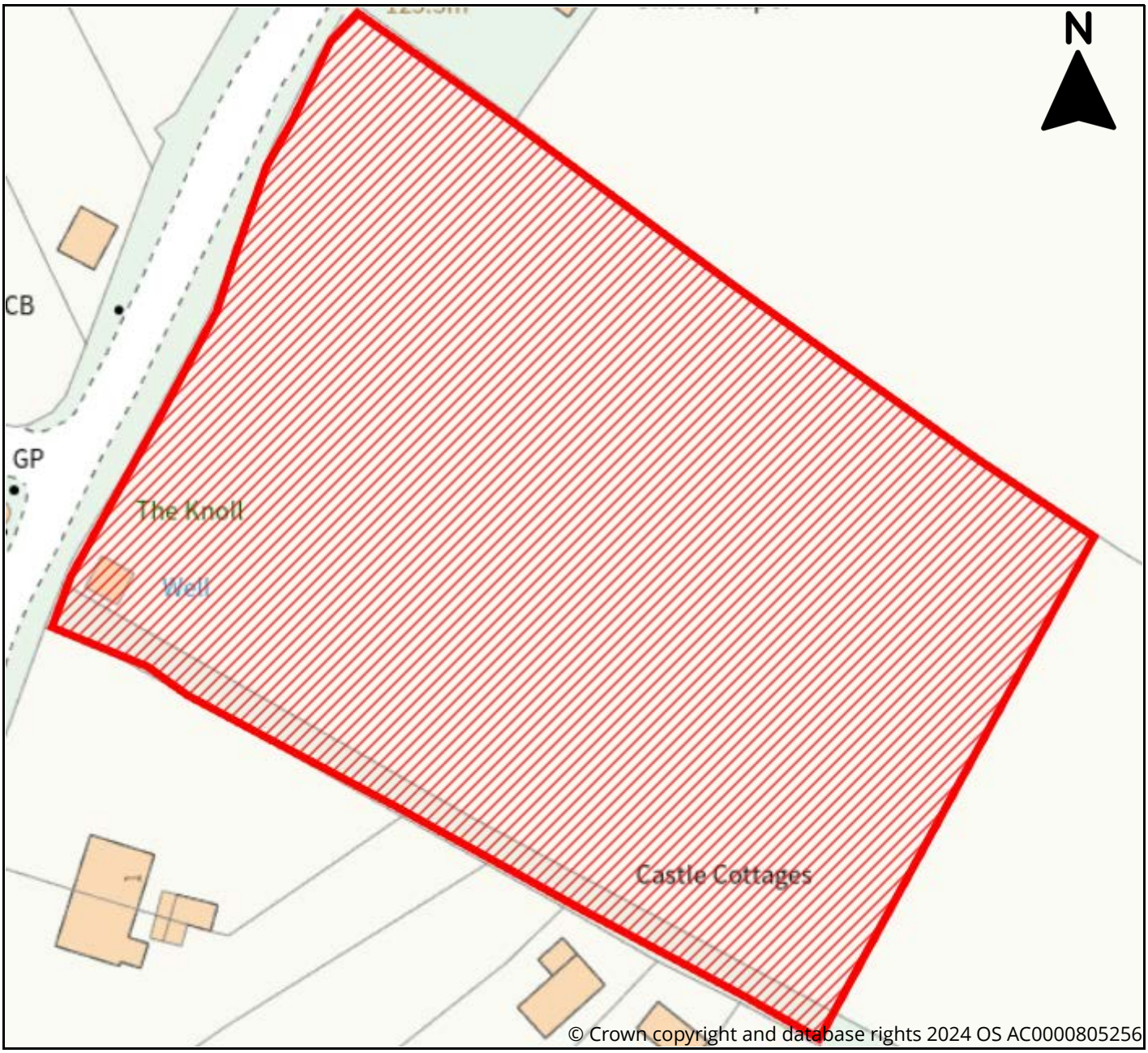
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	aefb9d16-b6e3-49b7-91a8-f3e6173e9248
SLAA Ref	27/24/007
Site Name	Land Adjacent The Chimneys
Address	Land Adjacent The Chimneys, Hare Street, Buntingford, SG9
Total Area (ha)	1.72
Development Area (ha)	1.72
Proposed Use	Residential

East Herts District Plan Review
Call for Sites 2024

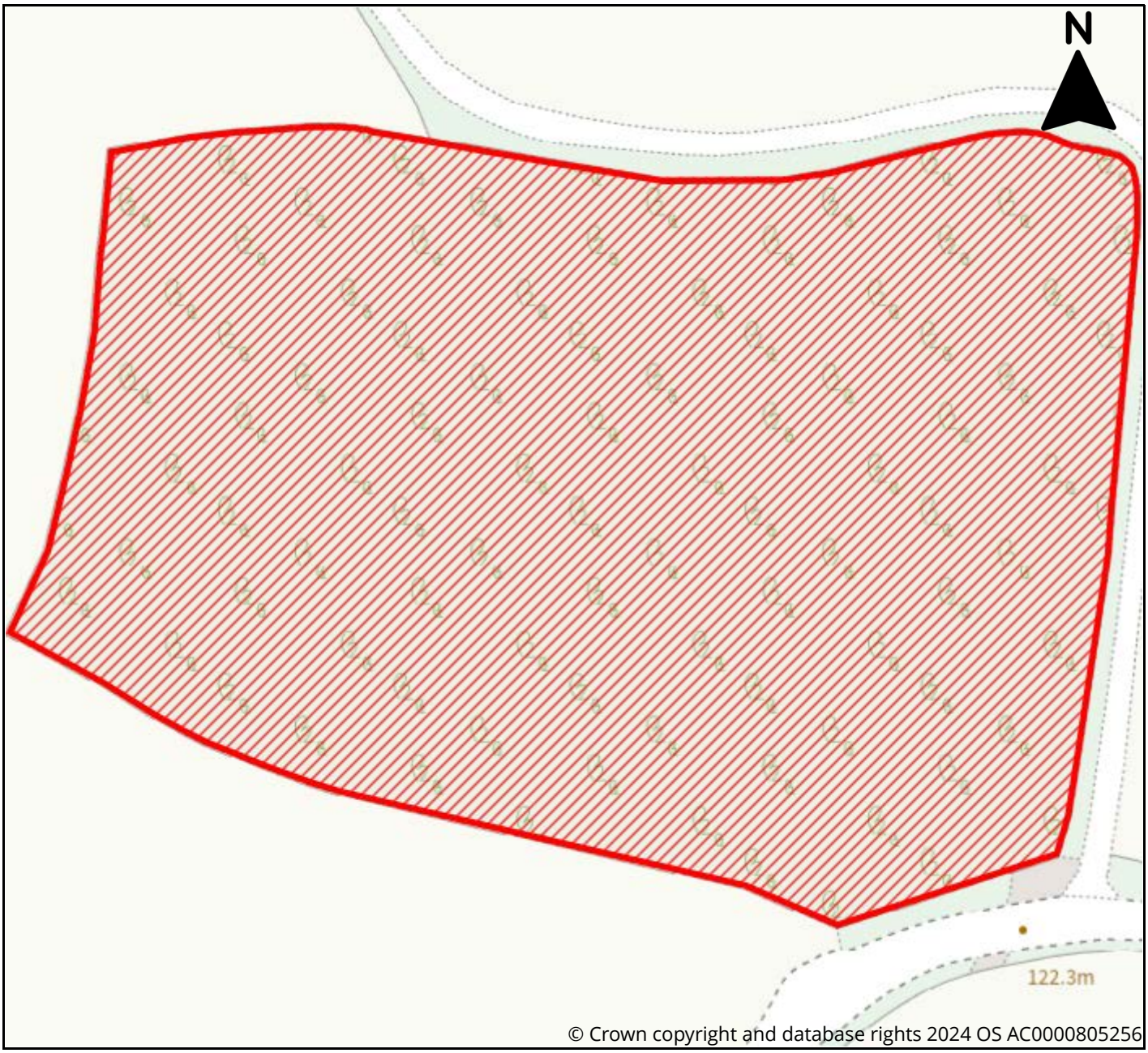


Site Information

Reference	c5adc185-af3c-4731-a76d-b434e67a6f84
SLAA Ref	27/24/008
Site Name	Land off Hare Street
Address	Land off Hare Street, Anstey
Total Area (ha)	0.78
Development Area (ha)	0.78
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

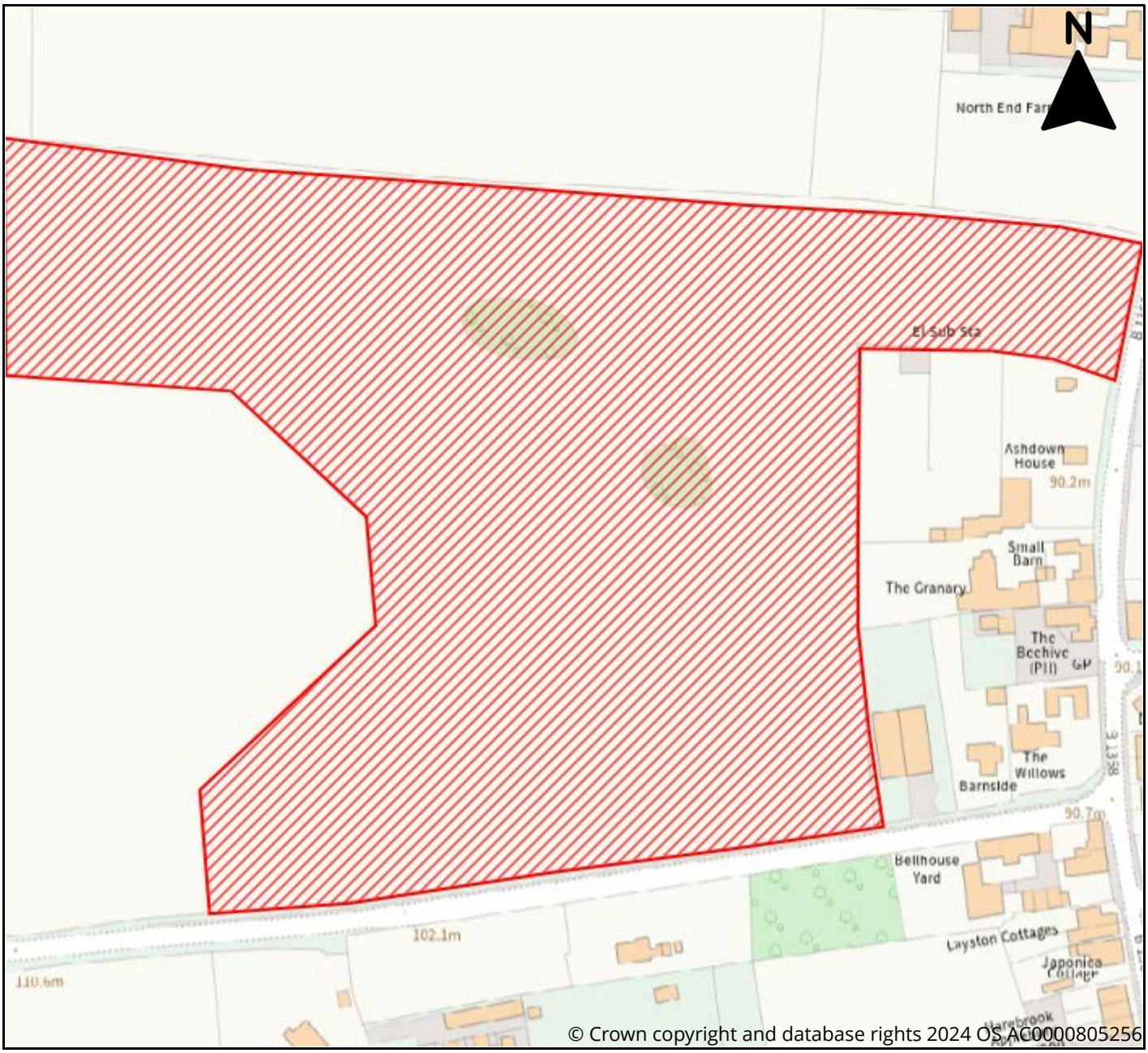


Site Information

Reference	b2f764b4-713c-41c6-b6ed-7dd035583efb
SLAA Ref	27/24/009
Site Name	Rowney Close
Address	Rowney Close, Hare Street, Buntingford
Total Area (ha)	1.377
Development Area (ha)	1.377
Proposed Use	Residential, Affordable Housing, Park Homes

callforsites@eastherts.gov.uk

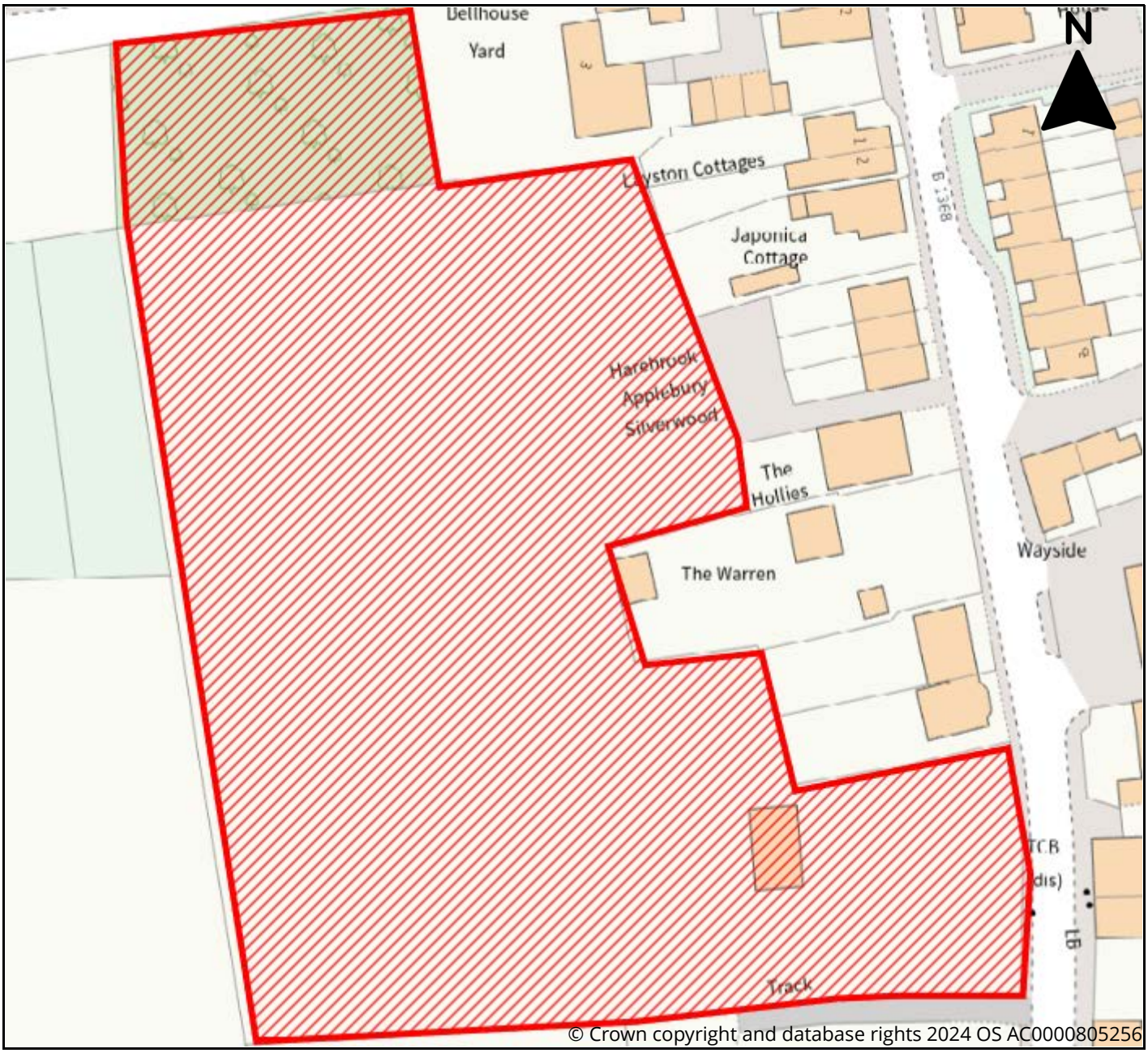
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	4751451f-8fe1-4d49-9ad3-639fc0da55e1
SLAA Ref	27/24/010
Site Name	Land to the West of the Beehive Public House
Address	Land to the North of Hare Street Road and to the West of the Beehive PH., Buntingford, SG9 0DX
Total Area (ha)	4.8
Development Area (ha)	4.8
Proposed Use	Mixed Use

East Herts District Plan Review
Call for Sites 2024

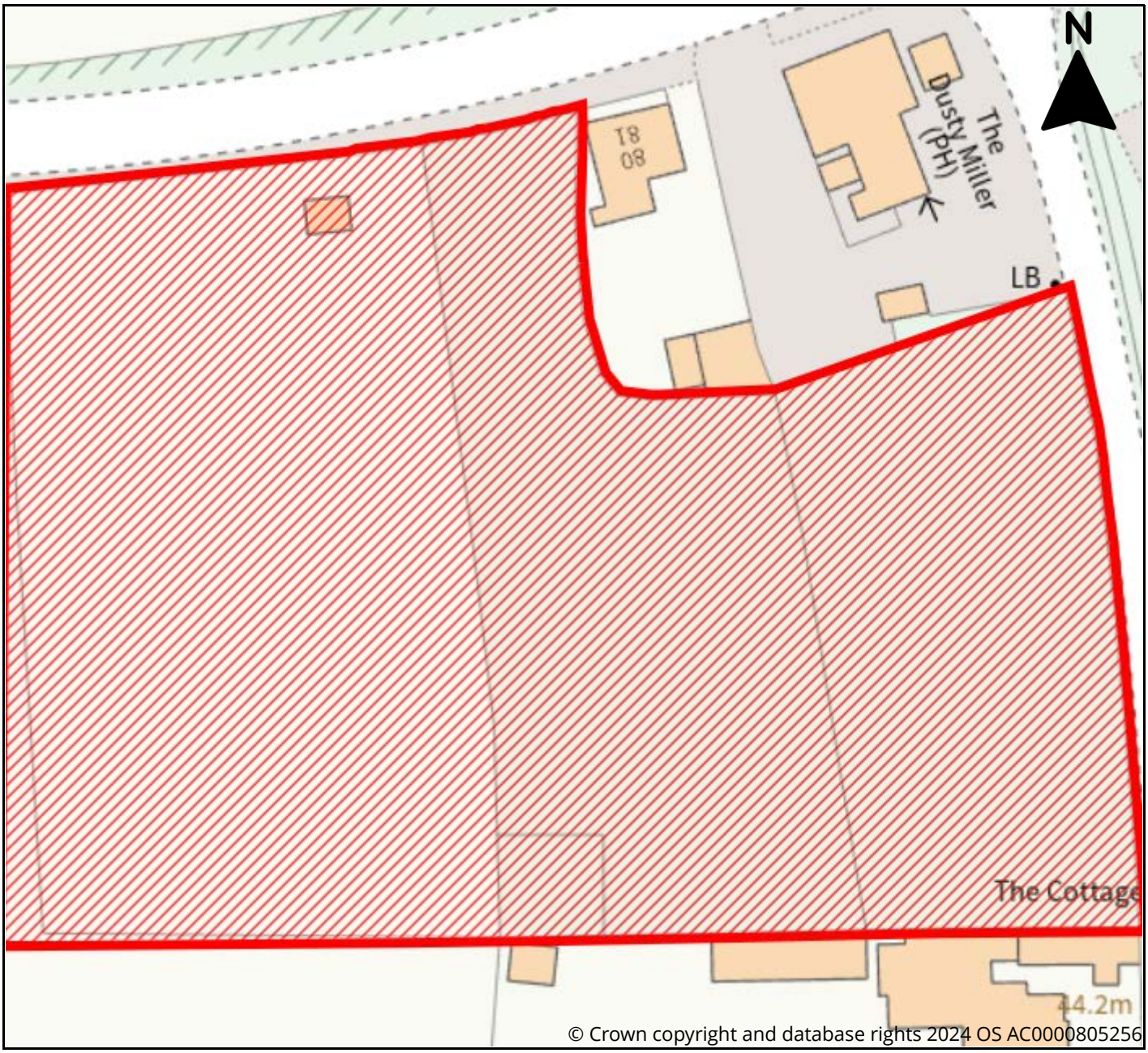


Site Information

Reference	bd2b478d-2376-472e-8b48-1e7cb86d5088
SLAA Ref	27/24/011
Site Name	Kemps Close
Address	Kemps Close, Hare Street, Buntingford, SG9 0DZ
Total Area (ha)	1.3
Development Area (ha)	1
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

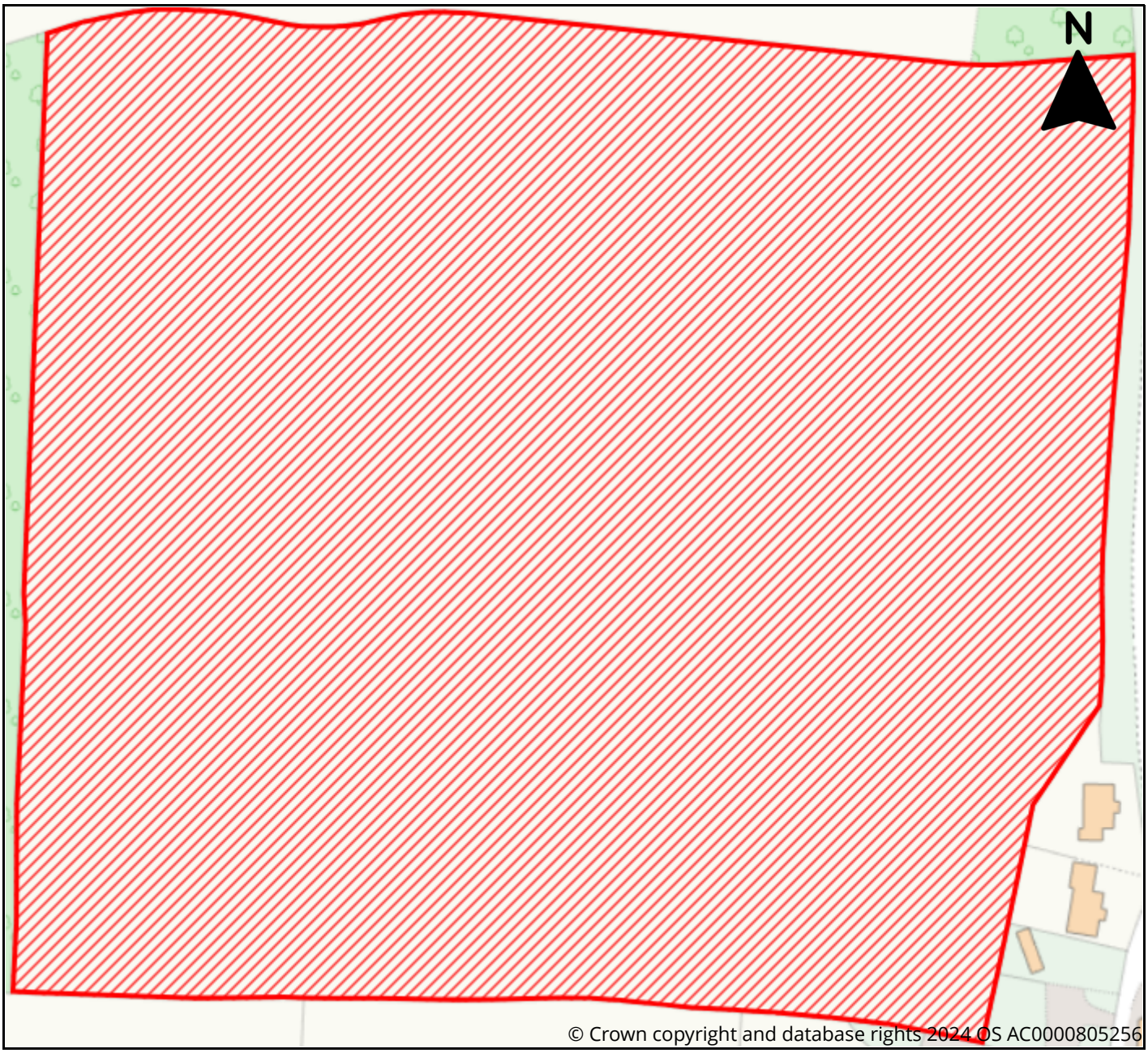


Site Information

Reference	66159b03-137d-4f0b-9192-4213ca6a5567
SLAA Ref	28/24/001
Site Name	Land to the West and South of the Dusty Miller within title number HD336731
Address	Land to the West and South of the Dusty Miller, South of Eastwick Road, Harlow, CM20 2QS
Total Area (ha)	0.83
Development Area (ha)	0.5
Proposed Use	Residential, Affordable Housing, Renewable Energy

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

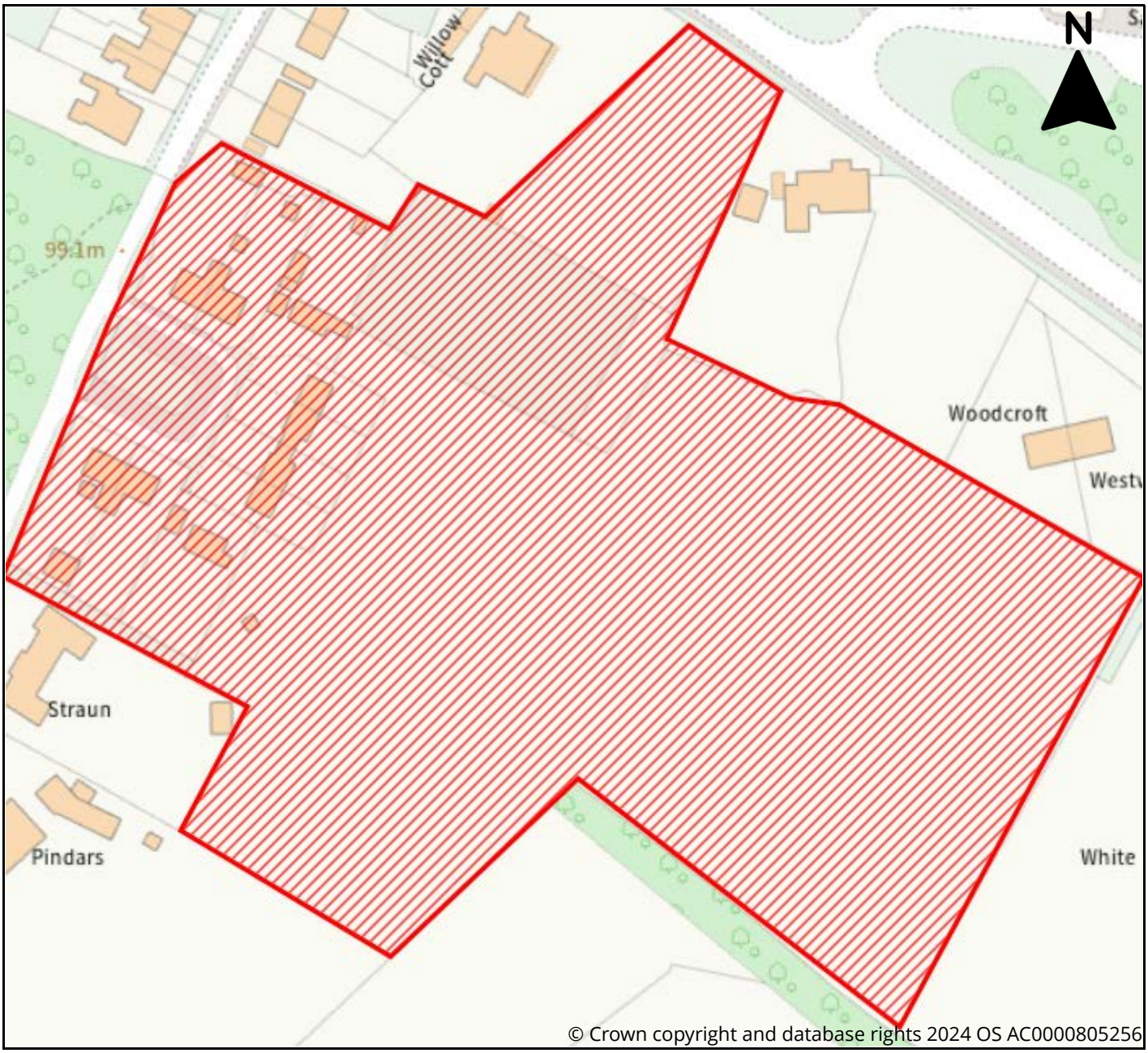


Site Information

Reference	4a68b568-2bc1-46ed-8773-5febf2d958ea
SLAA Ref	29/24/001
Site Name	Barclay Grange
Address	Barclay Grange, Land West of London Road, Hertford Heath, Herts SG13 7RH
Total Area (ha)	5.45
Development Area (ha)	5.45
Proposed Use	Residential, Affordable Housing, Community Facility, Leisure & Recreation, Retail, Employment, Greenspace, Mixed Use

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

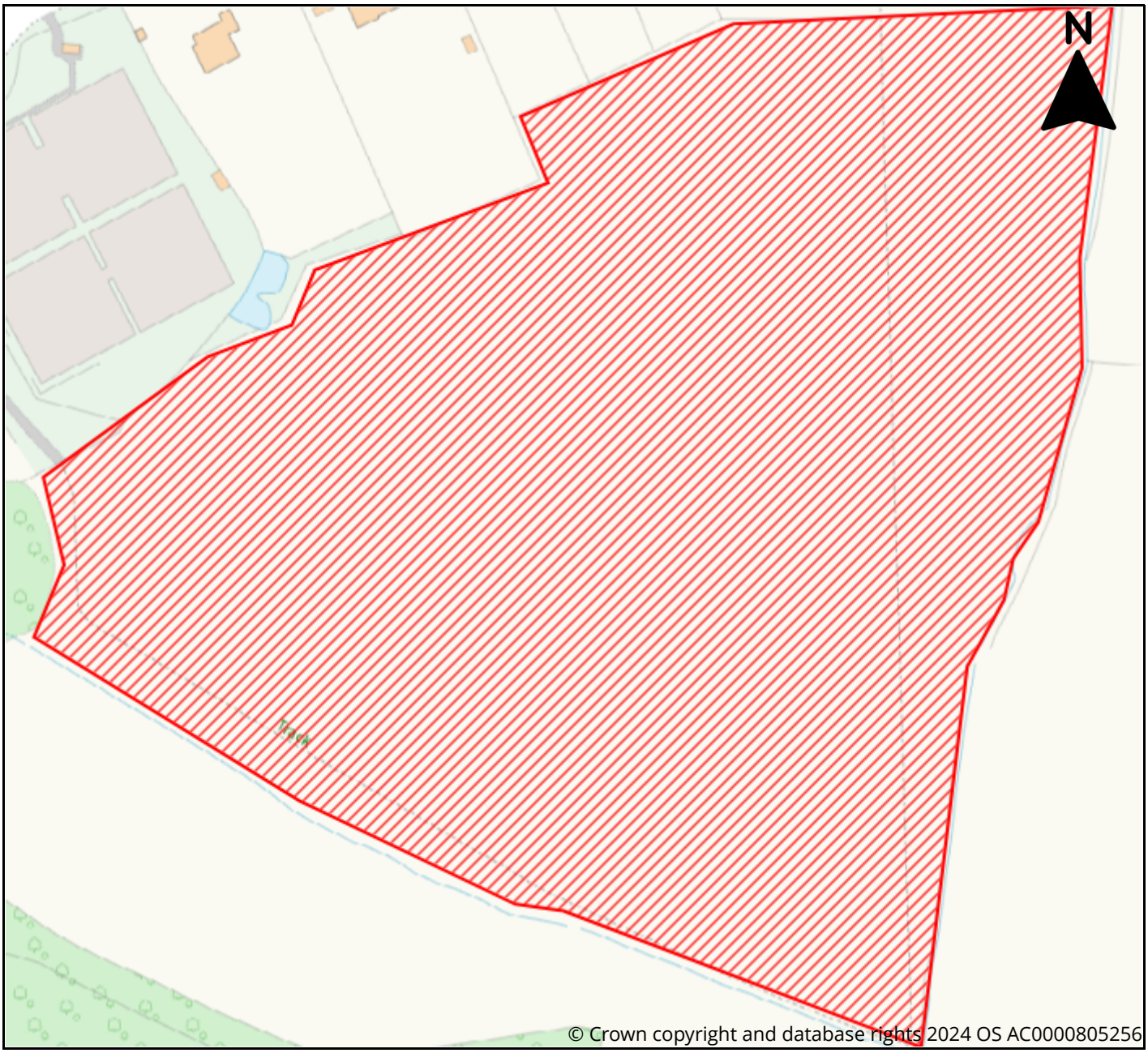


Site Information

Reference	239baf0e-b2e1-4e0c-8c82-baef9cb0e5f6
SLAA Ref	29/24/002
Site Name	The Roundings
Address	The Roundings, Hertford Heath, SG13 7PP
Total Area (ha)	3
Development Area (ha)	3
Proposed Use	Residential, Biodiversity Offset

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

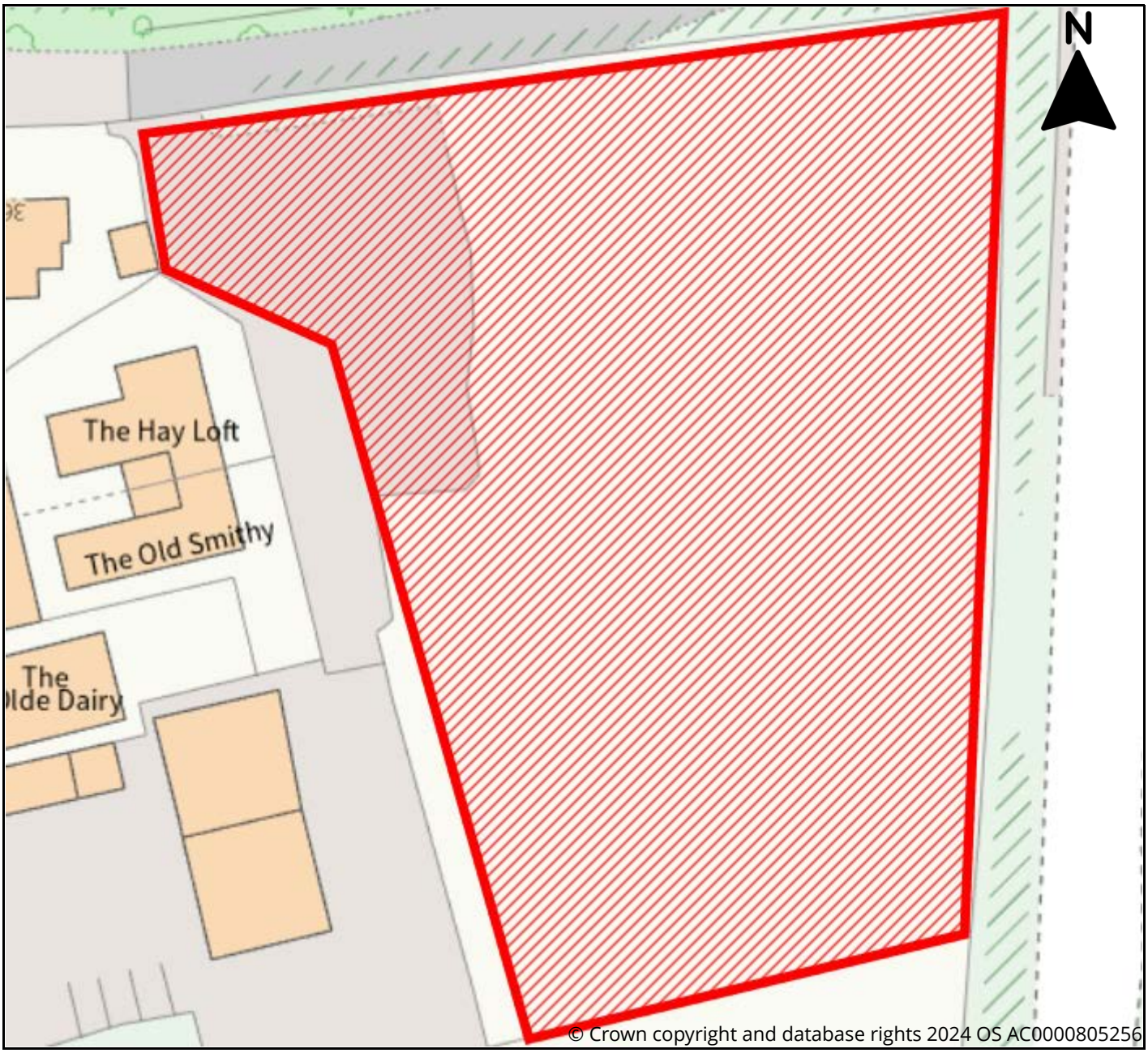


Site Information

Reference	173fffb6-a4b3-49ef-977d-a9fdac895d77
SLAA Ref	29/24/003
Site Name	South of Hailey Lane field
Address	Field South of Hailey Lane, Hertford Heath, SG13 7NU
Total Area (ha)	6.9
Development Area (ha)	6.9
Proposed Use	Renewable Energy

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

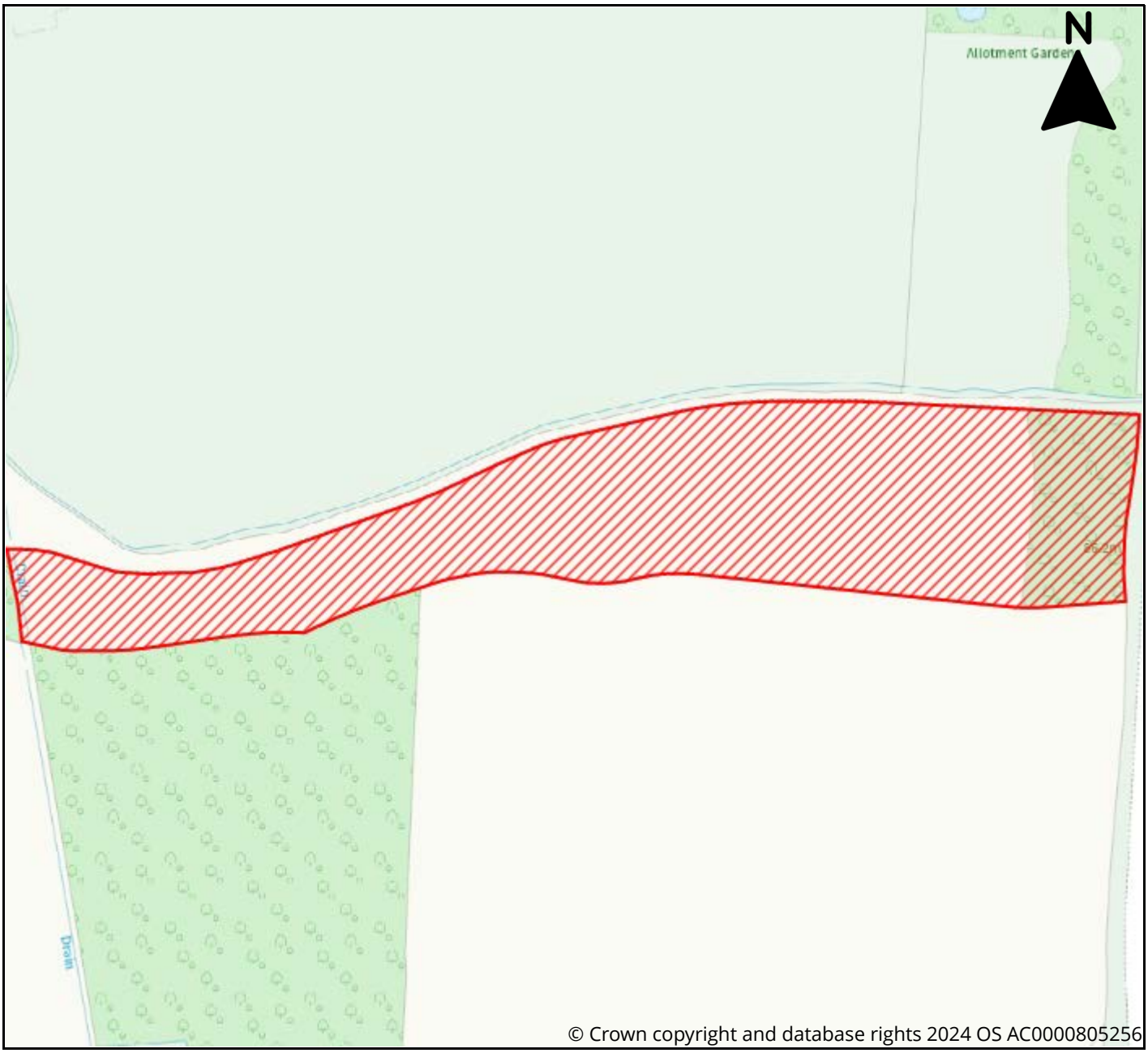


Site Information

Reference	2547cd00-4cca-469b-ac86-fa47491da6f4
SLAA Ref	29/24/004
Site Name Address	Land adjacent to College Farm, title number HD503974 Land to the West of College Farm, Hailey Lane, Hertford Heath, SG13 7NX
Total Area (ha)	0.63
Development Area (ha)	0.4
Proposed Use	Residential, Affordable Housing, Renewable Energy, Biodiversity Offset

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

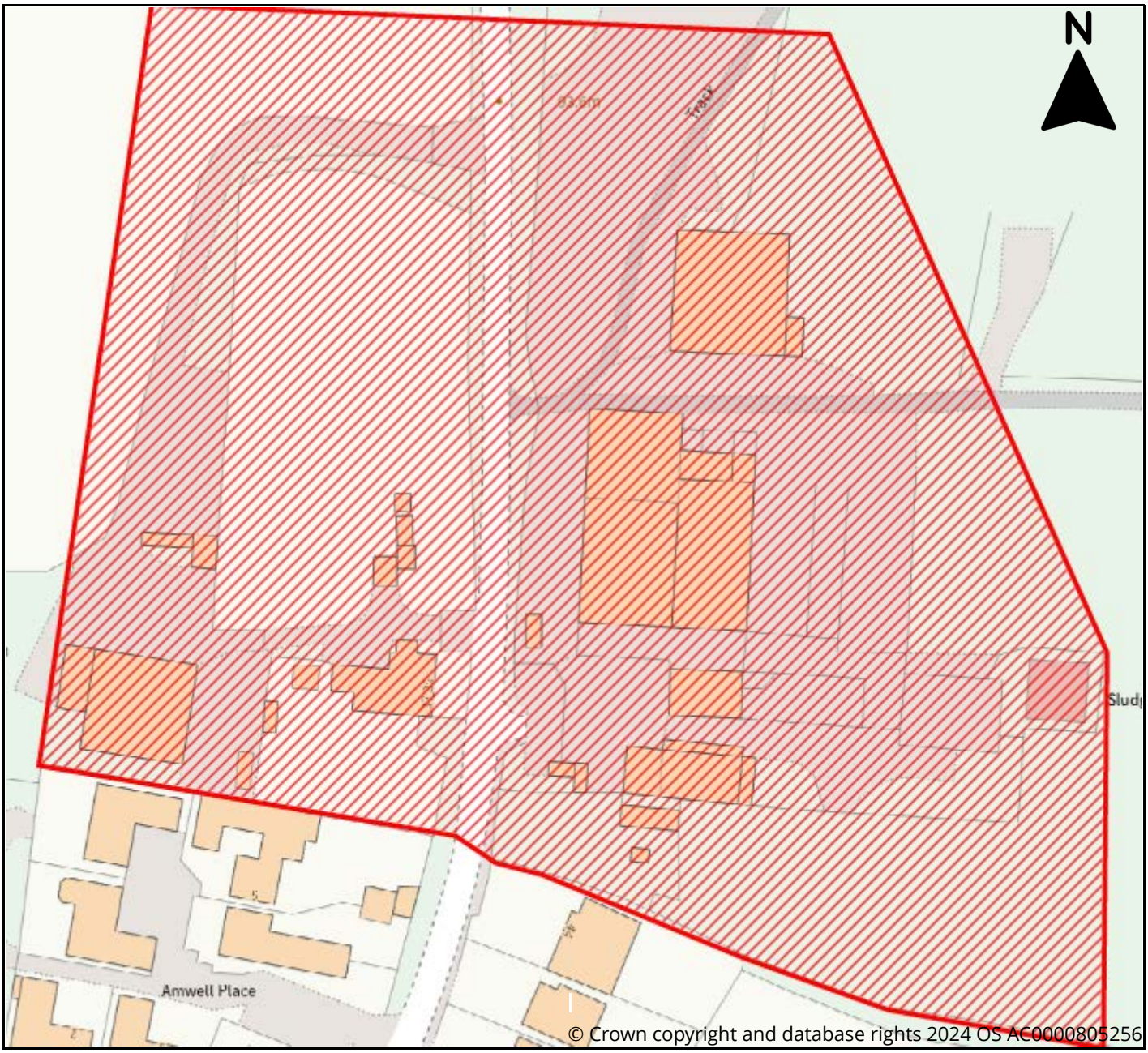


Site Information

Reference	4a1124a9-8cf9-4c94-9d69-a62c8deddd41
SLAA Ref	29/24/005
Site Name	Land Adjacent Priors Close
Address	Land Adjacent Priors Close, London Rd, Hertford Heath, Hertford, SG13, Hertford
Total Area (ha)	1.8
Development Area (ha)	1.5
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

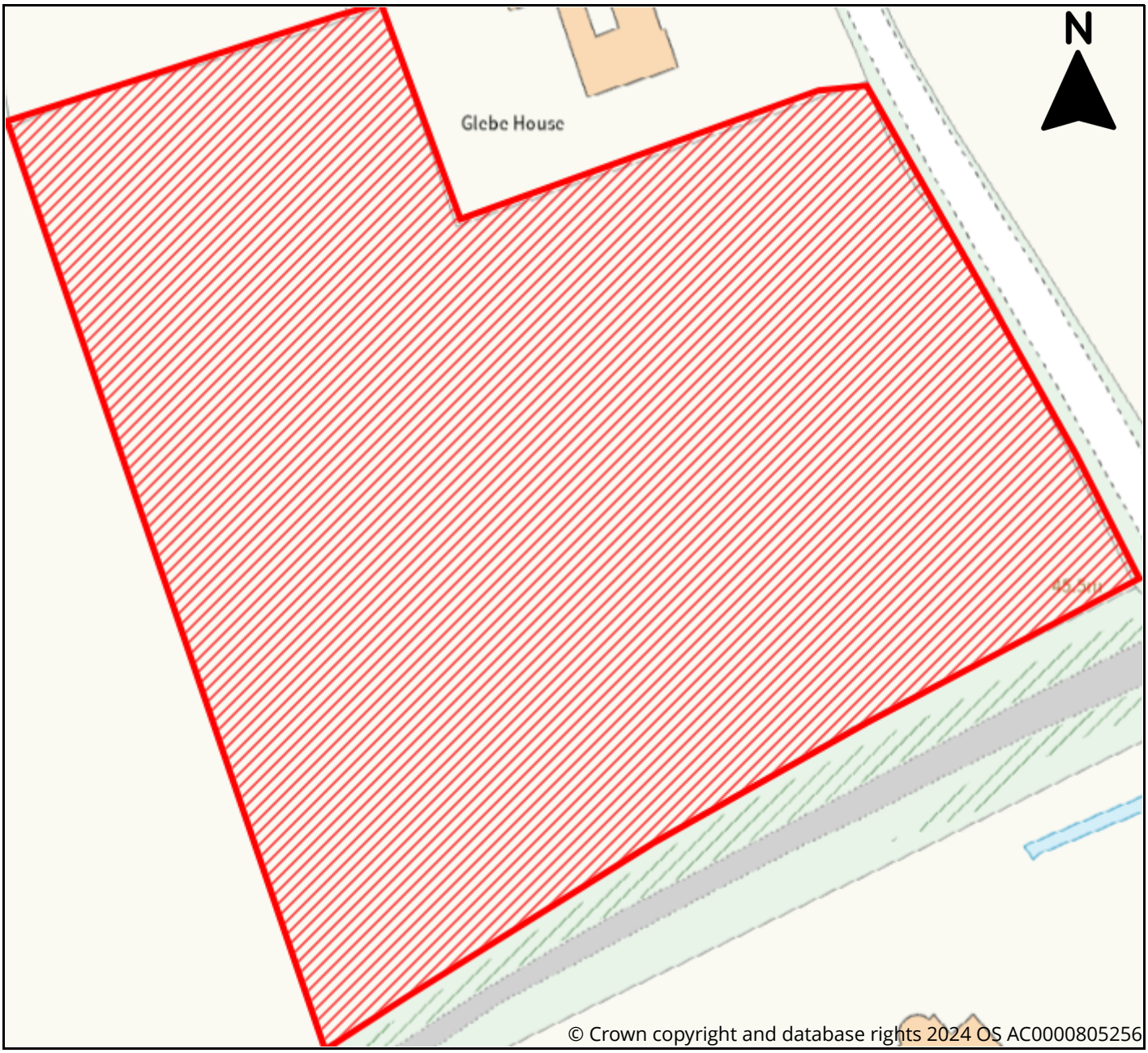


Site Information

Reference	21e9e148-a1c3-4fbe-975b-601997c9c44a
SLAA Ref	29/24/006
Site Name	Land at Amwell Place Farm
Address	Amwell Place Farm, Downfield Road, Hertford Heath, SG13 7RZ
Total Area (ha)	5
Development Area (ha)	5
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

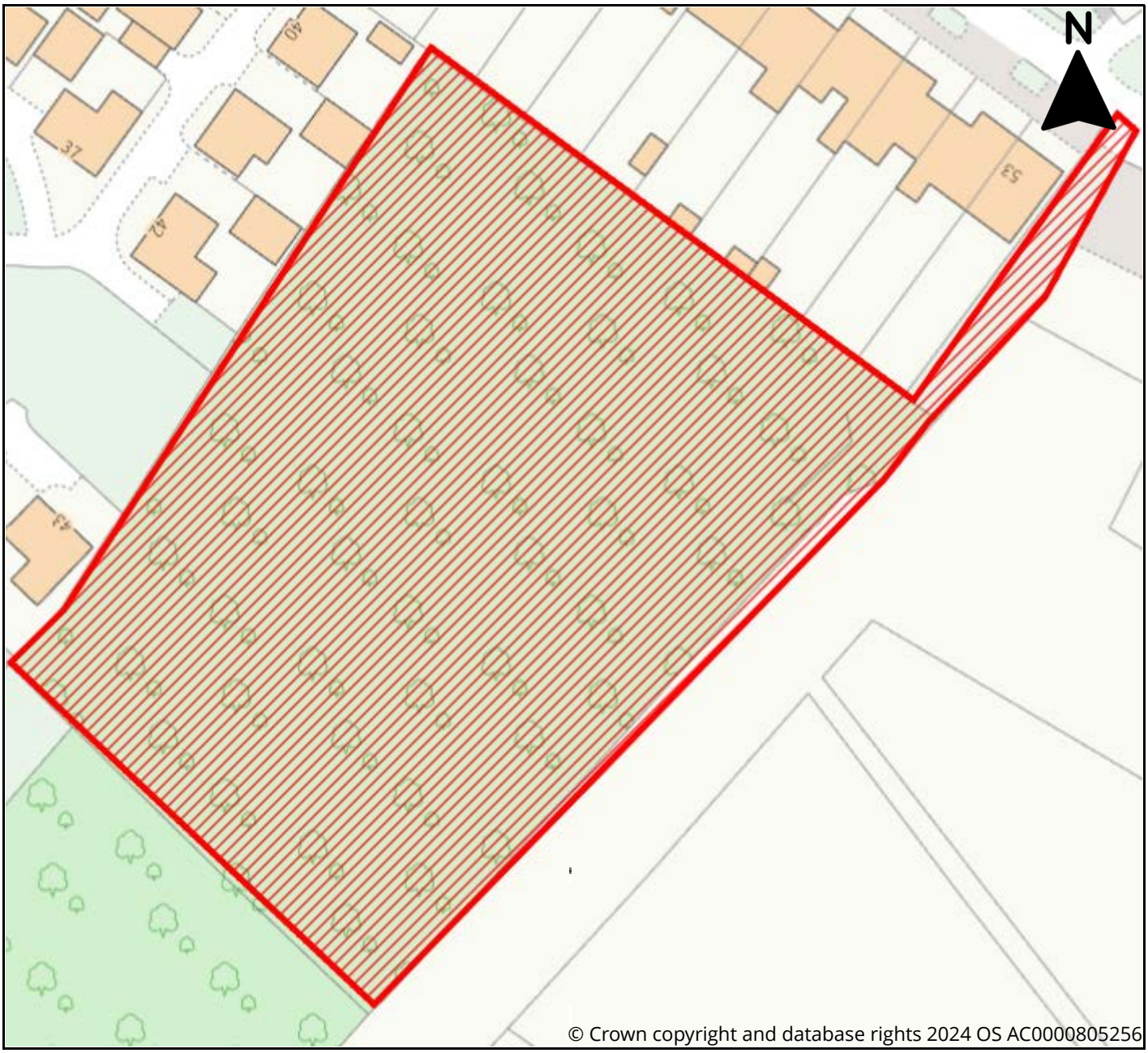


Site Information

Reference	8f0e557a-6bd5-4e34-a87b-7ed16238e1a0
SLAA Ref	30/24/001
Site Name	Land at St Marys Lane
Address	Land at St Marys Lane, Hertingfordbury
Total Area (ha)	1.8
Development Area (ha)	1.8
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

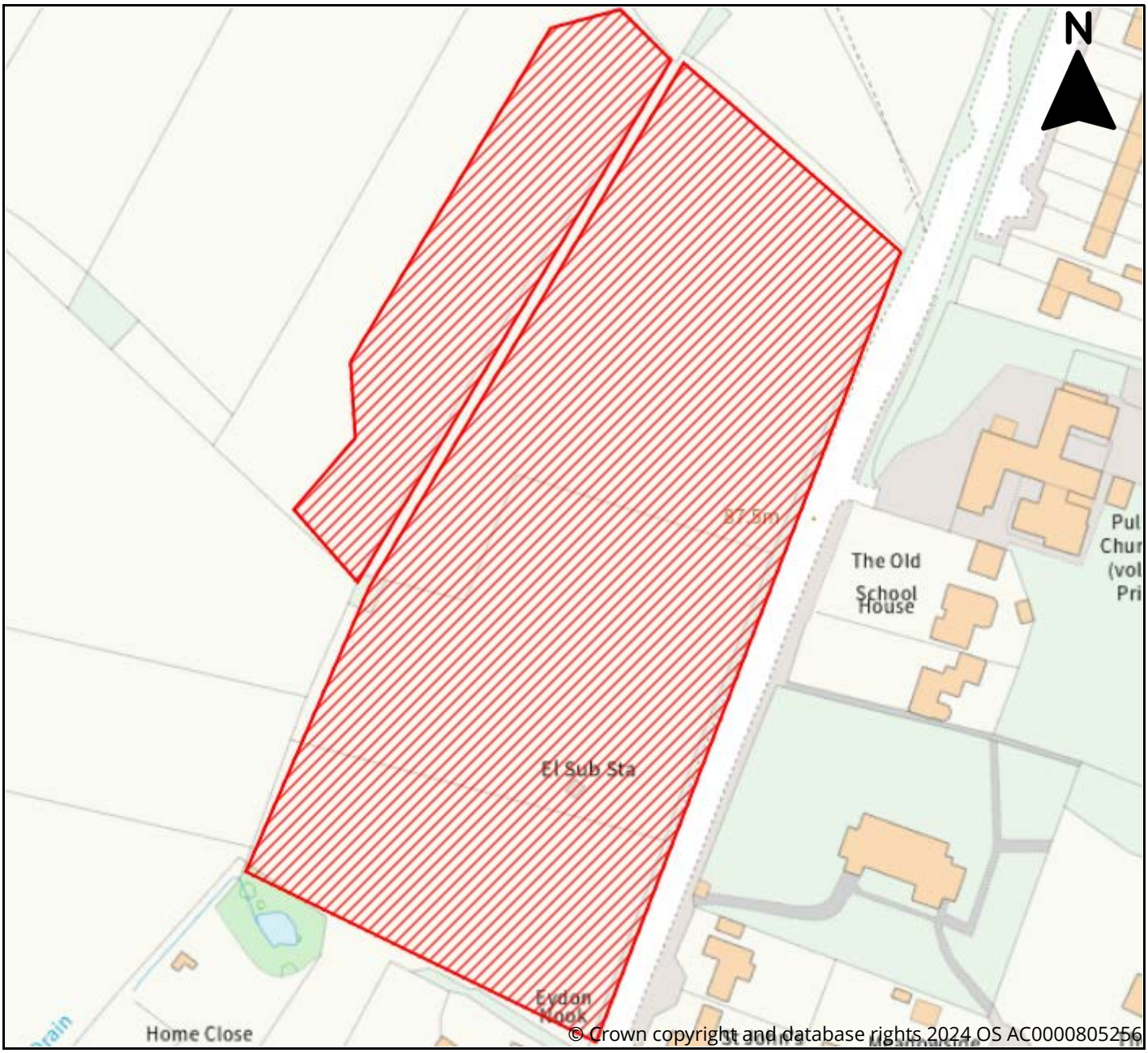


Site Information

Reference	3df1818f-9502-4e33-8977-dfb0d07b93d1
SLAA Ref	31/24/001
Site Name	Land to the east of Canterbury Park (T8)
Address	Land east of Canterbury Park, High Cross, Ware, SG11 1AR
Total Area (ha)	0.78
Development Area (ha)	0.78
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

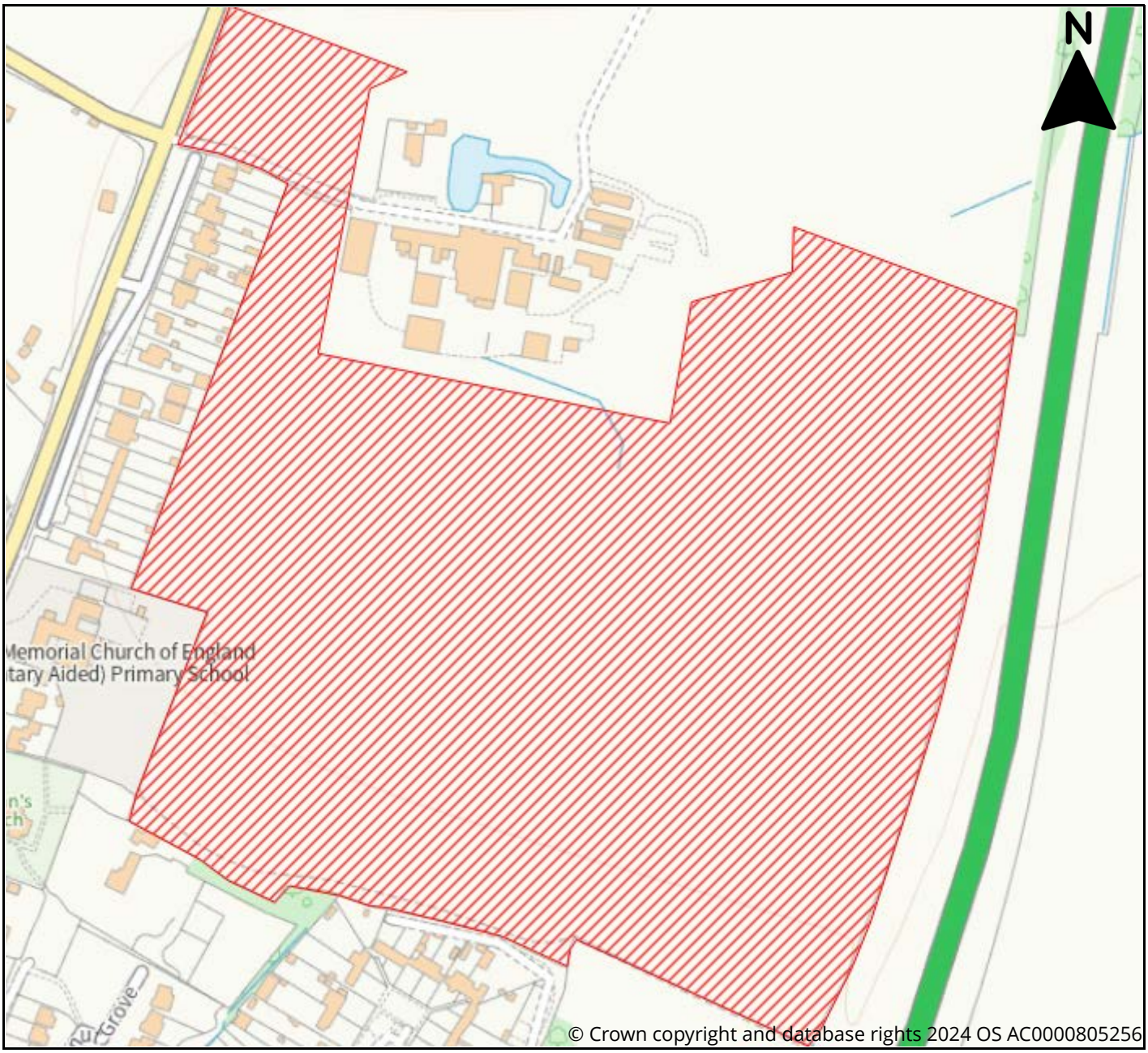


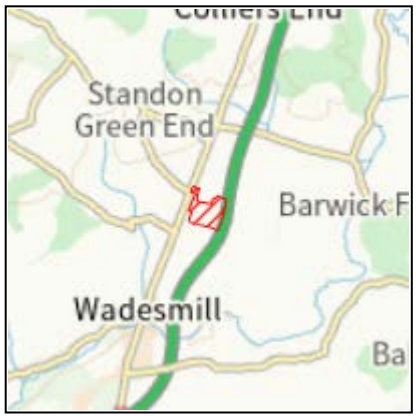
Site Information

Reference	67502fec-b8d8-4dfb-bfb1-3ef4a2c977cb
SLAA Ref	31/24/002
Site Name	Land West of High Road
Address	High Road, High Cross, Ware, SG11 1AZ
Total Area (ha)	2.26
Development Area (ha)	1.87
Proposed Use	Residential, Affordable Housing, Leisure & Recreation

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024





Site Information

Reference	20729e73-45b1-4793-b5a4-5dc6e74f7244
SLAA Ref	31/24/003
Site Name	Land to the East of High Road
Address	Land at Sites Farm, High Cross, SG11 1BE
Total Area (ha)	12.98
Development Area (ha)	6.5
Proposed Use	Residential, Affordable Housing, Community Facility, Greenspace, Other Use

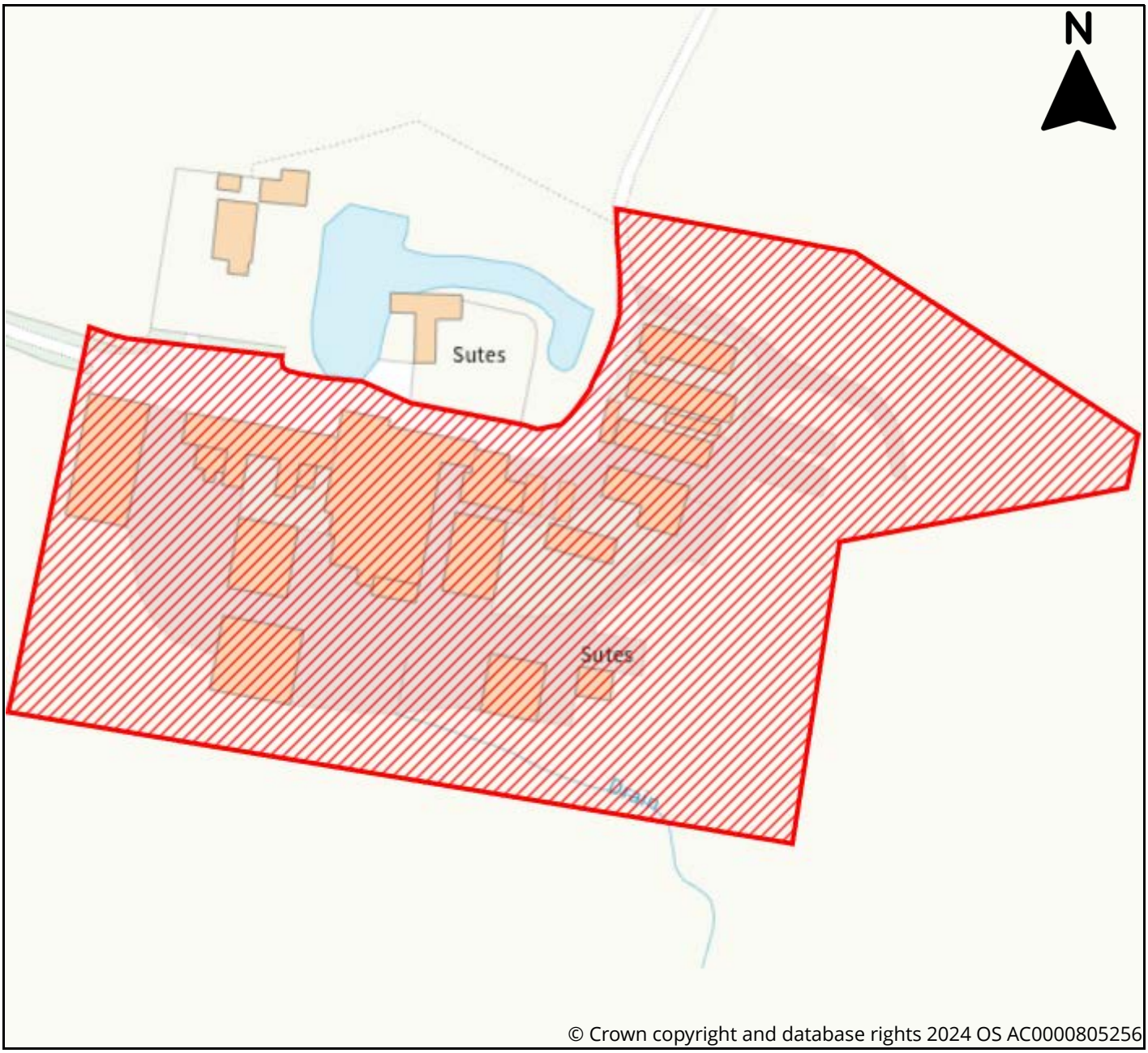
callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

Site Information

Reference	e58ee046-d79b-4c6e-aa40-d929c3224ac4
SLAA Ref	31/24/004
Site Name	Land south of Oakley Coachworks referenced as T6 Land
Address	High Cross, near Ware, SG11 1AR
Total Area (ha)	1.5
Development Area (ha)	1.5
Proposed Use	Mixed Use

East Herts District Plan Review
Call for Sites 2024

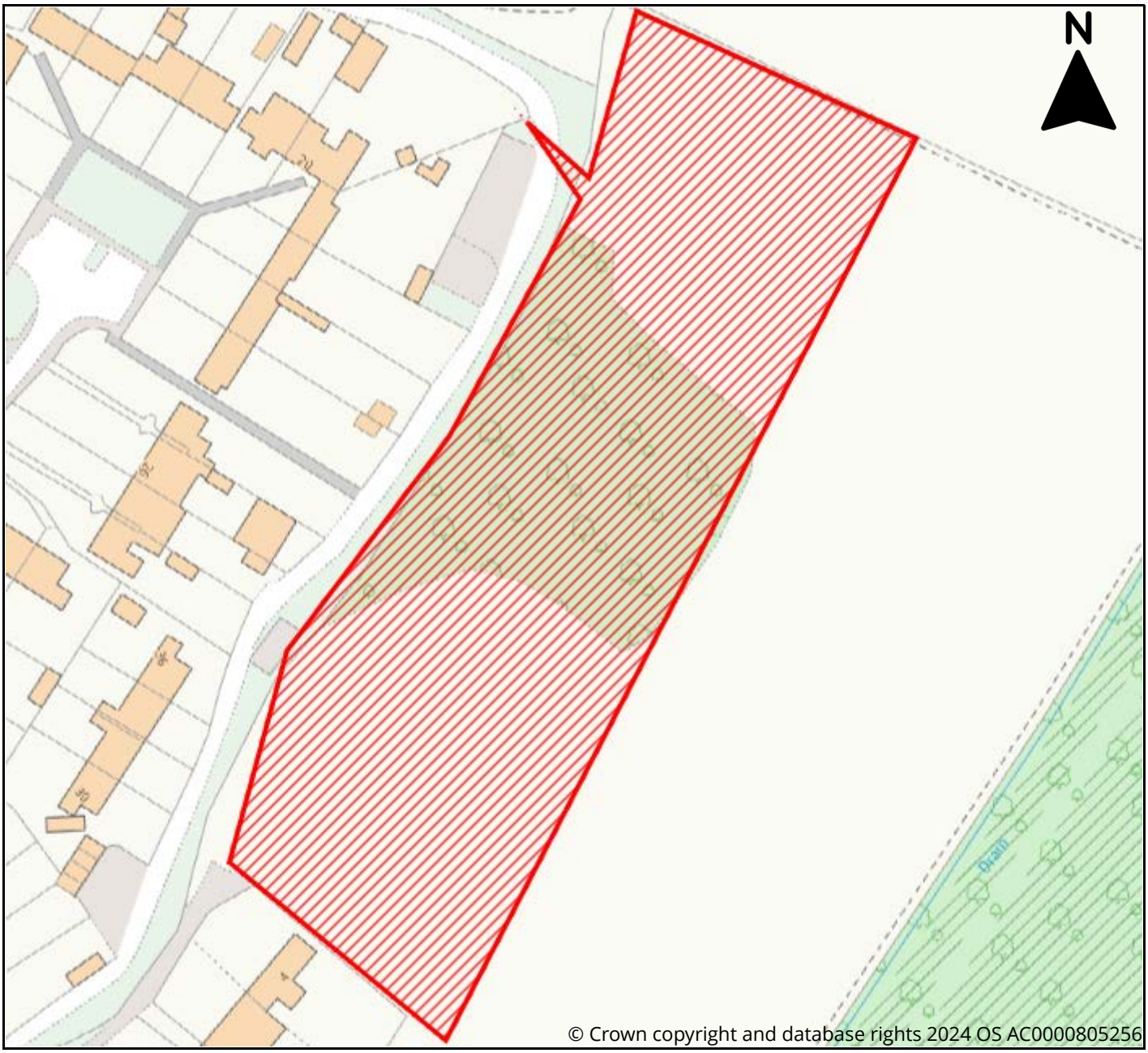


© Crown copyright and database rights 2024 OS AC0000805256

Site Information

Reference	3f2df068-211c-4868-a443-2aa77ed0e17c
SLAA Ref	31/24/005
Site Name	Sutes Farm, High Cross
Address	Sutes Farm, High Cross, Ware, Hertfordshire, SG11 1BE
Total Area (ha)	2.061
Development Area (ha)	2.061
Proposed Use	Employment, Renewable Energy, Biodiversity Offset

East Herts District Plan Review
Call for Sites 2024

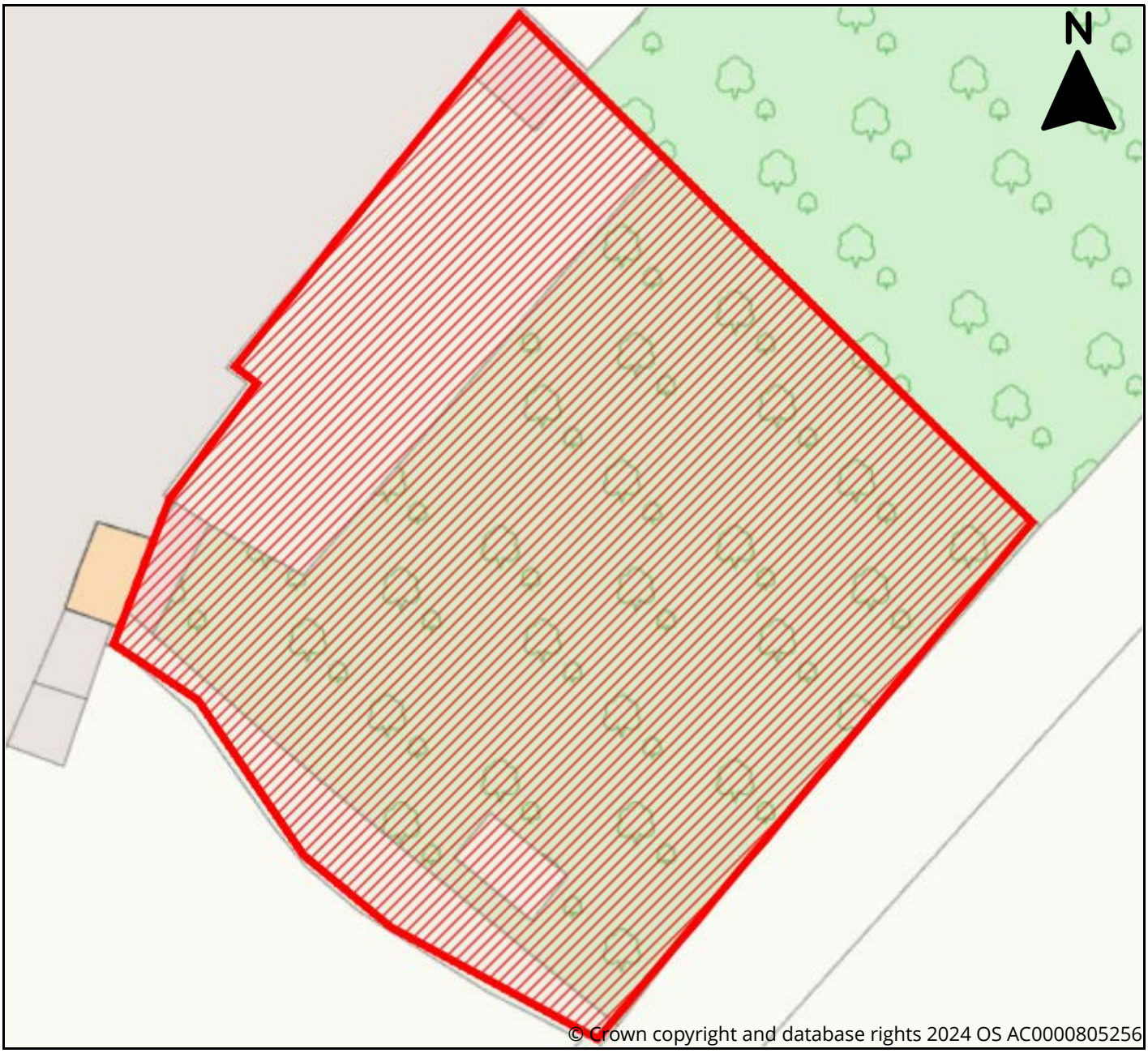


Site Information

Reference	6168449a-761b-4482-a8d3-81515bfe225b
SLAA Ref	31/24/006
Site Name	Land on North Drive
Address	Land on North Drive, High Cross
Total Area (ha)	0.55
Development Area (ha)	0.55
Proposed Use	Residential, Biodiversity Offset

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

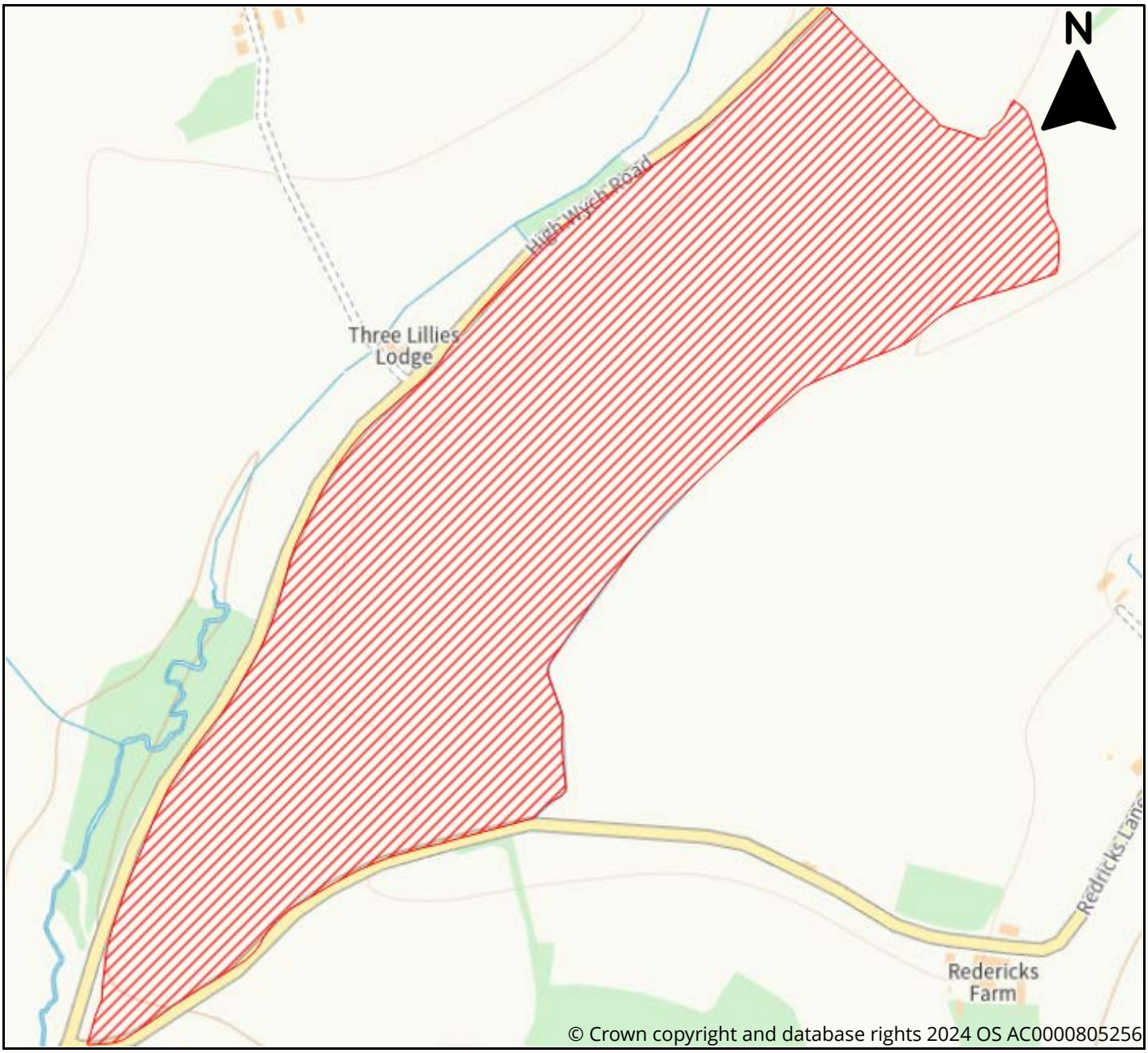


Site Information

Reference	e48d4a1e-836f-4a72-9587-3fd1f9501897
SLAA Ref	31/24/007
Site Name	Land East of Oakley Coachworks referenced as T7 Land
Address	High Cross, near Ware, SG11 1AR
Total Area (ha)	0.53
Development Area (ha)	0.53
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

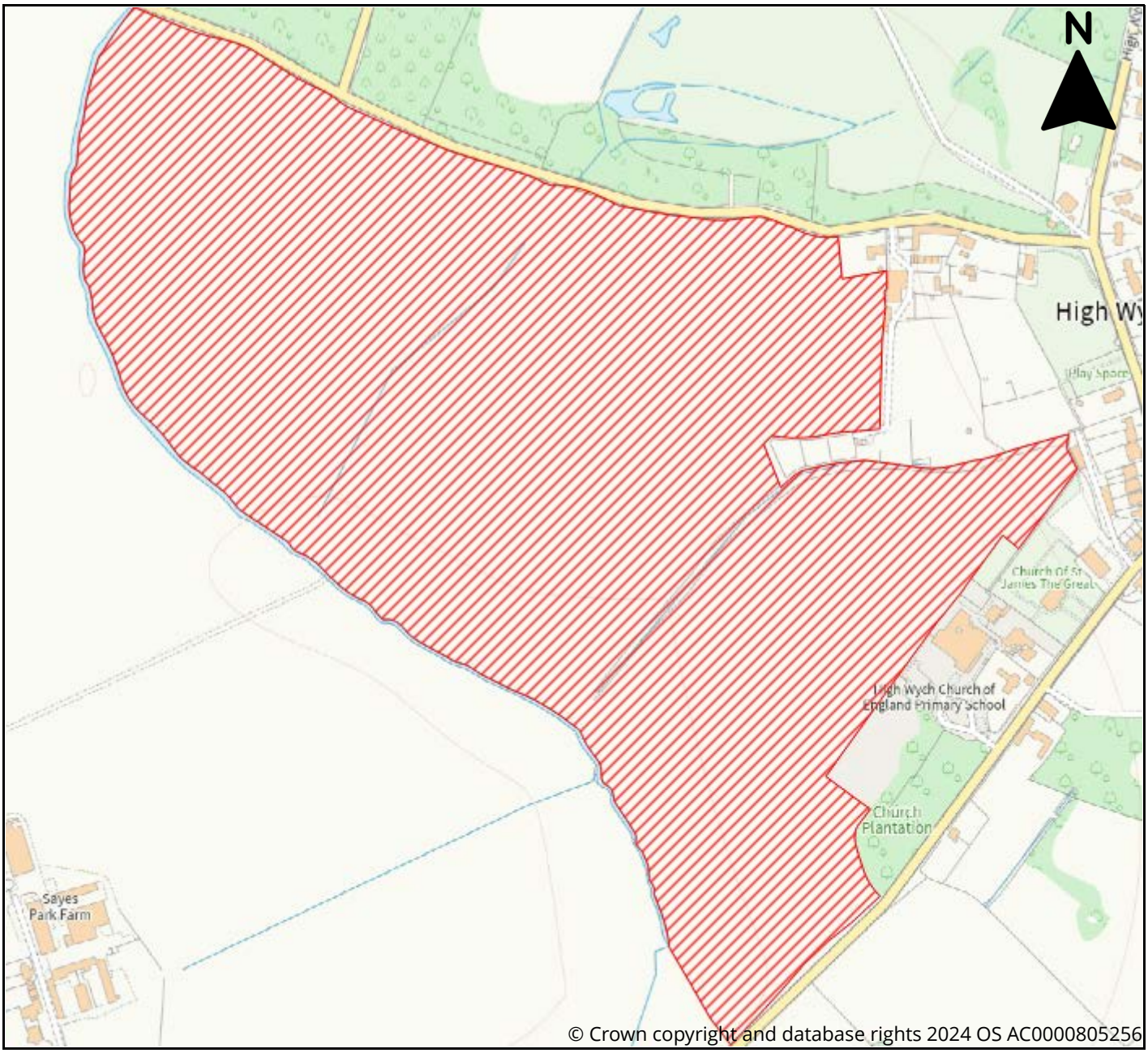


Site Information

Reference	043e2a79-0ad3-4fab-b040-093ad79b27e1
SLAA Ref	32/24/001
Site Name	LAND SOUTH OF LAUDEN LODGE
Address	LAND SOUTH OF LAUDEN LODGE, HIGH WYCH, SAWBRIDGEWORTH, HERTS, CM21 0JE
Total Area (ha)	54.1
Development Area (ha)	50
Proposed Use	Mixed Use

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

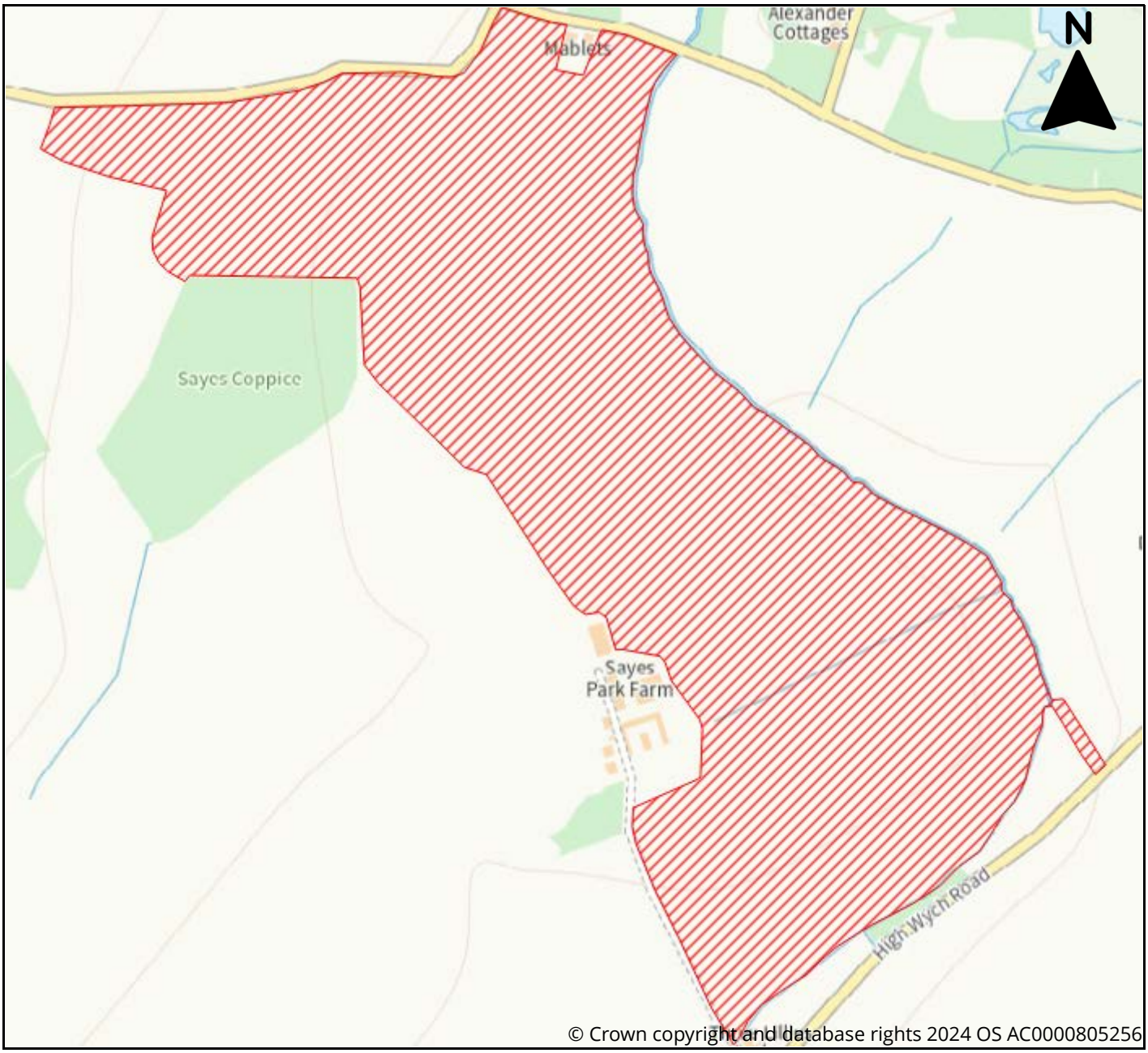


Site Information

Reference	421cb389-9ea3-4b8f-93b0-ca8494c7f026
SLAA Ref	32/24/002
Site Name	LAND NORTH HIGH WYCH PRIMARY SCHOOL
Address	LAND NORTH HIGH WYCH PRIMARY SCHOOL, HIGH WYCH, SAWBRIDGEWORTH, HERTS CM21 0JE
Total Area (ha)	29.3
Development Area (ha)	26
Proposed Use	Residential, Affordable Housing, Community Facility, Leisure & Recreation, Greenspace

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

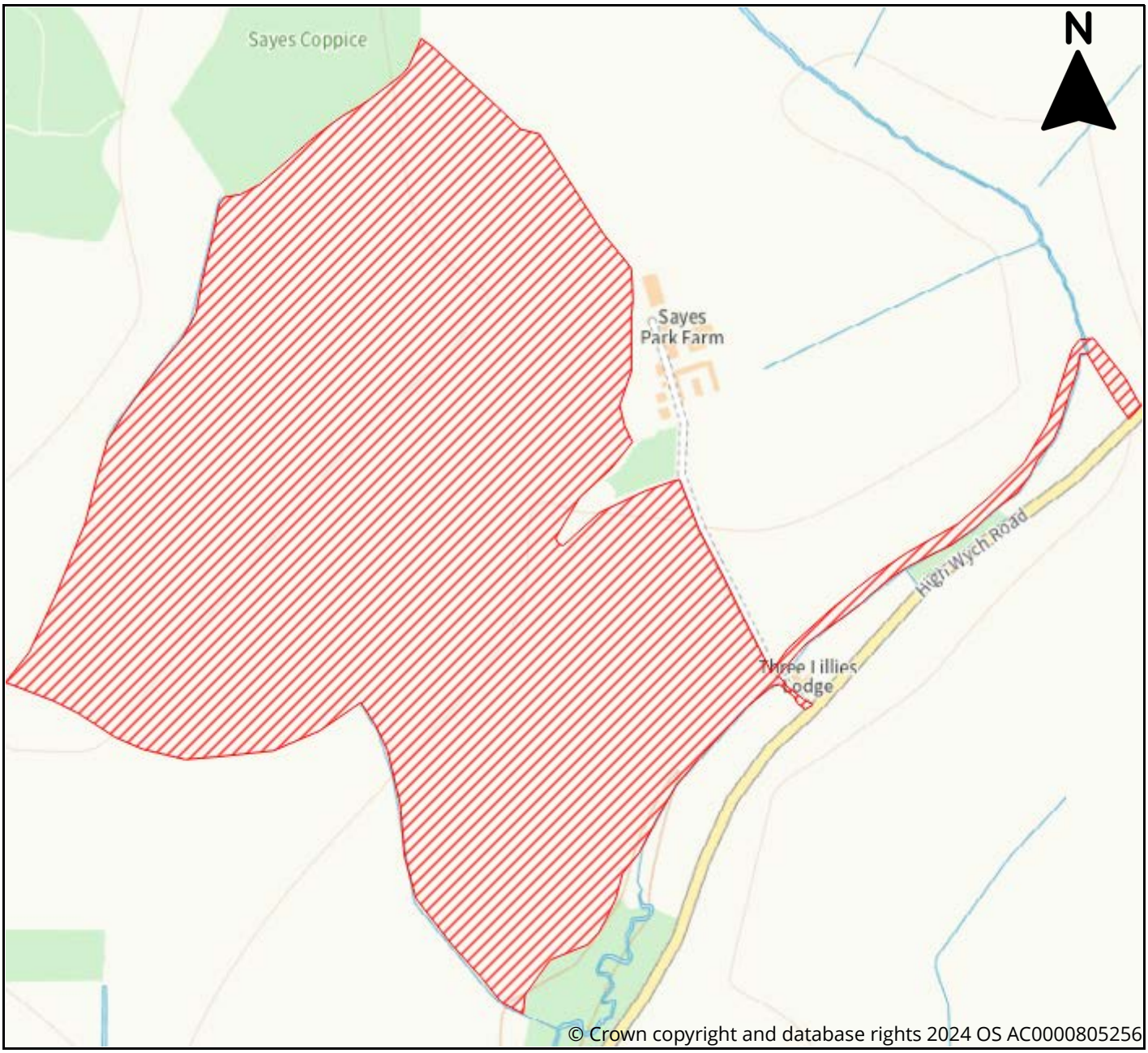


Site Information

Reference	4110edff-82c4-44a0-aba9-7ab3da7904b2
SLAA Ref	32/24/003
Site Name	Land East Sayes Park Farm
Address	Land East Sayes Park Farm, High Wych, Sawbridgeworth, CM21 0JE
Total Area (ha)	66.2
Development Area (ha)	60
Proposed Use	Residential, Affordable Housing, Community Facility, Retail, Greenspace

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

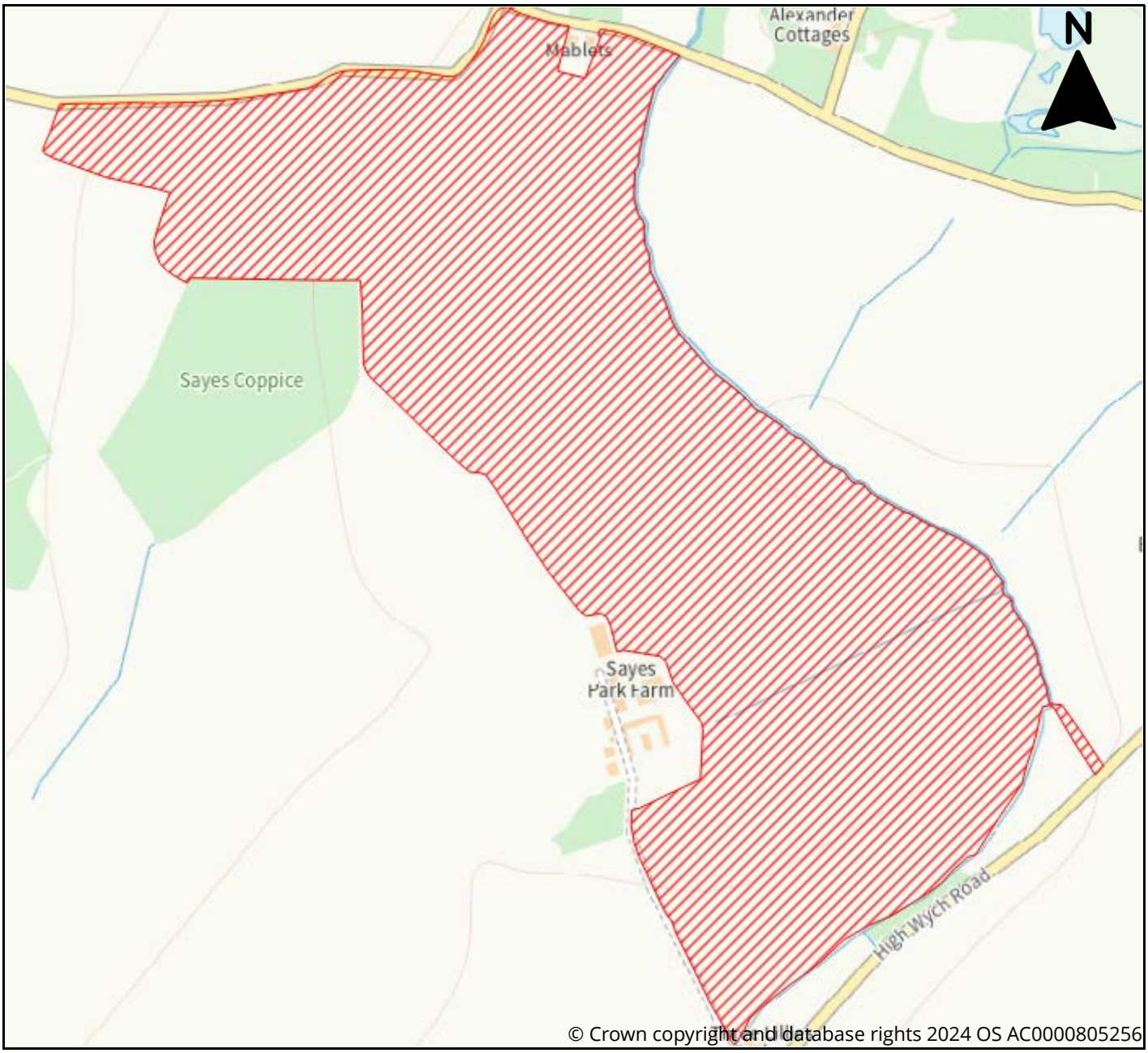


Site Information

Reference	a33c720f-0210-42ff-9c77-98464d4123ee
SLAA Ref	32/24/004
Site Name	Land West of Sayes Park Farm
Address	Land West of Sayes Park Farm, High Wych, Sawbridgeworth, CM21 0JE
Total Area (ha)	85.5
Development Area (ha)	80
Proposed Use	Residential, Affordable Housing, Community Facility, Retail, Greenspace

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

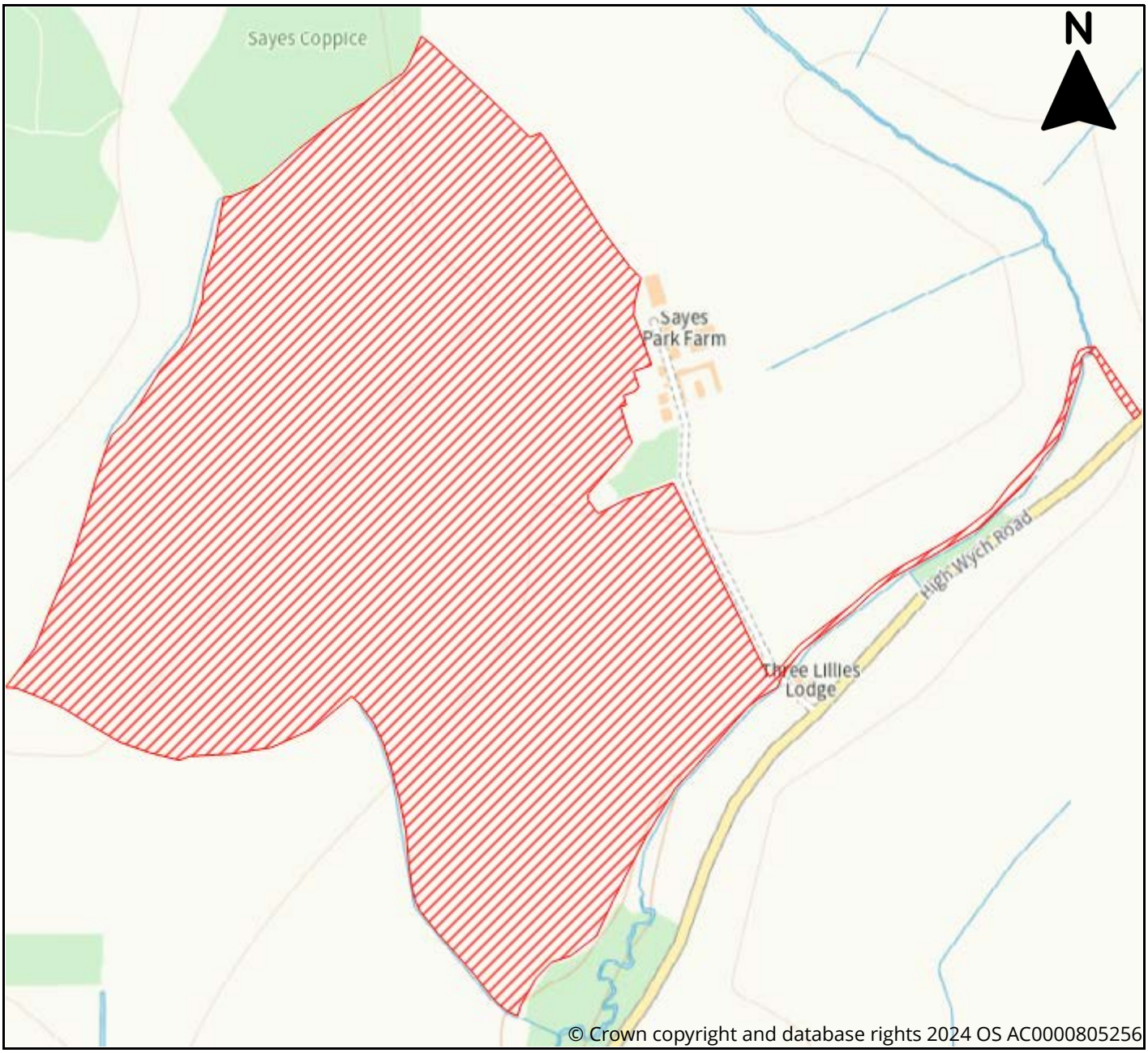


Site Information

Reference	7d8149d4-d574-40ba-aaf1-2e0f3ae318fe
SLAA Ref	32/24/005
Site Name	Land East Sayes Park Farm
Address	Land East of Sayes Park Farm, High Wych, Sawbridgeworth, Herts CM21 0JE
Total Area (ha)	46
Development Area (ha)	40
Proposed Use	Residential, Community Facility, Employment, Greenspace

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

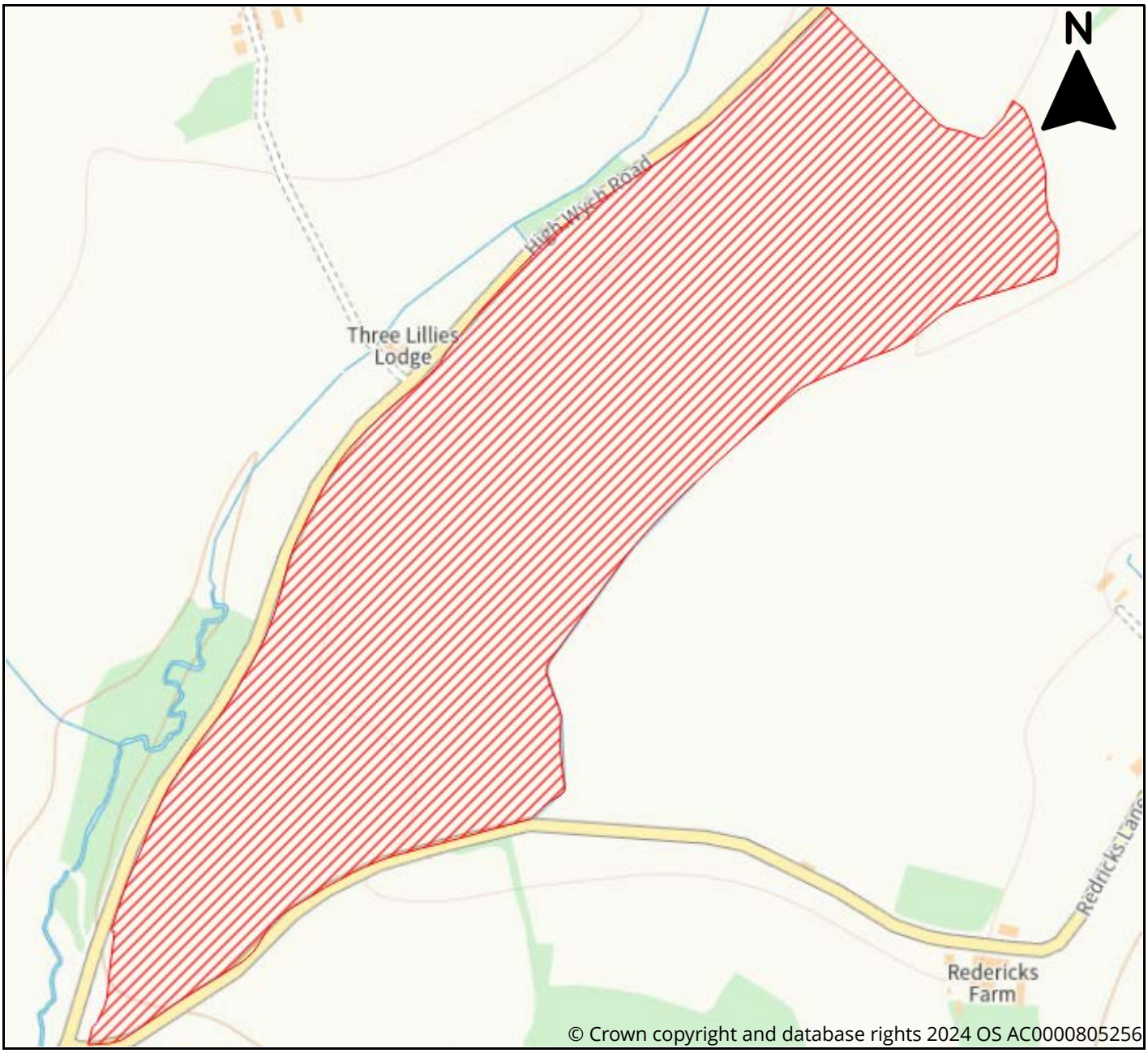


Site Information

Reference	68c354bd-7cc2-4893-9429-4b3536306a4c
SLAA Ref	32/24/006
Site Name	Land West Of Sayes Park Farm
Address	Land West of Sayes Park Farm, Highwych Road, High Wych, Sawbridgeworth, CM21 0JE
Total Area (ha)	52
Development Area (ha)	50
Proposed Use	Residential, Community Facility, Leisure & Recreation, Employment

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

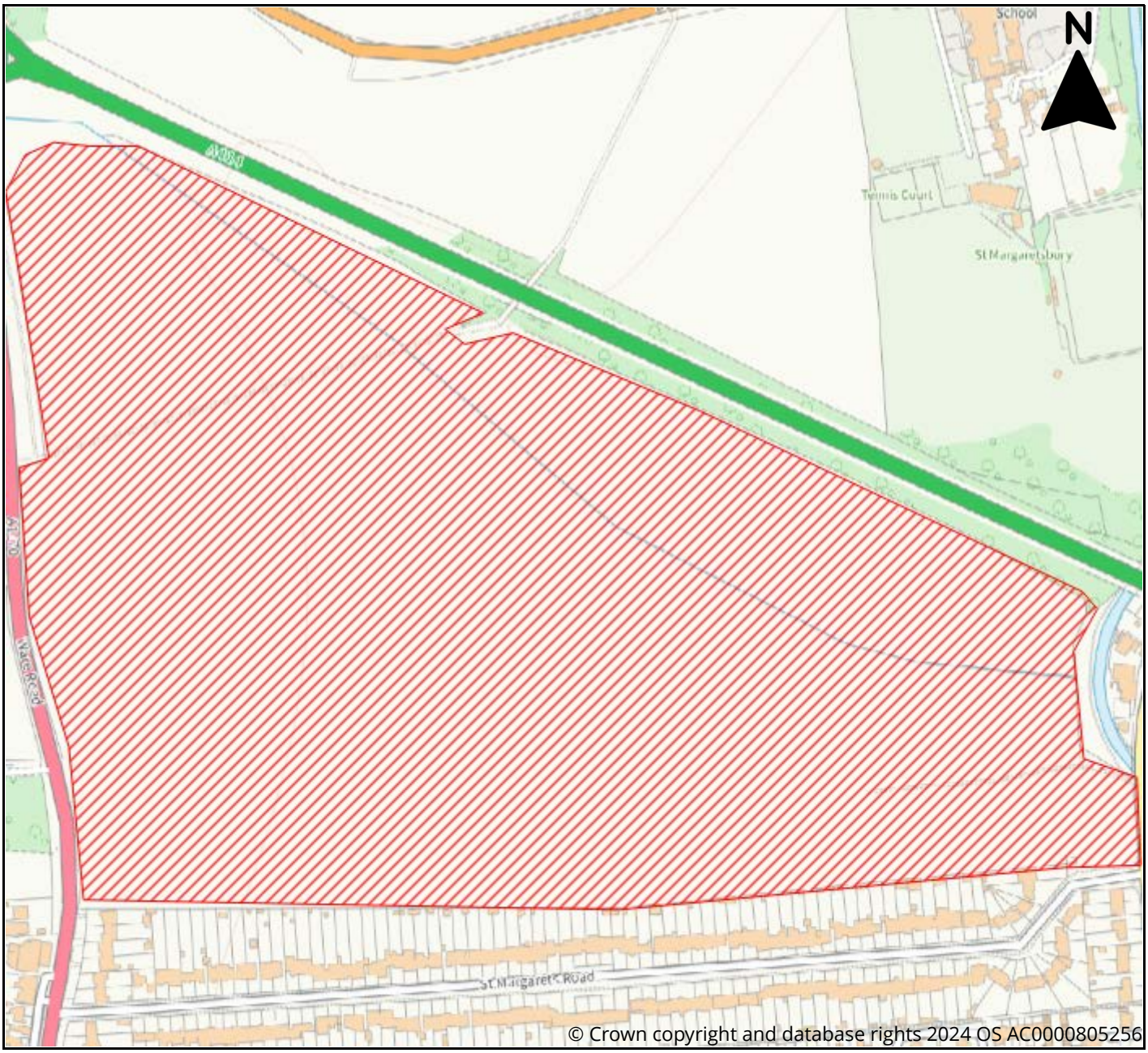


Site Information

Reference	6888dd83-b7c9-4e00-b1ea-056be803d5a1
SLAA Ref	32/24/007
Site Name	Land South of Sayes Park Farm
Address	Land South of Sayes Park Farm, High Wych Road, High Wych, Sawbridgeworth, CM21 0JE
Total Area (ha)	33
Development Area (ha)	30
Proposed Use	Residential, Community Facility, Leisure & Recreation, Employment

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

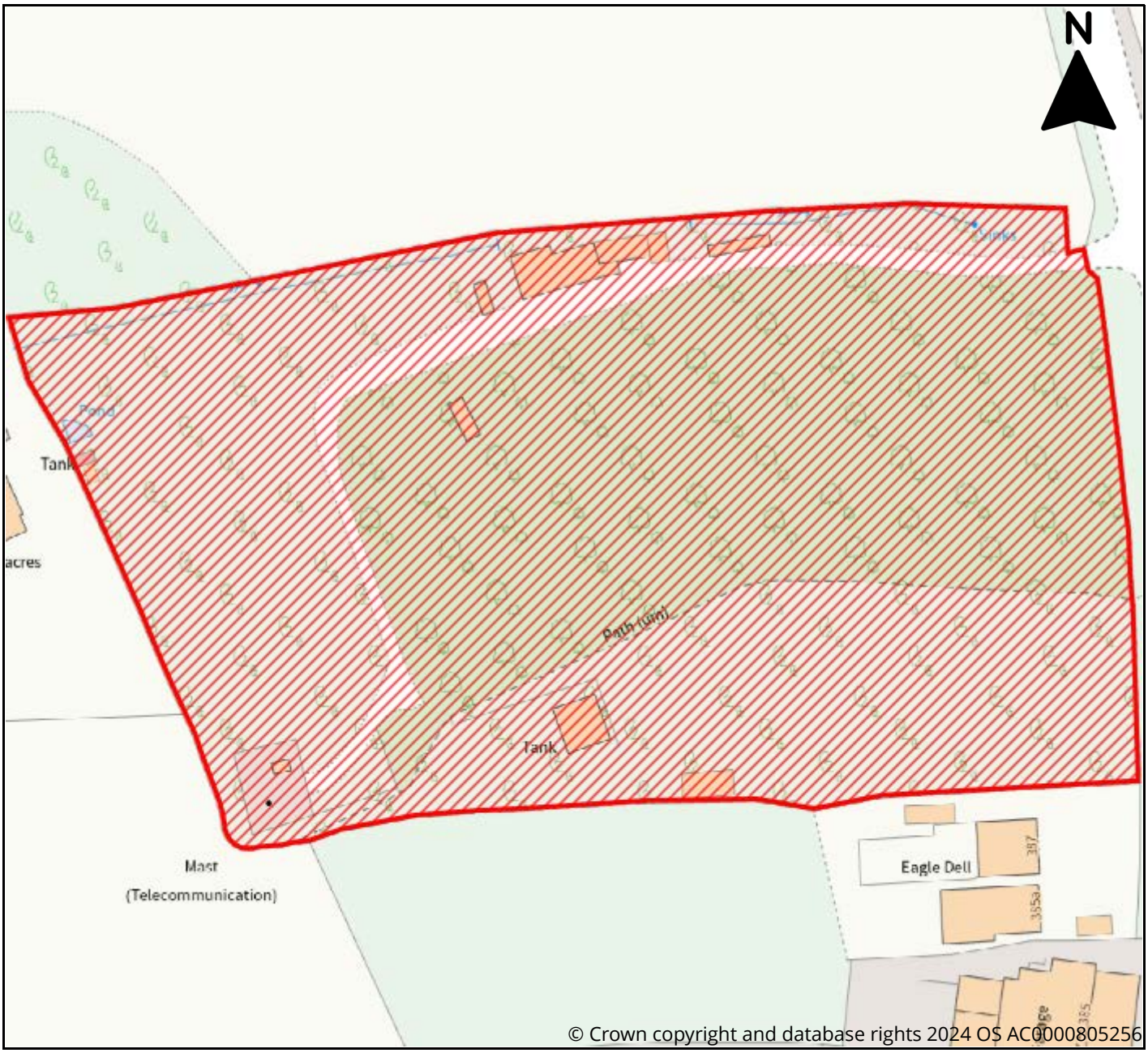


Site Information

Reference	d9c546e1-ca39-4922-a477-2716cf8fc986
SLAA Ref	33/24/001
Site Name	Rye Gate
Address	Land North of St. Margarets Road, Hoddesdon
Total Area (ha)	34.4
Development Area (ha)	34.4
Proposed Use	Residential, Affordable Housing, Specialist Residential, Employment, Greenspace, Biodiversity Offset

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

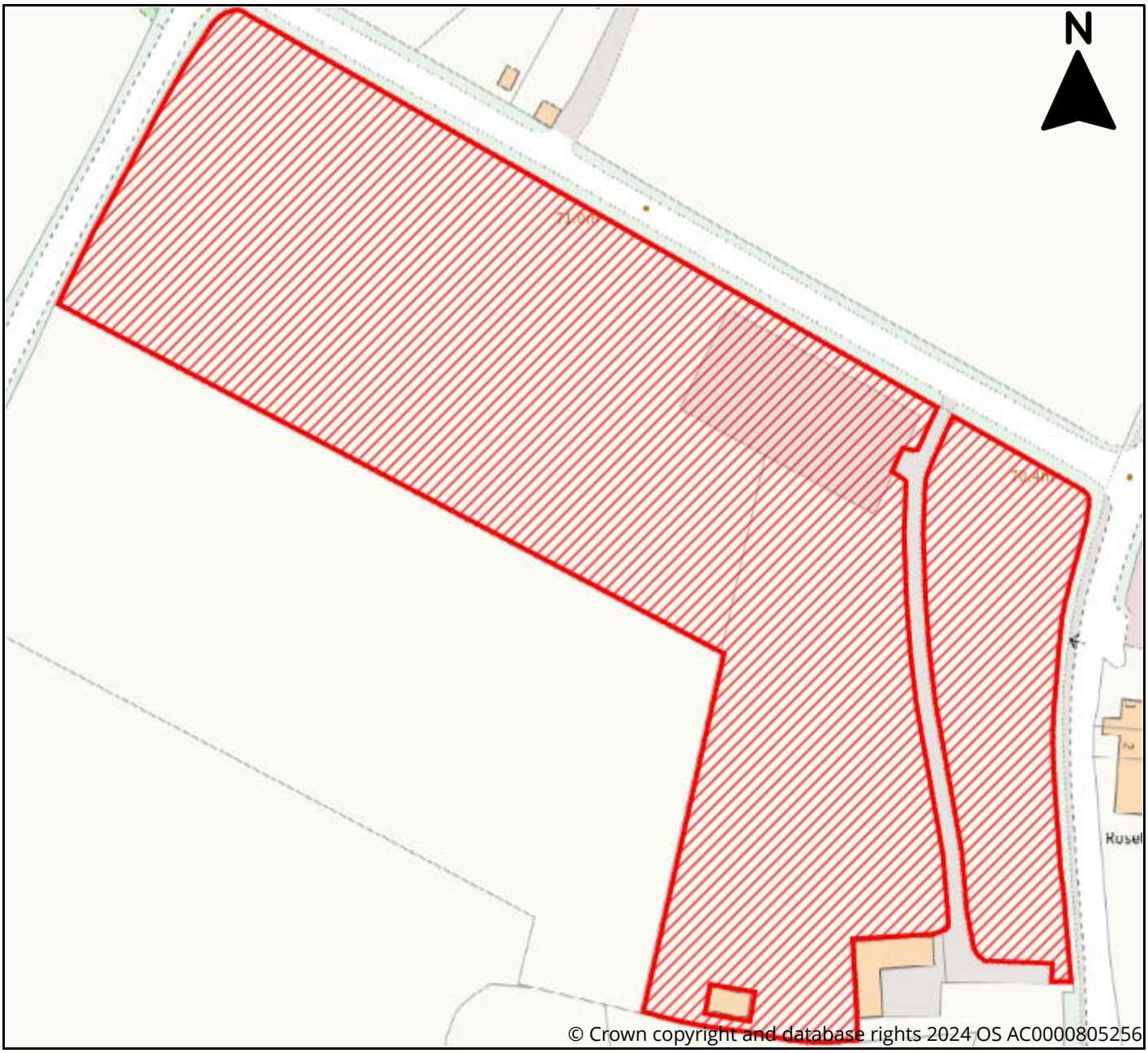


Site Information

Reference	e5804b36-4918-44e7-b7ab-c988ef1aab26
SLAA Ref	33/24/002
Site Name	Hillside Nursery
Address	Hillside Nursery, Ware Road, Hailey, Hoddesdon, SG13 7PE
Total Area (ha)	1.9
Development Area (ha)	1.9
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

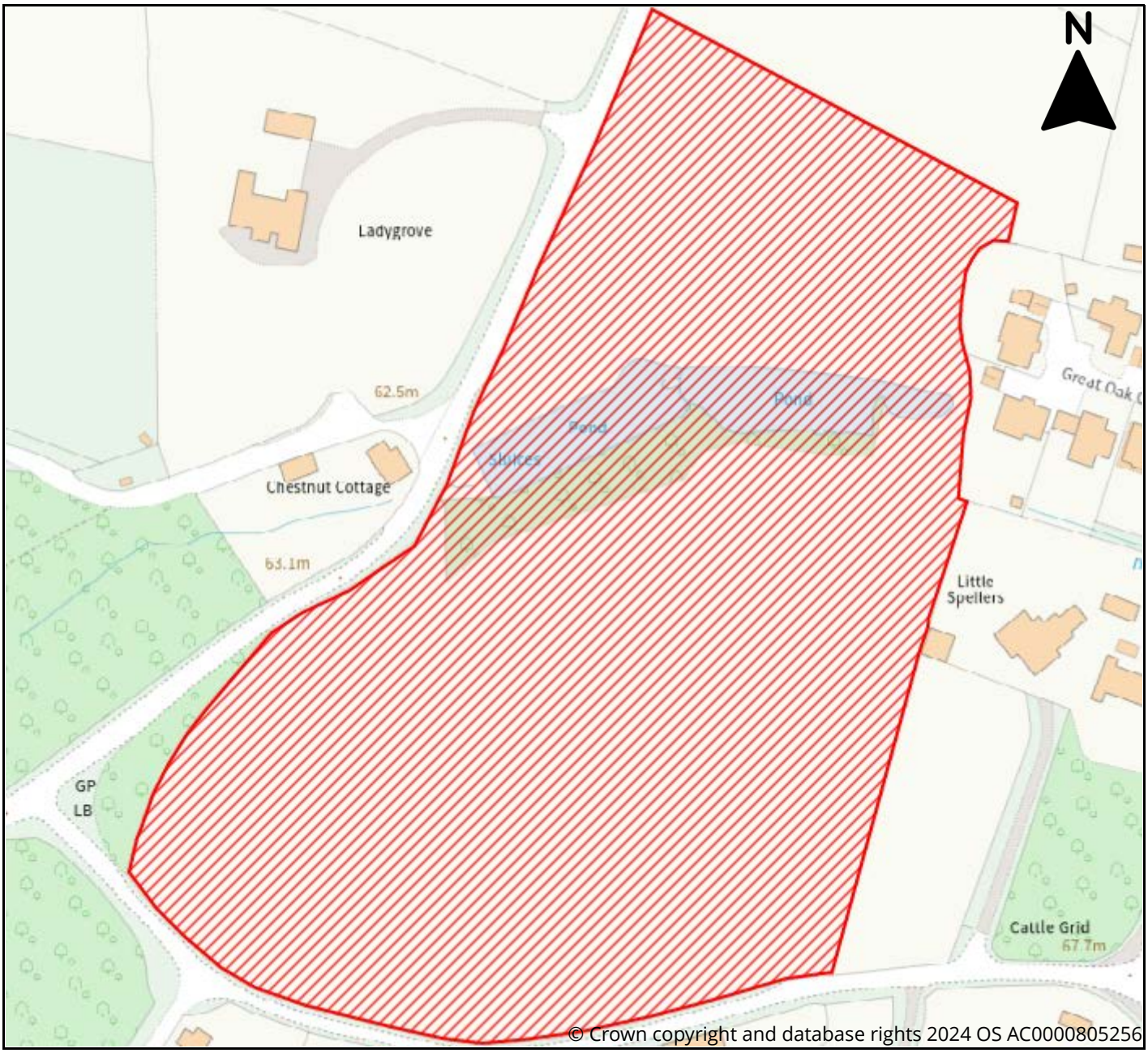


Site Information

Reference	956a9aab-6afd-47f1-9551-3b972b3b8591
SLAA Ref	34/24/001
Site Name	Land adjacent Walnut Tree House
Address	SG12 8PG, Hunsdon
Total Area (ha)	1.862
Development Area (ha)	0
Proposed Use	Residential

callforsites@eastherts.gov.uk

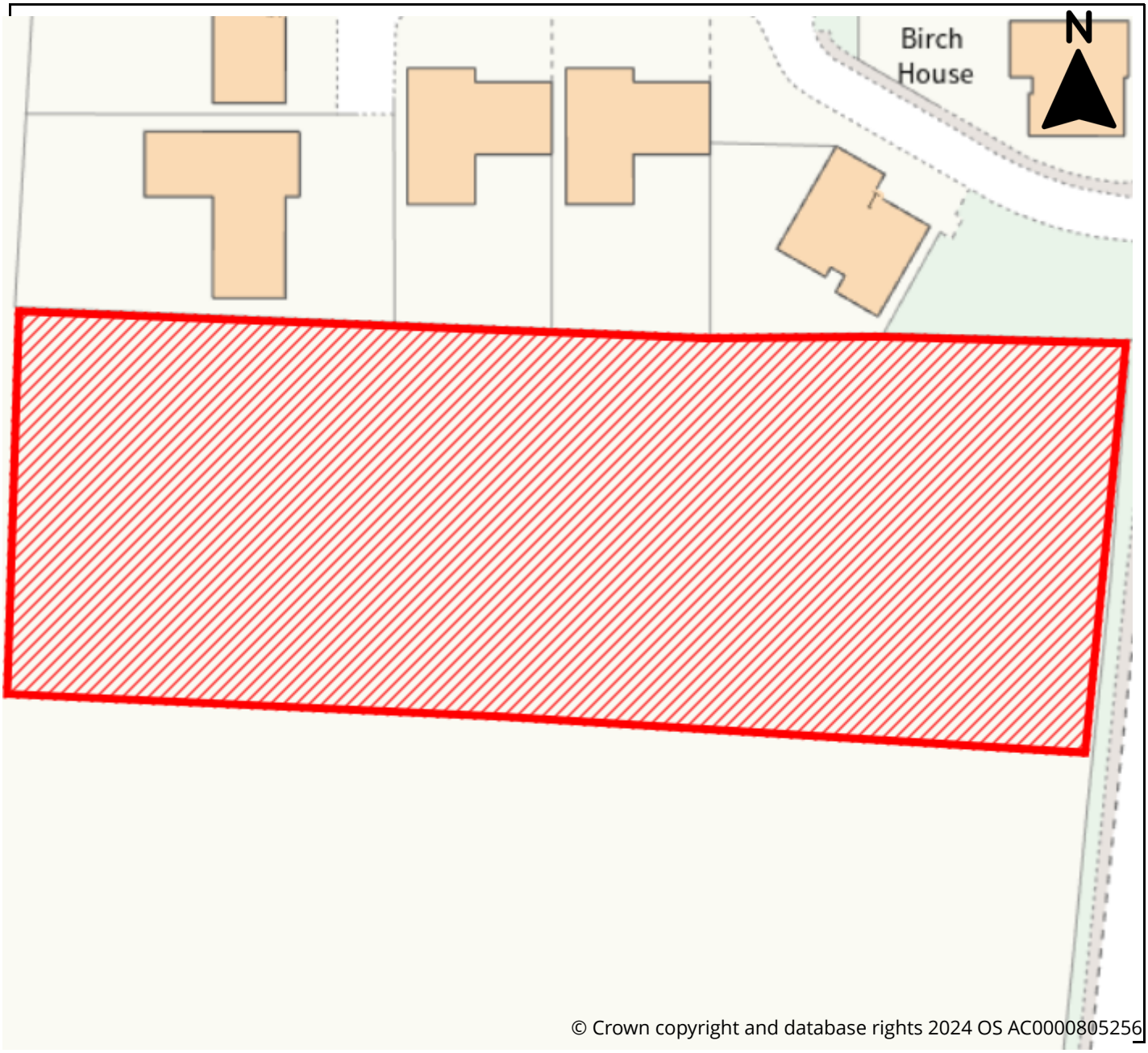
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	4e5179dc-3d4a-44db-8082-a054765ca26d
SLAA Ref	34/24/002
Site Name	Land west of Acorn Street, Hunsdon
Address	Land west of Acorn Street, Hunsdon, Ware, SG12 8PQ
Total Area (ha)	4.85
Development Area (ha)	3.1
Proposed Use	Residential, Affordable Housing, Greenspace

East Herts District Plan Review
Call for Sites 2024

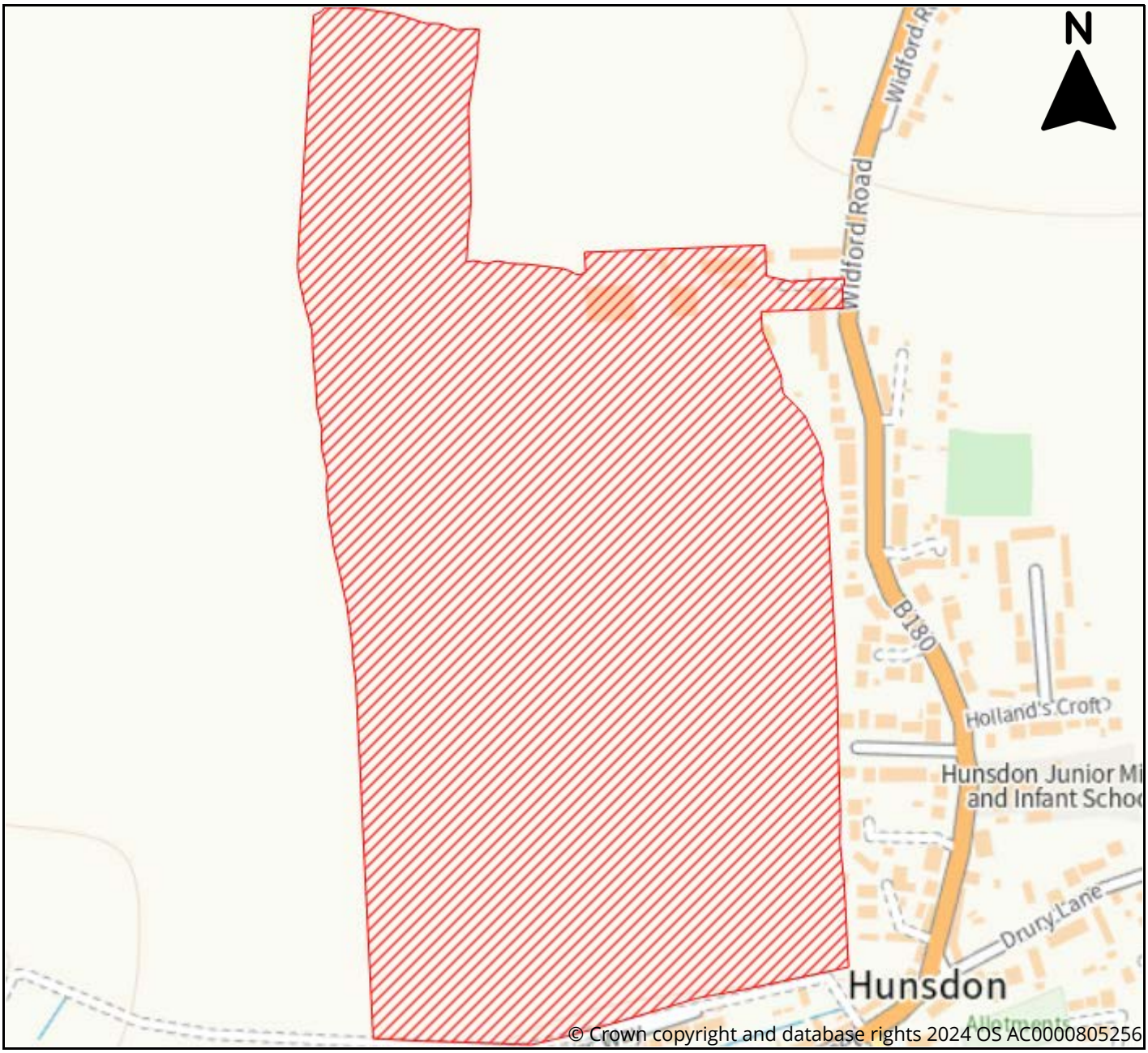


© Crown copyright and database rights 2024 OS AC0000805256

Site Information

Reference	6d0b2cff-9a3b-43d9-9dd4-008daa459e66
SLAA Ref	34/24/003
Site Name	Land to the South of Ellison Close, Hunsdon
Address	Land South of Ellison Close, Stanstead Road, Hunsdon, Ware, Hertfordshire, SG12 8FG
Total Area (ha)	0.5
Development Area (ha)	0.3
Proposed Use	Residential, Renewable Energy, Biodiversity Offset

East Herts District Plan Review
Call for Sites 2024

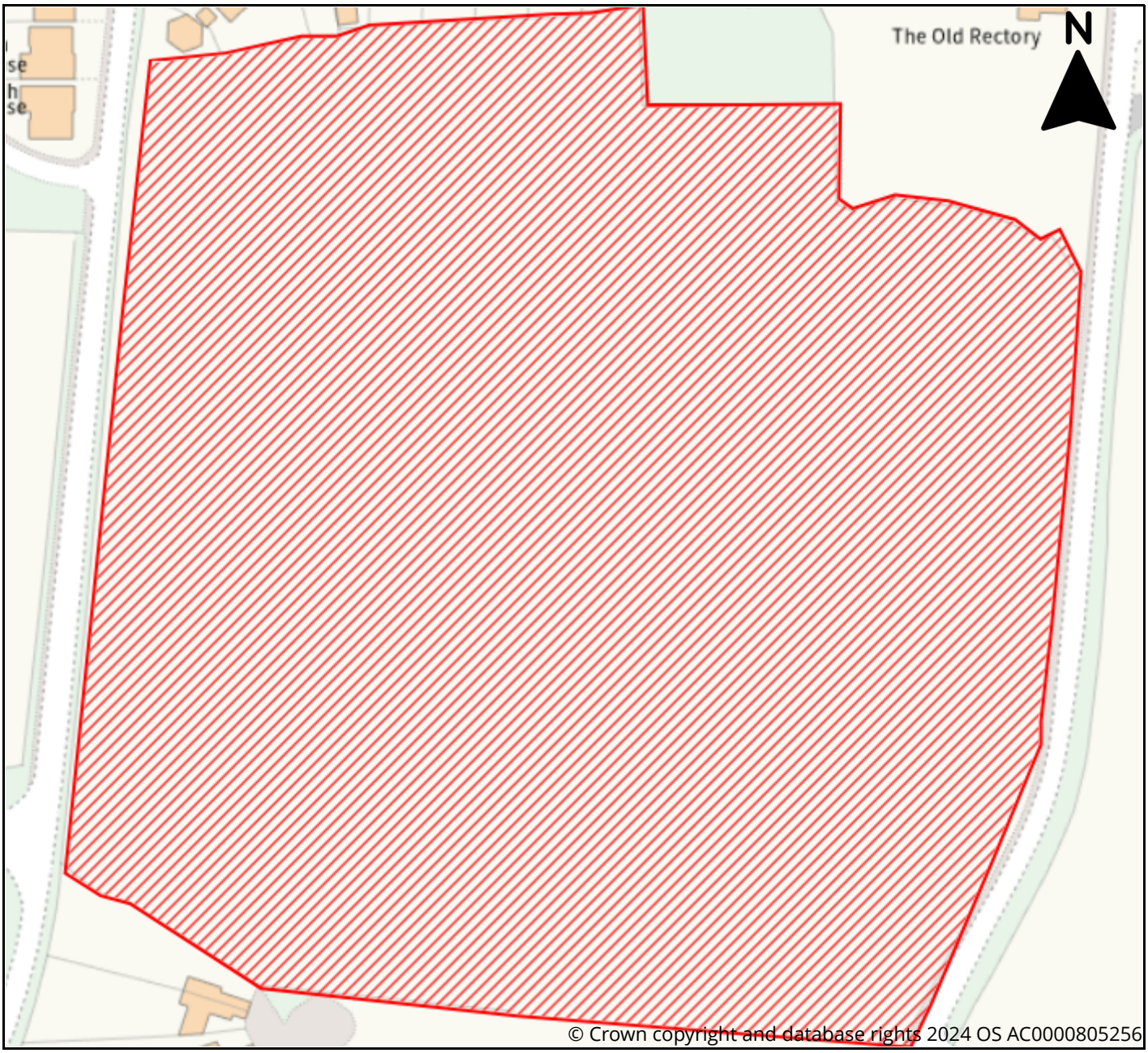


Site Information

Reference	abf77530-bb1b-42c4-a75d-3b2bef4df66f
SLAA Ref	34/24/004
Site Name	Land at Samuels Farm
Address	Samuels Farm, Hunsdon, Ware, SG12 8NN
Total Area (ha)	30.5
Development Area (ha)	15
Proposed Use	Residential, Affordable Housing, Specialist Residential, Leisure & Recreation, Renewable Energy, Greenspace, Biodiversity Offset

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

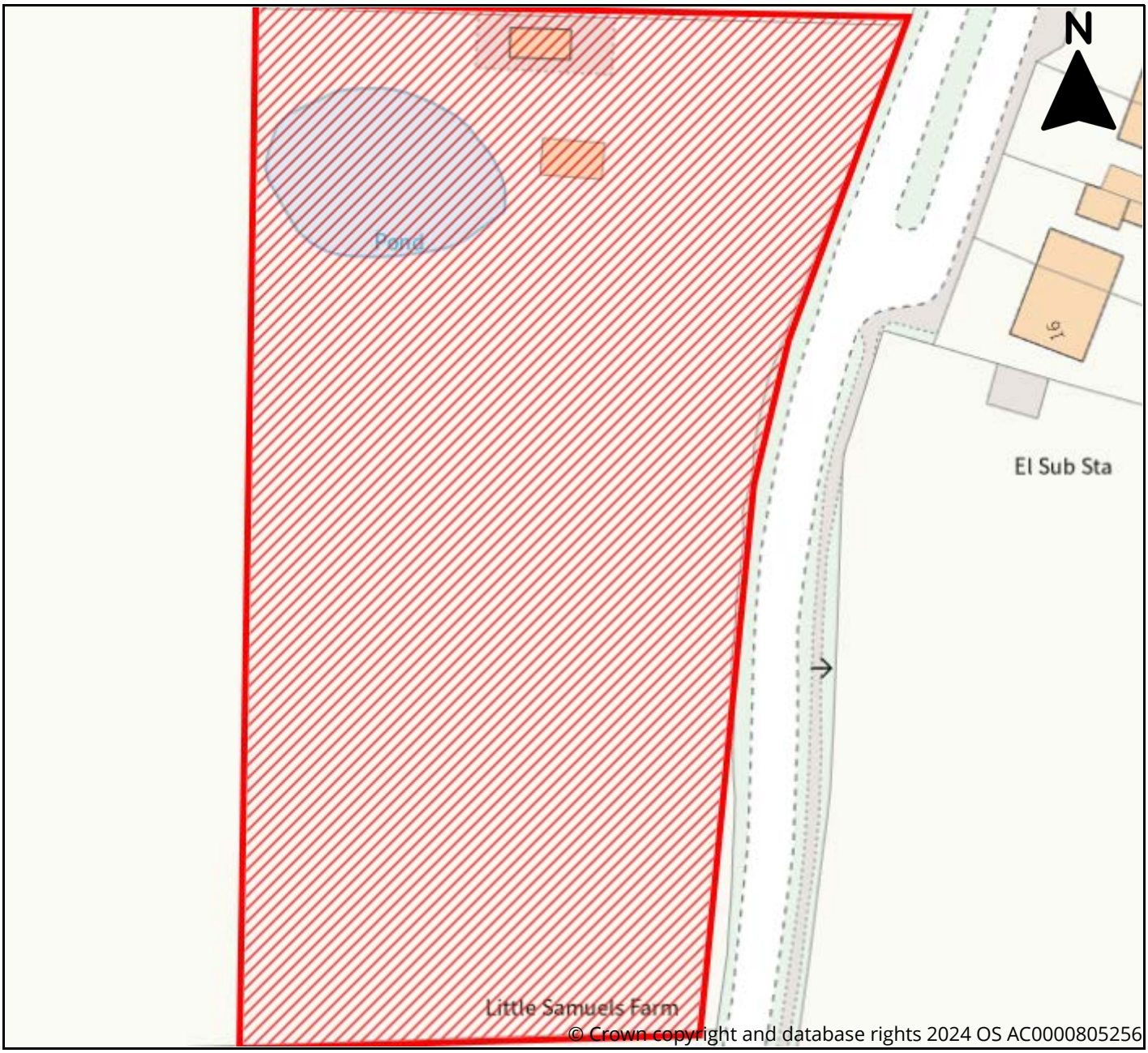


Site Information

Reference	e668274e-2c30-45a7-807a-9b50a26ec03c
Number	34/24/005
Site Name	Land at Acorn Street
Address	Land at Acorn Street, Hunsdon
Total Area (ha)	4.64
Development Area (ha)	4.64
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

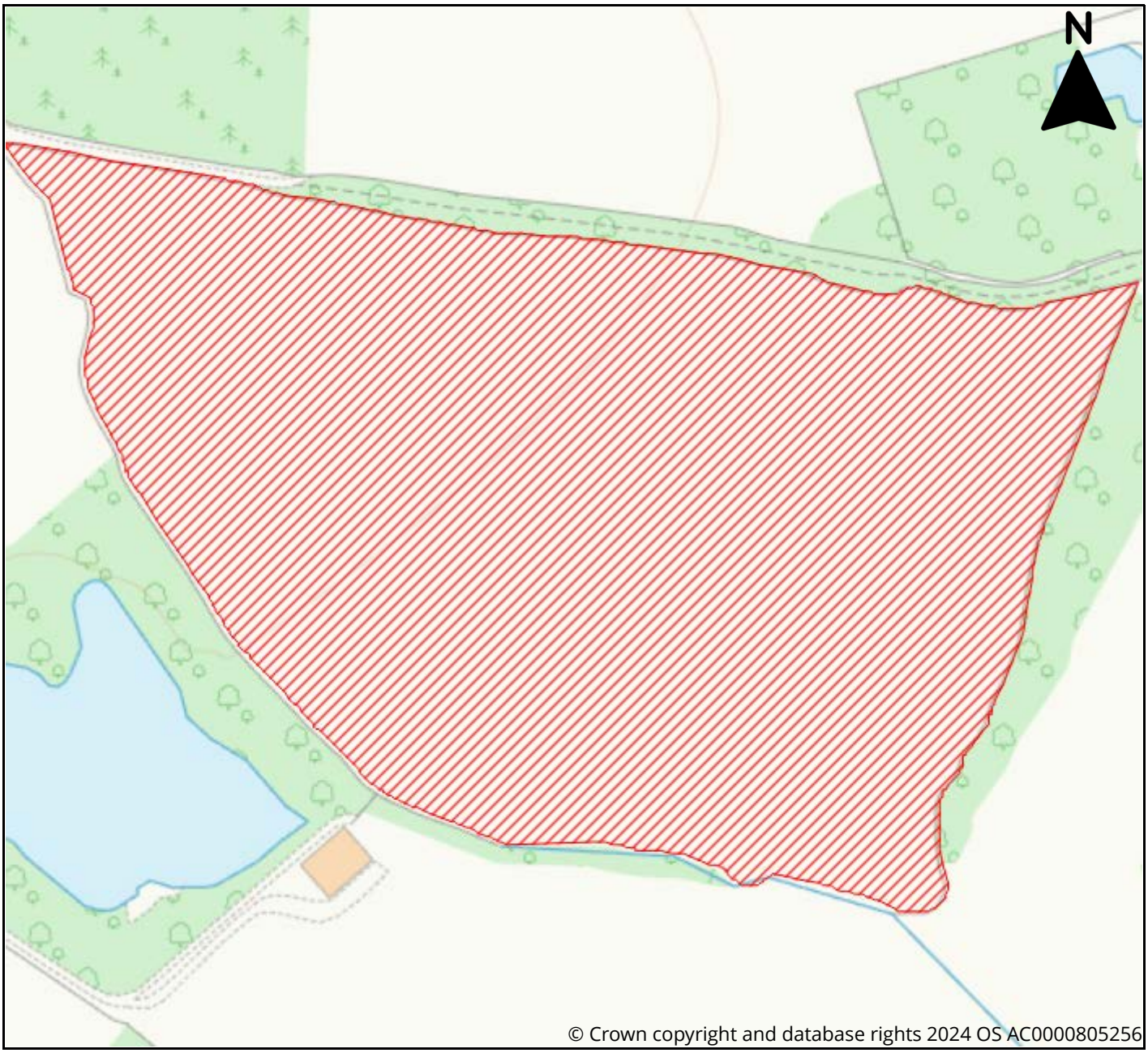


Site Information

Reference	0479cada-9bc6-4b3b-a9d4-7fbd3aa41185
SLAA Ref	34/24/006
Site Name	Land west of Widford Road, Hunsdon
Address	Land west of Widford Road, Hunsdon, Ware, SG12 8NN
Total Area (ha)	0.95
Development Area (ha)	0.75
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	91c4f2c3-d314-4164-b7fa-9f57be5d1a21
SLAA Ref	35/24/001
Site Name	Land off Deadfield Lane, Letty Green
Address	Land off Deadfield Lane, Nr Hertford, Hertfordshire, SG14 2PB
Total Area (ha)	8.97
Development Area (ha)	8.97
Proposed Use	Renewable Energy, Biodiversity Offset

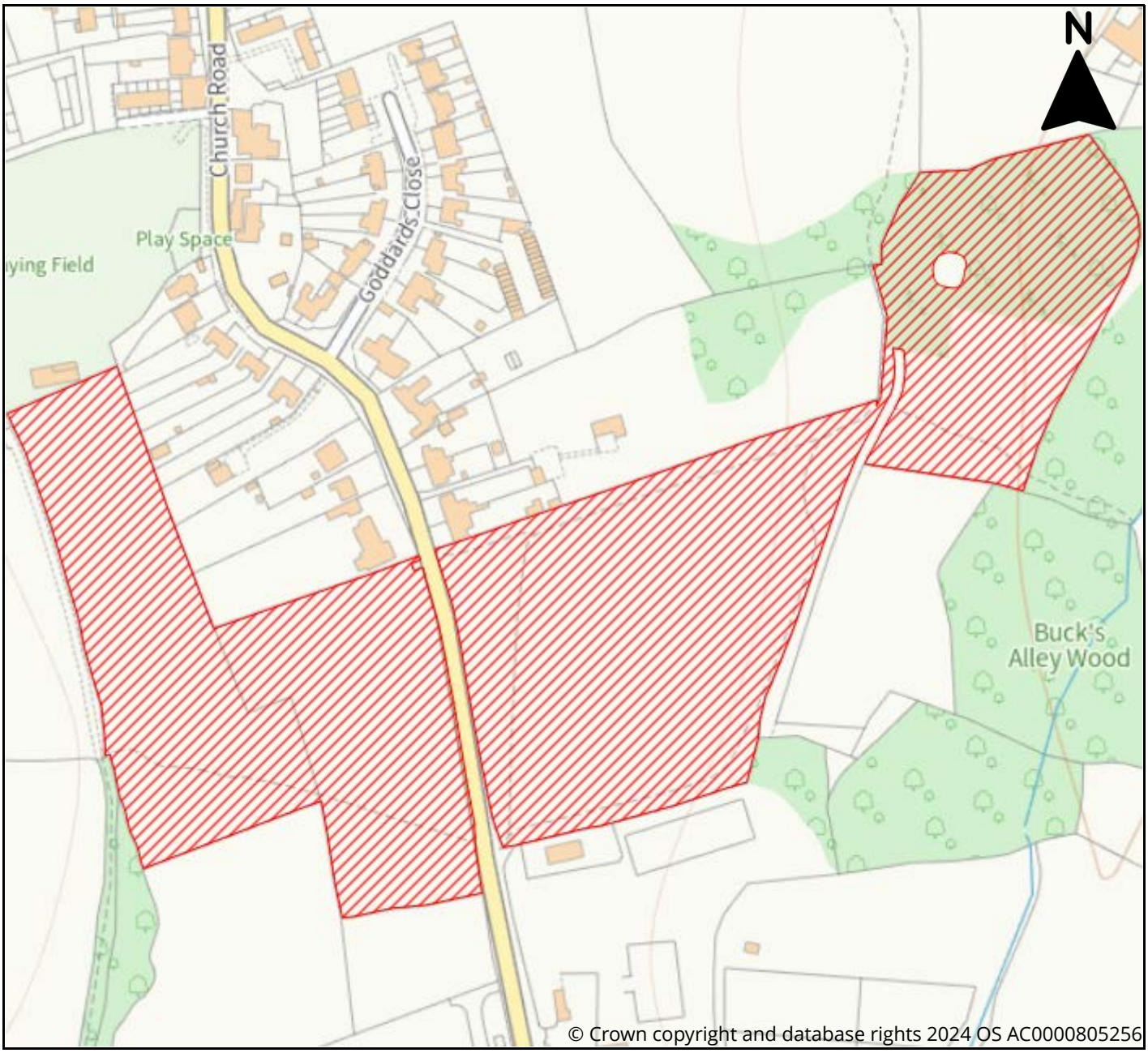
callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

Site Information

Reference	6a3c9fed-7059-413e-9b9b-0627d526eadf
SLAA Ref	36/24/001
Site Name	Land off Little Berkhamsted Lane
Address	Berkhamsted Lane, Little Berkhamsted, Hertford, SG13 8LU
Total Area (ha)	0.92
Development Area (ha)	0.59
Proposed Use	Residential

East Herts District Plan Review
Call for Sites 2024

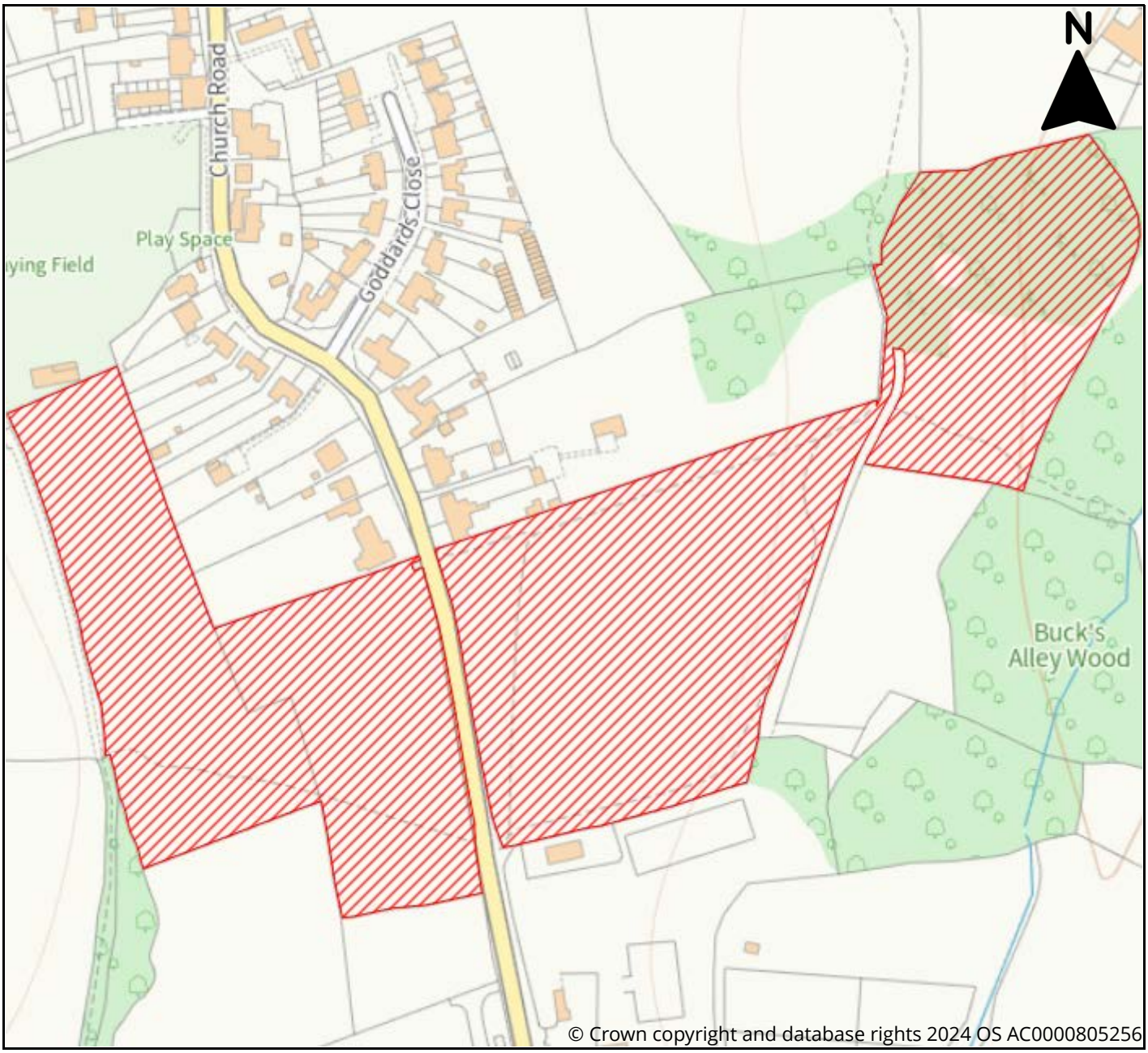


Site Information

Reference	f39083bf-80f4-42e8-8704-8b5dd430c3ee
SLAA Ref	36/24/002
Site Name	Land West of Church Road
Address	Land West of Church Road, Little Berkhamsted, SG13 8LY
Total Area (ha)	2.984
Development Area (ha)	2.984
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

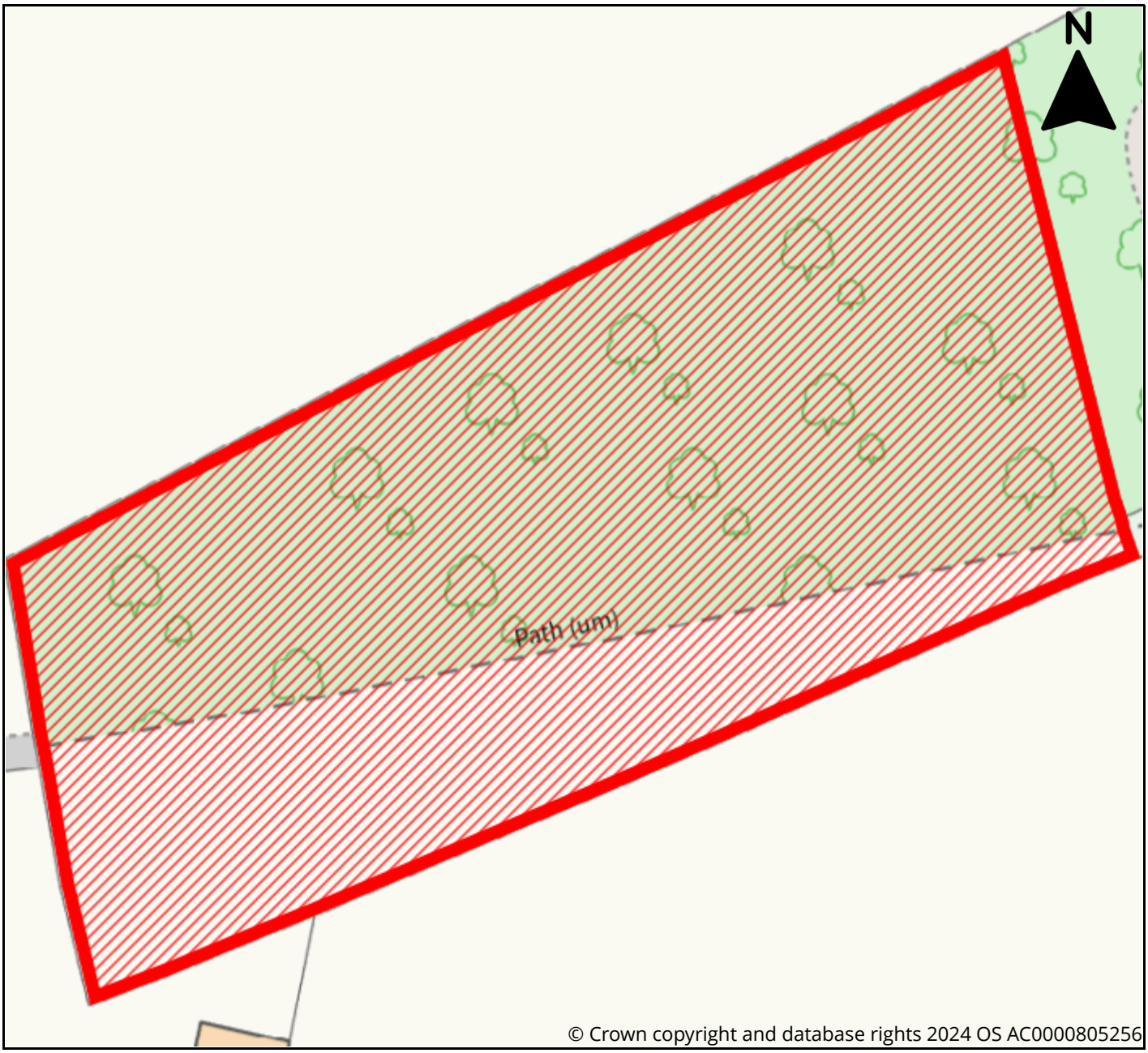


Site Information

Reference	1cd77129-46c9-4d8d-bfb3-7ab535c42032
SLAA Ref	36/24/003
Site Name	Land East of Church Road
Address	Land East of Church Road, Little Berkhamsted , Little Berkhamsted, SG13 8LY
Total Area (ha)	2.292
Development Area (ha)	2.292
Proposed Use	Residential, Community Facility

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

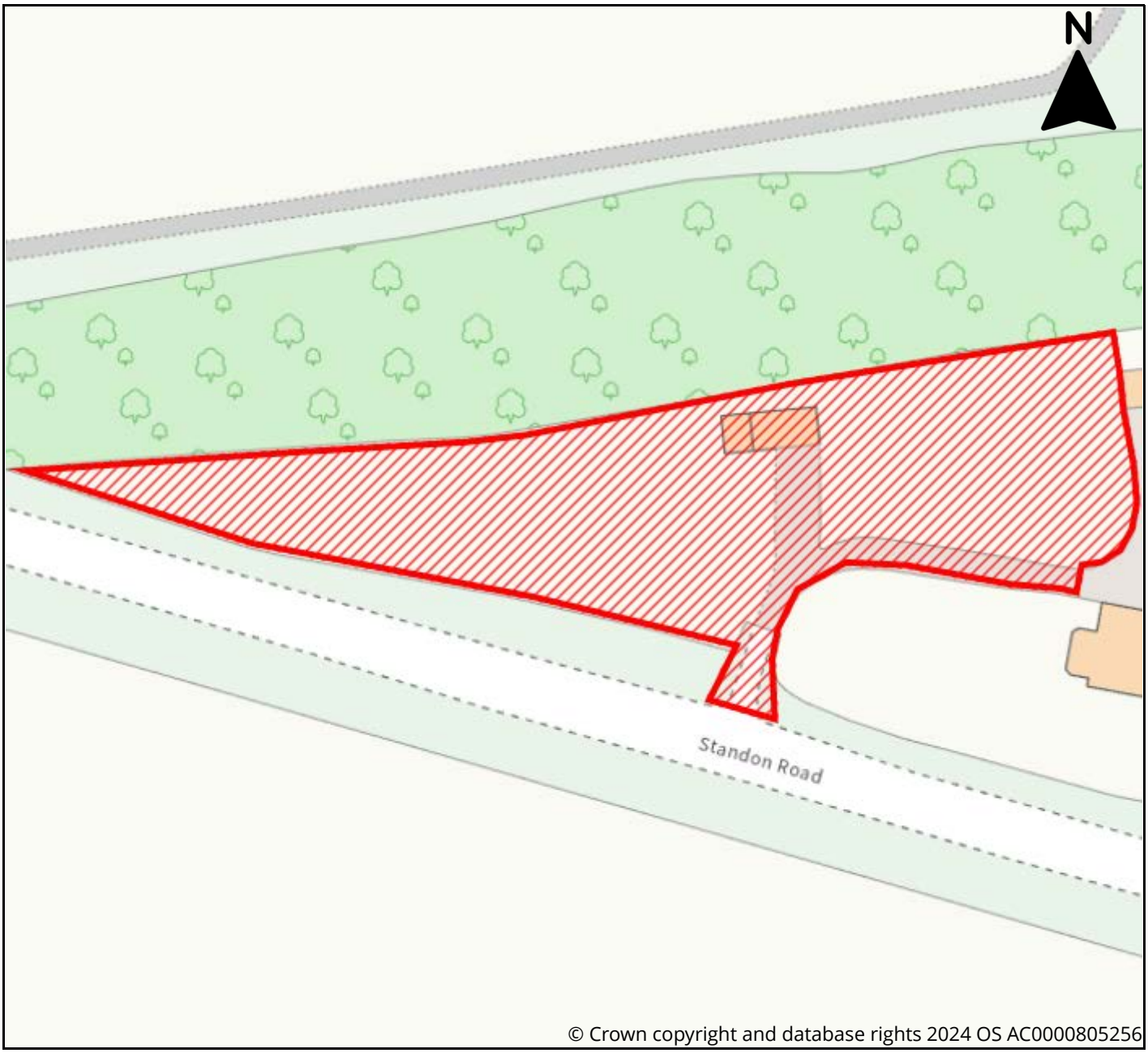


Site Information

Reference	9b704c86-fd1e-4212-a66c-6c943b70eb9f
SLAA Ref	36/24/004
Site Name	Little Stockings House
Address	Little Stockings House, Stockings Lane, Little Berkhamsted, Hertford, SG13 8LW
Total Area (ha)	0.30
Development Area (ha)	0.30
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

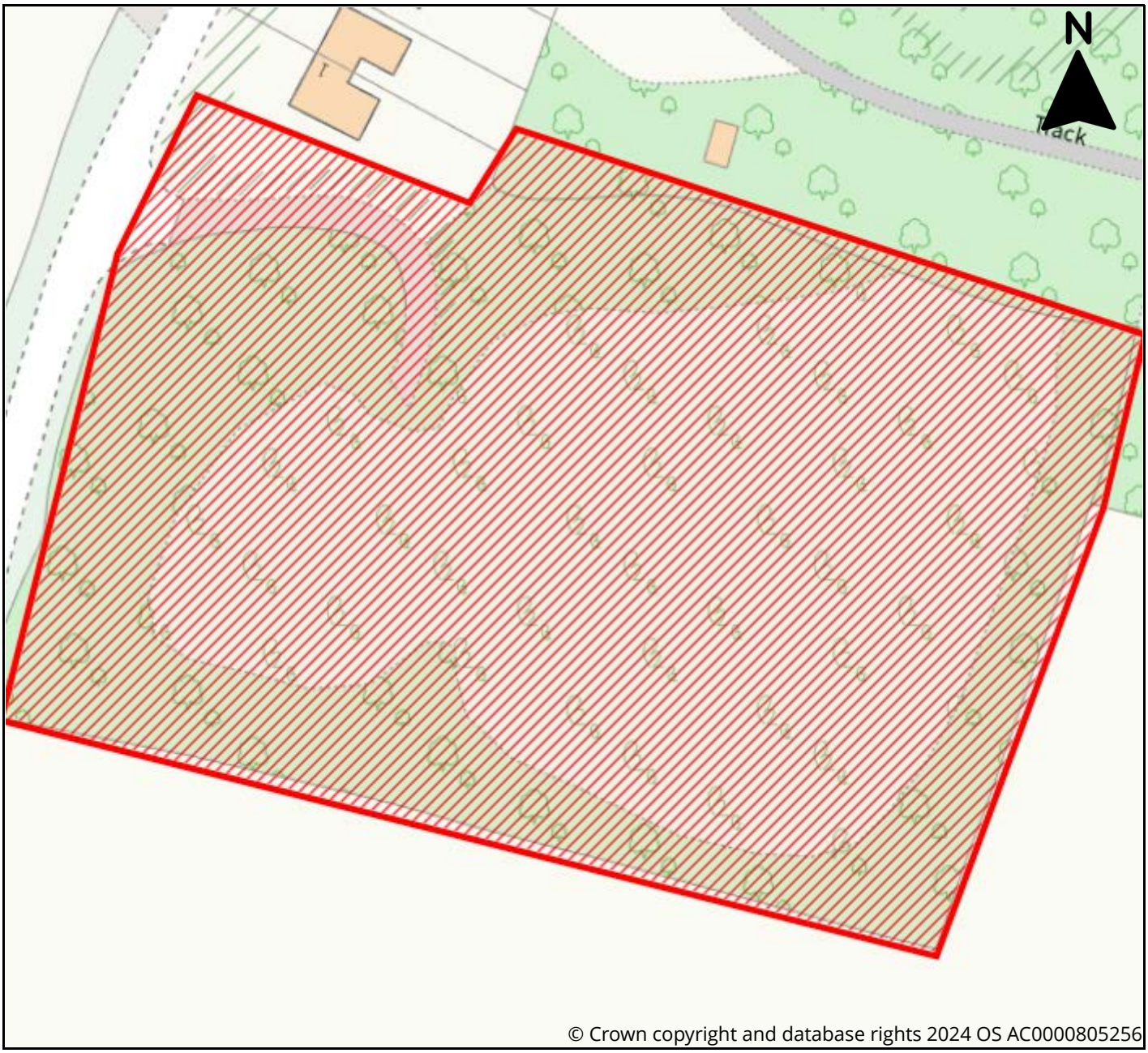


© Crown copyright and database rights 2024 OS AC0000805256

Site Information

Reference	c829243c-83f3-4fba-859f-c409ad3a8681
SLAA Ref	37/24/001
Site Name	Northbank
Address	Northbank, Standon Road, Little Hadham, SG11 2EB
Total Area (ha)	0.3175
Development Area (ha)	0.3175
Proposed Use	Residential

East Herts District Plan Review
Call for Sites 2024

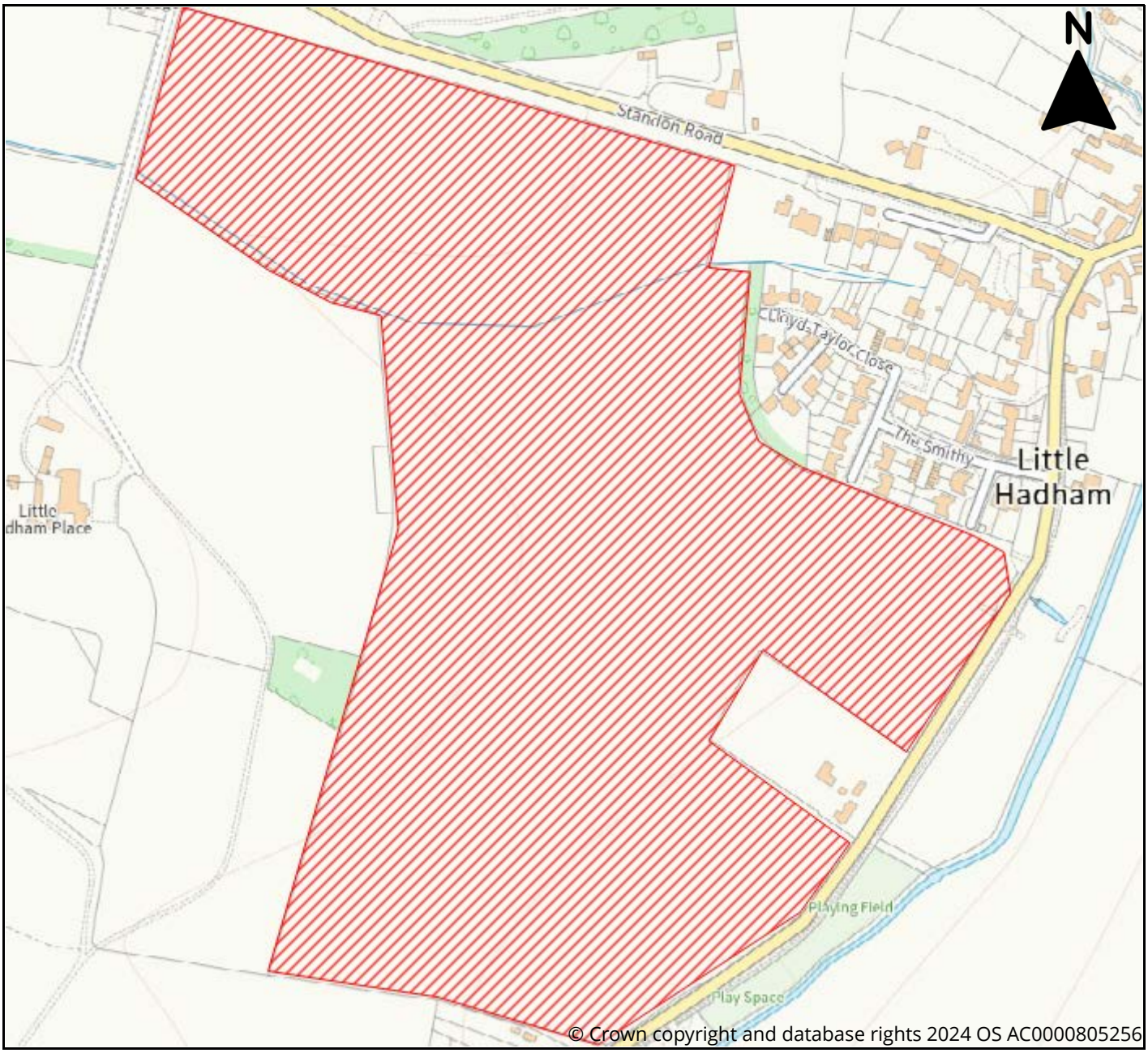


Site Information

Reference	079bc63b-feac-4fcc-85d3-d97236716fcb
SLAA Ref	37/24/002
Site Name	Land at Side Hilly
Address	Land at Side Hilly, The Ford, Little Hadham, Ware, SG11 2AT
Total Area (ha)	1.12
Development Area (ha)	0.6
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

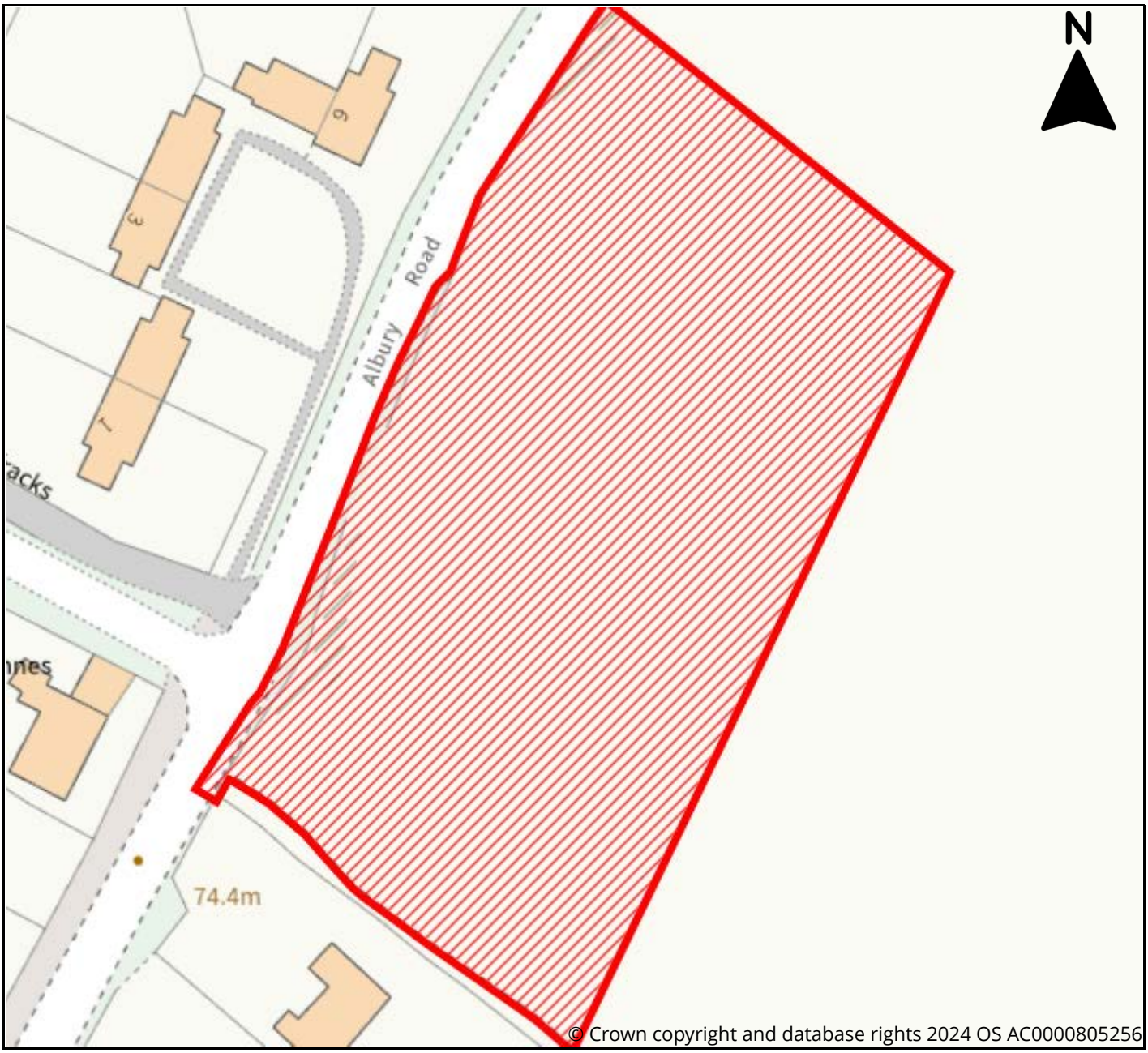


Site Information

Reference	91151416-48b8-4eb3-9a1a-2f5404d4152b
SLAA Ref	37/24/003
Site Name	Land on the South Side of Standon Road
Address	Standon Road, Little Hadham, Ware, SG11 2DE
Total Area (ha)	19.9
Development Area (ha)	14
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

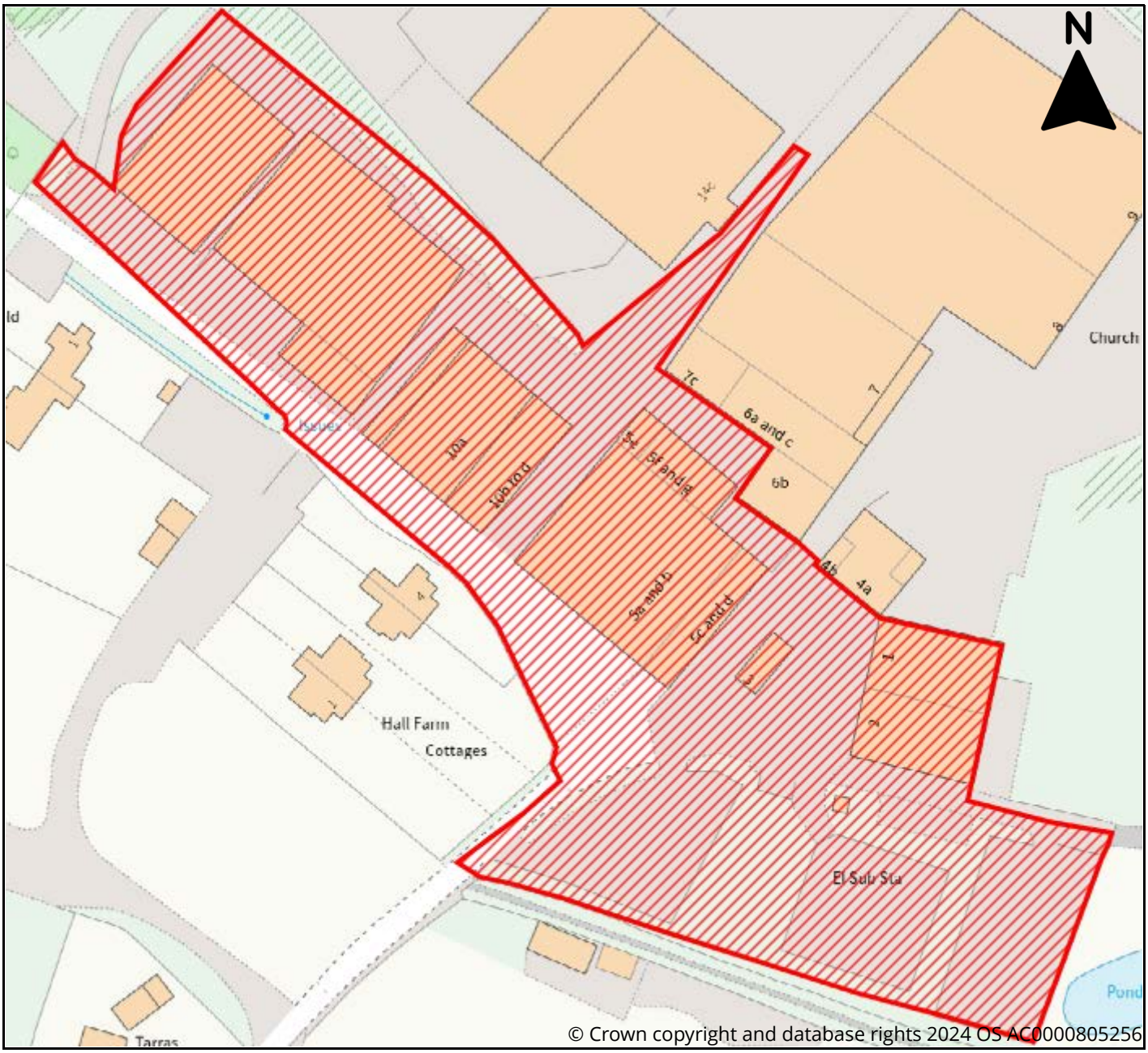


Site Information

Reference	1ceb5e94-6bd6-4826-b25e-2d9442a804da
SLAA Ref	37/24/004
Site Name	Land East of Albury Road, Little Hadham, title number HD554147
Address	Land East of Albury Road, Little Hadham, Ware, SG11 2DN, Little Hadham, Ware, SG11 2DN
Total Area (ha)	0.5
Development Area (ha)	0.3
Proposed Use	Residential, Affordable Housing, Renewable Energy, Biodiversity Offset

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

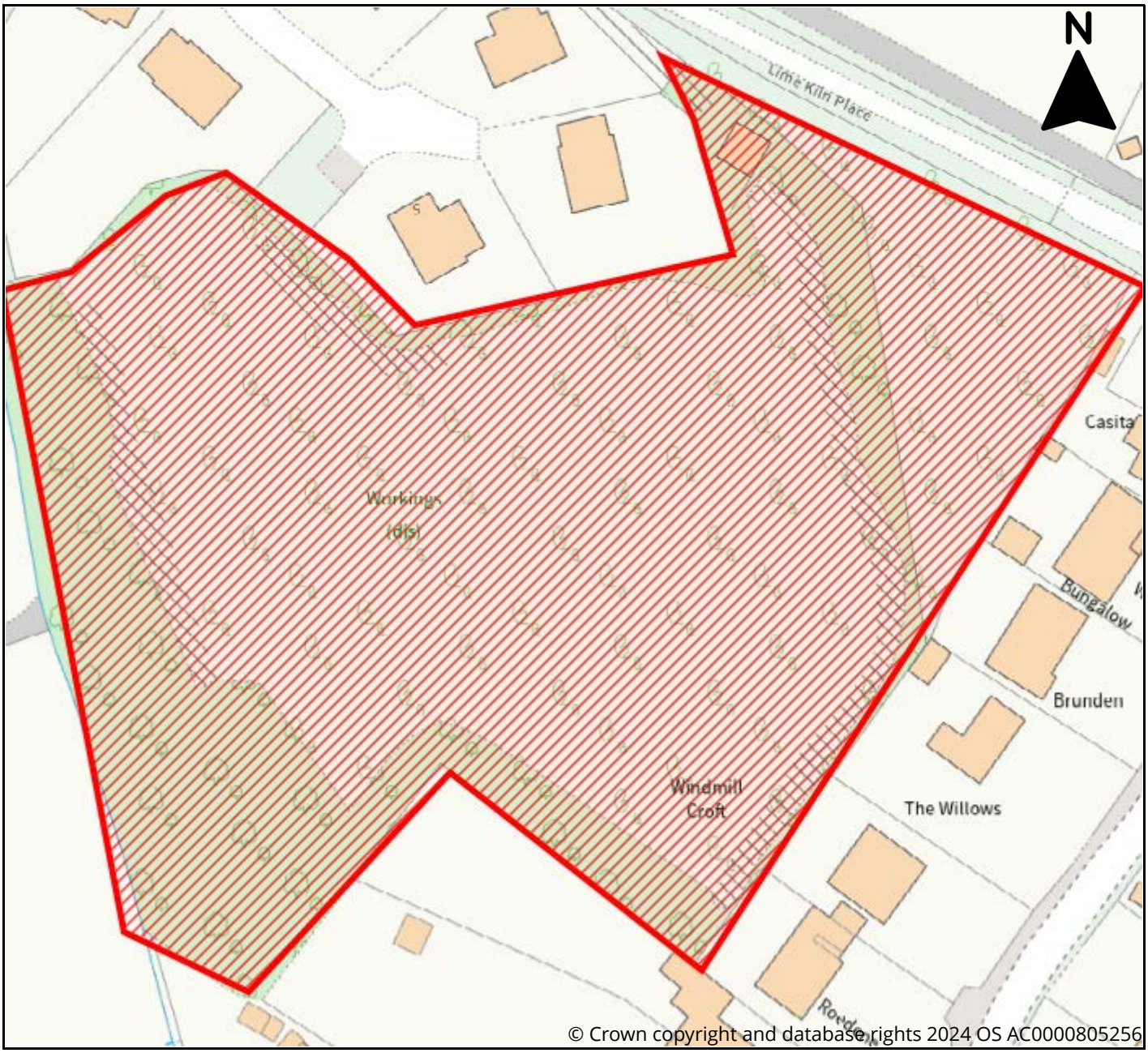


Site Information

Reference	187fa3d2-a3ba-45c7-bca4-e3187c007476
SLAA Ref	37/24/005
Site Name	Church End Farm, Little Hadham
Address	Church End Farm, Little Hadham, Ware, SG11 2DY
Total Area (ha)	1.4
Development Area (ha)	1.4
Proposed Use	Employment

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	e452cac6-c2fe-430b-b4ec-4fbd5c79a040
SLAA Ref	37/24/006
Site Name	Land West of Albury Road and South of Lime Kiln Place
Address	Little Hadham, SG11 2DR
Total Area (ha)	1.78
Development Area (ha)	1
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

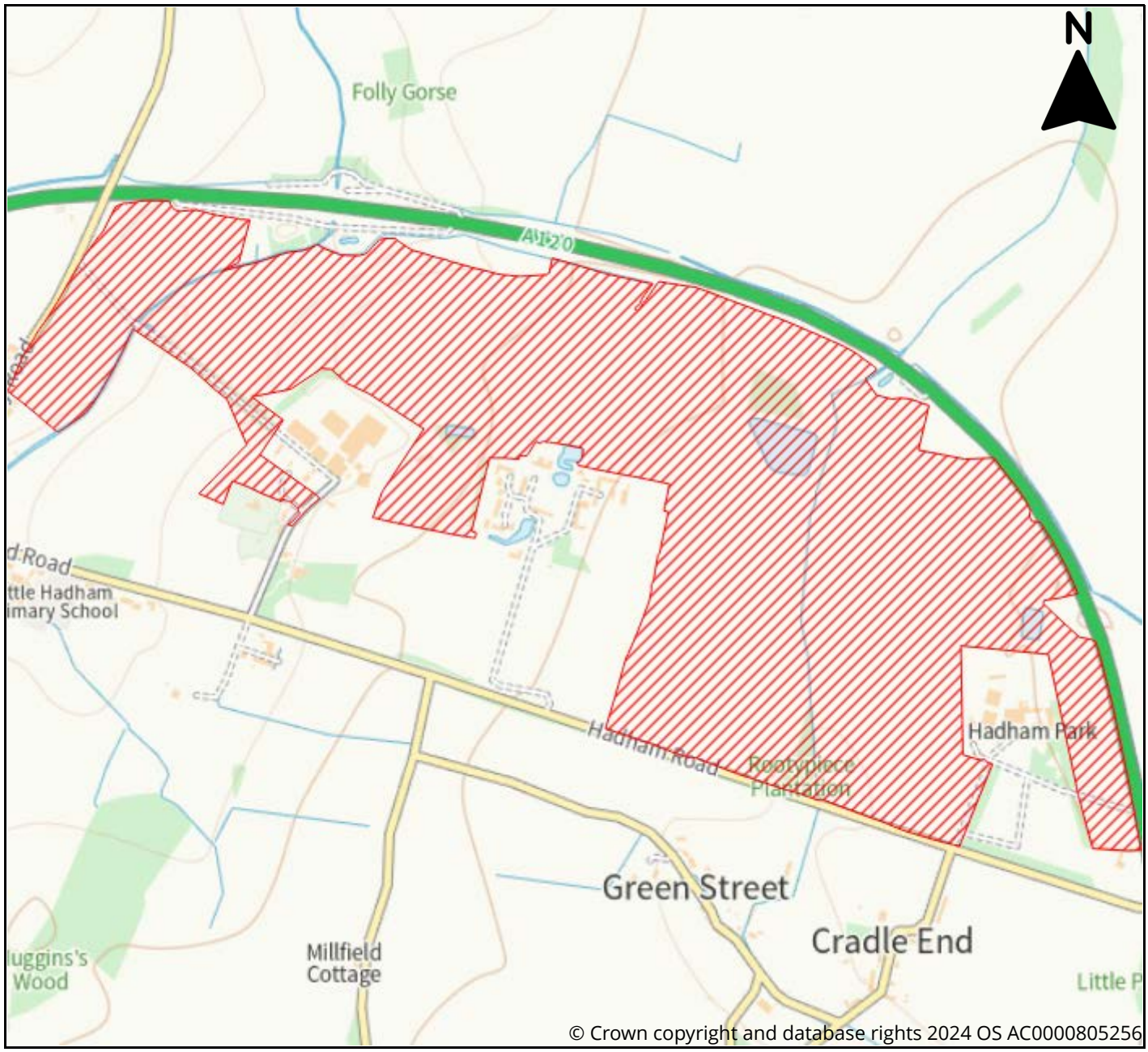
East Herts District Plan Review
Call for Sites 2024

Site Information

Reference	4f90444d-71cc-4567-b012-fc1537007047
SLAA Ref	37/24/007
Site Name	Land West of Lime Kiln Place
Address	Land West of Lime Kiln Place, Little Hadham, SG11 2DR
Total Area (ha)	0.57
Development Area (ha)	0.43
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

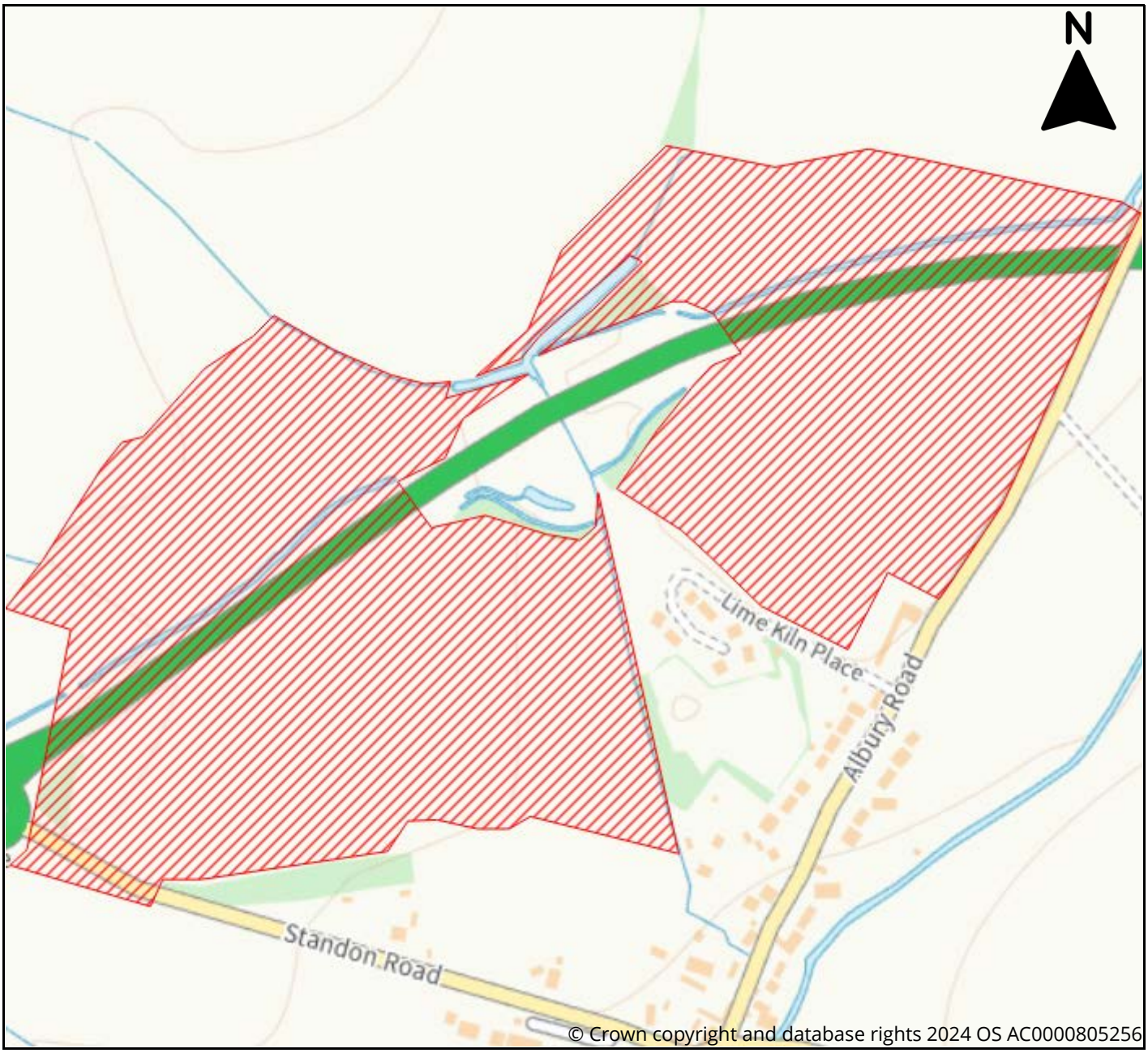


Site Information

Reference	b2586bc0-7409-4e8c-8e97-750ef87f3983
SLAA Ref	37/24/008
Site Name	Land at Little Hadham within the A120 Little Hadham bypass
Address	Little Hadham
Total Area (ha)	106
Development Area (ha)	60
Proposed Use	Residential, Affordable Housing, Community Facility, Leisure & Recreation, Retail, Employment, Renewable Energy, Greenspace

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

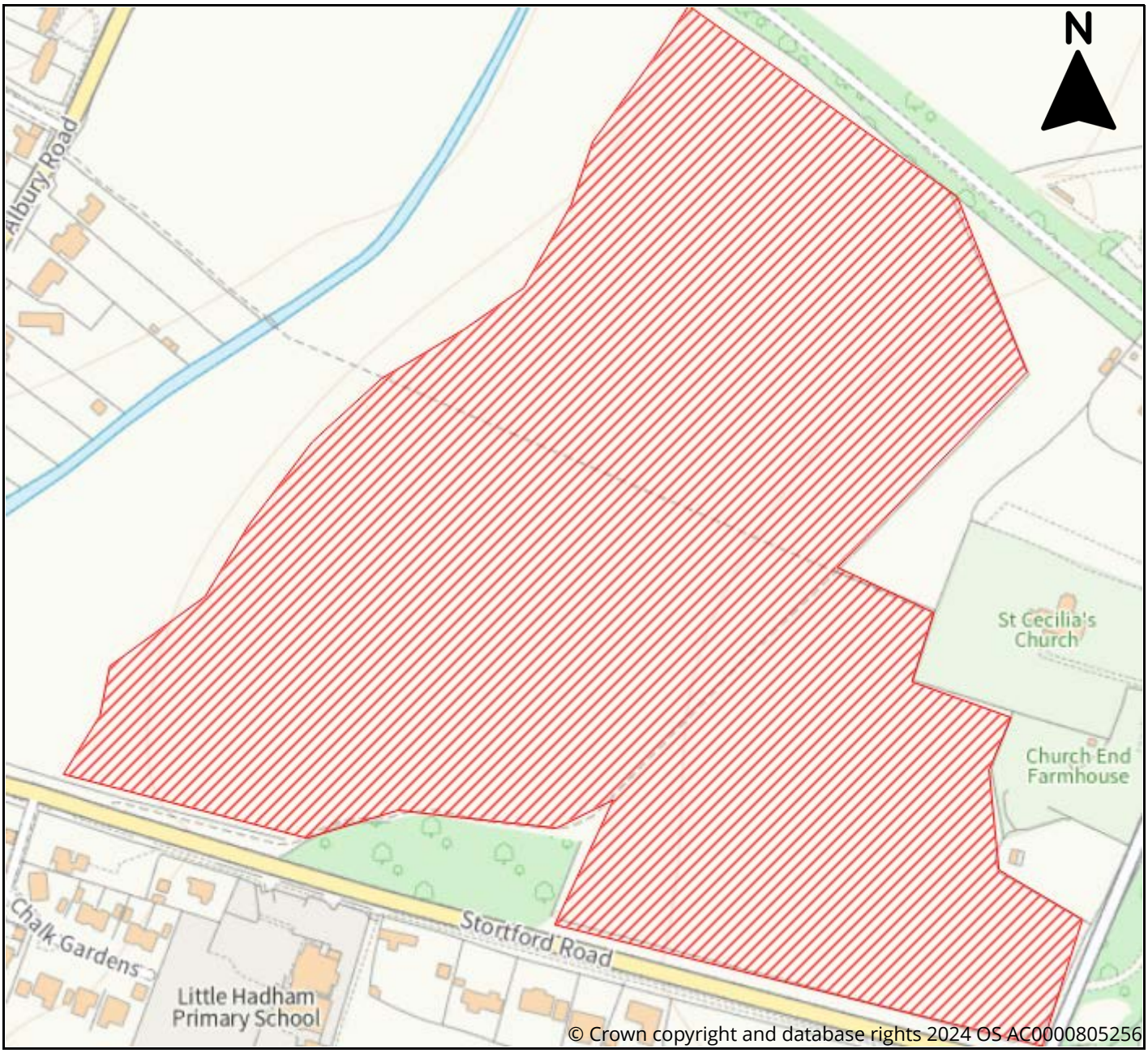


© Crown copyright and database rights 2024 OS AC0000805256

Site Information

Reference	6a8825ce-58ca-49b6-84d2-2c8ced0d54cd
SLAA Ref	37/24/009
Site Name	Lands adjacent to Little Hadham
Address	Lands adjacent to Little Hadham, Little Hadham
Total Area (ha)	33
Development Area (ha)	23
Proposed Use	Residential, Affordable Housing, Greenspace, Biodiversity Offset

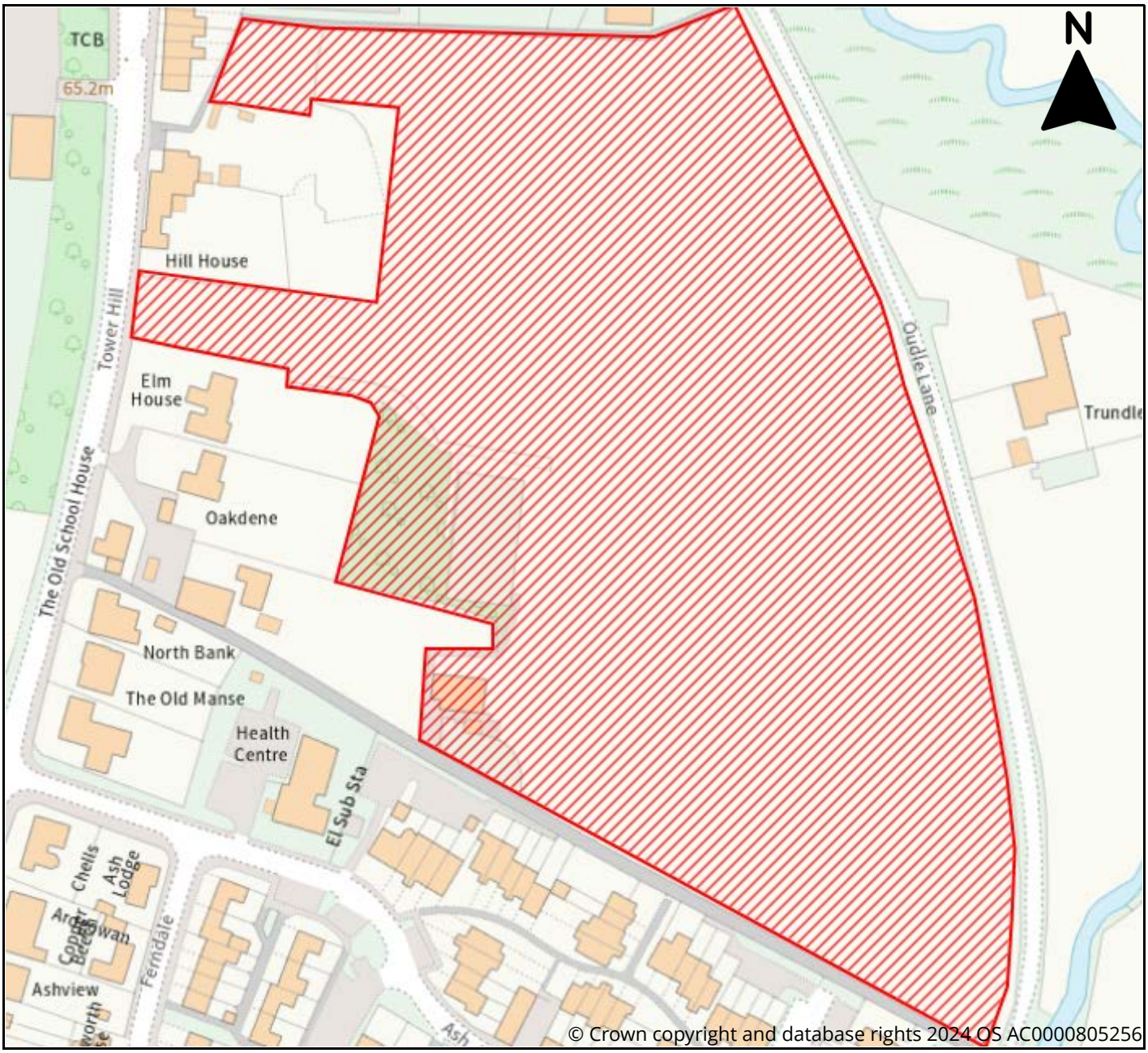
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	806c23e0-cb36-4be3-a164-025497ba7799
SLAA Ref	37/24/010
Site Name	Land North of Stortford Road
Address	Land North of Stortford Road, Little Hadham, SG11 2DY
Total Area (ha)	11.8
Development Area (ha)	7.5
Proposed Use	Residential, Affordable Housing, Community Facility, Retail

East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	2fa75302-e01d-43c7-a048-9cddcf7741cd
SLAA Ref	38/24/001
Site Name	Land at Hill House
Address	Tower Hill, Much Hadham, Much Hadham, SG10 6DL
Total Area (ha)	3.47
Development Area (ha)	1.5
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

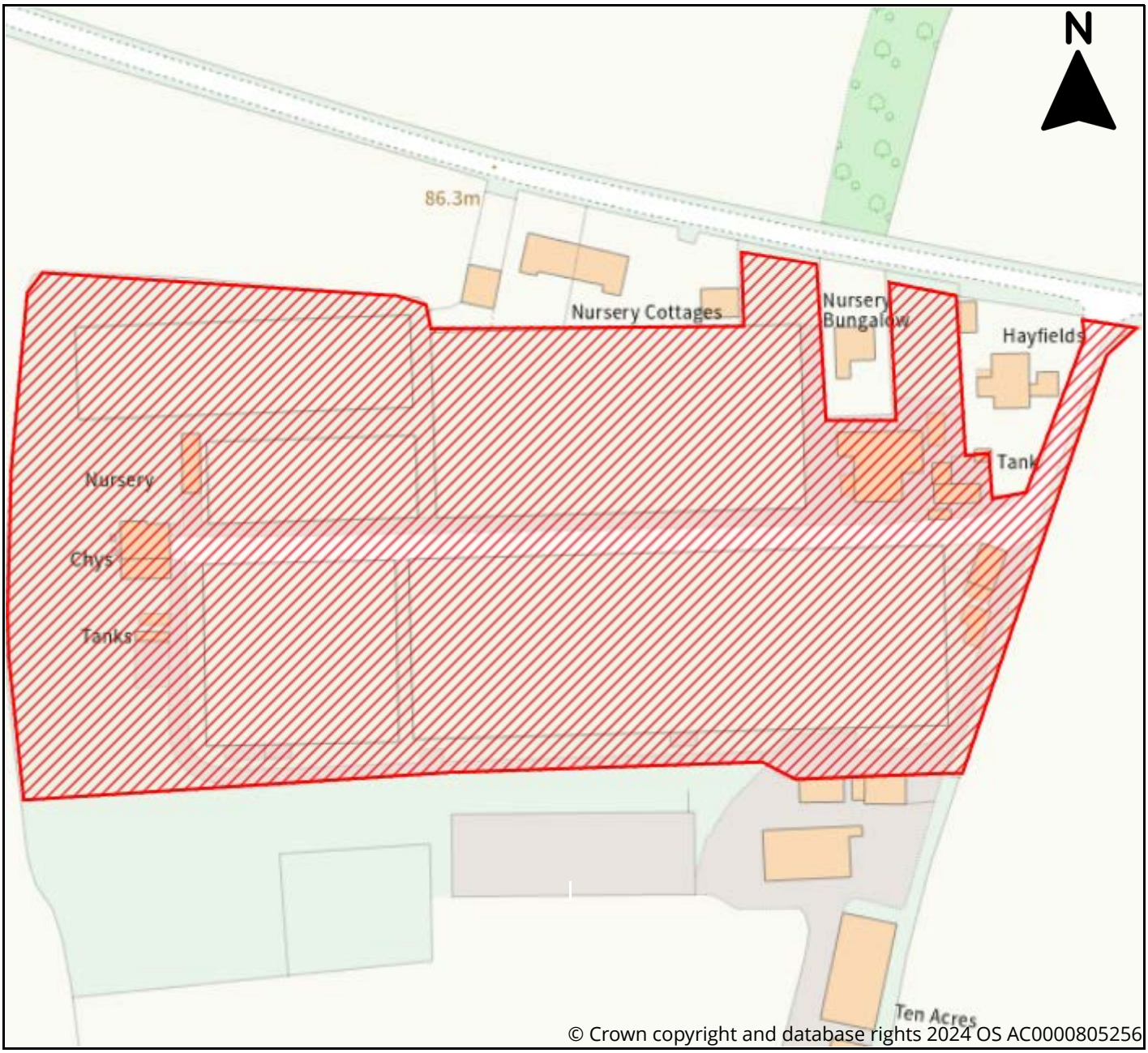
East Herts District Plan Review
Call for Sites 2024

Site Information

Reference	177c48a4-7cdd-48e4-b32a-5b30f58b9056
SLAA Ref	38/24/002
Site Name	Old Station Yard
Address	Easting (x): 542231 Northing (y):218197, Millers View
Total Area (ha)	0.4
Development Area (ha)	0.2
Proposed Use	Residential, Affordable Housing, Specialist Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

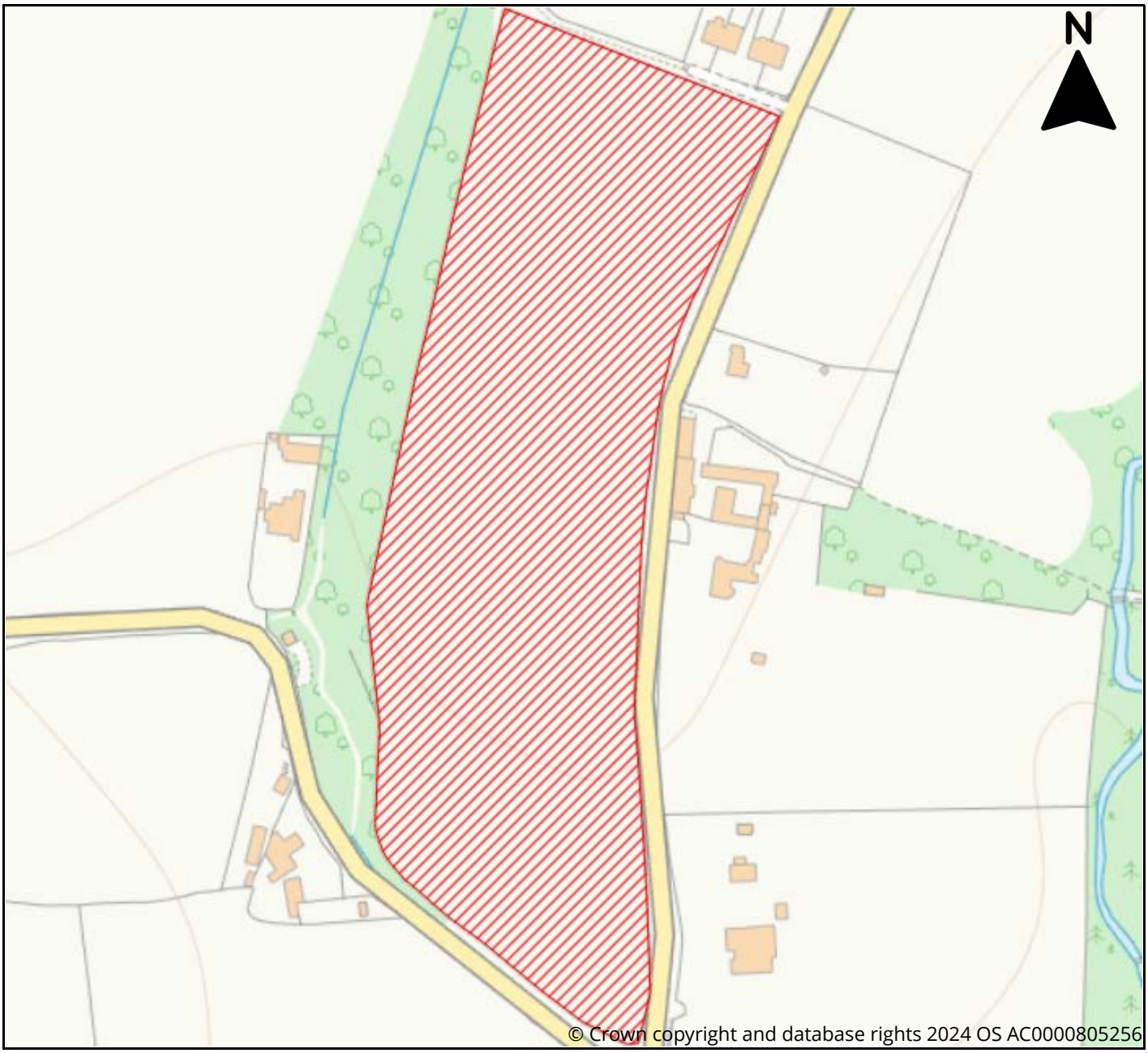


Site Information

Reference	034f4b1b-ad30-48ac-a3b9-8295ef90a901
SLAA Ref	38/24/003
Site Name	G.G.L. Nursery Site
Address	G.G.L. Nursery, Kettle Green Lane, Much Hadham, Hertfordshire, SG10 6AQ
Total Area (ha)	2.81
Development Area (ha)	2.81
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

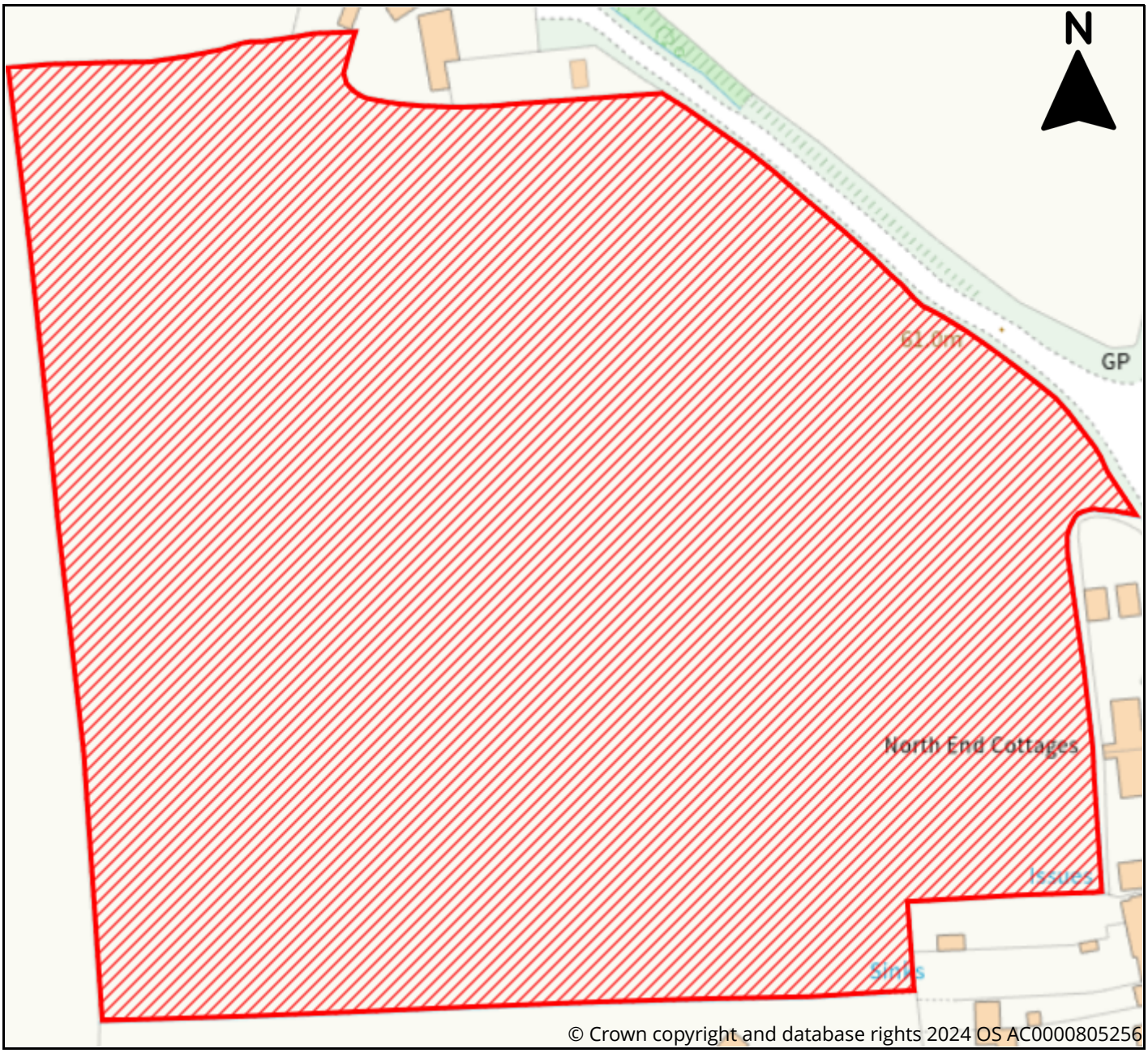


Site Information

Reference	feed9844-4f25-4df2-bdfe-fb3121fd9b87
SLAA Ref	38/24/004
Site Name	Cherry Orchard
Address	Cherry Orchard, Much Hadham, Much Hadham, SG10 6HJ
Total Area (ha)	4.9323
Development Area (ha)	4.9323
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

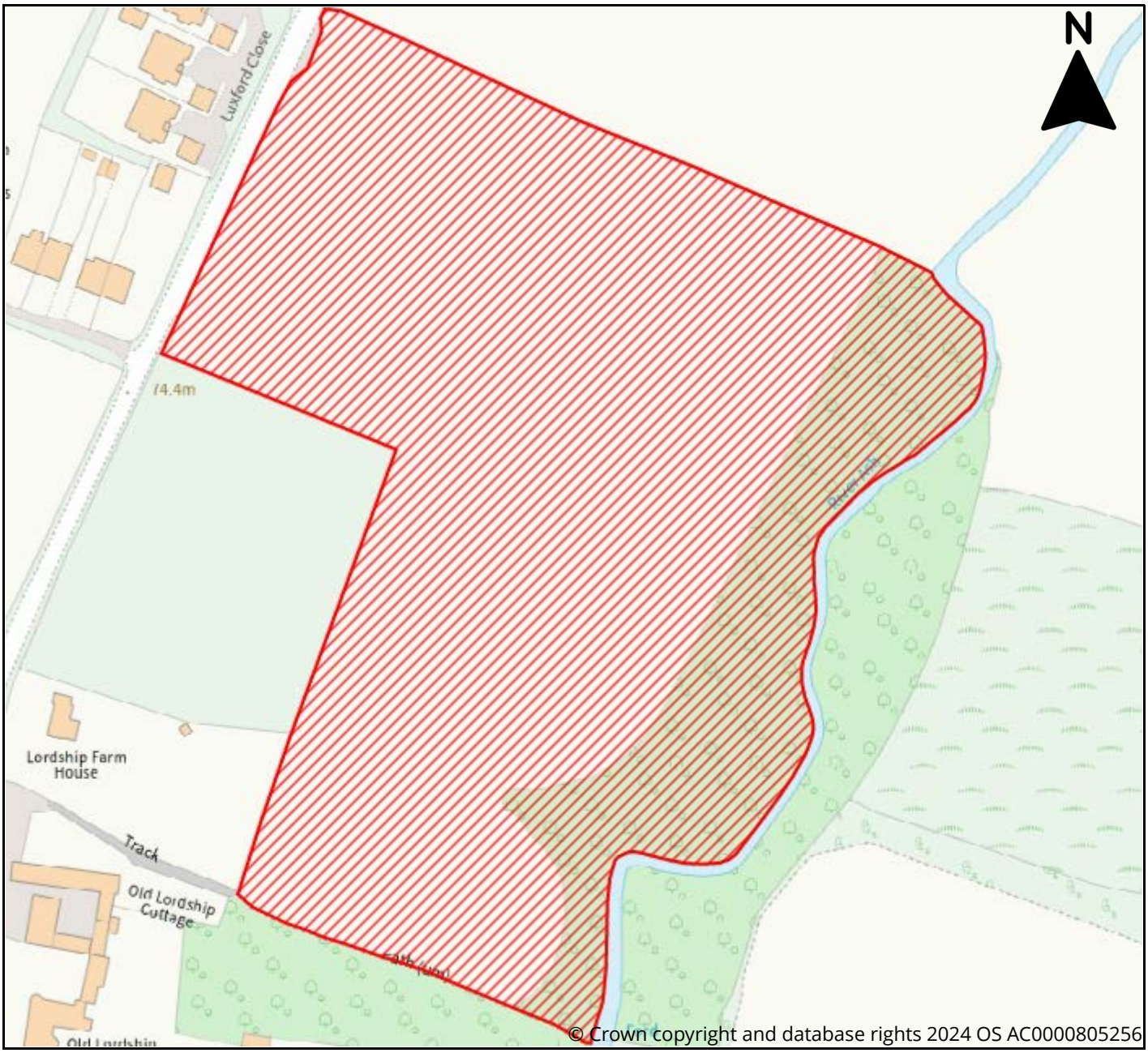


Site Information

Reference	c72ff12a-96b4-47c0-bbc2-8ab81cbc7676
Number	38/24/005
Site Name	Dolans
Address	Dolans, Much Hadham, SG10 6HQ
Total Area (ha)	3.7385
Development Area (ha)	3.7385
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

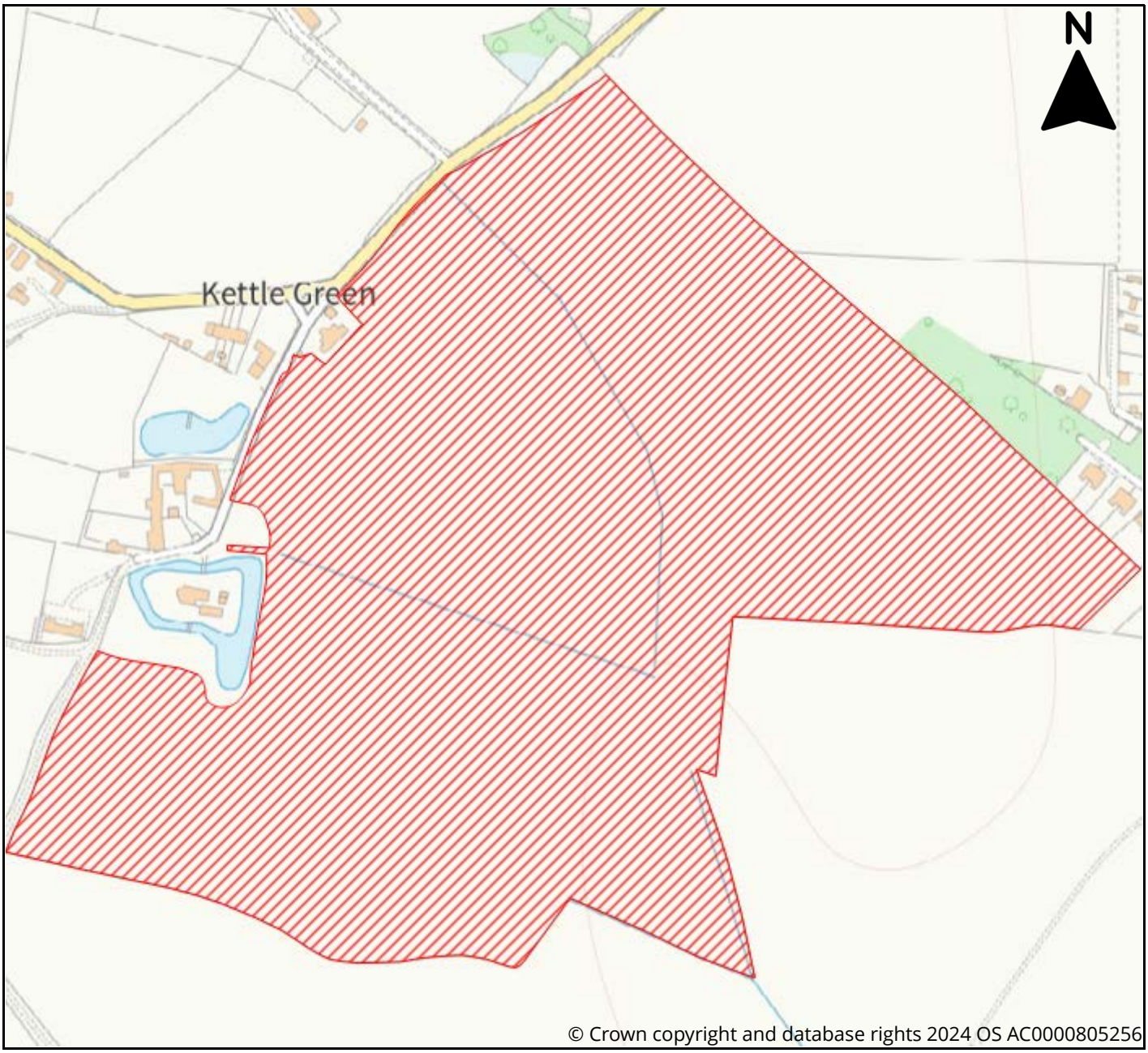


Site Information

Reference	246f03c9-fbf1-4c22-a09f-cf828c866e00
SLAA Ref	38/24/006
Site Name	Barn Field
Address	Barn Field, Much Hadham, SG10 6HJ
Total Area (ha)	3.9921
Development Area (ha)	3.9921
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

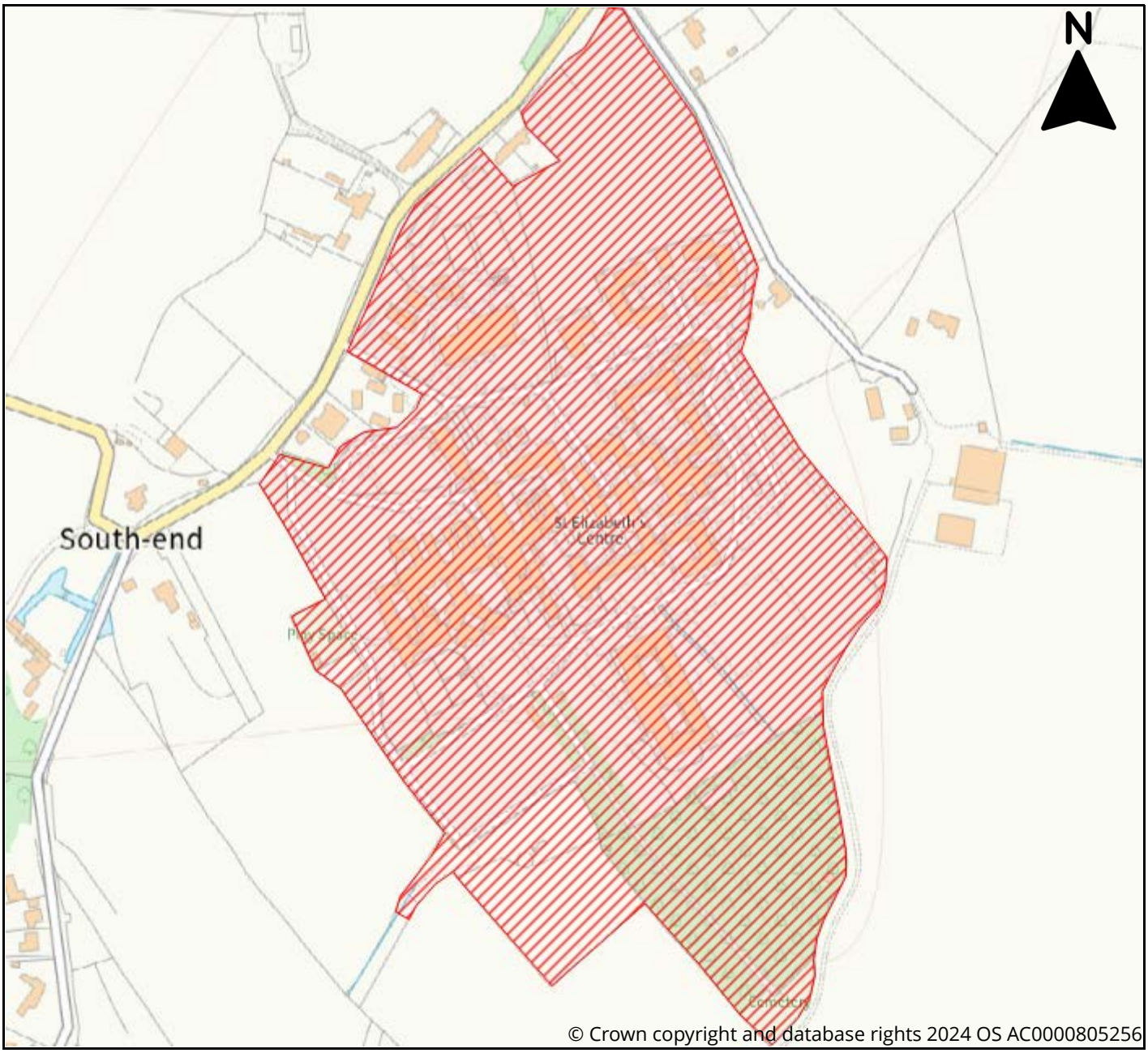
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	5410945b-6917-46f0-aa77-3c31cc7b9575
SLAA Ref	38/24/007
Site Name	Land and Millers, Kettle Green Farm
Address	Land and Millers, Kettle Green Farm, Much Hadham, SG10 6AE
Total Area (ha)	18
Development Area (ha)	17.6648
Proposed Use	Residential, Affordable Housing

East Herts District Plan Review
Call for Sites 2024

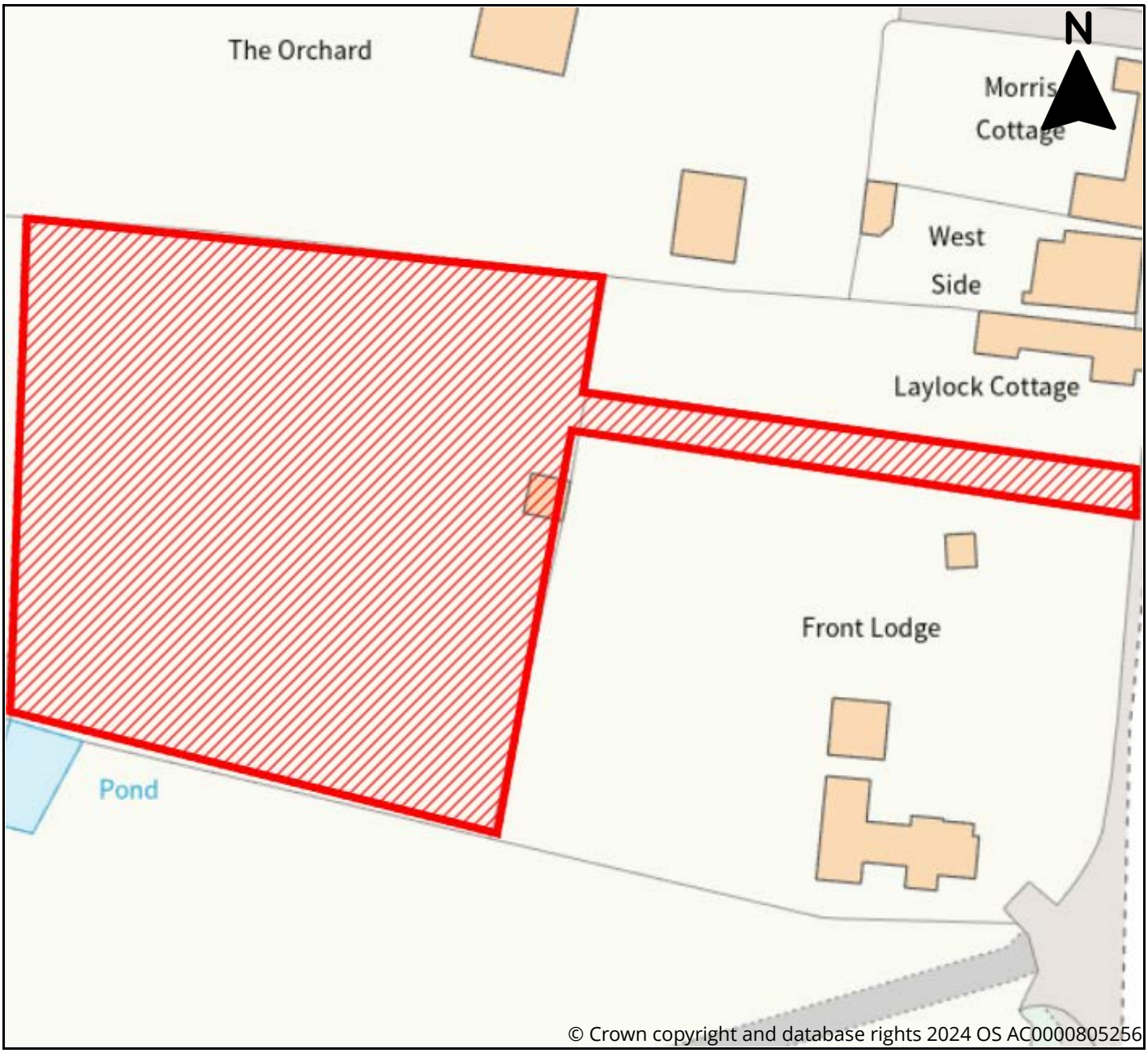


Site Information

Reference	8665f32a-0256-4b88-a381-fbd7257e6382
SLAA Ref	38/24/008
Site Name	St Elizabeth's Centre
Address	St Elizabeth's Centre, South End, Much Hadham, SG10 6EW
Total Area (ha)	16
Development Area (ha)	16
Proposed Use	Residential, Employment

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

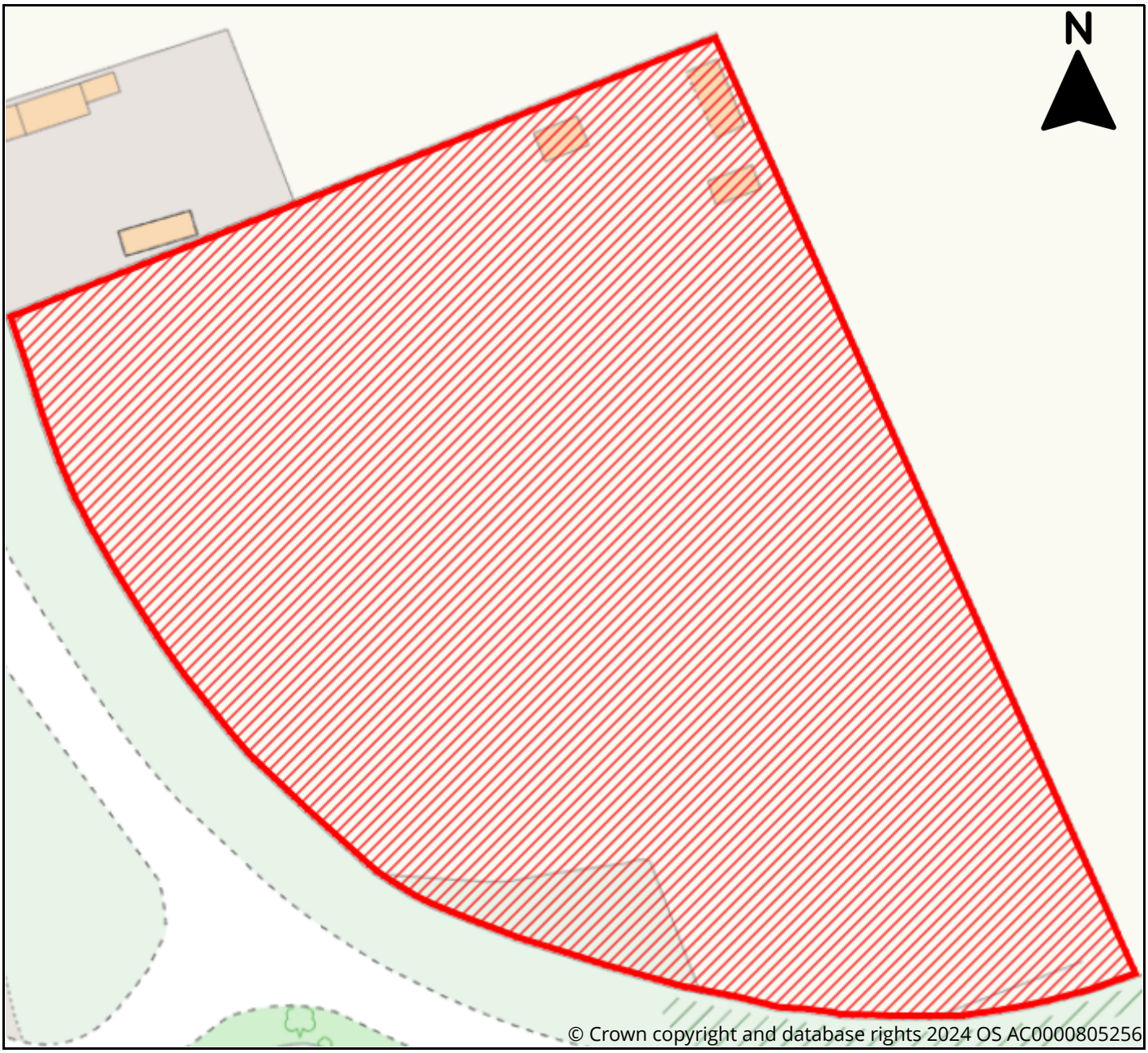


Site Information

Reference	6f2de4fd-a677-4aa0-96ee-3813ec998d0e
SLAA Ref	38/24/009
SIte name	N/A
Address	Laylock Cottage, High Street, Much Hadham, Herts, SG10 6BS
Total Area (ha)	0.44
Development Area (ha)	0.4
Proposed Use	Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

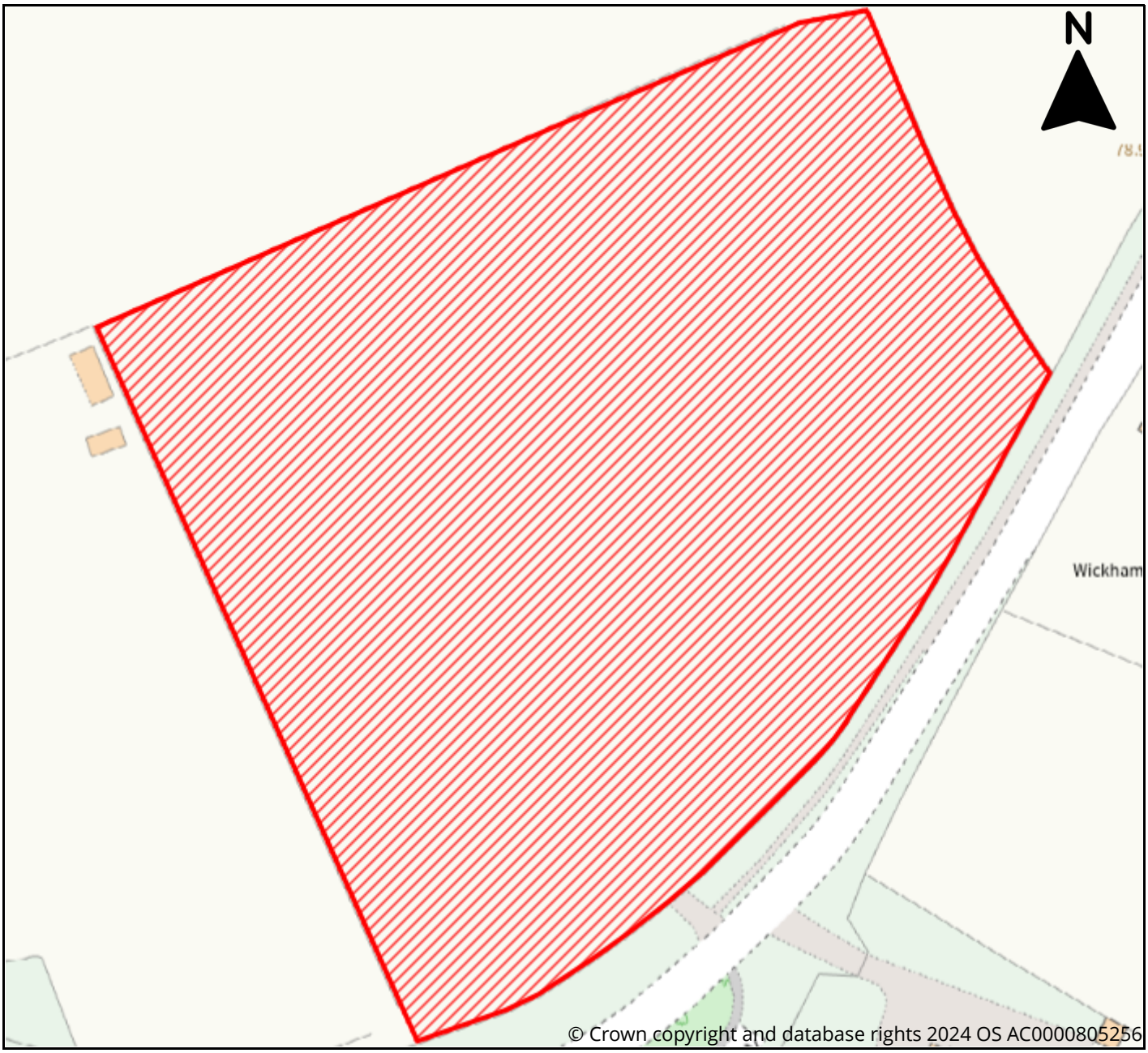


Site Information

Reference	75236811-8393-4356-bd64-a5e500632235
SLAA Ref	39/24/001
Site Name	Puckeridge North
Address	Puckeridge North, Station Road (B1368), Puckeridge, SG11 1RT
Total Area (ha)	1.12
Development Area (ha)	1.12
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

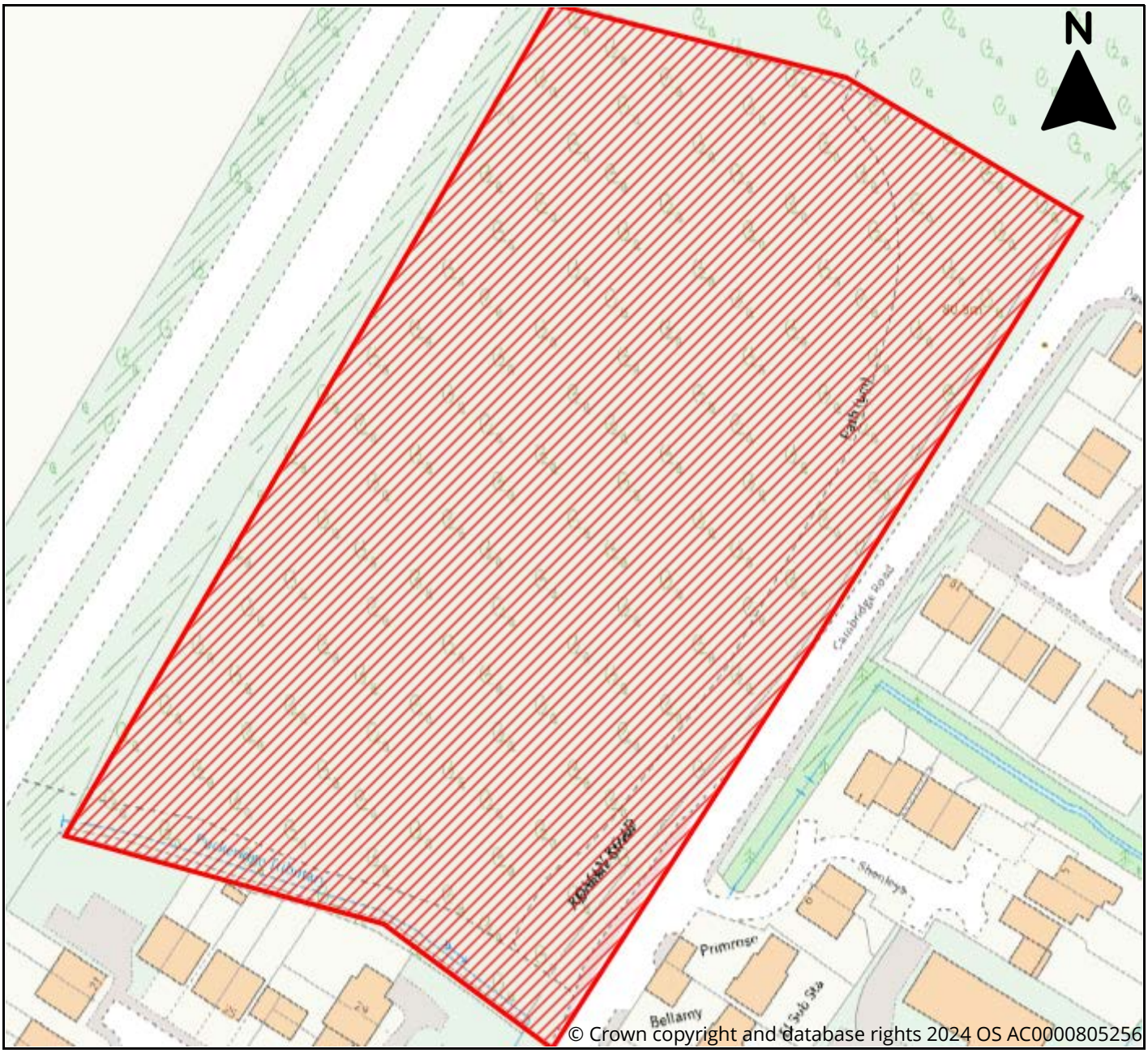


Site Information

Reference	02536b6d-4bd3-4c6a-a81a-61d0f053580b
SLAA Ref	39/24/002
Site Name	Wickham Hall
Address	Wickham Hall, Station Road (Puckeridge), Green End, SG11 1RT
Total Area (ha)	1.57
Development Area (ha)	1.57
Proposed Use	Residential, Employment, Mixed Use

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

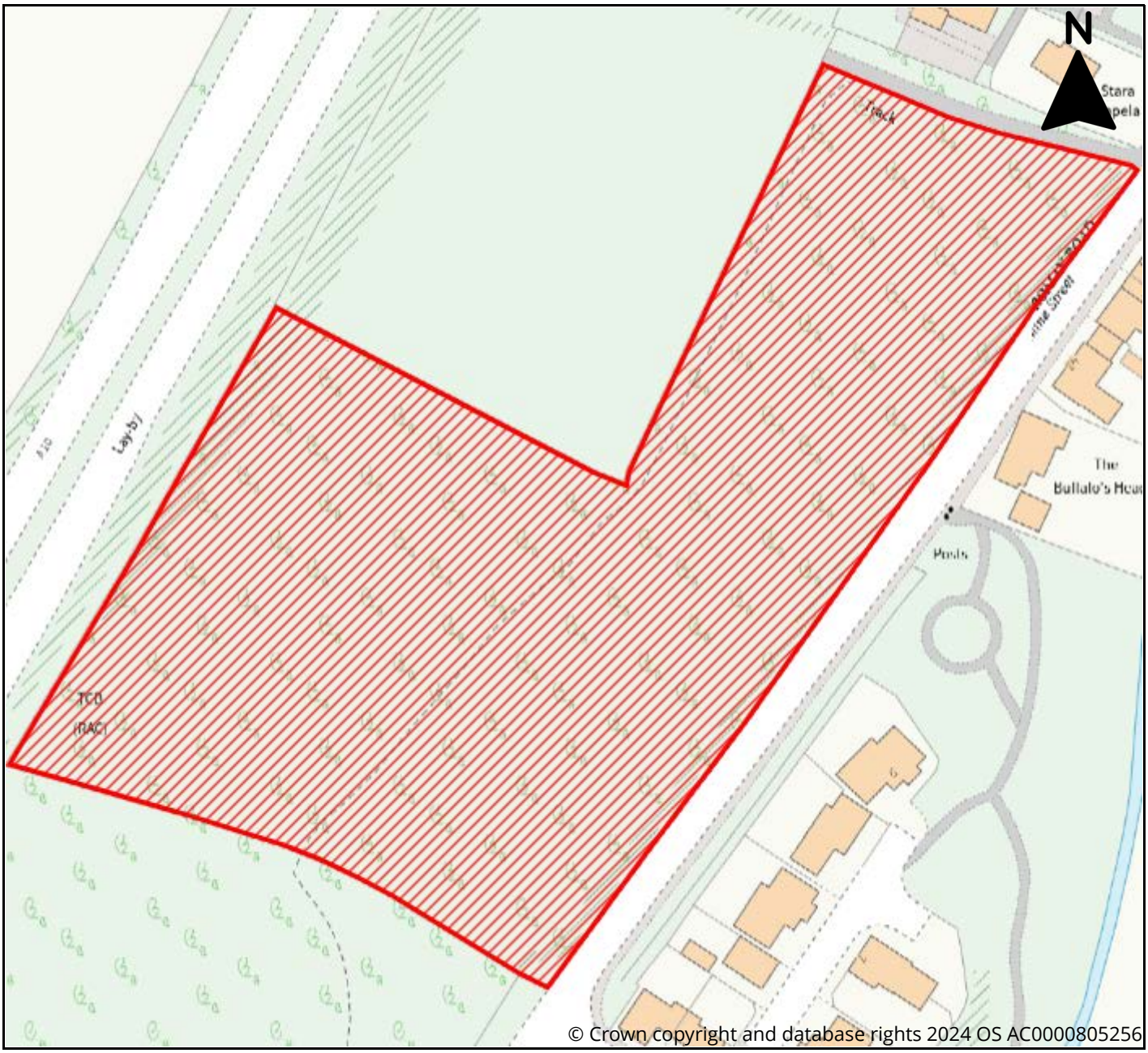


Site Information

Reference	68f93a91-8504-4406-b43e-9ca578968217
SLAA Ref	39/24/003
Site Name	Land west of Cambridge Road and east of A10
Address	Land west of Cambridge Road and east of A10, Puckeridge
Total Area (ha)	2
Development Area (ha)	2
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

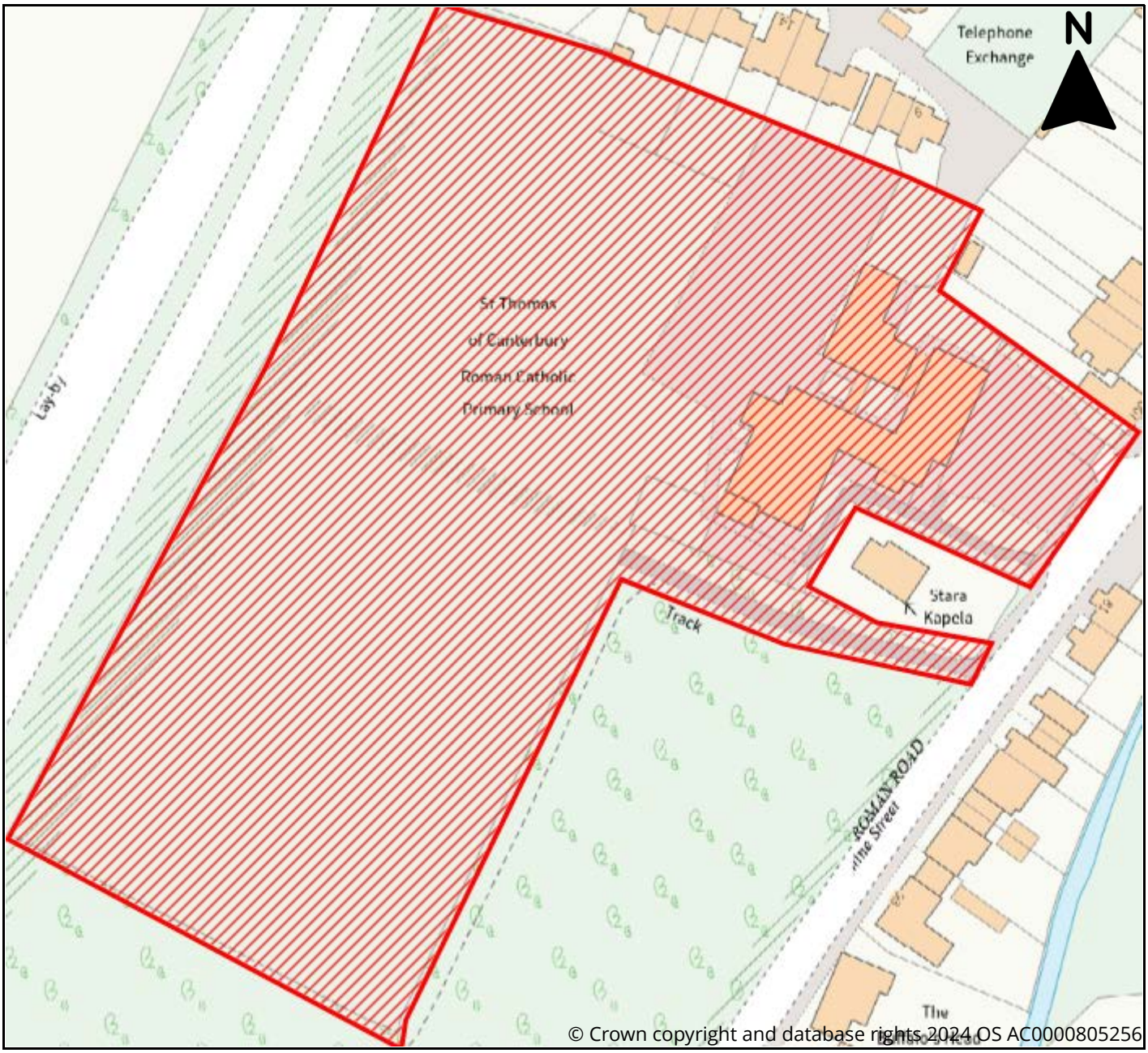
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	59b2c59c-6a4a-4b4c-be58-11d3ad758570
SLAA Ref	39/24/004
Site Name	Land south of St Thomas RC Primary School
Address	Land south of St Thomas RC Primary School and west of Cambridge Road/High Street, Puckeridge
Total Area (ha)	1.7
Development Area (ha)	1.7
Proposed Use	Residential, Specialist Residential, Community Facility, Retail, Mixed Use

East Herts District Plan Review
Call for Sites 2024

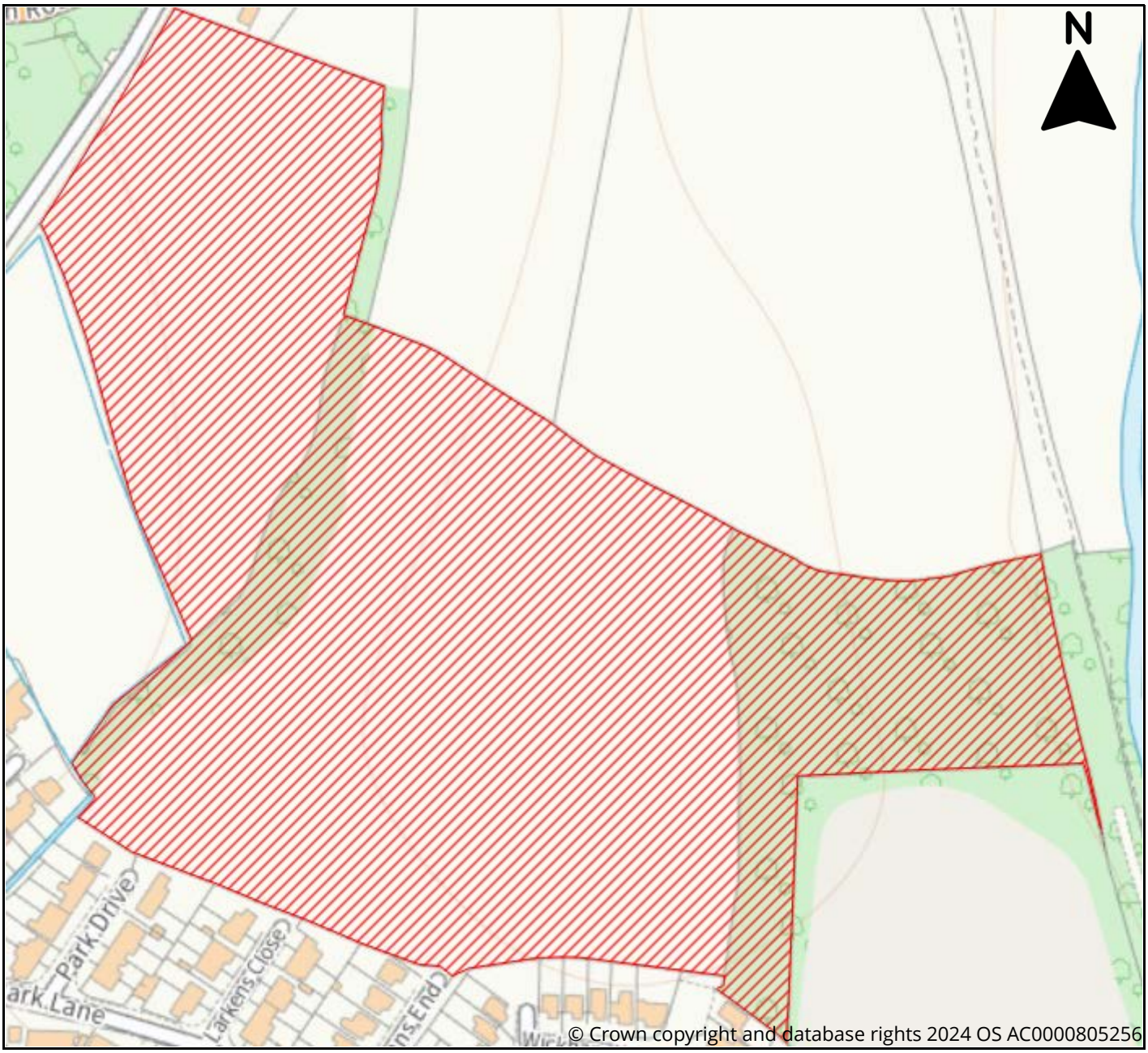


Site Information

Reference	a69574c4-42b0-4488-a8b0-9c682ca21f0e
SLAA Ref	39/24/005
Site Name	St Thomas Primary School
Address	St Thomas of Canterbury Catholic School, Cambridge Road, Puckeridge, Ware SG11 1RZ
Total Area (ha)	1.7
Development Area (ha)	0
Proposed Use	Other Use

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



	Site Information
Reference	97d3454c-e521-42dc-b313-2c2f68747212
SLAA Ref	39/24/006
Site Name	Land at Chapmans Field & Perowne Way, Puckeridge
Address	Land Reg Title HD373257, land lying to the north of Station Road, Puckeridge, Ware, Land to North East of Chapmans End, Puckeridge, SG11 1SR
Total Area (ha)	8.69
Development Area (ha)	8.69
Proposed Use	Residential, Affordable Housing, Employment

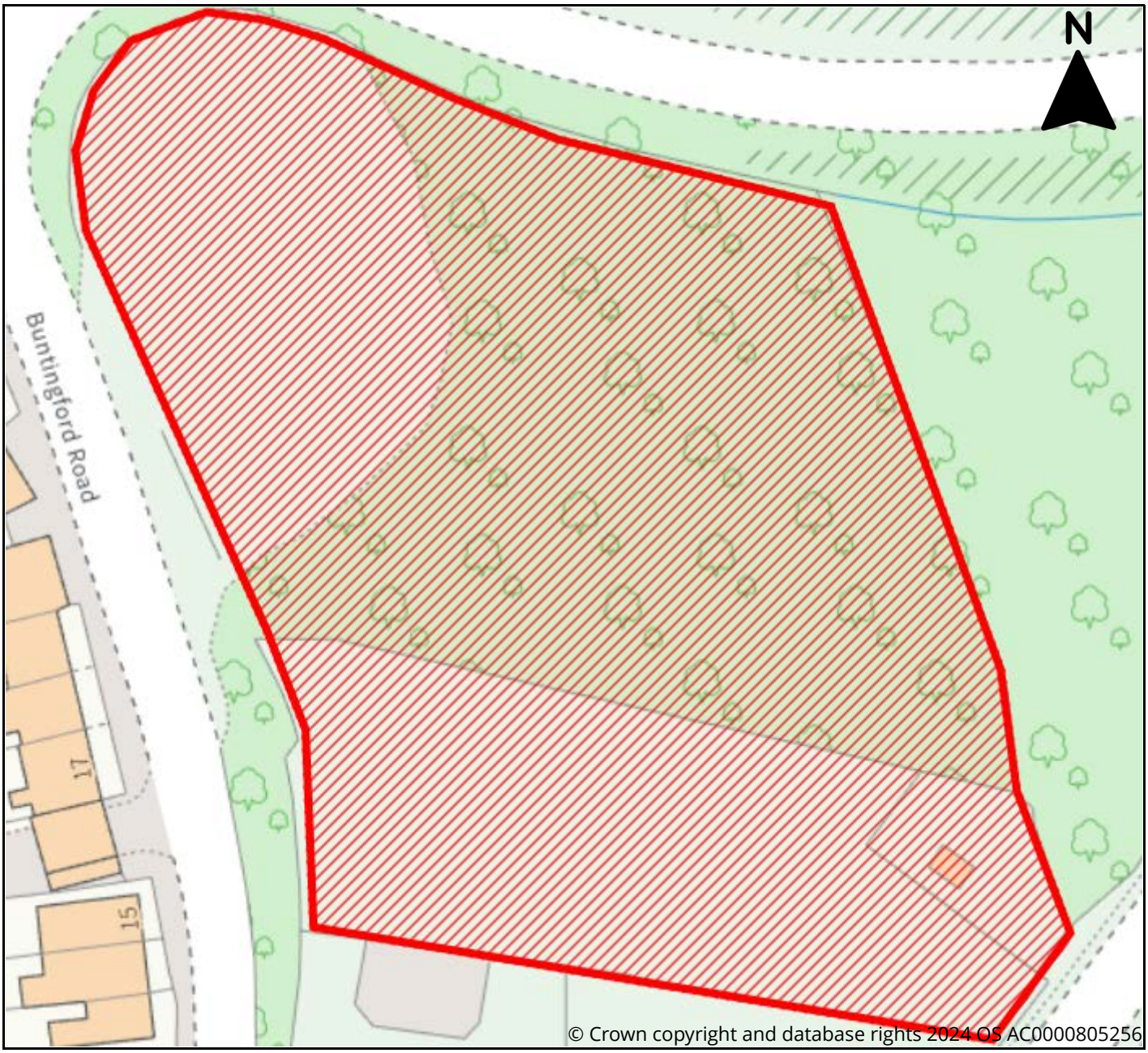
East Herts District Plan Review
Call for Sites 2024

Site Information

Reference	fea7f5f0-4fbf-4a41-bf8f-03b986f53882
SLAA Ref	39/24/007
Site Name	Land North of Standon Hill
Address	Land North Of Standon Hill, Puckeridge
Total Area (ha)	6.07
Development Area (ha)	3
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

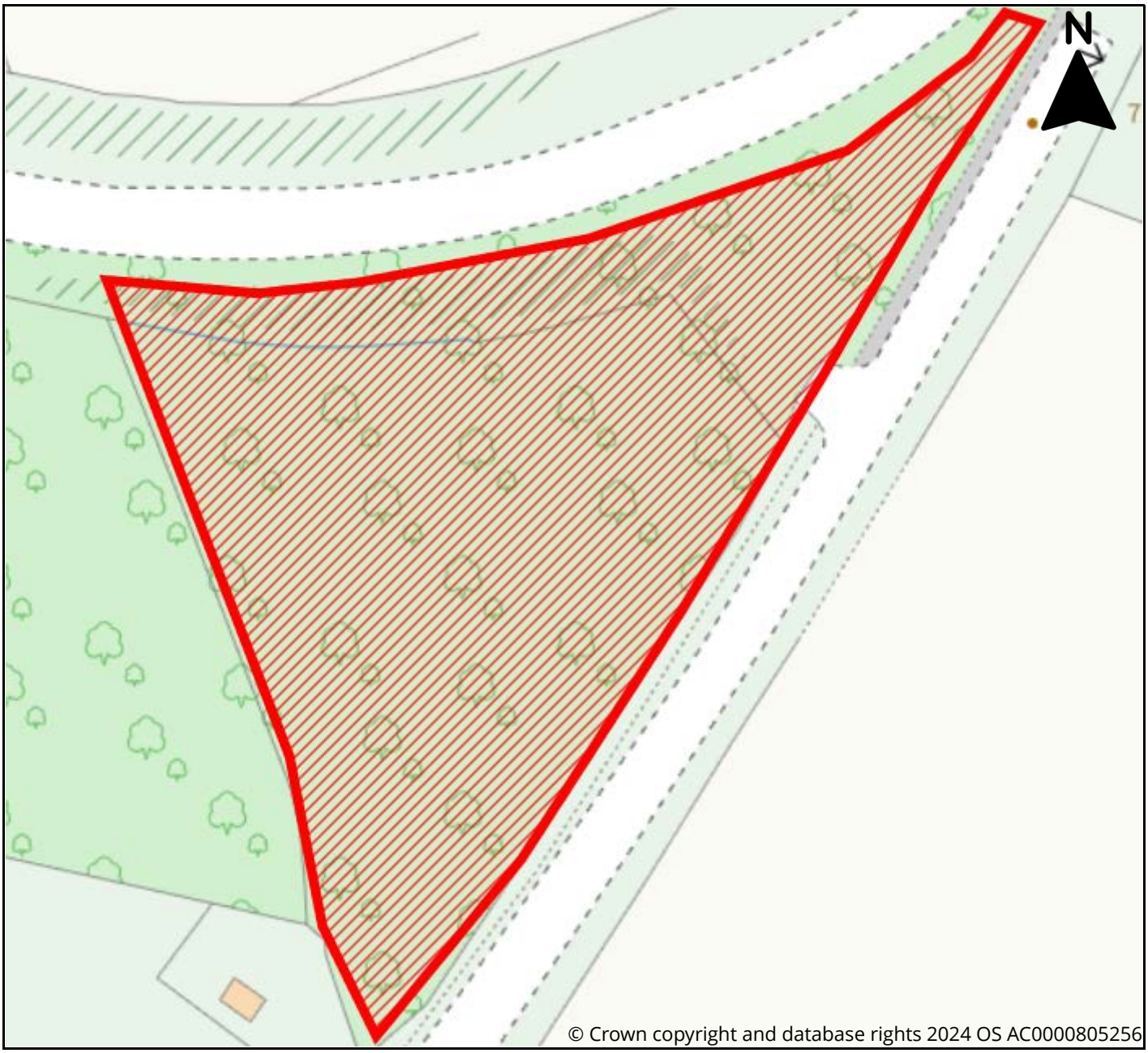


Site Information

Reference	79cfcde8-479f-4021-9289-d70d8993aca6
SLAA Ref	39/24/008
Site Name	Land east of Buntingford Road and south of Station Road
Address	Land east of Buntingford Road and south of B1368 Station Road, Puckeridge, Puckeridge
Total Area (ha)	0.75
Development Area (ha)	0.75
Proposed Use	Residential, Affordable Housing, Specialist Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

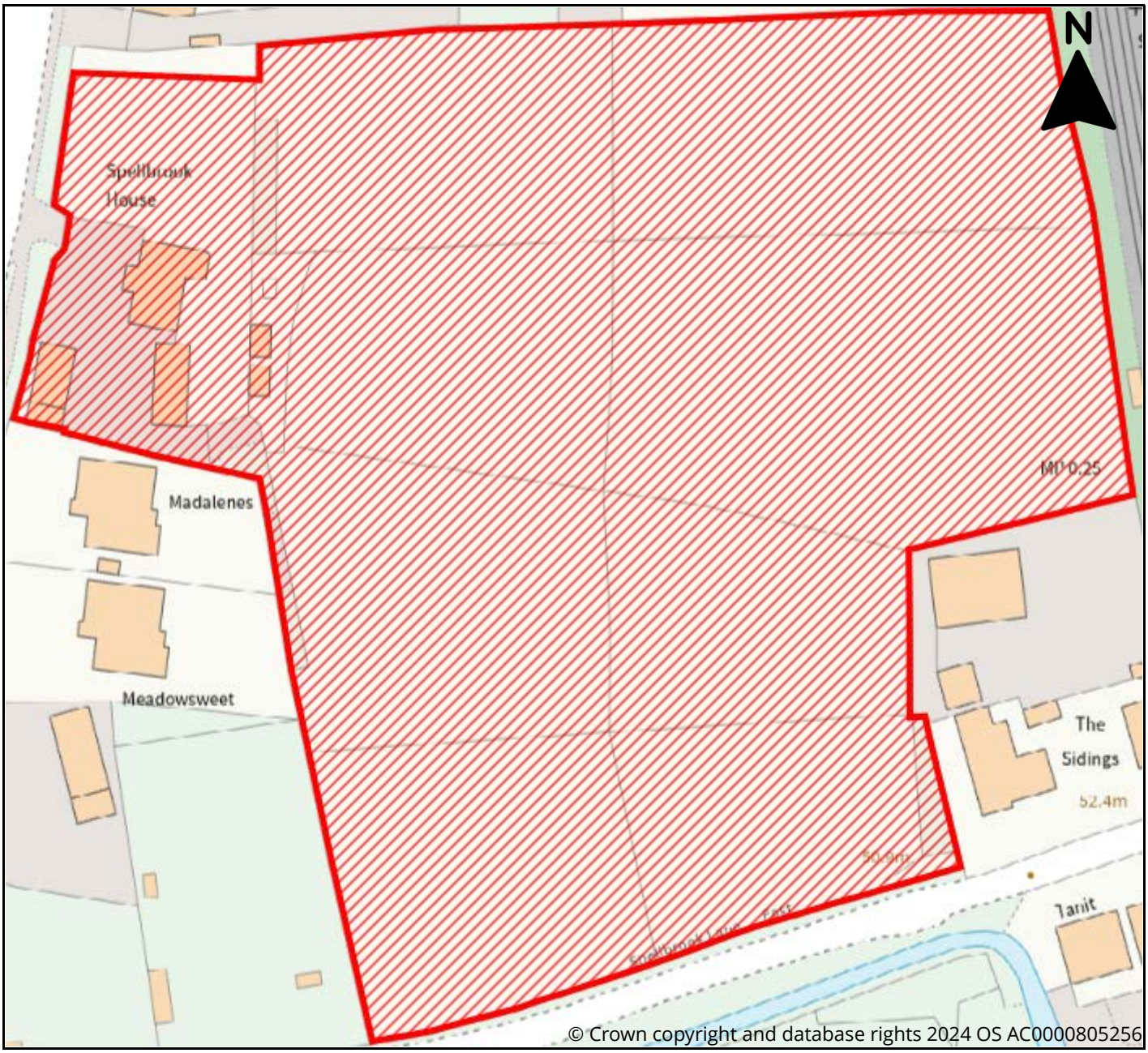


Site Information

Reference	5adb2f4e-b9f3-4fa2-beca-818a29ddbb70
SLAA Ref	39/24/009
Site Name	Land south of B1368 Station Road
Address	Land south of B1368 Station Road, Puckeridge
Total Area (ha)	0.43
Development Area (ha)	0.43
Proposed Use	Greenspace, Biodiversity Offset

callforsites@eastherts.gov.uk

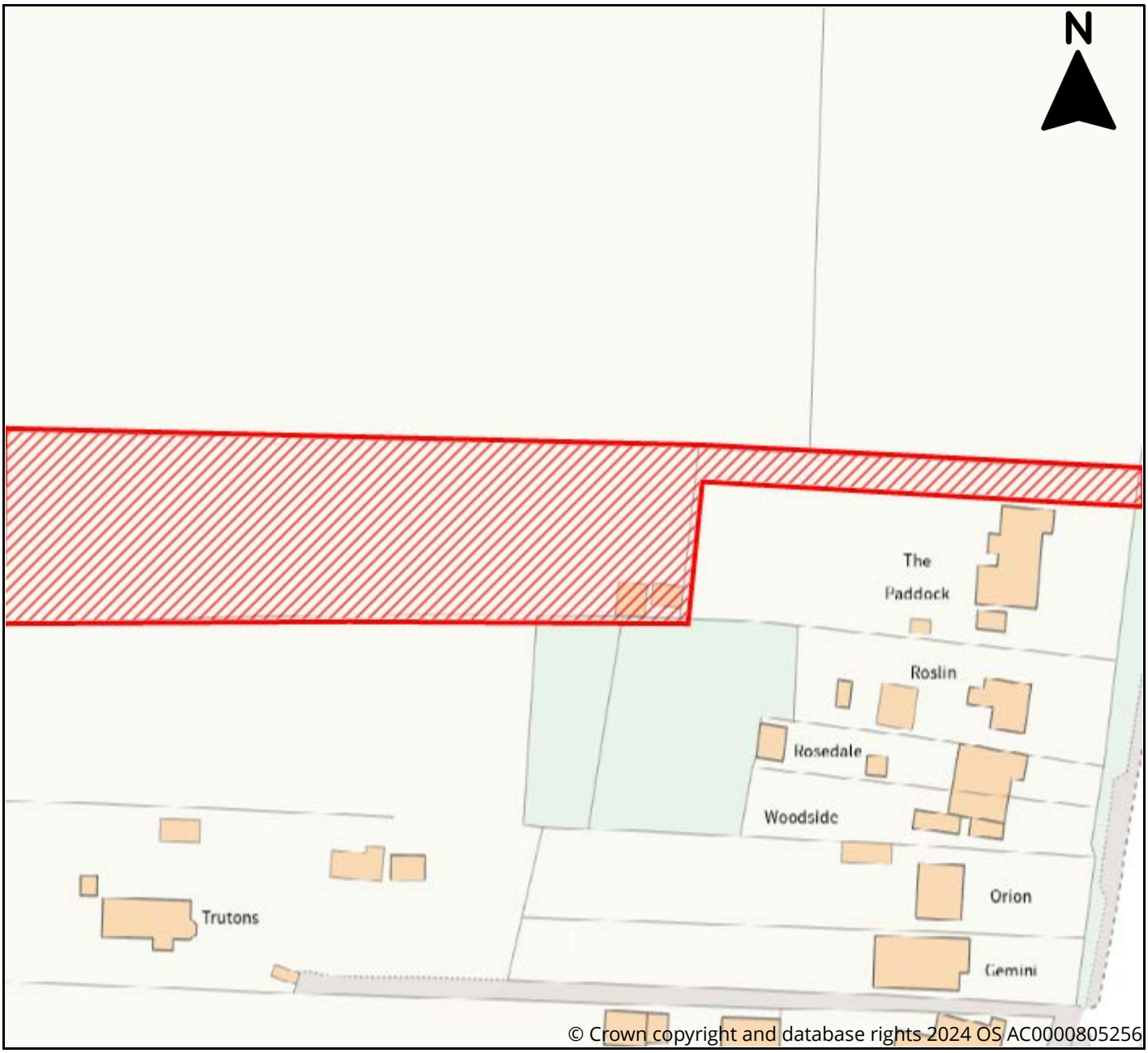
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	363a6e9a-d4bd-43bc-994a-c748054b1b18
SLAA Ref	40/24/001
Site Name	Land at Cambridge Road / Spellbrook Lane East,
Address	Land at Cambridge Road / Spellbrook Lane East, Spellbrook, CM23 4AU
Total Area (ha)	3
Development Area (ha)	3
Proposed Use	Residential

East Herts District Plan Review
Call for Sites 2024

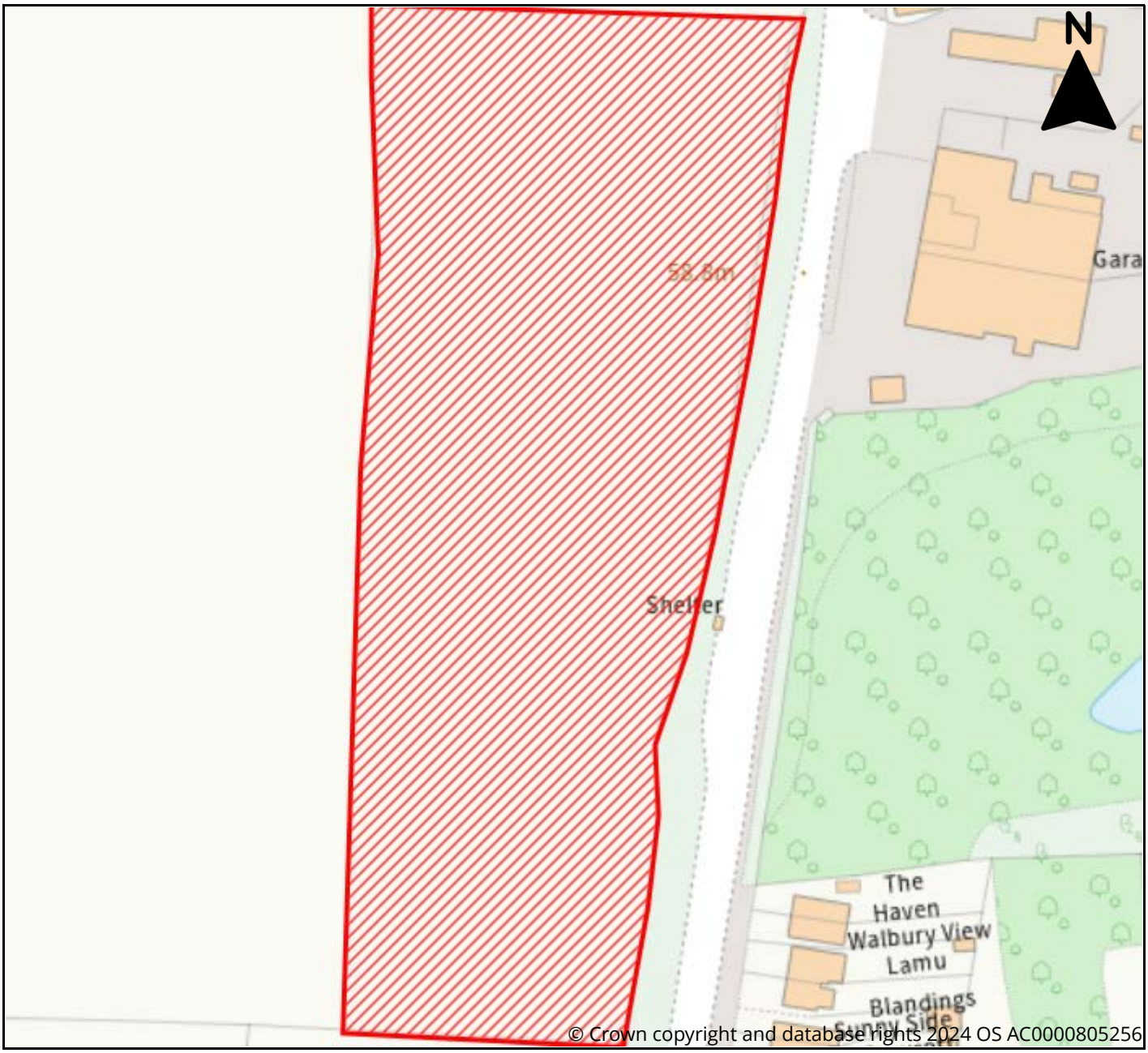


Site Information

Reference	1e7b7f4b-2e1b-443a-bfe2-9b73b9f92fc3
SLAA Ref	40/24/002
Site Name	Land Rear of The Paddocks
Address	The Paddocks, London Road, Spellbrook, Bishops Stortford, Herts CM23 4AX
Total Area (ha)	0.36
Development Area (ha)	0.36
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

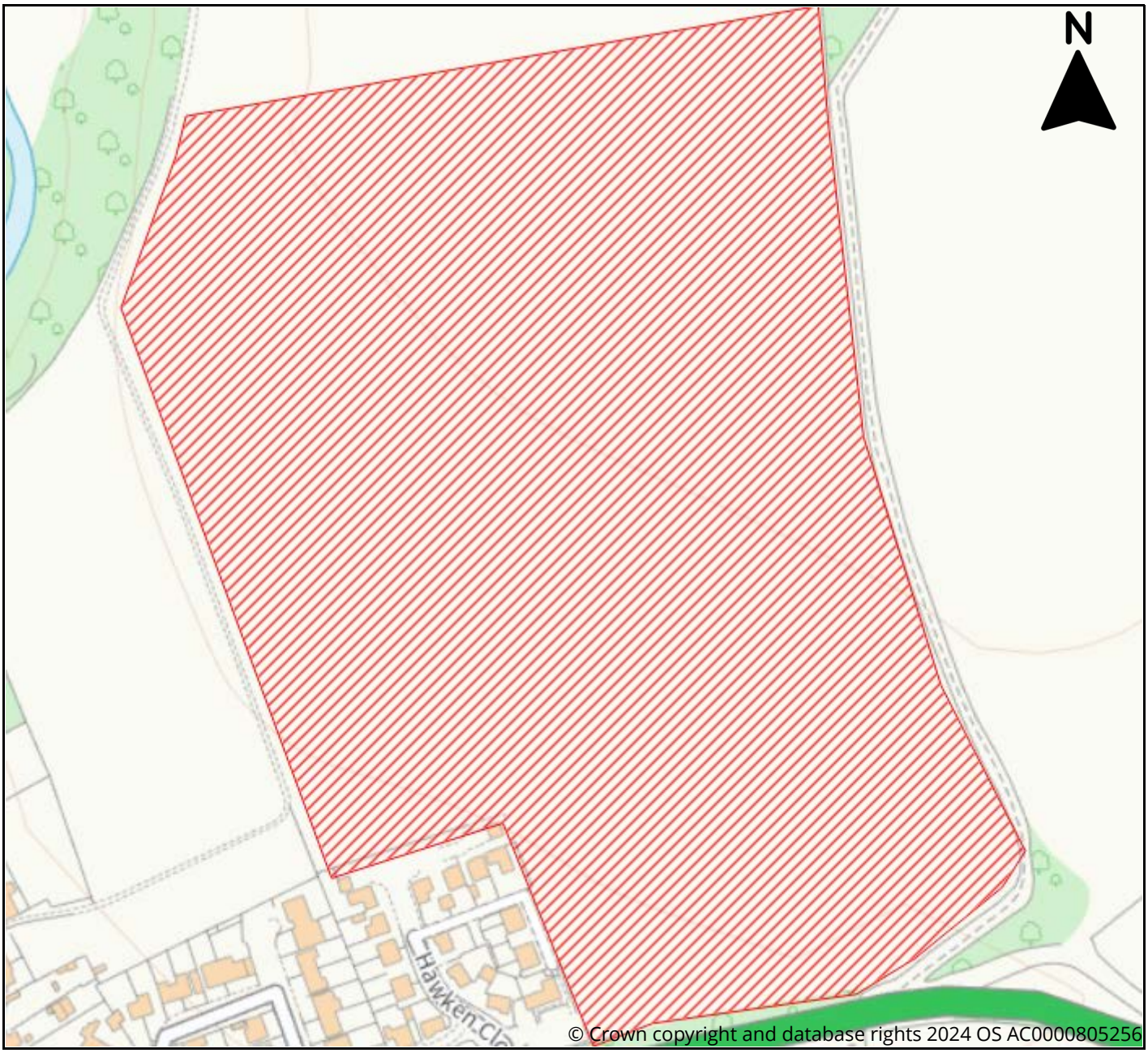


© Crown copyright and database rights 2024 OS AC0000805256

Site Information

Reference	9fd66019-61ab-4834-9a6f-ca2f8fa3407c
SLAA Ref	40/24/003
Site Name	Land at Spellbrook
Address	Land at Spellbrook, Spellbrook
Total Area (ha)	1.43
Development Area (ha)	1.43
Proposed Use	Residential, Affordable Housing

East Herts District Plan Review
Call for Sites 2024

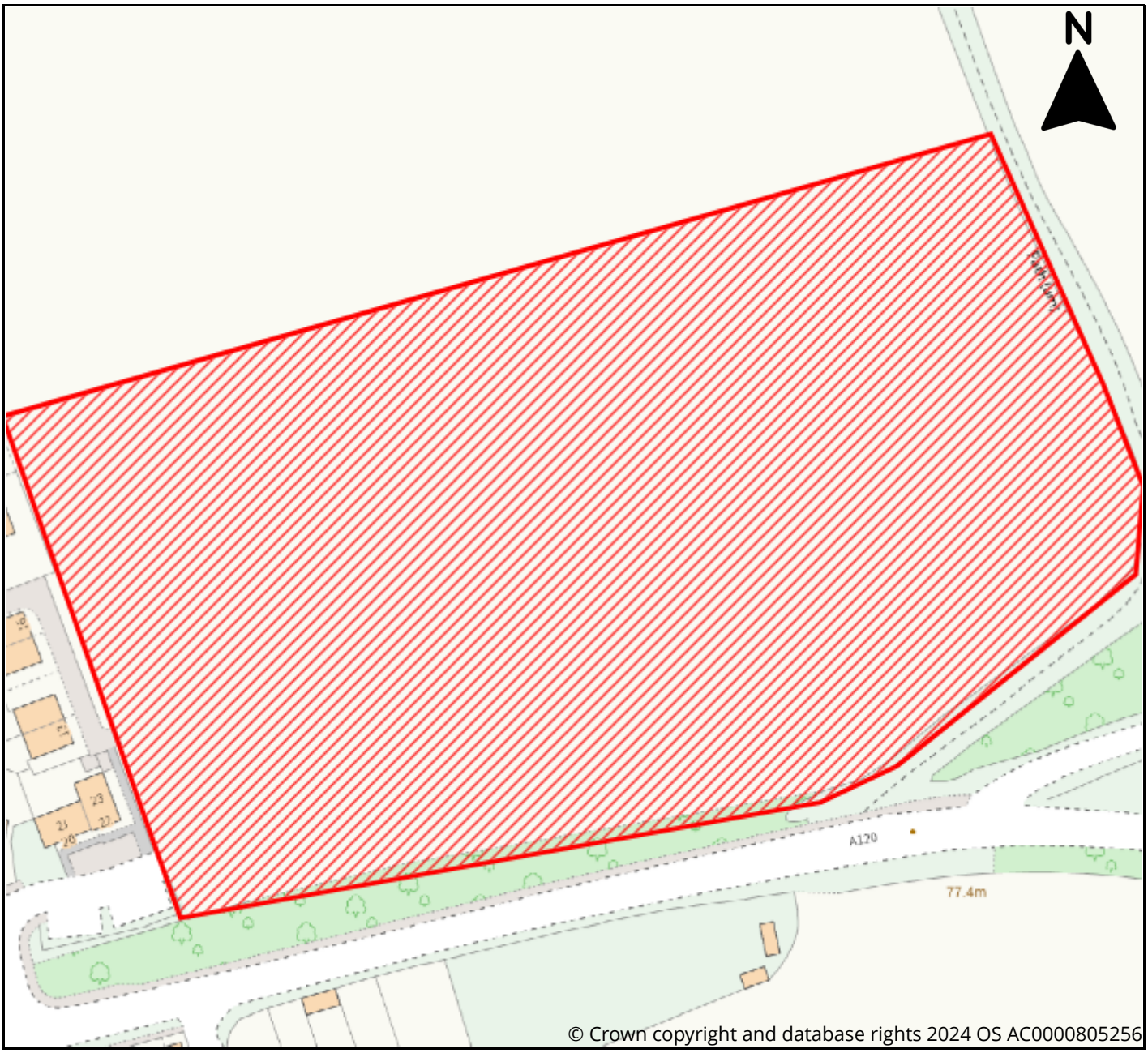


Site Information

Reference	4d636eb5-b7db-47b5-8fda-bdaec7f947c0
SLAA Ref	41/24/001
Site Name	Land East of Hawken Close (site c)
Address	Land East of Hawken Close, Standon, SG11 1FD
Total Area (ha)	12
Development Area (ha)	0
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

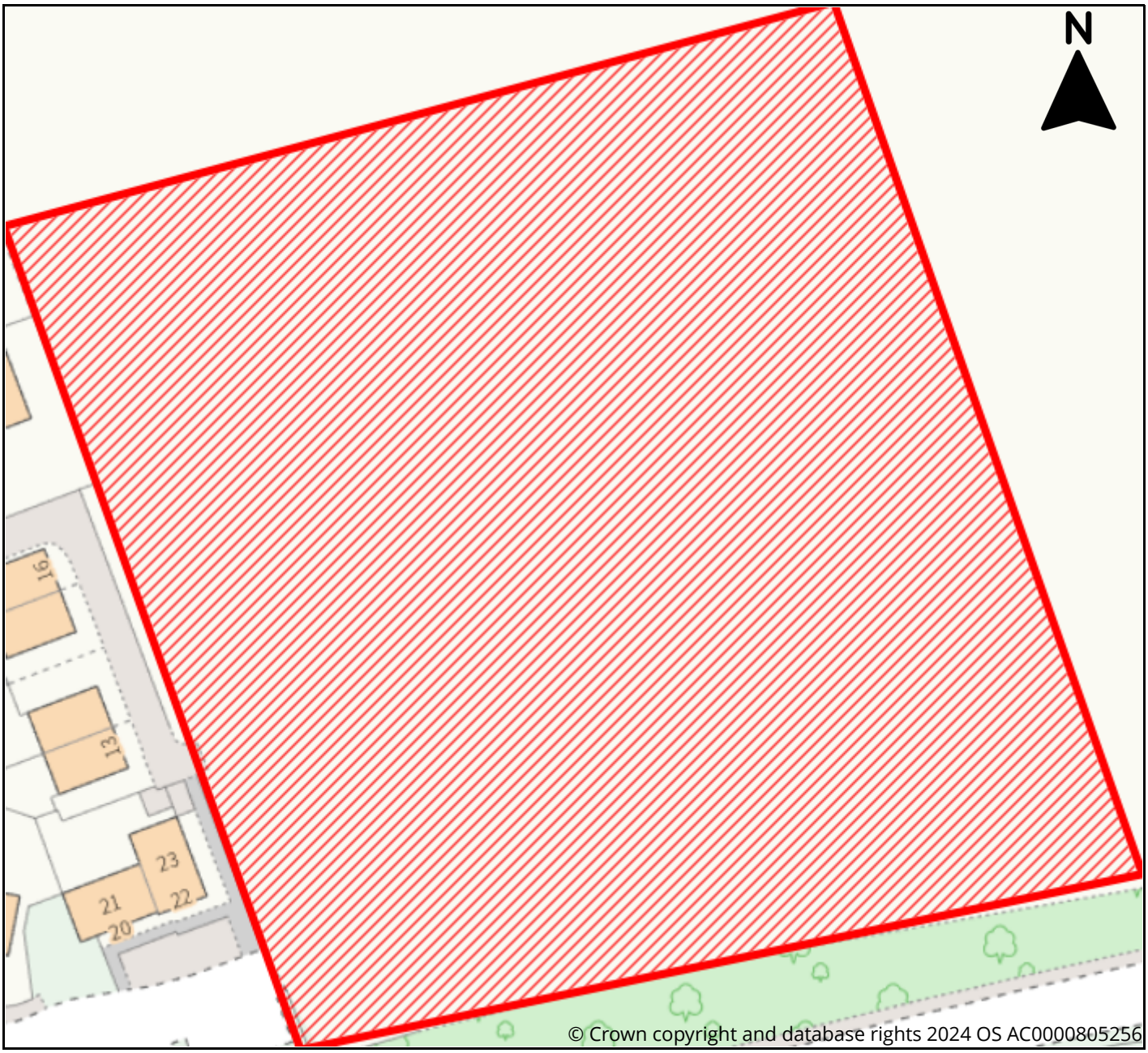


Site Information

Reference	4c3dc295-51d0-42db-8b50-1f70e0b30d3a
SLAA Ref	41/24/002
Site Name	Land East of Hawken Drive (B)
Address	Land East of Hawken Drive, Standon, SG11 1FD
Total Area (ha)	2.4
Development Area (ha)	2.4
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

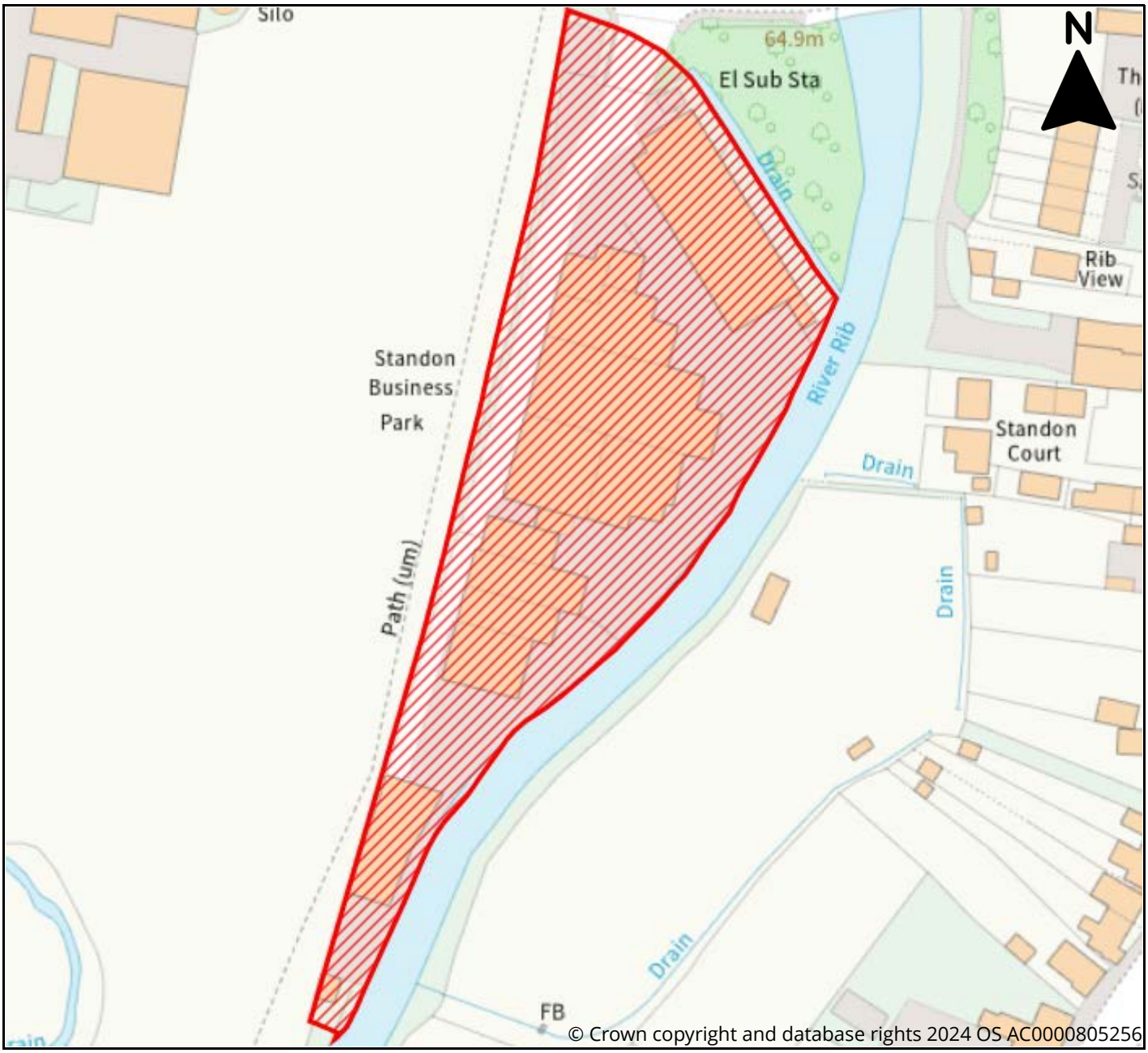


Site Information

Reference	abac3d96-50e0-4f71-af46-4cd85f79df05
SLAA Ref	41/24/003
Site Name	Standon East Option 1
Address	Land East of Hawken Close, Standon, SG11 1FD
Total Area (ha)	0.9
Development Area (ha)	0.9
Proposed Use	Residential, Affordable Housing

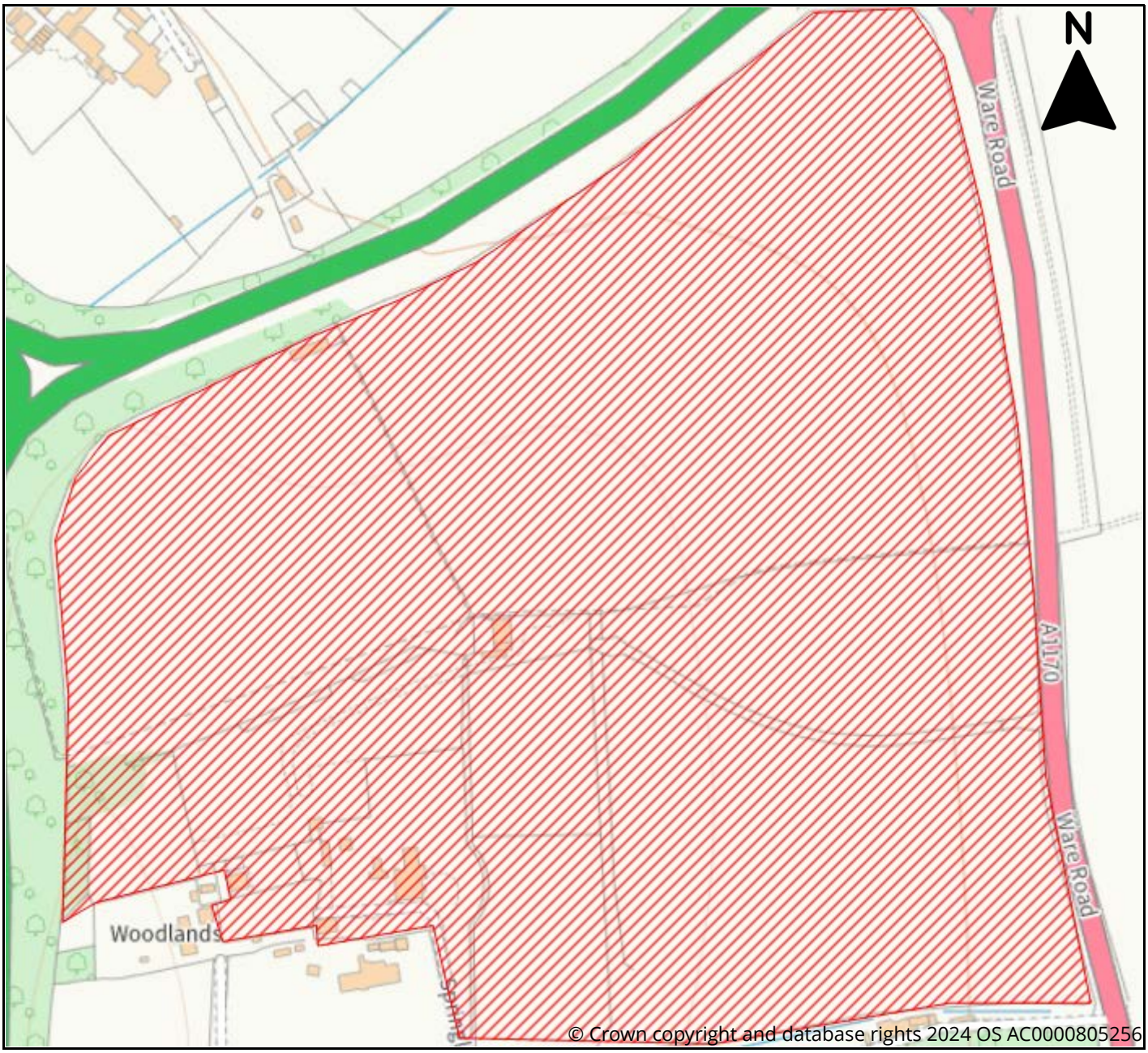
callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



Site Information	
Reference	40ae6acc-6256-4ff3-9eba-2e45029de94d
SLAA Ref	41/24/004
Site Name	Standon Business Park
Address	Standon Business Park, Stortford Road, Standon, SG11 1PH
Total Area (ha)	0.98
Development Area (ha)	0.98
Proposed Use	Residential, Affordable Housing

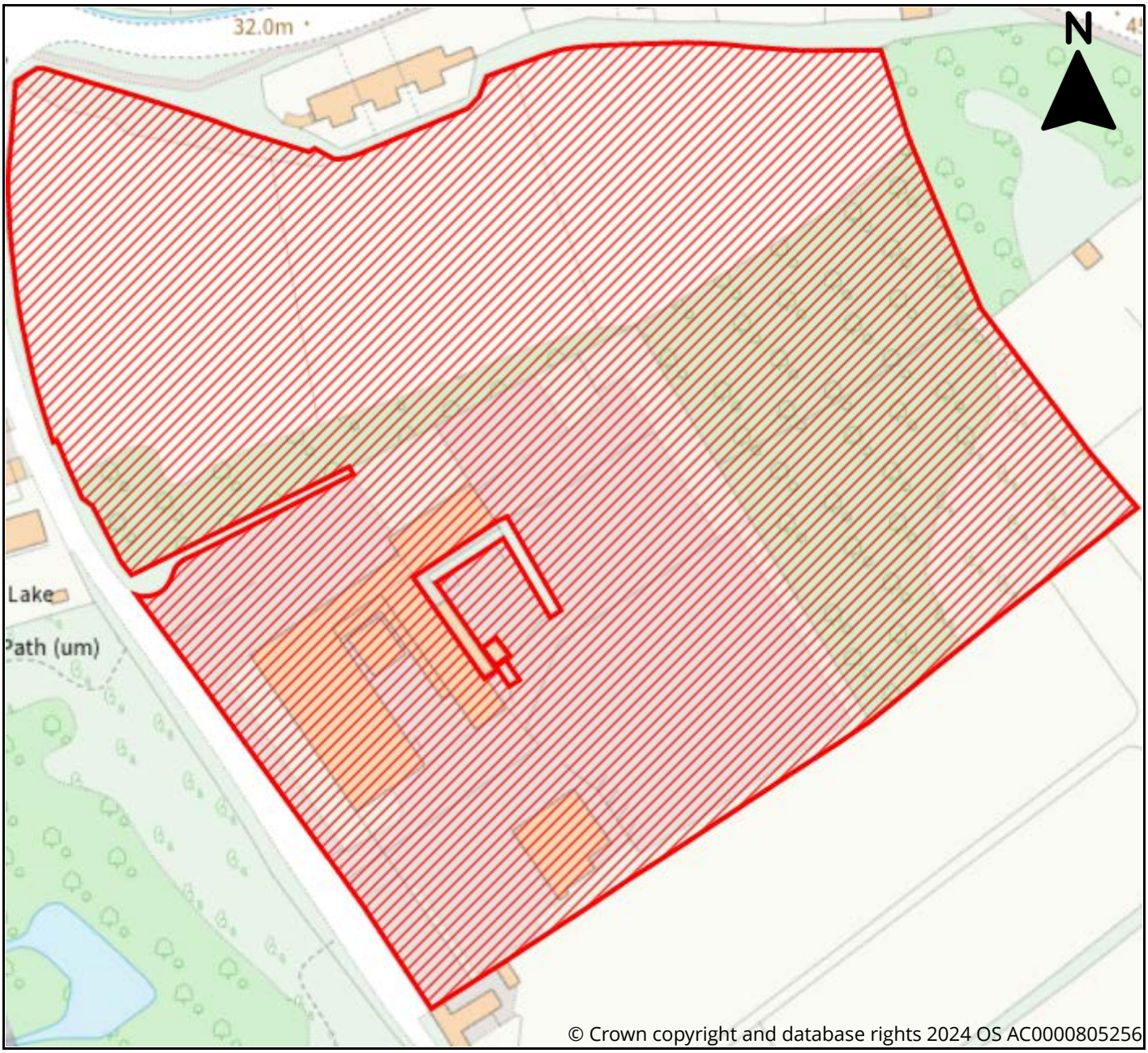
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	0990c088-175d-4d99-a145-fe951251f4c8
SLAA Ref	42/24/001
Site Name	Land to North of Springle House
Address	Land to North of Springle House, St Margarets, Ware, SG13 7NZ
Total Area (ha)	18
Development Area (ha)	14
Proposed Use	Residential, Affordable Housing, Specialist Residential

East Herts District Plan Review
Call for Sites 2024

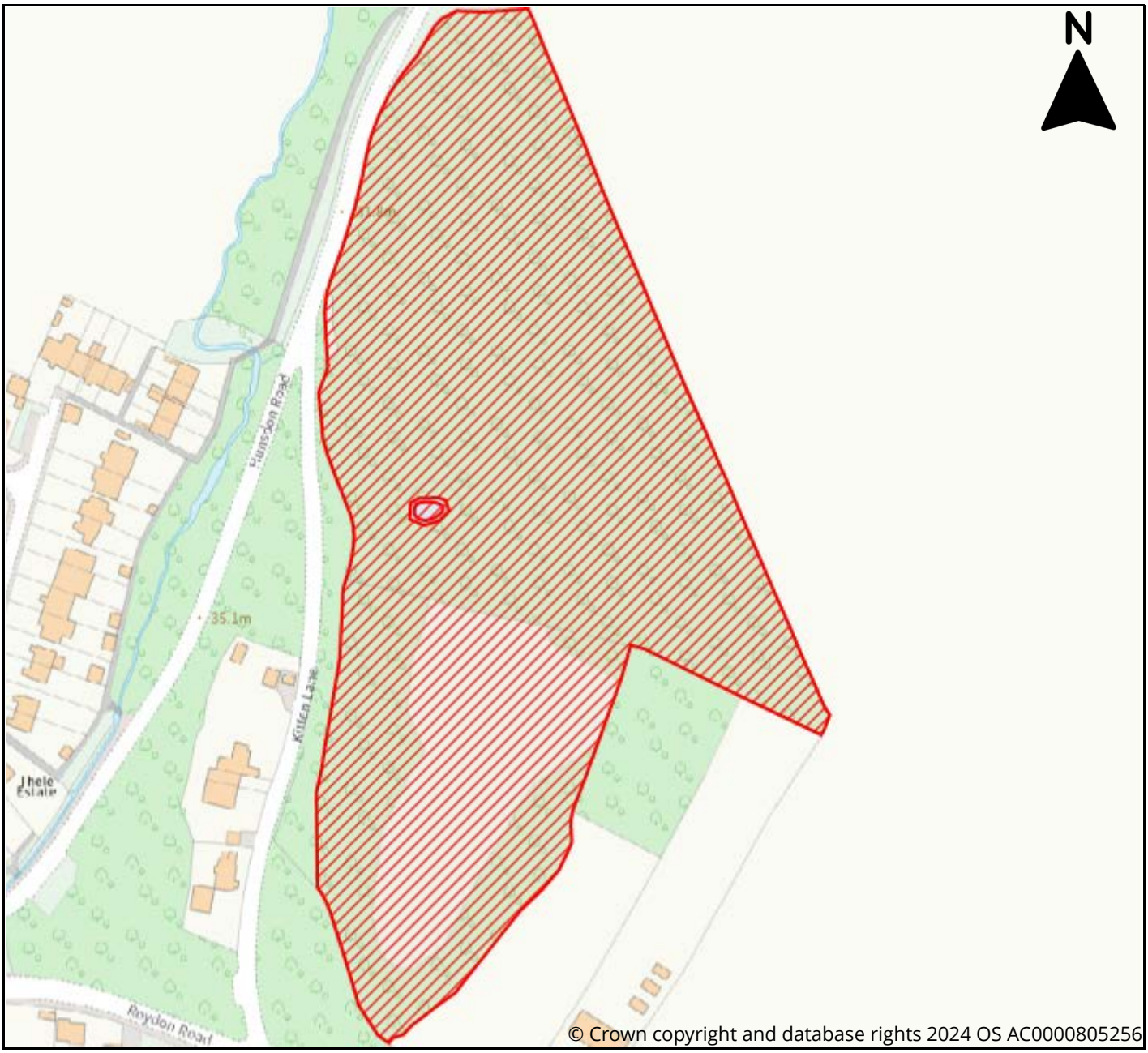


Site Information

Reference	aa9bc5ee-54a7-40a1-9f92-58eb57ced87a
SLAA Ref	42/24/002
Site Name	Land to the East of Netherfield Lane
Address	Land to the East of Netherfield Lane, Stanstead Abbotts, SG12 8HE
Total Area (ha)	3.2
Development Area (ha)	3.2
Proposed Use	Residential, Mixed Use

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

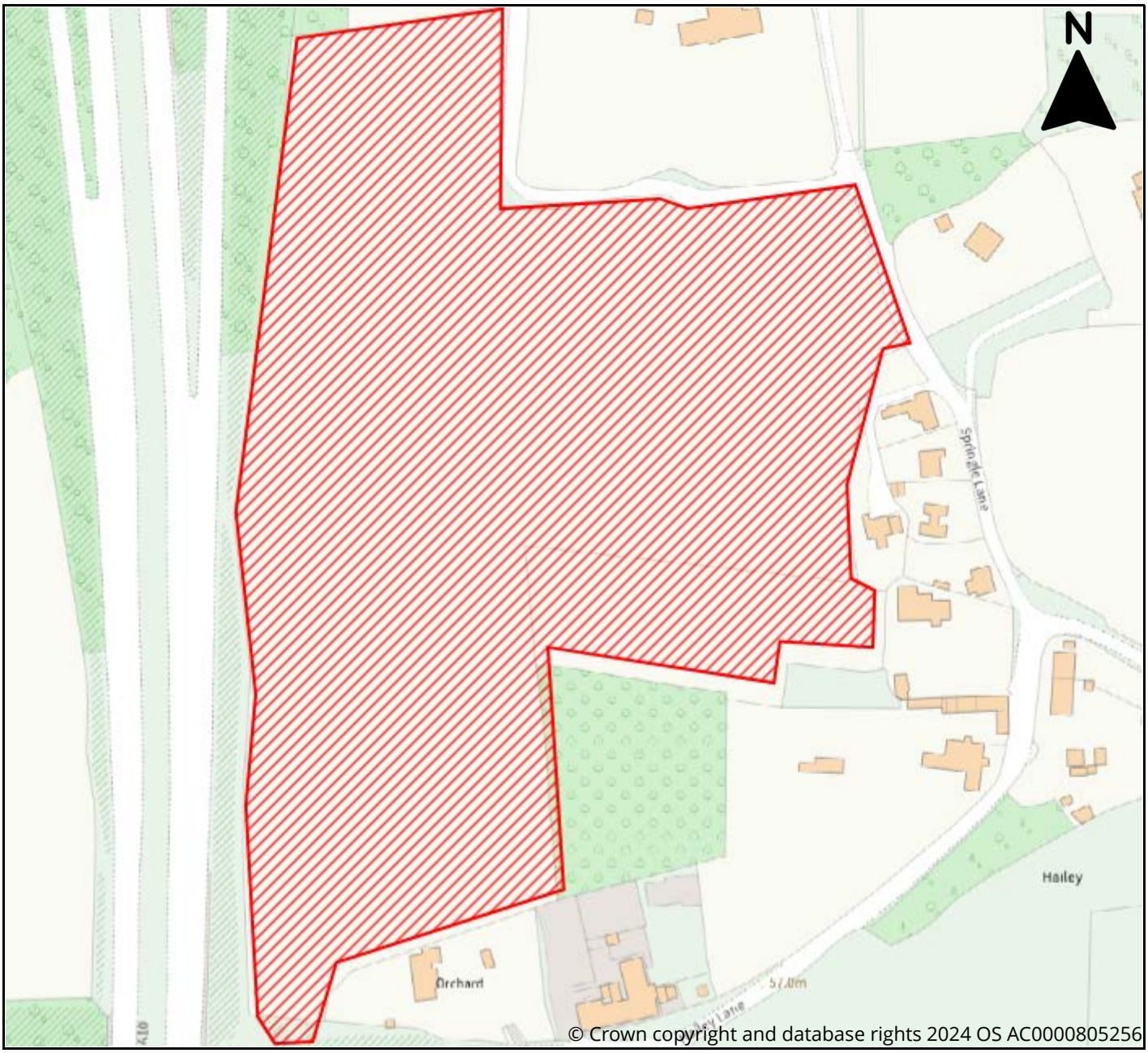


Site Information

Reference	e38c8878-4d2e-44c0-bcfe-8b05583563be
SLAA Ref	42/24/003
Site Name	Kitten Lane East
Address	Kitten Lane East, Stanstead Abbotts, Ware, SG12 8JR
Total Area (ha)	3.2
Development Area (ha)	3
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

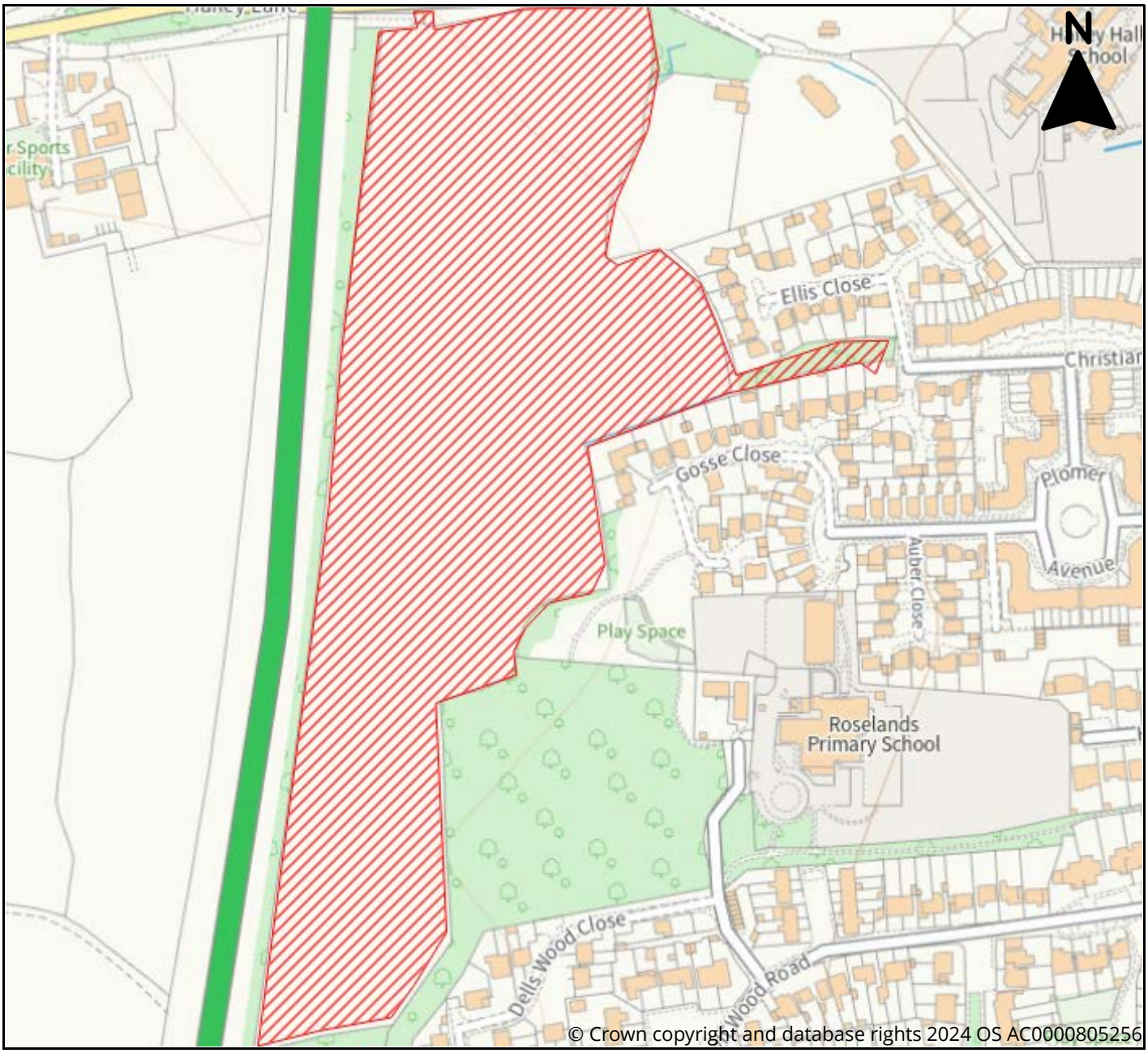


Site Information

Reference	968f9170-99c7-4e6a-8087-cb0e4abad37b
SLAA Ref	42/24/004
Site Name	East of A10, North of Hailey Lane
Address	51.77650452639342, -0.020912811011240047, Stanstead St Margarets
Total Area (ha)	4.65
Development Area (ha)	4.65
Proposed Use	Renewable Energy, Greenspace, Biodiversity Offset

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

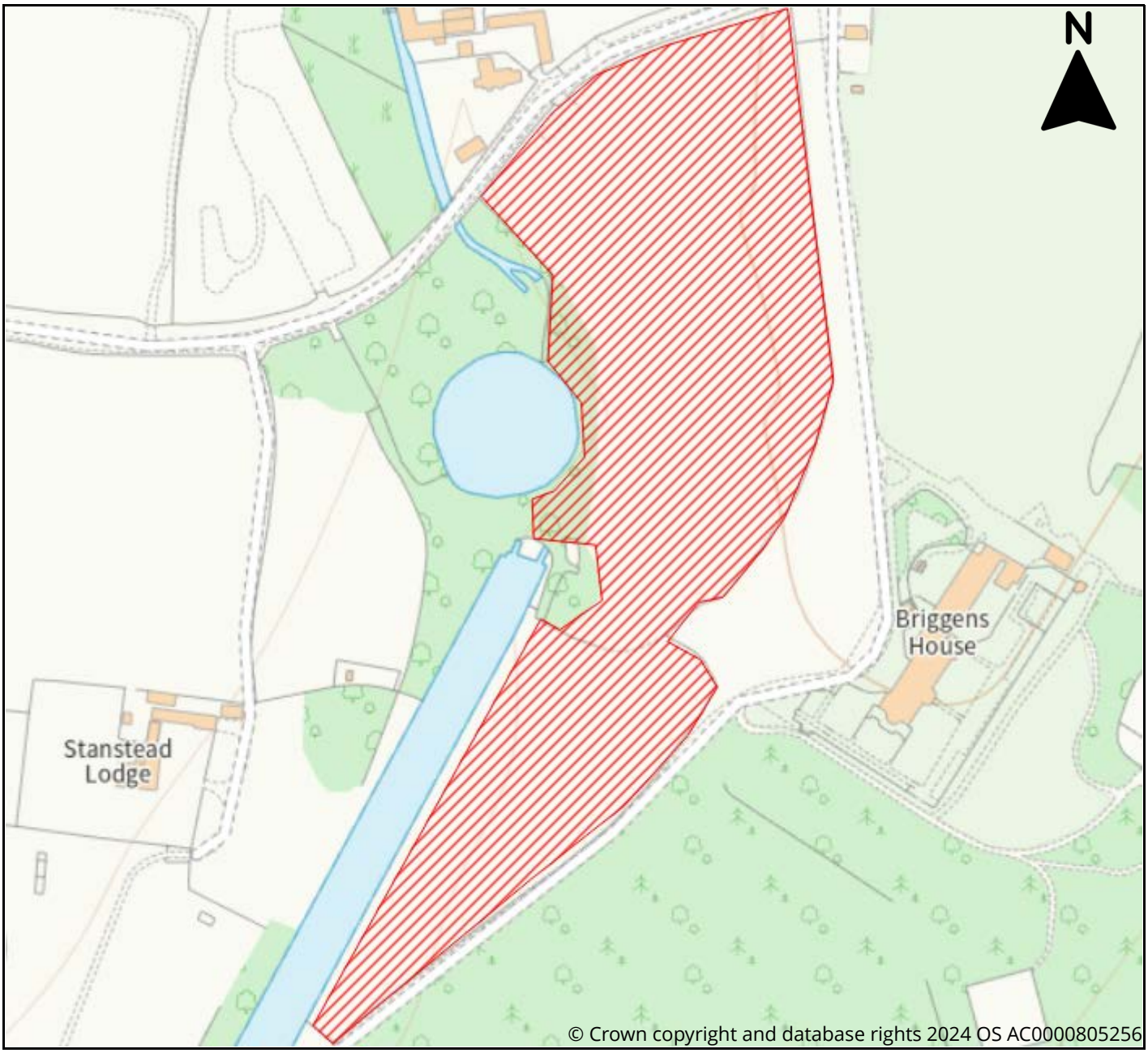


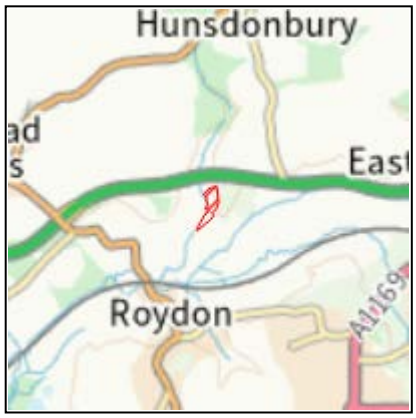
Site Information

Reference	e13efc5c-ecd8-4041-87f5-7bd19f436bae
SLAA Ref	42/24/005
Site Name	East of A10 South of Hailey Lane
Address	51.77687286569645, -0.02096342440769811, Stanstead St Margarets
Total Area (ha)	6.3
Development Area (ha)	6.3
Proposed Use	Residential, Renewable Energy, Biodiversity Offset

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



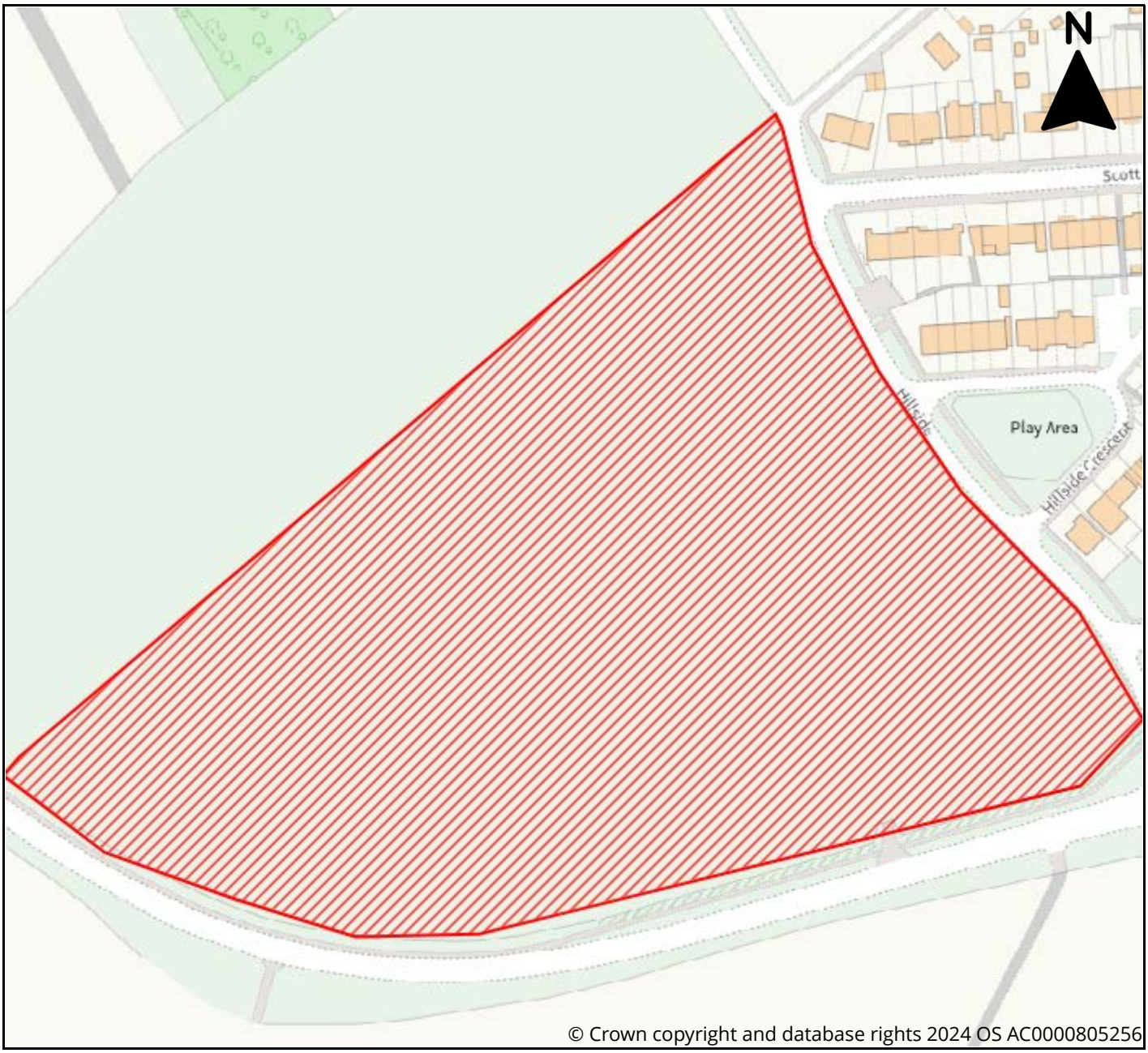


Site Information

Reference	92ff8c91-5935-49f1-871f-fa059cde50fa
SLAA Ref	42/24/006
Site Name	N/A
Address	Briggens Park, Stanstead Abbotts, Ware, SG12 8LD
Total Area (ha)	4.3
Development Area (ha)	4.3
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

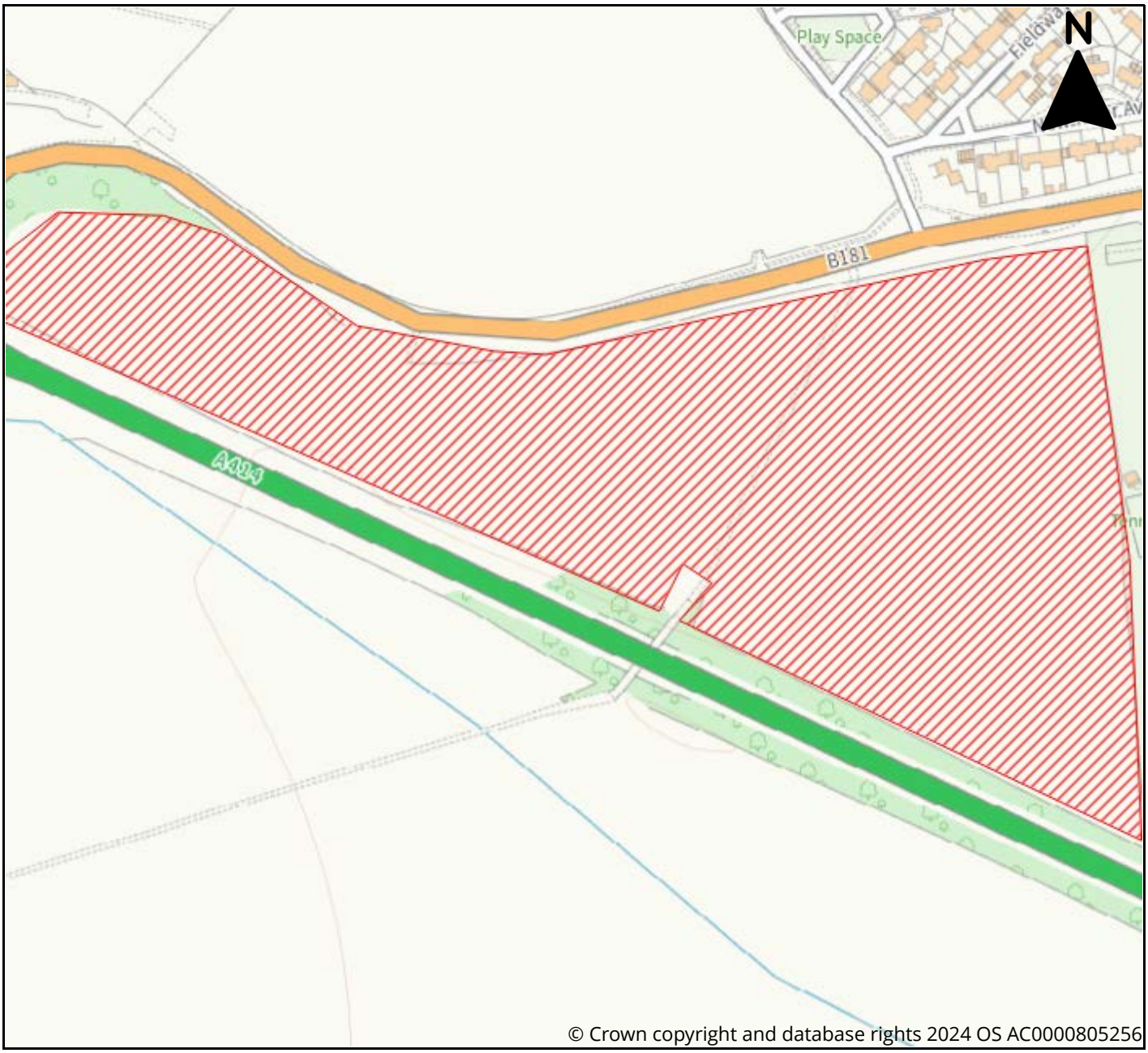


Site Information

Reference	fddab215-dba0-40c1-a47d-0e111fc56282
SLAA Ref	42/24/007
Site Name	Land south of Hillside Farm, adjacent to Stanstead Abbotts, title number HD503974
Address	Land south of Hillside Farm and west of Hillside Lane, Stanstead Abbotts, Ware Easting: 537521, Northing: 211770
Total Area (ha)	4.59
Development Area (ha)	2.75
Proposed Use	Residential, Affordable Housing, Renewable Energy, Greenspace, Biodiversity Offset

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

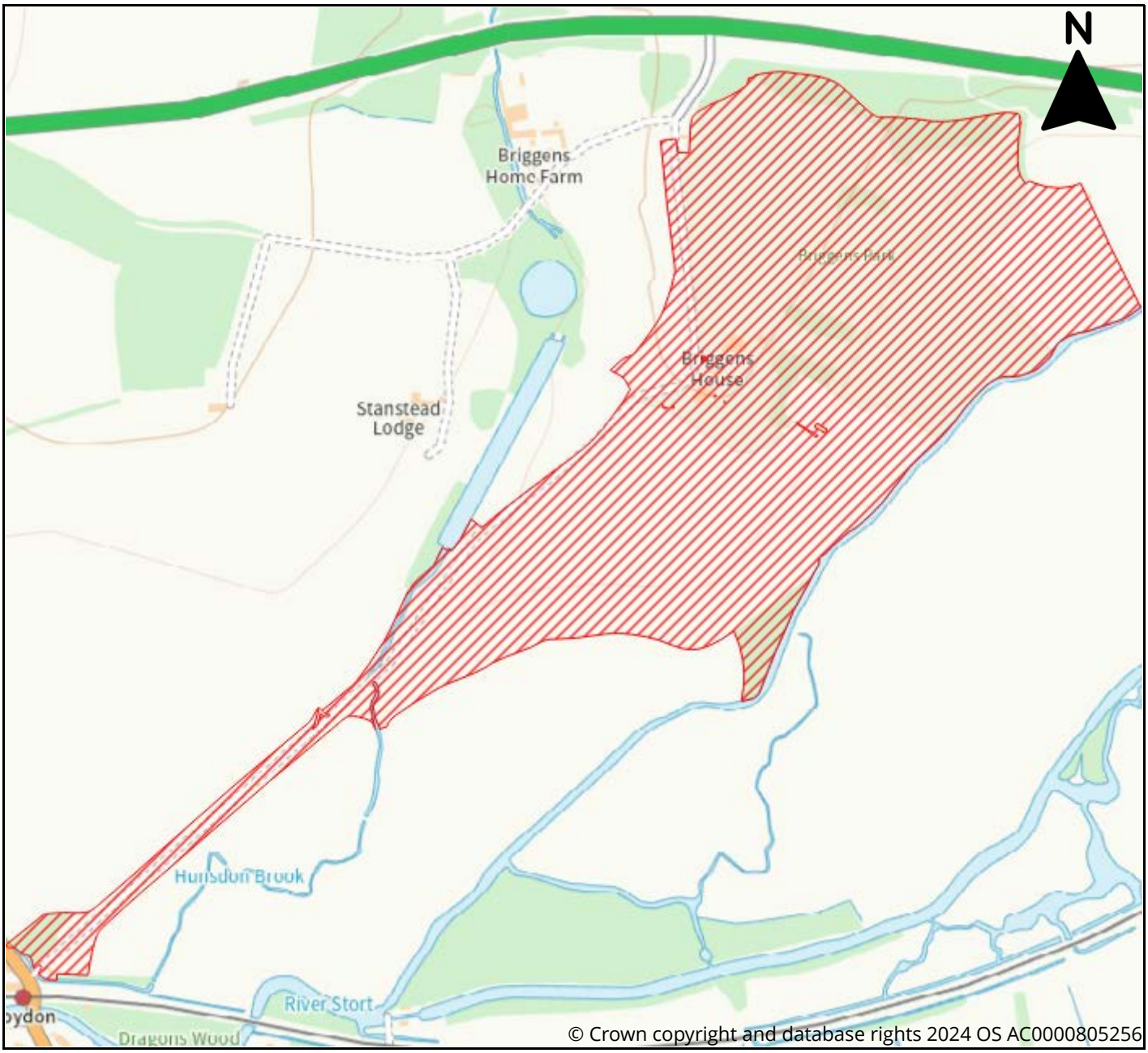


Site Information

Reference	712139ec-c373-4d08-8ee9-4688c6b78b4c
SLAA Ref	42/24/008
Site Name	Land South of High Street
Address	Land South of High Street, Stanstead St. Margarets
Total Area (ha)	9.91
Development Area (ha)	9.91
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	42fd0cf0-c1cd-41d8-87c4-ae570acaff96
SLAA Ref	42/24/009
Site Name	Briggens House Estate
Address	Briggens House Estate, Stanstead Abbots, SG12 8LD
Total Area (ha)	31.2
Development Area (ha)	6
Proposed Use	Residential

callforsites@eastherts.gov.uk

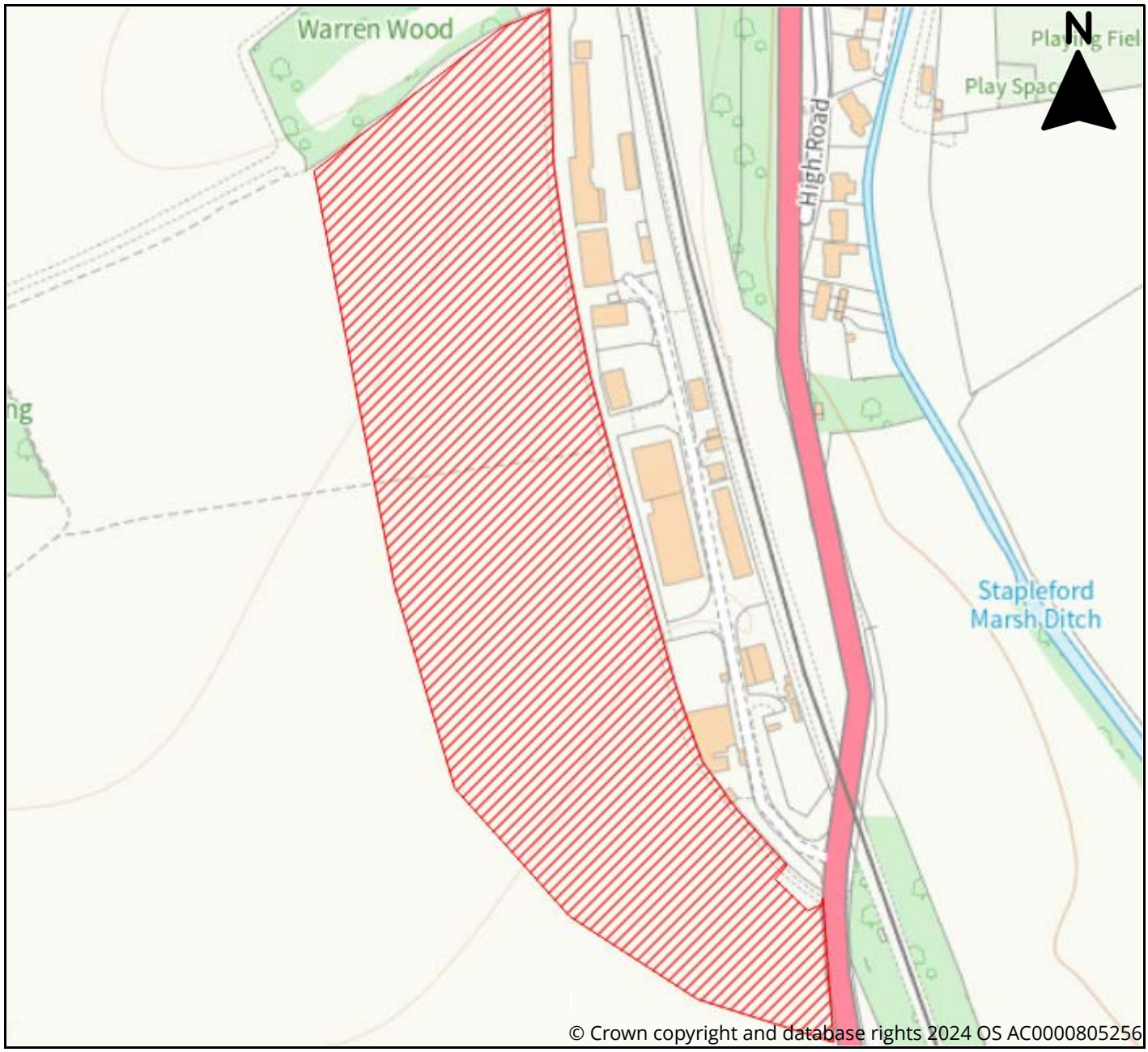
East Herts District Plan Review
Call for Sites 2024

Site Information

Reference	7f5e5530-d572-4a61-aa68-17f393baaf69
SLAA Ref	43/24/001
Site Name	Land north of Stapleford
Address	Land south of Gobions Lane and west of the A119, High Road, Stapleford, Hertford, SG14 3NW
Total Area (ha)	4
Development Area (ha)	2.4
Proposed Use	Residential, Affordable Housing, Renewable Energy

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

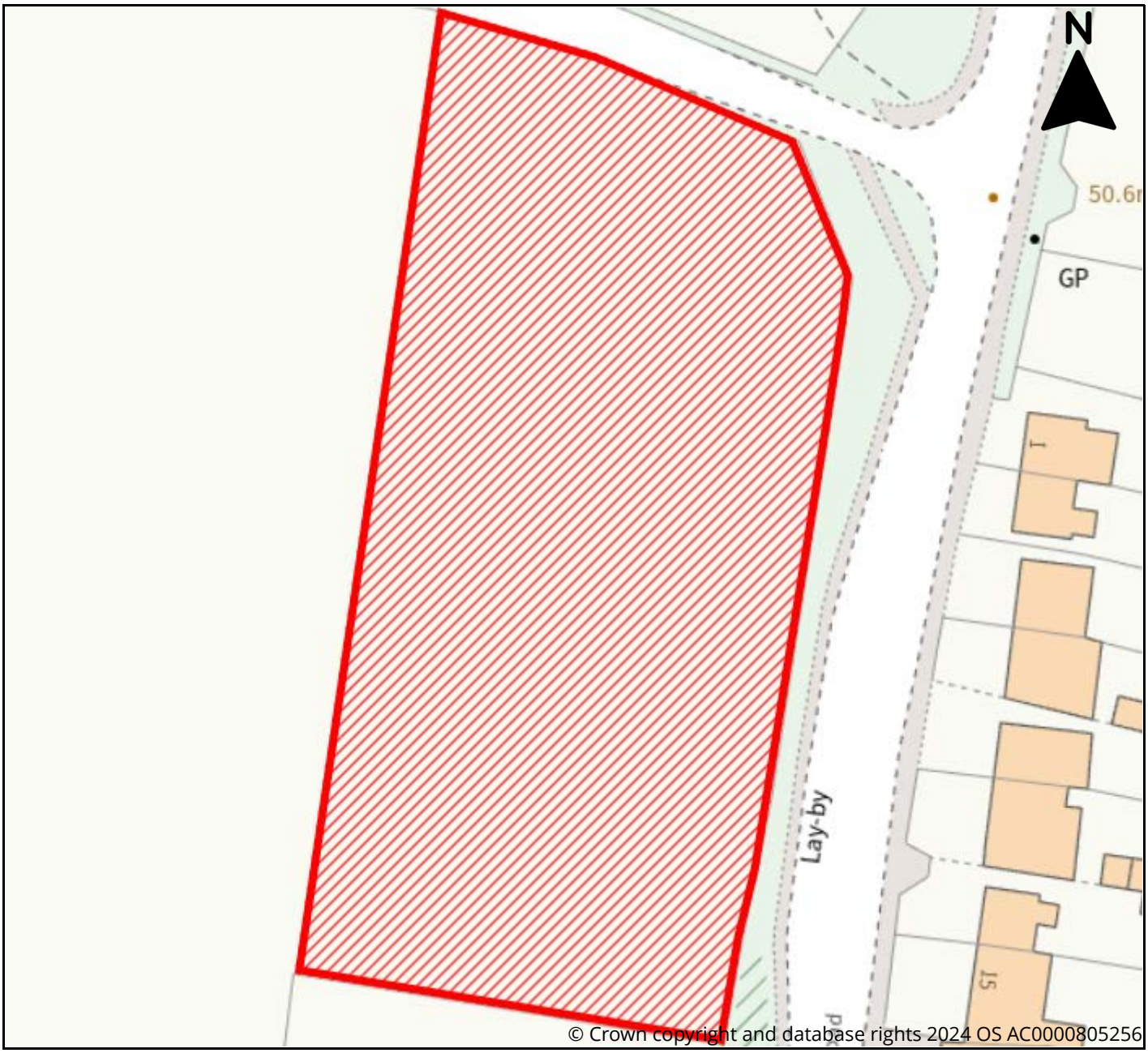


Site Information

Reference	4d7bf037-32d8-4a3b-9e61-8b80c857dac3
SLAA Ref	43/24/002
Site Name	Land west of Warrenwood Industrial Estate
Address	Land west of Warrenwood Industrial Estate, Stapleford, Hertford, SG14 3NU
Total Area (ha)	4.8
Development Area (ha)	2.9
Proposed Use	Employment, Renewable Energy

callforsites@eastherts.gov.uk

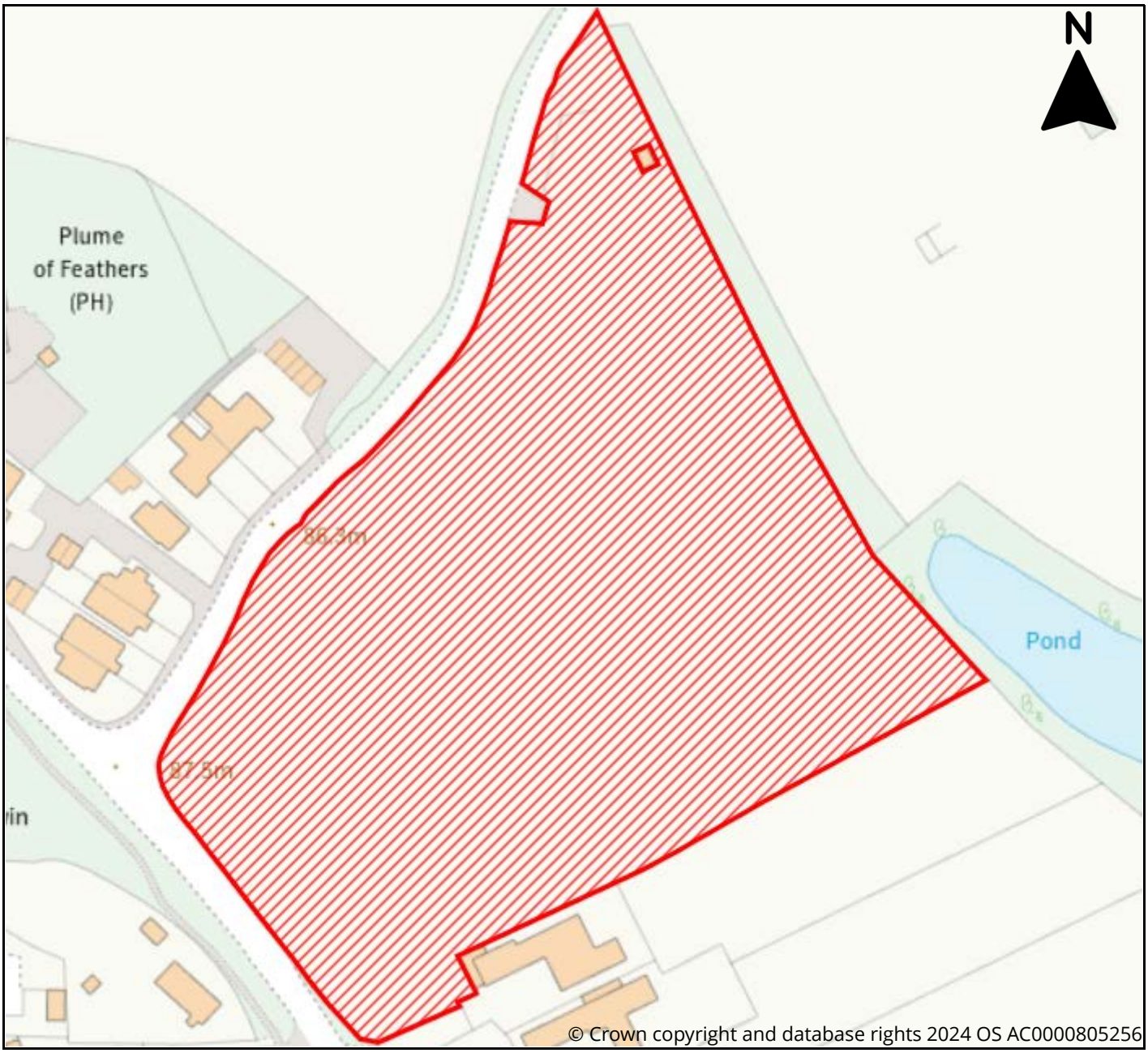
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	ebb568cf-a565-4dcf-b081-2aa3e4d8f7a4
SLAA Ref	43/24/003
Site Name	Land North of Stapleford
Address	Land South of Gobions Lane and West of the A119, High Road, Stapleford, Hertford, SG14 3NW
Total Area (ha)	0.5
Development Area (ha)	0.3
Proposed Use	Residential, Renewable Energy

East Herts District Plan Review
Call for Sites 2024

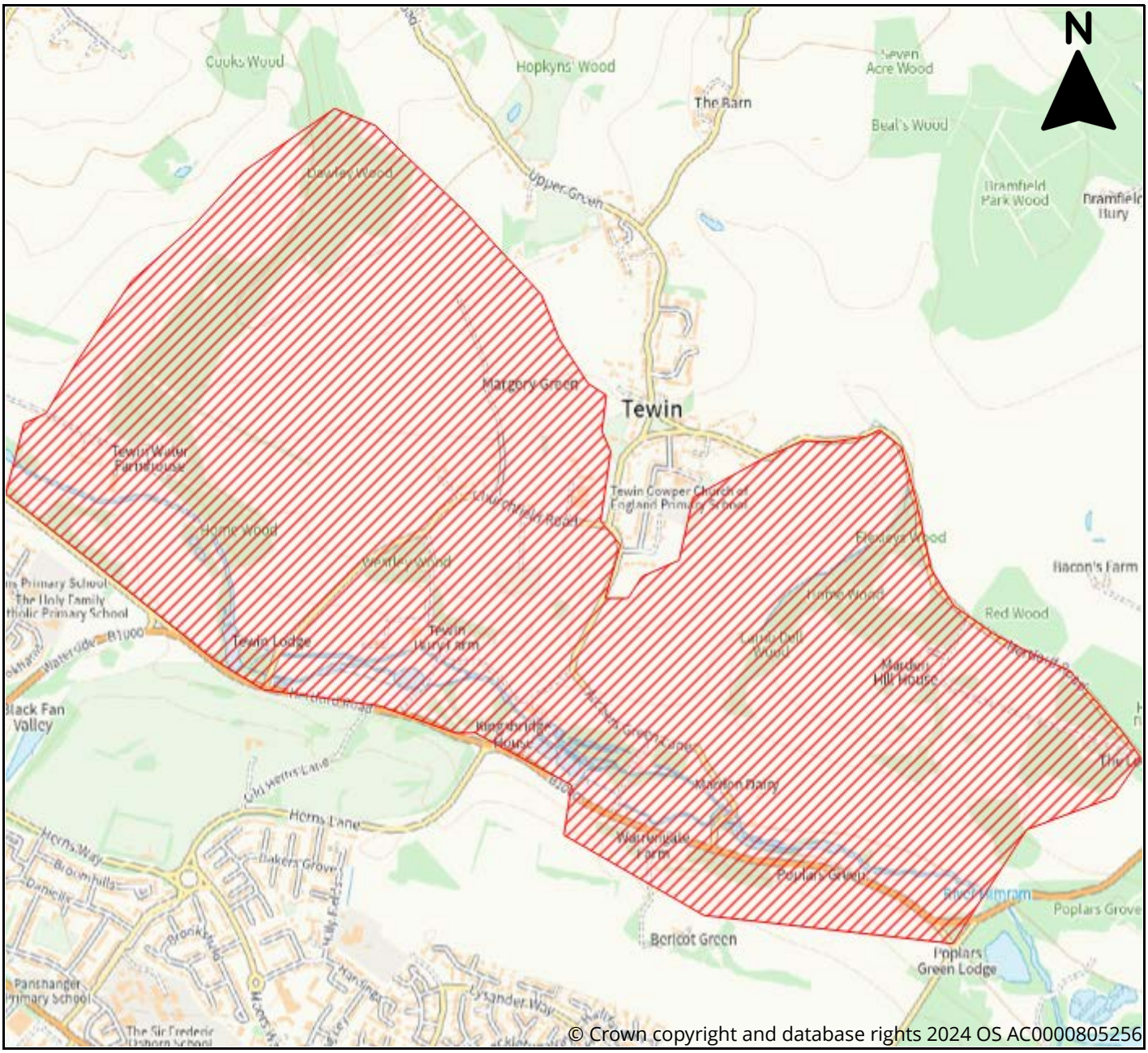


Site Information

Reference	a48aed7b-8383-4918-a518-067802daa821
SLAA Ref	44/24/001
Site Name	Land at Tewin Hill and Upper Green Road
Address	Tewin Hill, Tewin, AL6 0LJ
Total Area (ha)	1.72
Development Area (ha)	0.64
Proposed Use	Residential, Greenspace, Biodiversity Offset

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

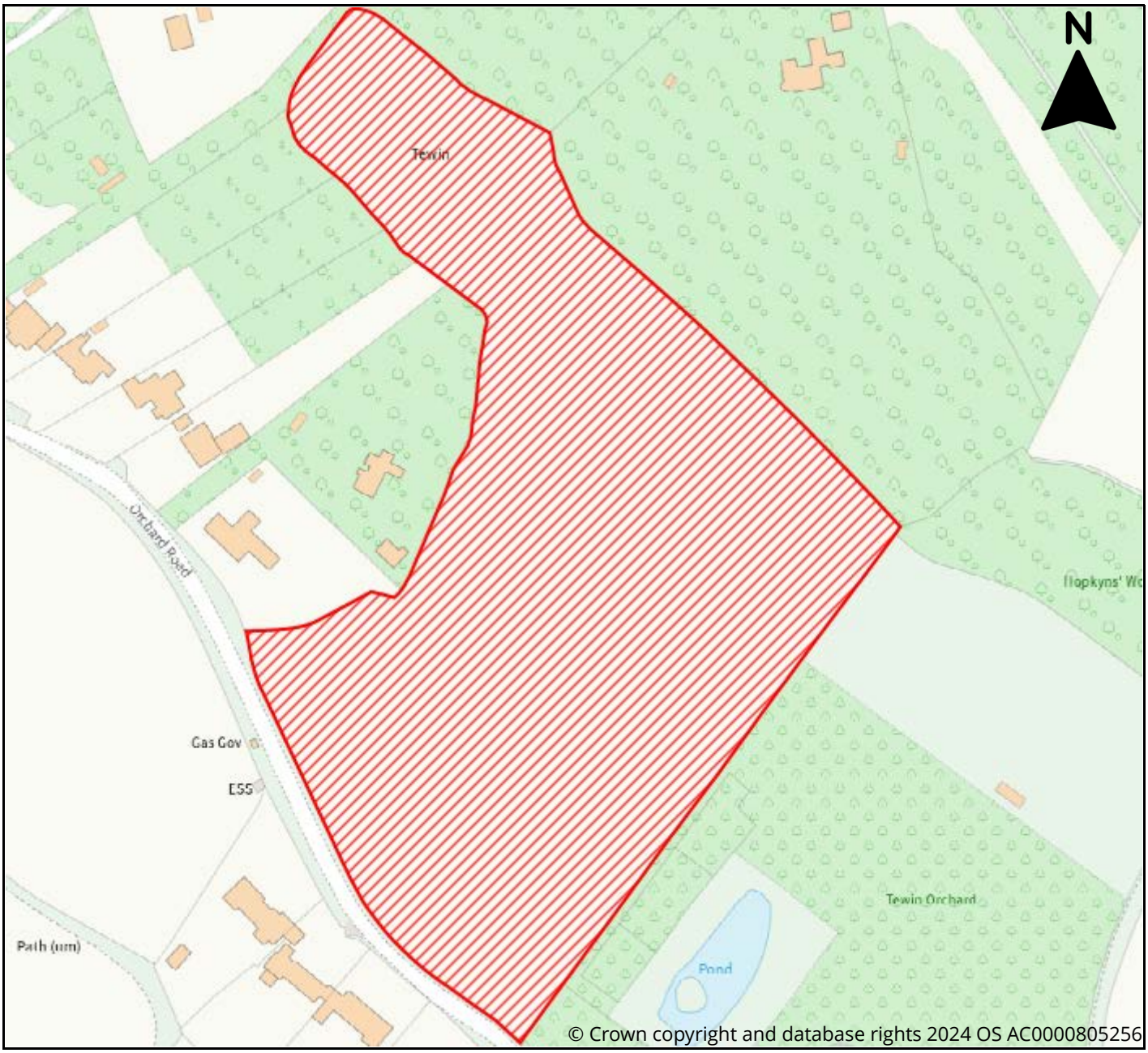


Site Information

Reference	d74d338b-4226-4c2b-a84a-2d6926d8278e
SLAA Ref	44/24/002
Site Name	Lower Mimram Valley
Address	Lower Mimram Valley, Tewin, Welwyn AL6 0JX
Total Area (ha)	700
Development Area (ha)	0
Proposed Use	Greenspace, Biodiversity Offset

callforsites@eastherts.gov.uk

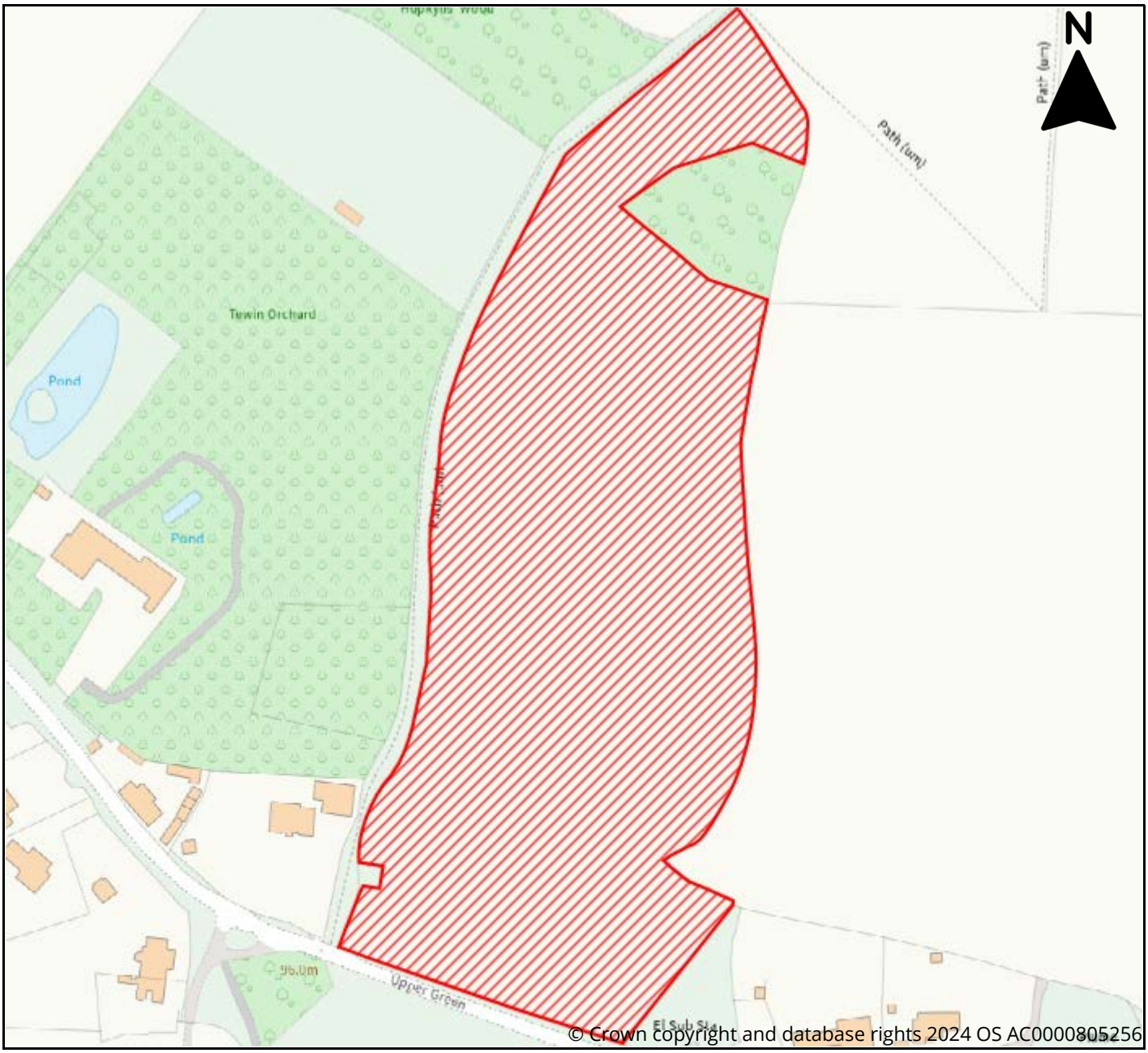
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	0a5e4ed2-2616-4012-b56c-e63b579a2305
SLAA Ref	44/24/003
Site Name	N/A
Address	Upper Green, Tewin, Herts, AL6 , Tewin
Total Area (ha)	3.74
Development Area (ha)	3.74
Proposed Use	Residential, Affordable Housing, Specialist Residential, Gypsies & Travellers, Travelling Show, Park Homes, Community Facility, Leisure & Recreation, Retail, Employment, Renewable Energy, Mixed Use, Other Use

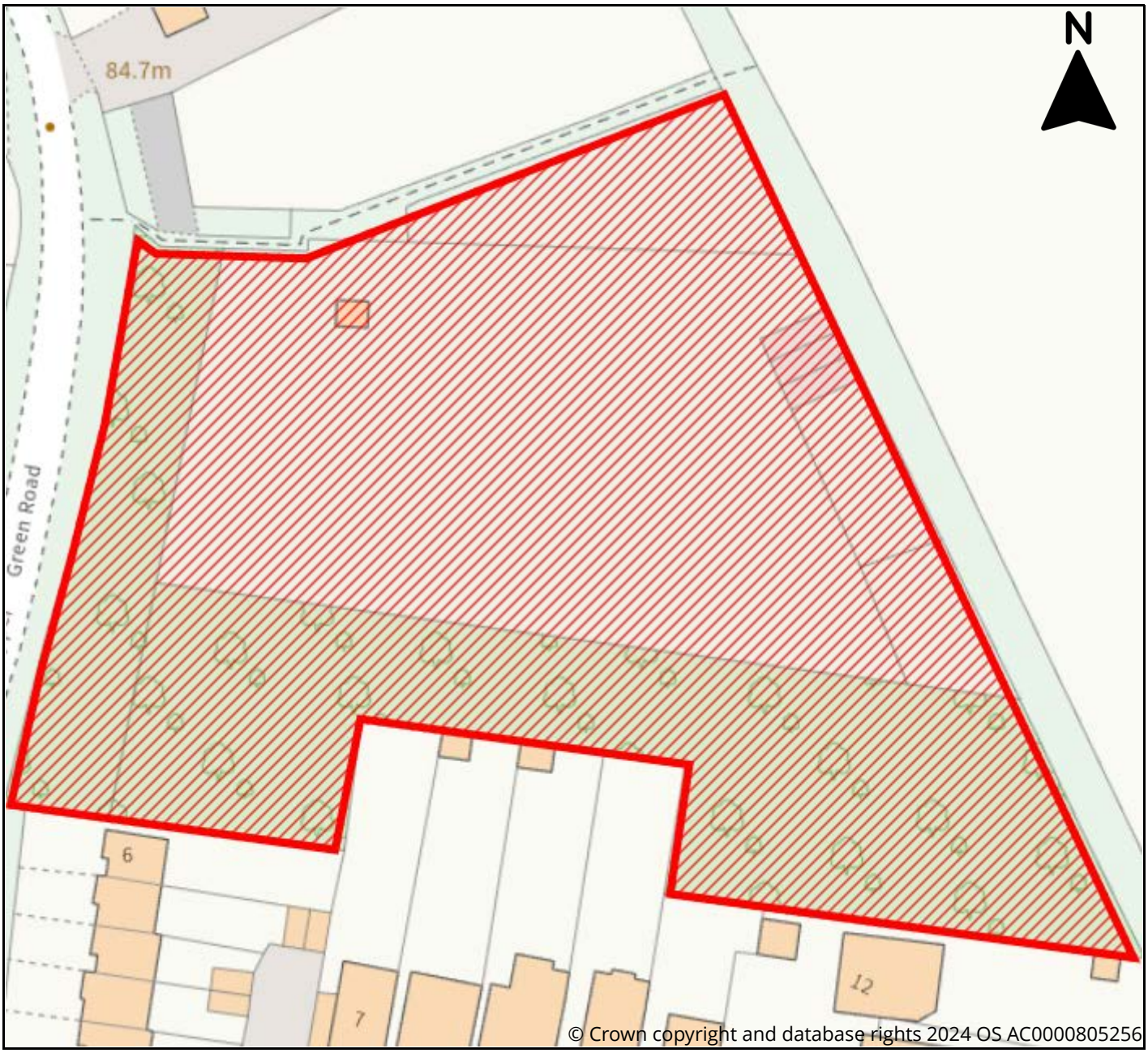
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	9d7c5d5b-76dc-40a9-9011-c21003484d88
SLAA Ref	44/24/004
Site Name	N/A
Address	Upper Green, Tewin, Herts, AL6
Total Area (ha)	4.03
Development Area (ha)	4.03
Proposed Use	Residential, Affordable Housing, Specialist Residential, Gypsies & Travellers, Travelling Show, Park Homes, Community Facility, Leisure & Recreation, Retail, Employment, Renewable Energy, Mixed Use, Other Use

East Herts District Plan Review
Call for Sites 2024

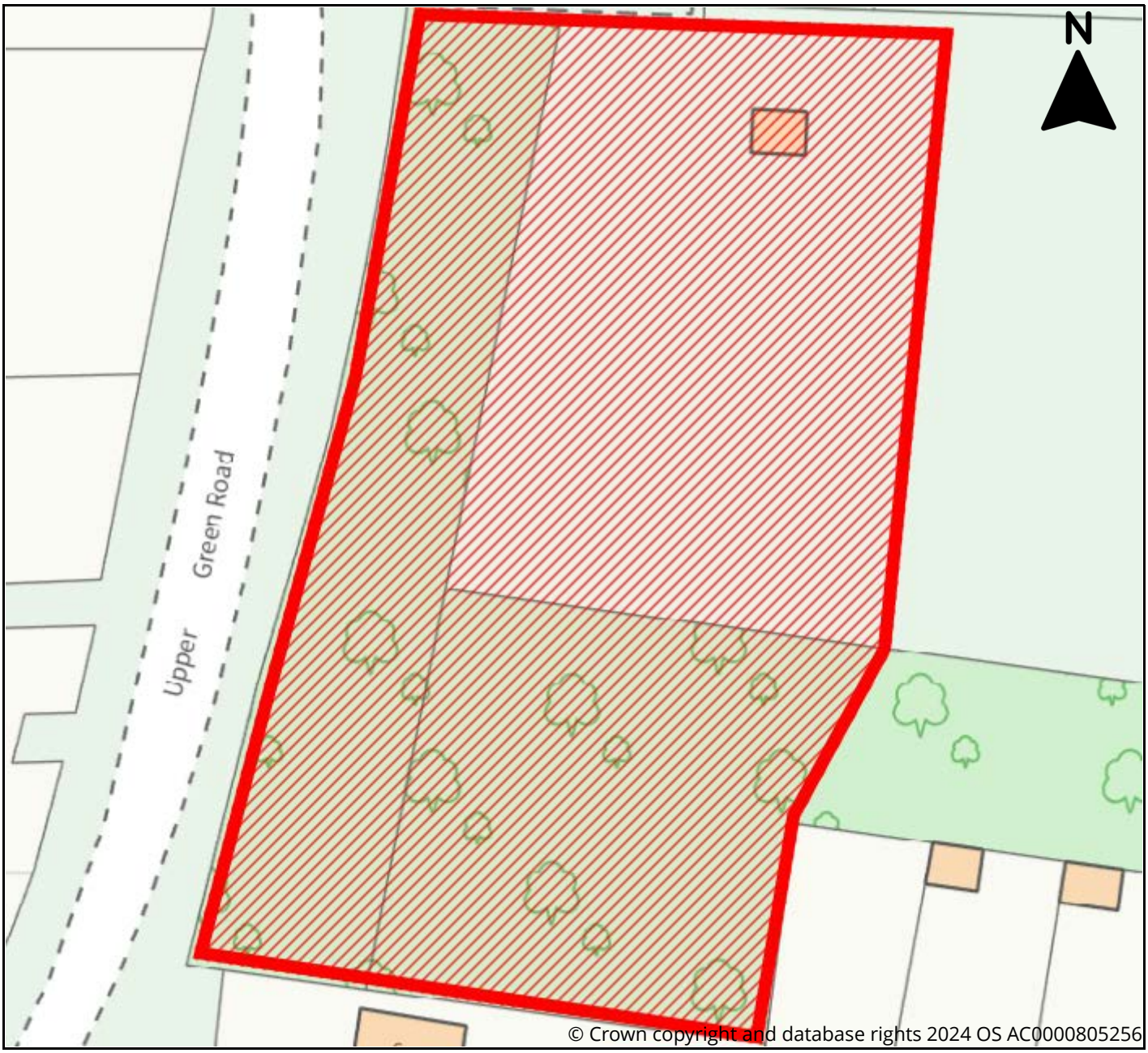


Site Information

Reference	979c38c3-99e4-4dd5-a311-4bc2b490c566
SLAA Ref	44/24/005
Site Name	Land East of Upper Green Road
Address	Land East of Upper Green Road, Tewin, Welwyn, AL6 0LH
Total Area (ha)	0.82
Development Area (ha)	0.82
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	edf30956-511d-4e42-8146-28ceb37aa77f
SLAA Ref	44/24/006
Site Name	Land East of Upper Green Road
Address	Land East of Upper Green Road, Tewin, Welwyn, AL6 0LH
Total Area (ha)	0.3
Development Area (ha)	0.3
Proposed Use	Residential

callforsites@eastherts.gov.uk

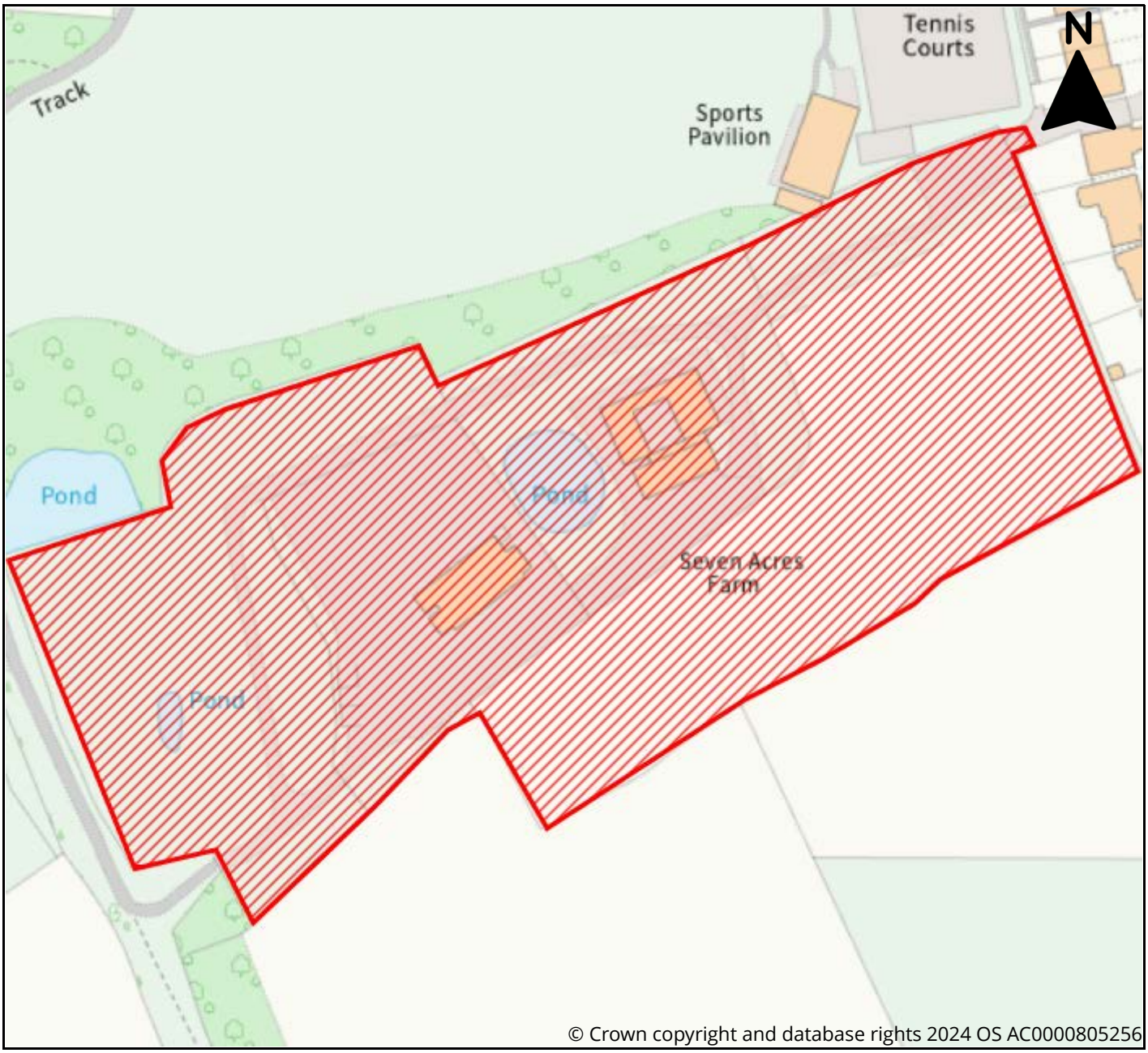
East Herts District Plan Review
Call for Sites 2024

Site Information

Reference	0a4c0ce3-aa68-4127-97d3-5f99359067e6
SLAA Ref	44/24/007
Site Name	Land Rear of Godfries Close
Address	Land Rear of Godfries Close Tewin Herts, Welwyn, AL6 0LQ
Total Area (ha)	0.32
Development Area (ha)	0.32
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

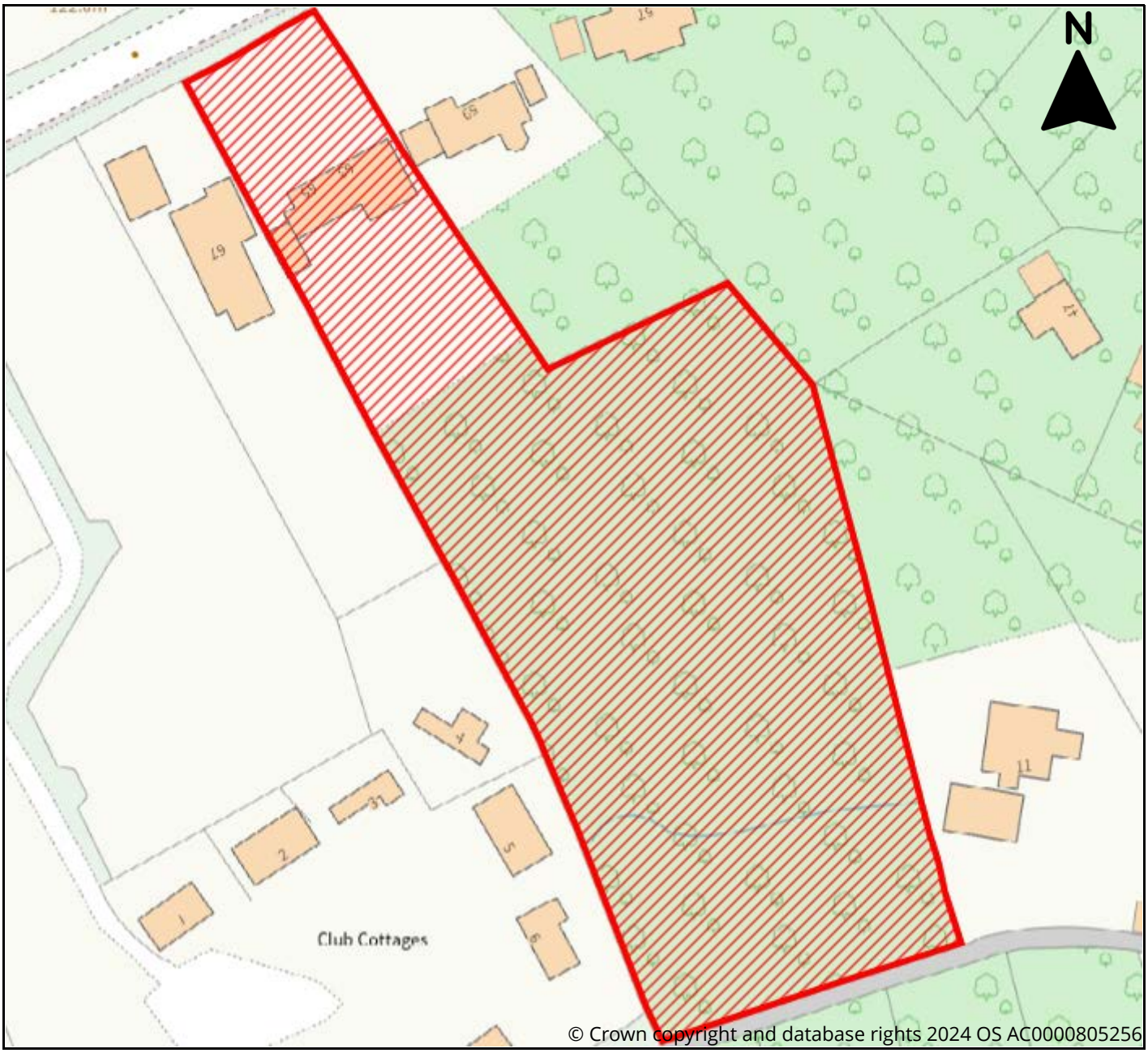


Site Information

Reference	891632e9-4070-4092-b00e-7926d9dc6615
Number	44/24/008
Site Name	Seven Acres Farm
Address	Seven Acres Farm, Seven Acres, Tewin, Welwyn, AL6 0FD
Total Area (ha)	1.9
Development Area (ha)	1.9
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

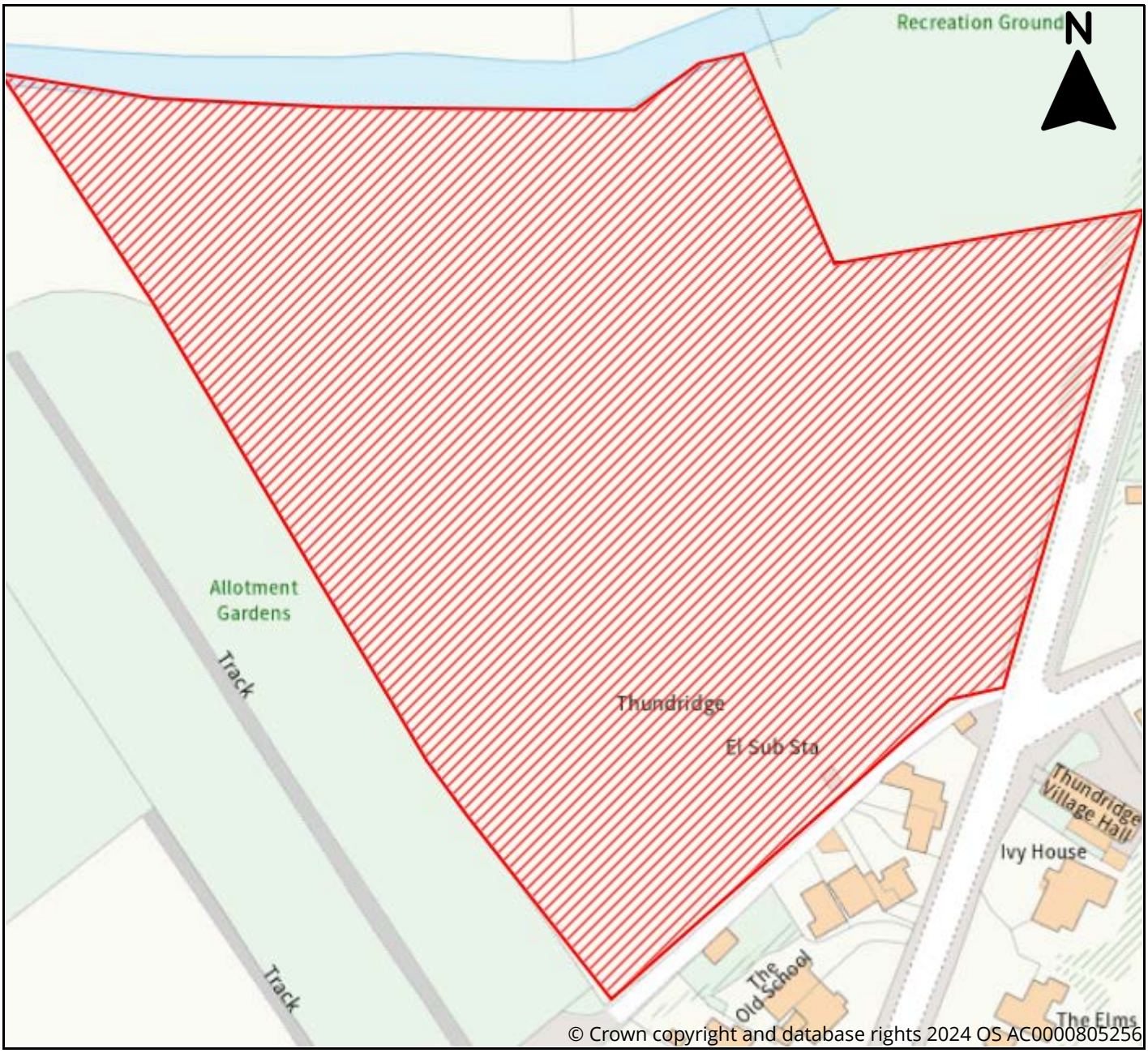


Site Information

Reference	9ec49692-8527-47e0-9a40-1a2bdc820291
SLAA Ref	44/24/009
Site Name	63-65 Burnham Green Road
Address	House and Land to the Rear, Welwyn, AL6 ONH
Total Area (ha)	0.07
Development Area (ha)	0.07
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

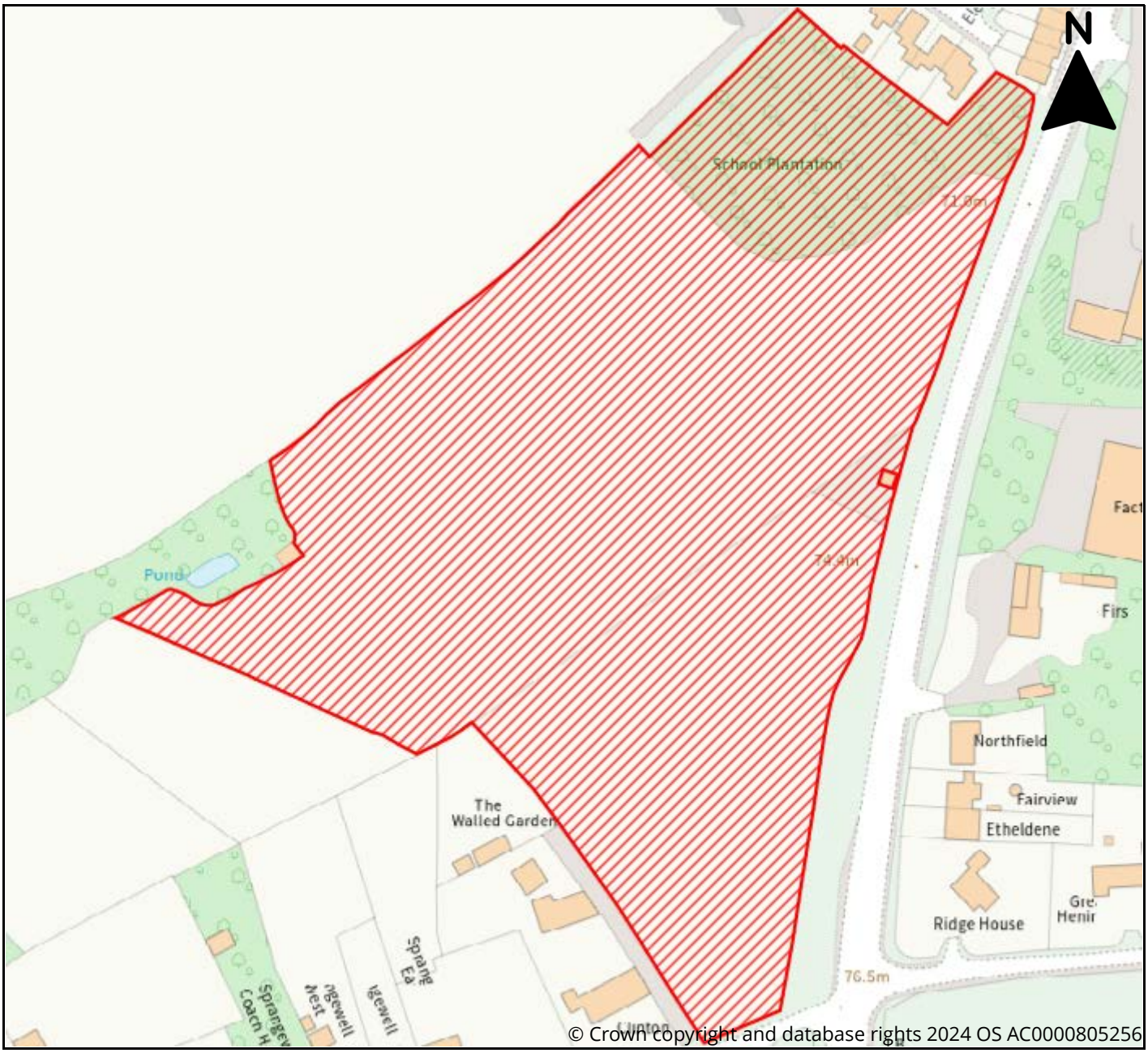


Site Information

Reference	8c2e4d58-d8ea-472d-bc42-296b22b59460
SLAA Ref	45/24/001
Site Name	Land West of Ermine Street, Thundridge
Address	Land West of Ermine Street, Thundridge, Ware, SG12 0SY
Total Area (ha)	2.6
Development Area (ha)	2.6
Proposed Use	Residential, Affordable Housing

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

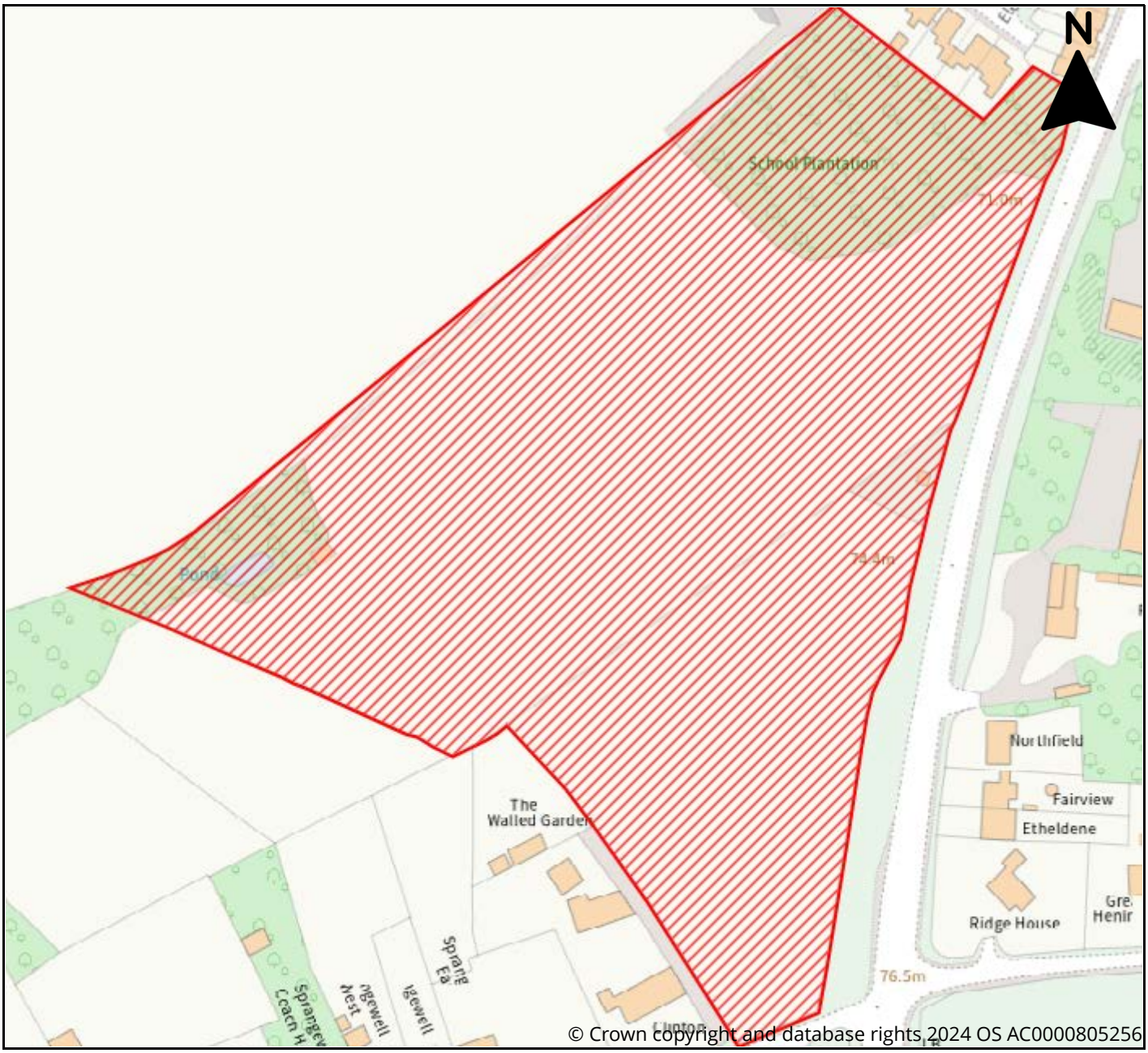


Site Information

Reference	df87b719-4323-44c6-9570-13c26ee1e378
SLAA Ref	45/24/002
Site Name	Land off Poles Lane
Address	Cambridge Road, Thundridge, SG12 0ST
Total Area (ha)	3.82
Development Area (ha)	1.586
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

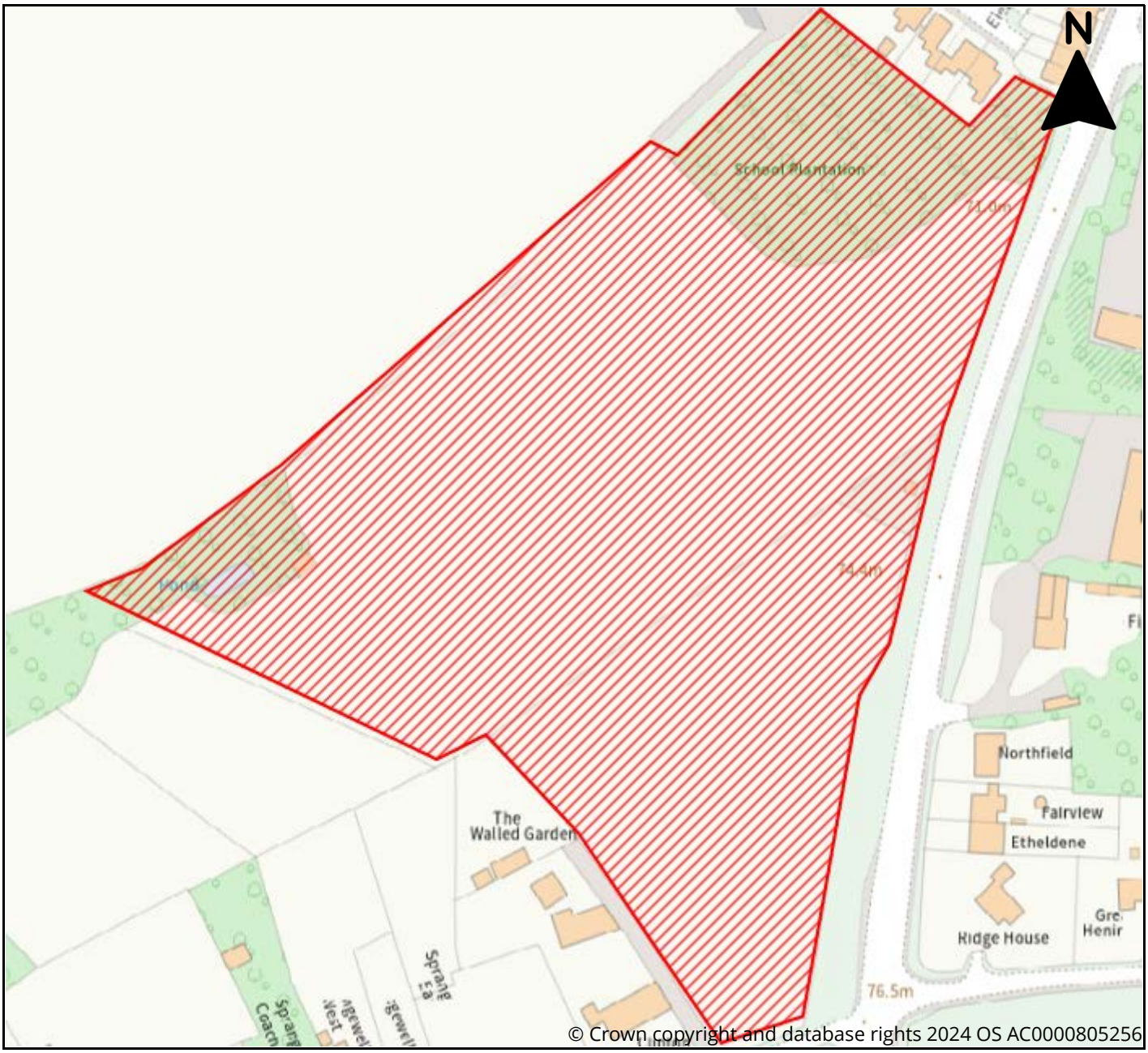


Site Information

Reference	66e9aaf6-3dc1-4335-ac41-64e3c8f57588
SLAA Ref	45/24/003
Site Name	Land at Poles Lane
Address	Land north of Poles Lane, Cambridge Road, Thundridge, SG12 0ST
Total Area (ha)	3.82
Development Area (ha)	1.58
Proposed Use	Residential, Affordable Housing, Specialist Residential, Community Facility, Greenspace, Biodiversity Offset

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	d4e97fbc-5c95-431c-956f-3b2df62a8a55
SLAA Ref	45/24/004
Site Name	Land North of Poles Lane
Address	Cambridge Road, Thundridge, SG12 0ST
Total Area (ha)	3.82
Development Area (ha)	1.586
Proposed Use	Residential, Affordable Housing, Specialist Residential, Community Facility, Greenspace, Biodiversity Offset

callforsites@eastherts.gov.uk

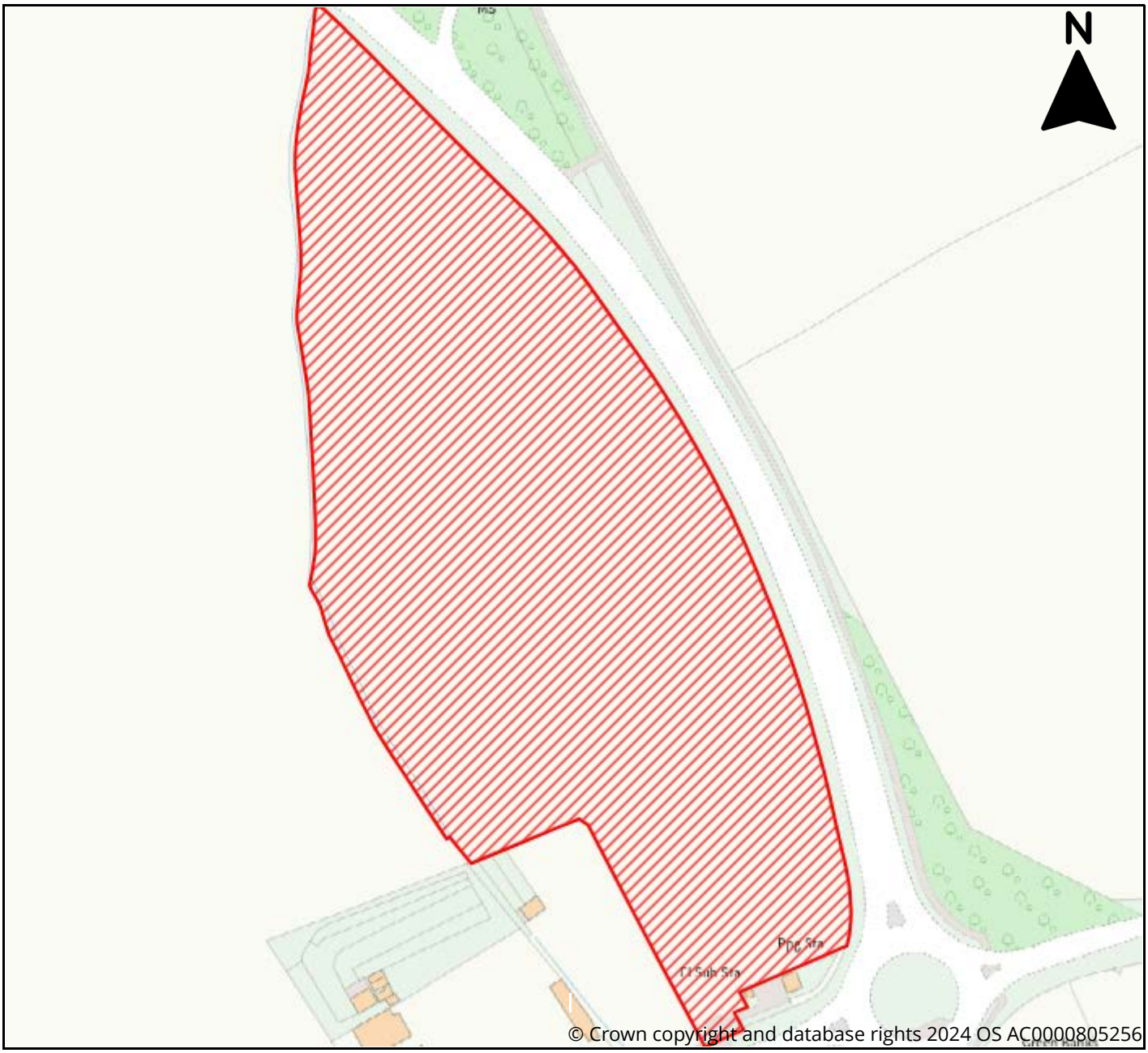
East Herts District Plan Review
Call for Sites 2024

Site Information

Reference	e542e180-090c-4c04-b533-c2c51ffc8de8
SLAA Ref	46/24/001
Site Name	Burrs Green Farm
Address	Burrs Green Farm, Tonwell, Ware, SG12 0HL
Total Area (ha)	0.5
Development Area (ha)	0.5
Proposed Use	Employment, Renewable Energy

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

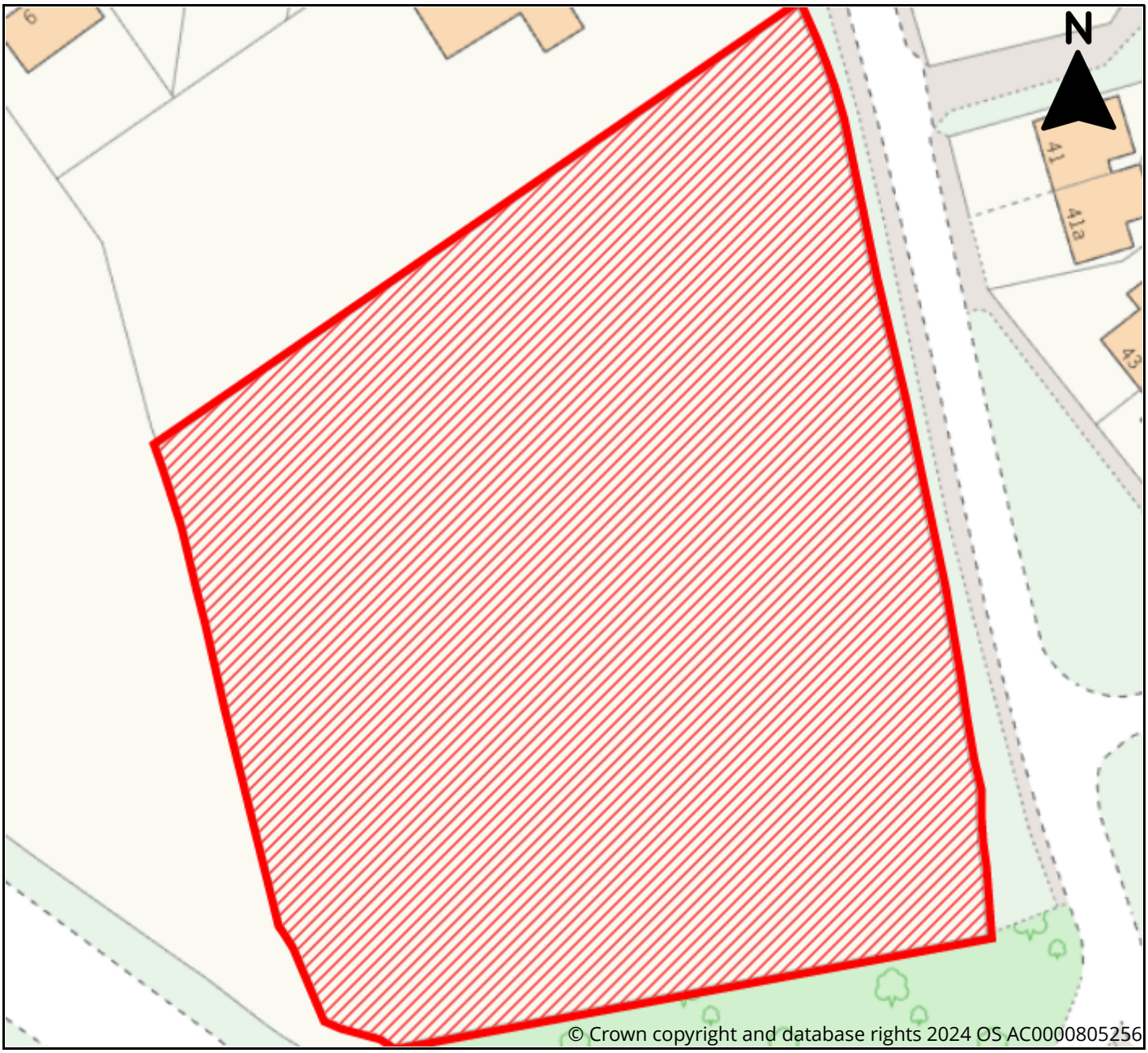


Site Information

	9f89821e-496c-402a-8588-bedd00e572d6
Reference	46/24/002
SLAA Ref	Land West of A602, Tonwell
Site Name	Land north of the B158 Wadesmill Road and west of the
Address	A602, Tonwell, Ware
Total Area (ha)	3.7
Development Area (ha)	3.7
Proposed Use	Employment, Renewable Energy, Other Use

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

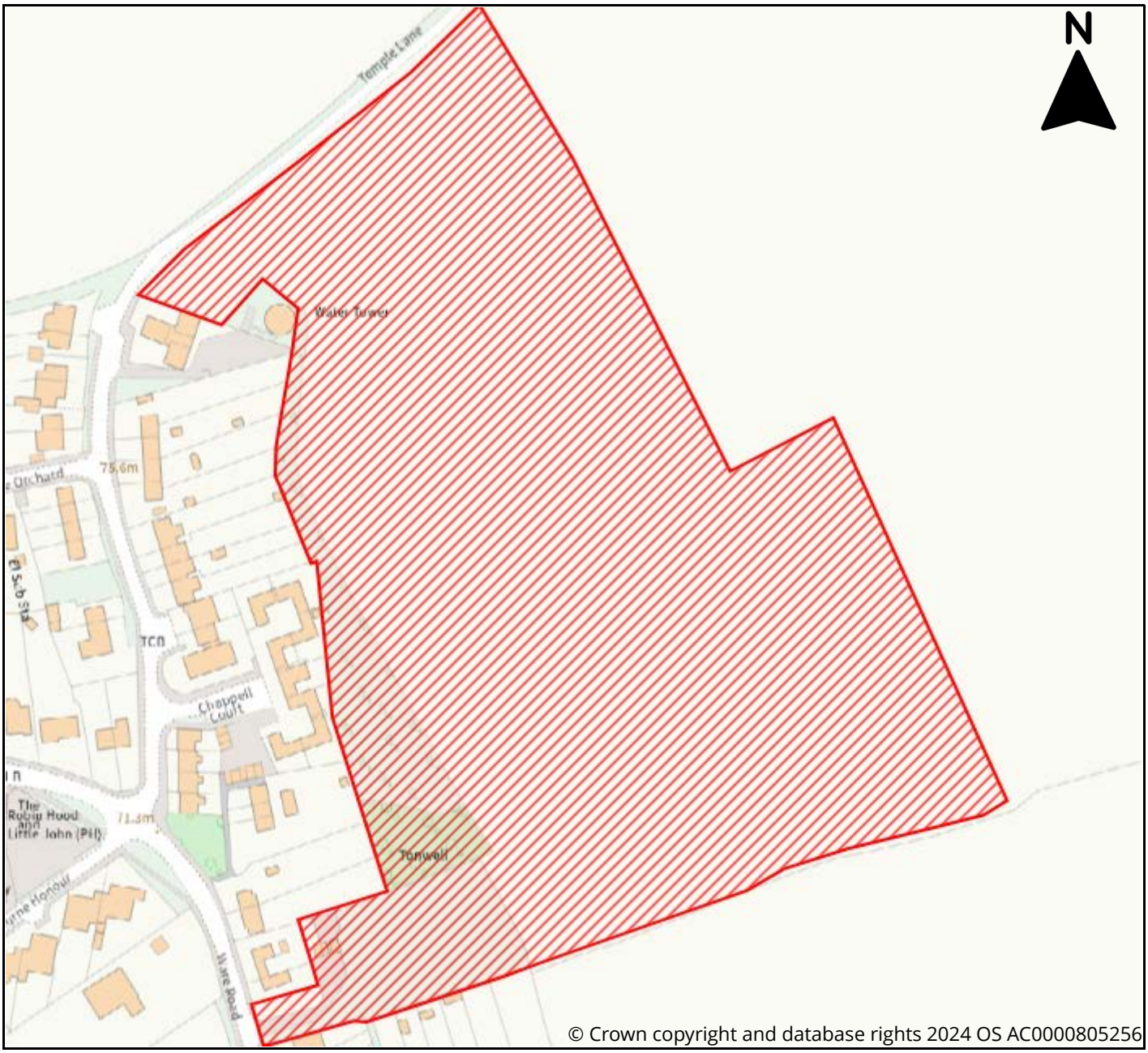


Site Information

Reference	cef9b819-fd59-467b-95f3-c975362451a9
SLAA Ref	46/24/003
Site Name	Land West of Ware Road
Address	Land West of Ware Road, Tonwell, Ware
Total Area (ha)	0.8
Development Area (ha)	0.48
Proposed Use	Residential, Affordable Housing, Renewable Energy

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

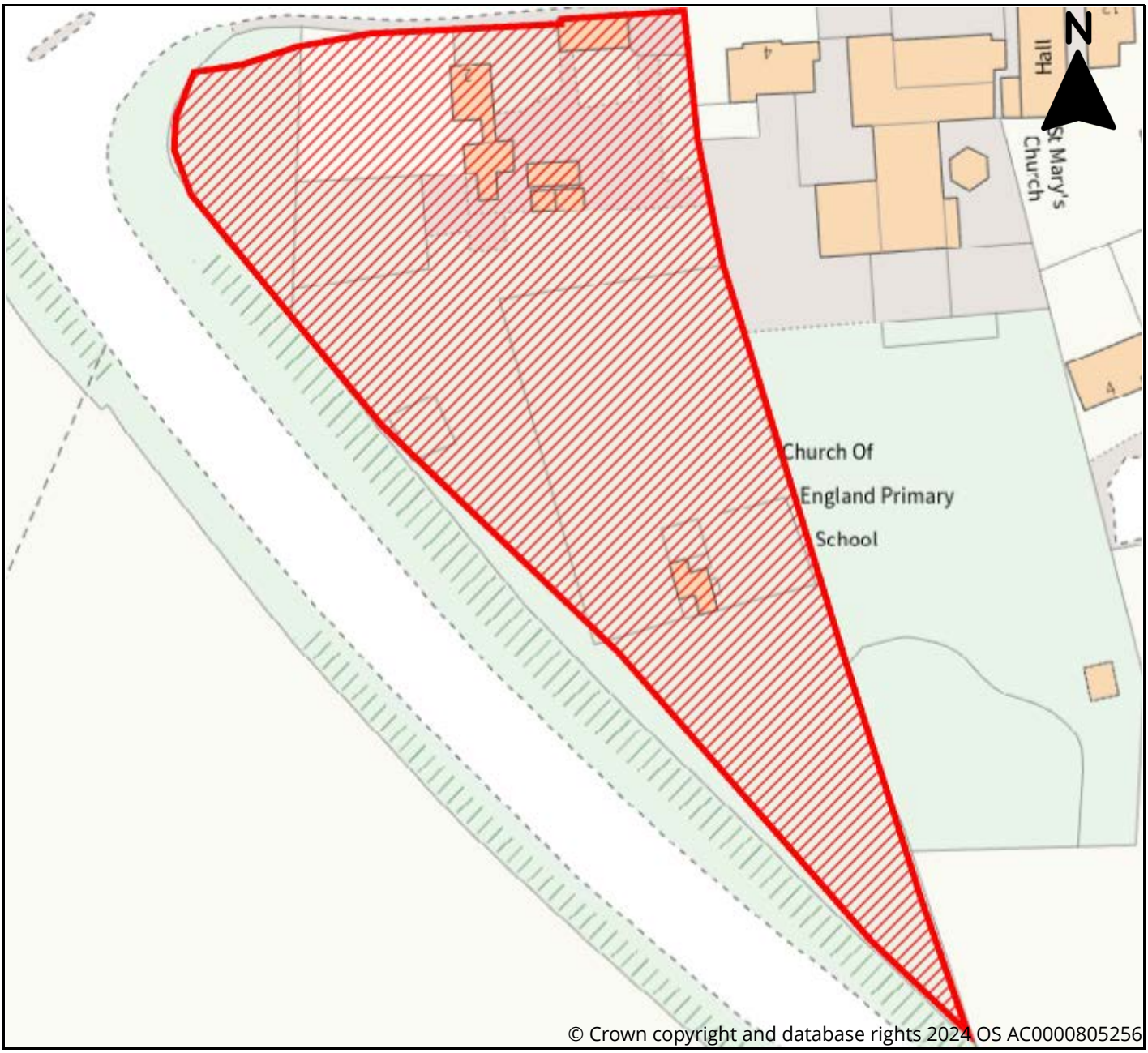


© Crown copyright and database rights 2024 OS AC0000805256

Site Information

Reference	186cb02c-cd44-4abd-8e29-46b6cb86cd14
SLAA Ref	46/24/004
Site Name	Land east of Tonwell
Address	Land east of Tonwell, Ware
Total Area (ha)	5.5
Development Area (ha)	3.3
Proposed Use	Residential, Affordable Housing, Community Facility, Renewable Energy

East Herts District Plan Review
Call for Sites 2024

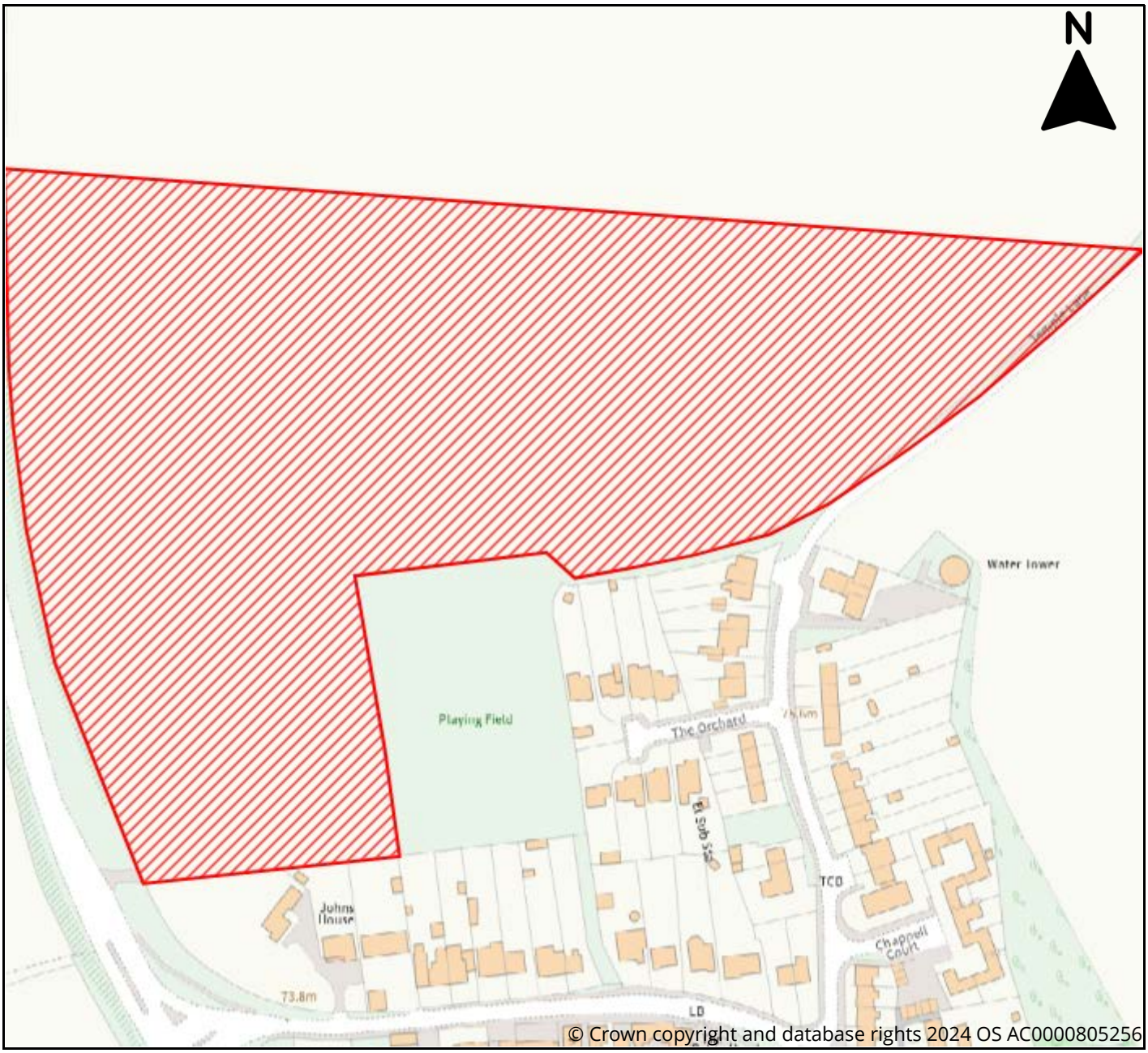


Site Information

Reference	58eee94f-c6a3-479f-bcd4-f9e062ba0956
SLAA Ref	46/24/005
Site Name	Land south of Ware Road, Tonwell
Address	Land south of Ware Road, east of the A602, Tonwell, Hertford
Total Area (ha)	0.6
Development Area (ha)	0.36
Proposed Use	Residential, Affordable Housing, Renewable Energy

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	221422c0-1957-4bfe-8562-1f9b135e23cc
SLAA Ref	46/24/006
Site Name	Land north of Tonwell
Address	Land north of Tonwell, East of the A602, Hertford
Total Area (ha)	6
Development Area (ha)	3.6
Proposed Use	Residential, Affordable Housing, Renewable Energy

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

Site Information

Reference	06a319a2-7b8c-42f8-b42a-0085a9a27932
SLAA Ref	46/24/007
Site Name	Land at Tonwell within title number HD474610
Address	Land lying to the south of Ware Road, Tonwell, SG12 0HW
Total Area (ha)	0.4
Development Area (ha)	0.25
Proposed Use	Residential, Renewable Energy

callforsites@eastherts.gov.uk

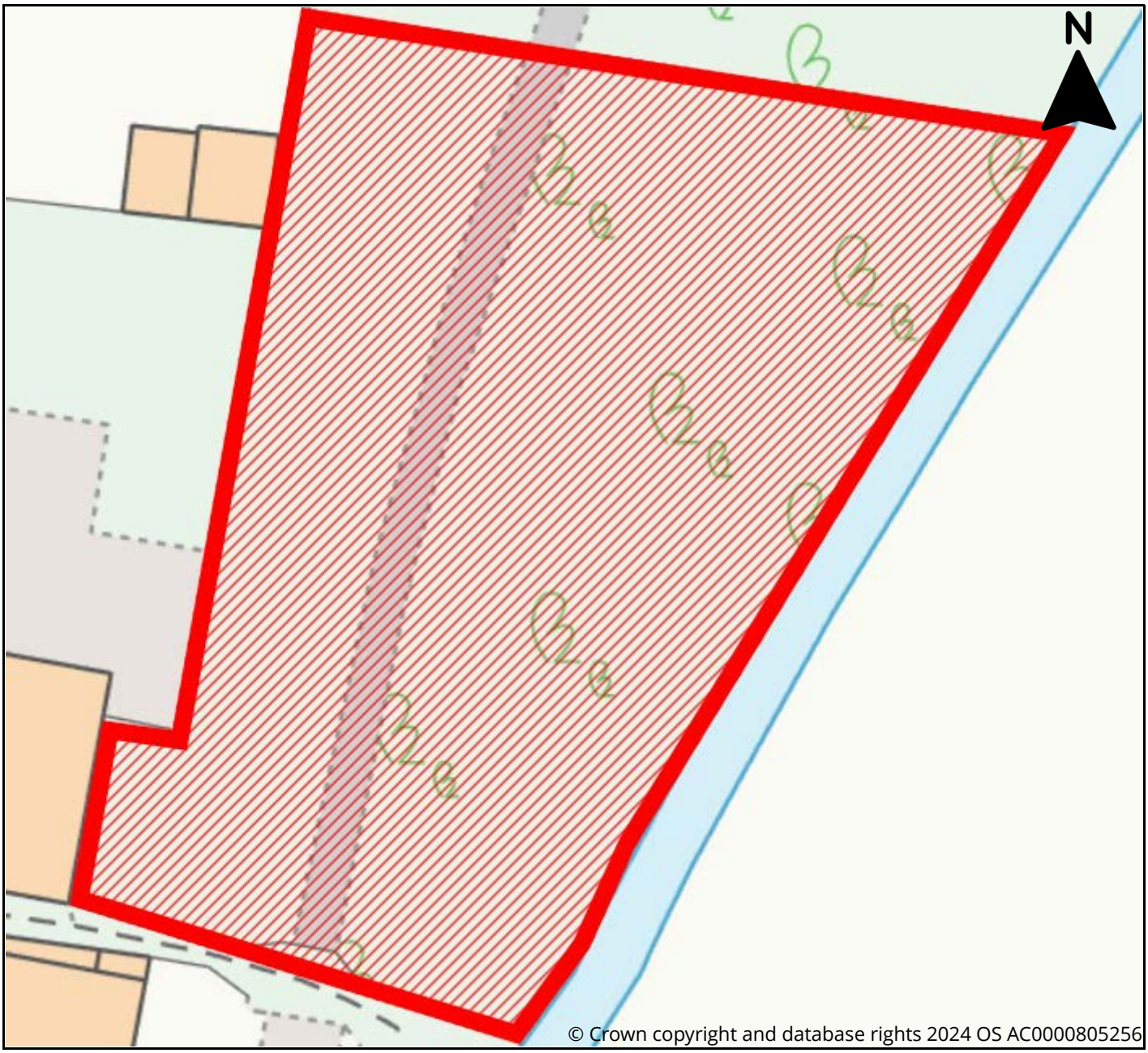
East Herts District Plan Review
Call for Sites 2024

Site Information

Reference	d9afb2a7-13f3-48a7-8c5f-879d267093fd
SLAA Ref	47/24/001
Site Name	Land to South of Stevenage Road
Address	Land to South of Stevenage Road, Walkern, SG2 7NN
Total Area (ha)	2.951
Development Area (ha)	1
Proposed Use	Residential, Affordable Housing, Renewable Energy, Mixed Use

callforsites@eastherts.gov.uk

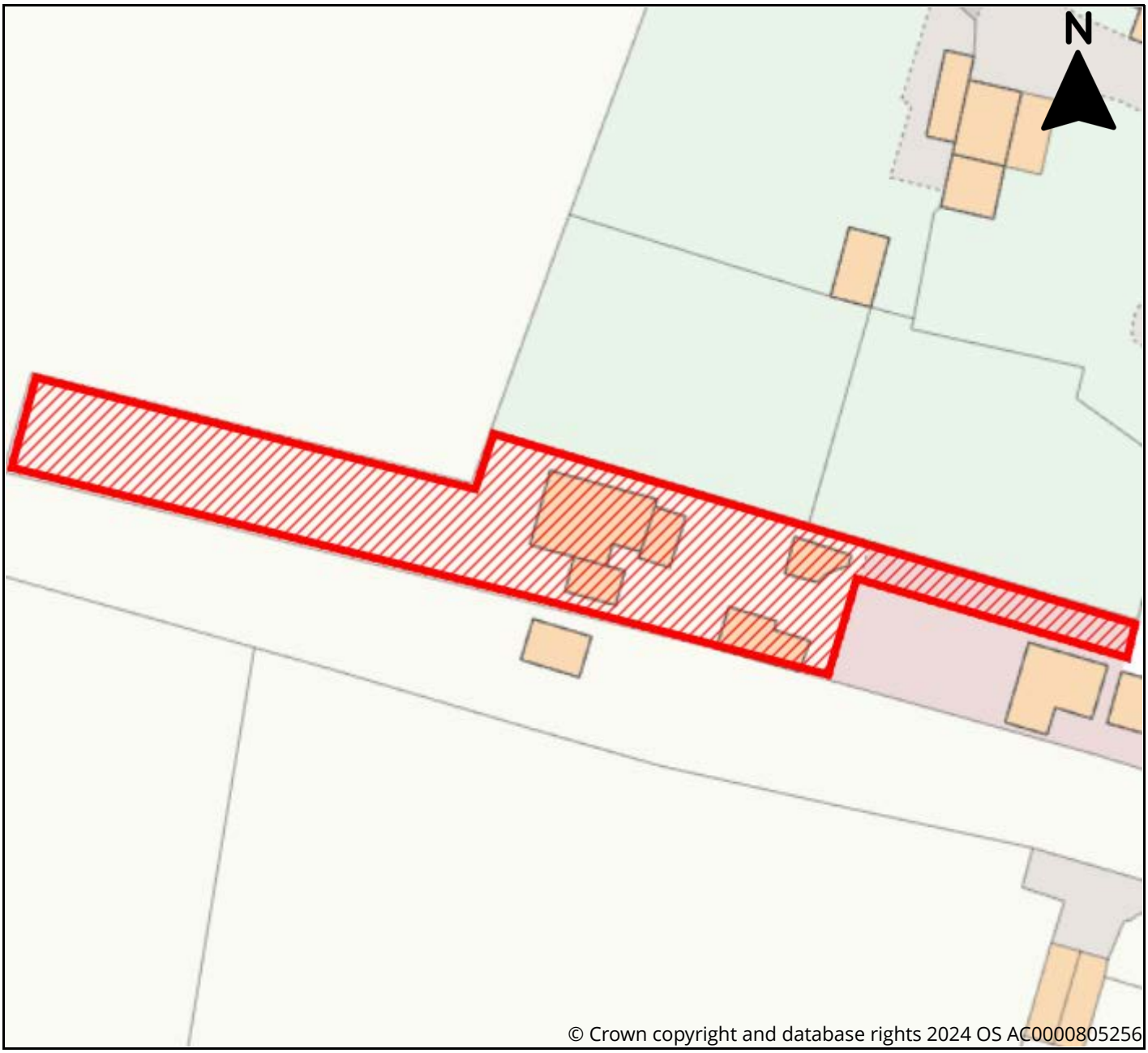
East Herts District Plan Review
Call for Sites 2024



	Site Information
Reference	baeae811-09d9-4e19-84aa-1fffc06ee3b0
SLAA Ref	47/24/002
Site Name	Land at Finches End
Address	Land at Finches End, Walkern, Stevenage, SG2 7RG
Total Area (ha)	0.41
Development Area (ha)	0
Proposed Use	Residential, Affordable Housing, Specialist Residential, Gypsies & Travellers, Travelling Show, Park Homes, Retail, Employment, Mixed Use

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

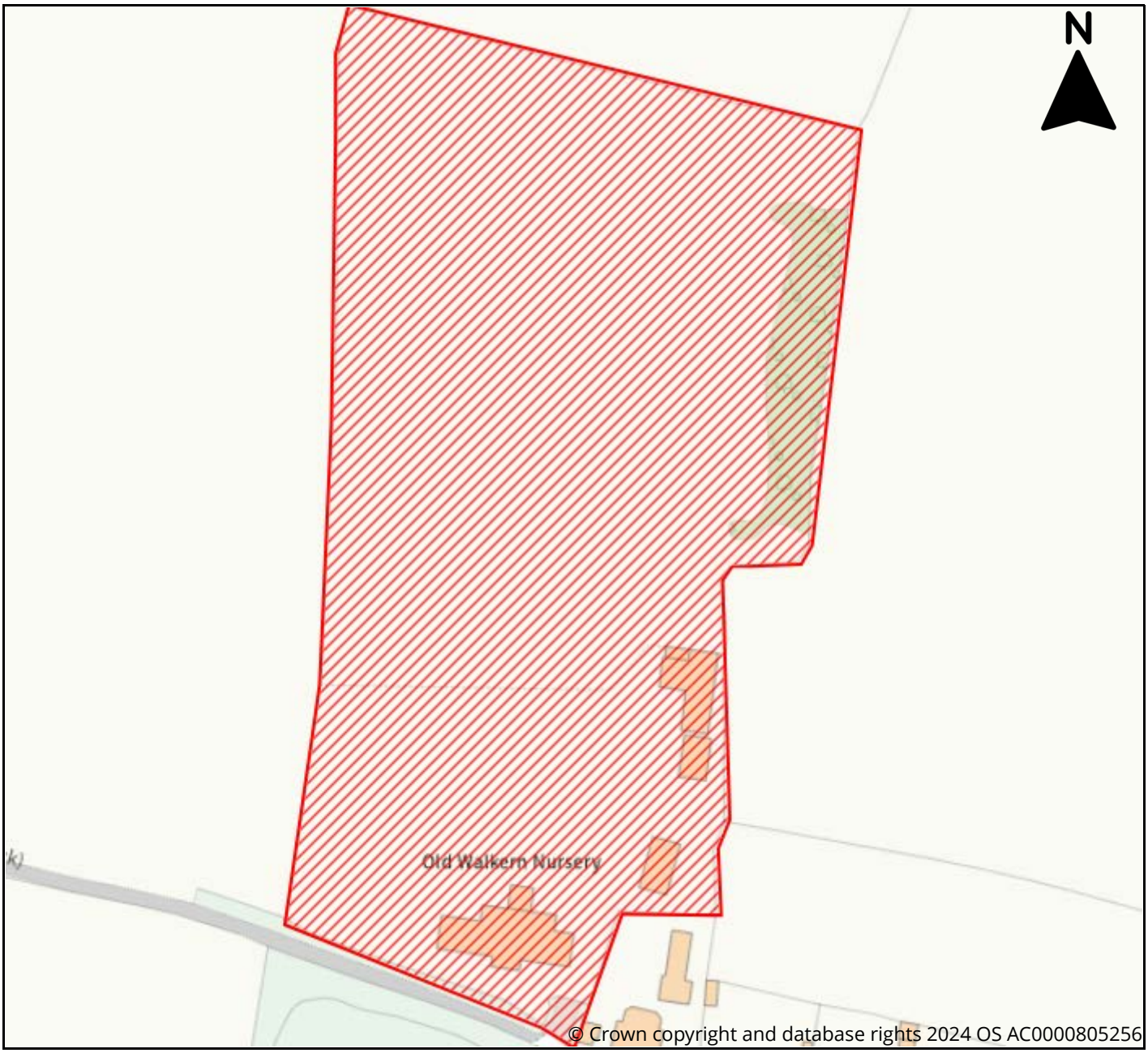


Site Information

Reference	46e4ec04-ae42-42a1-86fd-0d29dcc33340
SLAA Ref	47/24/003
Site Name	Land to West of 2 Kitcheners Lane
Address	Land to West of 2 Kitcheners Lane, Walkern, Stevenage, Herts, SG2 7PF
Total Area (ha)	0.4
Development Area (ha)	0.3
Proposed Use	Residential

callforsites@eastherts.gov.uk

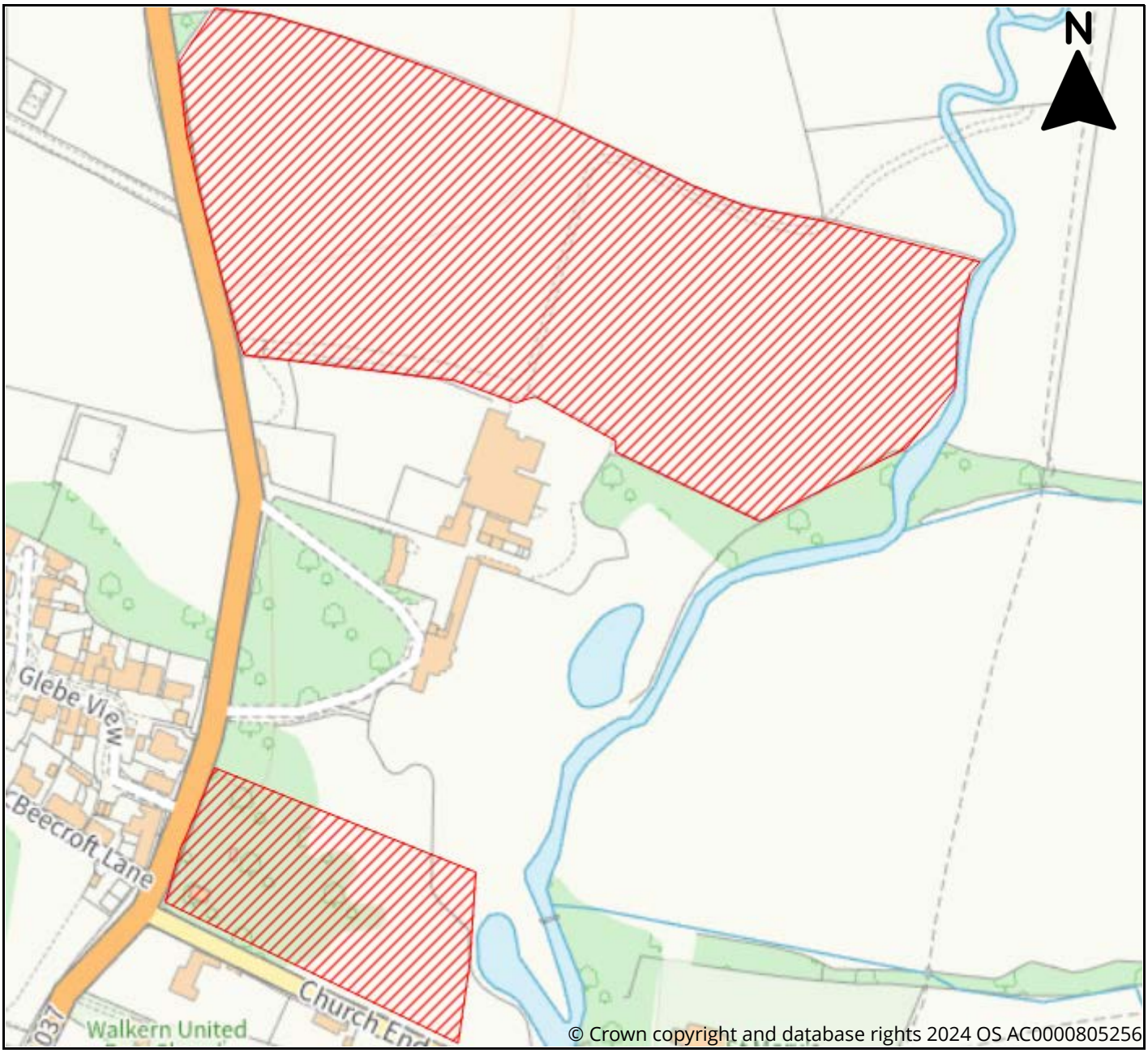
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	ee831c3c-6f7c-4fee-b7db-0be6cc92ff62
SLAA Ref	47/24/004
Site Name	Old Walkern Nursery
Address	50 Froghall Lane, Walkern SG2 7PH
Total Area (ha)	2.6
Development Area (ha)	2.1
Proposed Use	Residential, Affordable Housing

East Herts District Plan Review
Call for Sites 2024

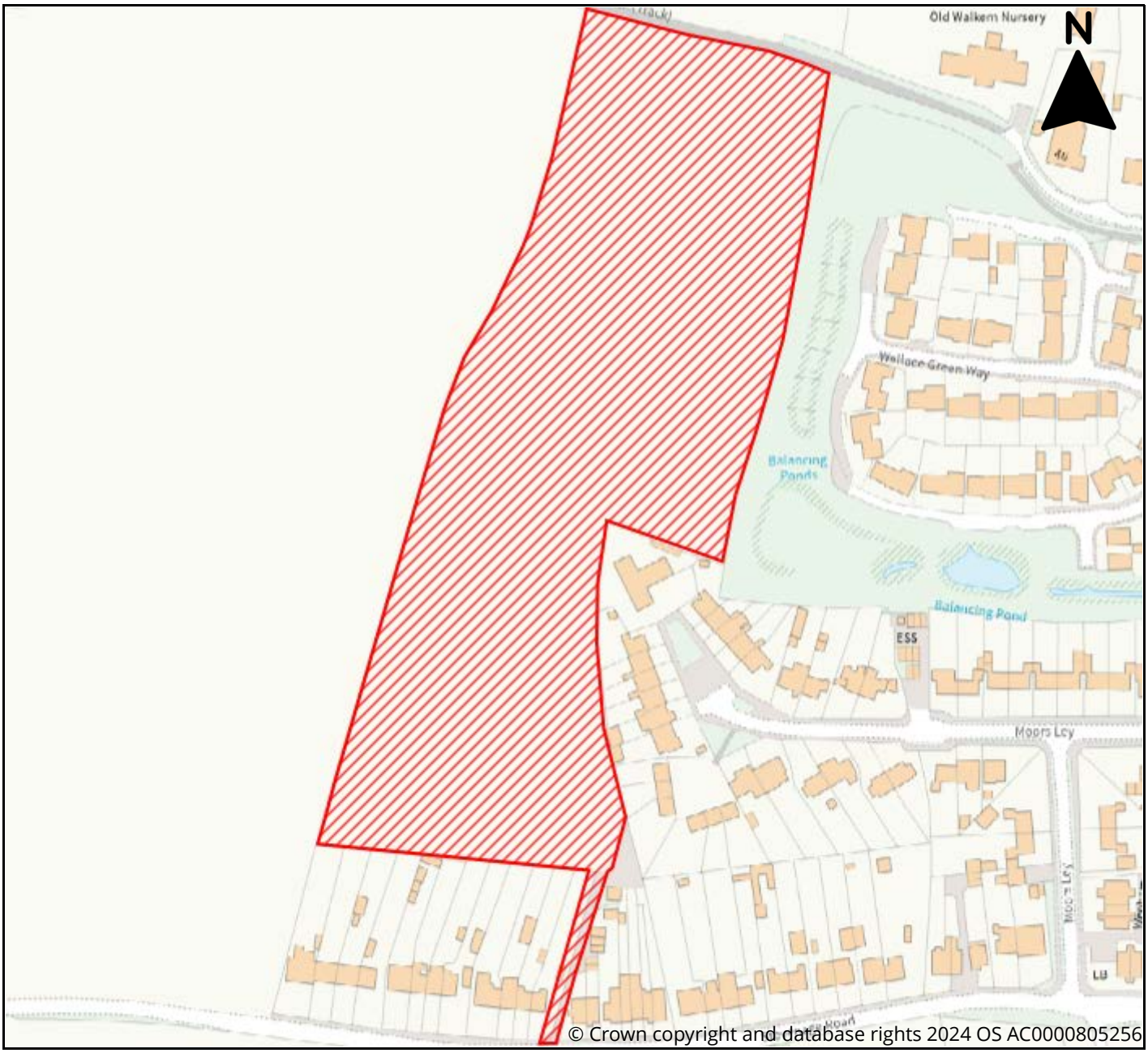


Site Information

Reference	377bfdfd-a675-4ff5-b727-24cfc3b4f080
SLAA Ref	47/24/005
Site Name	Land to North of The Old Rectory Farm
Address	Land to the North of The Old Rectory Farm, Walkern, Stevenage, Herts. SG2 7PD
Total Area (ha)	4.1
Development Area (ha)	2
Proposed Use	Residential, Specialist Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

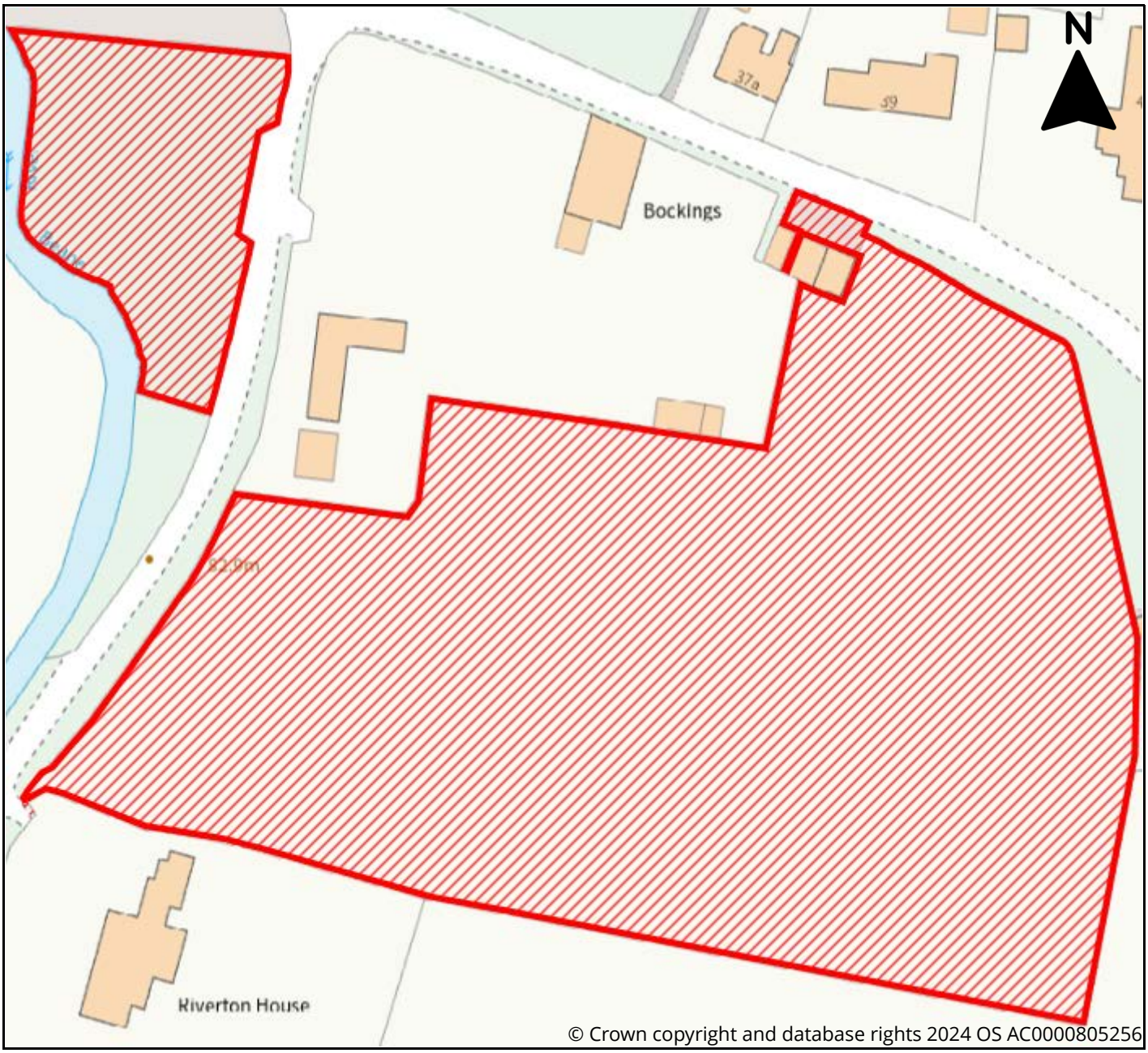


Site Information

Reference	86cc4ab4-8951-4fb9-897f-fe6a46a5634f
SLAA Ref	47/24/006
Site Name	Land North of Stevenage Road, Walkern
Address	Land North of Stevenage Road, Walkern, Hertfordshire SG2 7NE
Total Area (ha)	3.4
Development Area (ha)	2.6
Proposed Use	Residential, Affordable Housing, Greenspace, Biodiversity Offset

callforsites@eastherts.gov.uk

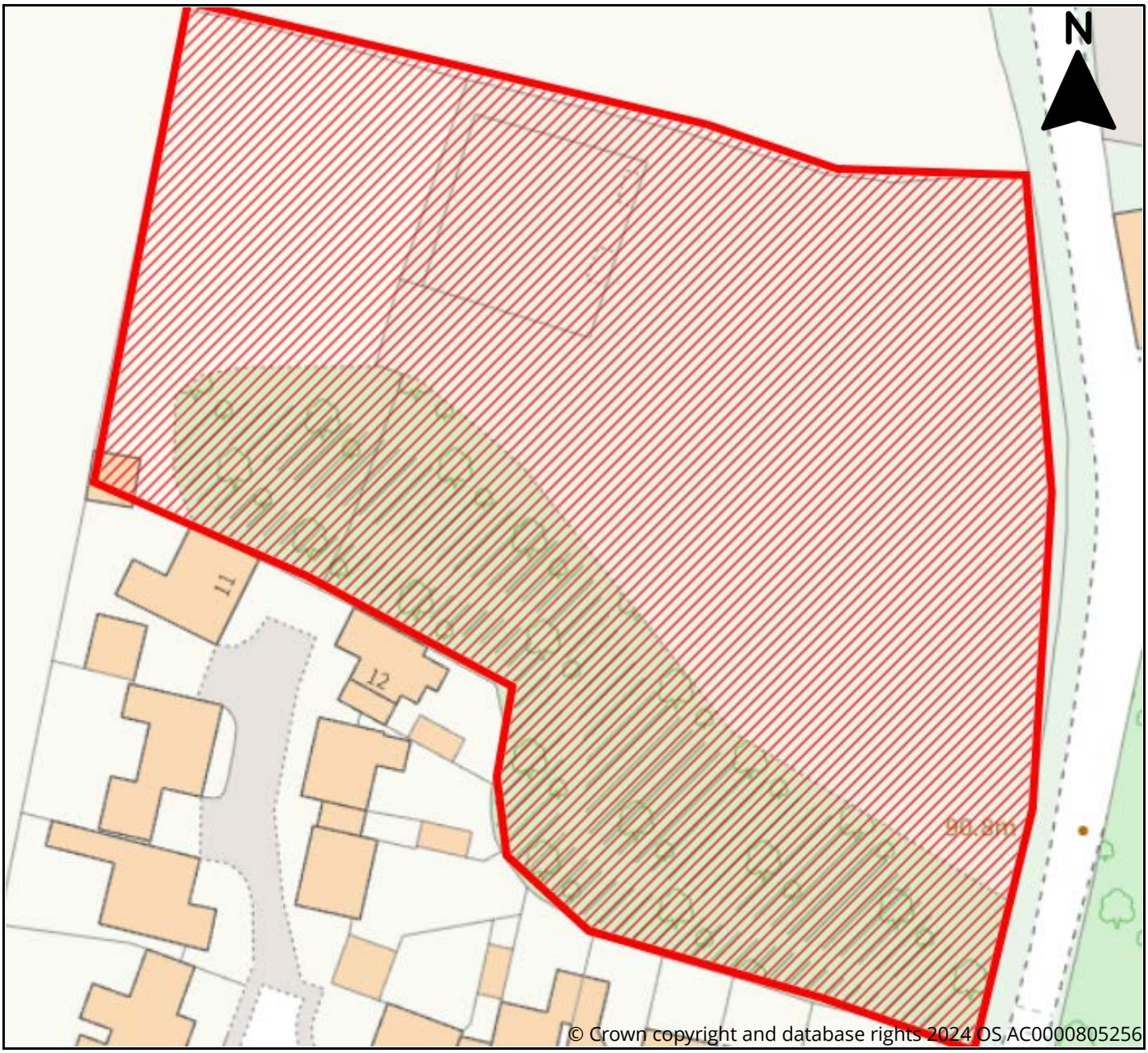
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	29646da9-fb43-4e65-9159-3aa71ead6d24
SLAA Ref	47/24/007
Site Name	Land at Bockings
Address	Land at Bockings, Church End, Walkern, SG2 7PB
Total Area (ha)	1.35
Development Area (ha)	0
Proposed Use	Residential, Affordable Housing, Specialist Residential

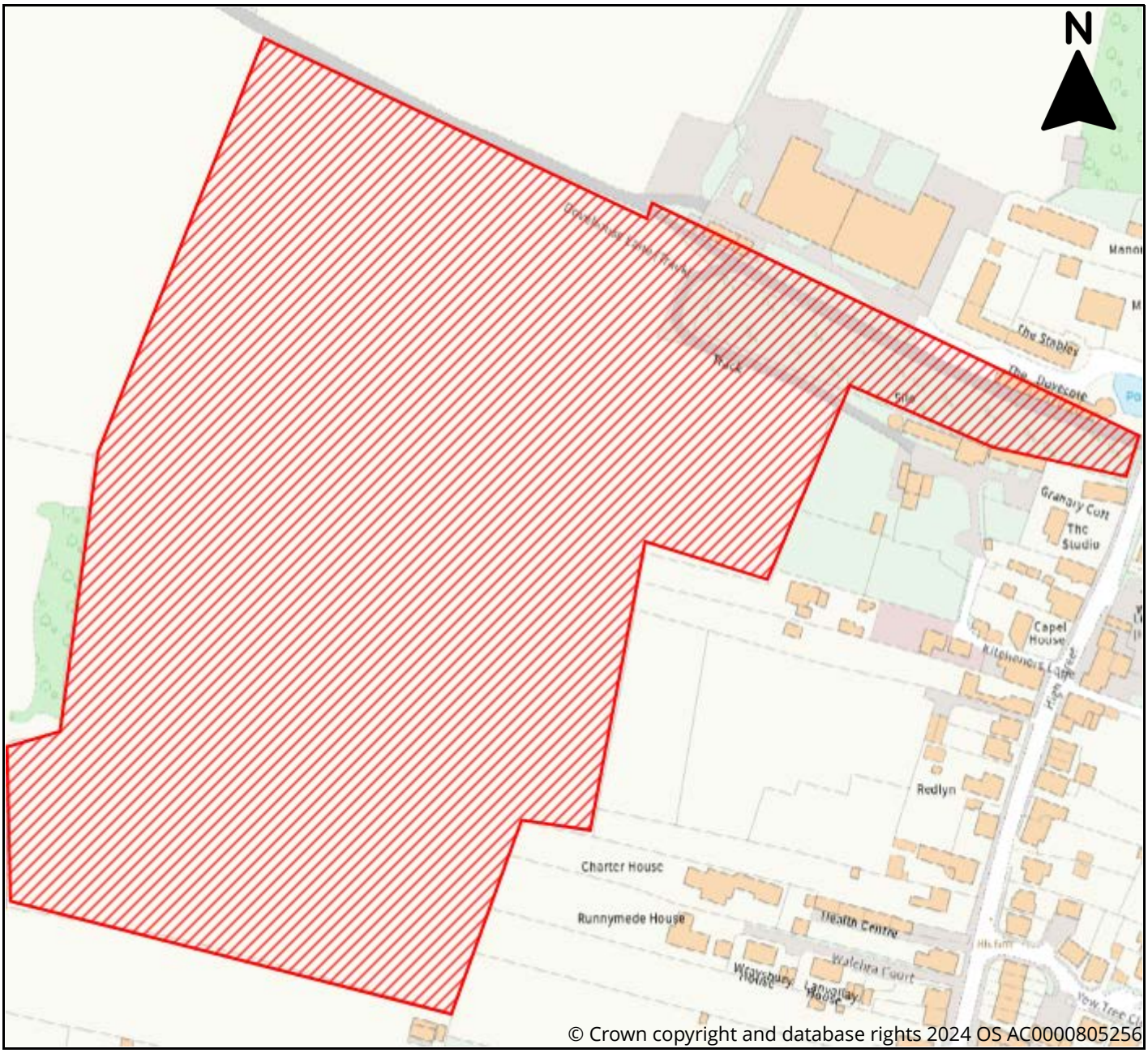
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	84e0ff30-3077-4894-a0a0-76fb2f4ffc18
SLAA Ref	47/24/008
Site Name	Land adjacent to 11 Glebe View, Walkern
Address	Land adjacent to 11 Glebe View, Walkern
Total Area (ha)	0.84
Development Area (ha)	0.7
Proposed Use	Residential, Affordable Housing

East Herts District Plan Review
Call for Sites 2024

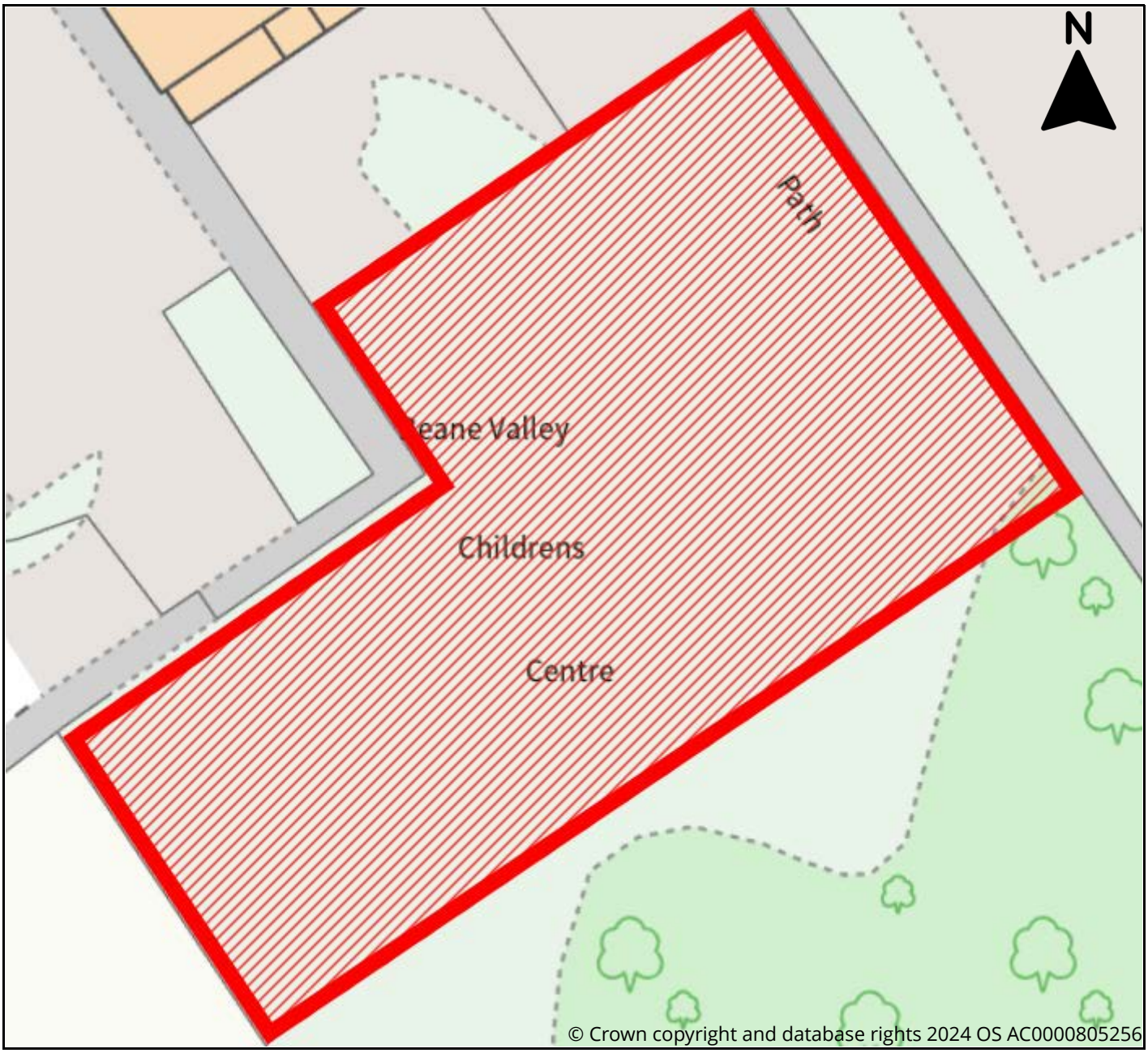


Site Information

Reference	6967855d-6e4a-4822-a738-1c06b83ac512
SLAA Ref	47/24/009
Site Name	Land West of High Street
Address	Land West of High Street, Walkern
Total Area (ha)	5.7
Development Area (ha)	4.8
Proposed Use	Residential, Specialist Residential

callforsites@eastherts.gov.uk

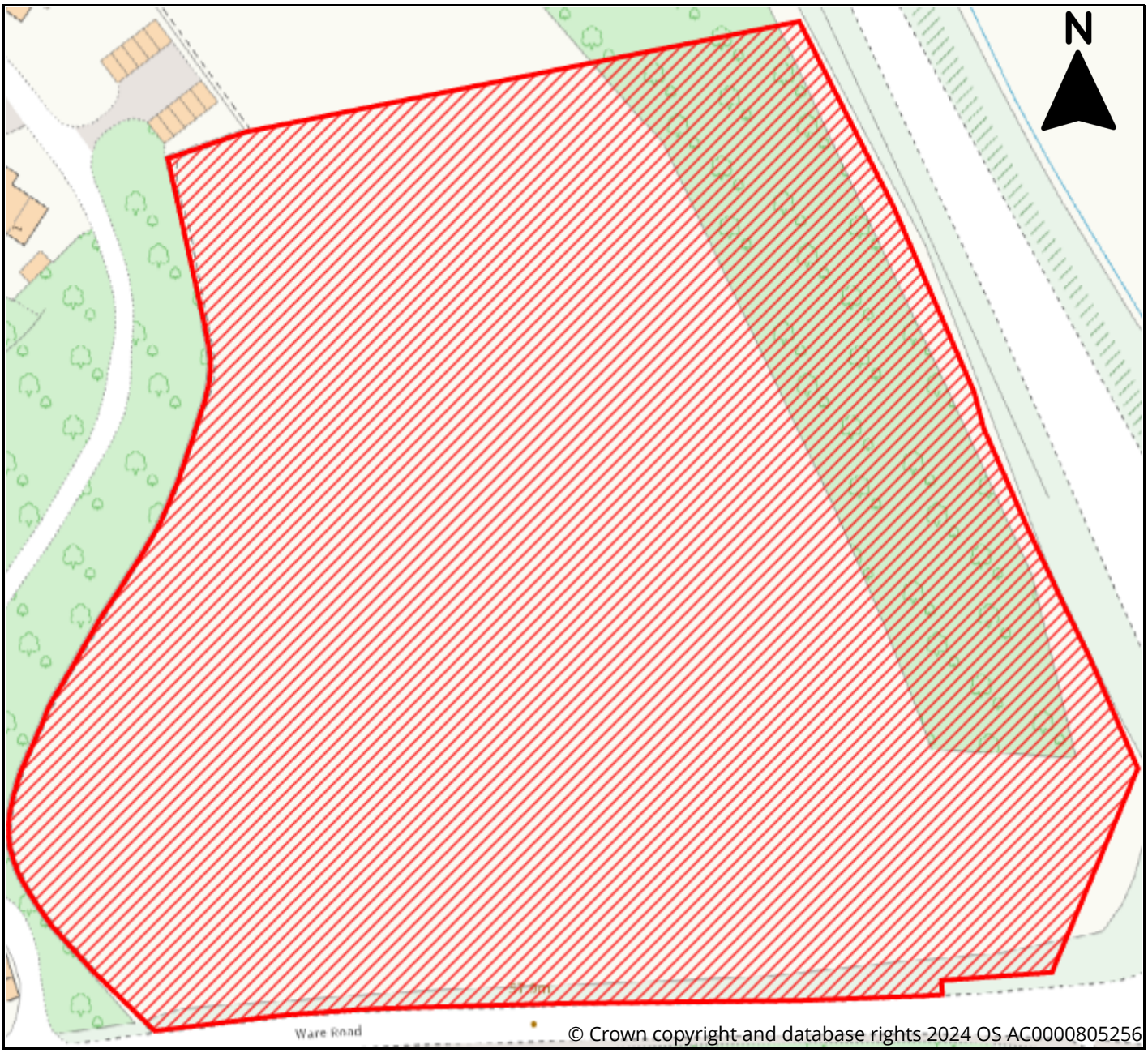
East Herts District Plan Review
Call for Sites 2024



Site Information	
Reference	0600d86e-2b3c-4b15-91c2-9749147a1920
SLAA Ref	48/24/001
Site Name	Land at Clappers Lane
Address	Land at Clappers Lane, Watton-at-Stone
Total Area (ha)	0.17
Development Area (ha)	0.17
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

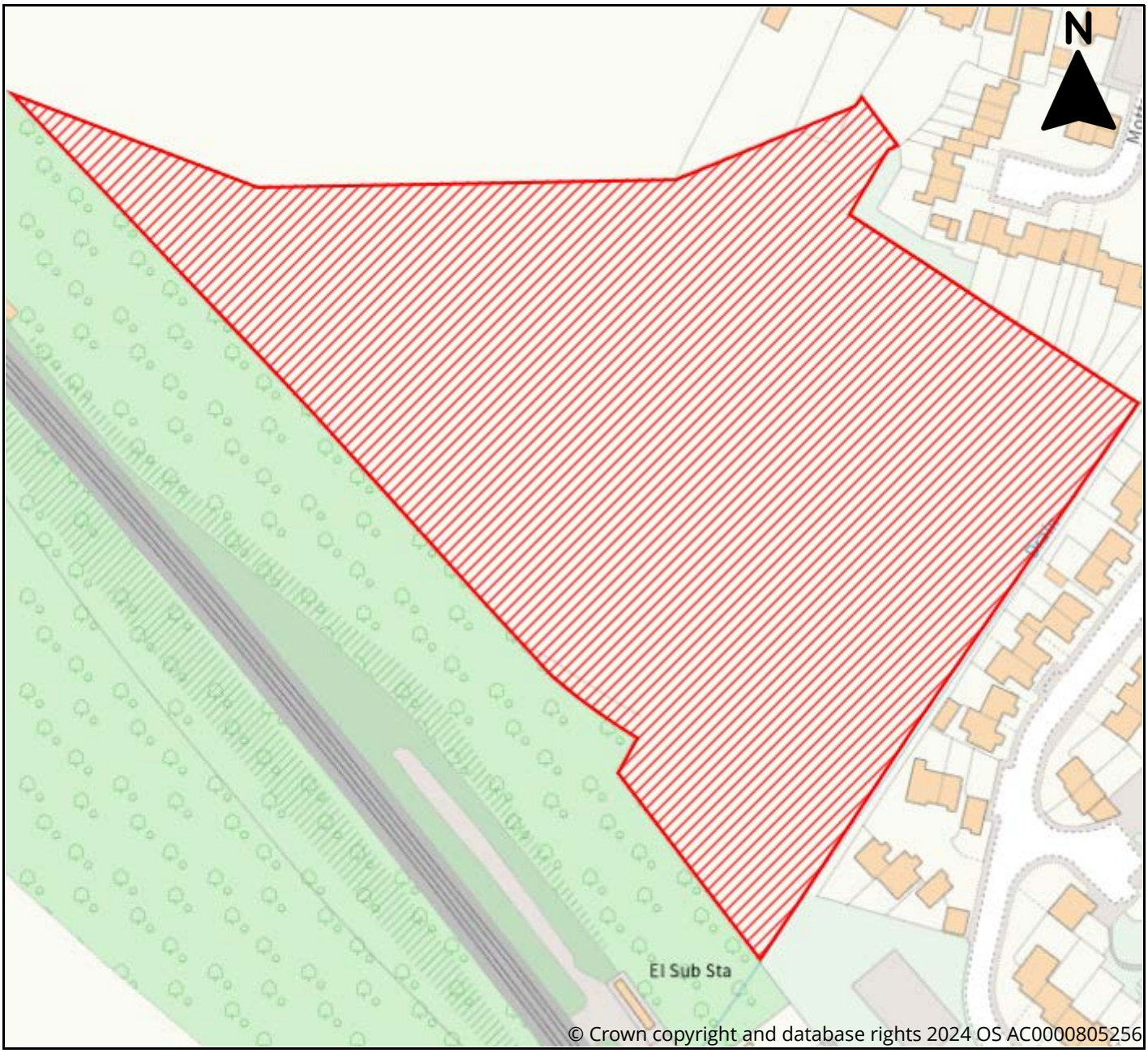


Site Information

Reference	bbb76d9b-3f28-49c6-8c40-a87c99a2e6ee
SLAA Ref	48/24/002
Site Name	Land North of Ware Road, West of the A602
Address	Land North of Ware Road and West of the A602, Watton-at-Stone, Hertford
Total Area (ha)	3
Development Area (ha)	3
Proposed Use	Community Facility, Leisure & Recreation

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	1fced8ff-e5e5-4b8e-a955-14c9c017efdc
SLAA Ref	48/24/003
Site Name	Land south of Stevenage Road, Watton-at-Stone
Address	Land south of Stevenage Road, Watton-at-Stone, Hertford
Total Area (ha)	2.7
Development Area (ha)	1.6
Proposed Use	Residential, Affordable Housing, Renewable Energy

callforsites@eastherts.gov.uk

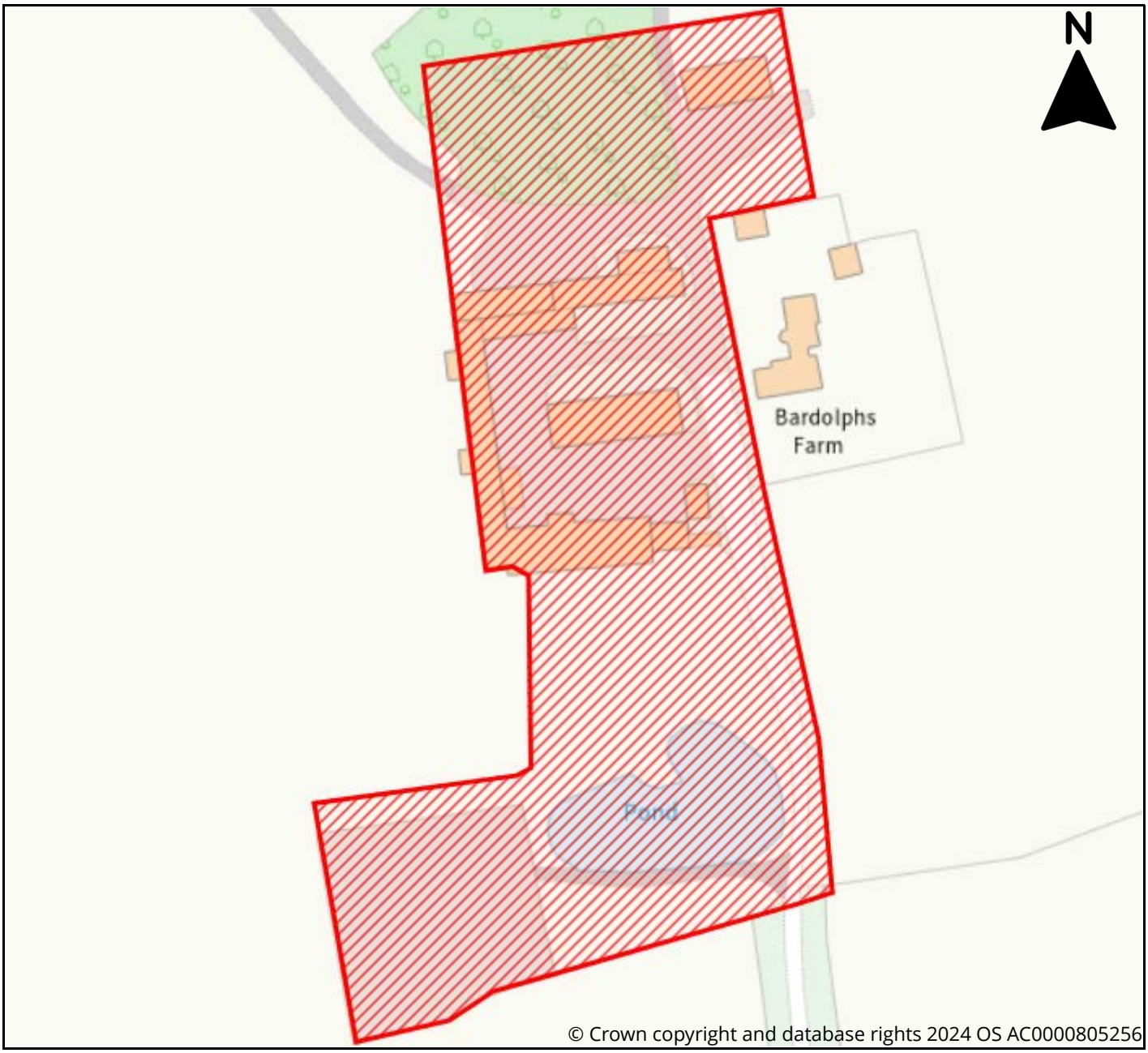
East Herts District Plan Review
Call for Sites 2024

Site Information

Reference	ceb90d31-cb43-4319-9b2f-0b67d62940e0
SLAA Ref	48/24/004
Site Name	Land south of Stevenage Road
Address	Land south of Stevenage Road, Watton-at-Stone, Hertford
Total Area (ha)	3
Development Area (ha)	1.8
Proposed Use	Residential, Affordable Housing, Renewable Energy

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

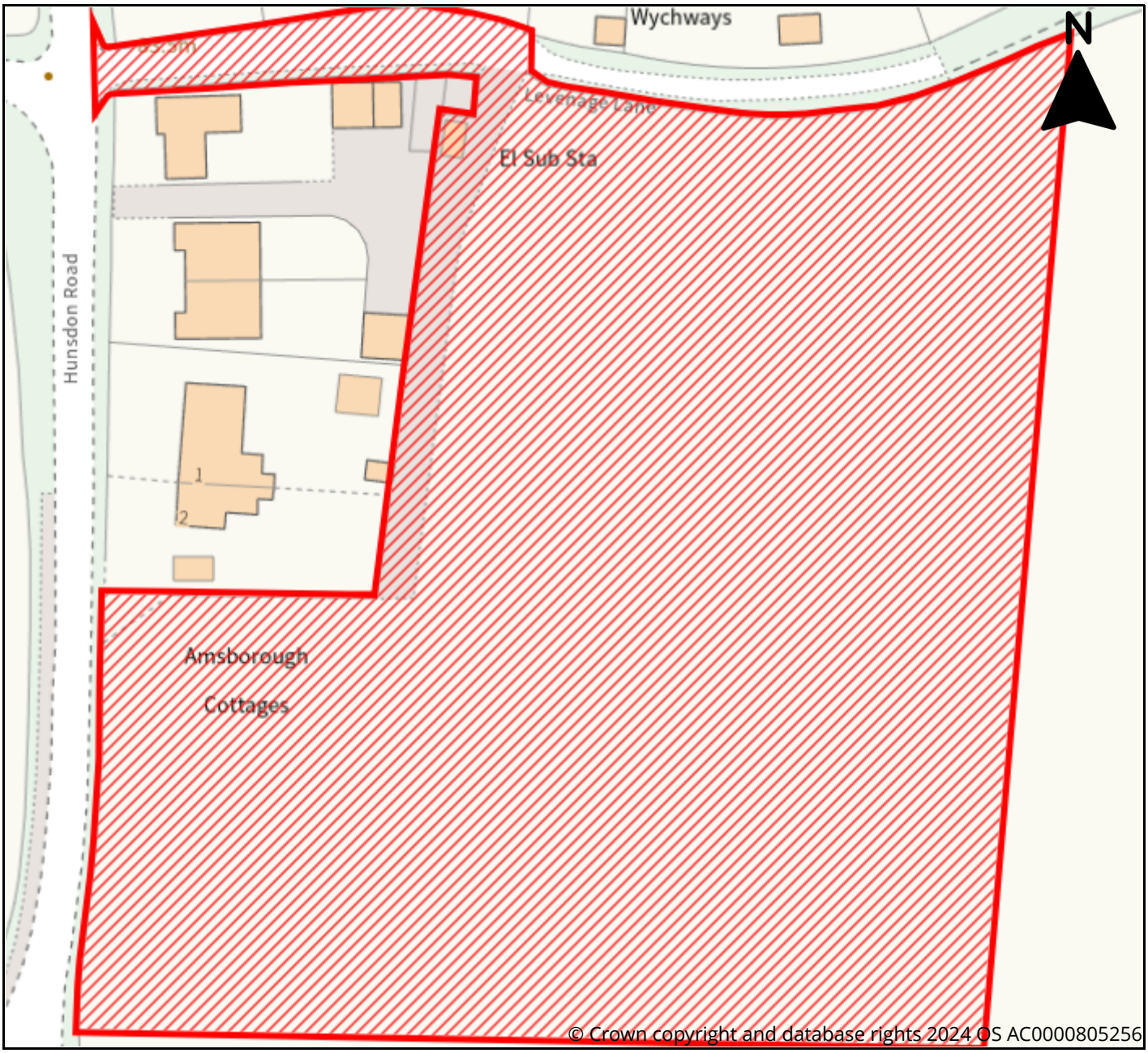


Site Information

Reference	d1d34a77-5d98-4d05-a1bc-2afe3a09a47c
SLAA Ref	48/24/005
Site Name	Bardolphs Farm Yard
Address	Bardolphs Farm, Ware Road, Watton-at-Stone, Hertford, SG14 3NP
Total Area (ha)	1.5
Development Area (ha)	1.5
Proposed Use	Leisure & Recreation, Retail, Employment, Renewable Energy, Mixed Use

callforsites@eastherts.gov.uk

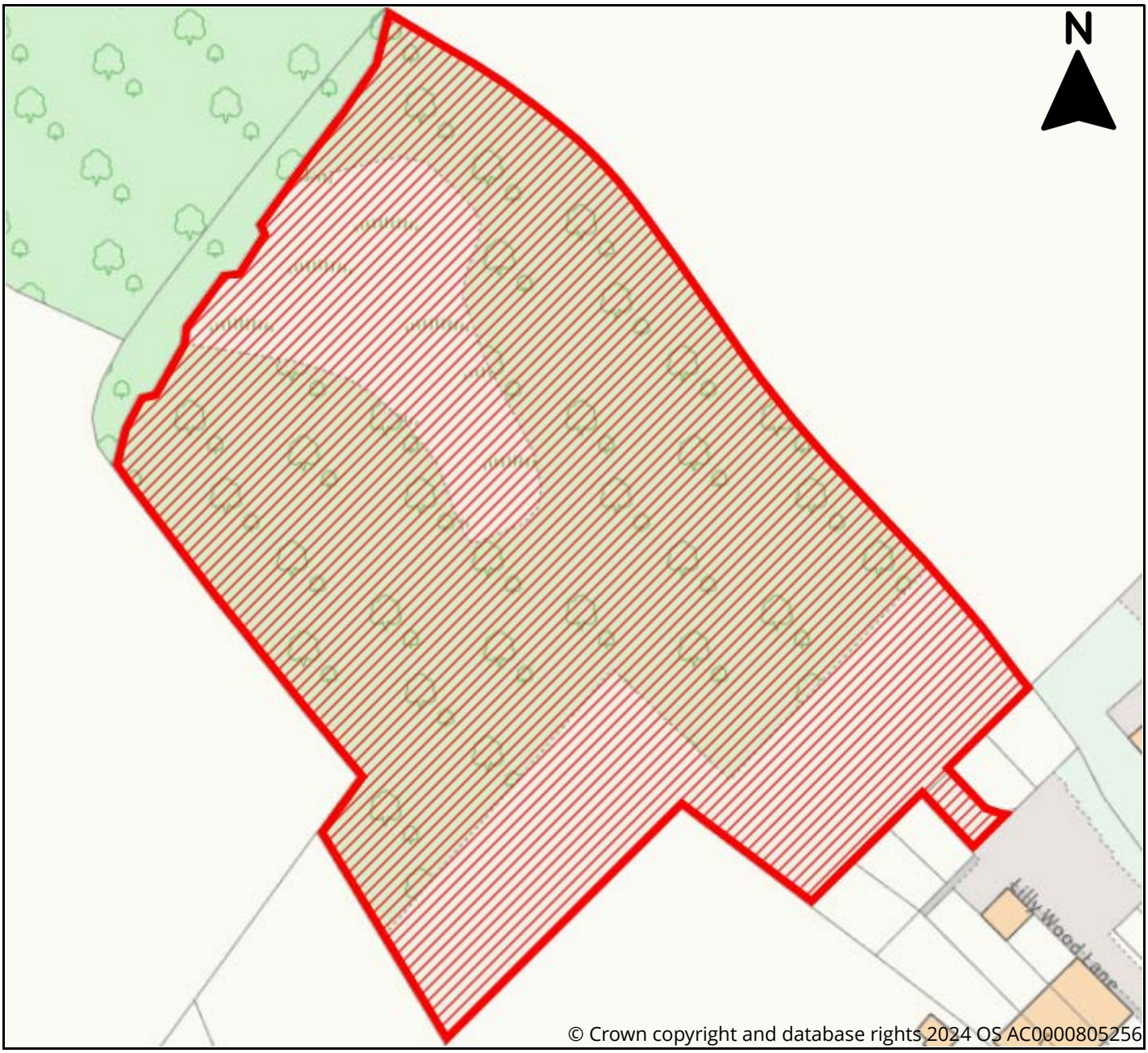
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	b852e302-d8c6-41c0-8dcb-c7cca6e72f01
SLAA Ref	49/24/001
Site Name	Land East of Hunsdon Road/B180
Address	Priory Farm, High Street, Widford, SG12 8RA
Total Area (ha)	1.31
Development Area (ha)	1
Proposed Use	Residential, Affordable Housing, Biodiversity Offset

East Herts District Plan Review
Call for Sites 2024



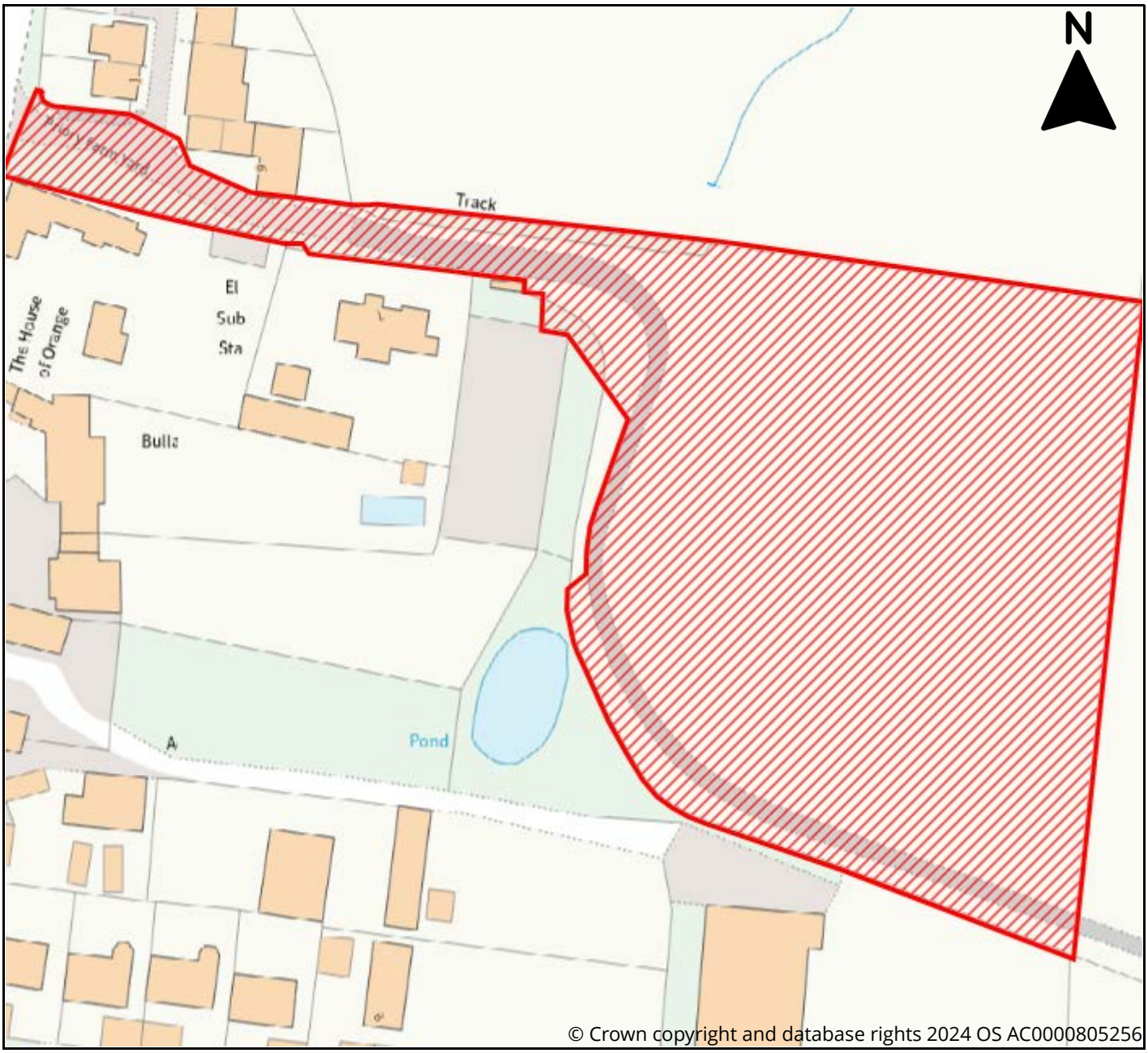
© Crown copyright and database rights 2024 OS AC0000805256

Site Information

Reference	9fdb958d-acb7-4e48-b98d-a2215c8ed0cb
SLAA Ref	49/24/002
Site Name	Land to North and East of Wilmoor
Address	Wilmoor Ware Road, Widford, SG12 8RE
Total Area (ha)	1
Development Area (ha)	1
Proposed Use	Residential

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

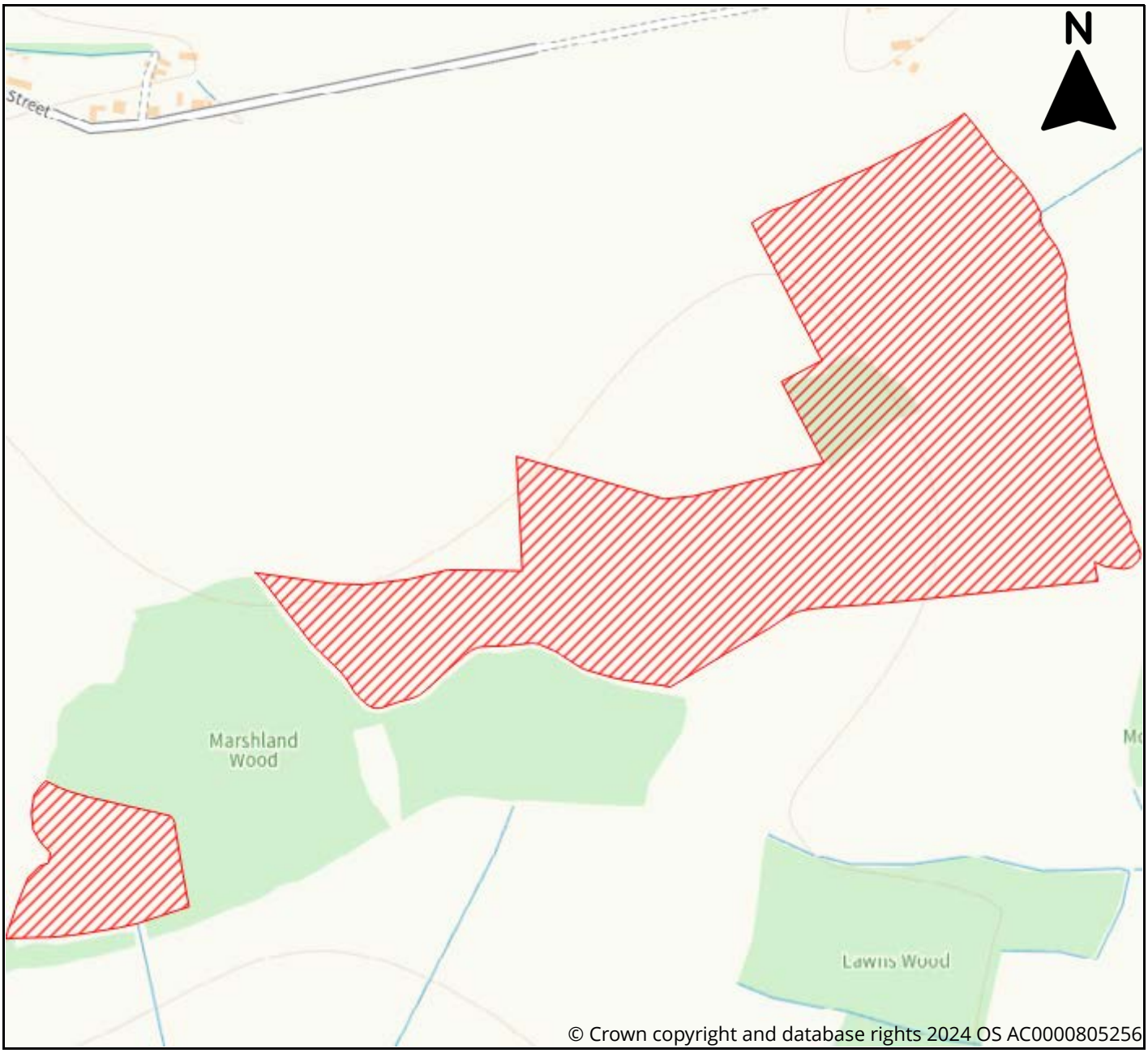


Site Information

Reference	318c68f7-ac16-4a3d-8b99-34e8112ea706
SLAA Ref	49/24/003
Site Name	Land East of Priory Farm Yard, Widford
Address	Priory Farm, High Street, Widford, Hertfordshire, SG12 8RA
Total Area (ha)	1
Development Area (ha)	0.6
Proposed Use	Residential, Affordable Housing, Biodiversity Offset

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024

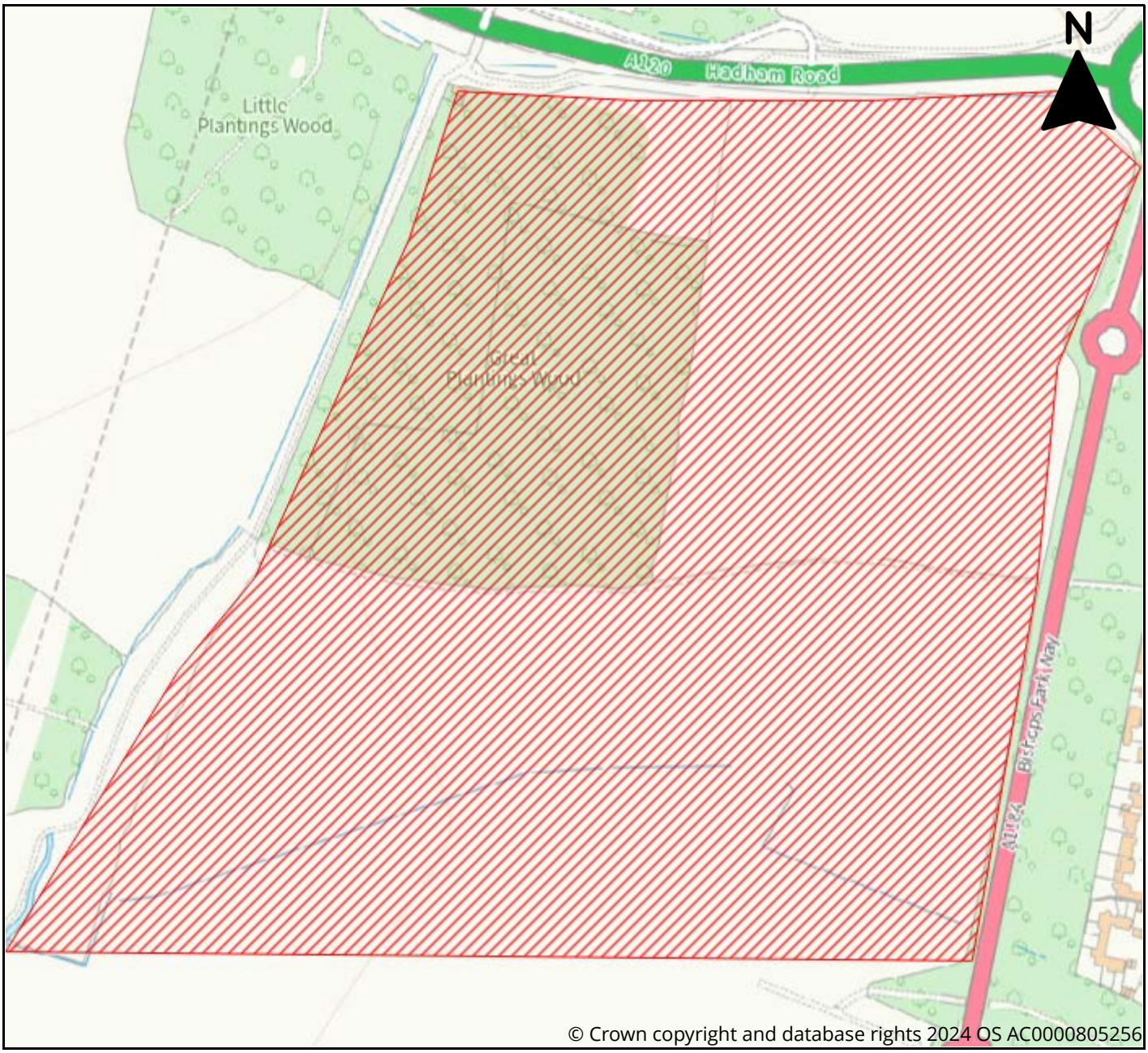


Site Information

Reference	b677857f-e49e-4740-b904-27e7434c1033
SLAA Ref	49/24/004
Site Name	Land at Priory Farm Yard
Address	Land at Priory Farm Yard, High Street, Widford, SG12 8RA
Total Area (ha)	27.28
Development Area (ha)	0
Proposed Use	Biodiversity Offset

callforsites@eastherts.gov.uk

East Herts District Plan Review
Call for Sites 2024



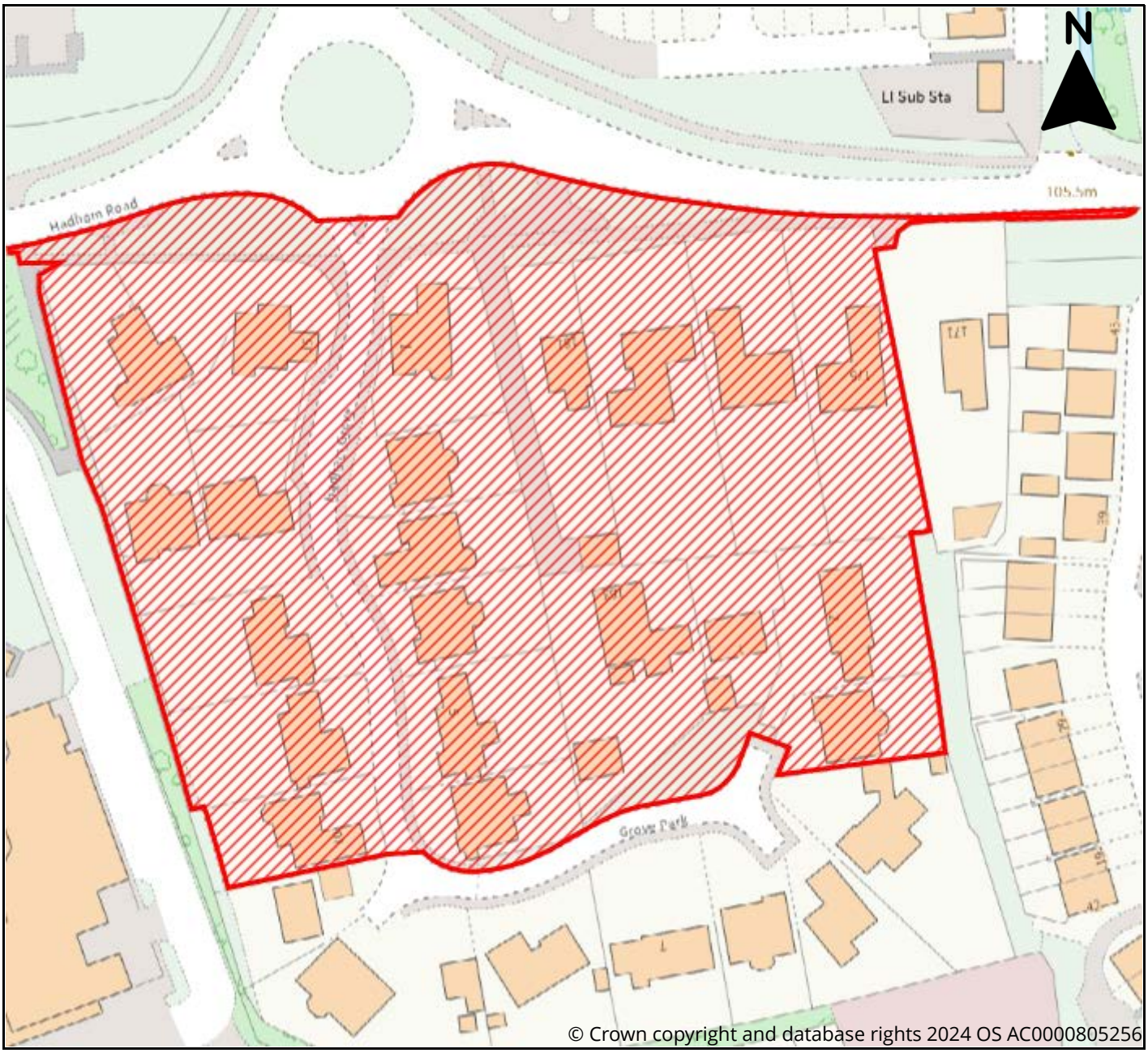
© Crown copyright and database rights 2024 OS AC0000805256

Site Information

Reference	4324f0c5-6310-4bba-a7be-d04886499a78
SLAA Ref	50/24/001
Site Name	The Big Field
Address	The Big Field, X Road, Y Town, Z Postal Town, Bury
Total Area (ha)	22
Development Area (ha)	22
Proposed Use	Other Use

callforsites@eastherts.gov.uk

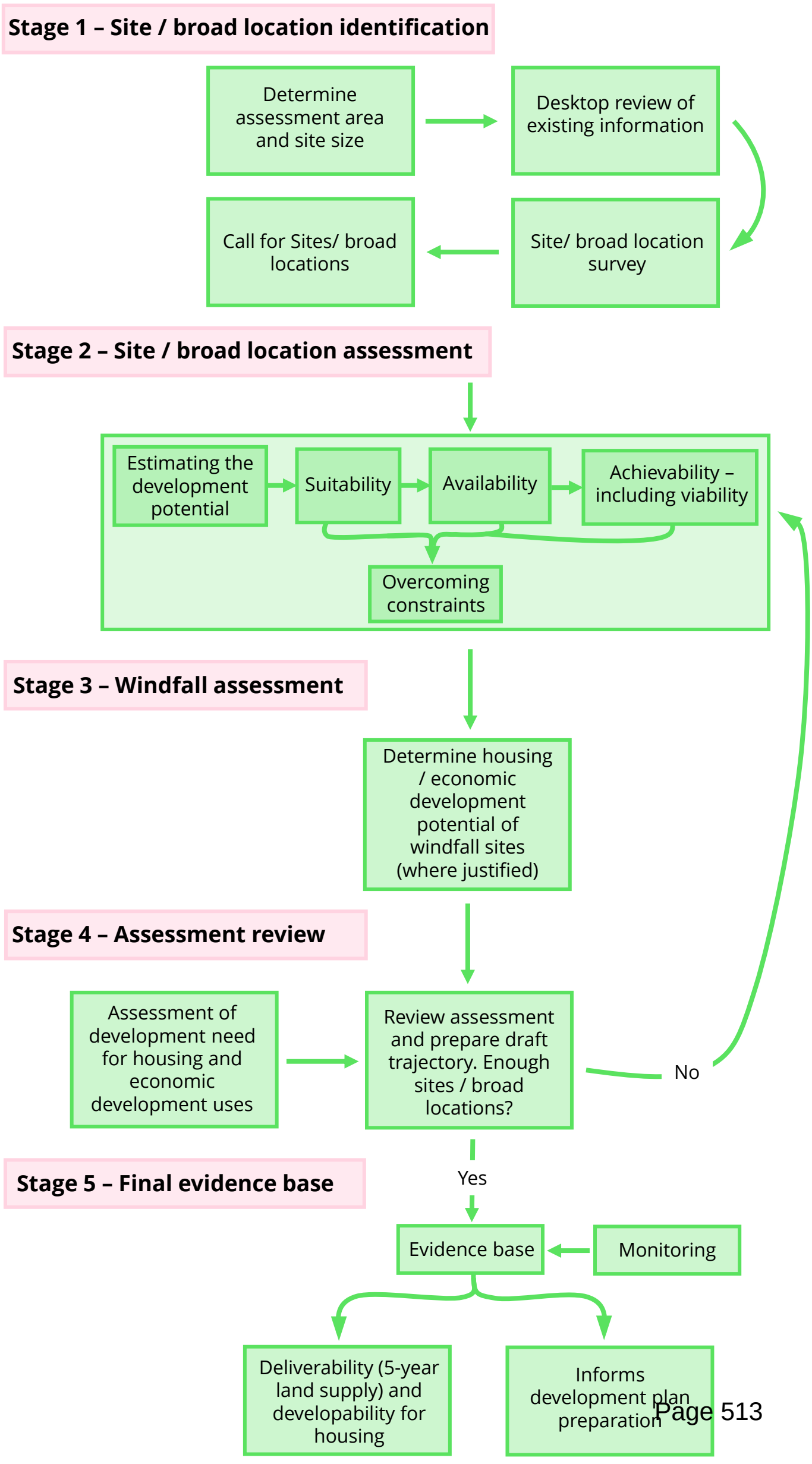
East Herts District Plan Review
Call for Sites 2024



Site Information

Reference	dff54350-3836-4408-acd7-216136879ea0
SLAA Ref	50/24/002
Site Name	The Big Field
Address	The Big Field, X Road, Y Town, Z Postal Town, Bury
Total Area (ha)	22
Development Area (ha)	22
Proposed Use	Other Use

callforsites@eastherts.gov.uk


Stage 1 – Site / broad location identification
Determine assessment area and site size
Desktop review of existing information
Site/ broad location survey
Call for Sites/ broad locations
Stage 2 – Site / broad location assessment
Estimating the development potential
Suitability
Availability
Achievability – including viability
Overcoming constraints
Stage 3 – Windfall assessment
Determine housing / economic development potential of windfall sites (where justified)
Stage 4 – Assessment review
Assessment of development need for housing and economic development uses
Review assessment and prepare draft trajectory. Enough sites / broad locations?
No
Yes
Stage 5 – Final evidence base
Evidence base
Monitoring
Deliverability (5-year land supply) and developability for housing
Informs development plan preparation

Executive: 11 February 2025

East Herts District Plan Review - Call for Sites Update

Addendum

Further to the publication of the Executive Report, two additional sites have been brought to the attention of the Council that should be considered as part of the report.

The report states, at para 3.26, that one of the intended actions is to, '*identify further sites with potential for development that were not identified through data sources or the call for sites*'.

The two additional sites are:

- ***Land south of Hare Street Road and east of Buntingford*** *(02/24/015).* Turley (on behalf of Taylor Wimpey) was not able to submit the site for consideration in late 2024 but are now, and wish to see the site presented.
- ***County Hall, Pegs Lane, Hertford*** *(03/24/019)*. Hertfordshire County Council contacted officers to query the absence of County Hall from the appendices. The site was intended to be included but was not recorded during the Call for Sites period in late 2024.

Maps for these sites are included on the following pages (excluding a long reference number, which was a product of the online system).

In both cases, it is important to note that these sites will be treated in the same way as all the other sites in the report, as explained in paras 3.13 – 3.25. Attention is drawn particularly to para 3.20, which explains that the inclusion of a site in the SLAA is an assessment of whether a site **could** be developed; it does **not** make decisions about which sites **should** be developed.

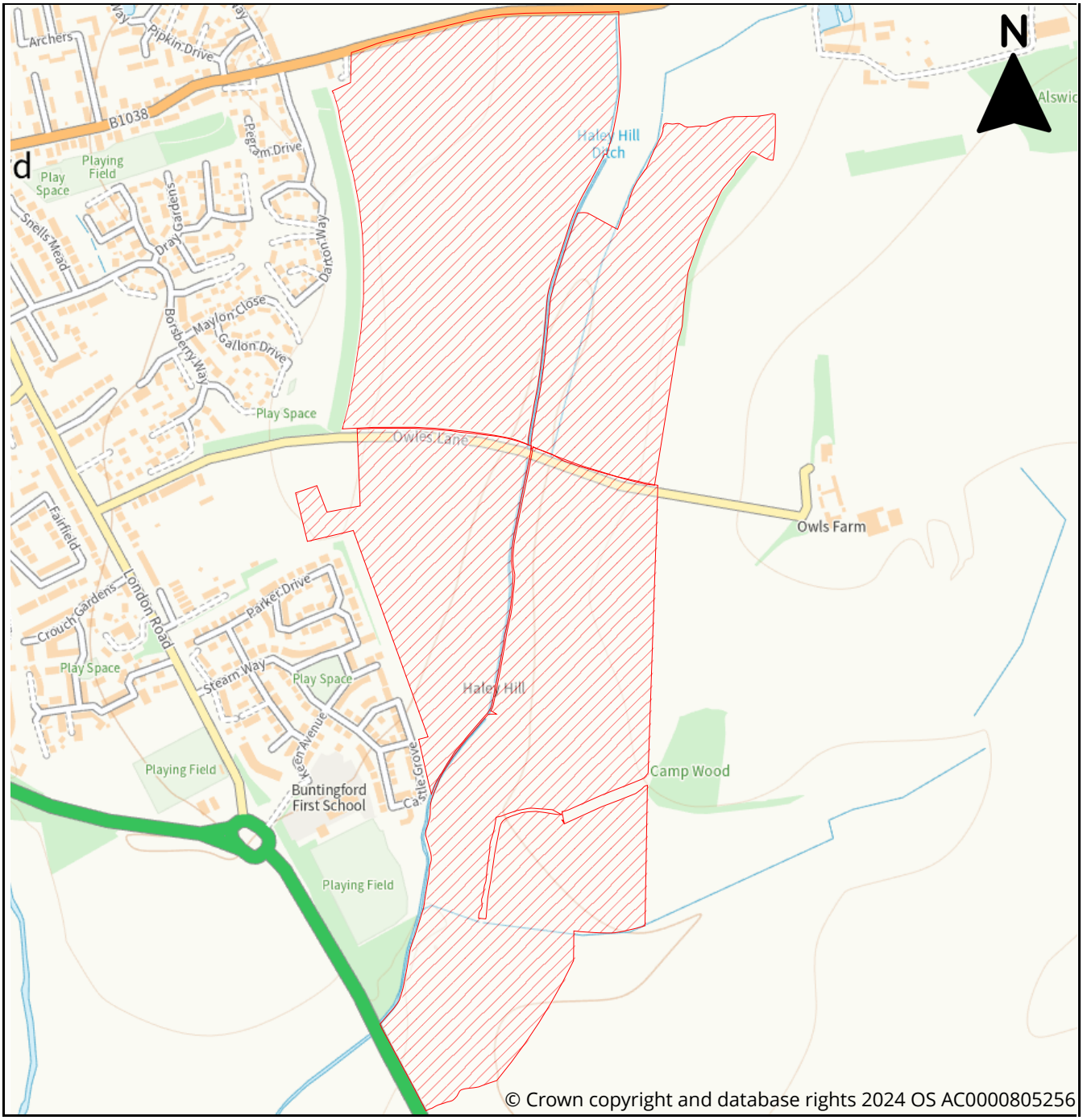
The Council has also received notification of a site to be withdrawn from the Call for Sites process. This site is:

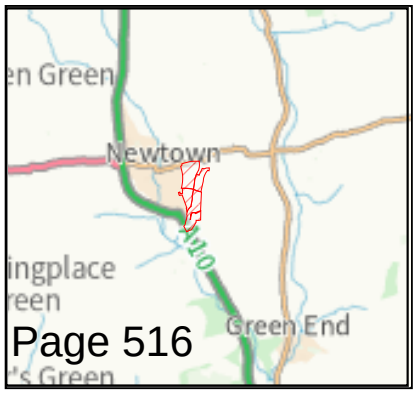
- ***Maintenance Compound, Brickendon Grange Golf Club*** *(15/24/001)*.

These changes bring the number of sites within the Call for Sites to 283.

Finally, it is noted that some sites have been attributed to the incorrect settlement. This has usually been caused where the larger postal town has been used, rather than the village (e.g. Hertford instead of Birch Green). Officers intend to revisit the numbering of sites to better reflect the settlements in which sites are located and will reflect these changes when the next stage of the Call for Sites is reported to Members.

East Herts District Plan Review
Call for Sites 2024

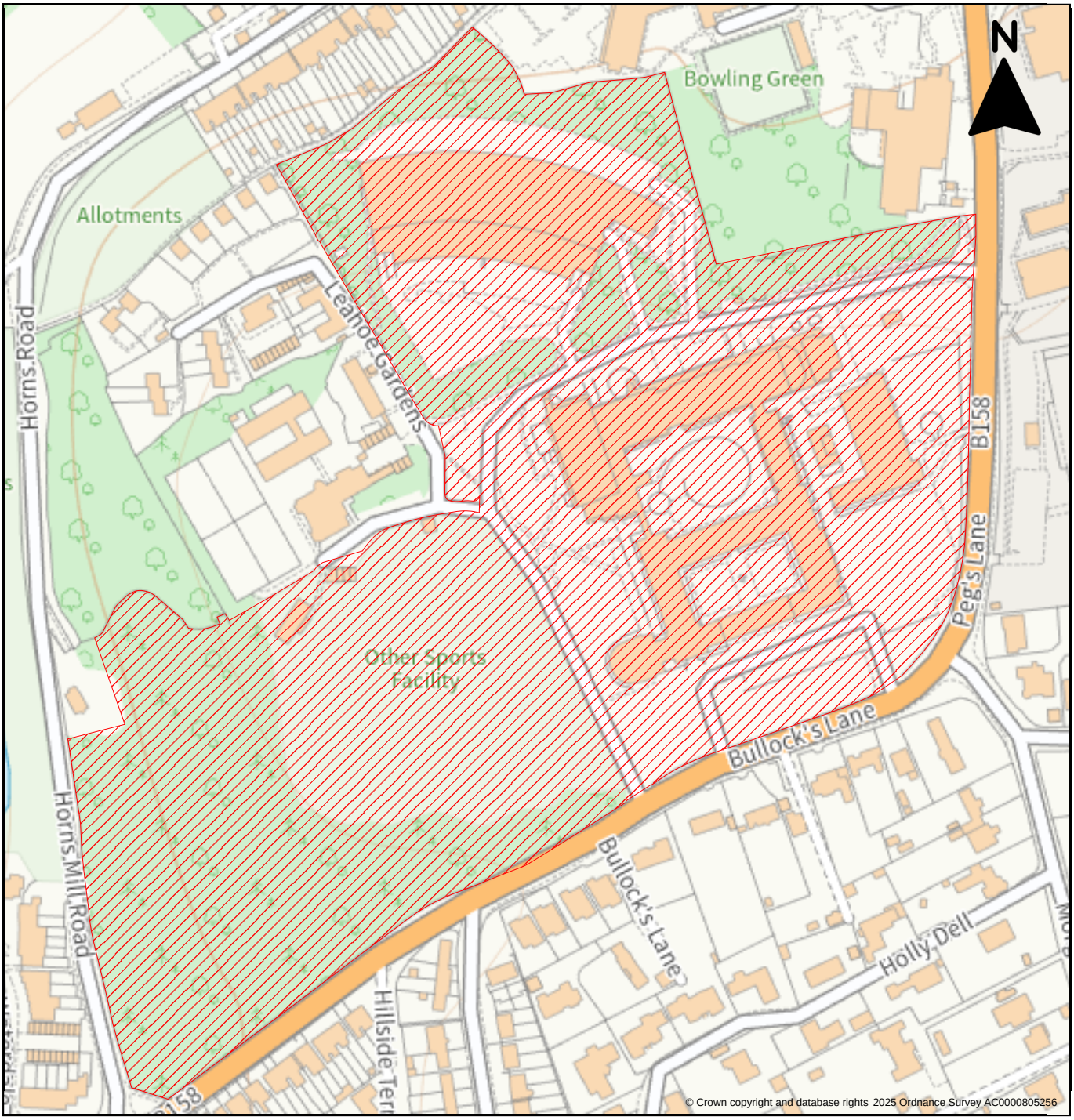


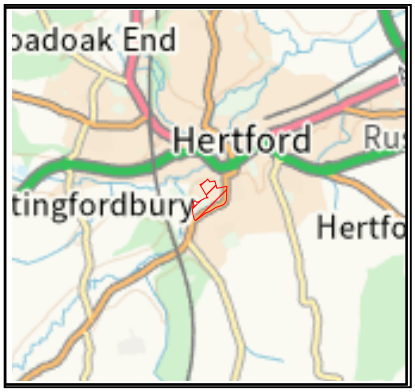


Site Information

Reference	N/A
SLAA Ref	02/24/015
Site Name	Land south of Hare Street and east of Buntingford
Address	Buntingford
Total Area (ha)	60.9
Development Area (ha)	60.9
Proposed Use	Mixed Use, Residential, Employment

East Herts District Plan Review
Call for Sites 2024





Site Information

Reference	N/A
SLAA Ref	03/24/019
Site Name	County Hall
Address	Pegs Lane, Hertford, SG13 8DE
Total Area (ha)	10.4
Development Area (ha)	10.4
Proposed Use	Mixed Use, Residential, Community Uses

callforsites@eastherts.gov.uk

East Herts Council Report

Council

Date of meeting: Wednesday 26 February 2025

Report by: Councillor Carl Brittain – Executive Member for Financial Sustainability

Report title: Budget 2025/26 & Medium Term Financial Plan 2025-2035

Ward(s) affected: (All Wards);

Summary – This report sets out the revised Medium Term Financial Plan (MTFP) and savings proposals to balance the 2025/26 budget. The Local Government Finance Settlement was published on 18th December, the impact of the finance settlement is included in the report. The MTFP is based on the latest intelligence around government funding for 2025/26.

The report presents a balanced budget for 2025/26 (with a small £6k surplus), there are a number of risks associated with this budget which will be discussed in the upcoming paragraphs. Delivery of the officer delegated and Executive recommended savings and income generation plans are key to balancing the budget.

The base case MTFP was shared with Executive in October 2024, this version showed a budget gap of circa £2m. Base budgets, statutory and non-statutory services have been reviewed and savings options considered and discussed at both Leadership Team meetings and joint meetings with Executive. Proposals to mitigate forecast budget gap of £2m are detailed within the report.

The 2025-2035 Capital programme reflects the Councils Capital strategy and the statutory guidance that debt should remain below the Capital Financing Requirement. The Council is compliant with this guidance, however there is no scope for further borrowing above the levels proposed in the current capital programme.

RECOMMENDATION FOR COUNCIL:

a) To approve the budget and Medium Term Financial Plan at Appendix A, savings programme at Appendix C, Capital Programme at Appendix D, Fees and Charges at Appendix E and increase Council Tax by 2.98%, which will result in a Band D Council Tax increase of £5.82 to £201.04 per year.

1.0 2025/26 Budget & MTFP

1.1 The Medium Term Financial Plan (MTFP) approved by Council in February 2024 and amended in October 2024 has been updated to reflect the current known position following the draft Local Government Finance Settlement issued on 18th December 2024 and estimates of expected budget position. The MTFP is shown in Appendix A. Table 1 below shows the summary position

Table 1: Summary MTFP as at 10/01/2025	**2025/26**	**2026/27**	**2027/28**	**2028/29**
	£'000	£'000	£'000	£'000
Net Cost of Services	19,266	19,142	19,860	20,809
Corporate Budgets	4,440	4,001	3,987	3,886
Savings plans	(3,409)	(4,222)	(5,210)	(5,420)
Government funding	(7,008)	(3,564)	(3,619)	(3,621)
Council Tax	(13,131)	(13,625)	(14,138)	(14,669)
Contributions to/from reserves	(164)	-	-	-
Net Budget position	**(6)**	**1,732**	**880**	**984**

1.2 The updated MTFP shows a balanced budget for 2025/26, with a small surplus of £6k, the paragraphs that follow detail the updates that have been made to the 2025/26 position since October 2024. The updated MTFP also shows that further work will be required to bridge the identified gaps for 2026/27 onwards – this work is ongoing.

1.3 Leadership Team, in conjunction with senior managers, presented savings options to the Executive in joint meetings to address the budget gap forecast in the MTFP. At these meetings consideration

was given to statutory and non- statutory services that the council provides and how services are delivered.

1.4 These savings options fall into 2 categories, those under officer delegation and those for Executive recommendation. The savings plans total, as per table 1, £3.4m. Of these £1.582m are under officer delegation as shown in table 2 and Appendix B.

Table 2: Savings implemented under officer delegation	**2025/26**	**2026/27**	**2027/28**	**2028/29**
	£'000	£'000	£'000	£'000
Approved as part of 2024/25 budget setting	*(122)*	*(1,335)*	*(1,985)*	*(1,985)*
Savings proposed by Leadership Team – Dec 2024				
- Contractual changes	(937)	(1,137)	(1,137)	(1,137)
- Vacancy management	(337)	(421)	(421)	(421)
- General efficiencies	(128)	(128)	(128)	(128)
- Transformation	(58)	(88)	(103)	(103)
Total officer delegated savings	**(1,582)**	**(2,125)**	**(2,140)**	**(2,140)**

1.4.1 The savings proposals in place under officer delegation have fully worked up proposals to support, which will be shared following consultation with officers.

1.5 A range of savings options and income generation proposals were presented for Member consideration, those proposed to be taken forward total £1.827m, of this total £492k are new proposals for 2025/26 with the balance already approved as part of the 2024/25 budget setting process. These are shown in table 3 and Appendix C.

Table 3: Executive recommended savings & Income generation proposals	**2025/26**	**2026/27**	**2027/28**	**2028/29**

	£'000	£'000	£'000	£'000
Approved as part of 2024/25 budget setting	*(1,335)*	*(1,335)*	*(1,985)*	*(1,985)*
Executive member decisions in 2024/25				
Proposed increase Garden Waste charges by £10 to £59	*(300)*	*(300)*	*(300)*	*(300)*
Savings proposed 2025/26 budget setting				
- Retender of ground maintenance contract	-	-	(50)	(50)
- Increase Garden Waste charges annually by contract inflation	-	(30)	(60)	(90)
- Reduce contribution to HGGT	(15)	(15)	(15)	(15)
- Reduce member training budget	(10)	(10)	(10)	(10)
- Community grants - reduction	(30)	(30)	(30)	(30)
- Millstream property disposals	(63)	(190)	(253)	(253)
- New approach to partnerships	(74)	(147)	(147)	(147)
- Customer services, review receptions	-	(40)	(40)	(40)
- Transformation	-	-	(180)	(360)
Total Executive recommended savings & income generation 2025/26	**(192)**	**(462)**	**(753)**	**(945)**
Total Executive recommended savings & income generation	**(1,827)**	**(2,097)**	**(3,070)**	**(3,280**

1.5.1 All options for Executive consideration are shown in Appendix C, including those that have been rejected as part of the 2025/26 budget setting.

1.5.2 Delivery of all savings proposed is vital to ensure that the authority can meet is commitments. Robust monitoring of the savings plan, early identification of risks and proposals for future savings and transformation will be carried out by Leadership Team.

1.6 Net Cost of services - updated figures

1.6.1 Extended Producer Responsibility

Confirmation from government was received on 2nd December 2024 that East Herts would receive £1.4m in 2025/26 in respect of the extended producer responsibility scheme, this is to compensate councils for managing packaging waste collected from households. No assumption was made in the MTFP previously as the amounts were unknown.

1.6.2 BEAM budget contribution

A review of the business plan for BEAM has been undertaken by external consultants. The net cost of services has been updated with a reduced surplus position from £1.8m to £200k in 2025/26. Any overachievement against this base position will be transferred to reserves.

1.6.3 Pay award 2024/25 & Salaries

The 2024/25 pay award was agreed in October 2024 at a lower rate than was included in the budget. A reduction of £200k in the 2025/26 base budget has been accounted for in the net cost of services. All salary budgets have been updated in line with current scale point and appointments made in 2024/25. A 3% pay award has been assumed in 2025/26 and all future years.

1.6.4 Employers National Insurance

Following the announcement of an increase from 13.8% to 15% in employers national insurance contributions as part of the 2024 Autumn Budget an increase of £347k has been built into the net cost of services figures. The government has announced an

additional £515m for local authorities in compensation of National Insurance Contributions as part of the 2025/26 local government finance settlement. The exact amount that East Herts will receive is still uncertain, included in the MTFP is an assumption of £179k (51% of the additional cost forecast). Officers are working with contractors to ascertain the impact that the increase in national insurance contributions will have on the cost of contracts.

1.6.5 Business Rates – Charringtons House

A budget has been built in to cover ongoing pressure in respect of business rates liability at Charringtons House, these are £300k in 2025/26 reducing to £150k in 2026/27.

1.6.6 Capital Expenditure charged to a revenue account

The previous version of the MTFP included a budget of £550k for capital expenditure charged to a revenue account, this has been reduced to £50k in line with the reduced capital programme.

1.7 Corporate Budgets

1.7.1 Minimum Revenue Provision (MRP)

The budget in the MTFP hasn't been adjusted at present as a review of the Councils MRP policy is currently underway. Any identified savings will be set aside to the interest equalisation reserve to cover reduction in principal amount invested in property funds.

1.7.2 Interest payable on loans & investment income

Both lines have remained the same in the MTFP as they are currently being reviewed, in line with MRP any savings identified will be set aside to the interest equalisation reserve to cover reduction in principal amount invested in property funds.

1.7.3 Fees and Charges

The fees and charges schedule is included as Appendix E. All fees and charges have been reviewed by officers and increased, where

applicable, in line with the councils fees and charges policy for cost recovery.

1.8 Government Funding & Council Tax increase

1.8.1 All assumptions regarding government funding have been reviewed and updated in line with latest guidance from LG futures and the Local Government Finance Settlement which was published on 18th December 2024.

1.8.2 The MTFP includes a 2.98% increase in council tax for 2025/26 and all future years. For 2025/26 this gives a band D council tax of £201.04.

1.9 Capital Programme

1.9.1 The 2025/26 – 2034/35 Capital programme and capital funding is shown in Appendix D and a summary in Table 4

Table 4: Capital Programme & Capital Funding	2024/25 Forecast Outturn	2024/25 Carry forward	2025/26 Estimate	2026/27 Estimate
Capital Expenditure	£'000	£'000	£'000	£'000
Land & Buildings	5,554	1,150	1,535	2,195
Infrastructure	262	-	-	-
Vehicles & Equipment	450	7,835	8,260	300
Community Assets	1,252	-	-	-
Transformation	-	-	500	500
Contingency	-	-	250	250
Total capital expenditure	**7,518**	**8,985**	**10,545**	**3,245**
Capital Funding				
External borrowing	(3,291)	-	(7,898)	-
Capital receipts	(206)	-	(1,400)	(3,245)
S106	(599)	-	(1,247)	-
Capital grants applied	(422)	-	-	-
Reserve funded	(3,000)	-	-	-
Total capital funding	**(7,518)**	**-**	**(10,545)**	**(3,245)**

1.9.2 The capital programme presented is much reduced from previous years in line with the completion of major schemes. The capital programme has been prepared by Leadership Team and is the maximum that is affordable for the authority, there is no scope within the councils Capital Financing Requirement for any additional unfunded schemes.

1.9.3 The majority of the carry forward budgets relate to the purchase of vehicles and equipment and adjustments to Buntingford Depot required for the new waste contract that commences in May 2025. The purchase of these is now scheduled to take place in quarter one of 2025/26.

1.9.4 The council has received section 31 grant from DEFRA to fund the purchase of food waste bins and food waste collection vehicles. In 2025/26 £1.2m will be utilised. The balance of the funding for these vehicles will come from external borrowing and capital receipts. The Minimum Revenue Provision (MRP) in relation to these assets will, in line with the councils MRP policy, be straight line over the assets useful life, of 8 years. This gives a MRP requirement of c£838k per year.

1.9.5 The officer asset management group is reviewing assets that are proposed for disposal, with the view to accelerate disposal of assets in order to reduce the cost of borrowing and the future MRP charges to the council. For each £1m of borrowing the Council enters into there is a revenue cost of at least 8%

1.9.6 The only capital schemes that are proposed from 2027/28 onwards are for investment in operational assets and IT, both of these are currently under review and will form part of the 2026/27 budget and MTFP report.

2.0 Uncertainty

2.1 The figures in the current MTFP are based on the best information available at the time of writing the report. The Local Government Finance settlement was received on 18th of December, and increase to the Revenue Support Grant has been included in the MTFP. There is still

uncertainty about the grant relating to Employees National Insurance contributions.

2.2 Although this appears to be a balanced budget the underlying need to deliver every saving cannot be stressed too much. There is a high risk that these savings may not materialise and there is a limited amount of reserves, that could be utilised to support any shortfall in savings.

2.3 In the MTFP 2026/27 onwards is showing a budget gap of £1.7m. Transformation and savings proposals will need to be developed to bridge this budgetary gap.

3.0 Reason(s)

3.1 The Council is required to set a balanced budget each year. The Local Government Finance Act 1992 required 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 with savings and any shortfall from the limited reserves the council holds.

5.0 Risks

5.1 Risk and known uncertainties are highlighted in the body of the report.

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 The budget papers will be available on line for residents to view.
6.3 A meeting of the Joint Scrutiny Committees was held on 28 February 2025, comments raised are shown in Appendix F along with Executive member response.

Community Safety

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

Data Protection

None directly arising from this report.

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 delivery of the council's policies and priorities in relation to the environmental and sustainability areas.

Financial

All financial implications are contained within the report.

Health and Safety

None directly arising from this report.

Human Resources

The budget provides provision of a pay award for up to 3% in 2025/26, the actual award is subject to national NJC negotiations.

Human Rights

None directly arising from this report.

Legal

The 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.

Specific Wards

No

7.0 Background papers, appendices and other relevant material

7.1 Budget 2025/26 and Medium Term Financial Plan – 28 February 2024 Council Meeting
7.2 Budget 2025-26 and Medium Term Financial Plan (MTFP) 2025-2035 Preparation – 1 October 2024 Executive
7.3 Draft Budget 2025-26 and Medium Term Financial Plan - 7 January 2025 Executive
7.4 Appendices

Appendix A	Medium Term Financial Plan
Appendix B	Savings implemented under officer delegation
Appendix C	Executive recommended savings & Income generation proposals
Appendix D	Capital Programme & Capital Funding
Appendix E	Fees and Charges 2025/26
Appendix F	Comments from the Joint meeting of Scrutiny Committees 29/01/2025

Contact Member Councillor Carl Brittain

Executive Member for Financial Sustainability

carl.brittain@eastherrts.gov.uk

Contact Officer Mathew Crosby

Interim Head of Strategic Finance and Property,

Contact Tel. No. extn 2006

mathew.crosby@eastherts.gov.uk

General Fund Revenue Budget and Medium Term Financial Plan

2025/26 to 2034/35

2024/25 £000	Cost of Services	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	2034/35 £000
362	Chief Executive's Office	382	393	405	417	428	441	454	467	480	493
1,626	Communications, Strategy & Policy	2,060	2,111	2,164	2,218	2,273	2,330	2,388	2,447	2,507	2,568
2,400	Housing and Health	2,186	2,257	2,330	2,404	2,480	2,559	2,640	2,724	2,811	2,901
2,718	Operations	3,308	3,202	3,565	3,779	3,980	4,192	4,415	4,650	4,898	5,159
(548)	Hertford Theatre	(200)	(300)	(500)	(500)	(500)	(500)	(500)	(500)	(500)	(500)
2,345	Planning & Building Control	2,456	2,535	2,615	2,698	2,783	2,871	2,962	3,056	3,153	3,253
995	Shared Revenues & Benefits Service	966	1,025	1,086	1,148	1,213	1,280	1,351	1,426	1,505	1,588
2,822	IT Shared Service	3,038	2,720	2,822	2,928	3,038	3,152	3,270	3,392	3,519	3,651
1,597	Legal & Democratic Services	1,523	1,570	1,619	1,668	1,719	1,771	1,825	1,881	1,939	1,999
595	Human Resources & Org Development	657	670	683	697	710	724	738	752	766	780
2,394	Strategic Finance & Property	2,730	2,718	2,812	3,062	3,324	3,608	3,917	4,252	4,616	5,011
1,019	Centrally Managed Costs	260	260	260	260	260	260	260	260	260	260
(150)	Revenue Costs Capitalised	(150)	(70)	(50)	(20)	(20)	(20)	(20)	(20)	(20)	(20)
4,739	Capital Expenditure Charged to a Revenue Account	50	50	50	50	50	50	50	50	50	50
22,914	Net Cost of Services	19,266	19,142	19,860	20,809	21,738	22,718	23,750	24,837	25,984	27,193

2024/25 £000	Corporate Budgets	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	2034/35 £000
(50)	Fees and Charges Annual Review	(100)	(150)	(200)	(250)	(300)	(350)	(400)	(450)	(500)	(550)
1,032	Minimum Revenue Provision	1,634	1,702	1,786	1,786	1,786	1,786	1,786	1,786	1,786	1,786
2,955	Interest Payable on Loans	3,269	2,612	2,514	2,463	2,351	2,239	2,127	2,015	1,903	1,903
(1,200)	Investment Income	(1,000)	(800)	(750)	(750)	(750)	(750)	(750)	(750)	(750)	(750)
637	Pension Fund Deficit Contribution	637	637	637	637	637	637	637	637	637	637
3,374	Total Corporate Budgets	4,440	4,001	3,987	3,886	3,724	3,562	3,400	3,238	3,076	3,026
(1,103)	Savings implemented under existing delegations	(1,582)	(2,125)	(2,140)	(2,140)	(2,140)	(2,140)	(2,140)	(2,140)	(2,140)	(2,140)
(83)	Executive Savings approved 2024/25 budget round	(1,335)	(1,335)	(1,985)	(1,985)	(1,985)	(1,985)	(1,985)	(1,985)	(1,985)	(1,985)
0	Executive Recommended savings proposals - 2025/26	(492)	(762)	(1,085)	(1,295)	(1,295)	(1,295)	(1,295)	(1,295)	(1,295)	(1,295)
25,102	**Total Costs**	**20,297**	**18,921**	**18,637**	**19,274**	**20,041**	**20,860**	**21,730**	**22,655**	**23,640**	**24,799**

2024/25 £000	Government Funding & Council Tax	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	2034/35 £000
(4,294)	Retained Business Rates - Business Rates	(5,092)	(3,149)	(3,202)	(3,202)	(3,202)	(3,202)	(3,202)	(3,202)	(3,202)	(3,202)
(1,697)	New Homes Bonus Grant	(1,193)	0	0	0	0	0	0	0	0	0
(111)	Revenue Support Grant	(141)	(143)	(145)	(147)	(148)	(150)	(152)	(154)	(156)	(158)
(1,999)	General Government Grants	(403)	(272)	(272)	(272)	(272)	(272)	(272)	(272)	(272)	(272)
0	NI grant	(179)									
(1,501)	New Burdens Funding - food waste collection										
(12,652)	Council Tax Demand on the Collection Fund	(13,131)	(13,625)	(14,138)	(14,669)	(15,219)	(15,789)	(16,380)	(16,992)	(17,625)	(18,282)
(500)	Collection Fund (Surplus)/Deficit										
(22,754)	Total Government Funding & Council Tax	(20,139)	(17,189)	(17,757)	(18,290)	(18,841)	(19,413)	(20,006)	(20,620)	(21,255)	(21,914)
2,348	**Net Budget before Reserves movements**	**158**	**1,732**	**880**	**984**	**1,200**	**1,447**	**1,724**	**2,035**	**2,385**	**2,885**

2024/25 £000	Contributions to/(from) Reserves	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	2034/35 £000
652	Contributions to Earmaked Reserves	0	0	0	0	0	0	0	0	0	0
(3,000)	Contributions (from) Earmarked Reserves	(164)	0	0	0	0	0	0	0	0	0
	Contributions to General Fund										
	Contributions (from) General Fund										
(2,348)	Total Contributions to/(from) Reserves	(164)	0	0	0	0	0	0	0	0	0
0	**Net Budget Position**	**(6)**	**1,732**	**880**	**984**	**1,200**	**1,447**	**1,724**	**2,035**	**2,385**	**2,885**

Savings implemented under existing delegations

Serivce	Description	2025/26	2026/27	2027/28	2028/29
		£'000	£'000	£'000	£'000
Approved as part of 2024/25 budget setting					
Corporate	Senior Management Restructure	- 250	- 250	- 250	- 250
Revenues & Benefits	Shared Revenues and Benefits Service Review	- 25	- 225	- 225	- 225
Communications, Strategy & Policy	Leisure Project Manager	- 30	- 30	- 30	- 30
Communications, Strategy & Policy	Avoidable contacts	- 24	- 24	- 24	- 24
Property	Wallfields	- 157	- 186	- 186	- 186
Total approved as part of 2024/25 budget setting		**- 486**	**- 715**	**- 715**	**- 715**

Adjustments required following unachievement of savings built in to base budgets 2024/25					
Corporate	Ban on overtime	164	164	164	164
Property	Wallfields	200	200	200	200
Total adjustments		**364**	**364**	**364**	**364**

Budget Adjustments & Savings proposed by Leadership Team - December 2024					
	Contractual changes	- 937	- 1,137	- 1,137	- 1,137
	Vacancy management	- 337	- 421	- 421	- 421
	General efficiencies	- 128	- 128	- 128	- 128
	Transformation	- 58	- 88	- 103	- 103
Total Officer delegated savings - Dec 2024		**- 1,460**	**- 1,774**	**- 1,789**	**- 1,789**

Total 2025/26 officer delegated savings	**- 1,582**	**- 2,125**	**- 2,140**	**- 2,140**

Executive recommended savings & income generation proposals

Service	Description	2025/26	2026/27	2027/28	2028/29
		£'000	£'000	£'000	£'000
Approved as part of 2024/25 budget setting					
Corporate	Innovation Corridor	- 10	- 10	- 10	- 10
Corporate	Digital Innovation Zone	- 10	- 10	- 10	- 10
Corporate	Visit Herts	- 5	- 5	- 5	- 5
Corporate	Advertising	- 20	- 20	- 20	- 20
Corporate	Asset Disposals *	- 528	- 528	- 528	- 528
Operations	Invest to Save - Refuse Contract Vehicle Financing	- 200	- 200	- 200	- 200
Operations	Civil Parking Enforcement	- 1,750	- 1,750	- 1,750	- 1,750
Total approved 2024/25		**- 2,523**	**- 2,523**	**- 2,523**	**- 2,523**

Reductions to 2024/25 approved savings					
Planning	HGGT joint Committee	10	10	10	10
Corporate	Asset Disposals *	528	528	528	528
Operations	Civil Parking Enforcement	650	650	-	-
Toal reductions		**1,188**	**1,188**	**538**	**538**

Total savings approved by Executive 2024/25		**- 1,335**	**- 1,335**	**- 1,985**	**- 1,985**

2025/26 Executive recommended savings

Operations	Retender of ground maintenance contract	-	-	- 50	- 50
Operations	Increase Garden Waste charges annually by contract inflation	-	- 30	- 60	- 90
Planning	Reduce contribution to HGGT	- 15	- 15	- 15	- 15
Legal & Democratic	Reduce Member training budget	- 10	- 10	- 10	- 10
Housing & Health	Community grants - reduction	- 30	- 30	- 30	- 30
Corporate	Millstream property disposals	- 63	- 190	- 253	- 253
Corporate	New approach to partnerships	- 74	- 147	- 147	- 147
Communications, Strategy & Policy	Customer Services - review receptions	-	- 40	- 40	- 40
Communications, Strategy & Policy	Transformation	-	-	- 180	- 360
2025/26 Executive Recommended savings		**- 192**	**- 462**	**- 785**	**- 995**

Executive member decisions in 2024/25

Operations	Increase Garden Waste charges by £10 to £59	- 300	- 300	- 300	- 300
2025/26 Income generation proposals		**- 300**	**- 300**	**- 300**	**- 300**

2025/26 Executive Rejected savings

Planning	Limited the planning enforcement resource to compliance	-233	-233	-233	-233
Planning	Reduce Enforcement officer resource from 3 to 1	-140	-140	-140	-140
Planning	Reduce Enforcement officer resource from 3 to 2	-67	67	67	67
Housing & Health	Citizens Advice - stop grant	-100	-100	-100	-100
Housing & Health	Citizens Advice - reduce grant	-30	-30	-30	-30
Housing & Health	Citizens Advice - reduce grant	-60	-60	-60	-60
Housing & Health	Delete Licensing Enforcement function	-63	-63	-63	-63
Housing & Health	Reduction current 1.3 FTE Licensing Enforcement Officers to 1 FTE	-15	-15	-15	-15
Communications, Strategy & Policy	Communications - reduce service to minimum	-103	-103	-103	-103
Housing & Health	Staff paying for car park	-3	-5	-5	-5
Legal & Democratic	Land charges searches - charge for fast track service	-2	-2	-2	-2

* Asset Disposals. As part of the 2024/25 budget setting process a schedule of assets to be disposed was proposed. Delays in the dispoal of assets has resulted in the £528k revenue saving not being achieved for 2025/26. The programme for asset disposals is under review by officer led asset management group.

EAST HERTS DISTRICT COUNCIL CAPITAL PROGRAMME 2025/26 TO 2034/35

APPROVED SCHEMES	2023/24 Unaudited Outturn £000	2024/25 Forecast Outturn £000	Carry forward	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)	2034/35 Estimate £(000)	Scheme Total from 2025/26 £000
Land and Buildings														
Investment in operational assets	57	589	-	350	350	*	*	*	*	*	*	*	*	700
Buntingford Depot	-	-	800	800	-	-	-	-	-	-	-	-	-	800
BEAM	-	4,815	-	-	-	-	-	-	-	-	-	-	-	-
ORL - Main Scheme	-	150	-	175	175	-	-	-	-	-	-	-	-	350
Town Centre Regeneration - Public Square	-	-	-	30	1,500	-	-	-	-	-	-	-	-	1,530
URC Church Hall	-	-	170	-	170	-	-	-	-	-	-	-	-	170
Pinehurst Community Hall	-	-	180	180	-	-	-	-	-	-	-	-	-	180
Total Land and Buildings	**57**	**5,554**	**1,150**	**1,535**	**2,195**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**3,730**
Infrastructue														
Bridge	-	262	-	-	-	-	-	-	-	-	-	-	-	-
	-	**262**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Vehicles and Equipment														
ICT Rolling programme	116	450	-	450	300	*	*	*	*	*	*	*	*	750
Refuse & Recycling - Cleansing vehicles	-	-	6,155	6,130	-	-	-	-	-	-	-	-	-	6,130
Refuse & Recycling - containers	-	-	1,680	1,680	-	-	-	-	-	-	-	-	-	1,680
Total Vehicles and Equipment	**116**	**450**	**7,835**	**8,260**	**300**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**8,560**
Community Assets														
Replacement play equipment across the district	-	50	-	-	-	-	-	-	-	-	-	-	-	-
Bishops Stortford Castle Park - HLF	-	633	-	-	-	-	-	-	-	-	-	-	-	-
Hertford Castle Grounds - Development Phase - HI	-	363	-	-	-	-	-	-	-	-	-	-	-	-
Parks & Open Spaces	-	206	-	-	-	-	-	-	-	-	-	-	-	-
Total Community Assets	**-**	**1,252**		**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Transformation	-	-	-	500	500	-	-	-	-	-	-	-	-	1,000
Contingency	-	-	-	250	250	-	-	-	-	-	-	-	-	500
TOTAL CAPITAL EXPENDITURE	**173**	**7,518**	**8,985**	**10,545**	**3,245**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**12,290**
FUNDED BY:														
Borrowing (Internal)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowing (External)	-	(3,261)	-	(7,898)		-	-	-	-	-	-	-	-	(11,159)
Capital Receipts	-	(236)	-	(1,400)	(3,245)	-	-	-	-	-	-	-	-	(4,881)
Capital Grants Applied	-	(599)	-	(1,247)	-	-	-	-	-	-	-	-	-	(1,846)
S106	-	(422)	-	-	-	-	-	-	-	-	-	-	-	
Reserve funded	-	(3,000)	-	-	-	-	-	-	-	-	-	-	-	
Capital Expenditure Charged to a Revenue Accoun	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL PROGRAMME FUNDING	**-**	**(7,518)**		**(10,545)**	**(3,245)**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**(21,308)**

*Note: Investment in operational assets and ICT rolling programme are currently under review and will form part of the 2026/27 MTFP and budget

	Basis of Charge	Unit of Charge	2024/25 Charge Ex. VAT	2025/26 Charge Ex. VAT	VAT
			£	£	
MISC DEVELOPMENT MANAGEMENT CHARGES					
Copies of any documents		per black & white A4 side	0.15	0.16	n/a
Copies of any documents		per colour A4 side	0.03	0.33	n/a
Copies of any documents		per black & white A3 side	0.03	0.33	n/a
Copies of any documents		per colour A3 side	0.06	0.66	n/a
Copies of documents provided on an electronic disc		per disc provided	19.00	19.95	n/a
Historical Research (where records available)		per hour (or part)	96.00	100.80	n/a
Legal obligation agreements - confirmation of compliance by third parties or where the monitoring fee has not been paid		**for first two hours, then per hour or part of hour after first two hours**	94.00	98.70	n/a
Retieval of externally stored microfilmed records		**per hour (or part of) after first hour**	5.00	45 per hour (or p	n/a

	Basis of Charge	Unit of Charge	2024/25 Charge Ex. VAT	2025/26 Charge Ex. VAT	VAT
			£	£	
MINOR PRE-APPLICATION ADVICE					
Householder proposals (written advice only)		Per request	208.33	218.75	S
Householder and Listed building advice (written advice only)		Per request	350.00	367.50	
Heritage advice only (minor scheme where site is within curtilage of Listed Building)		**Per request**		**450.00**	**S**
Small Commercial (written advice only)		Per request	416.67	454.80	S
Medium commercial (includes discretionary meeting)		Per request	833.33	909.59	S
Other commercial or simple change of use (written advice only)		Per request	250.00	272.88	S
Simple Adverts (written advice only)		Per request	166.67	181.92	S
10 or more adverts (written advice only)		Per request	583.33	636.71	S
Other non-residential not covered by the above (written advice only		Per request	250.00	272.88	S
Creation of new residential unit (written advice only)		Per request	458.33	481.25	S
2-5 new residential untis (includes meeting)		Per request	833.33	960.49	S
6-9 new residential units Includes meeting)		Per request	1,000.00	1,152.59	S
MAJOR PRE-APPLICATION ADVICE					
Written advice & meeting					
Residential 10-25 units		Per request	3,333.33	3,605.39	S
Residential 26-50 units		Per request	5,000.00	5,408.09	S
Residential 50 -100 units		Per request	7,500.00	8,112.13	S
Residential 100-200 units		Per request	12,500.00	13,520.22	S
Residential 200 units +		Per request	price on application	POA	S
Commercial scheme 1,000 - 5000m2		Per request	5,000.00	5,250.00	S
Commercial scheme 5,000 - 10,000m2		Per request	7,500.00	7,875.00	S
Commercial scheme 10,000m2		Per request	10,000.00	10,500.00	S
Commercial COU		Per request	2,000.00	2,100.00	S
Other non-residential advice on major applications not covered by the above		Per request	4,166.67	4,375.00	S
Other non-residential advice on major applications not covered by the aboive (no floor area)		Per request	500.00	525.00	S
MISCELLAENEOUS					
High Hedges (Part 8 of the Anti-social Behaviour Act 2003)		**Per request**	515	700	
Withdrawal of notice from Enforcement Register		**Per request**		450	
Discretionary Meeting		**Additional to o**		200	
Handling Fee for long-term invalid applications		**Per application**		62	

	Basis of Charge	Unit of Charge	2024/25 Charge Ex. VAT	2025/26 Charge Ex. VAT	VAT
			£	£	
SELF-BUILD AND CUSTOM HOUSEBUILDING REGISTER					
Entry onto Part 1 of the Register (Individuals)		**per request**	0.00	150.00	S
Entry onto Part 2 of the Register (Individuals)		**per request**	133.00	150.00	S
Entry onto Part 1 of the Register (Groups and Associations)		**per request**	265.00 + 62.00 per individual	150 + 75 per individual	S
Entry onto Part 2 of the Register (Groups and Associations)		**per request**	105.00 + 62.00 per individual	150 + 75 per individual	S

	Basis of Charge	Unit of Charge	2024/25 Charge Ex. VAT	2025/26 Charge Ex. VAT	VAT
			£	£	
PARKING					
Off Street Resident Season Ticket - Port Vale			325.44	341.71	S
Off Street Resident Season Ticket - Crown Terrace			1,462.86	1,536.00	S
Off Street Resident Season Ticket - Baldock Street - Ware			1,143.82	1,201.01	S
On Street Resident Season Ticket - 1st Permit			75.00	75.00	OS
On Street Resident Season Ticket - 2nd Permit			150.00	150.00	OS
On Street Resident Season Ticket - 3rd Permit (only available where possible in B1 (Stansted Rd, BS), B2 (Dunmow Rd, BS), B3 (Windhill BS), B7 Chantry BS), W2 (Coronation Rd Ware))			150.00	150.00	OS
On Street Resident Season Ticket - Motorcycle permit			26.00	27.00	OS
On Street Resident Season Ticket - Contractor permit		per week	25.00	26.00	OS
On Street Resident Season Ticket - Business permit		per annum	424.00	424.00	OS
On Street Resident Season Ticket - Carers/ Special permits (discretionary)			43.00	45.00	OS
On Street Resident Season Ticket - Vistors Vouchers		per hour	0.16	0.17	OS
On Street Resident Season Ticket - Vistors Vouchers		per hour pensioners	0.08	0.08	OS
On Street Resident Season Ticket - Vistors Vouchers		Per Day	1.50	1.60	OS
On Street Resident Season Ticket - Vistors Vouchers		Per day pensioners	0.75	0.80	OS
On Street Resident Season Ticket - Vistors Vouchers		Per Week	3.20	3.40	OS
On Street Resident Season Ticket - Vistors Vouchers		Per week pensioners	1.60	1.70	OS
On Street Resident Season Ticket - Charge for Temporary Dispensation from Parking Restrictions			25.00	26.00	OS
On Street Residents Parking Permits - Folly Island - 2nd Permit			75.00	75.00	OS
Parking Northgate House		Per space per annum	1,000.00	1,050.00	OS
Bishop's Stortford market traders' tariff - Link Road		per Thursday or Saturday	4.60	4.80	S
Bishop's Stortford market traders' tariff - Apton Road		per Thursday or Saturday	4.60	4.80	S
Old London Road - Hertford - Coach / Lorry tarriff		per visit	15.00	16.00	S
ELECTRIC VEHICLE CHARGING					
Fast chargers (up to 22 kWh)	Cost Recovery	per kWh	0.44	0.44	S

MARKETS

		Basis of Charge	Unit of Charge	2024/25 Charge Ex. VAT	2025/26 Charge Ex. VAT	VAT
				£	£	
Street Trading Enhanced (Commercial Markets)		Annual		437.00	437.00	OS
Street Trading Enhanced (Commercial Markets)		Quarterly			150.00	OS
Street Trading: Enhanced (Farmers Market)		Annual		437.00	437.00	OS
Additional stall: Enhanced (Farmers Market)				120.00	120.00	OS
Electricity - Cooking per trading day		per trading day		7.50	9.00	OS
Electricty - Lighting/tills only		per trading day		4.50	5.40	S
Electricty - Lighting/tills only		monthly trader		46.00	0.00	S
Electricty - Lighting/tills only		weekly trader		185.00	0.00	S

VAT Key:
S - Standard (20%)
Z - Zero (0%)
E - Exempt
OS - Outside Scope of VAT

	Basis of Charge	Unit of Charge	2024/25 Charge Ex. VAT	2025/26 Charge Ex. VAT	VAT
			£	£	
ENVIRONMENTAL HEALTH LICENCES					
Animal licences - Grant or renewal cost of one licensable activity	Cost Recovery	Every 1 to 3 years	507.00	532	OS
Animal licences - Grant or renewal cost per additional licensable activity	Cost Recovery	Every 1 to 3 years	267.00	280	OS
Animal licences - Hiring of horses annual inspection fee (plus hiring of horses additional charge below) (invoiced after each annual inspection)	Cost Recovery	Every 1 to 3 years	243.00	255	OS
Animal Licences - Hiring of horses additional charge per horse	Cost Recovery	Every 1 to 3 years	14.00	15	OS
Animal licences - Minor variation of a current licence (no site visit)	Cost Recovery	per variation	121.00	127	OS
Animal licences - Variation of a current licence (involving site visit) (plus vet fees)	Cost Recovery	per variation	274.00	288	OS
Animal licences - Re-evaluation of a licenced premises star rating (plus vet fees)	Cost Recovery	per inspection	375.00	394	OS
Animal Licences - 'arrangers fee' for one licensable activity	Cost Recovery	Every 1 to 3 years	507.00	558	OS
Zoos - New Licence (plus vet fees)	Cost Recovery	per 4 year registration	2,773.00	2912	OS
Zoos - Year 3 periodical inspection (plus vet fees)	Cost Recovery	per inspection	2,520.00	2646	OS
Zoos - Year 6 renewal licence inspection (plus vet fees)	Cost Recovery	per 6 years	2,554.00	2682	OS
Zoos - Transfer of Licence (plus vet fees)	Cost Recovery	per transfer	1,005.00	1055	OS
Dangerous Wild Animals (plus vet fees)	Cost Recovery	per 2 years	421.00	442	OS
Registration for Skin Piercing (Premises)	Cost Recovery	per business	252.00	265	OS
Registration for Skin Piercing (Person) - when registered at the time of premises registration	Cost Recovery	per person	14.00	15	OS
Registration for Skin Piercing (Person) - when registered after/indepently of premises registration	Cost Recovery	per person or premises	181.50	191	OS
Registration for Peripatetic Skin Piercing	Cost Recovery	per business	264.00	277	OS
Update to an existing Skin Piercing registration (minor update not needing site visit). If visit needed see registration of premises and/or person cost	Cost Recovery	per update	88.00	92	OS
Replacement of any environmental health licence, FHRS sticker or registration certificate	Cost Recovery	per licence	28.50	30	OS
Mobile homes sites - fit and proper person checks (excluding DBS costs)	Cost Recovery	Per check	180.00	198	OS
FOOD HYGIENE & SAFETY					
Issue of certificate following surrender of food - first hour (plus disposal costs)	Cost Recovery	per hour or part	84.50	89	OS
Issue of certificate following surrender of food - additional hours (plus disposal costs)	Cost Recovery	per hour or part	56.00	59	OS
Food export health certificate (first hour)	Cost Recovery	per hour or part	87.00	91	OS
Food export health certificate (additional hours)	Cost Recovery	per hour or part	56.00	59	OS
Letter confirming food premises registration	Cost Recovery	per certificate	33.00	35	OS
Food Hygiene Rating Scheme Rescoring Visit	Cost Recovery	per visit	203.50	214	OS

	Basis of Charge	Unit of Charge	2024/25 Charge Ex. VAT	2025/26 Charge Ex. VAT	VAT
			£	£	
MISCELLANEOUS FEES & CHARGES					
Contaminated Land/ additional land charge enquiry (simple land search)	Cost Recovery	per enquiry	82.50	87	OS
Contaminated Land/ additional land charge enquiry (detailed land search)	Cost Recovery	per enquiry	219.00	230	OS
Statement of fact for civil cases (first hour)	Cost Recovery	First hour or part	89.00	93	S
Statement of fact for civil cases (additional hour)	Cost Recovery	per hour or part	56.00	59	S
Processing Section 61 notic application	Cost Recovery	per enquiry	82.50	91	OS
Attendance at Exhumations (first hour)	Cost Recovery	First hour or part	89.00	93	OS
Attendance at Exhumations (additional hours)	Cost Recovery	per hour or part	56.00	59	OS
Public health burials (first hour)	Cost Recovery	First hour or part	87.00	91	OS
Public health burials (additional hour)	Cost Recovery	per hour or part	56.00	59	OS
PRIVATE WATER SUPPLIES					
Risk Assessment (first hour) (plus costs incurred by specialist inspector)	Cost Recovery	First hour or part	84.50	89	S
Risk Assessment (additional hour) (plus costs incurred by specialist inspector)	Cost Recovery	per hour or part	49.50	52	S
Risk Assessment (Desktop) - first hour	Cost Recovery	First hour or part	84.50	89	S
Risk Assessment (Desktop) - additional hours	Cost Recovery	per hour or part	49.50	52	S
Sampling Visit - first hour (plus analysis costs)	Cost Recovery	First hour or part	78.00	82	S
Sampling Visit - additional hours (plus analysis costs)	Cost Recovery	per hour or part	49.50	52	S
Sampling - Desktop review of results (first hour)	Cost Recovery	First hour or part	78.00	82	OS
Sampling - Desktop review of results (additional hours)	Cost Recovery	per hour or part	49.50	52	OS
Investigation - first hour (plus analysis costs)	Cost Recovery	First hour or part	78.00	82	OS
Investigation - additional hours (plus analysis costs)	Cost Recovery	per hour or part	49.50	52	OS
Granting of Authorisation -first hour	Cost Recovery	First hour or part	115.50	121	OS
Granting of Authorisation - additional hours	Cost Recovery	per hour or part	64.00	67	OS
PRIVATE SECTOR HOUSING					
Standards inspection for immigration	Cost Recovery	per inspection	191.00	201	S
Housing Notices (excluding any costs incurred for additional reports required to support notice service eg EICR, Structural Engineering Report, Damp Survey which will be charged separately)	Cost Recovery	fixed charge	429.00	450	OS
Housing Notices Recovery of cost to arrange for professional reports (plus professional costs)	Cost Recovery	per professional report	81.00	85	OS
Fixed penalty for failure to belong to an approved redress scheme		fixed charge	5,000.00	5000	OS

	Basis of Charge	Unit of Charge	2024/25 Charge Ex. VAT	2025/26 Charge Ex. VAT	VAT
			£	£	
Licence for a HMO with no more than 5 bedrooms - full fee upon application	Cost Recovery	per licence	1,311.00	1377	OS
Licence for a HMO with no more than 5 bedrooms - Part 1 Fee	Cost Recovery	per licence	1,059.00	1112	OS
Licence for an HMO - Part 2 Fee	Cost Recovery	per licence - final before issuing licence	279.50	293	OS
Additional bedrooms	Cost Recovery	each	27.50	29	OS
Renewal of HMO Licence - Full fee upfront.	Cost Recovery	per licence	1,090.00	1145	OS
Renewal of HMO Licence - Two-part fee - Part 1	Cost Recovery	per licence - initial at application	838.00	880	OS
Renewal of HMO Licence - Two-part fee - Part 2	Cost Recovery	per licence - final before issuing licence	279.50	293	OS
HMO Confirmation Letters for licensable HMOs after application has been received	Cost Recovery	per letter	33.00	35	OS
Housing Advice Visit	Cost Recovery	per visit	369.50	388	S
OTHER LICENCES					
Sex Establishments		per annum	3,760.00	3760	OS
Sex Establishments		per renewal	3,330.00	3330	OS
Sex Establishments		transfer	108.00	108	OS
Hypnotism Act 1952 - Occasional licensed premises			207.00	217	OS
Hypnotism Act 1952 - Occasional unlicensed premises			795.00	835	OS
Scrap Metal Site Licence		per licence granted	353.00	353	OS
Scrap Metal Site Licence		per licence renewed	263.00	263	OS
Scrap Metal Site Licence - Variation, Name Change, Change of Site		per change	63.00	63	OS
Scrap Metal Collectors Licence		per licence granted	320.00	320	OS
Scrap Metal Collectors Licence		per licence renewed	229.00	229	OS
Scrap Metal Collectors Licence - Variation, Name Change		per change	62.50	63	OS
TAXI LICENSING					
Private Hire vehicle (new) - 1 year		per new licence	307.50	308	OS
Private Hire vehicle (renewal) - 1 year		per renewal	287.00	287	OS
Vehicle - either Hackney Carriage or Private Hire (new) HC only - 1 year		per new licence	400.00	400	OS
Vehicle - either Hackney Carriage or Private Hire (renewal) HC only - 1 year		per renewal	318.00	318	OS
Dual Driver or Private Hire Driver (new) - 3 year			393.50	394	OS

	Basis of Charge	Unit of Charge	2024/25 Charge Ex. VAT	2025/26 Charge Ex. VAT	VAT
			£	£	
Dual Driver or Private Hire Driver (renewal) - 3 year			284.00	284	OS
Dual Driver or Private Hire Driver (new) - 1 year			343.00	343	OS
Dual Driver or Private Hire Driver (renewal) - 1 year			233.70	234	OS
Private Hire Operator - 5 year (new)			302.00	302	OS
Private Hire Operator - 5 year (renewal)			296.00	296	OS
Private Hire Operator - 1 year (new)			266.50	267	OS
Private Hire Operator - 1 year (renewal)			266.50	267	OS
Each additional vehicle above 6			-	0	OS
Change of vehicle (new vehicle on old plate number)			59.00	62	OS
Change of vehicle (courtesy car)			91.00	96	OS
Vehicle Inspection (5 year check)			36.00	38	OS
Private Hire Driver converted to Dual Driver	Cost Recovery	Per driver	30.00	32	OS
Private Hire Driver converted to Hackney Carriage vehicle			108.00	113	OS
Change of vehicle proprietor			41.00	43	OS
Change of DVLA details (registration number etc.)			61.00	64	OS
Change of Drivers address			12.00	13	OS
Knowledge test and training day (all new applicants)			98.00	103	OS
Resit of both routes and rules & regulations tests			52.00	55	OS
Resit of routes test only			34.00	36	OS
Update training for existing drivers			62.00	65	OS
Enhanced DBS Online	Cost Recovery	Per person	94.00	99	OS
English Competency testing (in our offices)	Cost Recovery		97.00	102	OS
English Competency testing (remote)	Cost Recovery		78.00	82	OS
Roof light (complete)	Cost Recovery	per light	65.00	68	S
Roof light (top cover only)	Cost Recovery	per light	45.00	47	S
Roof Light (base)			30.00	32	S
Replacement drivers badges	Cost Recovery	Each	19.00	20	S
Hackney Carriage Replacement plate (or additional for a trailer)	Cost Recovery	Each	20.00	21	S
Private Hire Vehicle replacement plate	Cost Recovery	Each	22.00	23	S

	Basis of Charge	Unit of Charge	2024/25 Charge Ex. VAT	2025/26 Charge Ex. VAT	VAT
			£	£	
Roof light bulbs			3.23	3	S
Magnets (sold as a pair)	Cost Recovery	Per pair	18.00	19	S
Executive Disc (private hire vehicles only)	Cost Recovery	Each	13.00	14	S
Refund per full calendar month of unexpired drivers licence PH (new)			2.10	2	OS
Refund per full calendar month of unexpired drivers licence PH (renewal)			1.00	1	OS
Refund per full calendar month of unexpired drivers licence HC (new)			2.10	2	OS
Refund per full calendar month of unexpired drivers licence HC (renewal)			1.00	1	OS
Refund per full calendar month of unexpired vehicle licence PH (new)			4.20	4	OS
Refund per full calendar month of unexpired vehicle licence PH (renewal)			4.20	4	OS
Refund per full calendar month of unexpired vehicle licence HC (new)			4.20	4	OS
Refund per full calendar month of unexpired vehicle licence HC (renewal)			4.20	4	OS
Refund per full calendar year of unexpired operators licence (new)			11.50	12	OS
Refund per full calendar year of unexpired operators licence (renewal)			11.50	12	OS
PREMISES LICENCES					
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band A - rateable value £0-£4,300	Statutory Fee	per band A premises	100.00	100	OS
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band B - rateable value £4,301-33,000	Statutory Fee	per band B premises	190.00	190	OS
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band C - rateable value £33,001-£87,000	Statutory Fee	per band C premises	315.00	315	OS
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band D - rateable value £87,001-£125,000	Statutory Fee	per band D premises	450.00	450	OS
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band E - rateable value £125,000 and over	Statutory Fee	per band E premises	635.00	635	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band A - rateable value £0-£4,300	Statutory Fee	per band A premises per annum	70.00	70	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band B - rateable value £4,301-33,000	Statutory Fee	per band B premises per annum	180.00	180	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band C - rateable value £33,001-£87,000	Statutory Fee	per band C premises per annum	295.00	295	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band D - rateable value £87,001-£125,000	Statutory Fee	per band D premises per annum	320.00	320	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band E - rateable value £125,000 and over	Statutory Fee	per band E premises per annum	350.00	350	OS

	Basis of Charge	Unit of Charge	2024/25 Charge Ex. VAT	2025/26 Charge Ex. VAT	VAT
			£	£	
PERSONAL LICENCE	Statutory Fee	per licence	37.00	37	OS
OTHER FEES AND CHARGES					
Supply of copies of information contained in register		per black & white A4 sheet	0.15	0.16	S
Supply of copies of information contained in register		per black & white A3 sheet	0.30	0.32	S
Supply of copies of information contained in register		per black & white A0 sheet	2.00	2.10	S
Supply of copies of information contained in register		per colour A4 sheet	0.30	0.32	S
Supply of copies of information contained in register		per colour A3 sheet	0.60	0.63	S
Supply of copies of information contained in register		per colour A0 sheet	2.30	2.42	S
Application for copy of licence or summary on theft, loss etc. of premises licence or summary	Statutory Fee	per application	10.50	10.5	OS
Notification of change of name or address (holder of premises licence)	Statutory Fee	per change	10.50	10.5	OS
Application to vary or to specify individual as premises supervisor	Statutory Fee	per application	23.00	23	OS
Application to transfer premises licence	Statutory Fee	per application	23.00	23	OS
Interim authority notice	Statutory Fee	per notice	23.00	23	OS
Application for making of a provisional statement	Statutory Fee	per statement	315.00	315	OS
Application for copy of certificate or summary on theft, loss etc. of certificate or summary	Statutory Fee	per copy	10.50	10.5	OS
Notification of change of name or alteration of club rules	Statutory Fee	per change	10.50	10.5	OS
Change of relevant registration address of club	Statutory Fee	per change	10.50	10.5	OS
Temporary event notice	Statutory Fee	per notice	21.00	21	OS
Application of copy of notice on theft, loss etc. of temporary event notice	Statutory Fee	per copy	10.50	10.5	OS
Application of copy of licence on theft, loss etc. of personal licence	Statutory Fee	per copy	10.50	10.5	OS
Notification of change of name or address (personal licence)	Statutory Fee	per change	10.50	10.5	OS
Notice of interest in any premises	Statutory Fee	per notice	21.00	21	OS
GAMBLING ACT 2005					
Bingo Premises		per licence	3,258.00	3421	OS
Bingo Premises		per variation	1,629.50	1711	OS
Bingo Premises		per transfer	1,117.00	1173	OS
Bingo Premises		Annual Fee	931.00	978	OS
Adult Gaming Centre Premises		per licence	1,883.00	1977	OS
Adult Gaming Centre Premises		per variation	931.00	978	OS

	Basis of Charge	Unit of Charge	2024/25 Charge Ex. VAT	2025/26 Charge Ex. VAT	VAT
			£	£	
Adult Gaming Centre Premises		per transfer	1,095.00	1150	OS
Adult Gaming Centre Premises		Annual Fee	931.00	978	OS
Betting Premises (Track)		per licence	2,328.00	2444	OS
Betting Premises (Track)		per variation	1,165.00	1223	OS
Betting Premises (Track)		per transfer	885.00	929	OS
Betting Premises (Track)		Annual Fee	931.00	978	OS
Betting Premises (Other)		per licence	2,799.00	2939	OS
Betting Premises (Other)		per variation	1,397.00	1467	OS
Betting Premises (Other)		per transfer	1,117.00	1173	OS
Betting Premises (Other)		Annual Fee	365.00	383	OS
Family Entertainment Centre Premises		per licence	1,862.00	1955	OS
Family Entertainment Centre Premises		per variation	931.00	978	OS
Family Entertainment Centre Premises		per transfer	885.00	929	OS
Family Entertainment Centre Premises		Annual Fee	698.00	733	OS
Temporary Use Notices		per notice	500.00	525	OS
Temporary Use Notices		per copy	25.00	26	OS
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per permit	150.00	150	OS
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per variation	100.00	100	OS
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per transfer	25.00	25	OS
Notification 2 gaming machines	Statutory Fee	per notice	50.00	50	OS
Club Gaming Machine Permit 5 years (Up to 3 machines)	Statutory Fee	per permit	100.00	100	OS
Club Gaming Machine Permit	Statutory Fee	Annual Fee	50.00	50	OS
Small Lotteries	Statutory Fee	per setup	40.00	40	OS
Small Lotteries	Statutory Fee	per renewal	20.00	20	OS

STREET TRADING

Street Trading: Occasional Registered Charity (up to one month)	Cost Recovery	per month	83.50	88	OS
Street Trading: Occasional (up to one month)	Cost Recovery	per month	164.00	172	OS
Street Trading: Peripatatic (e.g. ice cream van)	Cost Recovery	per annum	473.00	497	OS
Street Trading: Static (e.g. burger van)	Cost Recovery	per annum	481.00	505	OS

	Basis of Charge	Unit of Charge	2024/25 Charge Ex. VAT	2025/26 Charge Ex. VAT	VAT
			£	£	
Transfer of street trading consent	Cost Recovery	per transfer	66.00	69	OS
Variation of street trading consent	Cost Recovery	Per variation	66.00	69	OS
Street trading consent refund - greater than 6 months left on consent	Cost Recovery	per consent	25% of fee paid	25% of fee paid	OS
Street trading consent refund - between 3 and 6 months left on consent	Cost Recovery	per consent	10% of fee paid	10% of fee paid	OS
HOSTELS					
Rectory & Hillcrest Hostels Single room (exc. Service charges)		per week	250.00	250.00	Z
Rectory & Hillcrest Hostels Double room (exc. Service charges)		per week	330.00	330.00	Z
Rectory & Hillcrest Hostels Family room (exc. Service charges)		per week	375.00	375.00	Z
Cedar Cottage Support Hostel Self Contained Unit		per week	377.00	377.00	Z
Bed & Breakfast - Single person		per week	129.33	129.33	Z
Bed & Breakfast - Single person		per day	15.80	15.80	Z
Bed & Breakfast - Single person and one child		per week	146.40	146.40	Z
Bed & Breakfast - Single person and one child		per day	20.90	20.90	Z
Bed & Breakfast - Single person and two children		per week	159.00	159.00	Z
Bed & Breakfast - Single person and two children		per day	22.80	22.80	Z
Bed & Breakfast - Couple		per week	146.40	146.40	Z
Bed & Breakfast - Couple		per day	20.90	20.90	Z
Bed & Breakfast - Couple and one child		per week	171.80	171.80	Z
Bed & Breakfast - Couple and one child		per day	24.50	24.50	Z
Bed & Breakfast - Couple and two children		per week	181.10	181.10	Z
Bed & Breakfast - Couple and two children		per day	26.60	26.60	Z
Bed & Breakfast - Additional children up to 16		per week	15.10	15.10	Z
Bed & Breakfast - Additional children up to 16		per day	2.10	2.10	Z

ELECTORAL REGISTRATION FEES

	Basis of Charge	Unit of Charge	2024/25 Charge Ex. VAT	2025/26 Charge Ex. VAT	VAT
			£	£	
Fee for sale of the full register and notices of alteration	Statutory	per sale provided electronically	£20.00	£20.00	Z
and an additional	Statutory	per thousand or part thousand entries	£1.50	£1.50	Z
Fee for sale of the full register and notices of alteration	Statutory	per sale printed	£10.00	£10.00	Z
and an additional	Statutory	per thousand or part thousand entries	£5.00	£5.00	Z
Fee for sale of the open Register	Statutory	per sale provided electronically	£20.00	£20.00	Z
and an additional	Statutory	per thousand or part thousand entries	£1.50	£1.50	Z
Fee for sale of the open Register	Statutory	per sale printed	£10.00	£10.00	Z
and an additional	Statutory	per thousand or part thousand entries	£5.00	£5.00	Z
Fee for sale of the list of overseas electors	Statutory	per sale provided electronically	£20.00	£20.00	Z
and an additional	Statutory	per hundred or part hundred entries	£1.50	£1.50	Z
Fee for sale of the list of overseas electors	Statutory	per sale printed	£10.00	£10.00	Z
and an additional	Statutory	per hundred or part hundred entries	£5.00	£5.00	Z
Fee for sale of the marked document (register or absent voters list)	Statutory	per sale provided electronically	£10.00	£10.00	Z
and an additional	Statutory	per thousand or part thousand entries	£1.00	£1.00	Z
Fee for sale of the marked document (register or absent voters list)	Statutory	per sale printed	£10.00	£10.00	Z
and an additional	Statutory	per thousand or part thousand entries	£2.00	£2.00	Z
Photocopies of Election expense returns	Statutory	Per side copied	£0.20	£0.20	Z
Certificate of Registration	Discretionary	per elector per year	£22.00	£22.00	Z
Voter Authority Certificate	Statutory	per elector per year	Free	Free	Z

	Basis of Charge	Unit of Charge	2024/25 Charge Ex. VAT	2025/26 Charge Ex. VAT	VAT
			£	£	
LAND CHARGES					
Registration of a charge in Part II of the register	Statutory	per charge	67.00	67.00	OS
Filing a definite certificate of the Lands Tribunal under rule 10 (3)	Statutory	per certificate	2.50	2.50	OS
Filing a judgement or order, or written request for the variation or cancellation of any entry in Part 11 of the register	Statutory	per item	7.00	7.00	OS
Inspection of documents filed in the register under rule 10, in respect of each parcel of land	Statutory	per parcel of land	2.50	2.50	OS
Office copy of any plan or other document filed pursuant to the rules	Statutory	per copy	Individual Charge	Individual Charge	OS
Standard search fee (LLC1 + CON29) VAT inclusive price	Cost Recovery	Per search	£141.60	161.00	S
Extra parcel fee with standard search	Cost Recovery	Per search	£164.70	183.55	S
Standard search including all CON29O questions	Cost Recovery	Per search	£338.64	359.30	S
LLC1	Cost Recovery	Per search	£30.00	35.00	Z
CON29	Cost Recovery	Per search	£111.60	126.00	S
Con29O Qu.4 -21	Cost Recovery	Per search	£8.40	8.40	S
Con29o Qu.22	Cost Recovery	Per search	£45.84	47.10	S
Extra parcel fee (LLC1)	Cost Recovery	Per search	£10.50	10.25	Z
Extra parcel fee (Con29)	Cost Recovery	Per search	£12.60	12.30	S
Expedited search fee (subject to availability)	Cost Recovery	Per search	-	48.00	S
LEGAL CHARGES					
External legal advice (Non Public Law Partnership member)	Discretionary	Per hour	255.00	255.00	S
Authorised Guarantee Agreement	Discretionary	Fixed	628.00	628.00	S
Commercial lease assignment	Discretionary	Fixed	850.00	850.00	S
Leases	Discretionary	Fixed	981.00	981.00	S
Licences	Discretionary	Fixed	459.00	459.00	S
Deed of covenants	Discretionary	Fixed	£511.66 PLUS 3%	£511.66 PLUS 3%	S
Landlord licence	Discretionary	Fixed	717.00	717.00	S
Deed of variation (complex)	Discretionary	Fixed	1,307.00	1,307.00	S
Easements	Discretionary	Fixed	1,307.00	1,307.00	S
Drafting Rent Reviews	Discretionary	Fixed	327.00	327.00	S
s.106 TCPA 1990 – simple	Discretionary	Fixed	255.00	255.00	S
s.106 TCPA – complex	Discretionary	Per Hour	255.00	255.00	S
Deed of Surrender	Discretionary	Fixed	784.00	784.00	S

	Basis of Charge	Unit of Charge	2024/25 Charge Ex. VAT	2025/26 Charge Ex. VAT	VAT
			£	£	
Transfer of Open Space	Discretionary	Fixed	1,046.00	1,046.00	S
Licence of alterations	Discretionary	Fixed	915.00	915.00	S
Licence to assign leasehold premises	Discretionary	Fixed	915.00	915.00	S
Notice of Assignment	Discretionary	Fixed	107.00	107.00	S
Nomination Agreement	Discretionary	Fixed	826.00	826.00	S
Leasehold Enquiry Forms	Discretionary	Fixed	193.00	193.00	S
Letter and Consent	Discretionary	Fixed	39.00	39.00	S
Residential Lease Extension	Discretionary	Fixed	551.00	551.00	S
Notice of charge	Discretionary	Fixed	118.00	130	S
Postponement of Charge	Discretionary	Fixed	118.00	130	S
Sale of land	Discretionary	Fixed	1,080.00	1,190.20	S
Footpath/Bridleway Creation or Diversion Agreement	Discretionary	Fixed	2,155.00	2,368	S

STREET NAMING & NUMBERING

Change of house name or adding alias name	Cost Recovery	Per address	100.00	100	Z
Registering 1 plot	Cost Recovery	Per address	104.50	100	Z
Registering 2-24 plots	Cost Recovery	Per address	70.00	75	Z
Registering 25-49 plots	Cost Recovery	Per address	60.00	65	Z
Registering 50-74 plots	Cost Recovery	Per address	50.00	55	Z
Registering 75-149 plots	Cost Recovery	Per address	40.00	45	Z
Registering 150+ Plots	Cost Recovery	Per address	30.00	35	Z
Naming a new street/block where the Council Chooses a Name	Cost Recovery	Per road name	275.00	300	Z
Naming a new street/block where the developer chooses a name (Three names to be submitted with local connection and must conform to policy)	Discretionary	Per road name	375.00	400	Z
Renaming of street where requested by residents and/or the Town/Parish Council	Discretionary	Per address	100.00	100	Z
Change to new addresses due to development changing after the schedule has been issued (applies to all amended plots)	Discretionary	Per address	64.00	100	Z

	Basis of Charge	Unit of Charge	2024/25 Charge Ex. VAT	2025/26 Charge Ex. VAT	VAT
			£	£	
ANIMAL CONTROL					
Collection and release of stray dog to owner - that are micro chipped with the correct chip details	Service charge	per dog	33.00	35.00	n/a
Service Charge for collection and release of stray dog to owner - that are not micro chipped with the correct chip details		per dog	-	57.50	n/a
Stray dog without ID chip	Service charge		57.50	60.00	n/a
Stray dog collected	Statutory		25.00	25.00	n/a
Kennel Charges		per night	20.00	27.50	n/a
Assistance to third party organisations		per hour	Price on application	Price on application	S
Provision of dog waste bag		per box of 5000	65.00	68.50	S
Dog Fouling Sign		per sign	Price on application	Price on application	S
ALLOTMENTS					
Allotments (25.3m^2)		per annum	5.00	5.25	n/a
PEST CONTROL					
Concessionary fee for residents in receipt of income related benefit - waived in cases of hardship at the discretion of the Head of Environmental Services		per job	24.00	25.00	S
Outdoor Exercise Group Activities *					
Charges for personal trainers and organisations are levied to commercial organisations and individuals using EHC owned land for organised group activities where a charge is levied to participants either directly or though a membership scheme. These are ceiling prices and may be reduced at the discretion of the Head of Operations for shorter time periods or where activities are undertaken in partnership with the Council in pursuit of corporate objectives relating to health and well being. These charges do not apply to the Council's own Leisure Services contractor.					
Organisations - per site			1,810.00	1,995.00	n/a
Personal Trainers - per trainer			680.00	745.00	n/a

	Basis of Charge	Unit of Charge	2024/25 Charge Ex. VAT	2025/26 Charge Ex. VAT	VAT
			£	£	
TRADE REFUSE - COMMERCIAL CUSTOMERS					
120 litre bin	Commercial charge	Per bin per year	6.93	7.35	OS
240 litre bin	Commercial charge	Per bin per year	11.24	11.91	OS
360 litre bin	Commercial charge	Per bin per year	12.50	13.24	OS
660 litre bin	Commercial charge	Per bin per year	21.16	22.43	OS
1100 litre bin	Commercial charge	Per bin per year	26.57	28.16	OS
EH Sacks - per 50 sacks	Commercial charge	Per 50 sacks	149.10	158.05	OS
TRADE REFUSE - CHARITIES					
240 litre bin	Commercial charge	Per bin per year	9.92	10.47	OS
360 litre bin	Commercial charge	Per bin per year	10.97	11.58	OS
660 litre bin	Commercial charge	Per bin per year	17.69	18.67	OS
1100 litre bin	Commercial charge	Per bin per year	21.74	22.93	OS
EH Sacks - per 50 sacks	Commercial charge	Per 50 sacks	138.81	146.44	OS
TRADE REFUSE - SCHOOLS					
140 litre bin	Commercial charge	Per bin per year	6.93	7.31	OS
240 litre bin	Commercial charge	Per bin per year	8.19	8.64	OS
360 litre bin	Commercial charge	Per bin per year	10.29	10.86	OS
660 litre bin	Commercial charge	Per bin per year	15.02	15.84	OS
1100 litre bin	Commercial charge	Per bin per year	18.59	19.61	OS
EH Sacks - per 50 sacks	Commercial charge	Per 50 sacks	138.81	146.44	OS
TRADE RECYCLING - CO-MINGLED RECYCLING					
Box	Commercial charge	Per box per year	2.80	3.15	OS
140 litre bin	Commercial charge	Per bin per year	2.80	3.15	OS
240 litre bin	Commercial charge	Per bin per year	4.00	4.50	OS
360 litre bin	Commercial charge	Per bin per year	5.50	6.19	OS
660 litre bin	Commercial charge	Per bin per year	8.80	9.91	OS
1100 litre bin	Commercial charge	Per bin per year	11.00	12.38	OS
TRADE RECYCLING - PAPER RECYCLING					
Box	Commercial charge	Per box per year	2.99	3.15	OS
140 litre bin	Commercial charge	Per bin per year	2.99	3.15	OS
240 litre bin	Commercial charge	Per bin per year	4.27	4.50	OS
360 litre bin	Commercial charge	Per bin per year	5.87	6.19	OS

TRADE CLINICAL WASTE

Site visit	Commercial charge	Per box per year	20.21	21.32	OS
Sharps container	Commercial charge	Per bin per year	12.92	13.63	OS
Clinical Waste Sacks - infectious	Commercial charge	Per bin per year	7.98	8.42	OS
Clinical Waste Sacks - offensive	Commercial charge	Per bin per year	4.83	5.10	OS
Extra sacks delivery	Commercial charge	Per bin per year	35.49	37.44	OS

BULKY WASTE COLLECTION

Basic collection of 1 - 6 items	Cost Recovery	Per collection of 1 - 6 items	55.86	58.90	OS
Additional items - non electrical	Cost Recovery	Per item	15.49	16.30	OS
Additional items - electrical	Cost Recovery	Per item	51.56	54.30	OS
Additional items - Persistant Organic Pollutants	Cost Recovery	Per item	55.86	58.90	OS
Cancellation fee	Cost Recovery	Per cancellation	13.65	14.40	OS

Appendix A: Comments from the Joint meeting of Scrutiny Committees 29/01/2025

Comment from Committee	Reasons from the Committee	Executive Member/Officer Comment	Recommended Action
Difference in Garden Waste increase from partner North Herts – ie £10 as opposed to £6, and if EH are profiting from this	Are East Herts 'profiting' from garden waste charges given difference to North Herts charges	East Herts charges in line with contract inflation, can't comment on how North Herts charges are set.	Take no action
Using cpi as an index to increase garden waste charging in future years	Using cpi index to increase fees not in line with accepted practice	Change to the recommendation to charge in line with contract inflation	Updated recommendation for future years increases
Possibility of raising income via Enforcement.	Income generation to bridge future budget gaps	Interim Chief Executive indicated that enforcement was introduced a number of years ago using an external company and incurred a lot of bad publicity and negativity for both officers and members	Agreed to review the options available with regards to enforcement and bring forward for Executive consideration
Business rates income and the Charringtons House liability	Pressure on East Herts budgets	East Herts is still liable for business rates until certain conditions of the development agreement have been met.	Take no action
Progress on sale of assets, a lot slower than included in the 2024/25 budget papers	Query regarding progress of asset sales	Sale of assets being reviewed by officer led group.	Take no action

Concerns around BEAM reduced surplus forecast for 2025/26	Reduction from £1.8m surplus to £200k in MTFP for 2025/26.	Review of business plan has been undertaken by Barker Langham. Cinema attendance much reduced from previous business plan.	Take no action

East Herts Council Report

Council

Date: Wednesday 26 February 2025

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

Report title: Capital Strategy, Minimum Revenue Provision Statement and Treasury Management Strategy 2025/26

Ward(s) affected: All

Summary

The report contains the Capital Strategy, Minimum Revenue Provision (MRP) statement and Treasury Management Strategy for 2025/26.

RECOMMENDATIONS FOR COUNCIL:

(a) To approve the Capital Strategy, Minimum Revenue Provision Statement and the Treasury Management Strategy 2025/26 including the Prudential Indicators contained within the reports.

1.0 Proposal(s)

1.1 This report presents the Capital Strategy, the Minimum Revenue Provision statement, and Treasury Management Strategy 2025/26 for Full Council to approve.

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.

2.5 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 2025-2035 Capital programme reflects the Councils Capital strategy and the statutory guidance that debt should remain below the Capital Financing Requirement. The Council is compliant with this guidance, however there is no scope for further borrowing above the levels proposed in the current capital programme.

2.7 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 with low-risk counterparties or instruments commensurate with the Council's low risk appetite, providing security and adequate liquidity always before considering investment return.

2.8 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.

2.9 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.

2.10 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.

2.11 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).

2.12 This activity is currently supported by the council's appointed independent advisors – Arlingclose Limited.

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 Following consultation with the sector and other stakeholders new MRP regulations were published in April 2024 most of which take effect from 1 April 2025. The amendments to the regulations seek to ensure that local authorities are not applying practices which result in an underpayment of MRP. The councils' advisors Arlingclose have reviewed the new MRP regulations and do not expect these to have a significant impact on the Council.

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.

5.2 The tighter regulations for MRP mean that the Council needs to calculate the capital financing requirement to ensure that there is no underpayment of MRP, and that borrowing is affordable. Noncompliance with the Local Authorities (Capital Finance and Accounting) (England) Regulations as amended 2024 will be treated as unlawful.

5.3 A review of the councils MRP position and Capital Financing Requirement has been undertaken in December 2024 by Arlingclose. The implications from this review are currently being reviewed by officers. Updates to the MRP position will be presented to members as part of updates to the 2024/25 financial reporting and 2025/26 budget setting.

5.4 Treasury risk management at the council 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 council to approve a treasury management strategy before the start of each financial year. This report fulfils the council's legal obligation under the Local Government Act 2003 to have regard to the CIPFA Code.

6.0 Implications/Consultations

6.1

Community Safety

Building and refurbishment schemes design out crime and safety issues and public realm works are required to ensure that the community feel safe.

Data Protection

All investment in IT systems is 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 considers 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 require 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 Statement 2025/26 Onwards
- 7.2 Appendix B - Minimum Revenue Statement 2025/26 Onwards
- 7.3 Appendix C – Treasury Management Strategy 2025/26

Contact Member

Councillor Carl Brittain, Executive Member for Financial Sustainability
carl.brittain@eastherts.gov.uk

Contact Officer

Mathew Crosby, Interim Head of Strategic Finance

Contact Tel No: 01279 502006

mathew.crosby@eastherts.gov.uk

Report Author

Mathew Crosby, Interim Head of Strategic Finance

mathew.crosby@eastherts.gov.uk

Appendix A

Capital Strategy

2025/26

www.eastherts.gov.uk

1. Introduction

1.1. Purpose of this strategy

1.1.1. This capital strategy report gives a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services along with an overview of how associated risk is managed and the implications for future financial sustainability. It has been written in an accessible style to enhance members' understanding of these sometimes technical areas.

1.1.2. Decisions made this year on capital and treasury management will have financial consequences for the Authority for many years into the future. They are therefore subject to both a national regulatory framework and to local policy framework, summarised in this report.

2. Capital Expenditure and Financing

2.1. Capital Expenditure

2.1.1. Capital expenditure is where the Authority spends money on assets, such as property, plant, equipment or vehicles, that will be used for more than one year.

2.1.1.1. In local government this includes spending on assets owned by other bodies, and loans and grants to other bodies enabling them to buy assets.

2.1.2. In 2025/26, the Authority is planning capital expenditure of £10.545m as summarised below:

Table 1: Prudential Indicator: Estimates of Capital Expenditure

	2023/24 actual £(000)	2024/25 forecast £(000)	2025/26 budget £(000)	2026/27 budget £(000)	2027/28 budget £(000)
General Fund services	25,563	7,518	10,545	3,245	-*
Capital investments	-	-	-	-	-
TOTAL	**25,563**	**7,518**	**10,545**	**3,245**	**-***

*2027/28 Capital programme is yet to be confirmed.

2.1.3. The main General Fund capital budgets include capital expenditure on refuse vehicles and bins for the new waste contract, existing operational asset spend, rolling replacements and upgrades to our IT infrastructure and the remaining spend on the Old River Lane site in Bishops Stortford including a new public square.

3. Governance

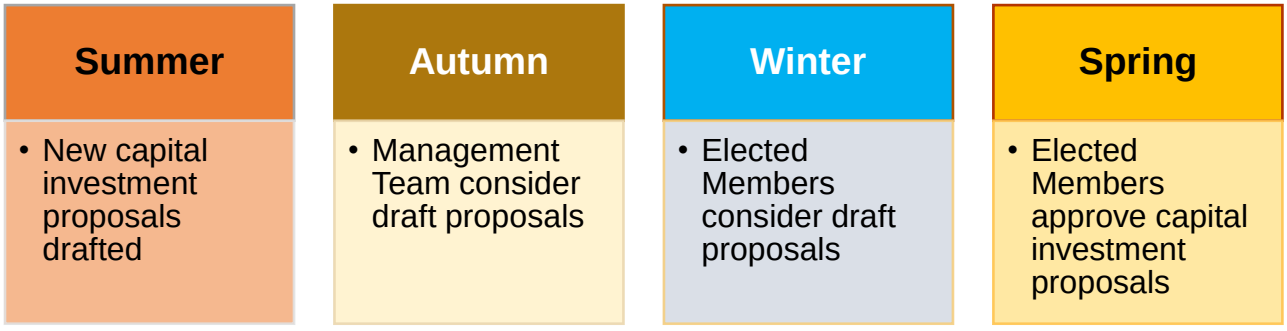
3.1. Governance

3.1.1. Decisions on treasury management investment and borrowing are made daily and are therefore delegated to the Head of Strategic Finance and staff, who must act in line with the treasury management strategy approved by Council. An annual and mid-year report on treasury management activity is presented to committee. The Audit & Governance Committee is responsible for scrutinising treasury management decisions.

3.2. Business planning process

3.2.1. The current business planning process for developing investment proposals to be included within the Council's future financial plans is summarised in the diagram below.

Figure 1 Business Planning Process



3.2.2. New proposals are developed by individual Project Managers, approved for consideration at service level by the Head of Service following which, the proposals will be considered by the Corporate Assets Group, then Leadership Team and successful proposals will progress for consideration and approval as part of the annual budget cycle.

3.3. Developing capital investment proposals

3.3.1. Project and Service Managers are encouraged to consider a range of options in developing individual proposals to determine an appropriate way forward, and to capture project details as a business case.

3.3.2. A standardised capital project bid form has been introduced and is required, to support Officers in recording and maintaining project information and inform decision making. The bid forms must include

estimates of capital costs, revenue implications, funding and how the individual proposal aligns with Council plans and strategies and any partnership or external plans and strategies as relevant. Risks should also be documented as part of developing the proposal, along with mitigating actions and relevant timescales.

3.3.3. Capital project bid forms should then be maintained throughout the lifecycle of a project to maintain accurate information relating to delivery and lessons learned should be captured as part of project closure reports.

3.4. Prioritising capital investment

3.4.1. The intention for the standardised capital project bid forms referenced above is that they are subject to a standardised evaluation process, the outcome of which will be the prioritised capital investment programme. Local authorities continue to face financial challenges and as a result, the need to prioritise and target investment is ever present and the future capital programme will be greatly reduced compared with previous years.

3.4.2. The Council has identified that to effectively assess investment proposals against one another, a standardised evaluation process and scoring mechanism would be beneficial to help aid decision making and prioritise investment.

3.5. Financing

3.5.1. All capital expenditure must be financed, either by using the Authority's own resources (revenue, reserves and capital receipts), external sources (government grants and other contributions), or from debt (borrowing, leasing or via Private Finance Initiative). The planned financing of the above expenditure is as follows:

Table 2: Capital financing

	2023/24 actual £(000)	**2024/25 forecast £(000)**	**2025/26 budget £(000)**	**2026/27 budget £(000)**	**2027/28 budget £(000)**
External sources	3,458	1,021	1,247	-	-
Capital receipts	1,615	236	1,400	3,245	-
Revenue resources	33	3,000	-	-	-
Debt	20,457	3,261	7,898	-	-
TOTAL	**25,563**	**7,518**	**10,545**	**3,245**	*****

*2027/28 Capital programme is yet to be confirmed.

3.5.2. Debt is only a temporary source of finance since loans and leases must be repaid. Charges to revenue over the life of the asset which is known as minimum revenue provision (MRP), are required to be made were borrowings have supported the creation or purchase of an asset.

3.5.2.1. Alternatively, proceeds from selling capital assets (known as capital receipts) may be used to repay debt finance. Planned MRP and use of capital receipts are as follows:

Table 3: Replacement of prior years' debt finance

	2023/24 actual £(000)	**2024/25 forecast £(000)**	**2025/26 budget £(000)**	**2026/27 budget £(000)**	**2027/28 budget £(000)**
Minimum revenue provision (MRP)	636	1,032	1,634	1,702	1,786
Capital receipts	-	-	-	4,230	2,000
TOTAL	**636**	**1,032**	**1,634**	**5,932**	**3,768**

3.5.3. The figures in table 3 and 4 are provisional and are subject to approval as part of the 2025/26 budget setting.

3.5.3.1. A review of the councils MRP Policy is currently under way, these figures may be updated following this review (in early 2025).

3.5.4. The Authority's cumulative outstanding amount of debt finance is measured by the capital financing requirement (CFR). This increases with new debt-financed capital expenditure and reduces with MRP and capital receipts used to replace debt. The CFR is expected to increase during 2025/26. Based on the above figures for expenditure and financing, the Authority's estimated CFR is as follows:

Table 4: Capital Financing Requirement (CFR)

	2023/24 actual £(000)	**2024/25 forecast £(000)**	**2025/26 budget £(000)**	**2026/27 budget £(000)**	**2027/28 budget £(000)**
Capital Financing Requirement (CFR)	60,522*	62,899*	69,163*	63,231*	59.445*

*CFR is currently under review.

3.6. Asset Management

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.

3.7. Asset Disposals

3.7.1. Asset disposals: When a capital asset is no longer needed, it may be sold so that the proceeds, known as capital receipts, can be spent on new assets or to repay debt. Repayments of capital grants, loans and investments also generate capital receipts. The Authority expects to receive £2.4m of capital receipts from Asset sales in the coming financial year as shown in table 5.

3.7.2. The officer asset management group are reviewing the councils' assets to produce a list of potential asset disposals, options will be presented to members for approval. The figures shown in table 5 are provisional and subject to change.

Table 5: Capital receipts receivable

	2023/24 actual £(000)	**2024/25 forecast £(000)**	**2025/26 budget £(000)**	**2026/27 budget £(000)**	**2027/28 budget £(000)**
Asset sales	790	30	1,400	7,475	2,000
Preserved Right to Buy Receipts	825	206	200	200	200
Loans etc repaid	-	-	800*	1,700*	2,400*
TOTAL	**1,615**	**236**	**2,400**	**9,375**	**4,600**

*Millstream Disposals as per Exec recommended savings

3.7.3. A proportion of the Asset Sales (£200k) a year from 2025/26 to 2027/28 along with the receipts from the capital loans and Equity Investments have been set aside for utilisation as Flexible use of Capital resources.

Table 6: Flexible use of Capital Resources

	2023/24 actual £(000)	**2024/25 forecast £(000)**	**2025/26 budget £(000)**	**2026/27 budget £(000)**	**2027/28 budget £(000)**
Asset sales			200	200	200
Loans etc repaid	-	-	800*	1,700*	2,400*
TOTAL			**1,000**	**1,900**	**2,600**

*Millstream Disposals as per Exec recommended savings

4. Treasury Management

4.1. Introduction

4.1.1. Treasury management is concerned with keeping sufficient but not excessive cash available to meet the Authority's liquidity requirements, while managing the risks involved.

4.1.2. Surplus cash is invested until required, while a shortage of cash will be met by borrowing, to avoid excessive credit balances or overdrafts in the bank current account. The Authority is typically cash rich in the short-term as revenue income is received before it is spent, but cash poor in the long-term as capital expenditure is incurred before being financed. The revenue cash surpluses are offset against capital cash shortfalls to reduce overall borrowing.

4.1.3. Due to decisions taken in the past, as at 30th November 2024 the Authority had £45m in short term borrowing at an average interest rate of 5.06% , £14.8m invested in property funds (excluding an anticipated loss, not yet realised from one of the funds winding down) and £13.3m short term treasury investments (excluding Property Funds) at an average rate of 4.93%.

4.2. Borrowing Strategy

4.2.1. The Authority's main objectives when borrowing is to achieve as low a rate as possible for the set duration that it is needed for, whilst ensuring flexibility should plans change in future. These objectives are often conflicting, and the Authority therefore seeks to strike a balance between cheaper short-term loans and long-term fixed rate loans where the future cost is known but higher.

4.2.2. The Authority does not borrow to invest for the primary purpose of financial return and therefore retains full access to the Public Works Loans Board.

4.2.3. Projected levels of the Authority's total outstanding debt (which comprises borrowing, PFI liabilities, leases and transferred debt) are shown in table 7, compared with the capital financing requirement (see in table 4):

Table 7: Prudential Indicator: Gross Debt and the Capital Financing Requirement

	31.3.2024 actual £(000)	**31.3.2025 forecast £(000)**	**31.3.2026 budget £(000)**	**31.3.2027 budget £(000)**	**31.3.2028 budget £(000)**
Debt (incl. PFI & leases)	46,500	60,500	66,000	60,000	53,500
Capital Financing Requirement	60,522	62,751	68,015	60,183	53,797

4.2.4. Statutory guidance is that debt should remain below the capital financing requirement, except in the short-term. As can be seen from table 7, the Authority expects to comply with this in the medium term.

4.3. Liability benchmark

4.3.1. To compare the Authority's actual borrowing against an alternative strategy, a liability benchmark has been calculated showing the lowest risk level of borrowing. This assumes that cash and investment balances are kept to a minimum level. While there was major project spend the minimum level was set at £10m. This has now reduced to £5m. This benchmark is currently under review.

Table 8: Borrowing and the Liability Benchmark

	31.3.2024 actual £(000)	**31.3.2025 forecast £(000**	**31.3.2026 budget £(000**	**31.3.2027 budget £(000**	**31.3.2028 budget £(000**
Forecast borrowing (External)	46,500	60,500	66,000	60,000	53,500
Liability benchmark	**49,378**	**49,695**	**55,195**	**59,000**	**52,500**

4.3.2. The table shows that the Authority expects to borrow above its liability benchmark. This is because of the long-term investment in property funds which we cannot exit until property is sold to cover the redemptions and therefore the long-term investments are skewing our figures against the liability benchmark. The council moves closer to the benchmark once the property funds have been redeemed.

4.4. Affordable Borrowing Limit

4.4.1. The Authority is legally obliged to set an affordable borrowing limit (also termed the authorised limit for external debt) each year and to keep it under review. In line with statutory guidance, a lower "operational boundary" is also set as a warning level should debt approach the limit.

Table 9: Prudential Indicators: Authorised limit and operational boundary for external debt

	2024/25 limit £(000)	2025/26 limit £(000	2026/27 limit £(000	2027/28 limit £(000
Authorised limit – total external debt	100,000	100,000	100,000	100,000
Operational boundary – total external debt	75,000	75,000	75,000	75,000

4.5. Investment Strategy

4.5.1. Treasury investments arise from receiving cash before it is paid out again. Investments made for service reasons or for pure financial gain are not generally considered to be part of treasury management.

4.5.2. The Authority's policy on treasury investments is to prioritise security and liquidity over yield, that is to focus on minimising risk rather than maximising returns.

4.5.2.1. Cash that is likely to be spent in the near term is invested securely, for example with the government, other local authorities or selected high-quality banks, to minimise the risk of loss. Money that will be held for longer terms is invested more widely, including in bonds, shares and property, to balance the risk of loss against the risk of receiving returns below inflation.

4.5.2.2. Both near-term and longer-term investments may be held in pooled funds, where an external fund manager makes decisions on which investments to buy, and the Authority may request its money back at short notice.

Table 10: Treasury management investments

	31.3.2024 actual £(000)	31.3.2024 forecast £(000)	31.3.2025 budget £(000)	31.3.2026 budget £(000)	31.3.2027 budget £(000)
Near-term investments	12,575	6,000	6,000	6,000	6,000
Longer-term investments	17,840	9,805	9,805*	-	-
TOTAL	**30,415**	**15,805**	**15,805**	**6,000**	**6,000**

*Being the Property Fund NAV value as at 31st December 2024. NAV is reset monthly.

4.6. Risk Management

4.6.1. The effective management and control of risk are prime objectives of the Authority's treasury management activities. The treasury management strategy therefore sets out various indicators and limits to constrain the risk of unexpected losses and details the extent to which financial derivatives may be used to manage treasury risks.

5. Revenue Budget Implications

5.1. Implications

5.1.1. Although capital expenditure is not charged directly to the revenue budget, interest payable on loans and MRP are charged to revenue. Note investment income has been removed from the definition of financing costs. The net annual charge is known as financing costs; this is compared to the net revenue stream i.e., the amount funded from Council Tax, business rates and general government grants.

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

	2023/24 actual	2024/25 forecast	2025/26 budget	2026/27 budget	2027/28 budget
Financing costs (£m)	£1.6	£2.9	£3.3	£2.6	£2.5
Proportion of net revenue stream	8.3%	13.3%	16.2%	15.2%	14.2%

5.2. Sustainability

5.2.1. Due to the very long-term nature of capital expenditure and financing, the revenue budget implications of expenditure incurred in the next few years will extend for up to 50 years into the future. The Head of Strategic Finance is satisfied that the proposed capital programme is prudent, affordable, and sustainable because it has been reduced to a level where the borrowing remains affordable.

5.3. Knowledge and Skills

5.3.1. The Authority employs professionally qualified and experienced staff in senior positions with responsibility for making capital expenditure, borrowing and investment decisions. The Authority pays for junior staff to study towards relevant professional qualifications including CIPFA, CIMA, AAT.

5.3.2. Where Authority staff do not have the knowledge and skills required, use is made of external advisers and consultants that are specialists in their field. The Authority currently engages Arlingclose Limited as treasury management advisers. This approach is more cost effective than employing such staff directly and ensures that the Authority has access to knowledge and skills commensurate with its risk appetite.

Annual Minimum Revenue Provision Statement 2025/26

1. When the council finances capital expenditure by debt, it must set 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.

    a. 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 April 2024.

2. The broad aim of the MHCLG Guidance is to ensure that capital expenditure is financed over a period that is reasonably commensurate with that over which the capital expenditure provides benefits.

3. The MHCLG Guidance requires the council to approve an Annual MRP Statement each year and recommends several options for calculating a prudent amount of MRP. The following statement only incorporates options recommended in the Guidance.

4. MRP is calculated by reference to the capital financing requirement (CFR) which is the total amount of past capital expenditure that has yet to be permanently financed, noting that debt must be repaid and therefore can only be a temporary form of funding.

    a. The CFR is calculated from the Authority's balance sheet in accordance with the Chartered Institute of Public Finance and Accountancy's Prudential Code for Capital Expenditure in Local Authorities, 2021 edition.

5. For capital expenditure, MRP will be determined by charging the expenditure over the expected useful life of the relevant asset, in equal instalments (on the straight-line method), starting in the year after the asset becomes operational. In line with the useful economic life (UEL) of the asset, up to a maximum of 50 years.

6. The useful life of assets for individual assets will be set by the Head of Strategic Finance with advice from the Council's surveyor for property and

from guidance from manufacturers or other specialists in relation to vehicles, plant, and equipment. The UEL for individual assets will not exceed the outlines below: -

a. MRP on purchases of freehold land will be charged over 50 years.

b. MRP on Buildings will be charged over the anticipated UEL up to a maximum of 50 years

c. Computer equipment and Intangibles are anticipated to be charged between 3 and 10 years.

d. MRP on Vehicles including refuse, recycling and street cleansing vehicles will be payable over the UEL of the individual vehicle (ranging from 3 – 12 years).

e. MRP on Infrastructure will be charged over the estimated UEL up to a max of 50 years.

f. 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.

    i. 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 overall charge for MRP over the life of the lease reflects the value of the right-of-use asset recognised on transition rather than the liability.

g. MRP on expenditure not related to fixed assets, which have been capitalised by regulation or direction will be charged over a period up to 25 years.

Capital Loans

7. Capital expenditure loans to Millstream Property Investments Limited (which is wholly owned by the council), No MRP will be set aside, unless an expected credit loss is identified or increased in-year. Instead, capital

receipts arising from principal repayments will reduce the capital financing requirement. 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.

a. This option was proposed by the government in its recent MRP consultation and in the council's, view is consistent with the current regulations.

b. 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.

c. 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.

    i. Given that there is a 40%+ share of equity in excess of the loans and domestic property, 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.

    a. The council intends to utilise receipts from planned disposal as voluntary Payments. These additional voluntary payments will enable the council to reduce MRP charges to the Comprehensive Income & Expenditure Statement (CIES) in future years.

9. Capital expenditure incurred during 2025/26 will not be subject to a MRP charge until 2026/27 for completed projects or later for any Assets Under Construction.

10. Based on the council's latest estimate of its Capital Financing Requirement on 31st March 2025, the budget for MRP has been set as follows:

TABLE 1 MINIMUM REVENUE PROVISION BUDGET 2025/26

Estimated MRP	2025/26 £m	2026/27 £m	2027/28 £
Opening CFR	**62.899**	**69.163**	**63.231**
Capital expenditure	10.545	3.245	-
Receipts to reduce CFR	-1.247	-	-
MRP charged in Year	-1.634	-1.702	-1.786
Forecast Capital receipts - to reduce MRP charge	-1.400	-7.475	-2.000
Capital Expenditure to which MRP applies	**69.163**	**63.231**	**59.445**
MRP Charges in year	1.634	1.702	1.786
VRP (Voluntarey MRP - asset disposals)	1.400	7.475	2.000
Total Reduction in CFR - due to MRP and VRP	**3.034**	**9.177**	**3.786**

11. The council intends to dispose of assets and to apply the capital receipts to reduce the CFR. As the use of the capital receipts constitutes a Voluntary Payment the following table summarises planned VRP that will reduce the CFR.

TABLE 2 VOLUNTARY PAYMENTS 2025/26 – 2027/28

Planned Voluntary Payments	£m
Actual balance 31.03.2025	0
Planned payment 2025/26	1.400
Planned payment 2026/27	7.475
Planned payment 2027/28	2.000
Total Planned VRP to 31.03.2028	**10.875**

12. Proceeds from the sale of capital assets are classed as capital receipts and are typically used to finance new capital expenditure.

13. Where the Authority decides instead to use capital receipts to repay debt and hence reduce the CFR, the calculation of MRP will be adjusted as follows:

a. Capital receipts arising on the repayment of principal on capital loans to third parties will be used to lower the MRP charge in respect of the same loans in the year of receipt, if any.

b. Capital receipts arising on the repayment of principal on finance lease receivables will be used to lower the MRP charge in respect of the acquisition of the asset subject to the lease in the year of receipt, if any.

c. Capital receipts arising from other assets which form an identified part of the Authority's MRP calculations will be used to reduce the MRP charge in respect of the same assets over their remaining useful lives, starting in the year after the receipt is applied.

d. Any other capital receipts applied to repay debt will be used to reduce MRP in 10 equal instalments starting in the year after receipt is applied.

Appendix C

Treasury Management Strategy

2025/26

www.eastherts.gov.uk

Contents

Introduction 1

Economic Background 1

Credit outlook 2

Interest rate forecast 3

Local context 4

Liability Benchmark 5

Borrowing Strategy 6

Treasury Investment Strategy 8

Treasury Management Prudential Indicators 14

Related Matters 16

Appendix A - Arlingclose Economic & Interest Rate Forecast 18

Appendix B – Existing Investment & Debt Portfolio Position 21

Appendix C – Treasury Management Scheme of Delegation 22

Appendix D – The Treasury Management Role of the Section 151 Officer 23

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 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

3. The impact on the UK from the government's Autumn Budget, slower interest rate cuts, modestly weaker economic growth over the medium term, together with the impact from President-elect Trump's second term in office and uncertainties around US domestic and foreign policy, will be major influences on the Authority's treasury management strategy for 2025/26.

4. The Bank of England's (BoE) Monetary Policy Committee (MPC) reduced Bank Rate to 4.75% at its meeting in November 2024, having previously cut by 25bp from the 5.25% peak at the August MPC meeting. At the November meeting, eight Committee members voted for the cut while one member preferred to keep Bank Rate on hold at 5%.

5. The November quarterly Monetary Policy Report (MPR) is forecasting Gross Domestic Product (GDP) growth to pick up to around 1.75% (four-quarter GDP) in the early period of the BoE's forecast horizon before falling back. The impact from the Budget pushes GDP higher in 2025 than was expected in the previous MPR, before becoming weaker. Current GDP growth was shown to be 0.5% between April and June 2024, a downward revision from the 0.6% rate previously reported by the Office for National Statistics (ONS).

6. Office for National Statistics (ONS) figures reported the annual Consumer Price Index (CPI) inflation rate at 1.7% in September 2024, down from 2.2% in the previous month and lower than the 1.9% expected. Core CPI also declined further than expected to 3.2% against a forecast of 3.4% and the previous month's 3.6%. The outlook for CPI inflation in the November MPR showed it rising above the MPC's 2% target from 2024 into 2025 and reaching around 2.75% by the middle of calendar 2025. This represents a modest near-term increase due to the ongoing impacts from higher interest rates, the Autumn Budget, and a projected margin of economic slack. Over the medium-term, once these pressures ease, inflation is expected to stabilise around the 2% target.

7. The labour market appears to be easing slowly however, but the data still requires treating with some caution. The latest figures reported the unemployment rate fell to 4.0% in the three months to August 2024, while economic inactivity also declined. Pay growth for the same period was reported at 4.9% for regular earnings (excluding bonuses) and 3.8% for total earnings. Looking ahead, the BoE MPR showed the unemployment rate is expected to increase modestly, rising to around 4.5%, the assumed medium-term equilibrium unemployment rate, by the end of the forecast horizon.

8. The US Federal Reserve has also been cutting interest rates, bringing down the Fed Funds Rate by 0.25% at its November 2024 monetary policy meeting to a range of 4.5%-4.75%. Further interest rate cuts are expected, but uncertainties around the potential inflationary impact of incoming President Trump's policies may muddy the waters in terms of the pace and magnitude of further rate reductions. Moreover, the US economy continues to expand at a decent pace, rising at an annual rate of 2.8% in the third quarter of 2024, and inflation remains elevated suggesting that monetary policy may need to remain more restrictive in the coming months than had previously been anticipated.

9. Euro zone inflation fell below the European Central Bank (ECB) 2% target in September 2024, the first time in over three years. This allowed the ECB to continue its rate cutting cycle and reduce its three key policy rates by 0.25% in October. Inflation is expected to rise again in the short term, but then fall back towards the 2% target during 2025, with the ECB remaining committed to maintaining rates at levels consistent with bringing inflation to target, but without suggesting a specific path.

Credit Outlook

10. Credit Default Swap (CDS) prices have typically followed a general trend downwards during 2024, reflecting a relatively more stable financial period compared to the previous year. Improved credit conditions in 2024 have also led to greater convergence in CDS prices between ringfenced (retail) and non-ringfenced (investment) banking entities again. 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.

11. Higher interest rates can lead to a deterioration in banks' asset quality through increased loan defaults and volatility in the value of capital investments. Fortunately, the rapid interest rate hikes during this monetary tightening cycle, while putting some strain on households and corporate borrowers, has not caused a rise in defaults, and banks have fared better than expected to date, buoyed by strong capital positions. Low unemployment and robust wage growth have also limited the number of problem loans, all of which are positive in terms of creditworthiness.

12. Moreover, while a potential easing of US financial regulations under a Donald Trump Presidency may aid their banks' competitiveness compared to institutions in the UK and other regions, it is unlikely there will be any material impact on the underlying creditworthiness of the institutions on the counterparty list maintained by Arlingclose, the authority's treasury adviser.

13. Overall, the institutions on our adviser Arlingclose 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 (November 2024)

14. The Authority's treasury management adviser Arlingclose forecasts that The Bank of England's Monetary Policy Committee will continue reducing rates during 2024 and through 2025, taking Bank Rate to around 3.75% by the end of the 2025/26 financial year. The effect from the Autumn Budget on economic growth and inflation has reduced previous expectations in terms of the pace of rate cuts as well as pushing up the rate at the end of the loosening cycle.

15. Arlingclose expects long-term gilt yields to remain broadly at current levels on average (amid continued volatility), but to end the forecast period modestly lower compared to now. Yields will continue remain relatively higher than in the past, due to quantitative tightening and significant bond supply. As ever, there will be short-term volatility due to economic and (geo)political uncertainty and events.

16. A more detailed economic and interest rate forecast provided by Arlingclose is in **Appendix A**.

17. 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.

18. A more detailed economic and interest rate forecast provided by Arlingclose is in Appendix A.

19. For the purpose of setting the budget, it has been assumed that new treasury investments will be made at an average rate/yield of 4.25% and that new long-term loans will be borrowed at an average rate of 5.0%.

Local context

20. On 30th November 2024, the Authority held £46.5m of borrowing and £28.3m 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.
CFR and Balance Sheet resources figures are under review and this table will change once the figures have been received.

	31.3.24 Actual £(000)	**31.3.25 Estimate £(000)**	**31.3.26 Forecast £(000)**	**31.3.27 Forecast £(000)**	**31.3.28 Forecast £(000)**
Capital financing requirement	**60,522**	**62,899**	**69,163**	**63,231**	**59,445**
Less: Other debt liabilities *	-	-	-	-	-
Loans CFR	**60,522**	**62,899**	**69,163**	**63,231**	**59,445**
Less: External borrowing **	(46,500)	(60,500)	(66,000)	(60,000)	(53,500)
Internal borrowing	**14,022**	**2,399**	**3,163**	**3,231**	**5,945**
Less: Balance sheet resources	(21,144)	(18,204)	(18,968)	(9,231)	(11,345)
Treasury investments	**7,122**	**15,805**	**15,805**	**6,000**	**5,400**

* 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

21. 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.

22. The Authority has an increasing CFR due to the capital programme, but with minimal investments and will therefore be required to borrow up to £66.0m over the forecast period.

23. 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

24. 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 £5m at each year-end to maintain sufficient liquidity but minimise credit risk.

25. 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

	31.3.24 Actual £(000)	**31.3.25 Estimate £(000)**	**31.3.26 Forecast £(000)**	**31.3.27 Forecast £(000)**	**31.3.28 Forecast £(000)**
Loans CFR	**60,522**	**62,899**	**69,163**	**63,231**	**58,857**
Less: Balance sheet resources	(21,144)	(18,204)	(18,968)	(9,231)	(11,345)
Net loans requirement	39,378	44,695	50,195	54,000	47,512
Plus: Liquidity allowance	10,000	5,000	5,000	5,000	5,000
Liability benchmark	**49,378**	**49,695**	**55,195**	**59,000**	**52,512**

CFR and Balance Sheet resources figures are under review and this table will change once the figures have been received.

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 £51.9m, minimum revenue provision on new capital expenditure based on the Useful Economic Lives of the individual assets ranging from 3 years to 50 years with income, expenditure reserves all increasing by inflation of 2.5% a year.

Borrowing Strategy

26. The Authority currently holds £46.5 million of loans, an increase of £15 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 £60.5m 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 £100 million.

27. **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.

28. **Strategy:** Given the significant cuts to public expenditure and 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.

29. 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.

30. 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.

31. 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.

32. In addition, the Authority may borrow further short-term loans to cover unplanned cash flow shortages.

33. **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. National Wealth Fund Ltd (formerly 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.

34. **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.

35. **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.

36. **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.

37. **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).

38. **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. The recent rise in interest rates means that more favourable debt rescheduling opportunities should arise than in previous years.

Treasury Investment Strategy

39. 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 £28 and £38 million (including long term property investments), these levels are expected to reduce by year end and the forthcoming year, due to the redemptions of the property funds.

40. **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.

41. **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.

42. 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.

43. **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.

44. **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.

45. **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	£20m	£20m
Other investments *	3 years	£1m	£5m

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

46. *** 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.

47. 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.

48. **UK Government:** Sterling-denominated investments with or explicitly guaranteed by the UK Government, including the Debt Management Account Deposit Facility, treasury bills and gilts. These are deemed to be zero credit risk due to the government's ability to create additional

currency and therefore may be made in unlimited amounts for up to 50 years.

49. **Local Authorities and other Government entities:** 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.

50. **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 secured deposits 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.

51. **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.

52. **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.

53. **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.

54. **Strategic pooled funds:** Bond, equity and property funds including exchange traded 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 can be either withdrawn after a notice period or sold on an exchange, their performance and continued suitability in meeting the Authority's investment objectives will be monitored regularly.

55. **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.

56. **Other investments:** This category covers treasury investments not listed above, for example unsecured corporate bonds and unsecured loans to companies and universities. Non-bank companies cannot be bailed-in but can become insolvent placing the Authority's investment at risk.

57. **Operational bank accounts:** The Authority may incur operational exposures, for example though 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 £20 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.

58. **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.

59. 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.

60. **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.

61. **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 considered when making investment decisions.

62. 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.

63. **Investment limits:** The Authority's revenue reserves available to cover investment losses are forecast to be £18 million on 31st March 2025 and £18 million on 31st March 2026. 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.

64. Credit risk exposures arising from non-treasury investments, financial derivatives and balances greater than £10k in operational bank accounts count against the relevant investment limits.

65. 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

	Cash limit
Any group of pooled funds under the same management	£10m per manager
Negotiable instruments held in a broker's nominee account	£10m per broker
Foreign countries	£10m per country

66. **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.

67. The Authority will spread its liquid cash over at least three providers (e.g. UK Government, 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

68. The Authority measures and manages its exposures to treasury management risks using the following indicators.

69. **Security:** The Authority has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average 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

70. **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	£5m

71. **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% rise in interest rates	£640,000
Upper limit on one-year revenue impact of a 1% fall in interest rates	£640,000

72. 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.

73. **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:

Refinancing rate risk indicator	Upper limit	Lower limit
Under 12 months	100%	0%
12 months and within 24 months	100%	0%
24 months and within 5 years	50%	0%
5 years and within 10 years	50%	0%

10 years and within 20 years	75%	0%
20 years and within 30 years	75%	0%

74. **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:

Price risk indicator	**2024/25**	**2025/26**	**2026/27**	**No fixed date**
Limit on principal invested beyond year end	£0m	£0m	£0m	£10m

75. 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

76. The CIPFA Code requires the Authority to include the following in its treasury management strategy.

77. **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).

78. 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.

79. 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.

80. 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.

81. **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.

Financial Implications

82. The budget for investment income in 2025/26 is £1.0 million, based on an average investment portfolio of £24.0 million at an interest rate of 4.25%. The budget for debt interest paid in 2025/26 is £3.3 million, based on an average debt portfolio of £65.0 million at an average interest rate of 5.0%. If actual levels of investments and borrowing, or actual interest rates, differ from those forecasts, performance against budget will be correspondingly different.

83. Where investment income exceeds budget, e.g. from higher risk investments including pooled funds, or debt interest paid falls below budget, e.g. from cheap short-term borrowing, then [50%] of the revenue savings will be transferred to a treasury management reserve to cover the risk of capital losses or higher interest rates payable in future years.

Appendix A - Arlingclose Economic & Interest Rate Forecast

Underlying assumptions:

- As expected, the Bank of England Monetary Policy Committee (MPC) cut Bank Rate to 4.75% in November in an 8-1 vote. However, the outlook for monetary policy has changed following the new government's fiscal plans, as delivered in the recent Budget.
- The Budget contained measures that will boost demand, in a constrained supply environment, while pushing up direct costs for employers. The short to medium-term inflationary effects of the Budget require a change to our Interest Rate Forecast.
- UK GDP recovered well in H1 2024 from technical recession, but underlying growth appears relatively subdued. However, the Budget will significantly boost government spending over the short-term, with few offsetting measures to subdue household demand, so GDP growth is likely to rise relatively steeply.
- Private sector wage growth has eased to 4.8% yet remains high, while services inflation continues to hold above pre-pandemic levels. The increase in employers' NICs, minimum and public sector wage levels could have wide ranging impacts on private sector employment demand and costs, but the near-term impact will likely be inflationary as these additional costs get passed to consumers.
- CPI inflation was below the 2% target in September but will rise a little by year-end as energy price declines from the previous year fall out of the annual comparison. The Bank of England (BoE) estimates the Budget impact will see the CPI rate at 2.7% by year end 2025 and remain over target in 2026, as opposed to the prior projection of inflation easing back to and then below target by this point.
- The MPC re-emphasised the gradual move to easing monetary policy, and we now believe the Budget measures have both reduced the pace of Bank Rate cuts and increased the low for this loosening cycle (although downside risks remain in the medium term).
- The increase in borrowing, rise in inflation and shallower path for Bank Rate projected by the Office for Budget Responsibility (OBR) raised gilt yields. The material change in rate expectations means that yields will be generally higher in the post-Budget world.

- US government yields have risen following Donald Trump's and Republican victories in the US elections. Trump has run on a platform of policies that appear inflationary, calling into question the extent of policy loosening required from the Federal Reserve (which was already uncertain given continued solid US growth data). Higher US yields could also support higher UK yields.

Forecast:

- In line with our forecast, Bank Rate was cut to 4.75% in November 2024.
- The MPC will continue to lower Bank Rate to reduce the restrictiveness of monetary policy, but more slowly and to a higher level. We see another rate cut in February 2025, followed by one cut per quarter, in line with Monetary Policy Report publication, to a low of 3.75%.
- Long-term gilt yields have risen to reflect both UK and US economic, monetary and fiscal policy expectations, and increases in bond supply. Volatility is likely to remain elevated as the market digests incoming data for clues around the impact of policy changes.
- This uncertainty may also necessitate more frequent changes to our forecast than has been the case recently.
- Upside risks to inflation over the next 12 months could limit the extent of monetary easing, but we see the risks as broadly balanced over the medium term.

	Current	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27	Jun-27	Sep-27
Official Bank Rate													
Upside risk	0.00	0.00	0.25	0.50	0.50	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
Central Case	4.75	4.75	4.50	4.25	4.00	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75
Downside risk	0.00	0.00	-0.25	-0.25	-0.50	-0.50	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75
3-month money market rate													
Upside risk	0.00	0.00	0.25	0.50	0.50	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
Central Case	4.95	4.80	4.60	4.35	4.10	3.90	3.85	3.85	3.85	3.85	3.85	3.85	3.85
Downside risk	0.00	0.00	-0.25	-0.25	-0.50	-0.50	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75
5yr gilt yield													
Upside risk	0.00	0.60	0.70	0.80	0.90	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Central Case	4.30	4.20	4.10	4.05	3.95	3.90	3.90	3.90	3.95	4.00	4.05	4.05	4.05
Downside risk	0.00	-0.40	-0.50	-0.60	-0.65	-0.65	-0.65	-0.65	-0.65	-0.65	-0.65	-0.65	-0.65
10yr gilt yield													
Upside risk	0.00	0.60	0.70	0.80	0.90	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Central Case	4.41	4.40	4.35	4.35	4.35	4.30	4.30	4.30	4.35	4.35	4.35	4.35	4.35
Downside risk	0.00	-0.40	-0.50	-0.60	-0.65	-0.65	-0.65	-0.65	-0.65	-0.65	-0.65	-0.65	-0.65
20yr gilt yield													
Upside risk	0.00	0.60	0.70	0.80	0.90	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Central Case	4.84	4.80	4.75	4.70	4.65	4.65	4.65	4.65	4.65	4.65	4.65	4.65	4.65
Downside risk	0.00	-0.40	-0.50	-0.60	-0.65	-0.65	-0.65	-0.65	-0.65	-0.65	-0.65	-0.65	-0.65
50yr gilt yield													
Upside risk	0.00	0.60	0.70	0.80	0.90	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Central Case	4.35	4.50	4.45	4.40	4.35	4.35	4.35	4.35	4.35	4.35	4.35	4.35	4.35
Downside risk	0.00	-0.40	-0.50	-0.60	-0.65	-0.65	-0.65	-0.65	-0.65	-0.65	-0.65	-0.65	-0.65

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

	30/12/2024 **Actual portfolio £m**	30/12/2024 **Average rate %**
External borrowing:		
Public Works Loan Board	**1.5**	**8.875%**
Local authorities	**45.0**	**4.020%**
LOBO loans from banks	**-**	**-**
Other loans	**-**	**-**
Total external borrowing	**46.5**	
Other long-term liabilities:		
Private Finance Initiative	-	-
Leases	-	-
Transferred Debt	-	-
Total other long-term liabilities	-	
Total gross external debt	**46.5**	
Treasury investments:		
The UK Government		
Local authorities		
Other government entities		
Secured investments		
Banks (unsecured)	7.0	5.140%
Building societies (unsecured)		
Registered providers (unsecured)		
Money market funds	5.6	5.240%
Strategic pooled funds		
Real estate investment trusts		
Other investments	17.8	3.405%
Total treasury investments		
Net debt	**16.1**	

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.
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.

East Herts Council Report

Council

Date of meeting: Wednesday 26 February 2025

Report by: Councillor Carl Brittain – Executive Member for Financial Sustainability

Report title: Council Tax Setting 2025/26

Ward(s) affected: (All Wards);

Summary – This report sets proposals to set the Council Tax for 2025/26

RECOMMENDATIONS FOR COUNCIL:

a) that the Council Tax resolution, as now submitted at Appendix A, be approved;

b) that the local precepts as set out at Appendix A be noted; and

c) that the Hertfordshire County Council and Police & Crime commissioner for Hertfordshire precepts be noted.

1.0 Proposal(s)

1.1 The council tax resolution is set out at Appendix A.

1.2 The calculations set out in the resolution are prescribed in the Local Government Finance Act 1992 as amended. The Localism Act 2011 made minor amendments to the required calculation. The Council has no discretion in undertaking these calculations beyond determining any special expenses within the Council's own budget applicable to part of its area. The Council has not determined any special expenses.

The required calculation

1.3 Section 1; This confirms that this Council's previously agreed tax base is used in the calculation.

1.4 Section 2; this set out the Council's council tax requirement for its own purposes (excluding parish precepts) for 2025/26.

1.5 Section 3;

a) The Council's gross expenditure plus transfers to reserves plus the total of parish precepts

(b) The Council's gross income including grants plus transfers from reserves

(c) Is a-b

(d) Is c divided by the tax base

(e) Is the total of the parish precepts

(f) Is this Council's band D council tax rate

(g) Is a table of Band D Council plus Parish rate

(h) This is the same as (g) but showing the council tax by each valuation band

1.6 Section 4; this is the equivalent amounts to those at 3(h) for the County and Police & Crime Commissioner precepts.

1.7 Section 5; this is the total council tax for each valuation band for each parish.

2.0 Background

2.1 East Hertfordshire District Council is the council tax billing and collection authority within its area

2.2 The Council tax calculation sets the tax in respect of this Council and the aggregate council tax inclusive of the County Council and Police & Crime Commissioner precepts and of each town and parish council's precept.

2.3 Hertfordshire County Council's Finance Director has advised that the County Council precept for 2025/26 as they affect East Hertfordshire District Council tax payers is £115,597,289.18. This gives band D equivalent of £1,769.87.

2.4 The Chief Finance Officer for the Police and Crime Commissioner (PCC) has advised that the PCC precept for 2025/26 as they affect

East Hertfordshire District Council tax payers is £17,308,210. This gives a band D equivalent of £265.00.

2.5 The total of the parish precepts is £6,804,633.00, as detailed in Appendix A.

2.6 East Hertfordshire total council tax requirement is £13,130,734.60. This gives a band D equivalent of £201.04.

3.0 Reason(s)

3.1 The Council has a statutory responsibility to set the council tax for each part of its area no later than 11 March prior to the start of the year in respect of which the tax is set.

4.0 Options

4.1 This is a statutory responsibility, there are no alternative options.

5.0 Risks

5.1 All risks were considered in setting the Council's budget.

6.0 Implications/Consultations

Community Safety

None arising as a result of this report

Data Protection

None arising as a result of this report

Equalities

None arising as a result of this report

Environmental Sustainability

None arising as a result of this report

Financial

None arising as a result of this report

Health and Safety

None arising as a result of this report

Human Resources

None arising as a result of this report

Human Rights

None arising as a result of this report

Legal

The Council is required to set the Council Tax by 11 March in the preceding year under section 30 of the Local Government Finance Act 1992.

Section 106 of the Local Government Finance Act 1992 requires Members who are two or more in arrears on their Council Tax payments to disclose this to the meeting and not vote on any resolution to setting the Council Tax. Failure to do so is a criminal offence leading to a fine not exceeding level 3 on the standard scale

Specific Wards

No

7.0 Background papers, appendices and other relevant material

7.1 Appendix A – Formal Council Tax Resolution

Contact Member Councillor Carl Brittain

Executive Member for Financial Sustainability

carl.brittain@eastherts.gov.uk

Contact Officer Mathew Crosby

Interim Head of Strategic Finance ,

Contact Tel. No. extn 2006

mathe.crosby@eastherts.gov.uk

Report Author Alison Street,
Service Manager (Strategic Finance)
alison.street@eastherts.gov.uk

EAST HERTFORDSHIRE DISTRICT COUNCIL
RESOLUTION

RECOMMENDED

1 That it be noted that at its meeting on 11 December 2024 the Council calculated the Council Tax Base 2025/26

a) for the whole Council area as 65,314.04 [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")]; and

b) for dwellings in those parts of its area to which a Parish precept relates as shown below.

Parish/Town Council of:-	2025/26 Tax Base	For information only Precept £	Parish Band D £
Albury	291.28	11,000.00	37.76
Anstey	174.55	6,000.00	34.37
Ardeley	223.48	8,000.00	35.80
Aspenden	123.14	12,000.00	97.45
Aston	479.43	30,500.00	63.62
Bayford	232.85	4,981.00	21.39
Bengeo	286.35	24,000.00	83.81
Benington	409.26	21,663.00	52.93
Bishop's Stortford	17,946.44	1,232,741.00	68.69
Bramfield	107.81	2,500.00	23.19
Braughing	676.09	44,325.00	65.56
Brent Pelham/Meesden	148.09	4,628.00	31.25
Brickendon	367.49	28,250.00	76.87
Buckland	111.88	11,495.00	102.74
Buntingford	3,246.18	335,592.00	103.38
Cottered	318.36	17,000.00	53.40
Datchworth	737.37	53,971.00	73.19
Eastwick and Gilston	438.41	9,750.00	22.24
Furneux Pelham	273.14	6,000.00	21.97
Great Amwell	972.92	23,035.00	23.68
Great Munden	143.43	7,258.00	50.60
Hertford	12,772.92	1,632,443.00	127.80
Hertford Heath	976.38	110,975.00	113.66
Hertingfordbury	334.80	26,445.00	78.99
High Wych	354.53	20,085.00	56.65
Hormead	368.71	27,820.00	75.45
Hunsdon	520.08	28,000.00	53.84
Little Berkhamsted	283.77	28,000.00	98.67
Little Hadham	551.22	22,330.00	40.51
Little Munden	426.12	11,430.00	26.82
Much Hadham	980.55	45,000.00	45.89
Sacombe	88.99	0.00	0.00
Sawbridgeworth	4,140.86	479,835.00	115.88
Standon	2,038.65	95,000.00	46.60
Stanstead Abbotts	736.38	75,000.00	101.85
Stanstead St Margarets	703.38	24,000.00	34.12
Stapleford	267.11	9,500.00	35.57
Stocking Pelham	84.74	5,500.00	64.90
Tewin	858.03	43,500.00	50.70
Thorley	151.64	2,835.00	18.70
Thundridge	729.31	36,260.00	49.72
Walkern	723.36	31,500.00	43.55
Ware	7,596.80	2,059,436.00	271.09
Wareside	312.99	16,895.00	53.98
Watton at Stone	1,073.26	54,655.00	50.92
Westmill	159.75	6,000.00	37.56
Widford	293.65	17,500.00	59.59
Wyddial	78.11	0.00	0.00
	65,314.04	6,804,633.00	

-

2 Calculate that the Council Tax requirement for the Council's own purposes for 2025/26 (excluding Parish precepts) is
£ 13,130,734.60

3 That the following amounts be now calculated by the Council for the year 2025/26 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:-

a)	£	98,930,705.18	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) of the Act taking into account all the precepts issued to it by Parish Councils
b)	£	78,995,337.58	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the Act
c)	£	19,935,367.60	being the amount by which the aggregate at 3 (a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 31A (4) of the Act, as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act)
d)	£	305.22	being the amount at 3(c) above (Item R), all divided by item T (1(a) above), calculated by the Council, in accordance with Section 31 B of the Act, as the basic amount of its Council Tax for the year. (including Parish Precepts)
e)	£	6,804,633.00	being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act, as detailed above.
f)	**£**	**201.04**	being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council tax for the year for dwellings in those parts of its area to which no Parish precept relates

The Council is also required to determine that the Council's basic amount of Council Tax for 2025/26 is not excessive in accordance with principles approved under Section 52ZB and 52ZY Local Government Finance Act 1992 and Section 4ZA Local Government Finance Act 1992: Referendums relating to Council Tax Increases.

For 2025/26 the level deemed to be excessive, as determined by the Government in its Referendums Relating to Council Tax Increases (Principles) Report (England) 2024/25, is an increase of 3% or more, or £5 per dwelling whichever is the greater. As such, the Council can determine, for its portion of the Council Tax that the level of Council Tax increase for 2025/26 is not excessive or requiring a local referendum.

g) Parts of the Council's Area

Parish/Town Council of:-	Band D District plus Parish £
Albury	238.80
Anstey	235.41
Ardeley	236.84
Aspenden	298.49
Aston	264.66
Bayford	222.43
Bengeo Rural	284.85
Benington	253.97
Bishop's Stortford	269.73
Bramfield	224.23
Braughing	266.60
Brent Pelham/Meesden	232.29
Brickendon Liberty	277.91
Buckland	303.78
Buntingford	304.42
Cottered	254.44
Datchworth	274.23
Eastwick and Gilston	223.28
Furneux Pelham	223.01
Great Amwell	224.72
Great Munden	251.64
Hertford	328.84
Hertford Heath	314.70
Hertingfordbury	280.03
High Wych	257.69
Hormead	276.49
Hunsdon	254.88
Little Berkhamsted	299.71
Little Hadham	241.55
Little Munden	227.86
Much Hadham	246.93
Sacombe	201.04
Sawbridgeworth	316.92
Standon	247.64
Stanstead Abbotts	302.89
Stanstead St Margarets	235.16
Stapleford	236.61
Stocking Pelham	265.94
Tewin	251.74
Thorley	219.74
Thundridge	250.76
Walkern	244.59
Ware	472.13
Wareside	255.02
Watton at Stone	251.96
Westmill	238.60
Widford	260.63
Wyddial	201.04

being the amounts given by adding to the amount at 3(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount in 1(b) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

h) Parts of the Council's Area

	COUNCIL TAX VALUATION BANDS DISTRICT plus PARISH							
	A	**B**	**C**	**D**	**E**	**F**	**G**	**H**
Parish/Town Councils of:-	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**
Albury	159.20	185.73	212.27	238.80	291.87	344.93	398.00	477.60
Anstey	156.94	183.10	209.25	235.41	287.72	340.04	392.35	470.82
Ardeley	157.89	184.21	210.52	236.84	289.47	342.10	394.73	473.68
Aspenden	198.99	232.16	265.32	298.49	364.82	431.15	497.48	596.98
Aston	176.44	205.85	235.25	264.66	323.47	382.29	441.10	529.32
Bayford	148.29	173.00	197.72	222.43	271.86	321.29	370.72	444.86
Bengeo	189.90	221.55	253.20	284.85	348.15	411.45	474.75	569.70
Benington	169.31	197.53	225.75	253.97	310.41	366.85	423.28	507.94
Bishops Stortford	179.82	209.79	239.76	269.73	329.67	389.61	449.55	539.46
Bramfield	149.49	174.40	199.32	224.23	274.06	323.89	373.72	448.46
Braughing	177.73	207.36	236.98	266.60	325.84	385.09	444.33	533.20
Brent Pelham/Meesden	154.86	180.67	206.48	232.29	283.91	335.53	387.15	464.58
Brickendon Liberty	185.27	216.15	247.03	277.91	339.67	401.43	463.18	555.82
Buckland	202.52	236.27	270.03	303.78	371.29	438.79	506.30	607.56
Buntingford	202.95	236.77	270.60	304.42	372.07	439.72	507.37	608.84
Cottered	169.63	197.90	226.17	254.44	310.98	367.52	424.07	508.88
Datchworth	182.82	213.29	243.76	274.23	335.17	396.11	457.05	548.46
Eastwick & Gilston	148.85	173.66	198.47	223.28	272.90	322.52	372.13	446.56
Furneux Pelham	148.67	173.45	198.23	223.01	272.57	322.13	371.68	446.02
Great Amwell	149.81	174.78	199.75	224.72	274.66	324.60	374.53	449.44
Great Munden	167.76	195.72	223.68	251.64	307.56	363.48	419.40	503.28
Hertford	219.23	255.76	292.30	328.84	401.92	474.99	548.07	657.68
Hertford Heath	209.80	244.77	279.73	314.70	384.63	454.57	524.50	629.40
Hertingfordbury	186.69	217.80	248.92	280.03	342.26	404.49	466.72	560.06
High Wych	171.79	200.43	229.06	257.69	314.95	372.22	429.48	515.38
Hormead	184.33	215.05	245.77	276.49	337.93	399.37	460.82	552.98
Hunsdon	169.92	198.24	226.56	254.88	311.52	368.16	424.80	509.76
Little Berkhamsted	199.81	233.11	266.41	299.71	366.31	432.91	499.52	599.42
Little Hadham	161.03	187.87	214.71	241.55	295.23	348.91	402.58	483.10
Little Munden	151.91	177.22	202.54	227.86	278.50	329.13	379.77	455.72
Much Hadham	164.62	192.06	219.49	246.93	301.80	356.68	411.55	493.86
Sacombe	134.03	156.36	178.70	201.04	245.72	290.39	335.07	402.08
Sawbridgeworth	211.28	246.49	281.71	316.92	387.35	457.77	528.20	633.84
Standon	165.09	192.61	220.12	247.64	302.67	357.70	412.73	495.28
Stanstead Abbotts	201.93	235.58	269.24	302.89	370.20	437.51	504.82	605.78
Stanstead St Margarets	156.77	182.90	209.03	235.16	287.42	339.68	391.93	470.32
Stapleford	157.74	184.03	210.32	236.61	289.19	341.77	394.35	473.22
Stocking Pelham	177.29	206.84	236.39	265.94	325.04	384.14	443.23	531.88
Tewin	167.83	195.80	223.77	251.74	307.68	363.62	419.57	503.48
Thorley	146.49	170.91	195.32	219.74	268.57	317.40	366.23	439.48
Thundridge	167.17	195.04	222.90	250.76	306.48	362.21	417.93	501.52
Walkern	163.06	190.24	217.41	244.59	298.94	353.30	407.65	489.18
Ware	314.75	367.21	419.67	472.13	577.05	681.97	786.88	944.26
Wareside	170.01	198.35	226.68	255.02	311.69	368.36	425.03	510.04
Watton at Stone	167.97	195.97	223.96	251.96	307.95	363.94	419.93	503.92
Westmill	159.07	185.58	212.09	238.60	291.62	344.64	397.67	477.20
Widford	173.75	202.71	231.67	260.63	318.55	376.47	434.38	521.26
Wyddial	134.03	156.36	178.70	201.04	245.72	290.39	335.07	402.08

being the amounts given by multiplying the amounts at 3(g) above by the number which, in the proportion set out in Section 5 (1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in the proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

4 That it be noted that for the year 2025/26 Hertfordshire County Council and the Police & Crime Commissioner for Hertfordshire have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

Precepting Authority	**A**	**B**	**C**	**D**	**E**	**F**	**G**	**H**
	£	**£**	**£**	**£**	**£**	**£**	**£**	**£**
Hertfordshire County Council	1,179.91	1,376.57	1,573.23	1,769.87	2,163.17	2,556.48	2,949.78	3,539.74
Police & Crime Commissioner	176.67	206.11	235.56	265.00	323.89	382.78	441.67	530.00

5 That the Council, in accordance with sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the table below as the amount of Council Tax for 2025/26 for each part of its area and for each of the categories of dwellings.

	COUNCIL TAX VALUATION BANDS							
	COUNTY COUNCIL plus POLICE & CRIME COMMISSIONER plus DISTRICT plus PARISH							
	A	**B**	**C**	**D**	**E**	**F**	**G**	**H**
Parish/Town Council of:-	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**
Albury	1,515.78	1,768.41	2,021.06	2,273.67	2,778.93	3,284.19	3,789.45	4,547.34
Anstey	1,513.52	1,765.78	2,018.04	2,270.28	2,774.78	3,279.30	3,783.80	4,540.56
Ardeley	1,514.47	1,766.89	2,019.31	2,271.71	2,776.53	3,281.36	3,786.18	4,543.42
Aspenden	1,555.57	1,814.84	2,074.11	2,333.36	2,851.88	3,370.41	3,888.93	4,666.72
Aston	1,533.02	1,788.53	2,044.04	2,299.53	2,810.53	3,321.55	3,832.55	4,599.06
Bayford	1,504.87	1,755.68	2,006.51	2,257.30	2,758.92	3,260.55	3,762.17	4,514.60
Bengeo	1,546.48	1,804.23	2,061.99	2,319.72	2,835.21	3,350.71	3,866.20	4,639.44
Benington	1,525.89	1,780.21	2,034.54	2,288.84	2,797.47	3,306.11	3,814.73	4,577.68
Bishops Stortford	1,536.40	1,792.47	2,048.55	2,304.60	2,816.73	3,328.87	3,841.00	4,609.20
Bramfield	1,506.07	1,757.08	2,008.11	2,259.10	2,761.12	3,263.15	3,765.17	4,518.20
Braughing	1,534.31	1,790.04	2,045.77	2,301.47	2,812.90	3,324.35	3,835.78	4,602.94
Brent Pelham/Meesden	1,511.44	1,763.35	2,015.27	2,267.16	2,770.97	3,274.79	3,778.60	4,534.32
Brickendon Liberty	1,541.85	1,798.83	2,055.82	2,312.78	2,826.73	3,340.69	3,854.63	4,625.56
Buckland	1,559.10	1,818.95	2,078.82	2,338.65	2,858.35	3,378.05	3,897.75	4,677.30
Buntingford	1,559.53	1,819.45	2,079.39	2,339.29	2,859.13	3,378.98	3,898.82	4,678.58
Cottered	1,526.21	1,780.58	2,034.96	2,289.31	2,798.04	3,306.78	3,815.52	4,578.62
Datchworth	1,539.40	1,795.97	2,052.55	2,309.10	2,822.23	3,335.37	3,848.50	4,618.20
Eastwick & Gilston	1,505.43	1,756.34	2,007.26	2,258.15	2,759.96	3,261.78	3,763.58	4,516.30
Furneux Pelham	1,505.25	1,756.13	2,007.02	2,257.88	2,759.63	3,261.39	3,763.13	4,515.76
Great Amwell	1,506.39	1,757.46	2,008.54	2,259.59	2,761.72	3,263.86	3,765.98	4,519.18
Great Munden	1,524.34	1,778.40	2,032.47	2,286.51	2,794.62	3,302.74	3,810.85	4,573.02
Hertford	1,575.81	1,838.44	2,101.09	2,363.71	2,888.98	3,414.25	3,939.52	4,727.42
Hertford Heath	1,566.38	1,827.45	2,088.52	2,349.57	2,871.69	3,393.83	3,915.95	4,699.14
Hertingfordbury	1,543.27	1,800.48	2,057.71	2,314.90	2,829.32	3,343.75	3,858.17	4,629.80
High Wych	1,528.37	1,783.11	2,037.85	2,292.56	2,802.01	3,311.48	3,820.93	4,585.12
Hormead	1,540.91	1,797.73	2,054.56	2,311.36	2,824.99	3,338.63	3,852.27	4,622.72
Hunsdon	1,526.50	1,780.92	2,035.35	2,289.75	2,798.58	3,307.42	3,816.25	4,579.50
Little Berkhamsted	1,556.39	1,815.79	2,075.20	2,334.58	2,853.37	3,372.17	3,890.97	4,669.16
Little Hadham	1,517.61	1,770.55	2,023.50	2,276.42	2,782.29	3,288.17	3,794.03	4,552.84
Little Munden	1,508.49	1,759.90	2,011.33	2,262.73	2,765.56	3,268.39	3,771.22	4,525.46
Much Hadham	1,521.20	1,774.74	2,028.28	2,281.80	2,788.86	3,295.94	3,803.00	4,563.60
Sacombe	1,490.61	1,739.04	1,987.49	2,235.91	2,732.78	3,229.65	3,726.52	4,471.82
Sawbridgeworth	1,567.86	1,829.17	2,090.50	2,351.79	2,874.41	3,397.03	3,919.65	4,703.58
Standon	1,521.67	1,775.29	2,028.91	2,282.51	2,789.73	3,296.96	3,804.18	4,565.02
Stanstead Abbotts	1,558.51	1,818.26	2,078.03	2,337.76	2,857.26	3,376.77	3,896.27	4,675.52
Stanstead St Margarets	1,513.35	1,765.58	2,017.82	2,270.03	2,774.48	3,278.94	3,783.38	4,540.06
Stapleford	1,514.32	1,766.71	2,019.11	2,271.48	2,776.25	3,281.03	3,785.80	4,542.96
Stocking Pelham	1,533.87	1,789.52	2,045.18	2,300.81	2,812.10	3,323.40	3,834.68	4,601.62
Tewin	1,524.41	1,778.48	2,032.56	2,286.61	2,794.74	3,302.88	3,811.02	4,573.22
Thorley	1,503.07	1,753.59	2,004.11	2,254.61	2,755.63	3,256.66	3,757.68	4,509.22
Thundridge	1,523.75	1,777.72	2,031.69	2,285.63	2,793.54	3,301.47	3,809.38	4,571.26
Walkern	1,519.64	1,772.92	2,026.20	2,279.46	2,786.00	3,292.56	3,799.10	4,558.92
Ware	1,671.33	1,949.89	2,228.46	2,507.00	3,064.11	3,621.23	4,178.33	5,014.00
Wareside	1,526.59	1,781.03	2,035.47	2,289.89	2,798.75	3,307.62	3,816.48	4,579.78
Watton at Stone	1,524.55	1,778.65	2,032.75	2,286.83	2,795.01	3,303.20	3,811.38	4,573.66
Westmill	1,515.65	1,768.26	2,020.88	2,273.47	2,778.68	3,283.90	3,789.12	4,546.94
Widford	1,530.33	1,785.39	2,040.46	2,295.50	2,805.61	3,315.73	3,825.83	4,591.00
Wyddial	1,490.61	1,739.04	1,987.49	2,235.91	2,732.78	3,229.65	3,726.52	4,471.82

East Herts Council Report

Leadership Team Meeting

Date of meeting: Tuesday 11 February 2025

Report by: Councillor (insert full name) –

Report title: Appointment of S151 Officer

Ward(s) affected: (All Wards);

Summary – In accordance with section 151 of the Local Government act 1972, Brian Moldon to be confirmed as the Council's Chief Financial Officer/Section 151 Officer with effect from 1st April 2025

RECOMMENDATIONS FOR COUNCIL

a) **That the appointment of Brian Moldon as the Council's Chief Financial Officer and Section 151 Officer with effect from 1st April 2025 be approved**

1.0 Proposal(s)

1.1 That the appointment of Brian Moldon commencing 1st April 2025 as Chief Financial Officer/Section 151 Officer be confirmed.

2.0 Background

2.1 Under section 151 of the Local Government Act 1972, the Council has a duty to appoint a Chief Financial Officer ("S.151 Officer").

2.2 As a result of the departure of Steven Linnett, following his retirement as S.151 Officer, with effect from 1st December 2024, an interim appointment was been made, and Mathew Crosby was appointed to the role of Chief Financial Officer/Section

151 Officer on an interim basis with effect from 2nd December 2024. Following an open competitive process, Brian Moldon was offered and accepted the position of permanent Chief Financial Officer/Section 151 Officer and will take up his position on 1st April 2025.

2.3 Part 2, Chapter 10 of the Council's Constitution provides, at Item 2j, that the Council will engage designated chief officers. The posts listed include the Chief Financial (s.151 Officer). The appointment of the Chief Financial Officer is to be carried out by the Chief Executive, and ratified by Council.

3.0 Reason(s)

3.1 To comply with the requirements of section 151 of the Local Government Act 1972.

4.0 Options

4.1 NONE

5.0 Risks

5.1 The Council would act unlawfully by not appointing an Officer to the post of s.151 Officer

6.0 Implications/Consultations

6.1 The Leader and Executive Member for Financial Sustainability were part of the recruitment process

Community Safety

No

Data Protection

No

Equalities

No – the role was recruited through a transparent process with our preferred recruitment consultants.

Environmental Sustainability

No

Financial

Yes – Due to market forces a market supplement has been agreed in order to secure a suitably qualified candidate

Health and Safety

No

Human Resources

Yes – Senior HR Advisor has been involved in the appointment

Human Rights

No

Legal

Yes- it is a legal requirement for the Council to have a named S151 officer

Specific Wards

No

7.0 Background papers, appendices and other relevant material

7.1 NONE

Contact Member **Ben Crystall**

Leader of the Council

ben.crystall@eastherts.gov.uk

Contact Officer **Helen Standen – Interim Chief Executive**

,

helen.standen@eastherts.gov.uk

(must be at least a Head of Service)

Report Author

Helen Standen, Interim Chief Executive

helen.standen@eastherts.gov.uk

East Herts Council Report

Human Resources Committee

Date of Meeting: 26 February 2025

Report by: HR and Organisational Development Service Manager

Report title: Pay Policy Statement 2025/26

Ward(s) affected: N/A

Summary

RECOMMENDATIONS FOR Council:

a) That the Pay Policy Statement 2025/26 be approved.

1.0 Proposal

1.1 The Pay Policy Statement 2025/26 has been recommended for approval by the HR and OD Service Manager and the Human Resources Committee to the Council on 26 February 2025. Members are invited to approve the Pay Policy Statement 2025/26.

2.0 Background

2.1 A pay policy statement is required to be produced annually under sections 38 of the Localism Act. Regard is to be had to guidance section 40 from the Secretary of State in producing this statement.

2.2 A pay policy statement for a financial year must set out the Authority's policies for the financial year relating to:

- the remuneration of chief officers
- the remuneration of the lowest paid employees
- the relationship between chief officers remuneration and that of other officers

2.3 "Remuneration" for the purposes of this statement includes three elements:

- basic salary
- pension
- all other allowances arising from employment

2.4 The objectives of the report are to:

a) ensure a capable and high performing workforce;
b) ensure simplicity, clarity and fairness between employees and between the council and the community;
c) differentiate between remuneration and other employee related expenses.

2.5 The Pay Policy 2025/26 went to the Human Resources Committee on 5th February 2025 and was recommended to be sent for approval by Council.

3.0 Report

3.1 The Pay Policy Statement 2025/26 can be found at Appendix A.

3.2 The Pay Policy Statement framework for East Herts Council has not yet been updated in line with the pay award for 25/26 in terms of reference to salary scales, salary levels and multipliers (as this has not yet been negotiated and agreed).

3.3 No significant changes to the overall framework it supports have been made.

4.0 Options

N/A - publishing the Pay Policy Statement on an annual basis is a statutory requirement. The statement will be published on the Council Website once it is approved and will be formatted into an accessible document before publication.

5.0 Risks

N/A

6.0 Implications/Consultations

Community Safety

No

Data Protection

No

Equalities

No

Environmental Sustainability

No

Financial

Yes – The Pay Policy Statement has been shared with the Head of Strategic Finance and Property and budgets set have been based on the pay changes agreed.

Health and Safety

No

Human Resources

Yes – Policy Statement produced by Head of HR&OD

Human Rights

No

Legal

Yes – Head of Legal and Democratic Service has confirmed that statutory requirements have been met.

Specific Wards

No

7.0 Background papers, appendices and other relevant material

7.1 Appendix A – Pay Policy Statement 2025/26

Contact Officer

Alex Wanless – HR & OD Service Manager
alex.wanless@eastherts.gov.uk

Report Author

As above

Executive Member for Corporate Services

Cllr Joseph Dumont - Portfolio Holder for HR & OD
Joseph.Dumont@eastherts.gov.uk

Pay Policy Statement 2025/2026
February 2025

1.0 Introduction

1.1 A pay policy statement is required to be produced annually under Section 38 of the Localism Act 2011. Guidance from the Secretary of State has been considered when producing this statement.

1.2 Any decision under powers delegated in the council's Constitution with regard to remuneration from 1 April 2025 to 31 March 2026 will be bound by and must comply with this statement.

1.3 This statement supports the requirements under the Local Government Transparency Code to publish data on Senior Salaries and Pay Multiple.

1.4 The Head of Human Resources and Organisational Development (Role under review, Chief Executive to be consulted) must be consulted prior to any decision impacting remuneration to ensure compliance with this pay policy statement.

2.0 Scope

2.1 This statement sets out the council's policy with regards to:

- the remuneration of Chief Officers
- the remuneration of the lowest paid employees
- the relationship between Chief Officers' remuneration and that of other officers

"Remuneration" for the purposes of this statement includes three elements:

- basic salary
- pension
- all other allowances arising from employment

2.2 The council's constitution regards the following as its "Chief Officers"

Chief Executive
Deputy Chief Executive

2.3 The council, also has Statutory officer roles (Head of Paid Service; S151 Officer; Monitoring Officer, Data Protection Officer)

2.3 There is a statutory requirement that for the purposes of producing this statement the following posts (Leadership Team) be covered by the policy statement as well as the above posts and statutory roles.

Head of Communications, Strategy and Policy
Head of Housing and Health
Head of Human Resources and Organisational Development (Role under review)
Head of Legal and Democratic Services (Monitoring Officer)
Head of Operations

Head of Planning and Building Control
Head of Shared Revenues and Benefits Service (Role under review)
Head of Strategic Finance and Property (S151 Officer)

In this policy statement the term “Chief Officers” refers to the Chief Executive and Deputy Chief Executive roles in that where there are any differences in terms of the policy it is between this group and all other employees.

2.4 This policy statement applies to all Council employees, but not to other workers such as casuals, agency workers, etc.

2.5 This pay statement does not include the Returning Officer payment. The fees payable to the Returning Officer are set by statute for national elections and are paid by central government. Fees are, also, payable to the Councils’ Returning Officer for local elections. These fees are payable as required and can be made to any senior officer appointed to fulfil the statutory duties of this role. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the Council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the Council. As Returning Officer, he/she is paid a separate fee, which includes expenses, for each election for which he/she is responsible. Regulations govern which elections the fee is pensionable and, if opted in, a separate pension will accrue in the Local Government Pension Scheme for each election type.

3.0 Objectives

3.1 East Herts Council recognises the importance of having a clear written policy statement on pay in order to ensure that employees are fairly rewarded and there is proper public accountability.

3.2 In respect of Chief Officers and all other employees the council’s policy is to set remuneration sufficient to attract and retain adequately experienced, trained and qualified individuals to deliver the council’s priorities.

3,3 The council aims to be transparent on pay to its employees, prospective employees and the wider community and uses and maintains an effective job evaluation system and procedures to provide equity and consistency in pay, whilst adhering to the basic principles of the national Local government Single Status pay agreement.

4.0 Remuneration subject to national and local determination

4.1 The council is a member of the Local Government Employers’ Association for national collective bargaining in respect of Chief Officers and other employees.

4.2 Changes from national negotiations generally take effect from 1 April each year and are retrospective to 1 April if agreements are finalised after 1 April. It is the council’s policy to implement national agreements.

4.3 The Chief Executive and Deputy Chief Executive are under the Joint Negotiating Committee for Chief Officers (JNC) conditions of service including pay. All other

employees are under the National Joint Council (NJC) national agreement on pay and conditions of service.

4.4 The national pay award (the NJC national agreement) for 2025-2026 has not yet been considered following delays in previous years. Currently the employers' side are awaiting the Trade Union Claim and regional pay consultation rounds are due to begin in February 2025. This Pay Policy Statement will therefore provide that the National Award will be implemented for both NJC and JNC once agreement is confirmed. East Herts will implement increments for applicable staff from the 1st of April 2025 but the national pay award is not expected (due to the delay in negotiations/agreement) to be implemented in this (April) payroll and will instead be processed as a backdated payment once the award is agreed.

4.5 Previous Awards for 2023-2024 and 2024-2025

The 2023/2024 was finally agreed in November 2023 after negotiations and a ballot of its members by unions:

Scale point (SCP) 1 was deleted as it was lower than the National Living Wage
£1925 was added to each SCP from 2 to 43
3.88% was added to SCP 44 to 59
3.5% was added to Chief Officers pay

This ensured that SCP 2 stayed above the National Living Wage and the award favoured the lower paid being the equivalent of a 10% increase on the lowest pay points.

All staff received their increase in pay with backdated salary in December 2023.

The national award for 2024/2025 was also delayed and was not agreed upon until October 2024 and backdated pay was processed in November 2024's payroll with back pay for leavers and other elements in December 2024.

The new pay rates, as in previous years, were a flat sum up to SCP 43 and each increased by £1,290 per annum. All locally determined pay points above the maximum of the pay spine but graded below deputy chief officer were increased by 2.50 per cent, in accordance with Green Book Part 2 Para 5.41. The Outer Fringe Area allowance increased to £706 per annum.

Pay negotiations for 2025/2026 will start at the end of February 2025 when the unions will present their pay claim to the NJC for the employer side to consider.

5.0 General Pay Policy

5.1 All employees other than Chief Officers have their basic pay determined by a job evaluation scheme to ensure that different jobs which have the same value are paid on the same grade. Grades have between 4-7 spinal column points (increments) within them.

5.2 The Chief Executive is paid a fixed spot salary with no set incremental progression. Performance review is facilitated through the East of England Local Government Association .

5.3 Heads of Service and the Deputy Chief Executive's progression through the pay range (incremental points) is based on performance (measured through the LT 360° performance review process) rather than by annual time served increments and this can lead to a drop of one increment if poor performance has been established.

5.4 The Deputy Chief Executive is paid on incremental scale points between a pay range of £101,640 to £112,414 base pay (as of October 2024), with set incremental progression also based on performance.

5.5 These senior staff (Chief Officers and Leadership Team) are not paid additional remuneration in respect of overtime, flexitime, bank holiday working, stand-by payments, emergency call rota, etc., as they are expected to undertake duties outside their contractual hours and working patterns without additional payment.

5.6 Basic pay is calculated on a pro-rata basis for part-time employees.

5.7 All employees (except chief officers) receive local weighting which is called an outer fringe payment which is determined by the NJC, for 2023-2024 this was £689pa for a full-time employee and was raised to £706 as part of the 2024-2025 pay award.

5.8 <u>Setting Salaries</u>

For the posts of

Chief Executive
Deputy Chief Executive

The council will use robust recruitment processes when making an appointment to these roles, ensuring the best candidate for the role is appointed. In determining the appropriate salary, market testing and bench marking from peer authorities will be considered. Both the Chief Executive and Deputy Chief Executive salaries were benchmarked for 2019-2020 and this has led to a revised spot salary for the Chief Executive from 3 June 2019 in line with market expectations as advised by EELGA and a revised salary range for the Deputy Chief Executive.

5.9 <u>Pay ceilings</u>

For 2025/26 the basic pay ceiling for Chief Executive post will be £133,746 per annum (including an additional payment of £10,000 for Head of Paid Service) plus the percentage or award agreed by the JNC.

The basic pay ceiling (i.e., including additional payments, salary protection and professional fees where appropriate) for Deputy Chief Executive will be £112,414 plus the percentage or award agreed by the JNC.

As noted above national agreed pay settlements from the JNC will be applied to the Chief Officer posts with effect from 1 April 2025 once agreed.

For other posts covered by this statement the basic pay ceiling for grade 13 will be £83,652 plus the percentage or award that will be agreed by the NJC for 25/26 (the outer fringe area allowance is paid in addition to these posts):

Grade 13 Posts:

Head of Legal and Democratic Services*
Head of Strategic Finance and Property*
Head of Communications, Strategy and Policy
Head of Human Resources and Organisational Development (Role under review)
Head of Housing and Health
Head of Operations
Head of Planning and Building Control
Head of Shared Revenue and Benefits Service ** (Role under review)

* Both of these posts are statutory posts designated as the council's Monitoring Officer and S151 Officer respectively (see additional payments below for further details).
** Head of Shared Revenues and Benefits Service post receives an additional 10% of base salary per annum for shared services role.

Note: The Chief Executive has commissioned a review of Heads of Service and Service Manager Level posts so this may change in year.

5.10 Pay floor

The pay floor is the remuneration of the lowest paid employees. "Lowest paid" is defined as the average pay of employees paid on grade 2. SCP8 in grade 2 are the lowest grades paid by the council. This year the figure is 0.09%(1 part-time employee) of the council's fte employees. Where any employee is less than full time their pay is multiplied up to full time salary and the aggregate full time equivalent pay is determined.

At the time of writing this report this figure is £25,992 per annum (full time).

The council will not pay basic pay less than the amount applicable to the bottom point of the national pay scales as agreed from time to time by the Local Government Employers (apprenticeships are excluded). Employees in this group will be entitled to all other benefits – local weighting/fringe, pension, redundancy as all other employees.

5.11 Pay multiples

The council does not explicitly set the remuneration of any individual or group of posts by reference to a simple multiple of another post or group of posts.

In terms of overall remuneration packages, the council's policy is to differentiate by setting different levels of basic pay to reflect differences in responsibilities. This is done using a job evaluation process that is nationally approved.

The council would not expect the remuneration of its highest paid employee to exceed 10 times that of the lowest group of employees. In the case of East Herts Council, the

pay of the Chief Executive is 5.145 times the value of the lowest paid employee (calculated using salaries as of 1st January 2025 that include the agreed uplifts for 1 April 2024 pay award).

CEO salary plus statutory post holder allowance = £133,3746 divided by average of lowest paid employees: £25,992 = 5.15 This is a reduction in the 5.29 times in 2024/25.

5.12

Grade	Minimum £	Maximum £	Number of employees in the grade (fte) *
2	£24,404	£25,992	0.27
3	£26,409	£28,163	15.14
4	£28,163	£30,060	31.24
5	£30,060	£33,366	70.55
6	£33,366	£36,124	18.59
7	£36,124	£39,513	49.01
8	£39,513	£42,708	28.18
9	£42,708	£45,718	24.08
10	£47,754	£51,802	19.03
11	£51,802	£57,963	23.68
12	£57,963	£66,782	7
13	£71,961	£83,652	6.61
Deputy Chief Exec	£98,203	£108,612	0
			289.51

5.13 The minimum apprenticeship pay rate is in line with statutory rates and is currently £6.40 for year one, the national living wage rate is paid as appropriate to an individual's age range thereafter (i.e., from year 2).

6.0 Additional payments and Variations

6.1 Additional Payments

The council's general policy is not to pay any form of "signing on" fee or incentive payment when recruiting. Exceptions may occasionally be agreed for hard to recruit posts.

The statutory posts designated as the council's S151 Officer, Monitoring Officer and Head of Paid Service will receive a payment of £10,000 per year. No officer will receive more than one additional statutory post payment.

6.2 Acting up and Honorarium payments

The council will ensure that acting up and honorarium payments are paid in a fair and consistent manner across the council.

Acting up payments can be made when an employee undertakes either some or all of the duties of a senior post, for a continuous period of four weeks or more (payment will then be backdated to the beginning of the cover).

Acting up payments do not apply for periods of less than four weeks or when an employee is providing cover for another employee's annual leave

Honorarium payments (Responsibility Allowances) can be made where an employee is required to complete an important project or produce major work output to a high standard that is significantly above and beyond the scope of their normal duties or responsibilities, or for significant additional duties or responsibilities not commensurate with the employee's current job description/grade or for work which is exceptionally onerous (e.g. difficult and/or demanding situations or working to extremely tight timescales).

Where an Honorarium payment is determined to be appropriate for additional work, any additional work time spent on the additional duties/responsibilities for which the honorarium is being awarded should not be accounted for on the flexi-time sheet.

Permanent changes to job roles should be dealt with through the job evaluation process.

The Head of Service in consultation with the Head of HR and OD have the responsibility for implementing and monitoring these arrangements.

6.3 Professional fees and subscriptions

The council will meet the cost of a legal practicing certificate for all those employees where it is a requirement of their employment. No other professional fee or subscription is paid although consideration may be given to extending this to support recruitment and retention efforts.

7.0 Market Supplements

Market supplements are only paid in exceptional circumstances where several attempts have been made to recruit and usual recruitment processes have not resulted in an appointment. Market rate will be established by reference to soft market testing, external advice and dialogue with peer authorities.

8.0 Pension

Pension provision is an important part of the remuneration package.

All employees (except those employees over the age of 75) may join the local government pension scheme. The scheme is a statutory scheme with contributions from the employee and from the employer.

All employees will automatically be enrolled into the LGPS pension scheme unless the contract of employment is less than 3 months' duration, although the employee does have the option to 'opt in'.

For more comprehensive details of the local government pension scheme see: https://lgpsmember.org

Neither the scheme nor the council adopt different policies with regard to benefits of employees, the same terms apply to the Chief Officers and other employees (although higher paid staff are required to pay a higher contribution in terms of the percentage of pay deducted as a pension contribution).

East Herts Council as an employer is under a legal duty to prepare and publish a written statement of its policy relating to certain discretionary powers under the Regulations which apply to the Local Government Pension Scheme ("the LGPS"). The scheme provides for the exercise of discretion that allow for retirement benefits to be enhanced. The council will consider each case on its merits but has determined that its usual policy is not to enhance benefits for any of its employees. The Policy on Exercise of Employer Discretions reaffirms this in respect of Chief Officers and other employees.

The pension scheme provides for flexible retirement. In applying the flexible retirement provision no distinction is made between the Chief Officers and other employees. The scheme requires that a minimum permanent reduction in working hours of 25% is made and/or there is a reduction in grade and that any consequential payments to the pension fund are recoverable in three years with the discretion to extend the three years in exceptional circumstances. The council's Human Resources Committee will consider requests from a Chief Officer and Leadership Team will consider requests from other employees where there is a cost to the council, if there are no costs the Head of Service can approve in consultation with the Head of HR and OD.

9.0 Annual Leave

Annual leave entitlement is related to both an individual employee's spinal column point and length of continuous service in local government.
The council awards five days additional annual leave for employees that reach five years' local government service.

Spinal Column Point (SCP)	Annual leave entitlement	Annual leave entitlement after 5 years in continuous local government service
4-22	26 days	31 days
23-25	27 days	32 days
26-28	28 days	33 days
29-59	29 days	34 days
Chief Officers	30 days	35 days

Annual leave entitlement is calculated on a pro-rata basis for part-time employees.

10.0 Occupational Sick Pay

Entitlement to sick pay is related to continuous service, measured in complete months or years at the start of the period of absence. Any previous absences in the twelve months before the start of any absence are deducted from the entitlement.

Entitlement to sick pay is in accordance with the provisions of the NJC for Local Authorities, as follows:

During 1st Year	1 month's full pay and (after completing 4 months service) 2 months half pay
During 2nd Year	2 months full pay and 2 months half pay
During 3rd Year	4 months full pay and 4 months half pay
During 4th and 5th Year	5 months full pay and 5 months half pay
After 5 Years	6 months full pay and 6 months half pay

11.0 Expenses

11.1 The council will meet or reimburse authorised travel, accommodation and subsistence costs for attendance at approved business meetings and training events in accordance with the council's Expenses policy. The council does not regard such costs as remuneration but as non-pay operational costs. This policy is applied consistently to Chief Officers and other employees.

11.2 The council pays car mileage in accordance with HMRC approved rates which are the same for Chief Officers and other employees. The current rates are:

Mileage	HMRC Rates
Car* (first 10,000 business miles per annum)	45p per business mile
Car (after 10,000 business miles per annum)	25p per business mile
Motorcycle Rate	24p per business mile
Bicycle Rate	20p per business mile
Passenger Rate (employee/member)	5p per passenger per mile

*Electric and Hybrid car fall under the Car HMRC rate of 45p per business mile.

NB Where the 'free' points at Wallfields are used the rate is reduced to 25p per business mile.

12.0 Redundancy payments and payments on termination

12.1 The council has a single redundancy scheme which applies to all employees without differentiation. The council does not provide any further payment to employees leaving the council's employment other than in respect of accrued leave which by agreement is untaken at the date of leaving.

12.2 The redundancy payment is based on the length of continuous local government service as set out in the employee contract, the council follows the statutory process in terms of age multipliers and a maximum of 20 years' service, however, no statutory cap is applied to weekly pay and actual weekly pay is used in all cases and the council then further enhances the redundancy payment by applying a multiplier of 2. Details of the full scheme can be found in the council's Redundancy Policy.

13.0 Future appointments

In the event of a vacancy to either a Chief Officer or other employee post the arrangements set out above in regard to pay will apply in respect of permanent appointments.

14.0 Publication and access to information

The publication of and access to information relating to remuneration of Chief Officers' is set out in this document and published on the council's website.

East Herts Council Report

Council

Date of meeting: Wednesday 26 February 2025

Report by: Councillor Joseph Dumont – Executive Member for Corporate Services

Report title: Code for Local Authority Statutory Officers

Ward(s) affected: (All Wards);

Summary – To approve the Code of Practice on Good Governance for Local Authority Statutory Officers, produced collaboratively between SOLACE, CIPFA and LLG following consideration by the Standards Committee.

RECOMMENDATIONS FOR STANDARDS COMMITTEE:

a) **To adopt the Code for Local Authority Statutory Officers**

1.0 Proposal(s)

1.1 To adopt the Code for Local Authority Statutory Officers following consideration by the Standards Committee.

2.0 Background

2.1 Working together, SOLACE, CIPFA and LLG have produced a Code of Practice on Good Governance for Local Authority Statutory Officers ("the Code"), focusing on the three main statutory roles every local authority must have, the Head of Paid Service, Chief Finance Officer, and Monitoring Officer, referred collectively as the 'Golden Triangle'.

2.2 The Code sets out how these roles are central to the governance, decision-making, and legal compliance of a local authority. This report is intended not only for Statutory Officers but also for senior management and elected members, who play an integral role in supporting governance within the authority.

2.3 The 'Golden Triangle' is responsible for ensuring that the authority's governance structure is sound and compliant, and their working relationship is essential for effective governance, particularly during times of organisational or financial stress.

2.4 The three points of the 'Golden Triangle' are made up of the following Statutory Officers:

i. Head of Paid Service

The role of Head of Paid Service is typically undertaken by the Chief Executive and is responsible for overseeing the authority's overall administrative and staffing functions. Under the Local Government and Housing Act 1989, the Head of Paid Service has the authority to advise on how the authority's various functions are to be coordinated, staffed, and managed. The Head of Paid Service ensures the integration of functions across departments, making sure the organisation operates efficiently. This role also bridges the gap between the authority's Officers and elected Members.

ii. Chief Finance Officer

The Chief Finance Officer, also known as the Section 151 Officer, ensures the proper administration of the authority's financial affairs. This Officer must ensure that budgets are adhered to and must report if unlawful expenditure or financial mismanagement is likely. They have a duty to act in respect of unlawful expenditure or when it appears to them that the authority's expenditure incurred in a financial year is likely to exceed the resources available to meet it, through issuing a Section 114 report.

iii. Monitoring Officer

The Monitoring Officer is tasked with ensuring the lawfulness of the authority's actions. This includes compliance with the authority's Constitution, maintaining high standards of conduct, and intervening when there are breaches of the law. The Monitoring Officer plays a key role in ethical governance and ensuring that elected Members and Officers operate within the law. If unlawful action is likely, the Monitoring Officer must issue a Section 5 report to prevent the breach.

2.5 The Code emphasises the importance that the 'Golden Triangle' operates effectively, with a close level of collaboration between all three officers, and with the wider Leadership Team of the authority.

2.6 The Council may wish to formally adopt the Code which has been endorsed by SOLACE, CIPFA, and LLG. This Code promotes good governance, supports sound decision-making, and ensures legal compliance. By formally adopting the Code, the council will not only align itself with nationally recognised standards but also endorse the key principles outlined within it. Adoption would further enhance the transparency and accountability of the council's operations, demonstrating a firm commitment to the principles of integrity and leadership in our governance framework.

3.0 Reason(s)

3.1 To ensure good governance within the council.

4.0 Options

4.1 To adopt the Code. This is recommended as it shows a commitment to ensuring good governance at the highest levels of the council.

4.2 Not to adopt the Code. This is not recommended as to do so would potentially put us out of step with other local authorities who will be likewise considering adoption of this national document.

5.0 Risks

5.1 Enhancing the relationship between the Statutory Officers outlined in the Code strengthens and aids good decision-making, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change.

5.2 Adopting approved national codes and incorporating good practice within the council's processes help to ensure good governance and reduce the risk of poor practice or unsafe decision making.

6.0 Implications/Consultations

6.1 The Monitoring Officer held discussions at the Hertfordshire Heads of Legal meeting in September, ascertaining what the intentions of neighbouring councils were to the Code. The majority of Hertfordshire Monitoring Officers stated they were intending on recommending adoption to their Councils.

Community Safety

None

Data Protection

There are no data protection implications to this report.

Equalities

Good governance and high ethical standards of conduct ensure that local government decisions are taken in the public interest.

Environmental Sustainability

There are no environmental implications to this report.

Financial

There are no financial implications to this report.

Health and Safety

There are no health and safety implications to this report.

Human Resources

There are specific legal requirement in respect of Statutory Officer appointments, disciplinary and dismissal processes, albeit not directly linked to the Code.

Human Rights

There are no human rights implications to this report.

Legal

Whilst the Code is specifically concerned with Statutory Officers rather than Members, there is an interplay in that the named Statutory Officer have a responsibility to ensure high standards of conduct in the authority.

Specific Wards

None

7.0 Background papers, appendices and other relevant material

7.1 Appendix 1: The Code of Practice on Good Governance for Local Authority Statutory Officers

Contact Member

Councillor Joseph Dumont

Executive Member for Corporate Services

joseph.dumont@eastherts.gov.uk

Contact Officer

James Ellis

Head of Legal and Democratic Services,

Contact Tel. No. 01279 502170

james.ellis@eastherts.gov.uk

Report Author

James Ellis

Head of Legal and Democratic Services and Monitoring Officer

james.ellis@eastherts.gov.uk

Code of Practice on Good Governance for

Local Authority Statutory Officers

Code of Practice on Good Governance for

Local Authority Statutory Officers

PAGE	CONTENTS TITLE
3	Introduction
5	The Golden Triangle
6	The Seven Standards of the Golden Triangle
7	**1**. Understand Governance: Roles and responsibilities
9	**2**. Act Wisely: A duty of enquiry & the exercise of statutory functions
11	**3**. Lead Ethically: The Seven Principles of Public Life
13	**4**. Act Effectively: Robustness in working arrangements
15	**5**. Resource the Roles: Get the tools to do the job
17	**6**. Build Resilience: Deputies and development
18	**7**. Deliver sound decision making: The outcome of good governance
21	In times of difficulty
22	Contributors

www.bevanbrittan.com @BevanBrittanLLP t: 0370 194 1000 London | Leeds | Birmingham | Bristol

Introduction

This Code of Practice for Good Governance provides advice and sets expectations for local government's three highest profile statutory roles of Head of Paid Service, Chief Finance Officer, and Monitoring Officer. The aim of the Code is to enable them to effectively work together in what is known as the 'Golden Triangle' to best advise their authority, implement its decisions, and help achieve good outcomes.

These three roles are senior, critical, and influential positions within a local authority, and have collective responsibility for governance. For the individuals concerned, it is our privilege to undertake the work, delivering positive results with a tangible impact. When done well, the postholders can leave an authority with a lasting, inspiring legacy. Best practice in working arrangements will enable the postholders to perform to the best of their ability. However, as recent failures have clearly and repeatedly demonstrated, where the posts do not operate effectively as a team, their advice is not afforded proper respect, where there is a poor culture, or what they have to say is not heard or understood, governance and decision making suffers and the consequences for local communities can be severe.

It is therefore important that these statutory officer posts, their roles and why they exist are understood, respected, and given the support required for their duties to be undertaken to the full. Additionally, it is important for those in, or aspiring to be in, these roles to understand the power that they wield, its potential impact on others and the responsibility that comes with it. The roles have a unique part to play in modelling good behaviour in governance, calling out poor behaviour, and actively demonstrating the Nolan Principles in practice.

There are other statutory officer posts within a local authority with specific responsibilities for governance within their service areas. However, the term 'statutory officers' used within this Code refers only to the three posts of Head of Paid Service, Chief Finance Officer, and Monitoring Officer.

The roles:

The '**Head of Paid Service**' (referred to directly as 'Chief Executive' in Wales) is the formal designation that forms one of three overlapping elements describing the core role of the chief executive role, being to act as lead advisor to the authority, as managerial leader and in fulfilling the functions of this statutory role. The Head of Paid Service holds the power to formally report to the full authority on their preferred design for the delivery, co-ordination, and integration of the authority's functions. In addition to the responsibilities entrusted to them by the elected members, the Head of Paid Service is statutorily responsible for the numbers, grades, roles, appointment, and discipline of all staff other than chief officers, deputy chief officers and any group's political assistants. They are also chief advisor to the authority and responsible for ensuring the best advice is available to it at all tiers.

The '**Chief Finance Officer**' (often referred to as the 'Section 151 Officer' by a council or 'Section 73 Officer' by some combined authorities) is responsible for the proper administration of the authority's financial affairs. They are responsible for managing the budget and must report to the authority on the robustness of the estimates for expenditure and income within the budget, and the adequacy of the proposed financial reserves. They have a duty to act in respect of unlawful

expenditure or when it appears to them that the authority's expenditure incurred in a financial year is likely to exceed the resources available to meet it.

The '**Monitoring Officer**' is responsible for ensuring lawfulness and fairness in the operation of the local authority's decision-making process. They are responsible for the maintenance and interpretation of the authority's constitution, have a key role in promoting and maintaining high standards of conduct and should (according to the statutory Guidance) also be the 'proper officer' for the purposes of publication of decisions and access to information. The Monitoring Officer maintains a register of members' interests and makes determinations on member's sensitive interests. They have a duty to act when it appears to them that any proposal, decision, or omission by the authority has given rise to or is likely to or would give rise to a contravention of any enactment or rule of law or amounts to maladministration.

The law requires that:

- the Head of Paid Service or Chief Finance Officer may not also be the Monitoring Officer, to provide balance and independence, and avoid any conflicts of interest;
- the authority is to provide each with such staff, accommodation and other resources as are sufficient, in their opinion, to allow them to perform their duties; and
- there are to be employment protections in respect of these roles.

The Golden Triangle

Through working together, the three roles of Head of Paid Service, Chief Finance Officer and Monitoring Officer ensure good administrative, financial, and ethical governance of a local authority in the exercise of its functions. The statutory officers are expected to advise clearly with impartiality and integrity. This can mean delivering challenging messages, which makes it more important the three work closely together to connect properly with key stakeholders across the authority. For this reason, they are often referred to collectively as the governance 'Golden Triangle'.

The object of this Code is to assist the three officers and their authorities in maximising joint working arrangements to best effect. They must take their responsibilities seriously and apply their thinking in practice to a host of new situations, variables, and grey areas. This Code aims to assist the officers in the exercise of their discretion and their relationship with each other, the authority and its elected members, and key agencies such as the external auditor. Working together is key.

In supporting their members, Solace, CIPFA and LLG have distinct sets of professional standards and guidance to assist the Head of Paid Service, Chief Finance Officer, and the Monitoring Officer respectively. For example[1]:

- The CIPFA / SOLACE Framework for Good Governance that has been adopted by most local authorities.
- Solace has established the 'Local Government Chief Executives' Development Framework' and Hub as part of the chief executive training and development programme.
- CIPFA has issued a 'Statement on the role of the Chief Finance Officer in Local Government' and an accompanying briefing on 'Balancing local authority budgets and section 114 notices; and
- LLG has produced a 'Monitoring Officer Protocol', adopted by many local authorities, and published a 'Monitoring Officer Handbook' alongside other relevant materials such as the 'Code of Governance on the Governance of Council Interests in Companies'[2], and have developed' LLG Inspire' to develop the Monitoring Officers of the future.

This Code is recognised by Solace, CIPFA and LLG. Members are expected to uphold the seven standards, which set out requirements for individual officers and their authorities.

The Code should be read alongside the best value standards and intervention: a statutory guide for best value authorities 2024.

LLG, CIPFA and Solace

June 2024

1 *Please be aware that some of these documents either require or are in the process of updating.*

2 *For committee structure see https://llg.org.uk/media/u52hzruo/council-interests-in-companies-code-of-governance-committee-structure.pdf*

The Seven Standards of the Golden Triangle

While the Seven Principles of Public Life, or Nolan Principles, apply to all public office holders and indeed all those in other sectors delivering public services, expectations of the three governance-related statutory officers in local authorities go further. To support these officers, we have set out seven standards of the Golden Triangle alongside more direct requirements associated with each standard. The standards are intended to provide guidance to the three officers concerned, explain the roles more clearly to those operating closely with these statutory officers, and provide context for conversations about the roles, the requirements, and actions to be undertaken.

The seven standards of the Golden Triangle are:

1. Understand Governance: Roles and responsibilities.
2. Act Wisely: A duty of enquiry & the exercise of statutory functions.
3. Lead Ethically: The Seven Principles of Public Life.
4. Act Effectively: Robustness in working arrangements.
5. Resource the Roles: Get the tools to do the job.
6. Build Resilience: Deputies and development.
7. Deliver sound decision making: The outcome of good governance.

1. Understand Governance: Roles and Responsibilities

The Standard

1.1 The three postholders must work collaboratively to achieve high standards of corporate governance and uphold the Seven Principles of Public Life. This requires them to hold sufficient expertise in the governance requirements necessary for the good administration of a local authority and to have acquired the skills, knowledge and experience to be able to enquire and challenge effectively, advise on governance and to ensure that their advice is heard and understood in turn by their authority's members and others.

The statutory officers are better able to deliver the intentions and legitimate decisions of the authority where they understand and navigate the political environment in which they operate. To be able to do so successfully, however, that environment is one in which they are freely able to uphold their duties and speak truth to power and where they are sufficiently supported and protected by the organisation to properly, without fear:

- ensure decisions are informed by risk awareness and management;
- conduct robust financial management;
- report on issues of governance, performance, and quality assurance; and
- enforce regulations and codes of conduct.

1.2 **Requirements of the three statutory officers:**

A) The Head of Paid Service, Chief Finance Officer, and Monitoring Officer must understand their own statutory roles and what is required to adequately perform them. They must inform themselves of the role of the other statutory officers and understand the subject matter of governance, their collective part in delivering good governance for their authority and in performing their statutory duties.

B) They should each ensure arrangements are in place to allow all three to independently perform their roles to the full.

C) They should prepare and give their advice comprehensively, professionally, and impartially and encourage other officers to do the same.

D) They must provide mutual trusted support wherever possible but also recognise the separation of powers and duties between the three roles, so that each is able to demonstrate independence, challenge, and balance across the golden triangle to deliver better governance outcomes across the authority.

(E) They should seek to build and maintain healthy, constructive relationships with each other through regular dialogue, recognising the dangers of conflict within the group and seek to resolve it in a positive way.

(F) They should also seek to build constructive relationships with other key members and officers in the discharge of their important responsibilities, particularly in respect of the other statutory roles within the authority, such as safeguarding and data protection, and to impart knowledge and training on governance to members of their authority, fellow officers, and others.

(G) They must seek to understand the political environment in which they operate and the manner in which their respective advice will be received, requiring the building of relationships with the members of their authority, government, business, and community groups in the area.

(H) The statutory officers should make full use of the other practices and processes available to them to monitor and deliver good governance, including the Code of Corporate Governance as adopted by the authority, the annual governance statement, performance management systems, complaints systems and feedback, the audit framework and other governance arrangements that reflect best practice.

www.bevanbrittan.com @BevanBrittanLLP t: 0370 194 1000
London | Leeds | Birmingham | Bristol

2. Act Wisely: A duty of enquiry & the exercise of statutory functions

The Standard

2.1 To be effective and bring about the positive impact and disciplines inherent in the three highest profile statutory roles, the postholders must actively collaborate when decisions are being made; engaging effectively with other officers, to ensure that decisions are informed by all relevant advice, and with members, to ensure that members are appropriately supported to make those decisions.

The duties of Head of Paid Service, Chief Finance Officer, and Monitoring Officer are integral to the governance of a local authority and a part of its strategic leadership. The roles cannot be undertaken effectively where they are seen or treated either as an administrative addition or as secondary to another role. Especially in the case of the Chief Finance Officer and Monitoring Officer, the intention of the statutory duties form the primary function of the roles and responsibilities is to be undertaken by the officers and should be central to all they do.

The Head of Paid Service, Chief Finance Officer, and Monitoring Officer need to have strategic influence and be present when discussions of significance take place. They each, from their individual perspectives, have a personal and organisational duty to enquire about and give advice on the proposals, activities, intentions, actions, or omissions of their authority that may be taking place with significant financial or legal implications. To do otherwise is a dereliction of that duty.

The exercise of the statutory functions, and the reporting duties placed upon the Chief Finance Officer and the Monitoring Officer require them to decide whether circumstances trigger their personal duty to act. Whilst recognising that it is a matter for the individual statutory officer to decide whether or how quickly they must act in the exercise of their statutory duties, it is in the authority's interest for the statutory officers to be enabled to take time to consider the matter, explore what further options or assistance may be available and to seek alternative means to achieve the objectives for which the duties were enacted, rather than exercising their duty immediately.

2.2 **Requirements**

A) The Head of Paid Service, Chief Finance Officer, and Monitoring Officer should be seen as playing an important role in key decisions and policy making undertaken by a local authority and play a positive and influential role in ensuring the proper functioning and good management of the local authority and its strategic leadership.

B) The roles of the three statutory officers should be articulated within the local authority's constitution, clearly stating the rights of the Head of Paid Service, the Chief Finance Officer, and the Monitoring Officer to attend meetings, have access to documents, to give advice in writing and in person, and to produce reports for the consideration of their authority's decision-making bodies.

C) The three statutory officers, or their senior staff, should ensure that they are consulted by other officers across the local authority at an early stage on new policy proposals and on matters which have potential significant financial, legal, or ethical implications. The arrangements should require that the relevant chief officer should always consult with them.

D) The Head of Paid Service, Chief Finance Officer, and Monitoring Officer should not allow themselves, or each other, to be placed in a position where, in the statutory officer's opinion, workloads or other factors prevent them from exercising their duties, including that of enquiry.

E) The three statutory officers must have access to support services, networks, and have access to whistleblowing allegations and complaints (unless about them and it leads to a conflict of personal interests) relevant to their functions.

F) The Monitoring Officer and Chief Finance Officer, together with the Head of Paid Service, must, if they feel able to do so in the circumstances, always seek to resolve issues before they become reportable by exploring legitimate alternatives and avoid issuing a statutory report where permissible.

www.bevanbrittan.com @BevanBrittanLLP t: 0370 194 1000 London | Leeds | Birmingham | Bristol

3. Lead Ethically: The Seven Principles of Public Life

The Standard

3.1 Like all public office holders, the Seven Principles of Public Life (sometimes known as the Nolan Principles) apply to these roles and are central to the ethical framework and standards in which they operate.

Consequently, the Nolan Principles are an inherent part of all roles within an authority but, in their leadership and statutory roles, the Head of Paid Service, Chief Finance Officer, and Monitoring Officer have an enhanced set of responsibilities in establishing, promoting, and maintaining the values and behaviours of the authority.

Theirs is a particular responsibility for leadership in governance and, in exercising that responsibility, they should model their behaviour for the rest of the organisation, should lead by example in following the Nolan Principles and call out poor behaviour where they see it. In doing so, however, this does not in any way reduce the application of the Nolan Principles or the responsibility to lead in the same manner for other senior officers, members and those all involved in delivering public services.

The seven principles of public life are:

Selflessness - Holders of public office should act solely in terms of the public interest.

Integrity - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty - Holders of public office should be truthful.

Leadership - Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

3.2 **Requirements**

A) The Head of Paid Service, Chief Finance Officer, and Monitoring Officer must recognise in their working arrangements that they hold a particular responsibility for embedding the Nolan Principles across the work of their organisation and the wider public service system.

B) The statutory officers should provide the means by which the organisational culture values, develops, and maintains the Nolan Principles across the authority.

C) The statutory officers are to lead and fulfil their responsibilities in accordance with the Nolan Principles.

D) The statutory officers must take active steps to assist elected members to understand, promote and act in accordance with the values and behaviours contained in the Nolan Principles and their code of conduct.

www.bevanbrittan.com @BevanBrittanLLP t: 0370 194 1000 London | Leeds | Birmingham | Bristol

4. Act Effectively: Robust working arrangements

The Standard

4.1 The statutory officers' duties concern any proposal, decision, course of action or omission of the authority. To fulfil these duties effectively they need to have access to all data, reports, persons, and parts of the organisation that will provide that information, as an early warning system or as they happen, to be able to form their opinions as they are required to do.

4.2 **Requirements**

A) There must be regular meetings between the Head of Paid Service, Chief Finance Officer, and Monitoring Officer (statutory officer meetings), which should include the Head of Internal Audit on a regular basis, to review current and likely future issues that will raise political, financial, legal, staffing or other issues that may impact on their statutory duties. Minutes should be kept of all meetings to evidence when issues were reported and discussed, and any advice given.

B) The statutory officers should also make time for discussion between each other and their chief officer colleagues, their deputies and audit to consider financial, legal, constitutional, or ethical implications or other matters that may arise.

C) The Chief Finance Officer and Monitoring Officer should be a full and active member of the authority's most senior leadership team.

D) The Chief Finance Officer and Monitoring Officer should have a clear and direct relationship to the Head of Paid Service (chief executive), normally through line management or other equivalent arrangement.

E) Line management arrangements for the Head of Paid Service (politically or where not the chief executive), the Chief Finance Officer and the Monitoring Officer must permit them the autonomy to fulfil their statutory role.

F) The statutory officers should ensure that each other, colleagues, and the authority are kept up to date on changes in professional practices and the laws which are relevant to the carrying out of the authority's activities via training, reports or briefing notes to officers and members.

G) The statutory officers should maintain a constructive working relationship with the Head of Internal Audit and the external audit service, including access to internal and external audit reports. The Head of Internal Audit should have unfettered access to the statutory officers, including regular attendance at statutory officer meetings, and regular liaison should take place with the authority's external auditor.

H) The statutory officers must have access to brief the Leader (or directly elected Mayor), other leading members of the authority and political group leaders, to discuss options, potential policies, decisions, and the required steps to deliver good governance.

I) The Head of Paid Service, the Chief Finance Officer, and the Monitoring Officer must, as the statutory officers, have authority: -

(i) to attend meetings, both formal or informal, between chief officers and elected members, including pre-meetings or briefings with cabinet or committee chairs, and the chief officers should provide advance notice of any financial, procedural, vires or other constitutional issues which are expected to arise;

(ii) to attend meetings of the senior leadership team (or equivalent term) with advance notice of the agenda and reports;

(iii) to see all documents and information held by or on behalf of the authority, or held by any officer, member, or contractor. (This right does not extend to documents and information held by or on behalf of any political group or which relates to an individual member issue);

(iv) to require any officer of the authority, member, related entity, or contractor to provide an explanation of any matter under investigation;

(v) to report to the authority, and its executive or committees, including an ability to present written reports and to attend and advise orally;

(vi) to have access to one another, to leading members and to the internal and external auditor;

(vii) after consultation with one another, to notify the police, the authority's auditors, or other regulatory agencies of concerns in respect of any matter and to provide them with information and documents in order to assist them with their statutory functions; and

(viii) to obtain, at the authority's expense, financial, legal, or other advice, either internally or from an independent external lawyer or consultant on any matter which it is believed may be a reportable incident.

H) The three statutory officers have a positive duty to report illegality, fraud, or corruption to the relevant authorities. In the rare occasion that a statutory office believes another statutory officer to be guilty of a misdemeanour, relevant governance routes should be followed.

www.bevanbrittan.com @BevanBrittanLLP t: 0370 194 1000
London | Leeds | Birmingham | Bristol

5. Resource the Roles: Get the tools to do the job

The Standard

5.1 The authority is required to provide the Head of Paid Service, Chief Finance Officer, and Monitoring Officer with staff, accommodation, and resources sufficient to allow their individual statutory duties to be performed.

All of the statutory officers will need to establish regular access to a set of resources, both from across their authority and externally. This is to enable them:

- to properly understand their roles and the application of their duties;
- to perform those roles across the authority and throughout its various functions; and
- to obtain the requisite knowledge and skills that they consider necessary to fulfil their duties to the various circumstances and matters that may arise.

The Chief Finance Officer is required by legislation to be a member of a recognised chartered accountancy body. Chief Executives and Monitoring Officers should be appropriately qualified and experienced and are advised to be members of an appropriate professional body to provide access to up-to-date resources, peer networking, and training.

This requires consideration by them, and by their authority, of the skillset and knowledge of the individual, and the working arrangements by which they can be informed, participate, and engage across the authority. It also covers the specific resources needed with respect to the duty to report.

5.2 **Requirements**

A) The Head of Paid Service, Chief Finance Officer, and Monitoring Officer must be competent and possess the knowledge and skills required to deliver good governance for their authority and to be able to perform their statutory duties. The statutory officers should be supported by the local authority to undertake continuous professional development and given access to developmental resources to build and maintain that knowledge and skillset.

B) The Head of Paid Service, Chief Finance Officer, and Monitoring Officer must make clear (and satisfy themselves) as to what staff, accommodation and other resources are necessary to perform their duty.

C) The Head of Paid Service, Chief Finance Officer, and Monitoring Officer should ensure that they have ready access to the resources that they individually consider are needed to support their role and, when those accessing resources from within their own authority, they should ensure that the staff acting in support of their roles are adequately trained and up to date.

D) The Head of Paid Service, Chief Finance Officer, and Monitoring Officer must ensure they and their authority understand and can apply the regulatory, developmental, and ethical requirements that are associated with their roles.

E) The Head of Paid Service, Chief Finance Officer, and Monitoring Officer should seek to be prudent in stating the staff, accommodation, and other resources they require, acting in

accordance with the duty to achieve best value and to be aware of the wider financial, organisational and political environment within which they operate.

www.bevanbrittan.com @BevanBrittanLLP t: 0370 194 1000
London | Leeds | Birmingham | Bristol

6. Build Resilience: Deputies and development

The Standard

6.1 The statutory duties of the Chief Finance Officer and Monitoring Officer are to be performed personally. In doing so they are to make proper provision for where they may be absent or ill by nominating a deputy. The appointment of the deputy is a matter for the individual statutory officer, not the authority.

There is no equivalent requirement for the Head of Paid Service, but it is practical for similar arrangements to be put in place.

Good governance is a wider responsibility, and these three statutory officers should ensure that there is an understanding and a shared approach to good governance embedded within the organisation, with skills developed across the authority. This wider understanding will assist in building resilience.

Equally, the three statutory officers should be mindful of the statutory obligations placed on other officers.

6.2 **Requirements**

A) The Chief Finance Officer and Monitoring Officer must each nominate a member of their staff to act as their deputy in the event of their absence or illness.

B) The Head of Paid Service, or the authority, should make arrangements for the deputisation of their role. The role of civil contingencies leadership requires co-ordination of cover twenty-four hours a day.

C) In nominating deputies, the three statutory officers should ensure that those individuals will have sufficient skill, expertise, and knowledge to perform their roles, that they are sufficiently supported and that they and their supporting officers are provided with opportunities to develop those governance skills, expertise, and knowledge.

D) All three statutory officers should seek to ensure robust arrangements are made to embed strong governance awareness across the authority and develop staff in a manner which ensures a sustainable approach.

7. Deliver sound decision making: The outcomes of good governance

The Standard

7.1 A focus on decision making is at the heart of the statutory officer responsibilities.

An authority exists as a body of members and its officers, created, and empowered by statute, to make decisions that meet the requirements of statutes, law, and good governance.

Decisions need to be understandable, lawful, and implementable, set out in plain English wherever possible. It is to be recognised they are made in public or are matters of public record, to be based on the principles of transparency and openness. It is the role of the statutory officers to ensure this happens, and to act swiftly where the authority falls short.

To ensure this happens, the statutory officers need to actively collaborate together when decisions are being made, engaging effectively with other officers to ensure that decisions are informed by all relevant advice, and with elected members to ensure that they are appropriately supported to make those decisions in accordance with the Nolan Principles.

At various points, the decisions, or statements of elected members, as decision makers or as commentators, will be at variance with the advice or statements of officers of the authority. The statutory officers should ensure that those within and outside of the authority understand this, that this is a normal and proper manner of conducting public debate and business and that, where the decisions of the authority are understandable, lawful and implementable, it is the duty of the authority, and of the statutory officers, to arrange itself in a manner that delivers those decisions.

Where a company or separate legal entity is effectively under the control of a local authority, or where a partnership body is under the influence of a local authority, and for which the local authority may be the financial accountable body, the legislation and controls for the conduct of local authorities are to also apply to that entity.

It is a responsibility of the statutory officers to understand, and to ensure that their authority understands:

(a) the need for the company or entity;

(b) the arrangements for a local authority's interest in the company or entity;

(c) that the business case for establishing or acquiring them was sufficient;

(d) that business plans and delivery remain relevant to that business case;

(e) that the financial and social objectives remain relevant to that business case; and

(f) that there are proper and transparent governance arrangements for control of the authority's interests, including the identification and management of conflicts of interest, and proper arrangements for scrutiny and accountability.

An external company in which the authority holds an interest must also have independent governance arrangements in place, and the directors of that company must meet their obligations to act on its behalf.

7.2 Requirements

A) The Head of Paid Service, Chief Finance Officer, and Monitoring Officer must be satisfied that the authority has appropriate procedures in place, and they should be able themselves to be satisfied that the report writer and decision maker have correctly asked themselves the necessary questions and received sufficient professional advice and evidence to be able to make, and have made, a lawful decision.

B) All draft reports to the authority and its cabinet or committees for decision should, as a matter of routine, be cleared with the Monitoring Officer and Chief Finance Officer, or their senior staff, to ensure they contain and are informed by the correct content and comments on legal, financial and other relevant matters, including risk awareness and management, statutory considerations such as equality duties and capturing viable alternative options.

C) The statutory officers should ensure that attention has been paid to resident and stakeholder consultation and engagement in report writing and decision making where appropriate. External perspectives are highly relevant in informing good decision making and preventing injustice.

D) The statutory officers should engage with elected members and stakeholders and seek to satisfy themselves that the quality of reports and advice has resulted in elected members and other decision makers feeling they have been provided with robust, impartial, appropriate, and clear advice on matters for their consideration.

E) The Head of Paid Service, Monitoring Officer, and Chief Finance Officer must be aware of the local authority's interests in external companies or bodies and the decisions of those bodies that are to be reserved to the authority as a member or investor. They must ensure that there are reporting mechanisms in place for issues of financial, legal, or ethical concern in relation to those external companies or bodies.

F) The Head of Paid Service, Chief Finance Officer, and Monitoring Officer should keep up to date with performance against the business plan and on the social and financial returns on investment in respect of those external companies or bodies that the local authority holds an interest in and take appropriate action where this highlights matters of concern. The statutory officers should seek to have a regular and independent review of the governance and existence of the authority's companies and partnership bodies undertaken, having regard where appropriate to the LLG example "code of governance for local authority interests in companies" and the Local Partnerships' "Local Authority Company Review Guidance".

G) The Head of Paid Service, Chief Finance Officer, and Monitoring Officer should recognise the need for independent governance arrangements within a company or entity under the control or influence of the authority, and the obligation of a company's directors to act on its behalf.

H) The Head of Paid Service, Chief Finance Officer, and Monitoring Officer must assist those involved in the affairs of the authority and the authority's companies, bodies, or entities to understand those conflicts of interest that will arise between them from time to time; especially

where an officer or elected member of the authority is also a director of, or working for, the company or body.

I) The three statutory officers must not hold directorships on authority owned companies but retain their role to avoid conflicts of interest and act in the public interest and in the interests of the authority. Where a statutory officer undertakes work for or on behalf of an external entity or authority owned company, including where acting as an officer of that entity (such as its company secretary), the statutory officer must be mindful of the potential for conflict of interest, their professional standards and regulatory requirements, and at all times act in accordance with proper practices, in the public interest and in the interests of the authority.

J) Statutory officers should be mindful of the complexities and conflicts of interests that can arise in shared service arrangements with other authorities or public bodies. The statutory officers must seek to resolve those conflicts where they arise and provide support to those involved.

K) Effective performance management and governance arrangements do not apply only to wholly owned entities for which the authority is directly responsible. The statutory officers should ensure that appropriate review of the effectiveness of the authority's governance, controls and risk management takes place across its partnership and other delivery bodies. Whilst holistic performance management is a task of the wider management team, not just the three statutory officers, the Head of Paid Service, Monitoring Officer, and Chief Finance Officer should be aware of their multi-faceted roles across all directorates, delivery services and partnerships to help bring this about.

In times of difficulty:

From time to time, local authorities may find themselves in financial difficulty, governance or service failures or suffering the results of a poor culture, bad administration or inadequate standards of decision making. In such situations, it is the role of the statutory officers to work together to flag concerns as early as possible as highlighted within this Code.

Whilst there are often themes of weaknesses that occur in an authority's governance, or culture, to which the Code and other resources seek to assist preventing, they do arise and, be they individual or systemic, they will almost always be multi-faceted and individual to the circumstances that the authority finds itself in.

When this occurs, there are bodies and support mechanisms to rely upon. CIPFA, LLG and Solace offer support to the individual in a sensitive and confidential way. These professional bodies can offer peer support from colleagues who have encountered similar situations. Other bodies that can help include the authority's own auditors, professional advisors, other statutory officers' associations and professional bodies, and the Local Government Association (LGA).

As stated in the "Best value standards and intervention: a statutory guide for best value authorities" (08/5/2024),

"Government expects local authorities to participate in the sector-led improvement initiatives available to them, to take up any offers of sector support or seek their own bespoke support if they require, and to be open to challenge."

LGA advisors can highlight the assistance available where difficult situations arise.

On occasion, conflict may also arise between the statutory officers themselves. This too is difficult, especially where a statutory officer feels they need to act in respect of wrongdoing of another. Whilst internal mechanisms may help, including access to external audit support where appropriate, again it is through the LGA, professions or access to independent professional advice which may assist the most.

Chief Finance Officers considering issuing a section 114 report should refer to relevant Guidance issued by CIPFA.

Monitoring Officers considering issuing a section 5 report should refer to relevant guidance issued by LLG.

Contributors:

With thanks to:

© June 2024

www.bevanbrittan.com @BevanBrittanLLP t: 0370 194 1000

London | Leeds | Birmingham | Bristol

East Herts Council Report

Council

Date of meeting: Wednesday 26 February 2025

Report by: James Ellis – Head of Legal and Democratic Services and Monitoring Officer

Report title: Review of the Constitution

Ward(s) affected: (All Wards);

Summary – In accordance with paragraph 2.6.1 of the Constitution, which requires Council to approve amendments to the Constitution, the Member Constitution Review Group has received suggested amendments from Officers and have recommended them to Council for approval.

RECOMMENDATIONS FOR COUNCIL:

a) **That the updates and consequential amendments to the Constitution identified in the attached appendices are approved.**

1.0 Proposal(s)

1.1 As above.

2.0 Background

2.1 The Council may approve updates and changes to the Constitution at ordinary meetings throughout the year.

2.2 Officers in Procurement, Planning and Democratic Services have proposed amendments to sections of the Constitution in response to legislation changes or have identified areas that need to be updated.

2.3 All tracked changes to the relevant sections are attached at Appendix A, C and D.

Contract Procedure Rules (CPRs) – Section 9 (Appendix A)

2.4 The changes to the Contract Procurement Rules have been proposed due to the new Procurement Act 2023 which will come into force on 24 February 2025 and the procurement team have therefore reviewed and updated the CPR's accordingly.

2.5 Contract Procedure Rules form an essential part of the control framework within which the Council operates and are a collection of rules, which must be adhered to when officers purchase goods, works or services or dispose of Council plant and equipment. They have been designed to ensure that the Council is compliant with UK legislation, follows best practice and achieves value for money in all its procurement activities.

2.6 The Contract Procedure Rules have been updated as at February 2025 and the changes are detailed in Appendix A attached to this report, the main changes relate to:

- Increasing the threshold for all bands
- To update the rules to reflect the Procurement Act 2023 which becomes law on 24 February 2025
- To change the internal direction regarding the use of a direct award under a Framework agreement.
- To increase the direction given to officers in regard to pre procurement market engagement and contract management to reflect their increased importance.

2.7 The section has been rewritten due to the amount of changes proposed and the previous Section 9 can be found online.

2.8 The proposed changes to the CPR's were considered by the Member Constitution Review Group at their meeting on 30 January 2025 and recommended these changes to Full Council for

approval. The Member Constitution Review Group requested a summary and reasonings for the main changes before making their decision and these are attached at Appendix B.

Planning changes – Sections 3, 6 and 10 (Appendix C)

2.9 The planning related sections of the constitution are kept under a regular review to ensure that the constitution is up to date and fit for purpose. As a result of a recent review by officers, a number of minor changes are proposed.

2.10 Proposed changes are shown as tracked changes at Appendix C and the rationale for each proposed change is set out in comments in the relevant sections. For completeness, the main elements summarised below:

Section 3 – Full Council (definition of Policy Framework)

2.11 Since the adoption of the District Plan in 2018 the majority of masterplans for allocated sites have followed the Council's approach and been endorsed. For those sites that are coming forward on a speculative basis or where the outline planning permission has been granted, masterplanning is dealt with via a discharge of condition. This means that they have to be dealt with within a certain period of time. If not, deemed discharge is assumed. The proposed changes reflect these circumstances and provides flexibility to deal with different circumstances

2.12 As a result of these amendments, paragraph 7.12 of the East Herts Gilston Area Charter SPD will be superseded.

Section 6 – Regulatory Committees (DMC Procedures)

2.13 Changes are proposed to public speaking arrangements to enable Members of the Committee to question public speakers on the matters they raise to enable the Committee to be fully informed prior to making a decision. The existing arrangements for Ward Councillors to address the Committee are codified.

Section 10 -Officers' Responsibilities for Functions (Head of Planning and Building Control)

2.14 A number of minor changes are proposed and seek to clarify and update the delegations. No substantive changes to the delegations are proposed.

2.15 The main changes relate to:

1) A "catch all" provision (10.15.1) authorising the general functioning of the Council as a Local Planning Authority is introduced as not all of the activities of the Planning Service could easily be listed in the document. Some additional activities have been individually listed however to ensure clarity.

2) The process for a Member Referral of an application to DMC (10.15.1 (f) is expanded upon (use of the referral form and timescales) and two seldom-used criteria for requiring a DMC decision are deleted (10.15.1 (g) and (h)).

2.16 Members may be aware of the "Planning Reform Working Paper: Planning Committees" which discusses proposals to bring forward a national set of criteria for when a decision is needed by a planning committee, which could result in wholesale changes to relevant parts of the East Herts Constitution. The government has not set out a response to the working paper or a timescale for adoption and so it is recommended that the changes set out in the Appendix are still pursued in the meantime.

Member Advisory Committee on Constitution

2.17 The above Committee considered these proposals on the 30 January 2025. They recommended that the wording of Section 6 be simplified to avoid repetition and to allow all speakers to be questioned and that paragraph 10.15.8 (Member Referrals for Enforcement action) be not deleted. Both these recommendations have been accepted and actioned.

Council Procedure Rules – Section 3 (Appendix D)

2.18 The wording in paragraph 3.20.1 relating to the Motion on Notice deadline has been amended to make the deadline clearer. The day of the deadline has not been changed. The time of the deadline has been changed from 10am to 12 noon to bring into line with the Petition and Member/Public Questions deadline.

2.19 The Member Constitution Review Group suggested adding an example into the Constitution to show the working out of six clear working days.

3.0 Reason(s)

3.1 To ensure the Constitution is up to date to enable clarity of decision-making and procedures throughout the year.

4.0 Options

4.1 Not approving the Constitution amendments could mean that the Council is not compliant with new legislation (Contract Procedure Rules) and the Constitution would not be up to date.

5.0 Risks

5.1 That decisions are not taken in accordance with correct authority, and risk challenge.

6.0 Implications/Consultations

Community Safety

No

Data Protection

No

Equalities

The proposed changes to the Constitution have no impact on equalities.

Environmental Sustainability

No

Financial

There are no financial implications associated with the proposed constitutional changes.

Health and Safety

No

Human Resources

No impact on Human Resources are envisaged as a result of these changes.

Human Rights

No

Legal

Yes – as indicated above. The Contract Procedure Rules have been updated due to new legislation.

Specific Wards

No

7.0 Background papers, appendices and other relevant material

7.1 Appendix A – Contract Procedure Rules

7.2 Appendix B – Summary of changes to the Contract Procedure Rules

7.3 Appendix C – Section 3, 6 and 10 planning tracked changes

7.4 Appendix D – Section 3 Motion on Notice tracked changes

Contact Member

None

Contact Officer

James Ellis

Head of Legal and Democratic Services,

Contact Tel. No. 01279 502170

james.ellis@eastherts.gov.uk

Report Author

Katie Mogan, Democratic and Electoral Services Manager

katie.mogan@eastherts.gov.uk

CONTRACT PROCEDURE RULES

Date: January 2025
Version 10

CONTENTS:

SECTION	TITLE	PAGE
SECTION 1	INTRODUCTION AND GENERAL REQUIREMENTS	D133
SECTION 2	CONTRACT PROCEDURE RULES – PROCUREMENT OBJECTIVES	D135
SECTION 3	EXEMPTIONS TO CONTRACT PROCEDURE RULES	D136
SECTION 4	CONTRACTS BELOW £100,000 (BAND 1 AND 2)	
	4.1 Overview	D138
	4.2 Supplier Selection	D138
	4.3 The Invitation to Quote	D139
	4.4 Contract Evaluation and Award	D140
SECTION 5	CONTRACTS BETWEEN £100,001 AND THE PUBLIC CONTRACTS THRESHOLD (BAND 3)	
	5.1 Overview	D142
	5.2 Supplier Selection: Public Notice & Purchasing Consortium	D142
	5.3 Pre-Market Engagement	D143
	5.4 The Invitation to Tender	D144
	5.5 Submission, Receipt and Opening of Tenders	D146
	5.6 Not Used	D146
	5.7 Tender Evaluation	D146
	5.8 Contract Award and Contract Management	D147
SECTION 6	CONTRACTS ABOVE THE PUBLIC CONTRACTS THRESHOLD (BAND 4)	
	6.1 Overview	D150
	6.2 Procurement Act 2023	D150
	6.3 Supplier Selection	D151
	6.4 Short Listing	D152
	6.5 The Invitation to Tender	D152
	6.6 Submission, Receipt and Opening of Tenders	D154
	6.7 Tender Evaluation	D154
	6.8 Contract Award and Contract Management	D156
SECTION 7	SPECIAL CONTRACTS	
	7.1 Engagement of Consultants	D159
	7.2 Disposal Contracts	D161
	7.3 Not Used	D161
	7.4 Contract Hire and Lease/Rental Agreements	D161

7.5 Nominated Sub-contractors and Suppliers D162
7.6 Term Contracts and Framework Agreements D162
7.7 Partnerships & Shared Services D162
7.8 Income Generating Contracts D163

SECTION 8 OTHER CONSIDERATIONS

8.1 Contractual Disputes D165
8.2 Termination of Contracts D165
8.3 Bankruptcies and Liquidations D165
8.4 Contract Variations D166
8.5 Contract Extensions D166
8.5 Green Environment and Sustainable Sources D167
8.6 Diversity D167
8.7 Equality D167
8.8 Innovative and Abnormal Contract Action D167
8.9 Conflict of Interest D167
8.10 Freedom of Information Act (2000) D168
8.11 Security of Performance and Performance Liability D168
8.12 TUPE and the Best Value Code of Practice on Workforce Matters D168
8.13 Health and Safety D168
8.14 Safeguarding Children D169
8.15 Accessibility D169
8.16 GDPR D170
8.17 Social Value D170
8.18 Modern Slavery D170
8.19 Fraud Prevention D170

Appendix A Table of Definitions / Terms D171

Appendix B Procurement Act 2023 Notice requirements

SECTION 1 INTRODUCTION AND GENERAL REQUIREMENTS

1.1 These Contract Procedure Rules CPR's These Contract Procedure Rules (CPR's) are a framework of rules, which must be adhered to when purchasing goods, services, works or income generating contracts or disposing of Council property. These Contract Procedure Rules[1] have been established to ensure that the Council is compliant with UK legislation, follows best practice and achieves best value for money in its procurement activities. These Contract Procedure Rules do not apply to employment contracts, contracts for the sale or purchase of land or buildings or any other contracts which are exempt under the Procurement Act 2023 or subsequent/associated UK legislation[2].

1.2 These Contract Procedure Rules promote good purchasing practice, public accountability, data transparency and help protect officers from any complaints. Following the rules is the best defence against any possible allegation that a purchase or disposal has been made incorrectly or inappropriately.

1.3 Officers responsible for purchasing goods, services, works or income generating contracts are bound by and have a duty to read and be familiar with these Contract Procedure Rules. these Contract Procedure Rules lay down **minimum** requirements. A more thorough procedure may be appropriate for a particular contract.

1.4 Officers must ensure that any necessary pre-purchasing steps have been taken. This may include[3]:

- conducting a value for money review
- drafting a business case,
- conducting pre procurement market engagement
- considering any workforce implications including TUPE
- health and safety and business continuity requirements
- complying with *Key Decision requirements*
- Equality Impact Assessment
- GDPR (Data Protection)
- Safeguarding considerations
- Collaboration opportunities
- considering Social Value

1.5 Unless an exemption provided for in Section 3 has been approved, it is a disciplinary matter to fail to comply with these Contract Procedure Rules. Responsibility for compliance rests with everyone who carries out procurement of goods, services or works (including contracts for consultancy) for or on behalf of the Council. The ultimate responsibility for identifying the need to start a procurement, creating the procurement, managing it through its contract term and requirement to re-procure rests with the Head of Service for the relevant area.

1.6 These Contract Procedure Rules should be read in conjunction with the Council's Financial Regulations as appropriate. Officers should also consider the Procurement Strategy when considering embarking on a procurement[4]. These Contract Procedure Rules will be reviewed and updated on a periodic basis (the latest version will be held on the intranet).

1.7 Officers must also ensure that any agents or consultants acting on their behalf in purchasing

[1] Referred to from now on throughout this document as These Contract Procedure Rules or CPR's

[2] Contact the Recruitment Officer regards employee contracts (for the avoidance of doubt, contracts with agencies or companies who supply temporary staff are subject to CPR's) and the Estates Manager regards contracts for sale of land.

[3] Checklists to help ensure correct steps are addressed are available on the intranet under Procurement

or disposal matters also comply with the Council's Contract Procedure Rules, Financial Regulations and with all UK legal requirements.

1.8 **Contracts** mean any arrangement, for pecuniary interest, for the supply of goods (including hire, rental or lease arrangements), services or works to the Council. "Pecuniary interest" includes arrangements where the Council pays for goods, services or works and/or where the Supplier has the right to exploit works or services and to generate its income from doing so (i.e. a Concession Contract). Contracts do not include and, these Contract Procedure Rules do not apply to, purely compensatory or supportive arrangements such as grants, although officers must ensure any such arrangements comply with the Subsidy Control Act 2022 and associated regulations. Advice should be sought from Legal Services about any potential subsidy control implications.

1.9 The Procurement Act 2023 and Procurement Regulations 2024 set out what is legally required for UK public contracts procurement. This includes some rules for procurements below the Public Contracts Threshold; these have been incorporated into the CPR's.

1.10 All contracts must be subject to competition, as follows:

Band 1	Up to £15,000 (£25,000 if Works)	One quote (confirmed in writing if greater than £1,000)
Band 2	£15,001 – £100,000 (£250,000 if Works)	Three quotes to a purchaser specification via the Council's e-tendering system
Band 3	£100,001 (£250,001 if Works) – Public Contracts Threshold	Invitation to Tender via the Council's e-tendering system
Band 4	Above Public Contracts Threshold	*Procurement Act 2023 Procedures* via the Council's e-tendering system

1.11 An officer must neither enter into separate contracts nor select a method of calculating the *Estimated Contract Value* in order to circumvent the application of these Contract Procedure Rules or The Procurement Act 2023. If it is not possible to estimate the value of a contract (for example because the duration is unknown), the contract must be treated as having an estimated value above the Public Contracts Threshold.

1.12 Where the value of a contract exceeds £100,000, it should generally (where practicable) be made in the form of a deed and signed under seal by the Council. Should an officer wish to depart from this requirement, authorisation must be given by the applicable Head of Service and Legal Services must first be consulted for advice on the legal implications of doing so. Notwithstanding the forgoing, a contract of any value may be entered into as a deed if requested by the applicable Head of Service or Legal Services – for example where an extended limitation period of 12 years is required (the normal limitation period is 6 years).

For Further Advice on these Contract Procedure Rules:

The authorised version of these Contract Procedure Rules and various supporting written guidance are held on the Council's intranet site, under "Procurement".

If you have any queries about these Contract Procedure Rules or the various supporting written guidance please contact one of the following as appropriate:

- Corporate Procurement Manager procurement@stevenage.gov.uk

- Finance – Head of Finance

<u>If you are unclear about the procurement rules please seek relevant advice before taking any purchasing or disposal action.</u>

SECTION 2 CONTRACT PROCEDURE RULES – PROCUREMENT OBJECTIVES

All Procurement exercised should take into consideration the following but these are essential for band 4 procurements which are contracts at or above the threshold for The Procurement act 2023 and are known as covered procurements.

2.1 In carrying out a covered procurement, a contracting authority must have regard to the importance of—

(a) delivering value for money;
(b) maximising public benefit;
(c) sharing information for the purpose of allowing suppliers and others to understand the authority's procurement policies and decisions;
(d) acting, and being seen to act, with integrity.

2.2 In carrying out a covered procurement, a contracting authority must treat suppliers the same unless a difference between the suppliers justifies different treatment.

2.3 If a contracting authority considers that different treatment is justified in a particular case, the authority must take all reasonable steps to ensure it does not put a supplier at an unfair advantage or disadvantage.

2.4 In carrying out a covered procurement, a contracting authority must—

(a) have regard to the fact that small and medium-sized enterprises may face particular barriers to participation, and
(b) consider whether such barriers can be removed or reduced.

SECTION 3 EXEMPTIONS TO THESE CONTRACT PROCEDURE RULES

3.1 An exemption under this Section allows an officer to partly depart from the normal contract action required in following these Contract Procedure Rules.

These Contract Procedure Rules shall not prevent expenditure being incurred where an emergency or disaster involving destruction of or danger to life or property occurs or is imminent. Where in the opinion of a Senior Leadership Team (SLT) member, in consultation if possible with the Chief Executive and the Head of Finance (where over £200k the key decision urgency process also applies) the urgency of the situation will not permit delay, nothing in Financial Regulations or these Contract Procedure Rules shall prevent the Council from incurring the expenditure as an exemption. Where the contract value is over £100,001, action under this exemption shall be reported to the next meeting of the Cabinet.

3.2 Subject to adhering to The Procurement Act 2023 and any subsequent /associated UK legislation, the following exemptions from the requirement to obtain the requisite number of quotations or tenders must be the subject of prior and written approval by either the Corporate Procurement Manager, Head of Finance, or the Head of Legal and Democratic Services:

a) For the purchase of goods, works or services which are of a specialist nature or are obtainable from only one or a limited number of Suppliers and there are no other satisfactory alternative options.[5]

b) Where exceptional circumstances clearly show it is in the best interests of the Council to negotiate a new contract with an existing Supplier.[6]

c) Unforeseen works or circumstances where delay will adversely impact on the service delivery for the council or access to external funds.[7]Tenders or quotes for similar goods, works or services have been obtained in the last 24 months.

d) The goods are classed as used or second hand - where the Head of Legal and Democratic Services, the Head of Finance or the Corporate Procurement Manager is satisfied that the market for such goods or materials is such that it would be unreasonable to tender or where the time required to complete the tender process is likely to lead to the loss of opportunity to purchase a used or second hand item and where the relevant officer has ensured that a Value for Money approach has been applied.

e) Other exceptional circumstances that don't fit with any of the above authorised by both the Corporate Procurement Manager and the Head of Legal and Democratic Services

3.3 Once a request to waive These Contract Procedure Rules has been received, a Waiver Action Form will be completed by the Officer requesting the waiver and reviewed by the Approving Officer. A record of the decision approving or rejecting a waiver request and the reasons for it must be kept and an entry made in the waiver request register which will be maintained by the Corporate Procurement Manager

3.4 Officers applying the exemption rules in 3.3 must, ***as a minimum***, draft a specification and

[5] The officer must provide evidence to prove that there are no other satisfactory alternatives, such as a recent public notice where no suitable candidates responded.

[6] For example, where the Council have received consultancy services for a complex project and wish to employ the same consultant for additional consultancy services relating to that project, because the use of an alternative consultant would result in the loss of an important skillset or knowledge, which is not easily transferable.

7 Must have been unforeseeable, not caused by a lack of prompt action by the Council

use the Council's preferred contractual documents, where appropriate (as outlined in Section 5). Unless otherwise stated, Financial Regulations (including key decision processes) will still apply and will need to be adhered to.

3.5 Officers must ensure the contract is recorded on the contracts register if an agreed exemption to CPR's results in a change to existing contract details or constitutes the award of a new contract with a value over £5000[8].

3.6 Compliance with UK legislation is considered to satisfy the Council's These Contract Procedure Rules and Financial Regulations. **No exemption shall be granted if the giving of that exemption would cause a breach of The Procurement Act 2023 or subsequent / associated UK legislation.**

[8] See guidance on the intranet on how this is achieved.

SECTION 4 SPECIFIC REQUIREMENTS FOR CONTRACTS BELOW £100,000 (BAND 1 AND 2)

4.1 Overview

Band	Estimated Contract Value	Minimum No. of Quotes	Contract Signature
1	Up to £15,000 (£25,000 if Works[9])	At least one oral quote (written if over £1,000)	Officers authorised to sign purchase orders within this value banding.
2	£15,001 to £100,000 (£250,000 if Works)	At least three written quotations to a purchaser specification.	Officers authorised to purchase orders or seal contracts within this value banding[10]

Where the preliminary estimated contract value is within 10% of a higher category value, the appropriate provisions for the higher category of contract should be applied (unless the preliminary estimate is based on a firm quote). If the existing contract you are using has a total contract value within the Band 2 threshold and you anticipate the new final contract total may be within the Band 1 threshold, you must still continue to follow the Band 2 process unless the new contract is fundamentally different.

The value of any contract is calculated on the basis of the maximum amount the Supplier could expect to receive under or in connection with the contract (including from payments to be received from the Council or third parties) over the entire contract period to include any optional extension periods. Contract periods should be appropriate to the market in question and not artificially shortened to bring the value into a particular band. It should also be considered if the requirement can be combined across the Council, or combined with similar works e.g. electrical works needed over x years rather than singular works to various buildings over multiple contracts, to provide the council with better value.[11]

4.2 Supplier Selection

4.2.1 Suppliers invited to quote within these bands can be sourced from any means, including the Internet, suppliers registered on www.supplyhertfordshire.uk or based on previous satisfactory experience with the Council. There is no requirement to issue public notices for contracts within these bands, although this may be appropriate in some instances. However, when inviting quotations in Band 2, Officers must invite a East Hertfordshire based supplier if one such exists on www.supplyhertfordshire and is appropriate for the requirement. If no East Hertfordshire based look to Hertfordshire based as this supports the Councils community wealth building agenda. Officers should also document the reasons for selecting the suppliers (such evidence may be required should the decision be challenged at a later date).

If you are sourcing contracts of a similar nature on a regular basis i.e. low value bespoke building alterations it is a requirement to ensure that you invite at least one supplier not invited last time so that more suppliers are given the opportunity to quote for the Council's business.[12]

[9] Works are defined as activities having a Works CPV code see intranet for further guidance on what constitutes a works contract.
[10] As per the authorised contract signatory list on the intranet.
[11] Guidance document "Estimating the total value of your procurement correctly" is available on the intranet under Procurement.
[12] Guidance on supplier selection at quote level is available on the intranet under Procurement

Framework Agreements

4.2.2. Framework agreements let by other contracting authorities, where the council has been named as being able to use the framework agreement, can be used. Examples of contracting authorities that let framework agreements of this nature are: Crown Commercial Services (CCS), Eastern Shires Purchasing Organisation (ESPO), Procurement for Housing (PfH), Homes England, and Yorkshire Purchasing Organisation (YPO).

4.2.3. The officer may utilise any of the above purchasing consortiums framework agreements (or any other framework agreements approved by either the Corporate Procurement Manager or Head of Legal and Democratic Services). Any procedures provided by the purchasing consortium must be followed; generally mini competition is likely to achieve the best value as it allows Contractors to submit tailored bids to our requirement.

Direct Award is not available on all frameworks, where it is an option then generally it is only permitted if one of the below applies;

- The framework is sole supplier; or
- Where there is a ranked call off provision; or

Officers wishing to use Direct award for other reasons may apply to do so using one of the Waiver reasons in section 3.

4.2.4. When conducting a mini competition the officer must follow the procedures provided by the contracting authority to conduct the mini competition amongst all the capable suppliers on the framework. It is not permitted to include suppliers in the mini-competition who are not listed on the framework.

4.2.5. Officers should use existing contracts where these are provided for and suitable, details of which can be found on the shared drive under Corporate> Central Contracts Database. Officers must liaise with the contract manager of the contract before proceeding to ensure they are compliant. All procurement of ICT Hardware and Software must be in consultation with the IT team.

Officers should consider if the requirement could be satisfied by another department through insourcing or through another contract tendered within the council or another public body and contact the relevant team to enquire before going out externally.

4.2.6. In exceptional circumstances and for contract values under £1,000 only, an officer may be permitted to contract with a supplier or group of suppliers without first obtaining an oral quote. In this instance, the officer must first submit the request in writing to either the Corporate Procurement Manager, Head of Finance, or the Head of Legal and Democratic Services and obtain his or her prior written approval before awarding the contract(s). [13]

4.3 The Invitation to Quote (Band 2 only)[14]

4.3.1 Officers must provide adequate instructions to respondents, outlining what is required (specification), in what format and by when. The Invitation to Quote[15] should also define the award criteria, whether lowest cost or most advantageous quote (See 5.4.1). Officers are

[13] An example of where this may be acceptable would be contracting with a supplier to top up of the Depot's bulk fuel storage facility. The charge per litre will have been pre-agreed before awarding a contract, but the number of litres to be supplied will not be not known until the goods have been supplied.

[14] A checklist is available on the intranet under staff into/finance/corporate procurement to help you through the steps of a quote process.

[15] EHDC invitation to quote templates are available on the intranet under Procurement

reminded that further instructions may be necessary depending on the nature of the contract. For example, specific insurances and equality requirements may be appropriate where the purpose of the contract is to supply services directly to the public.

4.3.2 The officer responsible for the purchase may consult potential Suppliers prior to the issue of the Invitation to Quote in general terms about the nature, level and standard of the supply, contract packaging and other relevant matters provided this does not prejudice any potential Supplier.

4.3.3 Quotations must be submitted through the In-Tend e-tendering system. If there is a reason why Intend cannot be used, this needs to be agreed with the Corporate Procurement Manager in advance of the procurement[16]. A return date must be specified and adhered to. When using In-Tend the receiving officer can open the returns as soon as the system makes them available.

4.3.4 Suppliers must be given a minimum of 5 working days to respond to an invitation to quote, but they may require longer timescales if the contract is considered complex in any way.

4.4 Contract Evaluation and Award (Band 2 only)

4.4.1 To ensure adequate competition, there must be at least two satisfactory responses from the number of quotations requested (and this is expected when conducting a mini competition from a framework as well) i.e. responses which meet a minimum quality standard under which the Council could award the contract. If the Council receives only one satisfactory response, the officer must not open the responses before seeking advice from Corporate Procurement who will determine if the officer should obtain an additional quote, re-run as an advertised process or obtain an exemption under CSO 3.3.

4.4.2 All quotes must be evaluated based on the defined award criteria in the Invitation to Quote. Post tender negotiation may be used for certain contracts, in accordance with CPR's 5.7.6 and 5.7.7.

4.4.3 If the quoted contract value for the preferred supplier falls into the higher band 3 when processes for the lower Band 2 were followed, the officer must provide either the Head of Finance, the Head of Legal and Democratic Services or the Corporate Procurement Manager with a written explanation and supporting evidence as to the basis for estimating the contract value at the lower band. The Head of Legal and Democratic Services, Head of Finance or Corporate Procurement Manager will decide whether the contract should be re-tendered following the procedures within the higher band.

4.4.4 Officers must not agree to contract conditions where payment is made before the goods, works or services are received, unless otherwise approved in writing by either the Corporate Procurement Manager, the Head of Finance, or the Head of Legal and Democratic Services. Staged payments are acceptable but must be proportionate to the cost of the goods, works or services received.

4.4.5 Successful and unsuccessful Suppliers should be informed of the decision within 14 days of the closing date and feedback provided if requested.

4.4.6 Contracts or agreements over £5,000 must be signed by an authorised signatory. If there is no written contract, the authorised signatory must confirm in writing (either via letter or email) that the quote has been accepted, stating the cost and any other terms (such as payment terms and delivery date) to which the Council is agreeing to. In the absence of a written

[16] An example of an exemption could be where we are not in a market position to impose the use of Intend.

contract, a Purchase Order containing the above-mentioned information and signed by an authorised signatory is sufficient.

4.4.7 For contracts over £5,000 officers must ensure the details are entered onto the Central Contracts Database[17].

4.4.8 All documentation must be kept in accordance with the Document Retention Schedule which can be found on the intranet.

[17] See guidance on the intranet about how this is achieved

SECTION 5 CONTRACTS BETWEEN £100,001 AND PUBLIC CONTRACTS THRESHOLD[18]

5.1 Overview

Band	Estimated Contract Value	Minimum No. of Respondents	Contract Signature
3	£100,001 (£250,001 if works) to Public Contract Threshold (see CSO 6.1 for values)	N/A unless Works over £177,500 excluding VAT[19]	Officers authorised to sign Purchase orders within this value banding[20], unless under seal

Where the preliminary Estimated Contract Value is within 10% of a higher category value, the appropriate provisions for the higher category of contract should be applied (unless the preliminary estimate is based on good evidence). If the existing contract you are using has a total contract value within the Band 3 threshold and you anticipate the new final contract total may be within the Band 2 threshold, you must still follow the Band 3 process unless the new contract is fundamentally different.

The value of any contract is calculated on the basis of the maximum amount the Supplier could expect to receive under or in connection with the contract (including from payments to be received from the Council or third parties) over the entire contract period to include any optional extension periods. Contract periods should be appropriate to the market in question and not artificially shortened to bring the value into a particular band. It should also be considered if the requirement can be combined across the Council, or combined with similar works e.g. electrical works needed over x years rather than singular works to various buildings over multiple contracts, to provide the council with better value.[21] Collaboration with other Hertfordshire authorities is encouraged and can be promoted via the Hertfordshire Procurement Group by talking to Corporate Procurement.

5.2 Supplier Selection: Public Notice & Purchasing Consortium

5.2.1. Within this contract value banding, either a public notice or a suitable framework agreement that the council is entitled to use can be used.

Public Notice

5.2.2. If the chosen method is a public notice, officers must follow the: Open procedure – all Suppliers expressing an interest are sent an Invitation to Tender (ITT) and all responses are evaluated. An exception can be made for Works contracts with a value between the Public Contract Threshold for services and the Public Contract Threshold for Works which allows for conditions of participation to be assessed before issuing the ITT to a limited number of participants.

The Public notice will be placed via the Corporate Procurement team on the Council's E procurement portal, In-Tend- and on the Find a Tender Service website in order to maximise competition. The notice will state how to register on the In-Tend system, the scope of the

[18] Checklists are available on the intranet under Procurement to assist you with the process

[19] If the number of respondents is being restricted invite at least three to tender where sufficient qualify

[20] As per the Authorised Signatory list on the intranet.

[21] Guidance document "Estimating the total value of your procurement correctly" is available on the intranet under Procurement.

requirement and the deadline for submission.

Framework Agreements

5.2.3. Framework agreements let by other contracting authorities, where the council has been named as being able to use the framework agreement ,can be used. Examples of contracting authorities that let framework agreements of this nature are: Crown Commercial Services (CCS), Eastern Shires Purchasing Organisation (ESPO), Procurement for Housing (PfH), Homes England (HE), Yorkshire Purchasing Organisation (YPO).

5.2.4. The officer may utilise any of the above purchasing consortiums framework agreements (or any other framework agreements approved by either the Corporate Procurement Manager or Head of Legal and Democratic Services). Any procedures provided by the purchasing consortium must be followed, generally mini competition is likely to achieve the best value as it allows Suppliers to submit tailored bids to our requirement.

Direct Award is not available on all frameworks, where it is an option then generally it is only permitted if one of the below applies;

- The framework is sole supplier; or
- Where there is a ranked call off provision;

Officers wishing to use Direct award for other reasons may apply to do so using one of the Waiver reasons in section 3.

5.2.5. When conducting a mini competition the officer must follow the procedures provided by the contracting authority to conduct the mini competition amongst all the capable suppliers on the framework. It is not permitted to include suppliers in the mini-competition who are not listed on the framework.

In the same way it is a requirement to obtain two compliant bids when utilising a quotation exercise, the same applies when utilising a mini competition via a framework. Therefore it is vital to conduct some pre market engagement to be sure that the framework is suitable. Some frameworks have the option of an expression of interest to alert potential bidders of the forthcoming competition. Should you be looking to award more than one contract as a result of the mini competition then proportionally more compliant bids must be received.

5.3 Pre Market Engagement

5.3.1. Pre-procurement engagement with the market (including talking to potential suppliers) is encouraged provided that it does not prevent an effective competition taking place when the requirement is put out to the market. In fact, engaging with the market before starting the formal procurement process is best practice and helps to maximise value for money from the resulting procurement.[22]

5.3.2. Officers must conduct an appropriate level of pre market engagement prior to launching the invitation to tender.
As a minimum they must get feedback from some potential bidders to ascertain:

There is interest in the opportunity at this time
Our estimate of the value is in the right ball park
Suggestions on how the service, product or works may be delivered differently.

Advice on conducting pre market engagement is available from Corporate Procurement

[22] Further information on pre procurement market engagement is available on the intranet under Procurement

5.4 The Invitation to Tender

5.4.1 The **Instructions to Tenderers**[23] must, as a minimum, include the following:

a) List the information which must be provided by the supplier in their response, including any forms, tables or pricing schedules to be completed.

b) State the method of response required. All tenders shall be issued through the Council's E-tendering System – In-Tend (see CSO 5.5).

c) Outline a timetable for the remainder of the procurement exercise, detailing the closing date for receipt of responses, the evaluation period and when a response on contract award is expected.

d) State the method which will be via In-Tend and the deadline for obtaining additional information or clarification (usually 7-14 days before the closing date for receipt of responses) and that additional information requested will be distributed to all suppliers (this should be distributed to all suppliers at the same time through Intend no later than one week before the closing date for receipt of responses[24]).

e) Outline how the responses will be evaluated, listing the appropriate award criteria and their relative weightings, which shall be based on the "most advantageous tender". The award criteria may include price, service, quality of goods, running costs, previous experience, delivery date, cost effectiveness, relevant environmental considerations, employment considerations, aesthetic and functional characteristics, safety, after-sales services, technical assistance, contract terms and conditions and any other relevant matters. Lowest price must not be used as the sole award criteria unless approved by Corporate Procurement.

f) The measurement system may include the following 4 elements:

- Any pass/ Fail considerations
- A point scoring system for individual quality/value for money considerations.
- Weightings applied to quality/value for money issues in accordance with their importance to the completion of the contract.
- A "Quality Threshold" which sets the minimum standard expected. Tenders which fall below this shall be excluded from consideration.

g) State that late responses will not be considered unless it is proven that a third party is at fault and that the Council is not bound to accept any Tender.

h) State the price validity period (usually up to a maximum of six months).

i) Provide a statement to the effect that under the Freedom of Information Act (2000), the Council may be obliged to provide information regarding the procurement exercise or a subsequent contract award and that respondents will be advised of any requests for information and be given an opportunity to comment before disclosure of such information(information whose disclosure would be likely to prejudice anyone's commercial interests is exempt from disclosure provided the public interest in withholding the information outweighs the public interest in disclosing it)

[23] An template Invitation to Tender can be requested from Corporate Procurement.

[24] A Clarification/Query template spreadsheet is available from Corporate Procurement

j) The level of economic and financial standing required

k) The level of insurance required

l) Any Pass/Fail elements or minimum thresholds to be met

5.4.2 An adequate **specification** must be included. The specification must describe clearly the Council's requirements in sufficient detail to enable the submission of competitive offers.

5.4.3 For contracts within this value banding, the following **Standard Forms[25]** should form part of the Invitation To Tender and should be included in the final contract documentation:

a) Form of Tender
b) Certificate that the Tender is Bona Fide
c) Parent Company Guarantee (if applicable).
d) Performance Bond Certificate (if applicable).
e) Insurance requirements

5.4.4 Where appropriate to the type of contract being let, the officer should use standard industry contracts ie JCT[26] or the **Council's own standard contracts**,. Where the Council does not supply a suitable standard contract for the type of contract being let, the officer should liaise with Legal Services to identify contract terms relevant to that specific contract. The officer must seek advice from Legal Services if he/she is unclear as to what terms and conditions should be included in the contract. Supplier standard terms and conditions should only be accepted following consultation and approval by Legal Services. In any event, it should be stated in the Invitation to Tender which contract terms will apply to the contract. EHDC's standard clauses and contracts are available from corporate procurement. [27]

5.4.5 Suppliers invited to tender must be given an adequate period in which to prepare and submit a proper tender, consistent with the urgency of the contract requirement. Normally at least **four weeks** should be allowed for submission of Tenders but this can be less if the Contracting Officer has ascertained, during pre procurement market engagement, that a lesser time period is practical and realistic. All tender documents for a contract shall be despatched to the Suppliers invited to tender on the same day via in-Tend.

5.4.6 A tender period can be extended if there are justifiable reasons and it is practical to do so. The reasons for any extension of time should be recorded and communicated in writing to all respondents ideally at least one week prior to the closing date.

5.4.7 Suppliers must demonstrate that they carry a range and level of insurance cover acceptable to the type of contract being let. As a starting point it would be prudent to assume the following minimum levels of indemnity, Public Liability £5m, Employers Liability £10m (although the legal minimum is £5m), Professional Indemnity £2m, Products Liability between £1m and £5m. These must be reviewed for adequacy in light of the various risk factors affecting the contract. Only in very low risk scenarios would levels of indemnity lower than these be acceptable .If in

[25] Standard Forms can be obtained from corporate procurement
[26] Standard amendments to JCT Minor Works or Measured Term contracts are available from Corporate Procurement
[27] It is prudent that Officers obtain the standard clauses and contracts as and when the procurement need arises, as they are subject to change.

doubt, contact the Council's Insurance Officer.[28]

5.4.8 The advice of Legal Services must be sought as necessary, particularly for contracts which are complex.

5.5 Submission, Receipt and Opening of Tenders

5.5.1 Tenders shall be submitted through the Council's E-tendering System – In-Tend. Instructions on how to register on the e-tendering system must be provided in the public notice. The system sends full guidance documents on how to use the system to respondents when they register and has on line guidance at every stage. Within the Invitation to Tender documents respondents must be provided with a contact point in case they experience any problems in using the E-Tendering system. Respondents must also be advised that failure to advise the Council of the problem **before** the deadline for return of tenders will mean they have lost their opportunity to tender. Where a notification of a problem is received in time, consideration should be given to extending the deadline for submission and all tenderers should be advised accordingly of any extension of time.

5.6 Not Used

5.7 Tender Evaluation

5.7.1 The following should be checked by the Officer:

a) The Tenders are actually from the Suppliers invited to tender (where using a framework or works contracts where a suitability stage was used);

b) That there are no errors or omissions in the completion of the documents;

c) Where a check of the prices quoted suggest collusion among tenderers or 'ring' pricing, the case should be referred to the Head of Finance;

d) If the supplier invited to tender is on the gov.uk debarment list. If they are consult with Corporate Procurement.

5.7.2 To ensure adequate competition, there must be at least two satisfactory responses to the Invitation to Tender i.e. two responses which meet the minimum quality threshold. If there is only one satisfactory response, the officer must either re-tender the contract, advising respondents accordingly, or obtain an exemption under CSO 3.3.

5.7.3 Where necessary, clarifying some aspect of a Tender response in writing or by way of a meeting is permitted. If a meeting is held then relevant notes should be made of the results of the meeting and matters should be confirmed in writing for contractual purposes.

The officer must use the award criteria and measurement system[29] as set out in the Invitation to Tender.

5.7.4 The Procurement process should take no longer than 10 months from issue of advertisement to award of contract. Should the procurement process take longer than 10 months, authorisation must be sought from the Head of Legal and Democratic Services, Head of Finance or Corporate Procurement Manager to proceed with the contract award.

Within (and below) this contract value banding only, ***Post-Tender Negotiations*** **may**

[28] An insurance checklist can be found on the intranet under staff info/finance/insurance
[29] A sample criteria and measurement template can be found on the intranet under Procurement.

only be used where the officer justifies the need for post tender negotiation in writing to either the Corporate Procurement Manager, the Head of Finance, or the Head of Legal and Democratic Servicesand that the request is authorised by either the Corporate Procurement Manager, the Head of Finance, or the Head of Legal and Democratic Servicesin writing. Post-Tender Negotiations will only be authorised when lawful.

5.7.5 Negotiations must be conducted by a team of at least two suitable officers with the involvement of Legal Services, as required. Changes should be confirmed in writing for contractual purposes. Where Post Tender Negotiation results in a significant change to the specification (or contract terms) the contract must not be awarded but re-tendered.

5.7.6 Officers must not agree to contract conditions where payment is made before the goods, works or services are received, unless otherwise approved in writing by either the Corporate Procurement Manager, the Head of Finance or the Head of Legal and Democratic Services. Staged payments are acceptable but must be proportionate to the cost of the goods, works or services received and must be submitted for checking to Group Accountant (Capital and Treasury), see CSO 5.8.10.

5.7.7 If the tendered contract value for the preferred Supplier falls into the higher band 4 (above the Public Contract Threshold) when processes for the lower Band 3 were followed, the officer must provide either the Corporate Procurement Manager, the Head of Finance, or the Head of Legal and Democratic Services with a written explanation and supporting evidence as to the basis for estimating the contract value at that lower band. The Corporate Procurement Manager, the Head of Finance, will decide whether the contract should be re-tendered following the procedures within the higher band.

Checks on Financial Status

5.7.8 For contracts within this value banding, the officer must ensure the supplier has the level of economic and financial standing that they self certified that they have. To do so obtain two years annual accounts for the preferred Supplier before contract award (unless this is not possible, for example where a company has recently been established). Annual accounts are to be provided to Service Manager (Strategic Finance), who will check that the supplier self certified correctly. Please allow at least 1 week for this process to be completed and give notice that it will be required.

5.7.9 If the financial check reveals an unsatisfactory appraisal, yet the officer still wishes to use the Supplier, he/she must submit a written request to the Head of Finance or nominated deputy for his/her approval. Approval will not be given in circumstances where the Supplier has failed any minimum pass/fail requirements set out in the Invitation to Tender or associated procurement documents. Any conditional approval given by the Head of Finance or nominated deputy must be strictly complied with.

5.7.10 At the discretion of Corporate Procurement, financial checks may not be necessary for specific Suppliers. For example, where the contracting body is a local authority.

5.7.11 All contracts in this value banding with a term of over 24 months or that are considered high risk will need to be registered with Finance for monitoring updates on financial status.

5.8 Contract Award and Contract Management

5.8.1 Consult Financial Regulations to ascertain the correct process to gain approval to award[30]

[30] An Approval flowchart is available to assist on the intranet under Procurement

5.8.2 All Suppliers who have expressed an interest in a proposed contract should be notified in writing through the Council's E-tendering system whether they have or have not been successful in winning the contract. Tenderers should be notified of their score against each award criteria, the score the winning tenderer obtained and the name of the winning tenderer. If requested additional feedback should be provided.

5.8.3 All contracts in this value band will be in the form of a written contract (see 5.4.6 above) and signed by an authorised signatory of both the Council and the Supplier, unless the contract is required to be sealed under CSO 5.8.7. The written contract must set out (as a minimum):

a) Description of the work, services or goods (which may comprise the specification);

b) The contract price (exclusive of VAT) and payment terms;

c) Any performance dates or milestones;

d) The contract period including details of any permitted extension options;

e) The applicable terms and conditions including provisions for the Council to terminate the contract; and

f) Any other applicable contract documents (e.g. tender, correspondence, specification, drawings, KPI's, project brief/proposal and signed/completed Standard Forms (see 5.4.3)). A copy of these documents should form part of the contract.

5.8.4 Letters of Intent shall only be used in exceptional circumstances and with the approval of the Head of Legal and Democratic Services who should be satisfied that they are adequately worded.

5.8.5 If acceptance of a tender is for any reason delayed beyond the appropriate tender price validity period, the Supplier must be asked to confirm his tender in writing before the acceptance is issued. This letter of confirmation must be included as part of the contract. If the recommended tenderer submits a revised price, Legal Services must be consulted for advice on how to proceed.

5.8.6 **For contracts within this value banding,** officers must ensure the details are entered onto the Central Contracts Database **An electronic copy of the contract pack must be provided to Corporate Procurement for the Central Contracts Database followed by a scan of the relevant contract pages holding signatures/seals at point of execution.**[31]

5.8.7 The officer may wish to use a contract management checklist to ensure all required steps have been followed. An example checklist can be found on the intranet under "Procurement", although Business Units may use their own forms to reflect their special requirements.

5.8.8 All documentation and records of communications pertaining to the tender must be kept in accordance with Document Retention Schedule which can be found on the intranet.

5.8.9 The officer must monitor and manage the performance of the Supplier throughout the contract to ensure that requirements are delivered satisfactorily. In performing this task the officer must monitor:

a) Key performance indicators as set out in the contract where applicable

b) Work performance

c) Compliance with specification and contract terms and conditions

[31] Information on process for recording contracts is on the intranet

d) Cost
e) Any Value for Money requirements
f) User satisfaction
g) Risk management
h) Variations to the original contract ensuring these are recorded

Further guidance is available on the intranet under “Procurement”.

SECTION 6 CONTRACTS AT OR ABOVE THE PUBLIC CONTRACTS THRESHOLD (BAND 4)

6.1 Overview

The value is set by central government and values for 2025 are £214,000 inclusive of VAT for services or supplies and £ 5,372,609 inclusive of VAT for works or concessions. See intranet for current value.

A check list can be found on the intranet to guide procuring officers through the tender exercise (under the "Procurement" section). Further advice should be sought by contacting Corporate Procurement.

The value of any contract is calculated on the basis of the maximum amount the Supplier could expect to receive under or in connection with the contract (including from payments to be received from the Council or third parties) over the entire contract period to include any optional extension periods.
Contract periods should be appropriate to the market in question and not artificially shortened to bring the value into a particular band. It should also be considered if the requirement can be combined across the Council, or combined with similar works e.g. electrical works needed over x years rather than singular works to various buildings over multiple contracts, to provide the council with better value.[32]
Collaboration with other Hertfordshire authorities is encouraged and can be promoted via the Hertfordshire Procurement Group by talking to Corporate Procurement.

6.2 Procurement Act 2023

6.2.1 The detailed complex advertising, tendering and reporting processes imposed by the Procurement Act 2023 and Procurement Regulations 2024 are not fully covered in These Contract Procedure Rules. Separate advice and instructions may be issued from time to time by the Corporate Procurement Manager and Legal Services relating to The Procurement Act 2023 and Procurement Regulations 2024. Such advice and instructions These Contract Procedure Rules can be found on the intranet under "Procurement" and should be followed by officers . In the event of any conflict between These Contract Procedure Rules and the Procurement Act 2023/Procurement Regulations 2024, the Procurement Act 2023/Procurement Regulations 2024, will prevail.

6.2.2 Works contracts generally fall under the scope of construction projects, such as new build, or major renovations involving the bringing together of different services and supplies. The Procurement Act 2023 is very specific as to what falls into their definition of 'Works' so do not assume 'Works' without consulting with Corporate Procurement or Legal Services. If in doubt apply the Services or Supplies thresholds.

6.2.3 'Open and Competitive Flexible Procedure are the procurement procedures applied via the Procurement Act 2023[33], whereby:

a) in the case of **open procedures**, any interested Supplier may submit a tender;

b) In the case of **the Competitive Flexible Procedure**, Suppliers must follow the process

[32] Guidance document "Estimating the total value of your procurement correctly" is available on the intranet under Procurement.
.

that has been designed. If a request to participate is part of the process then only suppliers invited by the Council after shortlisting may progress to the next stage of the procedure;

6.2.4 It is a requirement of the Procurement Act 2023 to conduct some Pre Market Engagement or to state in the tender notice why you didn't publish a preliminary market engagement notice. Therefore it is strongly advised that some formal Pre Market engagement is undertaken and a preliminary market engagement notice published.

6.2.5 The advice of the Corporate Procurement Manager and/or Legal Services must be sought where following the Procurement Act 2023, especially if intending to use the Competitive Flexible Procedure.

6.2.6 The officer must provide the information needed to enable the procurement team to place notices required by the Procurement Act 2023.
Some notices are optional but the procurement teams advice must be taken

6.3 Supplier Selection

6.3.1 Under the Procurement Act 2023, the officer must liaise with Corporate Procurement to place a Tender Notice to the Find a Tender service. Public notices may also be placed in trade journals and approved Suppliers can be advised of the tender exercise, so long as this is done after the Tender Notice has been published.

6.3.2 Framework agreements, Dynamic purchasing systems (DPS) and Dynamic Markets managed by other contracting authorities can be used when the contract value is above the Public Contract Threshold, so long as the contracting authorities have awarded the framework agreement (or DPS/Dynamic Market) in accordance with PCR2015 or the Procurement Act 2023, and on behalf of the Council. Where it is proposed to use any of the above for a procurement above the Public Contract Threshold, approval must first be sought from either the Corporate Procurement Manager, the , or the Head of Legal and Democratic Servicesand Legal Services must be consulted as to whether the proposed route is legally compliant and any terms and conditions to be used are appropriate. Framework agreements, DPS' and Dynamic Markets must not be used to award concession contracts.

6.3.3 Any procedures provided by the purchasing consortium must be followed and the procedure must be undertaken in compliance with the PCR 2015 or the Procurement Act 2023 (as applicable). Generally mini competition is likely to achieve the best value as it allows Suppliers to submit tailored bids to our requirement.

6.3.4 Direct Award is not available on all frameworks, and never on at DPS or Dynamic Market, where it is an option then generally it is only permitted if the officer can establish that best value considerations have been taken into account and one of the following apply;

- The framework is sole supplier; or
- Where there is a ranked call off provision.

Officers wishing to use Direct award for other reasons may apply to do so using one of the Waiver reasons in section 3.

The officer must follow the procedures provided by the contracting authority to conduct the mini competition amongst the suppliers on the framework. It is not permitted to include suppliers in the mini-competition who are not listed on the framework.

It is expected that when conducting a mini competition at least one more bid than the number of contracts to be let is received, therefore a level of pre market engagement needs to be undertaken to ascertain if this is an appropriate route to market.

6.4 Short Listing

6.4.1 Short Listing will be applicable if the Council is using the Competitive Flexible procedure, as outlined in the Procurement Act 2023.

6.4.2 For contracts within this value banding (unless utilising an approved framework) a financial check must be undertaken as part of the evaluation process. See CSO 6.7.10.

6.4.3 All Suppliers who have expressed an interest in a proposed contract should be notified in writing whether they have or have not been successful in making the next stage promptly after the decision has been made.. Feedback should be provided in the letter.

6.4.4 The Supplier's status on the Central Digital Platform and on the debarment list together with any conditions of participation relating to legal and financial capacity to perform the contract and/or technical ability to perform the contract should be considered at the Short listing stage as the Council is generally precluded from taking these factors into account as 'award criteria' within the tender stage.[34] When using the open procedure these factors should be considered as part of the tendering process (although separately to evaluation of tenders).

6.5 The Invitation to Tender

6.5.1 The Instructions to Tenderers[35] must, as a minimum, include the following:

a) Set out how the procurement will be conducted. If not using the open process explaining how the competitive flexible procedure will be conducted;

b) List the information which must be provided by the Supplier in their response, including any forms, tables or pricing schedules to be completed and that they need to ensure the information held on the Central Digital platform is up to date;

c) State the method of response required. All tenders must be issued through the Council's E-tendering System – In-Tend (see CSO 5.5);

d) Outline a timetable for the remainder of the procurement exercise, detailing the closing date for receipt of responses, the evaluation period and when a response on contract award is expected;

e) State the method and deadline for obtaining additional information or clarification (usually 14-21 days before the closing date for receipt of responses) and that additional information requested will be supplied to all respondents (this should be supplied to all suppliers at the same time no later than 7 days before the closing date for receipt of responses[36]);

[34] If you are unsure about the 'conditions of participation' please contact the Corporate Procurement Team

[35] An outline Invitation To Tender can be obtained from Corporate Procurement.

[36] A Clarification/Query template spreadsheet is available from corporate procurement

Set out in detail how the responses will be evaluated, listing the appropriate award criteria and their relative weightings, which shall be based on the "most advantageous tender". "Lowest price" must not be used as the sole award criteria unless approved by Corporate Procurement ;

f) ""–""

g) State that late responses will not be considered and that the Council is not bound to accept any Tender;

h) State the price validity period (usually up to a maximum of six months);

Provide a statement to the effect that under the Freedom of Information Act (2000) and the requirements for transparency, the Council may be obliged to provide information regarding the procurement exercise or a subsequent contract award and that respondents will be advised of any requests for information and given an opportunity to comment before disclosure of such information (information whose disclosure would be likely to prejudice anyone's commercial interests is exempt from disclosure provided the public interest in withholding the information outweighs the public interest in disclosing it)

6.5.2 An adequate **specification** must be included. The specification must describe clearly the Council's requirements in sufficient detail to enable the submission of competitive offers.

6.5.3 For contracts with an estimated value of over £5m it is mandatory to set at least 3 KPIs unless the Council considers that the supplier's performance under the contract could not appropriately be assessed by reference to KPIs.

6.5.4 For all contracts within this value band, the following **standard forms** must either form part of the participation document or the Invitation To Tender and should be included in the final contract documentation[37]:

a) Form of Tender

b) Certificate that the Tender is Bona Fide

c) Parent Company Guarantee (if applicable)

d) Performance Bond Certificate (if applicable)

e) Insurance requirements

The officer should seek advice from Legal Services as to what terms and conditions should be included in the contract. Where appropriate to the type of contract being let, the officer should use standard industry contracts ie JCT or the **Council's own standard contracts**. Where the Council does not supply a suitable standard contract for the type of contract betheng let, the officer should liaise with Legal Services to identify contract terms relevant to that specific contract. The officer must seek advice from Legal services if he/she is unclear as to what terms and conditions should be included in the contract. In any event, it should be stated in the Invitation to Tender which contract terms will apply to the contract. EHDC's standard clauses and contracts are available from corporate procurement.

6.5.5 A tender period can be extended if there are justifiable reasons and it is practical to do so. The reasons for any extension of time should be recorded and communicated in writing to all respondents with as much notice as possible of the change. For Open tenders a notice must be placed notifying the change to the tender period. This will also apply to the Competitive Flexible Procedure if an extension is made to the first stage within the procurement process.

6.5.6 Suppliers must carry a range and level of insurance cover acceptable to the type of contract being let. As a starting point it would be prudent to assume the following minimum levels of

[37] Standard forms can be found within the template tender documents available from corporate procurement

indemnity, Public Liability £5m, Employers Liability £10m (although the legal minimum is £5m), Professional Indemnity £2m, Products Liability between £1 and £5m. These must be reviewed for adequacy in light of the various risk factors affecting the contract. Only in very low risk scenarios would levels of indemnity lower than these be acceptable. If in doubt, contact the Council's Insurance Officer.[38]

6.5.7 The advice of Legal Services must be sought as necessary, particularly for contracts which are complex.

6.5.8 The Procurement Act 2023 lays down specific time periods for submission of Tenders, which must be followed (see guidance in the Intranet under "Procurement"))

6.5.9 If the procurement is a mini competition (tender) under an approved framework agreement that has been let in accordance with PCR2015 or the Procurement Act 2023 and covers the Council, then normally at least four weeks should be allowed for the submission of Tenders. This can be less if the Contracting Officer has ascertained, after consultation with all short listed Suppliers, that a lesser time period is practical and realistic.

6.5.10 It may be necessary during the tender period for the Council to clarify some aspects of its tender documents. This may be done in writing or by way of a meeting i.e. Bidders Day. Parity of tendering must be preserved so it is important that all tenderers are issued with the same information.

6.5.11 Before a tender notice is published, the officer must consider if the requirement could be split into lots. If the requirement could reasonably be split into lots and a decision is made not to do so, reasons for such must be provided in the tender notice.

6.5.12 The Public Services 2012 Social Value Act requires commissioners to consider securing economic, social, or environmental benefits when buying services at or above the Public Contracts Threshold. To comply with the Act, commissioners must think about how what they are going to buy, or how they are going to buy it, could add these benefits, and must also consider whether they should consult on these issues. This consideration needs to be documented and retained in line with the councils retention guidance.

6.6 Submission, Receipt and Opening of Tenders

For contracts within this value banding, CSO 5.5 must be followed.

6.7 Tender Evaluation

6.7.1 The following should be checked by the Officer:

a) The Tenders are actually from the firms invited to tender (Not applicable in an open tender);

b) That the Tenderers are not on the debarment list;

c) Whether or not Tenderers are "excluded" or "excludable" suppliers;

d) Check that the price of the tenders as set out on the Opening of Tenders is correct;

e) That there are no errors or omissions in the completion of the documents; and

f) Where a check of the prices quoted suggest collusion among tenderers or 'ring' pricing, the case should be referred to the Head of Finance.

[38] An insurance checklist can be found on the intranet under staff info/finance/insurance

6.7.2 Guidance is available from Corporate Procurement on carrying out checks of the debarment list and considering whether a Tenderer is an “excluded” or “excludable” supplier. If a Tenderer is on the debarment list and/or is an “excluded” or “excludable” supplier within the meaning of the Procurement Act 2023, advice must be sought from Corporate Procurement and Legal Services.

6.7.3 Where necessary, clarifying some aspect of a Tender response in writing or by way of a meeting is permitted. If a meeting is held then relevant notes should be made of the results of the meeting and as necessary significant matters should be confirmed in writing for contractual purposes. It is possible to upload the notes to the Council’s Intend system if required.

6.7.4 The Procurement process should generally take no longer than 10 months from issue of advertisement to award of contract. Should the procurement process take longer than 10 months, authorisation must be sought from the Head of Legal and Democratic Services, Head of Finance or Corporate Procurement Manager to proceed with the contract award.

6.7.5 ***Post Tender Negotiation*** **must not be conducted unless authorised by Corporate Procurement in consultation with Legal Services. It is unlikely to be agreed except in particularly complex procurements**

6.7.6 The officer must use the award criteria and measurement system as set out in the public notice and Invitation to Tender[39]. The measurement system should usually include the following three elements:

a) A point scoring system for individual quality/value for money considerations;

b) Weightings applied to quality/value for money factors in accordance with their importance to the completion of the contract. Any sub-criteria must also be identified at this stage and the appropriate breakdown weighting disclosed;

c) A "Quality Threshold" which sets the minimum standard expected. Tenders which fall below this shall be excluded from consideration.

6.7.7 All suppliers must be notified in writing through the Council’s E-tendering system whether they have or have not been successful either in making the next stage or winning the contract. Suppliers must be given an assessment summary so they can understand why they scored as they did and a copy of the winning bidders assessment summary (redacted of commercially confidential information). Template assessment summaries are available from Corporate Procurement.

6.7.8 Once the assessment summaries have been sent the council can publish a contract award notice. **The contract with the successful supplier must not be entered into until 8 working days (standstill period) after the date on which the contract award notice was published** allowing unsuccessful suppliers time to dispute any decision made. [40] Certain contracts are not subject to a mandatory standstill period but the Council’s default position (absent authorisation from Corporate Procurement) is to apply a standstill period to all contracts valued at or above the Public Contracts Threshold.

6.7.9 Officers must not agree to contract conditions where payment is made before the goods, works or services are received, unless otherwise approved in writing by either the Corporate

[39] A sample criteria and measurement template can be obtained from Corporate Procurement.
[40] Compliant template letters showing the standstill period are available from Corporate Procurement

Procurement Manager, the Head of Finance or the Head of Legal and Democratic Services. Staged payments are acceptable but must be proportionate to the cost of goods, works or services received and must be submitted to Treasury and Capital in Accountancy for checking, please see CSO 6.8.13.

Checks on Financial Status

(Note 6.4.2 above)

6.7.10 When using the Competitive Flexible Procedure financial appraisals should be conducted at the first stage that may cut down the numbers of tenderers. When using the open procedure, financial appraisals should be carried out as part of the tendering process.

6.7.11 At the discretion of Corporate Procurement, financial checks may not be necessary for specific Suppliers. For example, when the contracting body is a local authority.

6.7.12 All contracts in this value banding with a term of over 24 months or are considered high risk will need to be registered with Corporate Procurement for monitoring updates on financial status.

6.8 Contract Award and Contract Management

6.8.1 Consult Financial Regulations regarding the process to be followed to gain approval to award

6.8.2 Officers must obtain and check copies of all documents that were self-certified by the supplier during the tender process before awarding the contract.

6.8.3 If acceptance of a tender is for any reason delayed beyond the appropriate tender price validity period, the Supplier must be asked to confirm his tender in writing before the acceptance is issued. This letter of confirmation must be included as part of the contract. If the recommended tenderer submits a revised price, Legal Services must be consulted.

6.8.4 A written report must be compiled that satisfies section 98 of the Procurement Act 2023 and records of all communications between the Council and suppliers involved in the procurement process must be retained. The report and records must be kept with the signed contractual documents for a minimum of 3 years from the date the contract is entered into or, if the contract is awarded but not entered into, the date it was awarded.[41]

6.8.5 Contract details notices must be published by the Corporate Procurement team on Find a Tender the within 30 days of the day on which the contract is entered into (120 days in the case of a light touch contract) via the Council's E-tendering system – In-Tend[42].

6.8.6 For contracts within this value banding, **an electronic award notification form must be completed and passed to Corporate Procurement[43] An electronic copy of the contract pack must be provided to Corporate Procurement for the Central Contracts Database followed by a scan of the fully signed contract pages holding signatures/seals at point of execution.**

6.8.7 On-line Publication is required of a full copy of the contract for contracts valued at over £5mill (redacted for commercially sensitive information). The contract must be published before the end of the period of 90 days (180 days in the case of a light touch contract) beginning with the

[41] The award notification form contains a page to complete Regulation 98 information advice is available from Corporate procurement.

[42] The Corporate Procurement Team will undertake this task.

[43] The Award notification forms are found on the intranet under Procurement

day on which the contract is entered into, although if possible this should be done at the same time as publishing the contract details notice.

6.8.8 For contracts with an estimated value of over £5m it is mandatory to set at least 3 KPIs unless the Council considers that the supplier's performance under the contract could not appropriately be assessed by reference to KPIs. A description of the 3 KPIs which the Council regards as most material to performance of the contract must be set out in the contract details notice. The requirement to set and publish details of KPIs does not apply to concession contracts or light touch contracts, although it is best practice and generally advisable to set KPIs.

6.8.9 The officer may wish to use a contract management checklist form to ensure all required steps have been followed. An example checklist can be found on the intranet under "Procurement", although Departments may use their own forms to reflect their special requirements. All documentation and records of communications pertaining to the tender must be kept in accordance with Document Retention Schedule which can be found on the intranet.

6.8.10 The officer should provide his or her line manager, or Senior Leadership Team member as considered necessary, with regular reports on the financial position of a contract for budget or funding monitoring purposes and to enable corrective action to be taken as necessary.

6.8.11 All interim valuations and final accounts in respect of staged payment contracts must also be submitted for checking by the Group Accountant (Capital & Treasury)for recording in the Central Contracts Database before they are sent for payment to Exchequer.

6.8.12 The officer must monitor the performance of the Supplier to ensure that requirements of the contract are delivered satisfactorily[44]. In performing this task the officer must monitor:

a) Work performance (including KPI's if applicable). If the contract is over £5m then performance must be assessed against KPIs set in accordance with the requirements of the Procurement Act 2023 at least once in every 12 month period and on termination and details of the assessment must be published online. Officers are required to consult with Corporate Procurement on this requirement.

b) Compliance with specification and contract terms and conditions.

c) Cost

d) Any Value for Money requirements

e) User satisfaction

f) Risk management (to include checking that relevant certificates such as insurance are up to date and financial monitoring is being undertaken)

g) Ensure that variations are considered, checking before agreeing that they are lawful and providing information to corporate procurement in a timely manner to enable notices to be published where applicable.

6.8.13 Should there be a breach of contract or a failure to perform to the Council's satisfaction, then a contract performance notice may need to be published within 30 days. This applies to contracts awarded under the Procurement Act 2023. Where there are performance issues or where there has been a breach of contract, officers must consult with Corporate Procurement and/or Legal Services on this issue.

6.8.14 Mandatory Contract Termination Notices for any contract terminations of Covered Public

[44] Guidance on contract management is available on the intranet under Procurement

Contracts including natural expiry within 30 days of termination/expiry must be published. Details must be provided to Corporate Procurement team who will publish the required notice.

6.8.15 All documents, communications and minutes pertaining to the tender exercise and contract award must be kept in accordance with the Document Retention Schedule which can be found on the intranet under the section marked Freedom of Information.

SECTION 7 SPECIAL TYPES OF CONTRACTS

7.1 Engagement of Consultants

7.1.1 It is important that value for money is obtained when employing consultants.[45] Therefore, for all instances where the Contract Value of a consultancy appointment is over £10,001, the commissioning officer must provide a report to the Head of Service responsible containing as a minimum the details listed under CSO 7.1.2.

7.1.2 Before consultants are invited to bid/tender the Head of Service is responsible for:

a) identifying the project objectives; and
b) documenting the reasons for the employment of consultants including the benefits of employing consultants against-in house staff or agency staff; and
c) documenting the residual in-house costs to support the consultant and ensuring that sufficient budget is available to meet all identified costs;
d) Preparing a project brief with action dates to be recorded against each section, including:
    (i) background; and
    (ii) objectives; and
    (iii) timetable; and
    (iv) total costs; and
    (v) performance monitoring arrangements; and
    (vi) documentation standards; and
    (vii) contact names and numbers for enquiries

7.1.3 All consultants must provide evidence of adequate professional indemnity insurance prior to their appointment. The requirement for insurance and the levels required should be advertised in the specification of works, if in doubt about the levels required consult with the Council's Insurance Manager

7.1.4 Human Resources must be consulted to help determine if the appointment is within IR35 or if a consultant is appointed and employed through an agency or through the council's payroll the consultant may fall under the Agency Workers Regulations 2010.

7.1.5 It should be a condition of contract with any consultant, agent or professional advisor who is to be responsible to the Council for the award or supervision of a contract on its behalf, that in relation to that contract they shall:

a) comply with these These Contract Procedure Rules as though they were an employee of the Council; and
b) produce on request all the records maintained by them in relation to the contract award and award of contract; and
c) on completion of the contract, transmit all records that they have produced or received that relate to the contract to the appropriate Assistant Director

7.1.6 Any letter of appointment or contract must set out the consultants legal obligations to the Council including where the ownership of intellectual property rights will sit. Advice on intellectual property can be sought from Legal Services. Every written contract shall provide that the consultant shall not assign directly or indirectly the whole or any part of the contract without the written approval of the Council.

[45] A consultant is a professional who provides expert advice in a specific field; they either operate within the organisation or are employed externally by an organisation for a fee.

The Invitation to Quote / Tender

7.1.7 When procuring consultants the total estimated contract value should be used to adopt the procurement band to use.

7.1.8 Where it can be demonstrated that there are insufficient suitably qualified consultants to meet the competition requirement, the officer must record in writing the reason why the services are so specialist and obtain an exemption approval as required by paragraph 3.3 of Section 3 of these Contract Procedure Rules to invite fewer consultants.

7.1.9 For consultancies over £10,001 related to construction, estates or building surveying work, the use of conditions of engagement is permitted where they are considered appropriate by the Head of service in consultation with Legal Services[46]. Other consultancies over £10,001 including management and IT should use terms and conditions either supplied or approved by Legal Services.

Tender Evaluation and Contract Award

7.1.10 The tendering, evaluation and award procedure, as outlined in Section 5, shall apply to all consultancies where the total estimated value is over £100,001 and under the Procurement Act 2023 threshold and in cases below that value where there is a strong likelihood of additional work (i.e. serial or extension contracts), which would bring the total value above £100,001.

Contract Monitoring

7.1.11 For contracts over £100,001, the Senior Leadership Team member shall be responsible for ensuring that the Consultants work is properly monitored on an ongoing basis. This includes:

a) Appointing a named Project Officer or Group

b) Specifying key tasks and dates for Consultants

c) Monitoring costs against budgets and total contract value (payment schedules should include the agreed fees and the frequency of invoicing)

d) Arranging regular progress meetings with Consultants

7.1.12 The project officer shall maintain and keep all records pertaining to the tender, award and ongoing maintenance of the contract.

7.1.13 The project officer shall maintain the following documentation:

a) project brief/objectives; and
b) minuted authority, where required; and
c) the agreement with the consultant and any subsequent variations; and
d) records that can demonstrate contractors' compliance with contract standards prior to payments being made; and
e) record of payments made to the consultant and for the project; and
f) a project evaluation form

[46] Standard terms and conditions for consultants approved by Legal are those in the services quotation document provided on the intranet under Procurement.

7.1.14 The project officer shall report immediately to the Assistant Director any material technical or financial deviation by the consultant from the specified agreement.

7.2 Disposal Contracts

7.2.1 Where items, excluding land and buildings over the cost of £1000 (at the time of purchase) cannot be re-used elsewhere in the Council an note must be sent, explaining why the items are surplus or redundant, any health and safety issues, and the proposed method of disposal. This should be submitted to the relevant Head of Fiancefor approval to proceed with disposal of the items. All vehicles must be disposed of through sale by public auction or by quotations from a reputable dealer.

7.2.2 Where small items of equipment such as keyboards are scrapped under the cost of £1000 (at the time of purchase), they must be recorded on a list held by each relevant Assistant Director and signed off at year end. The list must be passed to the Group Accountant (Capital & Treasury) at year end.

7.2.3 The highest bid received for an item if reasonable should be accepted. One of the following methods of disposal should be used:

.

a) Invite quotations or tenders from outside organisations[47]

b) Sale by Public Auction.

c) Trade in for a new item when the circumstances are appropriate.

d) Scrap the items in a safe manner.

7.2.4 The proposed method of disposal should be approved by a Head of Service. All disposals must comply as applicable with the Waste Electrical & Electronic Equipment Directive and Health & Safety legislation. All Council and personal data must be removed from any IT or recording equipment prior to their disposal.

Competition Rules

7.2.5 Where inviting quotations or tenders from outside organisations the following number of bidders should be invited as follows:

Estimated Value	**Minimum number of bidders to be invited (for Plant & Equipment only)**
Up to £15,000	**At least one bidder by quote**
Over £15,001 up to £100,000	**At least three bidders by quote**
Over £100,001	**At least four bidders by invitation to tender**

7.2.6 Records of the bids received and written approval by an authorised officer to accept the most favourable bidder should be kept. The acceptance will be by letter signed by SLT Member or Head of Service if the value is under £100,000 or a Senior Leadership Team member if the value is over £100,001.

7.3 Not Used

7.4 Contract Hire and Lease/Rental Agreements

[47] Quotations or tenders can be issued through the Councils Intend e-tendering system if required

7.4.1 Contract hire and lease/rental agreements are procurements and are subject to the provisions contained in These Contract Procedure Rules.

7.4.2 Before entering into a contract hire or lease/rental agreement the officer shall ensure that the financial implications have been assessed by Accountancy. Lease/Rental agreements can only be signed off following approval from the Head of Finance or their nominated deputy.

7.5 Nominated Sub-Contractors and Suppliers

7.5.1 If nominations are to be used then the terms of the contract between the Council and the main contractor should make it clear that the main contractor will be expected to enter into contract with the sub-contractors or Suppliers nominated by the Council.

7.5.2 *Tenders* for the nominated sub-contractors or Suppliers will be invited, opened and evaluated by the Council in accordance with These Contract Procedure Rules. The officer shall nominate the successful tenderer(s) to the main contractor.

7.5.3 The main contractor will ensure that the main contract indemnifies them against the sub-contractors own obligations in relation to the works, supplies or services included in the sub-contract.

7.6 Term Contracts and Framework Agreements

7.6.1 An officer may consider it advantageous to the Council, to invite tenders on a Term basis or under a Framework Agreement where payment is based not on defined works, services or supplies, but on a Schedule of Rates, Bill of Quantities or fixed unit cost over a defined period of time.

7.6.2 Unless a long term partnership, term contracts should not exceed five years or in the case of framework agreements four years, but will not normally exceed two years unless the contract contains a price fluctuation clause. It is not permitted to extend a contract that is renewed yearly on more than four occasions without re-tendering. Such cases should be reviewed annually and a written record of the decision (with reasons) to either, extend the contract or carry out a new competitive tendering exercise must be kept. Officers must not enter into contracts that auto renew unless authorised by Corporate Procurement.

7.6.3 The relevant procedures and regulations in Sections 3 to 6 of these Contract Procedure Rules are applicable to all Term Contracts.

7.6.4 Any Framework Agreement must be tendered in accordance with these Contract Procedure Rules or under The Procurement Act 2023, as applicable.

7.6.5 The estimated value of the Term Contract should be based on the full length of the contract (including any options for contract extensions) or for four years if the contract is renewable yearly or is a framework agreement.

7.6.6 Where additional items of work are required but not contained within the Schedule of Rates consult with Corporate Procurement to check these are legally valid variations, If agreed all suppliers on the framework agreement or term contract shall be given the opportunity of pricing such items which will then be added to the main Schedule of Rates to be used in the future.

7.7 Partnerships & Shared Services

7.7.1 The term 'Partnership' is used to cover a wide variety of joint ventures and other procurement arrangements. The Senior Leadership Team member or contracting officer shall ensure that the prior approval of The Head of Finance or the Head of Legal and Democratic Services for the proposed partnership arrangement is obtained. The financial implications must be assessed by the Head of Finance and all proposed partnership agreements must be cleared with the Head of Legal and Democratic Services **at the earliest stage**.

7.7.2 All partnership agreements shall include *where relevant*:

a) The principles of the partnership
b) Output specification and specified inputs
c) Partnership board
d) Open book accounting
e) Any profit sharing arrangement and payment mechanism
f) Hierarchy of dispute resolutions mechanisms
g) Quality and Environment management systems
h) Asset transfer
i) Withdrawal arrangements

7.7.3 Partnership agreements which involve a joint venture/contractual arrangement with private sector bodies are subject to the provisions of These Contract Procedure Rules.

7.7.4 A competitive exercise shall be undertaken in accordance with the provisions of These Contract Procedure Rules to select the partner and award the work. In any cases where the proposed partnership would mean that These Contract Procedure Rules of another public sector body would take precedence over those of East Hertfordshire District Council, the written approval of either the Head of Finance or Head of Legal and Democratic Services must first be obtained before any partnership is formalised.

7.7.5 Procurements undertaken through an existing Shared Service will be made using the these Contract Procedure Rules of the contracting lead authority.

7.8 Income Generating/Commercial Contracts or Concession Contracts

7.8.1 All income generating contracts must be subject to competition, as follows:

	Estimated Value of the contract to bidders	**Minimum Number of Bidders to be Invited**
Band 1	Up to £10,000	At least one bidder by quote
Band 2	£10,001 – £100,000	At least three bidders invited to quote (a minimum of two responses received)
Band 3	Above £100,001	Public advertisement used

7.8.2 Details of income generating/commercial contracts in band 2 or above must be reported to and approved in writing by a Head of Service.

7.8.3 For contracts with an estimated value above £100,001, CSO 5.5 (regarding the submission, receipt and opening of tenders) must be followed.

7.8.4 Where income generating/commercial contracts also incur a cost to the Council, the cost element may be subject to These Contract Procedure Rules in its own right. In this instance, the advice of the Corporate Procurement Manager, Head of Finance or Shared Legal Service Commercial Law team should be sought.

SECTION 8 OTHER CONSIDERATIONS

8.1 Contractual Disputes

8.1.1 The officer should seek the advice and involvement of Legal Services as appropriate in contractual disputes with Suppliers.

8.1.2 In the event of a claim from a Supplier for loss or expense incurred (either permitted by the terms of the contract or extra-contractual), seek advice from Legal Services immediately.

8.2 Termination of Contracts

8.2.1 Subject to the terms and conditions of the contract, where the Supplier has demonstrably failed to deliver the work, services or goods in accordance with the contract the Council will be at liberty to terminate the contract either wholly or in part and to procure the works, supplies or services of the same or similar description elsewhere, in order to make good such default.

8.2.2 Should the Supplier become debarred during the course of the contract consult with Legal Services.

8.2.3 Adequate written evidence of poor unacceptable performance must be kept. Such records would include relevant correspondence and records of relevant meetings with the Supplier.

8.2.4 For contracts let under the Procurement Act 2023 Contract performance notices may be required and termination notices will be required once the contract is terminated. Involve the Corporate procurement team to ensure appropriate publication.

8.2.5 Legal Services must be involved in the termination of any formal contract to ensure that:

a) The Council's case for termination is legally sound; and,

b) The termination is carried out in accordance with the terms of the contract.

8.3 Bankruptcies, Liquidations and Novations

8.3.1 In the event that a Supplier ceases to trade as a result of a bankruptcy, liquidation or otherwise then Legal Services must be involved in any of the following:

a) Terminating the contract

b) The appointment of new Supplier to complete the work or service;

c) Negotiations with liquidator/receiver/administrator

d) Assignment of contract and Novation

8.3.2 If a Supplier indicates that it wishes to transfer, assign or novate a contract, Legal Services must be consulted prior to any agreement to accept. Equally, if a supplier's business is transferred to another supplier, legal advice must be sought from Legal Services as to whether a novation or assignment is needed and as to any other steps that must be taken before any such assignment or novation is accepted.

8.4 Contract Variations

8.4.1 For contracts equal to or above the Public Contracts Thresholds, officers must seek advice from Corporate Procurement and/or Legal Services before any variation is agreed. This includes any contracts below the Public Contracts Threshold where the proposed variation will or may take the overall estimated value of the contract over the threshold.

8.4.2 No variation shall take place that contravene the Public Contracts Regulations 2015 or the Procurement Act 2023 in any circumstances.

8.4.3 Depending on the circumstance the council may need to publish a public notice prior to committing to the variation and a voluntary standstill period should be considered for contracts equal to or above the Public Contracts Threshold.

8.4.4 Variation shall relate to the work specified in an existing contract only and shall not be given in circumstances where a separate contract should or ought to have been entered into. E.g. the variation must not materially change the contract.

8.4.5 All variation must normally be issued to the Supplier prior to the relevant work being carried out but, in exceptional circumstances, should be given as soon as possible thereafter.

8.4.6 Unless agreed otherwise with Legal Services, variations shall be documented in the form required by the written contract or (if none) documented in writing and signed by an authorised signatory on behalf of the Council and the Supplier. In the case of sealed documents Legal Services must be consulted. Officers should consult with Legal Services if in doubt about the process for formalising a variation (or if support is required).

8.4.7 All contract variations regarding contract value or expiry dates for both under and over threshold contracts must be reported to Corporate Procurement to enable the changes to be updated on the Council's contracts register.

8.5 Contract Extensions

8.5.1 Term contracts often have the provision for extensions, e.g.. the contract term is 3 years with the option to extend for a further 2 years. When considering taking up the extension option consider if this will be in the councils best interest to extend. e.g. is the service still required in the existing form? Has the market changed? Could re procuring produce a saving? Do the research in sufficient time so that if the answer is re procure there is sufficient time to re procure well, the default should not be to extend because it's not been thought about it in time for any other option. The decision to extend is signed off by the officer with delegated rights to sign contracts of the value of the extension.

8.5.2 Should the contract not have provision to extend but is it considered desirable then all requests must be made in writing to either the Corporate Procurement Manager, the Head of Finance or the Head of Legal and Democratic Servicesfor their approval. No extension that contravenes the Public Contracts Regulations 2015 or the Procurement Act 2023 will be granted and no extension to an existing contract shall be given unless it can be clearly demonstrated that a change of Supplier would result in one or more of the following:

a) Unacceptable technical difficulties

b) A significant and unacceptable increase in costs to the Council

c) Significant disruption to the delivery of Council services.

8.5.3 Should the value of the extension being requested bring the contract value up to and above the Public Contract Threshold or tip a previously under £5m contract to above that value then consult Corporate Procurement on the implications that brings before making the formal request.

8.5.4 It is not permitted to extend a contract that is renewed yearly on more than four occasions without re-tendering. Such cases should be reviewed annually and a written record of the decision (with reasons) to either, extend the contract or carry out a new competitive tendering exercise must be kept. Officers must not enter into contracts that auto renew unless authorised by Corporate Procurement.

8.5.5 Legal Services shall be consulted about the process to document the extension.

8.5.6 Where the total contract value (including the original contract value) exceeds £5,001, details of the contract extension must be provided to Corporate Procurement for recording on the Central Contracts Database. If a contract record has already been entered on the central register then this will need to be updated with the contract extension details[48].

8.6 Green Environment and Sustainable Sources

Goods or services which are known to be harmful to the environment, and where there are other adequate options, will not be used. Wherever practical and cost effective, only materials from sustainable sources will be used.

8.7 Diversity

Officers should take steps in the procurement exercise to encourage a diverse and competitive supply market, including small firms, social enterprises, ethnic minority businesses and voluntary and community sector suppliers.[49]

8.8 Equality

The Council must have due regard to the requirements of the public sector equalities duty under the Equalities Act 2010, which must be taken into account when procuring goods, works, or services from external providers.

8.9 Innovative Procurement/Abnormal Contract Action

New or different ways of purchasing goods, services or works, which give better value for money, are encouraged. However, any proposals for innovative procurement or abnormal contract action (including the use of another organisation's Contract Procedure Rules and E-auctions) must be discussed with the Corporate Procurement team and then be cleared by the Head of Legal and Democratic Servicesto ensure the proposal is legally sound.

8.10 Conflicts of Interest

Officers must be mindful of any conflicts of interest or perceived conflicts of interest at all stages of the procurement process and must document for band 4 procurements as a minimum that this has been considered (and mitigated if needed) at pre procurement, tender, evaluation, and contract management stages. Further guidance is available from

[48] A variation form to amend central contract database details is available on the intranet under Procurement
[49] Further guidance on how to encourage a diverse and competitive supply market using pre-procurement is available on the internet under Procurement.

Corporate Procurement. Confirmation that this has been done will be required before publishing any notices in relation to the procurement at band 4 or above.

In addition Section 117 of the Local Government Act 1972 provides that, if it comes to the attention of any officer, that the Council has entered or is proposing to enter into a contract in which he or she has "pecuniary" interest, he or she must give notice in writing of that interest to the Authority as soon as is practicable. It is a criminal offence not to comply with this provision.

a) The register in which the written notice is to be given is held by the Constitutional Services Manager.

b) "Pecuniary" includes any direct or indirect interest and is defined by reference to Section 95 of the Local Government Act 1972. The Head of Legal and Democratic Services's advice should be sought in areas of uncertainty.

c) The requirement to register applies even if the officer is not involved with the Contract.

8.11 Freedom of Information Act (2000)

The Data protection officer or their appointed nominee should be consulted where requests for information on tenders or contracts are received under the Freedom of Information Act (2000). This also includes requests under the Environmental Information Regulations 2004.

8.12 Security of Performance and Performance Liability

In order to protect the Council from non-performance or poor performance in a contract, the officer should consider whether a performance bond or a liquidated damages clause is required and in what form. These are especially relevant for Works and some Service contracts[50]. Legal Services should be consulted about the type and wording of the bond or liquidated damages clause.

Supplier contracts should be checked carefully for any limitations of liability and advice should be sought from the Legal Services. The foreseeable damage to the Council which might arise from the failure on the part of the supplier, any limitation on liability, the insurance carried by the supplier (other than public liability cover) and, security for performance, are all interrelated factors and should be considered carefully as a whole.

8.13 TUPE and the Best Value Code of Practice on Workforce Matters

If contracting out a service or re-tendering a term contract, the Transfer of Undertakings (Protection of Employment) Regulations ("TUPE") 2006 may apply. This is a very complex area where legal guidance and trade union consultation must be sought at an early stage.

8.14 Health and Safety

Officers must take steps during the procurement exercise and throughout the length of the contract to ensure that health and safety is appropriately covered.

Considerations include:

- Clearly identify all aspects of work to be carried out by the contractor
- Consider the health and safety implications

[50] Standard templates and further explanations/guidance for performance bonds and liquidated damages clauses can be found in the High Value Services Contract available from Corporate Procurement

- Competency to do the job safely?
- How reliant on sub- contractors and sub-sub-contractors?
- Reputation?
- Prosecutions, notices, accident record?
- Ensure contractors know what is expected
- Show EHDC safety policy procedures, permit systems, contractor guidance and confirm they have been read and understood
- Whether Works contractors should be SSIP or CHAS (or equivalent) registered

Consider requiring your Contractor to:

- Outline recent health and safety performance
- List, with evidence, qualifications, and skills
- Provide safety method statements, risk assessments and Safe Systems of Work (SSoW) demonstrating robust safety measures and practices.
- Be a member of trade organisation or professional body
- Provide clear information about the risks of the operation
- Provide safety rules and procedures
- Provide statistical data in regard to accidents (reportable and non-reportable) incidents and near misses, specifically in regard to work undertaken in the public domain to the respective Council Contract Manager.
- Any employee, contractor or sub contractor working on behalf of EHDC on EHDC premises including tenanted properties must have ID relevant to their employment.
- .

For further guidance, please refer to the Councils Health and Safety Guidance which can be found on the intranet under staff info/hr/health and safety.

8.15 Safeguarding Children[51]

All services commissioned by the Council must operate within the requirements of the Council's Safeguarding Children Policy and meet the relevant legislative standards. Where appropriate, procuring officers will need to ensure that contractors demonstrate that they meet these requirements. As an indicator, contractors/agencies must have in place the following:

- Senior Management Commitment to Safeguarding
- Clear, Accessible Statement of Responsibility (including Safeguarding Policy, Complaints, Equal Opportunities and Incident Monitoring Procedures)
- Clear mechanisms for identification and investigation/action regarding safeguarding concerns
- Clear Line of Accountability for Reporting Safeguarding Concerns
- Child and Family conscious service planning and delivery
- Staff Training programme for Safeguarding
- Safer Recruitment Policy
- Information Sharing procedure

8.16 Accessibility

Consider whether what you are buying needs to meet new Accessibility requirements - it could be websites / apps or even pdf/reports/pictures – anything that is published by EHDC to the public or to staff[52]

[51] Additional information regarding Safeguarding is available on the Stevenage Borough Council website.

[52] Speak to IT service desk for assistance or https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps

8.17 GDPR

The Council must have due regard to the requirements of the EU law version of the General Data Protection Regulation ((EU) 2016/679) (the "UK GDPR") and the Data Protection Act 2018. Where processing of personal data is likely to pose a high risk or involve large amounts of personal data, a Data Protection Impact assessment (DPIA) should be carried out to assess the associated risks. Additionally, the supplier (data processor) should be assessed via the council's supplier assurance assessment to document relevant organisational and security

8.18 Social Value

The Council must have due regard to the Public Services 2012 Social Value Act. As such the Council requires 10% of the evaluation of band 3 procurements and above for services and works to be dedicated to additional social value. See guidance from Corporate Procurement as to how this is implemented..[53]

8.19 Modern Slavery

The council must consider the risk of modern slavery existing within its supply chain. Procuring officers need to research the level of risk that exists in the relevant market. If the risk is medium or high they should consult with Corporate Procurement suitable measures to take above and beyond the questions asked as standard in the EHDC quotation and tender templates available via the intranet or Corporate Procurement.[54]

8.20 Fraud Prevention

The council must comply with the Bribery Act 2010 and consider the risk of fraud within its supply chain. Procuring officers need to think about whether their actions could be perceived as fraudulent or favoring a particular supplier and also be alert to possible fraudulent behavior from bidders during the procurement and evaluation process. Within contract management processes consideration needs to be given to preventing fraudulent behavior by contractors or Council officers. Any suspicion of fraudulent behaviour should be reported to the Shared Anti-Fraud Service or use the Councils Whistleblowing policy[55].

[53] See information on the intranet under Procurement
[54] See intranet procurement.
[55] See intranet for more information

Appendix A - Table of Definitions / Terms

Authorised Contract Signatory	The named officer who has been sanctioned via SLT to sign contract with suppliers to a specified contract value. The list of authorised signatories and respective values is on the intranet.
Bond	A bond is a legally enforceable financial guarantee given by a third party (the guarantor) to the Council to guarantee the obligations of a *Supplier* under a contract. The guarantor agrees to pay the Council a sum of money if the *Supplier* does not do what has been promised under a contract with the Council (e.g. a bond is often 10% of the total contract value). The purpose of a bond is to help the Council meet the extra expenses to remedy the contract default and/or complete the contract.
CCS	Crown Commercial Services - a local authority approved purchasing consortium, which is an executive agency of the Cabinet Office.
Contracts Finder	Government mandated advertising portal for all contract notices and awards under PCR 2015 advertised by Local and National Government and it's agencies.
Concession Contract	Means a contract for the supply, for pecuniary interest, of Works or services to the Council where at least part of the remuneration for that supply is the right for the Supplier to exploit the works or services and under the contract the Supplier is exposed to a real operating risk (i.e. a risk they will not be able to recover their costs of providing the Works or services).
CPV	Common Procurement vocabulary - a list of codes in a hierarchy which defines the requirements. Referred to in the Procurement Act 2023 and used in public notices
CPR	These Contract Procedure Rules
EHDC	East Hertfordshire District Council
ESPO	Eastern Shires Purchasing Organisation - a local authority approved purchasing consortium.
Estimated Contract Value	Means the estimated total value of a contract, calculated in accordance with paragraph 5.1 of these Contract Procedure Rules
Financial Regulations	The Council's financial regulations set out rules/procedures for financial management and the conduct required of Council staff in dealing with financial matters. They are issued by the *Head of Finance* and form part of the *Constitution.*
Framework Agreements	Framework Agreements are agreements entered into between a contracting authority and one or more *Suppliers*, setting out the terms and conditions (e.g. pricing mechanisms, quantity and scope of services/supplies/works and duration) under which future purchases (or call offs) can be made throughout the term of the agreement.
Homes England	Homes England is the non-departmental public body that funds new affordable housing in England. It was founded on 1 January 2018 to

	replace the Homes and Communities Agency.
Insurance cover and indemnity / liability limits	Normally, contracts should require suppliers to indemnify (protect) the Council from public liability and employers liability to an appropriate limit, but products liability and professional liability may be required when relevant to a particular contract. The appropriate limit of indemnity should be judged individually depending on the nature of the contract, risk assessment, size of contracting firm etc. A brief explanation of each type of liability follows: **Public Liability** provides indemnity for damages the insured is legally obliged to pay to a third party who has suffered damage or injury as a result of the insured's action. It does not extend to damage or injury suffered by employees of the insured. It does not include pure financial loss suffered as a result of advice given. The contract may include a co-indemnity or cross-indemnity clause, which effectively extends the supplier's cover to include EHDC. **Employers' Liability** provides indemnity for damages the insured is legally obliged to pay to an employee who has suffered damage or injury as a result of the insured's action. The contract should include a wide definition of "employee" so as to include apprentices, work-experience people, and volunteers if appropriate. **Products Liability**, often included as part of general Public Liability Section of a policy, provides indemnity for damages the insured is legally obliged to pay to a third party who has suffered damage or injury as a result of the product for which the insured is responsible. **Professional Liability (or Indemnity)** covers loss or damage (except bodily injury or damage to property) arising from the negligence or accidental error/omission of any official or employee while the Council is acting in a statutory capacity.
In-Tend	The Councils E tendering system software, also known as Supply Hertfordshire
ITT	Invitation to Tender.
Key Decision	Decisions that are defined as Key Decisions in the *Constitution.* If the purchase is a Key Decision*,* the Officer must ensure that all appropriate steps have been taken. If the Contract value exceeds £200,000 or the contract will be significant in terms of its effects on communities living or working in the area, then the purchase is likely to be a key decision (See Decision Making - Section 3 in the Constitution for further information).
Nominated Suppliers and Sub-contractors	These are sub-contracts specified in the main contract where the Council nominates specific *Suppliers* or sub-contractors to the main contractor. The main contractor is expected to establish sub-contracts with the *Suppliers* nominated by the Council.
Novation	The agreed transfer to another *Supplier* of the full obligations and rights under the contract.
Parent Company	The parent company (or holding company) guarantees the proper

Guarantee	performance of a contract by one of its subsidiaries (the contractor). The conditions of the parent company guarantee will usually give the parent company the opportunity to remedy any default within a period of notice before the guarantee is called. The liability can take several forms including a financial guarantee of completion of the project itself or the employment of another *Supplier* to complete the project.
Post Tender Negotiation	Post tender negotiation means negotiations with any tenderer after submission of a *Tender* and before the award of the contract with a view to obtaining an adjustment in price, delivery or content.
PFH	Procurement for Housing – a local authority approved purchasing consortium, more specifically for Housing
Public Contracts Regulations 2015 or PCR 2015	Public Contract Regulations 2015 are the legally required processes for UK public procurement which were transposed from EU Procurement Directives 2014 along with some UK specific rules (PCR 2015 is often referred to as EU Regulations) These are superseded by the Procurement Act 2023 from 24th February 2025.
Public Contracts Threshold	Means the threshold amount for a particular contract to be classified as a ”public contract” and subject to the substantive requirements of the Procurement Act 2023, as set out in Schedule 1 of the Procurement Act 2023 and as updated from time to time.
Procurement Act 2023	Legislation in force from 24th February 2025 succeeding PCR2015
Quotation	“Quotation” means an offer to supply or purchase goods, or materials, execute works or provide services including consultancy, at a stated price based on terms and conditions agreed with the *Supplier*. For the purpose of These Contract Procedure Rules, the Council uses the term ‘Quote’ rather than ‘Tender’ for the more simplistic procurement process to be followed for estimated contract values below £100,000.
SBC	Stevenage Borough Council
Short Listing	Where *Suppliers* are selected: • to quote or bid or • to proceed next stage of the process.
Supplier	Any person, organisation or economic operator who supplies the Council with Goods, Works or Services. For the purpose of These Contract Procedure Rules, the term supplier includes contractors, consultants and service providers.
Senior Leadership Team member	The Heads of Servcie, Deputy Chief Executive and Chief Executive.
Tender	“Tender” means a formal offer to supply or purchase goods, or materials, execute works or provide services including consultancy, at a stated price based on set terms and conditions. For the purpose of These Contract Procedure Rules, the Council uses the term ‘Tender’

	as opposed to ‘Quote’ for the more complex procurement procedure required for estimated contract values over £100,001.
TUPE	Transfer of Undertakings (Protection of Employment) Regulations
Works	are (for the purpose of the PCR 2015) given the meaning set out in the PCR 15 and (for the purpose of the Procurement Act 2023) activities having a “works” CPV code in Schedule 3 of the Procurement Regulations 2024
YPO	Yorkshire Purchasing Organisation - a local authority approved purchasing consortium

Appendix B Notice requirements of Procurement Act 2023

Contract Standing Orders Table of Changes – February 2025

	Description	**Existing Contract Standing Orders**	**New Contract Procedure Rules**
1.	***Thresholds for competition***	Band 1 – up to £10,000 Band 2 £10,001 - £75,000 Band 3 £75,000 – EU thresholds No option available for Procurement to allow the use a band down	Band 1 – up to £15,000 for services and supplies. Up to £25,000 for works Band 2 £15,001 – £100,000 for supplies and services. Up to £250,000 for works Band 3 £100,001 (£250,000 works) – Procurement Act 2023 thresholds Option to request permission in exceptional circumstances to use a less onerous band or more informal process.
2.	***Overview and responsibly***		Obtain a Contract reference at the start of the process.
3.	***Exemptions***	Delete exemption for Goods and materials sold at a fixed price or are wholly controlled by trade organisations or government order as not used	Create new exception for "unforeseen works or circumstances where delay will adversely impact on the service delivery for the council or access to external funds". Create new exception for "exceptional circumstances not covered by above" (other exemptions) which must be approved by Borough Solicitor and Corporate Procurement Manager
4.	***Using Framework agreements***		Duty to consider and research if there is an appropriate framework that is likely to provide better value than our own procurement exercise. Prohibit the use of direct award options where the framework has a mini competition option. Waiver can be applied for using waiver reason B

Contract Standing Orders Table of Changes – February 2025

			or new waiver option above if circumstances warrant.
5.	***Social value thresholds***	Not currently detailed in CSOs but has been	All Band 3 procurements to have 10% of the evaluation given over to social value. Unless works with duration under 9 months. To be evaluated and contract managed in house. All over Procurement Act 2023 Threshold. To have 10% evaluation given over to social value and the use the Social Value portal for evaluation and contract management and reporting.
6.	***Pre market engagement***	Currently quite light touch, suggests it would be a good idea	To make it a requirement to do some pre-market engagement. Guidance of what to be on the intranet rather than in CPR's
7.	***Using existing council services or existing contracts***		If in existence, make proportionate efforts to engage with service or contract manager with a view to use if appropriate.
8.	***Contract Management***	Wholescale re write	Expectation that contract managers ensure contractors are fulfilling their obligations under the contract Insurance, qualifications, certifications etc and of course perform under the contract. Expectation to have a contract file stored centrally within the department to enable a new contract manager to take over without a formal handover. Need to inform procurement for over threshold contracts of issues that will need a notice published. Need to inform procurement on over threshold contracts when the contract finishes. Need to consider next procurement (if an ongoing need) in sufficient time.

Contract Standing Orders Table of Changes – February 2025

			Formal KPI monitoring for over £5Million contracts. All staff with contract management in Job descriptions must attend contract management training as soon as possible after appointment.
9.	***Contract Extensions and Contract Variations***		Include requirement to consult with Corporate Procurement before invoking extensions and before agreeing variations where the contract is covered by or where it may become covered by the Procurement Act 2013.

Proposed Changes to paragraph 3.2.1 of the Constitution

3.2 Policy Framework and budget

3.2.1 **Policy Framework:** The Policy Framework is composed of the following plans, policies and strategies with the following titles or reasonably taken to be the following even if they have different titles:

a) Anti-Fraud and Anti-Corruption Policy;
b) Community Grants policies;
c) Corporate Equalities Policy;
d) Corporate Strategic Plan;
e) Crime and Disorder Reduction Strategy, including Community Safety Strategy;
f) Fees and Charges Strategy;
g) Gambling Statement of Principles;
h) Health and Wellbeing Strategy;
i) Housing Strategy, Allocations Scheme, Tenancy Strategy, Homelessness Strategy, and Private Sector Housing Assistance Policy;
j) ICT Strategy;
k) Licensing Statement of Policy;
l) Parking policies;
m) Pay Policy Statement;
n) Plans and strategies which together comprise the ~~District~~ Development Plan, Supplementary Planning Documents, final allocated site Masterplans (other than masterplans that form part of discharging a planning condition), and associated development guidance;
o) Safeguarding Policy;
p) Taxi policies, including the Driver Suitability Policy;

Commented [RF1]: Since the adoption of the District Plan in 2018 the majority of masterplans for allocated sites have followed the Council's approach and been endorsed.

For those sites that are coming forward on a speculative basis or where the outline planning permission has been granted, masterplanning is dealt with via a discharge of condition. This means that they have to be dealt with within a certain period of time. If not, deemed discharge is assumed. This change therefore provides flexibility to deal with different circumstances

q) Treasury Management Strategy; and
r) Whistleblowing Policy.
s) Council Tax Reduction Scheme

6.1 Development Management Committee

6.1.1 Remit

6.1.2 The Development Management Committee (in this Section 2 referred to as "the Committee") is authorised to undertake (or sub-delegate) all of the council's functions specified in Part A (town and country planning and development management) and paragraphs 46 (hedgerows), 47 (trees) and 48 (high hedges) of Part I of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, save that where the Committee has resolved to grant planning permission or listed building consent subject to completion of a planning obligation (including a deed modifying or discharging an existing obligation) and an obligation acceptable to the Head of Planning and Building Control has not been entered into within 3 months of the Committee's resolution, the Head of Planning and Building Control may refuse that application for lack of an acceptable planning obligation.

6.1.3 The Committee is also authorised to exercise the council's local choice functions in relation to the obtaining of information under Section 330 of the Town and Country Planning Act 1990 as to interests in land and the obtaining of particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976 (as specified in the table in Section 1 above).

6.2 Membership and meeting arrangements

6.2.1 The Committee, consisting of 12 Members (and up to six substitutes), will be appointed by Annual Council and will be politically balanced.

6.2.2 The Committee will meet in accordance with a schedule of Ordinary Meetings, although meetings may be cancelled due to lack of business, or additional meetings may be arranged as necessary, in consultation with the Chair of the Committee.

6.3 Quorum

6.3.1 The Quorum for the Committee shall be four Members.

6.4 Development Management Committee Chair

6.4.1 The Chair of the Development Management Committee will be appointed by Council at its annual meeting. The Vice-Chair will be appointed by the Committee at its first meeting of the Civic Year.

6.5 Procedure at meetings

6.5.1 Procedure at meetings shall be in accordance with the Council Procedure Rules in Section 3, except as provided in 6.5.2 to 6.5.45 below.

6.5.2 At a meeting of the Development Management Committee, a person or their representative may, if notice in writing, by telephone or in person has been given by 5pm two working days before the meeting, speak on a particular planning application, provided that it is on the agenda to be considered at the meeting

6.5.3 For each planning application, which is subject to consideration at the meeting, ~~there will be~~ the following process will be followed:

a) An introduction and presentation of the application by Officers and/or the Chair

b) Representations by objector(s) or their representatives

c) Representations by Parish/Town Council

d) Representations by applicant and/or supporters or their representatives

e) Representations by Ward Councillor(s)

Commented [RF1]: These amendments seek to set the process of public speaking out more clearly and formalise the existing process whereby Ward Members often address the Committee

6.5.4 Members may seek clarification on any of the representations set out in 6.5.3 b) – e) after they have spoken. The Chair has the discretion to refuse to allow a question to be asked or answered where it does not relate to something stated by the speaker and the proposal under consideration. The Chair has discretion as to the length of time questions and answers can be heard for. Members may ask questions of Officers at any point in proceedings, subject to the Chair's discretion.

Commented [RF2]: This amendment adds the ability for Members to question applicant/agent.

Members sometimes ask officers questions they do not know the answer to or which, whilst related to the proposal, are not planning matters.

Allowing Members to ask these of those speaking in support would enhance Members ability to understand the potential impact of proposals.

The questions are proposed to be limited to clarifying something already said by speakers.

6.5.5 The time limits for the process set out in 6.5.3 are as follows:

- For b, c, and d) ~~-~~Three minutes in total for each section, unless the application relates to a strategic site in the District Plan , in which case six minutes.

- For e) Five minutes, unless the application relates to a strategic site in the District Plan 2018, in which case 10 minutes.

The time limits are the total amount of time for each section and will be split where there are multiple representors.

~~a three minute time slot for people speaking in support of an application and one three minute slot for those speaking in objection to an application.~~

~~If the planning application relates to a district plan strategic site, the time permitted for each slot is six minutes.~~

~~6.5.4 In addition to one speaker in support and one speaker in objection to an application, there is also provision for the local Town or Parish Council to speak on the application for three minutes (six minutes if it is a strategic site)~~

6.5.6~~5~~ The Committee shall have authority to depart from the arrangements in 6.5.2 to 6.5.5~~4~~ and determine specific arrangements for public speaking on certain applications, as it sees fit.

Commented [RF3]: Officers have been asked to consider increasing the time for all items. We recommend it is kept as is given the existing provision in 6.5.6 (departing from speaking times if necessary) and that questions will add some time.

10.15 Head of Planning and Building Control

10.15.xx To carry out all the functions of the Council as local planning authority, **except where this Constitution limits those powers**, including, but not limited to, the processing of all planning applications, appeals and pre-application enquiries; and the investigation and decision to take or not take enforcement action[1].

10.15.1 To determine ~~planning, Listed Building, reserved matters and advertisement~~ all applications submitted under the Acts or secondary legislation listed in footnote 2[2] ~~applications~~ **except where** the application:

(a) is an outline or full ~~permission~~ application for a major development as defined in the Town and Country Planning (Development Management Procedure) Order (England) 2015 as amended, except:

(i) applications which are for major development by virtue of the extent of the site area only ~~(which remain delegated)~~;

(ii) where the application is a reserved matters application pursuant to a previous major application; ~~which, itself has been approved (which remain delegated); and~~

(iii) where the application is a major application which, ~~having considered the requirements of the development plan and all other relevant material planning considerations,~~ the Head of Planning and Building Control recommends to be refused ~~in consultation with~~

[1] For the avoidance of doubt all of the functions of the Council as Local Planning Authority means any functions or activities that are beneficial to securing the proper planning of the authority area. This includes providing a development management service, the provision of a planning enforcement service and provision of a planning policy service to advise on the determination of planning applications, prepare policy and guidance (as set out in other sections of this Constitution) and provide specialist advice on a number of subjects including sustainability, urban design, landscaping and heritage.

[2] All applications submitted under relevant town planning legislation, inter alia the Town and Country Planning Act 1990 (as amended), the Planning (Listed Building and Conservation Areas) Act 1990 (as amended), the Planning (Hazardous Substances) Act 1990 (as amended), Part 8 of the Anti-social Behaviour Act 2003, the Planning Act 2008 (as amended), the Environment Act 2021 the Levelling Up and Regeneration Act 2023 and secondary legislation related to these Acts)

Formatted: Font: Bold

Commented [RF1]: This paragraph introduces a "catch all" to ensure that detailed administrative processes and anything missing from the Constitution is covered to protect the Council from challenge in officers going about the detailed work of the Planning Service.

Commented [RF2]: This amended wording ensures that all relevant types of application are covered beyond those previously listed. As it is a long list, they are moved to a footnote.

Formatted: No bullets or numbering

and has notified the ~~Chairman~~Chair of the Development Management Committee of the intended decision.

(b) is a non-material or minor material amendment application (variation) pursuant to a previous major application except where the Head of Planning and Building Control has consulted the ~~Chairman~~Chair of the Development Management Committee that the matter can be dealt with as a delegated decision;

(c) is an application for planning permission or Listed Building Consent by a Member of the council;

(d) is an application other than an application to discharge a condition or make a non-material minor amendment and is by an officer of the council employed in the planning service area;

(e) is an application for planning permission or Listed Building Consent by an officer of the council, other than one employed in the planning service area and proposes development other than householder development;

(f) ~~(f)~~ is an application other than an application to discharge a condition or make a non-material minor amendment or one for prior approval ~~one~~ where a Member considers that Delegated Powers should not be exercised by the Head of Planning and Building Control and the Chair of Development Management Committee agrees that a delegated decision is not appropriate and the Member follows the procedure at a. -c. below. The procedure is:

a. The Member must submit a completed application referral form within 28 days of the application being notified or within 21 days of a revised notification being circulated to Ward Members or the Town and Parish Council.
b. The application referral form must state the relevant valid planning reasons why the decision should not be delegated and whether the referral relates to a decision to approve or refuse the application.
c. Where the Chair agrees that a delegated decision is not appropriate, the Member is expected to speak at

Commented [RF3]: The majority of these changes simplify wording or provide clarity.

The process of discussion with the Chair prior to making delegated decisions on major applications for refusal and variations to approved majors is amended. There is a risk that the previous wording of "consulted" suggests a process meeting certain legal requirements whereas in reality the Chair is notified of the intended decision.

Commented [RF4]: These additions clarify and amend what applications should go to DMC in these circumstances. The existing wording does not differentiate (except for householder applications).

The amendments provide for different types of applications to require DMC determination for the different groups mentioned, based on the risk of a perception of a conflict of interest.

It always requires the "main permission" to be taken by DMC but allows delegated decision on detailed matters of conditions, some changes to permissions or confirmation of compliance with statutory requirements.

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, … + Start at: 6 + Alignment: Left + Aligned at: 2.5 cm + Indent at: 3.14 cm

Commented [RF5]: This change takes a similar approach to the change above of allowing delegated decisions on technical or secondary applications. Prior approval applications often have a deadline by which, if a refusal hasn't been issued, permission is automatically granted. The timescales of the deadlines means that requiring these to be determined by DMC would often mean the deadline is missed.

Formatted: Numbered + Level: 2 + Numbering Style: a, b, c, … + Start at: 1 + Alignment: Left + Aligned at: 4.41 cm + Indent at: 5.04 cm

Development Management Committee in support of their referral having followed the procedure set out in 6.5.2.

d. Following receipt of a referral form as set out in a. and b. and prior to a recommendation being made, the Head of Planning and Building Control shall brief the Chair of Development Management Committee and seek their confirmation as to whether a delegated decision is appropriate.

For the avoidance of doubt, a Member may withdraw their referral at any time in advance of the application being placed on an agenda for consideration by the Development Management Committee, which shall allow the application to be determined under delegated powers (unless another section of this Constitution requires a decision by Development Management Committee).

~~. In which case the Member must contact the Chairman~~Chair ~~of the Development Management Committee to seek referral, submitting a completed application referral request form stating the reasons why the decision should not be delegated. The decision remains delegated until the DM Chairman~~Chair ~~confirms the referral request;~~

~~(g) requires reference to the Secretary of State;~~

~~(h) is for approval and requires linking to an agreement under Section 106 of the Town and Country Planning Act (s106 Agreement) (except applications which propose a variation to an existing s106 Agreement, or a s106 Agreement which is related to a development other than a major development and, in those cases, subject to consultation with the Chairman~~Chair ~~of the Development Management Committee; and~~

(i) is for development by or on behalf of the council, or which relates to a site in which it has a landowning interest, to which an objection has been made which is material to the development proposed.

Commented [RF6]: This sets out the process around "Member call-ins" more clearly and aligns the Constitution to current practice.

It introduces a deadline for Members to request a call-in which is considered necessary to allow work to be planned effectively with the decision route known by a certain point in the process.

The deadline has been set as after the date when comments are requested from the public, Members and Town and Parish Councils to allow Members to continue to gauge public interest before making a decision to request a call-in or not.

Formatted: Indent: Left: 3.14 cm, No bullets or numbering

Commented [RF7]: Not currently in constitution so if Members refers and then amendments made or following discussions wishes to withdraw referral not currently possible.

Commented [RF8]: This is not considered to be a sound reason to need DMC consideration. Almost all categories for a referral to the SoS relate to major developments, or developments by a Council, in any case.

Only one recent application has gone to DMC on this basis (LBC alterations to Wallfields) which would have gone under (i) anyway.

Commented [RF9]: It is proposed to delete this requirement.

The current wording requires the following:

1.All applications which require a new legal agreement and are major developments to be determined by DMC.
2.Applications which vary an existing legal agreement are exempt and can be determined under delegated powers.
3.Applications which require a legal agreement and are not major applications require discussion with the Chair of DMC to determine whether a DMC decision is appropriate.

The first requirement is already covered by existing wording of 10.15.1 (a) except for majors by site area only and reserved matters applications. The same logic which applies to exempting majors by site area and reserved matters applications from DMC decision under 10.15.1 (a) applies to this requirement too.

The second requirement specifies that applications requiring amendments to existing legal agreements can be determined under delegated powers, so is not required if the rest of the paragraph is deleted as decisions are delegated unless the Constitution says otherwise.

Turning to the third requirement, the vast majority of legal agreements relate to major developments, but smaller proposals sometimes require legal agreements for technical reasons. Some examples are where two households propose extensions next to each other which would be unacceptable if only one were built, or where it is necessary to secure certain on-site biodiversity net gains. These are applications which are unlikely to be of wider public interest and which, apart from this paragraph, would not trigger a DMC decision and so the need for a legal agreement meaning a DMC decision is ...

10.15.2 To take all actions as necessary with regard to the receipt, validation, consultation and administration of all application types.

10.15.3 To take all actions as necessary with regard to the administration and submission of the council's case, including any review, alteration, amendment or withdrawal of that case, following the appeal of a planning decision~~ that has been made under Delegated Powers~~.

~~10.15.4 To take all actions as necessary with regard to the administration and submission of the council's case, including any review, alteration, amendment or withdrawal of that case, in consultation with the Chairman~~Chair ~~of the Development Management Committee and a minimum of one local Ward Member (where substantive change is proposed), following the appeal of a planning decision that has been made by the Development Management Committee.~~

10.15.5 To take all actions to negotiate, vary and finalise the detail of legal agreements under section 106 of the Town and Country Planning Act 1990 as amended, following authorisation of the heads of terms of such agreements by the Development Management Committee~~(where relevant)~~ on applications requiring their decision, or following authorisation as a delegated decision, or following the submission of a planning appeal.

10.15.xx To authorise the spending of collected s106 monies following notification to the Executive Member for Planning and Growth.

10.15.6 To take planning enforcement ~~action~~ action including registering, investigating and negotiating on alleged breaches of planning control and taking decisions as to whether or not it is expedient to take enforcement action where a breach of planning control has occurred and to take enforcement action both informally and formally, including the serving or withdrawal of notices. ~~in relation to legislation within the remit of the Area of Responsibility and in particular as detailed below:~~

Commented [RF10]: Currently, if the Council proposes to change the ground on which a planning appeal will be fought for a DMC case, there must be a discussion with the Chair of DMC and at least one Ward Councillor.

It is proposed to delete this requirement so that appeals on DMC cases are dealt with in the same was as appeals on delegated cases.

Planning appeals are often highly technical and bear considerable risk of financial or reputational cost for the Council and so the detailed matters on which to defend a decision is considered to be an appropriate decision for the Head of Planning and Building Control.

Additionally, for certain appeal procedures, the Officer(s) would be giving evidence or advising the Planning Inspector as professional planning officers and so must be able to fully and professionally support the grounds for appeal.

Commented [RF11]: These additions address existing omissions where legal agreements may be required on non-DMC cases.

Commented [RF12]: This addition addresses a current omission from the Constitution.

Formatted: Space After: 22.5 pt

(a)

~~(a) to serve Planning Contravention Notices where it appears that a contravention of planning control has taken place;~~

~~(b) to issue Stop Notices, Temporary Stop Notices, Enforcement Notices, Enforcement Orders and Advert Removal Notices to issue Breach of Condition Notices and Notices under Section 215 of the Town and Country Planning Act 1990 as amended; and~~

~~(c) in cases of urgency and subject to consultation with the ChairmanChair or Vice ChairmanChair of the Development Management Committee, to arrange for the serving of urgent works notices, repairs notices and Directions under Article 4 of the Town and Country Planning (General Permitted Development) (England) Order 2015 as amended, and directions relating to unlisted buildings in conservation areas.~~

10.15.xx In consultation with the Head of Legal and Democratic Services, to initiate prosecutions and the taking of direct action or other enforcement action where Notices have not been complied with, where considered necessary to secure the good planning of the area.

10.15.7 In consultation with the Head of Legal and Democratic Services, to apply for injunctions in appropriate cases where there are any breaches of planning and/or building control, Tree Preservation Orders, or Listed Building and Conservation legislation where it is felt that contravention of planning and/or building control has taken place, and to give any undertakings in damages in such cases.

10.15.8 To determine whether or not it is expedient to take enforcement action where a breach of planning control has occurred, save where a Member requests the matter be referred to the DM Committee and, in those cases with the agreement of the ~~Chairman~~Chair of the DM Committee.

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, … + Start at: 1 + Alignment: Left + Aligned at: 3.77 cm + Indent at: 4.41 cm

Commented [RF13]: This section of the Constitution has been amended to more clearly set out authority to undertake planning Enforcement work.

Additionally the list of notices was not comprehensive and so the service of all planning enforcement notices has been covered in this proposed wording.

Commented [RF14]: This section deals with Article 4 Directions (removing permitted development rights) and specific types of Notice and requires, except where serving them is urgent, consultation with the Chair or Vice Chair of DMC.

Article 4 Directions have been moved to a new paragraph as this paragraph generally deals with Enforcement and they could be proposed for other reasons.

The two notices specified are, in the case of Urgent Works Notices, by definition urgent and so would be delegated and in the case of repairs notices a highly technical built heritage analysis and so delegated decision making is considered appropriate.

Commented [RF15]: This addition addresses a current omission in the Constitution regarding the ability to take action following a Notice being confirmed and not complied with.

Formatted: Indent: Hanging: 2.5 cm

10.15.xa To make Directions under Article 4 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), where it is considered to be an urgent matter and directions relating to unlisted buildings in conservation areas.

10.15.9 To make Tree Preservation Orders, and to determine applications for consent for the cutting down, topping or lopping of trees applications under the Town and Country Planning Act 1990 (as amended) and those submitted under the Hedgerow regulations 1997 and exercise the powers and duties relating to high hedges under the Anti-social Behaviour Act 2003.

10.15.10 To exercise the council's powers under Section 70(a) of the Town and Country Planning Act 1990, by declining to determine an application for planning permission for the development of any land where, within a period of two years, ending with the date on which the application is received, the Secretary of State has refused a similar application referred to him or her under Section 77, or has dismissed an appeal against the refusal of a similar application, and where, in the opinion of the Head of Planning and Building Control, there has been no significant change since the refusal or dismissal in the Development Plan or in any other material considerations.

10.15.11 The consideration, approval and payment of grants in respect of works to Listed Buildings, Heritage Assets at Risk, Undesignated Heritage Assets and with regard to Conservation Areas.

10.15.12 To exercise the council's planning powers for control of demolition.

10.15.13 To approve or reject plans submitted as non-material amendments to planning applications other than major planning applications.

10.15.14 To determine applications for certificates of appropriate alternative development.

Commented [RF16]: This addition replaces the text in 10.15.6 (c). Where serving these Directions are not urgent they would be either non-key decisions or would follow the Cabinet approval route.

Commented [RF17]: This addition adds the correct legislation for dealing with these matters.

10.15.15 To determine applications for certificates of lawful use and development in relation to proposed used and existing use.

10.15.16 To make observations and respond to consultations on development proposals and consultations on other matters by or on which comments are sought by Government Departments, the Planning Inspectorate, statutory undertakers, and Hertfordshire and Essex County Councils and any other Local Planning Authorities.~~y,~~ which, where relevant, are substantially in accordance with the council's policies and are not likely to be controversial..

10.15.xx To carry out all functions relating to National Infrastructure Planning including co-ordination of the Council's response to any consultation, examination or other any other matter concerned with major infrastructure projects.

10.15.17 To advertise in the local press applications required to be advertised by statute or orders or regulations made thereunder, planning applications and applications for listed building consent.

10.15.18 To advertise in the local press and/or by a notice on site applications for planning permission as required by any Development Order made by the Secretary of State.

10.15.19 After consultation with the Head of Legal and Democratic Services, to institute legal proceedings in respect of the contravention of Tree Preservation Orders and unauthorised works to trees in Conservation Area.

10.15.20 To enter into Planning Performance and Extension of Time Agreements.

10.15.xx To provide advice regarding the potential use or development of land or buildings to prospective applications through either the pre-application system, a Planning Performance Agreement or informally.

Commented [RF18]: These minor additions are made to fully cover the range of observations or responses to consultations which the Planning Service currently make.

Commented [RF19]: This addition relates to a current omission from the Constitution.

Commented [RF20]: The provision of pre-application advice, whilst covered by the proposed "catch all" at the start of the section on Planning and Building Control, is recommended to also be explicitly authorised.

10.15.21 To determine the submission of nominations for the registration of Assets of Community Value.

10.15.22 To authorise an officer to enter land at any time for enforcement purposes in cases where admission has been refused or a refusal is expected or in cases of urgency.

10.15.23 To determine submissions as to whether prior approval is required in relation to any of the forms of permitted development for which a prior approval process is required as set out in government regulations (as may be subsequently amended) and in relation to all of the matters which, as specified in the appropriate regulations, those approvals are to be made.

10.15.24 To give screening opinions and scoping opinions under the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 2017 as amended.

10.15.25 To determine fees for planning applications and planning performance agreements.

10.15.26 To determine the building regulation fees charged by the council and to take all actions as necessary acting at the council's representative on the Commissioning Panel with regard to the commissioning of the Building Control service.

10.15.27 To determine applications submitted for approval under the Building Regulations and made under the Building Act 1984 (as amended) and the Local Government (Miscellaneous Provisions) Act 1976.

10.15.28 To be the Appointing Officer for the purposes of the Party Wall Act 1996.

10.15.29 To determine any footpath and bridleways matters including their protection, creation, diversion, modification and extinguishment.

10.15.30 To finalise the wording and requirements of planning conditions and reasons for refusal following the approval or refusal to grant planning permission by Development Management Committee in line with the resolutions of the Committee.

10.15.31 To make minor amendments and/or corrections of a clerical, grammatical or editorial nature only to the wording of conditions, obligations, reasons and informatives.

10.15.32 To refuse an application ~~W~~where a planning obligation (including a deed modifying or discharging an existing obligation) acceptable to the Head of Planning and Building Control and meeting the requirements of a decision of Development Management Committee (where relevant) has not been entered into. ~~within 3 months of the Committee's resolution the Head of Planning and Building Control can refuse the application.~~

10.15.xa To prepare, consult on, adopt and publish a list of information requirements to be submitted with planning applications, and to use the list to assess the validity of submitted applications.

10.15.33 To discharge obligations under s.106 TCPA 1990 (or s.52 of the TCPA 1971) where the Head of Planning and Building Control deems that the obligation(s) has been complied with or is no longer relevant due to subsequent planning decisions or the passage of time.

Commented [RF21]: Wording added to enable existing situation where resolutions for refusal from DMC (in case of Member overturn where officers will not have provided detail wording of reasons for refusal) need to be reworded in planning language

Commented [RF22]: These proposed changes are minor clarifications and improvements to wordings.

Commented [RF23]: The Constitution is currently silent on making a Local List of planning application requirements which, whilst covered by the proposed "catch-all", is recommended to be explicitly delegated.

3.19 Motions on notice

~~3.20.1~~ Notice

Except for motions which can be moved without notice under paragraph 3.21, written notice of every motion, signed by at least two Members, or if sent by email, confirmed as submitted by at least two Members, must be delivered to the Head of Legal and Democratic Services in normal office hours not later than 12 noon~~10.00 a.m.~~ six clear working days (excluding the day of the meeting~~) and day of delivery)~~ before the next meeting of the Council. I.e. if the Council meeting is held on a Wednesday, the motion deadline would be 12 noon on the Monday the week before.

Motions on notice will be entered in a register open to public inspection. The Proper Officer may, with the consent of the Chairman, refuse to accept a motion if the matter to which it relates is referred to in the Forward Plan for consideration at a later meeting or there is otherwise an intention to consider that matter at a meeting of the Council within the next three months.

Formatted: Indent: First line: 0 cm

East Herts Council Report

Council

Date of meeting: Wednesday 26 February 2025

Report by: Democratic and Electoral Services Manager

Report title: Community Governance Review - draft recommendations

Ward(s) affected: (All Wards);

Summary – To consider the draft recommendations that have been formulated from the responses to the first stage of consultation that closed on 6 January 2025 and to agree the recommendations for the second stage of public consultation of the Community Governance Review (CGR).

RECOMMENDATIONS FOR COUNCIL:

a) **That the outcome of the first stage consultation be noted.**

b) **That Council agree the Draft Proposals for the Community Governance Review at Appendix A, launching a public consultation on those (noting that the Final Recommendations will be considered at a future Council meeting, taking the results of the public consultation into account).**

1.0 Proposal(s)

1.1 Council agreed the timetable and Terms of Reference of the Community Governance Review at its meeting on 16 October 2024.

1.2 The initial consultation was carried out between 28 October 2024 and 6 January 2025. The Community Governance Review working

group met on 6 February 2025 to review the responses received and propose draft recommendations. The responses from the consultation are attached at Appendix B.

2.0 Background

2.1 Following agreement by Council to carry out a Community Governance Review, the following timetable was agreed:

Timetable for Community Governance Review	
Stage of process	**Proposed dates**
Publication of terms of reference	16 October 2024
Initial submissions	
Initial submissions invited/ publicity campaign	28 October to 6 January 2025
Deadline for initial submissions	6 January 2025
Consideration of submissions/ preparation of draft recommendations	January/February 2025 (report to Council meeting 26 February 2025)
Consultation on draft recommendations	
Publication of draft recommendations	3 March 2025
Consultation on draft recommendations/publicity campaign	3 March to 12 May 2025
Deadline for consultation responses	12 May 2025
Consideration of responses/ preparation of final recommendations	May/June 2025 (report to Council meeting July 2025)
Decisions & implementation	
Publication of final recommendations	July 2025
Council meeting to make any Reorganisation Order	July 2025

Effective date for any revised electoral arrangements	6 May 2027 (next ordinary town/parish council elections)

2.2 The Local Government and Public Involvement in Health Act 2007 sets out two statutory criteria. The Council must, by law, have regard to the need to secure that community governance within the area under review:

a. reflects the identities and interests of the community in that area, and
b. is effective and convenient.

2.3 Once approved, the final outcome of the CGR will be implemented ahead of the 2027 local elections.

2.4 The Council must take into account the 2010 government guidance (published by DCLG). The Council must also have due regard for responses submitted during the consultations and be open and transparent such that local stakeholders are made aware of the outcome of the decisions and the reasons behind those decisions.

2.5 It is East Herts Council who decide community governance arrangements. Therefore, where difficult decisions must be made, consideration must be given to opposing and differing views in light of legislation, best practice, and official guidance. Best practice guidance includes, for example, using identifiable markers for boundaries (such as rivers, railways, roads and the edges of properties).

Consultation

2.6 The initial consultation took place between 28 October 2024 and 6 January 2025 and as the initial consultation was wide in its scope, a wide range of responses were received. All responses received can be found at Appendix B.

2.7 All town and parish councils were emailed with a link to the consultation form and District members were notified of the consultation via the Members' Information Bulletin.

2.8 The draft recommendations if approved, will be put out to consultation from 3 March to 12 May 2025. Any residents directly affected by any boundary changes will be written to and asked to respond to the consultation.

2.9 The Community Governance Review working group will meet again in June 2025 to consider all the consultation responses and use them to form a set of Final Recommendations that will be presented to Council at its meeting on 23 July 2025.

Draft proposals

2.10 The Community Governance Review working group met on 6 February 2025 to consider the consultation responses and proposed a set of draft recommendations to Council for debate and approval. The proposals are listed at Appendix X with a summary of the consultation responses received and maps are included where a proposed draft recommendation includes a change to an existing boundary or creation of a new boundary.

2.11 It is important to note that no decisions are confirmed at this stage. The consultation process on the draft recommendations is an essential part of the CGR, and responses will (by law) be taken into account in producing the Final Recommendations to Council.

2.12 The Council is required to publish the reasons for making its decisions as a result of a CGR. As such, a summary of the responses to the consultation are included at the appropriate section of the report, with all submissions included at the end, with personal information redacted or removed.

2.13 The group's rationale for each draft recommendation are as follows:

Bishop's Stortford Town and Thorley Parish

2.14 The group have recommended that the boundary between these parishes is moved down to St James Way and up parallel to Thorley Street so that the Bishop's Stortford South development is wholly in Bishop's Stortford. The houses on Thorley Street would remain in Thorley Parish.

2.15 The group felt that the development was an extension of Bishop's Stortford and it was not unusual for towns to extend beyond existing boundaries due to development growth which should be re-examined.

2.16 The group felt that residents of the new development would look to Bishop's Stortford for amenities as opposed to Thorley.

Hertingfordbury Parish Council

2.17 Hertingfordbury Parish Council had requested that the boundary be moved so that the village of Hertingfordbury was located within Hertingfordbury Parish.

2.18 The Member group highlighted that the residents of Hertingfordbury had not requested this and recognised that there was an active resident group within Hertingfordbury that was against this change.

2.19 The group's draft recommendation is to leave Hertingfordbury in Hertford and rename Hertingfordbury Parish Council as the village does not sit within the parish and could be misleading.

2.20 The group have also proposed a reduction in parish councillors as the parish currently has 10. Hertingfordbury Parish Council had requested for the number of parish councillors to be reviewed if

the boundary was proposed to remain the same. There are currently 10 councillors for 525 electors.

Ware Town and Wareside Parish

2.21 Ware Town Council requested a CGR in July 2022 to review the boundary between Ware, Wareside and Thundridge, so the whole of the Ware2 Development proposed in the East Herts Masterplan feels within Ware.

2.22 Wareside Parish were against the above proposal and argue that the loss of the precept from the new development will have an impact on their ability to deliver serves to the parish.

2.23 The working group considered both arguments and have made a draft recommendation that the boundary is not moved as the Ware2 development had not yet received planning permission and there were currently no residents within this area to consult with. The group felt that the public consultation on the draft recommendation might provide further evidence either way to moving the boundary.

Stanstead Abbotts Parish Council and Stanstead St Margaret's Parish Council

2.24 Both parish councils submitted responses to suggest they would be open to merging the councils into one covering the area of Stanstead Abbotts and Stanstead St Margaret's.

2.25 The working group have proposed that these two parishes are merged together into one parish called Stanstead Abbotts and St Margaret's Parish Council.

Great Amwell Parish Council

2.26 Great Amwell did not want to be merged or grouped with Stanstead Abbotts Parish Council and Stanstead St Margarets Parish Council.

2.27 They requested that their southern boundary be changed so that it followed a geographical feature. They would like the boundary to follow the entire length of the B181 to its junction with the Amwell Roundabout, then follow the northern (highway) part of that roundabout and then proceed along the B1502 until it reaches its current intersection with that highway from the old Hertford Road.

2.28 This would take a small area from Stanstead St Margaret's but no residents would be affected.

2.29 The working group were happy to include this suggestion in their draft recommendations.

Hertford Town Council - Rush Green Roundabout

2.30 The delayed 2023 Community Governance Review proposed changing the boundaries on the Rush Green Roundabout so that the whole area sat within a single County Division, District Ward, and Parish/Town Council.

2.31 The rationale behind the change to make it easier for Town, District and County Members to deal with issues generated by the roundabout and the business located on it.

2.32 The new boundaries would put the roundabout in the Kingsmead East Ward of Hertford Town Council. If this was to be approved when the Final Recommendations are presented to Council, the council would need to contact the Local Government Boundary Commission to move the district ward and county divisions boundaries.

2.33 The working group were happy to include this in their draft recommendations.

Aston Parish Council and Walkern Parish Council

2.34 Aston and Walkern Parish Councils have requested that the new Hazel Park Development of 600 new homes being built at the northern end of Aston Parish and small part of the western part of Walkern Parish has a separate Community Council.

2.35 The group felt that this development was an urban expansion of Stevenage but moving district boundaries was beyond the remit of the Community Governance Review.

2.36 The group considered that it was impractical to set up a new parish council until the development had been completed. They therefore recommend that this development remain inside the two parishes and no change is proposed.

Sawbridgeworth Town Council

2.37 As part of the consultation, the Town Council suggested that they did not want to be warded.

2.38 However, the working group felt that this proposal should be explored as part of the review and formed a draft recommendation that would ward the town into four wards, along the current polling districts.

2.39 The group felt it was unusual for a town council of Sawbridgeworth's size to not be warded and suggested it could improve representation for residents. The group cited other examples of town councils across the country of similar electorate sizes that had wards.

Buntingford Town Council

2.40 As part of the consultation, the Town Council suggested that they did not want to be warded.

2.41 However, as for Sawbridgeworth, the working group felt that this proposal should be explored as part of the review and formed a

draft recommendation that the town council should be split into wards.

Tewin Parish Council

2.42 There was a proposal in the Local Government Boundary Commission report that the Council may wish to consider removing the ward structure in Tewin.

2.43 The group felt that this was not necessary and proposed to leave the warding structure as it is.

Brent Pelham Parish Council

2.44 The parish council have been operating as a group parish under the name Brent Pelham and Meesden Parish Council for several years.

2.45 The only way to officially change the name of a parish council is via a Community Governance Review.

2.46 The working group have proposed a draft recommendation to change the name of the parish council to Brent Pelham and Meesden.

Buckland Parish Council

2.47 The parish council have been using the name Buckland and Chipping Parish Council for several years.

2.48 The only way to officially change the name of a parish council is via a Community Governance Review.

2.49 The working group have proposed a draft recommendation to change the name of the parish council to Buckland and Chipping.

Stapleford Parish Council

2.50 The parish council have been using the name Stapleford and Waterford Parish Council for several years.

2.51 The only way to officially change the name of a parish council is via a Community Governance Review.

2.52 The working group have proposed a draft recommendation to change the name of the parish council to Stapleford and Waterford.

3.0 Reason(s)

3.1 The approval of draft recommendations is the next step in the CGR Timetable. Following approval, these will go out to public consultation.

4.0 Options

4.1 None – Council have commenced the CGR process and this cannot be stopped by law.

4.2 Council will need to agree draft recommendations to be put out to consultation.

5.0 Risks

5.1 Government guidance states that it is good practice to conduct a full review at least every 10 – 15 years and keep the area under review in the interim. Given the Local Government Boundary Associations recommendations during the last distract ward review and certain requests received from parish councils, it is now appropriate to formally review the parish governance arrangements throughout the district.

5.2 Failure to properly conduct or implement a CGR may result in a Judicial Review. This report sets out how the consultation on the draft proposals will be carried out to ensure an effective consultation period to reduce the risk of this happening.

6.0 Implications/Consultations

Community Safety

No

Data Protection

No

Equalities

No

Environmental Sustainability

No

Financial

The Council is required to undertake regular reviews of community governance at its own cost. There will be a consultation form on the website for responses to be captured but where the Draft Proposals make changes for specific properties (such as changes to external parish boundaries, or the creation of new parish councils) these require printed materials to be delivered to the affected properties with print and distribution costs attached.

The Electoral Services team will look at the most cost effective options for delivery of these printed documents to affected households.

Health and Safety

No

Human Resources

No

Human Rights

No

Legal

The Council, as principal council, has authority to take decisions about parish electoral governance arrangements under Sections 79 and 102(2) the Local Government and Public Involvement in Health Act 2007.

Sections 81 – 84 of the above Act cover relevant aspects of the Terms of Reference for the review. These are Terms under which the review is to be undertaken and specify the area under review, which were approved by Full Council at its meeting on 16 October 2024 and are attached to this report for information.

Specific Wards

Yes – list them here

7.0 Background papers, appendices and other relevant material

7.1

Contact Member

Executive Member for Corporate Services

firstname.surname@eastherts.gov.uk

(delete is not applicable)

Contact Officer

Head of Legal and Democratic Services,

Contact Tel. No.

firstname.surname@eastherts.gov.uk

(must be at least a Head of Service)

Report Author

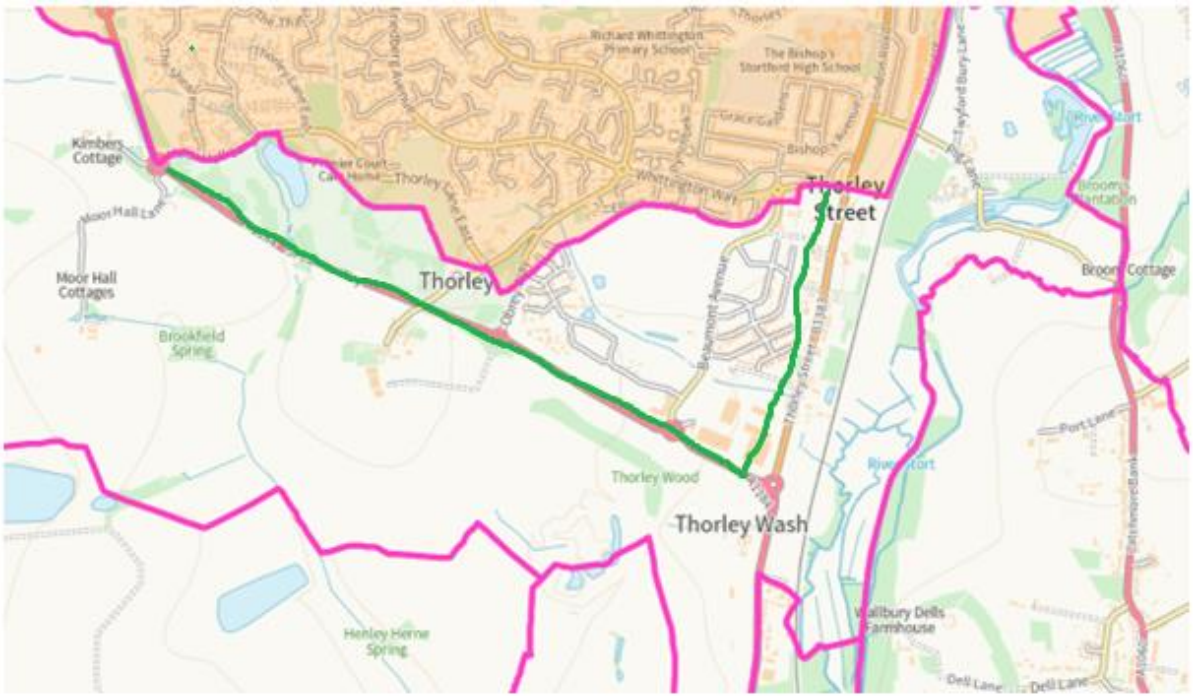
Edward McCreadie, Katie Mogan, Deputy Elections Manager, Democratic and Electoral Services Manager

edward.mccreadie@eastherts.gov.uk, katie.mogan@eastherts.gov.uk

Draft recommendations

Town/Parish Council	Bishop's Stortford Town Council and Thorley Parish Council
Electorate	Bishop's Stortford: 31,478 Thorley: 541
Consultation responses summary	**Bishop's Stortford Town Council** proposed: A. "To move the boundary between Bishop's Stortford and Thorley so the new developments that currently straddle the boundary will be completely in Bishop's Stortford; and B. A possible option of the Town Council absorbing the entirety of Thorley Parish into Bishop's Stortford." Cllr David Jacobs submitted an email in support of option A. Cllr John Wyllie submitted an email in support of option B. **Thorley Parish Council** have proposed that the boundary should follow "along the center lines of Whittington Way, along Obrey Way and onto Thorley Lane East" Nine Thorley residents contacted the review via the website to object to any boundary changes that moved their area into Bishop's Stortford
Draft recommendations	1) Move the southern boundary down to run along St James Way and run parallel to Thorley Street so the Bishop's

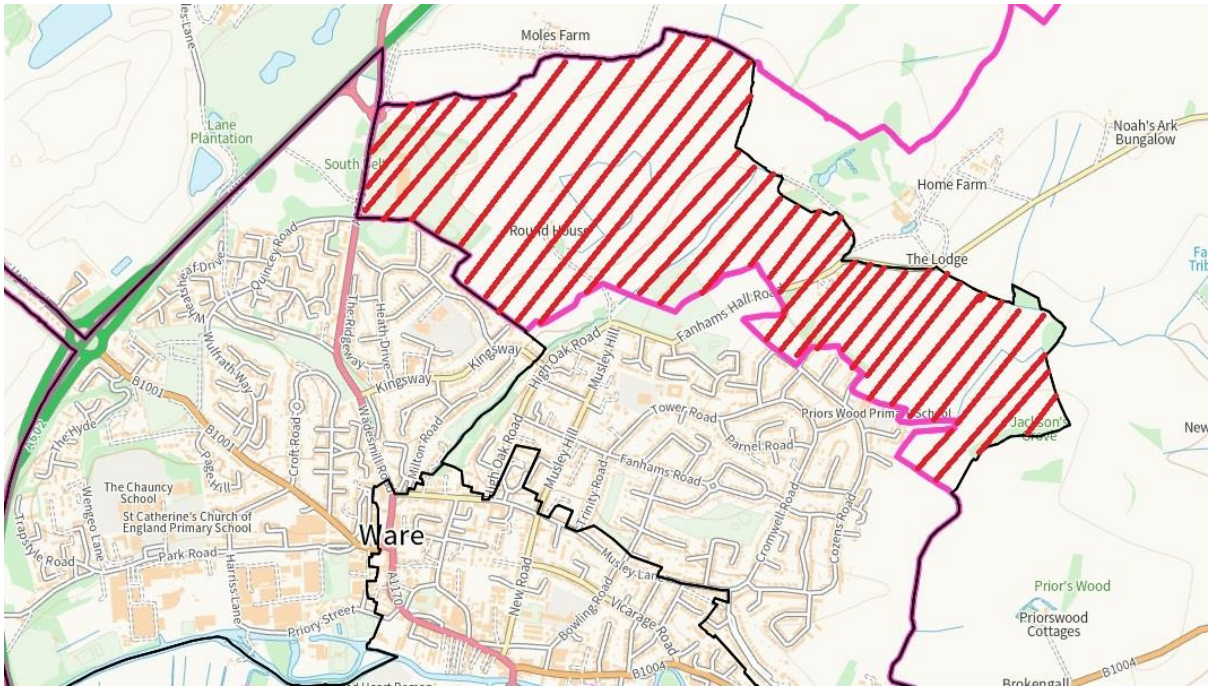
	Stortford South development falls under Bishop's Stortford.



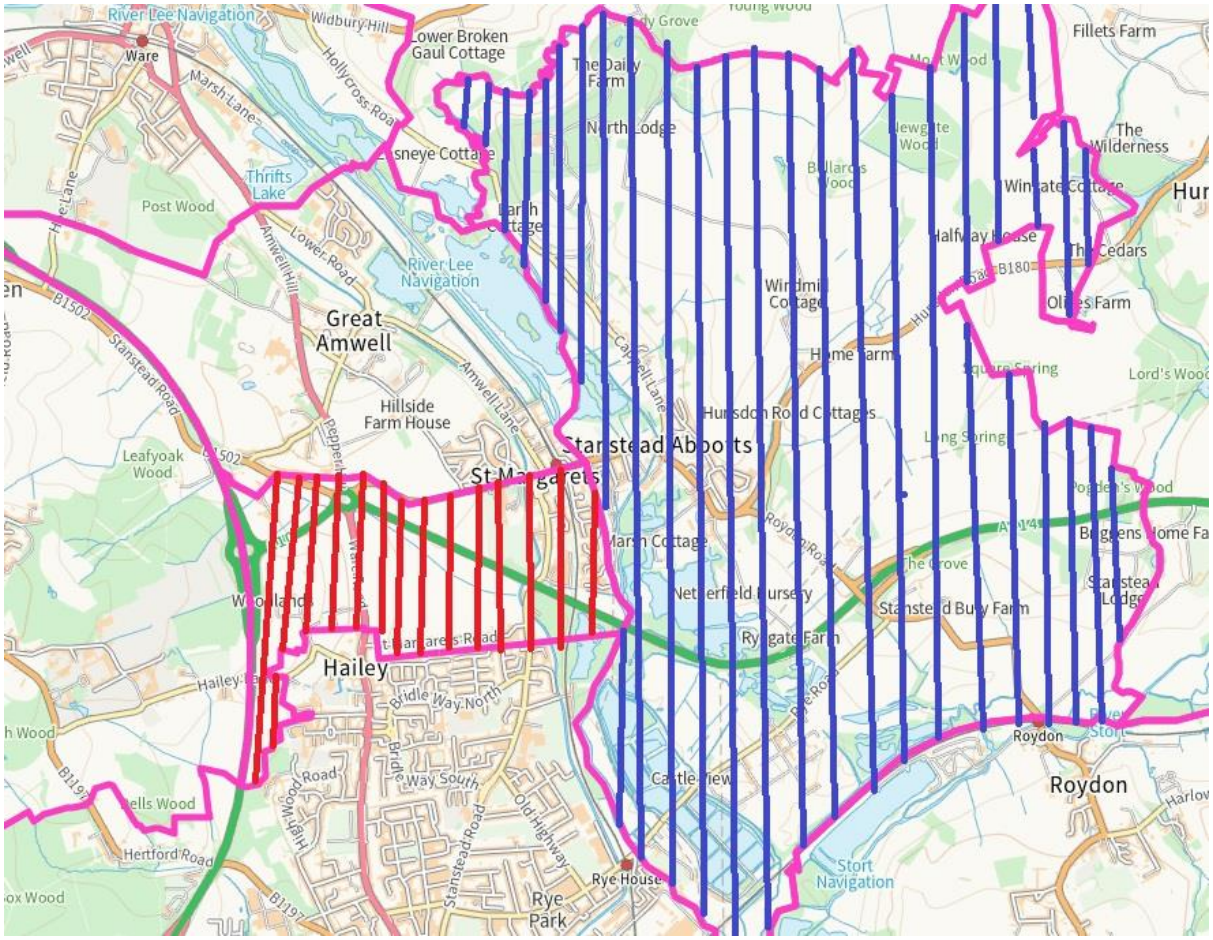
Town/Parish Council	Hertingfordbury Parish Council
Electorate	525
Consultation responses	**Hertingfordbury Parish Council** submitted the following proposals: A. "Hertingfordbury Parish Council wishes for the review to consider that we change the boundary to include the village of Hertingfordbury and to move the boundary to exclude the development of Birchall Garden Suburb. B. Should the Boundary stay as it currently stands, We wish for the number of Councillor seats to be reviewed which is currently 10 with an electorate of approx 500 residents. C. Should we gain Hertingfordbury we would like to have at least 9 seats D. We wish to consider changing the name of the parish council depending on the review outcome Councillor Bob Deering responded to the consultation and did not think Hertingfordbury village should be moved into Hertingfordbury Parish and that Birchall Garden suburb should be moved out of the parish. Councillor Rachel Carter xxxxx

	Hertford Town Council made a submission to arguing against the proposal to move Hertingfordbury Village into Hertingfordbury Parish
Draft recommendations	1) Reduce the number of parish councillors from 10 2) Change the name of the parish

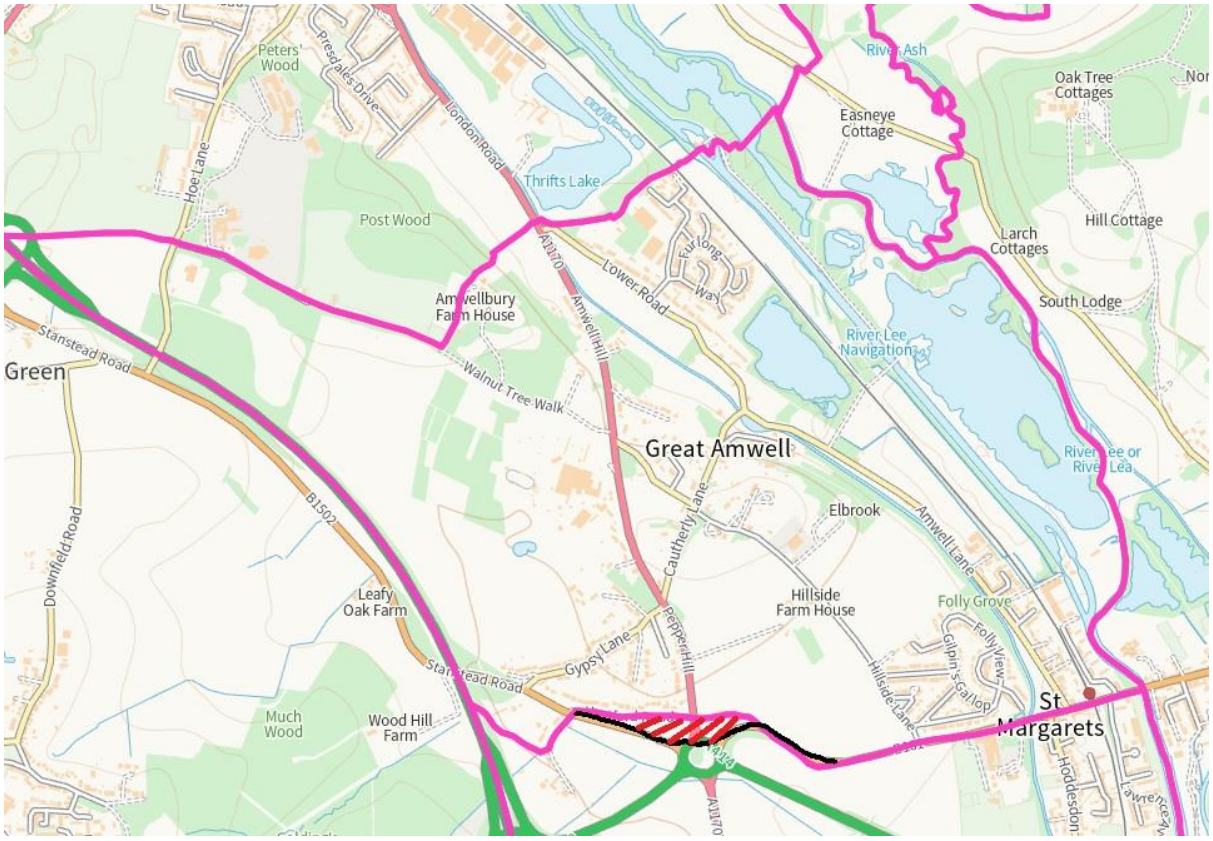
Town/Parish Council	Ware Town Council and Wareside Parish Council
Electorate	Ware Town Council: 14,907 Wareside: 552
Consultation responses	**Ware Town Council** requested a CGR in July 2022 to review the boundary between Ware, Wareside and Thundridge, so the whole of the Ware2 Development proposed in the East Herts Masterplan feels within Ware. **Wareside Parish Council** have made a submission arguing against the proposal, the Parish Council argue that the loss of the precept from the new development will have an impact on their ability to deliver serves to the parish. Cllr Jonathan Kaye (Hertfordshire County Council) supports Ware Town Council proposal
Draft recommendations	1) Leave the boundary between the parishes as it is unless further clarity is provided through the consultation on the timing and impact of Ware2 development


Moles Farm
Lane Plantation
Noah's Ark Bungalow
Home Farm
Round House
The Lodge
Fanhams Hall Road
Quincey Road
Heath Drive
The Ridgeway
Kingsway
High Oak Road
Musley Hill
Tower Road
Priors Wood Primary School
Parnel Road
Fanhams Road
Trinity Road
Cromwell Road
Cozens Road
Wulfrath Way
B1001
The Hyde
Page Hill
Croft Road
Wadesmill Road
Hamilton Road
The Chauncy School
St Catherine's Church of England Primary School
Ware
Park Road
Wengeo Lane
Trapstyle Road
Harriss Lane
Priory Street
A1170
New Road
Bowling Road
Musley Lane
Vicarage Road
B1004
Prior's Wood
Priorswood Cottages
Brokengall

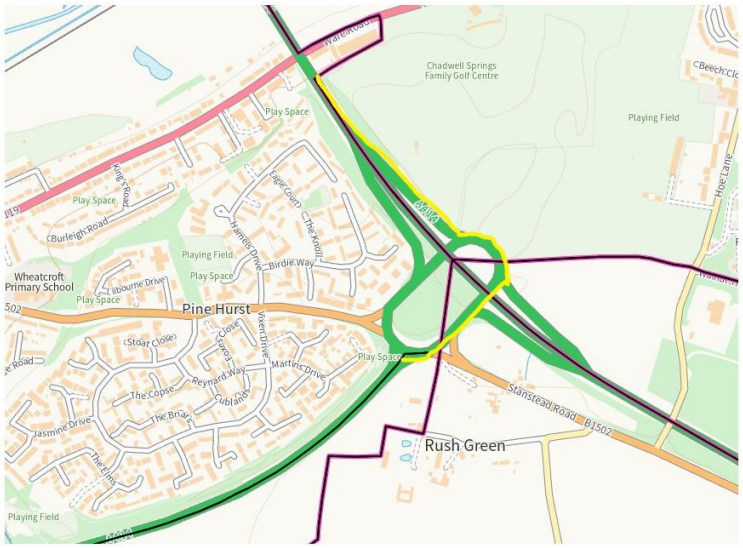
Town/Parish Council	Stanstead Abbotts Parish Council and Stanstead St Margaret's Parish Council
Electorate	Stanstead Abbots: 1,453 Stanstead St Margaret's: 1,253
Consultation responses	Both Parish Councils support the idea of either grouping or merging
Draft recommendations	1) Merge the two parishes into one named Stansted Abbotts and St Margaret's Parish Council



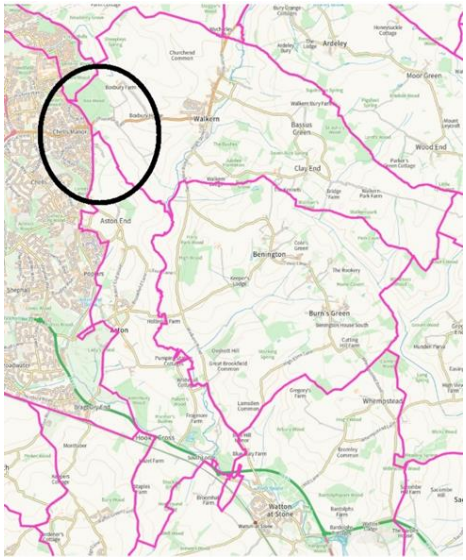
Town/Parish Council	Great Amwell Parish Council
Electorate	1,763
Consultation responses	Great Amwell did not want to be merged or grouped with Stanstead Abbotts Parish Council and Stanstead St Margarets Parish Council. They have asked for the southern boundary to changed. The draft recommendation would take a small area from Stanstead St Margaret's but would affect no residents.
Draft recommendations	1) Move the southern boundary to follow the entire length of the B181 to its junction with the Amwell Roundabout, then follow the northern (highway) part of that roundabout and then proceed along the B1502 until it reaches its current intersection with that highway from the old Hertford Road.

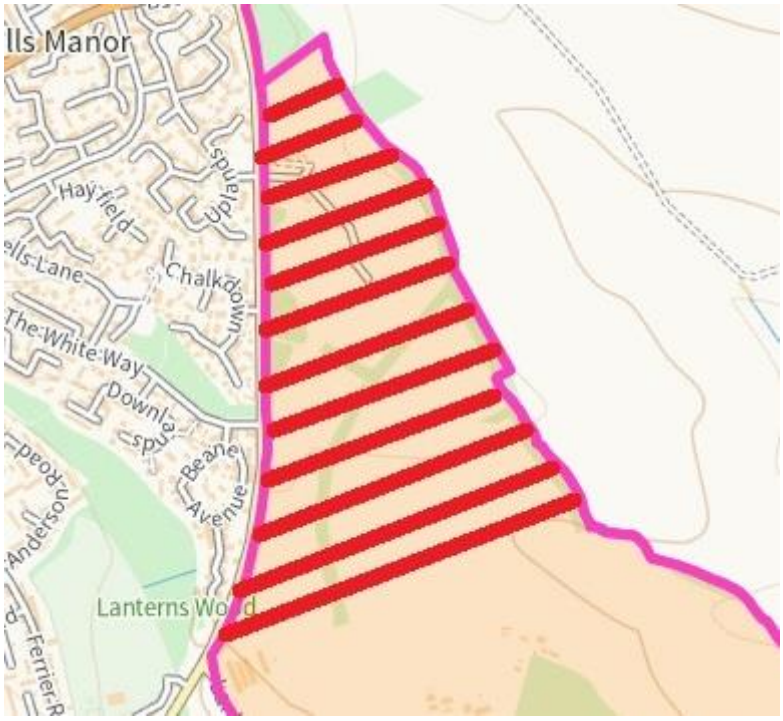

Peters' Wood
Prestates Drive
London Road
Hoe Lane
Thrifts Lake
Post Wood
A1170
Lower Road
Fullong Way
Amwellbury Farm House
Amwell Hill
Stanstead Road
Green
Walnut Tree Walk
Great Amwell
River Ash
Oak Tree Cottages
Easneye Cottage
Hill Cottage
Larch Cottages
South Lodge
River Lee Navigation
Elbrook
Amwell Lane
Cautherly Lane
Downfield Road
B1502
Leafy Oak Farm
Hillside Farm House
Folly Grove
Folly View
Gilpin's Gallop
Pepper Hill
Gypsy Lane
Stanstead Road
Much Wood
Wood Hill Farm
Hillside Lane
St Margarets
Hoddesdon

Town/Parish Council	Hertford Town Council - Rush Green Roundabout
Electorate	No residents affected
Consultation responses	Hertford Town Council supported the proposal. The other parishes did not comment.
Draft recommendations	1) Change the boundaries on the Rush Green Roundabout so that the whole area sits within Hertford Kingsmead East Ward of Hertford Town Council.

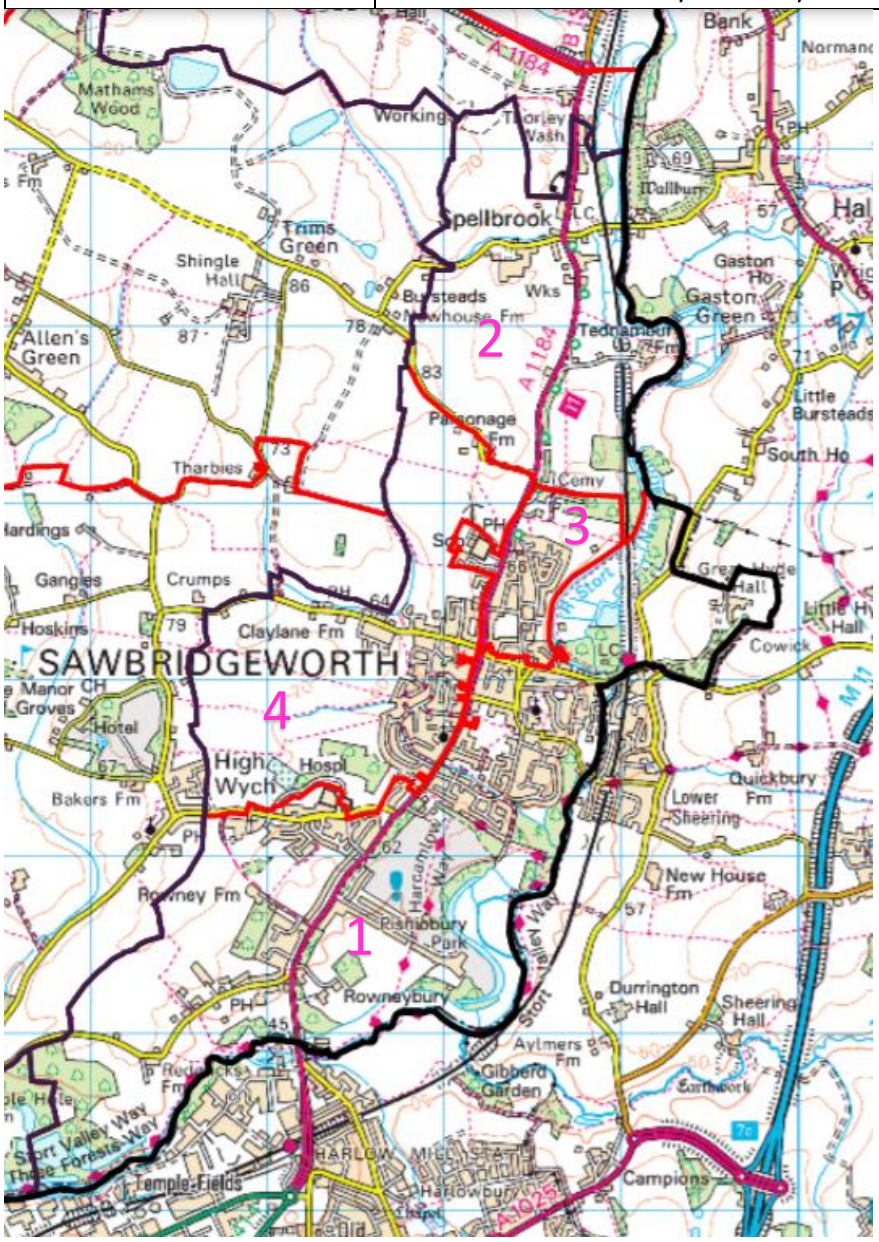


Town/Parish Council	Aston Parish Council and Walkern Parish Council
Electorate	Aston: 701 Walkern: 1,247
Consultation responses	Aston and Walkern Parish Councils have requested that the new Havel Park Development of 600 new homes being built at the northern end of Aston Parish and small part of the western part of Walkern Parish has a separate Community Council. The argument put forward by both parishes is that the development is an urban extension of Stevenage and would not fit with the rural nature the two Parishes.
Draft recommendations	1) Leave the Hazel Park Development within the parish

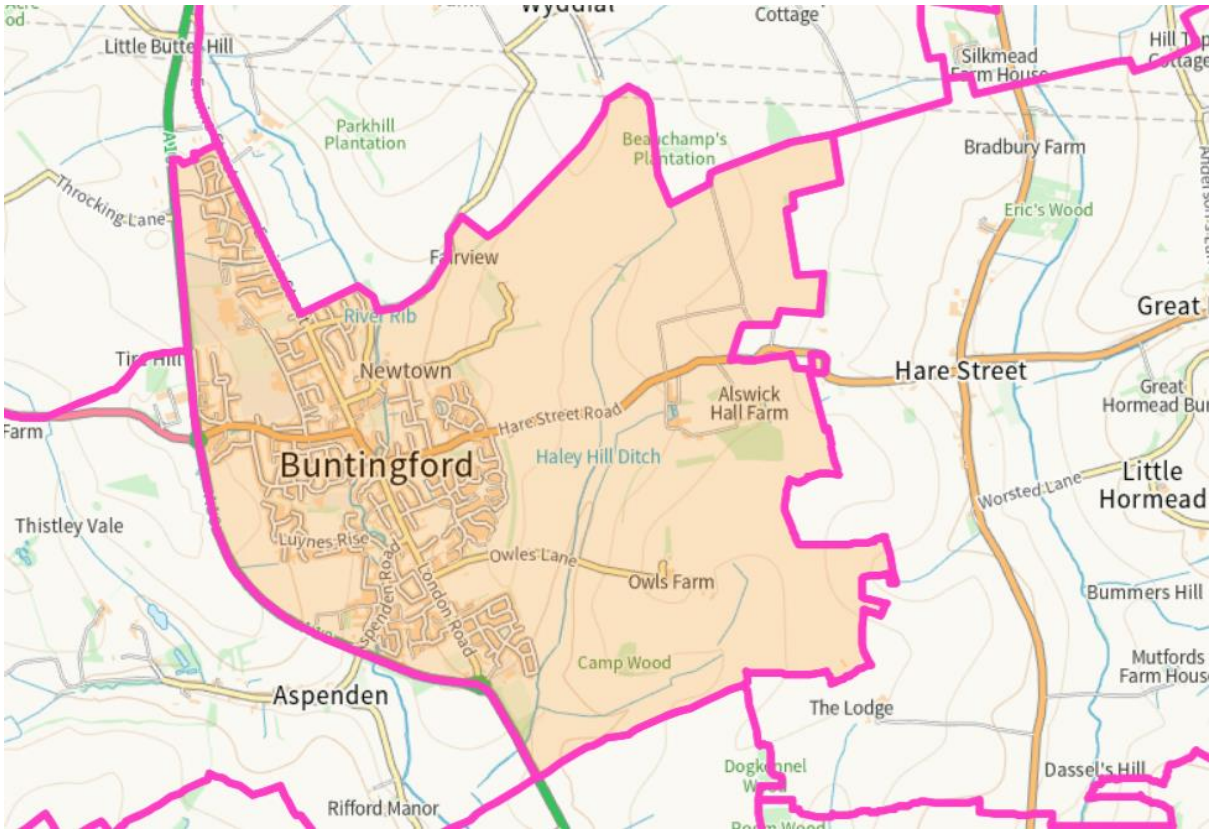




Town/Parish Council	Sawbridgeworth Town Council
Electorate	7,197
Consultation responses	The town council have requested not to be warded.
Draft recommendations	1) Create four wards within Sawbridgeworth Town Council following the current polling districts of SAW1, SAW2, SAW3 and SAW4



Town/Parish Council	Buntingford Town Council
Electorate	6,086
Consultation responses	The town council have requested not to be warded.
Draft recommendations	1) To ward the Town Council area



Town/Parish Council	Brent Pelham Parish Council
Electorate	257
Consultation responses	No responses.
Draft recommendations	1) To rename as Brent Pelham and Meesden Parish Council

Town/Parish Council	Buckland Parish Council
Electorate	224
Consultation responses	No responses.
Draft recommendations	1) To rename as Buckland and Chipping Parish Council

Town/Parish Council	Stapleford Parish Council
Electorate	477
Consultation responses	No responses.
Draft recommendations	1) To rename as Stapleford and Waterford Parish Council

Community Governance Review 2024-25 Stage 1 Summary Report

1. Bishop's Stortford and Thorley Boundary

Bishop's Stortford Town Council have proposed: (See Appendix 1 for full submission)

A. "To move the boundary between Bishop's Stortford and Thorley so the new developments that currently straddle the boundary will be completely in Bishop's Stortford; and

B. A possible option of the Town Council absorbing the entirety of Thorley Parish into Bishop's Stortford."

The area covered by proposal A is shown by the red lines on Map 1 below.

Cllr David Jacobs submitted an email in support of option A

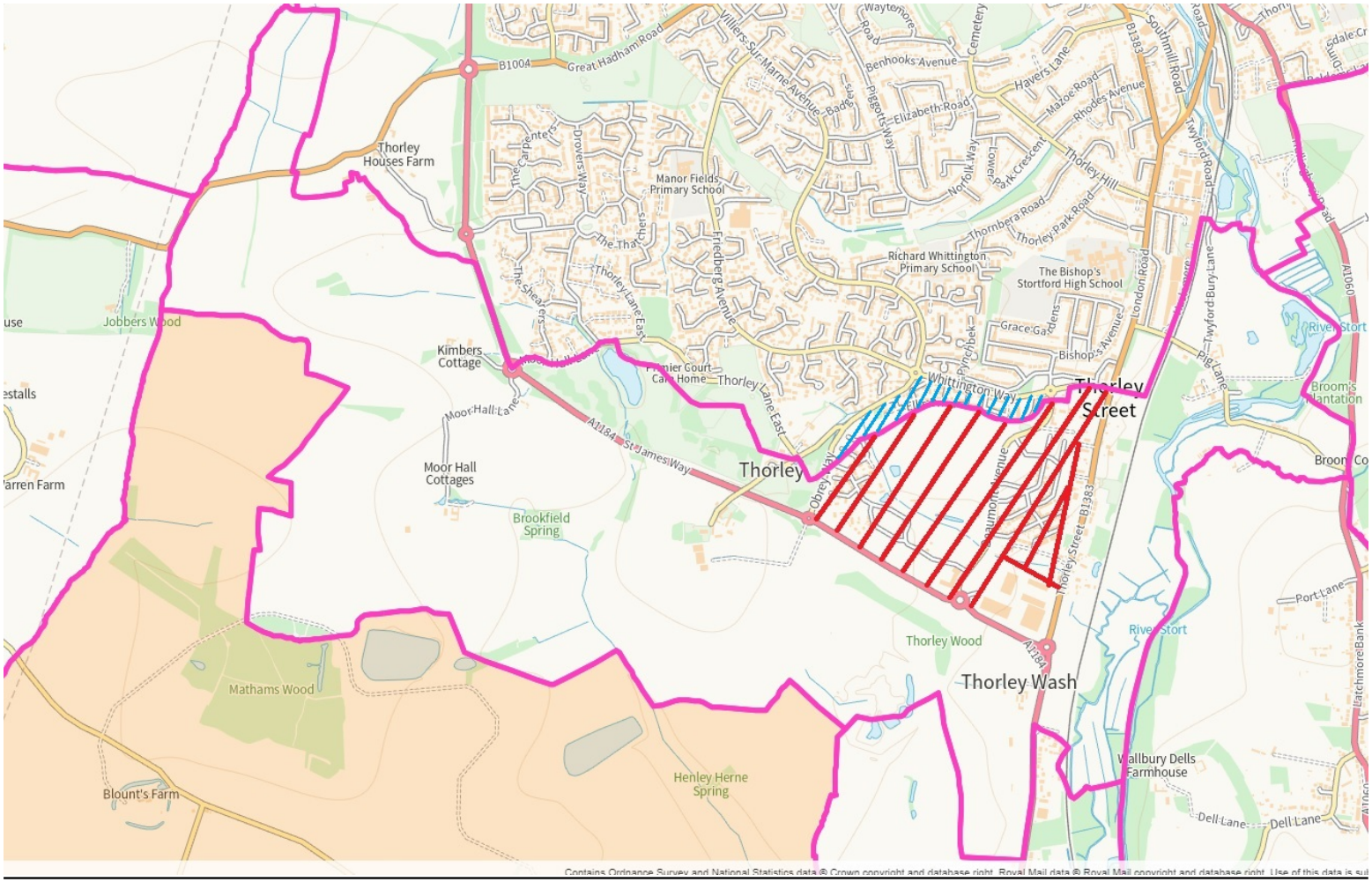
Cllr John Wyllie submitted an email in support of option B

Thorley Parish Council have proposed that the boundary should follow "along the center lines of Whittington Way, along Obrey Way and onto Thorley Lane East" (See Appendix 1.1 for full submission)

The area covered by this proposal is shown by the blue lines on Map 1 below.

Nine Thorley residents contacted the review via the website to object to any boundary changes affecting Thorley. (See Appendix 1.2)

Map 1


B1004
Great Hadham Road
Thorley Houses Farm
Manor Fields Primary School
Richard Whittington Primary School
The Bishop's Stortford High School
Thornbera Road
Thorley Park Road
Thorley Hill
Rhodes Avenue
Elizabeth Road
Benhooks Avenue
Havers Lane
Southmill Road
Twyford Road
London Road
Grace Gardens
Bishop's Avenue
Whittington Way
Thorley Street
Thorley Street B1383
Thorley Lane East
Friedberg Avenue
Kimbers Cottage
Premier Court Care Home
Moor Hall Lane
Moor Hall Cottages
A1184
St James Way
Thorley
Brookfield Spring
Jobbers Wood
Mathams Wood
Blount's Farm
Henley Herne Spring
Thorley Wood
Thorley Wash
River Stort
Broom's Plantation
Port Lane
Wallbury Dells Farmhouse
Dell Lane
Beaumont Avenue
Obrey Way
Pig Lane
Twyford Bury Lane
A1060
Contains Ordnance Survey and National Statistics data © Crown copyright and database right. Royal Mail data © Royal Mail copyright and database right. Use of this data is su

2. Hertford and Hertingfordbury

Hertingfordbury Parish Council submitted the following proposals: (see Appendix 2.0 full submission)

A. "Hertingfordbury Parish Council wishes for the review to consider that we change the boundary to include the village of Hertingfordbury and to move the boundary to exclude the development of Birchall Garden Suburb.

B. Should the Boundary stay as it currently stands, We wish for the number of Councillor seats to be reviewed which is currently 10 with an electorate of approx 500 residents.

C. Should we gain Hertingfordbury we would like to have at least 9 seats

D. We wish to consider changing the name of the parish council depending on the review outcome."

The area covered by proposal A is shown by the red lines and blue lines on Map2 below.

Cllr Bob Deering made the following comments:

" 1. there's a very long standing oddity that what most people regard as Hertingfordbury is part of Hertford Town and is not within the boundary of Hertingfordbury PC. I can therefore see why it might be suggested that the village should be moved into Hertingfordbury parish. On the other hand, however, the present arrangement has been in place for a long time and I'm unaware that it causes any difficulty in practise. So, (a) what do the residents of Hertingfordbury think and (b) if it ain't broke don't fix it.

2. the Birchall Garden Suburb development will be big. My own view is that incorporating any part of it within a parish would be inappropriate so I support the request that Birchall be removed from the territory of Hertingfordbury PC. I don't understand why this needs to wait until the development is more advanced.

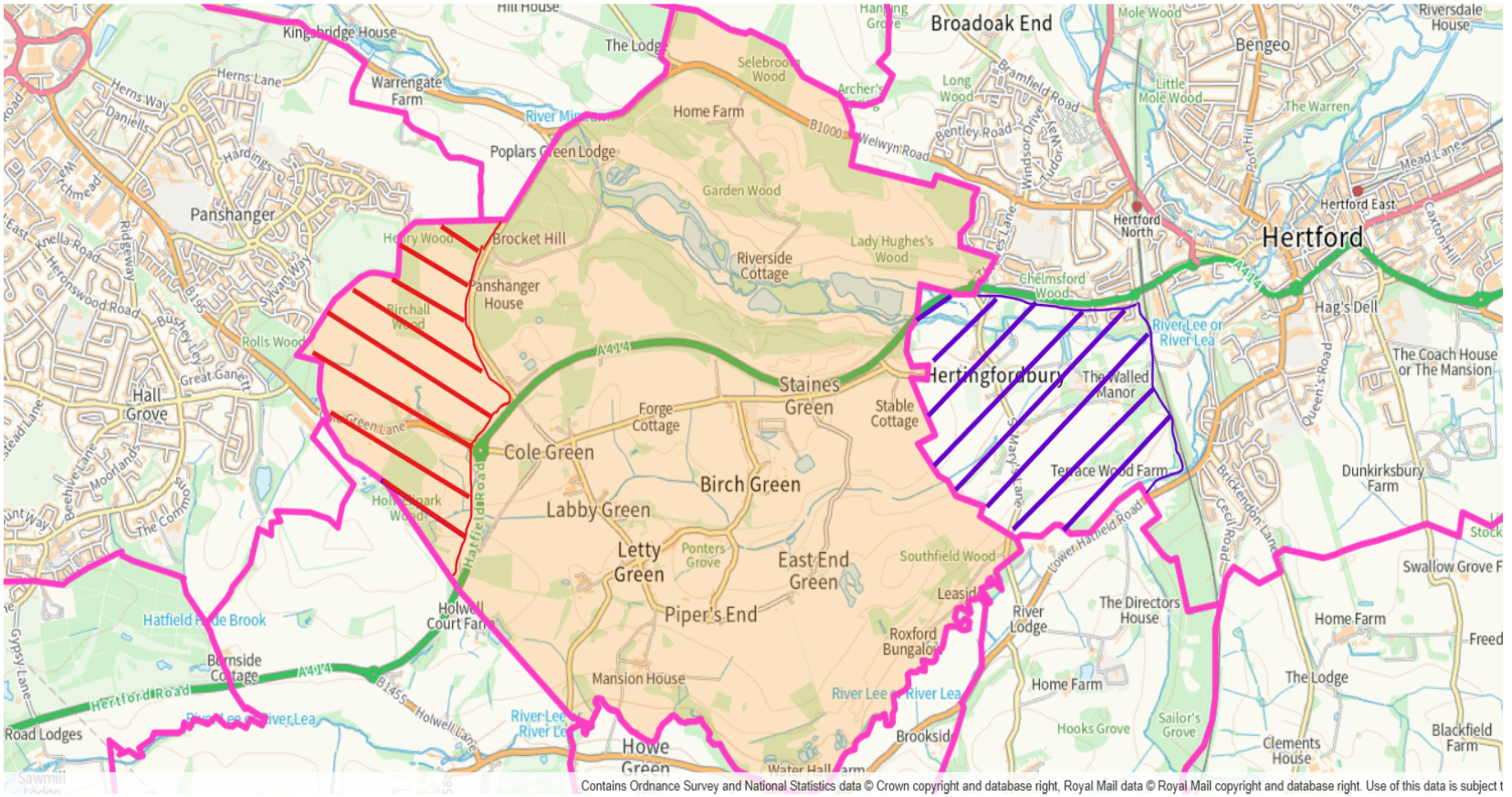
3. the number of councillors presumably depends on what happens re (1) and (2) above. Once it's known how large/small Hertingfordbury parish will be I imagine that the appropriate number of councillors will naturally fall into place."

At the previous meeting of the CGR Working Group it was agreed that it was too early in the planning process to make any proposals on Birchall Garden Suburb, and therefore this would need to look at by a future CGR.

Historically Hertingfordbury Village has been part of the Hertford since the 1920s.

Hertford Town Council made a submission to arguing against the proposal to move Hertingfordbury Village into Hertingfordbury Parish (See Appendix 2.1 for full submission)

Map 2



EXCLUDE

INCLUDE

3. Ware and Wareside

Ware Town Council requested a CGR in July 2022 to review the boundary between Ware, Wareside and Thundridge, so the whole of the Ware2 Development proposed in the East Herts Masterplan feels within Ware. Ware Two (see Appendix 3.0 for full submission)

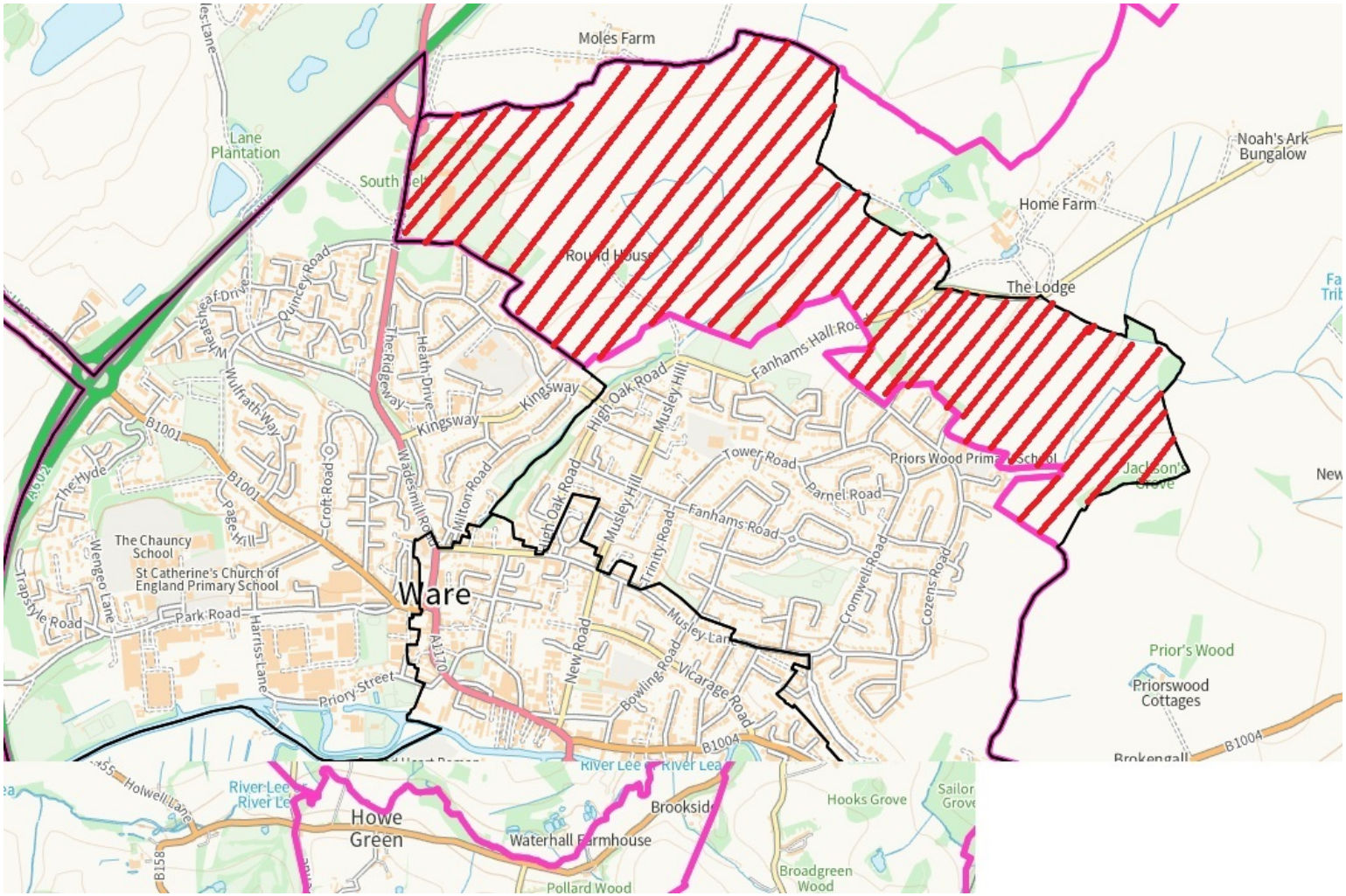
Wareside Parish Council have made a submission arguing against the proposal (see Appendix 3.1 for full submission), the Parish Council argue that the loss of the precept from the new development will have an impact on their ability to deliver serves to the parish.

The area covered by the proposal is shown by the red lines on Map 3 below.

During their review of District Council Wards in 2022 the Local Government Boundary Commission for England changed the boundary between Ware Trinity and Ware Rural Wards because in their opinion " LGBCE Report page 18 Paragraph 77 "We agree that future electors are more likely to look towards Ware town, rather than the rural surrounding parishes, for amenities. We also consider that placing the entirety of the residential development in a single ward will be conducive to effective and convenient local government."

Cllr Jonathan Kaye (Hertfordshire County Council) supports Ware Town Council proposal.

Map 3


Moles Farm
Lane Plantation
Noah's Ark Bungalow
Home Farm
Round House
The Lodge
Fanhams Hall Road
Quincey Road
Heath Drive
Kingsway
Wulfrath Way
The Ridgeway
B1001
High Oak Road
Musley Hill
Tower Road
Priors Wood Primary School
Parnel Road
Fanhams Road
Trinity Road
Cromwell Road
Cozens Road
Jackson's Grove
The Hyde
Croft Road
Wadesmill Road
Milton Road
Pagets Hill
The Chauncy School
St Catherine's Church of England Primary School
Wengeo Lane
Trapshyde Road
Park Road
Harriss Lane
Ware
A1170
Priory Street
New Road
Bowling Road
Musley Lane
Vicarage Road
B1004
Prior's Wood
Priorswood Cottages
Brokengall
River Lee
River Lea
Holwell Lane
B158
Howe Green
Waterhall Farmhouse
Brookside
Hooks Grove
Broadgreen Wood
Pollard Wood

4. Stanstead Abbotts Parish Council and Stanstead St Margarets Parish Council

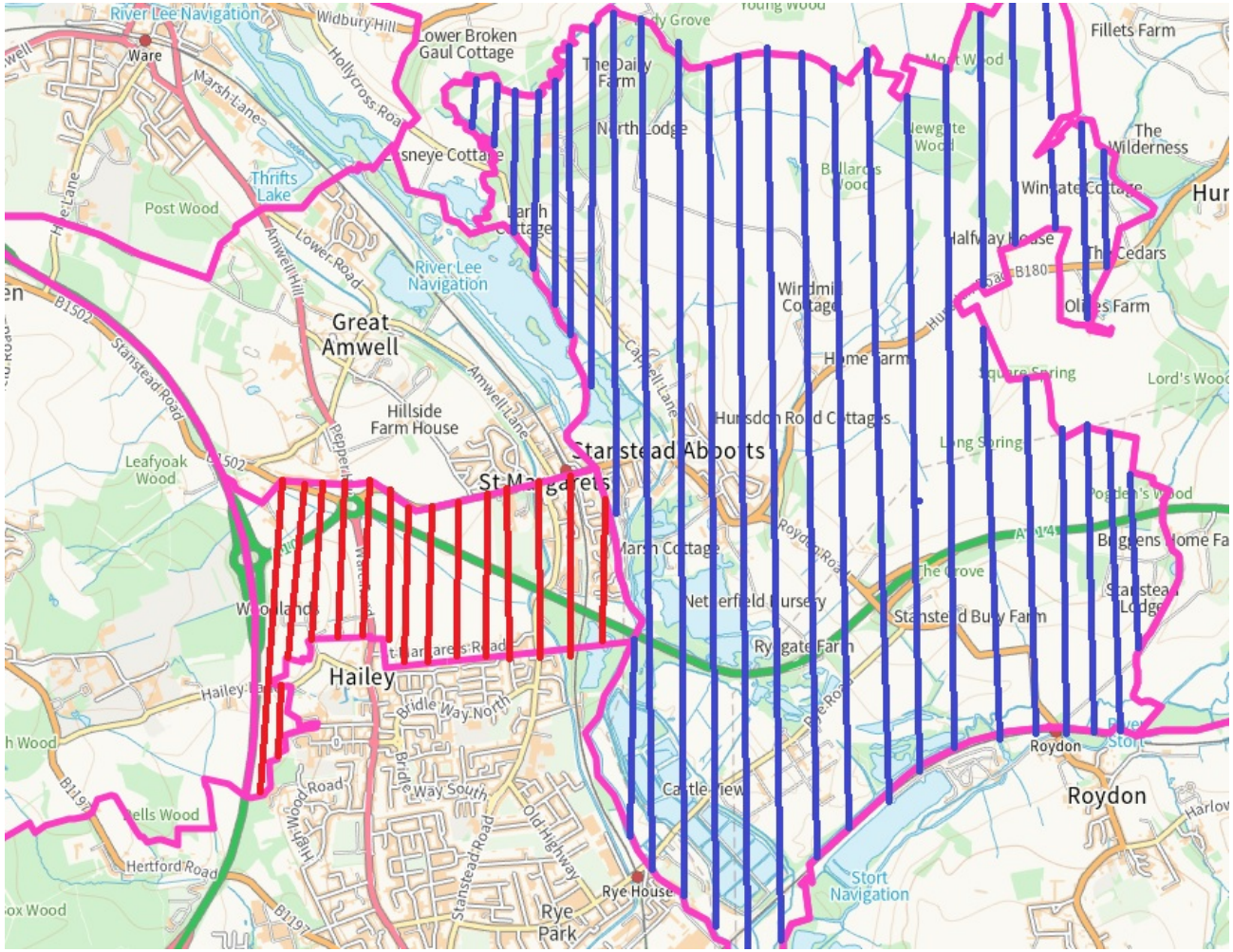
Both Parish Councils support the idea of either grouping or merging (Appendixes 4.0 and 4.1 for full submissions). It was also suggested that Great Amwell Parish Council be included in the arrangement, but they have said no (see Appendix 4.2)

The area covered by the proposal on Map 4 below, Stanstead St Margarets identified by the red lines and Stanstead Abbotts by the blue.

Both Parishes are in Great Amwell and Stanstead District Ward. Stanstead St Margaret West Ward is in the Ware South County Division and Stanstead St Margarets East Ward and Stanstead Abbotts are in Sawbridgeworth County Division.

If the parishes are merged, then EHDC will need to seek permission from the LCGCE to move the Sawbridgeworth County Division boundary.

Map 4


River Lee Navigation
Ware
Widbury Hill
Lower Broken Gaul Cottage
Hollycross Road
Marsh Lane
The Dairy Farm
North Lodge
Fillets Farm
The Wilderness
Thrifts Lake
Post Wood
Lower Road
Amwell Hill
River Lee Navigation
Great Amwell
B1502
Stanstead Road
Hillside Farm House
Amwell Lane
Capwell Lane
Hunsdon Road Cottages
Stanstead Abbotts
St Margarets
Leafyoak Wood
Pepperill
Marsh Cottage
Roydon Road
The Grove
Stanstead Bury Farm
Ryegate Farm
Hailey
Bridle Way North
Bridle Way South
Old Highway
Stanstead Road
Rye House
Rye Park
Hertford Road
B1197
Castle View
Roydon
Stort Navigation
Harlow
Halfway House
The Cedars
Home Farm
Lord's Wood
Long Spring

5. Great Amwell Parish Council

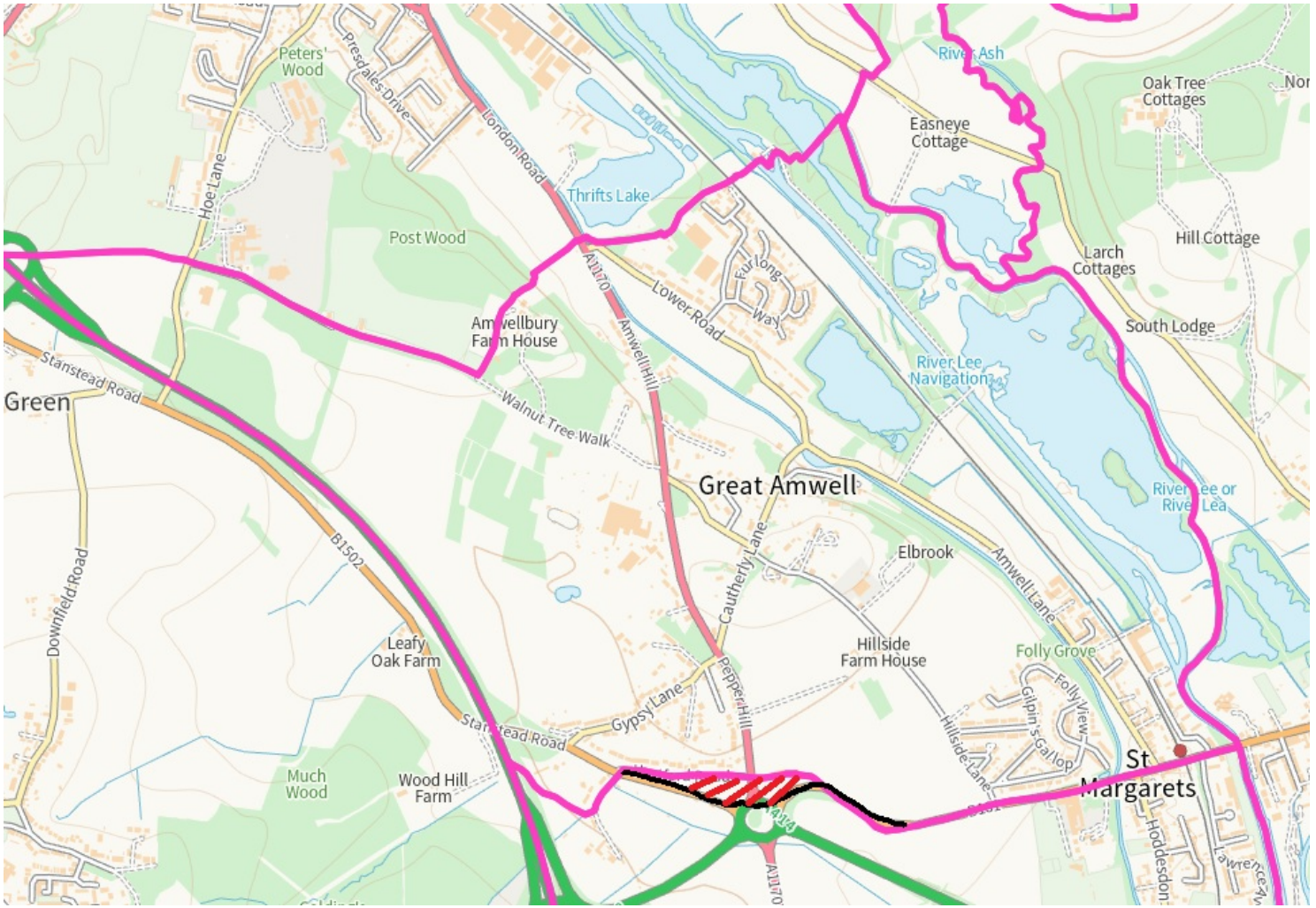
As stated above Great Amwell does not want to be merged or grouped with Stanstead Abbotts Parish Council and Stanstead St Margarets Parish Council.

They have asked for the southern boundary to changed so it “follow the entire length of the B181 to its junction with the Amwell Roundabout, then follow the northern (highway) part of that roundabout and then proceed along the B1502 until it reaches its current intersection with that highway from the old Hertford Road.” as shown on Map 5 below.

(See Appendix 5.0 for full submission)

This proposal would take land from Stanstead St Margarets, but would affect no residents.

Map 5


Peters' Wood
Prestdales Drive
London Road
Thrifts Lake
Post Wood
Hoe Lane
A1170
Lower Road
Furlong Way
Amwell Hill
Amwellbury Farm House
Stanstead Road
Green
Walnut Tree Walk
Great Amwell
River Ash
Oak Tree Cottages
Easneye Cottage
Hill Cottage
Larch Cottages
South Lodge
River Lee Navigation
River Lee or River Lea
Elbrook
Amwell Lane
Cautherly Lane
Pepper Hill
Hillside Farm House
Folly Grove
Folly View
Gilpin's Gallop
Hillside Lane
St Margarets
Hoddesdon
Lowrence
B1502
Downfield Road
Leafy Oak Farm
Gypsy Lane
Much Wood
Wood Hill Farm
A414
A1170

6. Rush Green Roundabout

The delayed 2023 Community Governance Review proposed changing the boundaries on the Rush Green Roundabout so that the whole area sat within a single County Division, District Ward, and Parish/Town Council.

The rationale behind the change to make it easier for Town, District and County Members to deal with issues generated by the roundabout and the business located on it.

The existing boundaries are shown in black and pink on Map 6 below the proposed boundaries in yellow.

The proposal would affect:

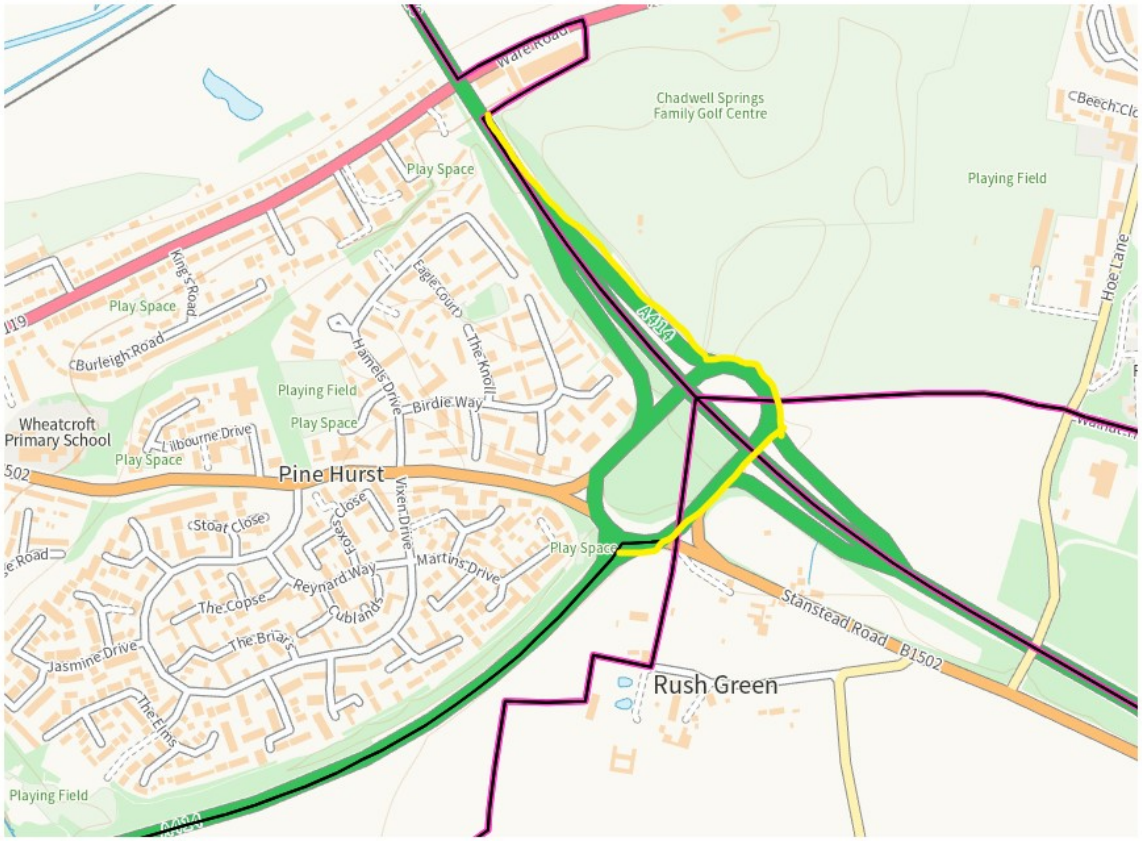
- Ware South, Hertford All Saints and Hertford St Andrews County Divisions
- Hertford Kingsmead, Ware Priory, Great Amwell and Stansteads. Hertford Heath and Brickendon Wards and Hertford Castle District Wards.
- Hertford, Ware, Great Amwell, Hertford Heath, Town and Parish Councils

The new boundaries would put the roundabout in the Kingsmead East Ward of Hertford Town Council, the Hertford Kingsmead Ward of East Herts and Hertford All Saints Division of Hertfordshire County Council.

Hertford Town Council support the proposal.

No residents would be affected by the change.

Map 6


Chadwell Springs
Family Golf Centre
Play Space
Playing Field
King's Road
Play Space
Burleigh Road
Eagle Court
The Knoll
Hamels Drive
Birdie Way
Playing Field
Play Space
Wheatcroft
Primary School
Lilbourne Drive
Play Space
Pine Hurst
Stoat Close
Foxes Close
Vixen Drive
Martins Drive
Play Space
Reynard Way
The Copse
Cubland
The Briar
Jasmine Drive
The Elms
Playing Field
Stanstead Road
B1502
Rush Green
Hoe Lane

7. Aston and Walken Parish Councils

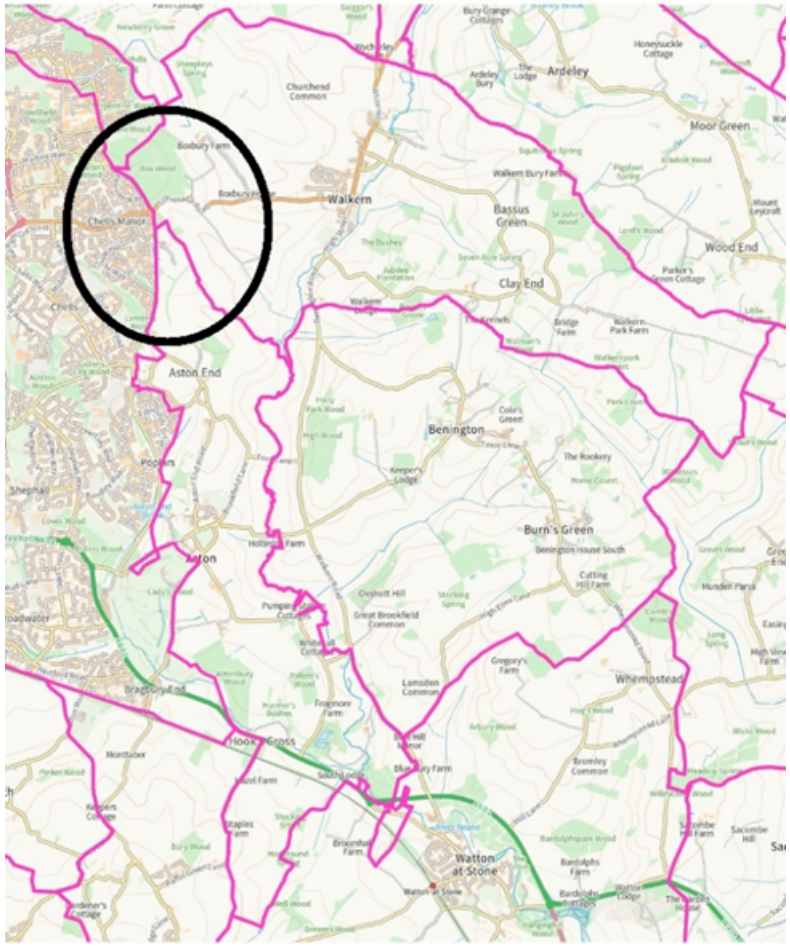
Aston and Walkern Parish Councils have requested that the new Havel Park Development of 600 new homes being built at the northern end of Aston Parish and small part of the western part of Walkern Parish has a separate Community Council.

See Maps 7.0 and 7.1.

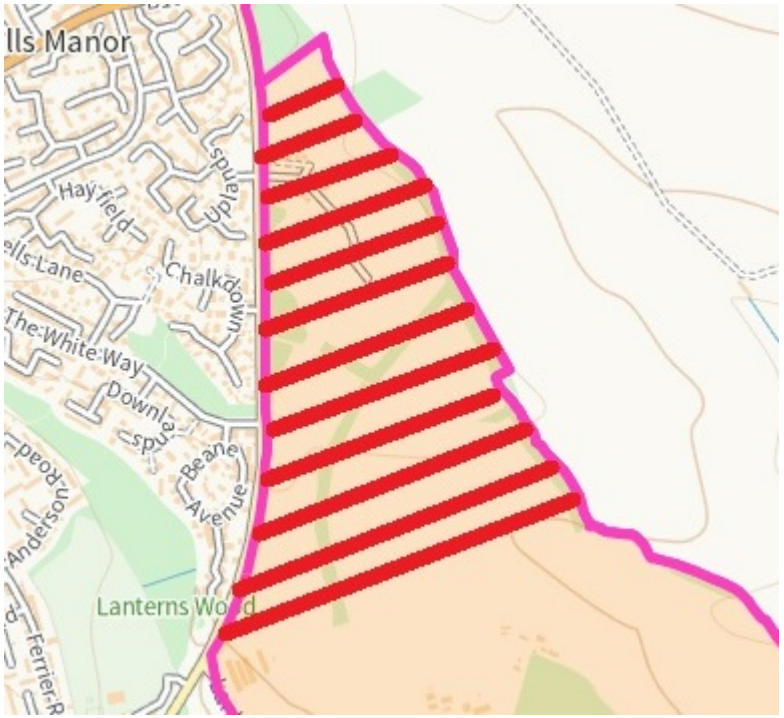
The argument put forward by both parishes is that the development is an urban extension of Stevenage and would not fit with the rural nature the two Parishes.

The full submissions can be seen in Appendix 7 and 7.1 below.

Map 7.0


Ardeley
Moor Green
Walkern
Bassus Green
Wood End
Clay End
Aston End
Benington
Burn's Green
Aston
Whempstead
Hooks Cross
Watton at Stone

Map 7.1


lls Manor
Hay Field
Chalkdown
The White Way
Beane Avenue
Lanterns Wood

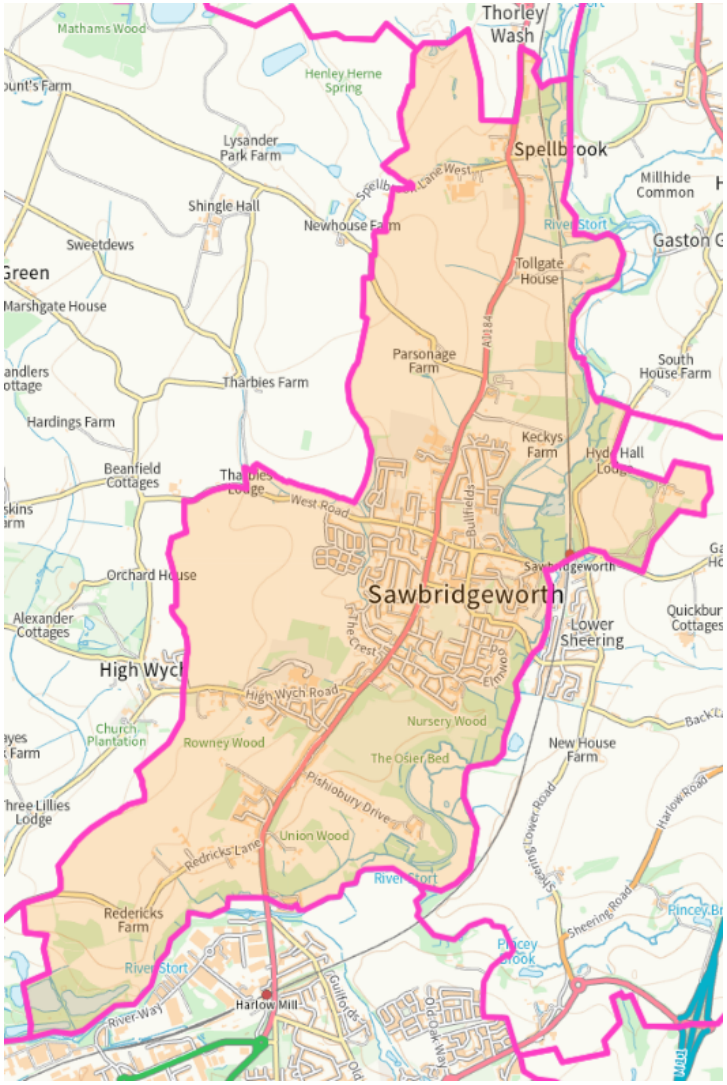
8. Sawbridgeworth Town Council

The Town Council have requested not to the warded.

The Town Council covers the area shown on Map 8 below, has 12 members and 7,200 electors.

The full submissions can be seen in Appendix 8.

Map 8


Thorley Wash
Mathams Wood
Henley Herne Spring
Lysander Park Farm
Spellbrook
Millhide Common
Shingle Hall
Newhouse Farm
Sweetdews
Tollgate House
Marshgate House
Parsonage Farm
South House Farm
Tharbies Farm
Hardings Farm
Keckys Farm
Beanfield Cottages
West Road
Orchard House
Sawbridgeworth
Alexander Cottages
Lower Sheering
High Wych
High Wych Road
Church Plantation
Rowney Wood
Nursery Wood
The Osier Bed
New House Farm
Three Lillies Lodge
Pishiobury Drive
Union Wood
Redricks Lane
Redericks Farm
River Stort
Harlow Mill
River Way
Sheering Road
Harlow Road

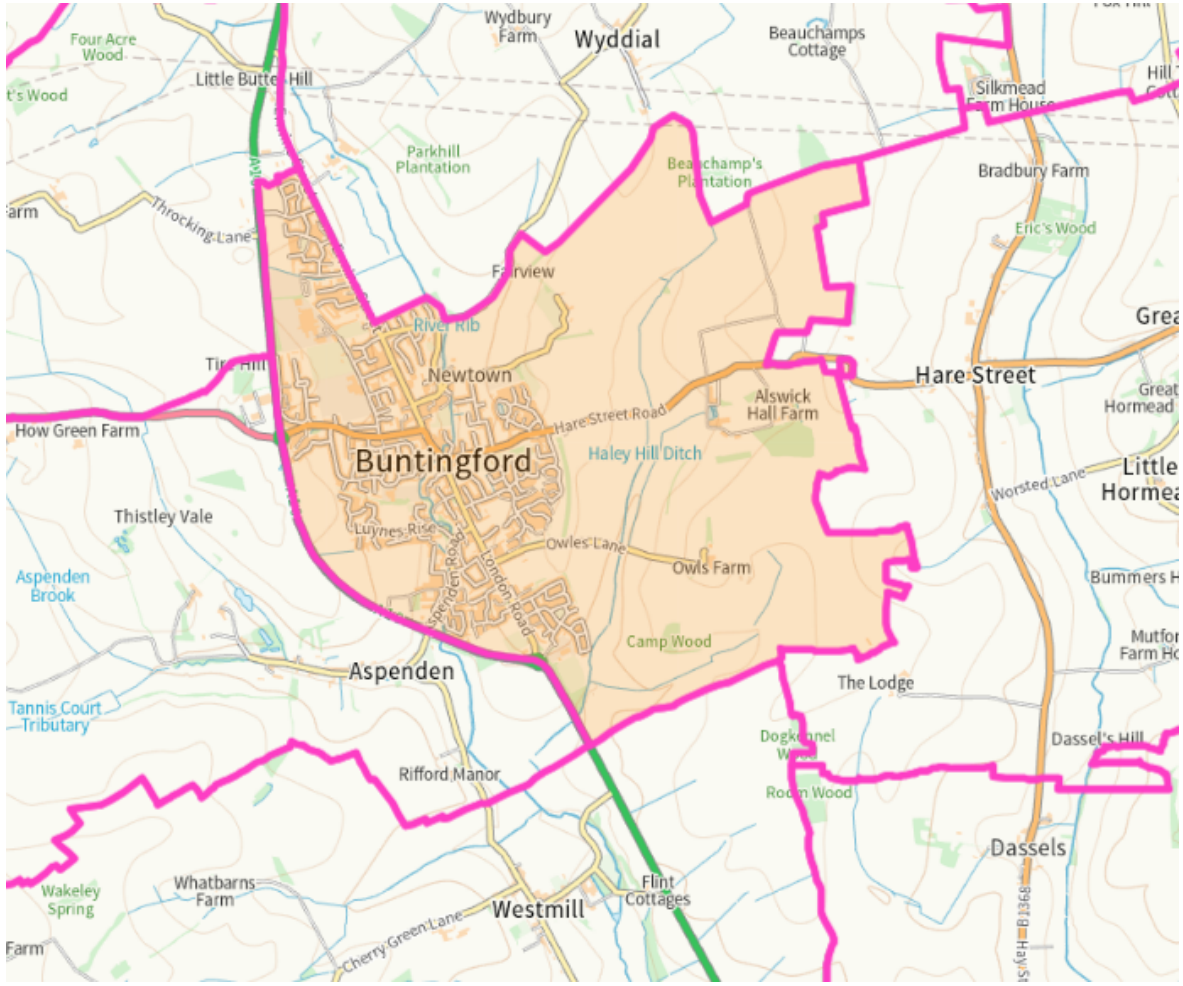
9. Buntingford Town Council

The Town Council have requested not to the warded.

The Town Council covers the area shown on Map 9 below, has 12 members and 6,100 electors.

The full submission can be seen in Appendix 9.

Map 9


Wydbury Farm
Wyddial
Beauchamps Cottage
Four Acre Wood
Little Butte Hill
Silkmead Farm House
Parkhill Plantation
Beauchamp's Plantation
Bradbury Farm
Throcking Lane
Eric's Wood
Fairview
River Rib
Newtown
Hare Street
Alswick Hall Farm
Hare Street Road
How Green Farm
Haley Hill Ditch
Buntingford
Great Hormead
Little Hormea
Worsted Lane
Thistley Vale
Luynes Rise
Owles Lane
Owls Farm
Aspenden Brook
Spenden Road
London Road
Bummers H
Camp Wood
Aspenden
The Lodge
Tannis Court Tributary
Dassel's Hill
Rifford Manor
Room Wood
Dassels
Wakeley Spring
Whatbarns Farm
Flint Cottages
Westmill
Cherry Green Lane
Farm

10. Tewin Parish Council

No comments on the proposals to remove the current warded structure.

11. Brent Pelham

No comments on the proposal to change the name to Brent Pelham and Meesden Parish Council

The Parish has been using the name Brent Pelham and Meesden Parish Council for several years.

12. Buckland Parish Council

The Parish acknowledges the need to change the name to Buckland and Chipping Parish Council

The Parish has been using the name Buckland and Chipping Parish Council for several years.

13. Stapleford Parish Council

Cllr Joe Thomas supports the changing of name to Stapleford & Waterford Parish Council.

The Parish has been using the name Stapleford & Waterford Parish for several years

Appendix 1 Return to Main Document

Dear Edward

The Finance and Policy Committee considered this matter (FP49) at its meeting on 11th November 2024:

It was RESOLVED that:

Representations be made to EHDC prior to 6th January 2025 setting out arguments in favour of the following community governance review options to be considered:

1. **To move the boundary between Bishop's Stortford and Thorley so the new developments that currently straddle the boundary will be completely in Bishop's Stortford; and**

2. **A possible option of the Town Council absorbing the entirety of Thorley Parish into Bishop's Stortford.**

There were arguments made to suggest that 2. above would be preferable given that 1. would in effect reduce the size of the Parish considerably.

In terms of the Council's arguments to support the positions above, we would ask EHDC to take into account:

- Bishop's Stortford Town Council is a strong local authority with a track record of delivering quality and value for money services to residents (with no precept demand increases for several years required). The Town Council has a track record

also of taking on new assets and managing new services to good effect (e.g. three new Community centres through a local CIO with a fourth in Thorley being sought). Two years ago, land in Thorley was purchased by the Town Council for an allotments site to be created (40 new plots) in a very convenient location for new residents in the South part of the town (e.g. St James's Park area).

- The many and varied services the Town Council already provides in terms of local entertainments, community centre or local hire services, burial services and allotments are already enjoyed by residents of the Thorley Parish area, including those in the Town Centre (such as the markets and the Castle Pak area/splash park, public toilets etc or services heavily subsidised by the Town Council – such as South Mill Arts theatre). New residents would similarly be availing themselves of the Town Council funded amenities, benefits and activities as the Town has a unified character with the centre as the core of these.

- It is of critical importance, that the argument made by the Town Council is not to be associated with any motives of monopolisation or expansionism. It is argued, moreover that by taking on this area, the Council will be better placed to provide greater and improved services for residents – in part through the increase in precept that would result as the tax base figure increases and in part because the Town Council is in a favourable financial position in its own right at the present time and therefore has the capacity to improve services and assets and to take on new projects going forwards. The local identity of Thorley would and should not be in any way threatened.

- Council Officers are happy to provide more detailed statistical data on any of the above points, as requested and are available to attend meetings in person to make representations to Council Members.

I hope that this is helpful.

Huw Jones

Appendix 1.1 (Return to Main Document)

Community Governance Review formal request for consideration

The Council agreed at its meeting on 24 July 2024, that a Community Governance Review working group will be formed to consider requests from Town and Parish Councils to be involved in a Community Governance Review. The group will review the requests and put forward recommendations to Council on 16 October 2024 on the review's terms of reference and timetable.

All town and parish councils were written to in May 2024 to ask for any informal requests. To help the working group form its recommendations to Council, any town/parish council that wishes to be involved in the review are asked to complete the form below.

Can you please complete this form even if you have already responded to the email sent in May.

Name of Town/ Parish Council(s):

A Community Governance Review can look at the following elements. Please tick which areas you'd like your review to cover and add the name of any other Town/ Parish Council(s) affected and if the proposals been disused with them.

Option	**Please (✓)**	**Other Town/ Parish Council(s) Affected**	**Discussed with other Town/ Parish Council(s) (Yes/No)**
Boundary alterations between existing parishes	√	Bishops Stortford Town Council	No
Creating, merging, altering or abolishing parishes			
Electoral arrangements (wards, councillors)			
Grouping parishes under a common parish council or de-grouping parishes			
The size of a council			

Changes proposed:

Proposed boundary revision to incorporate full extent of permitted St James's Park development within Thorley Parish. See attached map/sketch. New boundary as shown in black.

Reasons for changes:

One of the stipulated reasons for changing parish boundary lines is to iron out/eliminate anomalies which cause concern/confusion among the community/neighbours adjacent to parish/electoral boundary lines. Unfortunately the last review carried out in 2018 and the previous one created more anomalies than it eliminated.

As a proposal to alleviate some existing anomalies and to prevent potential anomalies when ongoing developments are occupied, Thorley Parish Council propose changes from the somewhat arbitrary parish boundary lines as existing, and re-define the boundary to follow more logical and close-by defensible locations – and in accordance with the District Council's definition of good defensible boundaries, in this case defining centre lines of existing roads/highways as depicted in the sketched map attached, rather than hedges/trees which are not so defensible. Essentially the proposed boundaries would follow along the centre lines of Whittington Way, along Obrey Way and onto Thorley Lane East up to the meeting point with the existing parish boundary, all as depicted on the accompanying map/sketch [marked in black]. This would eliminate a number of anomalies where neighbours have different council tax rates and use different polling stations, seek support from different authorities who may have conflicting policies etc.

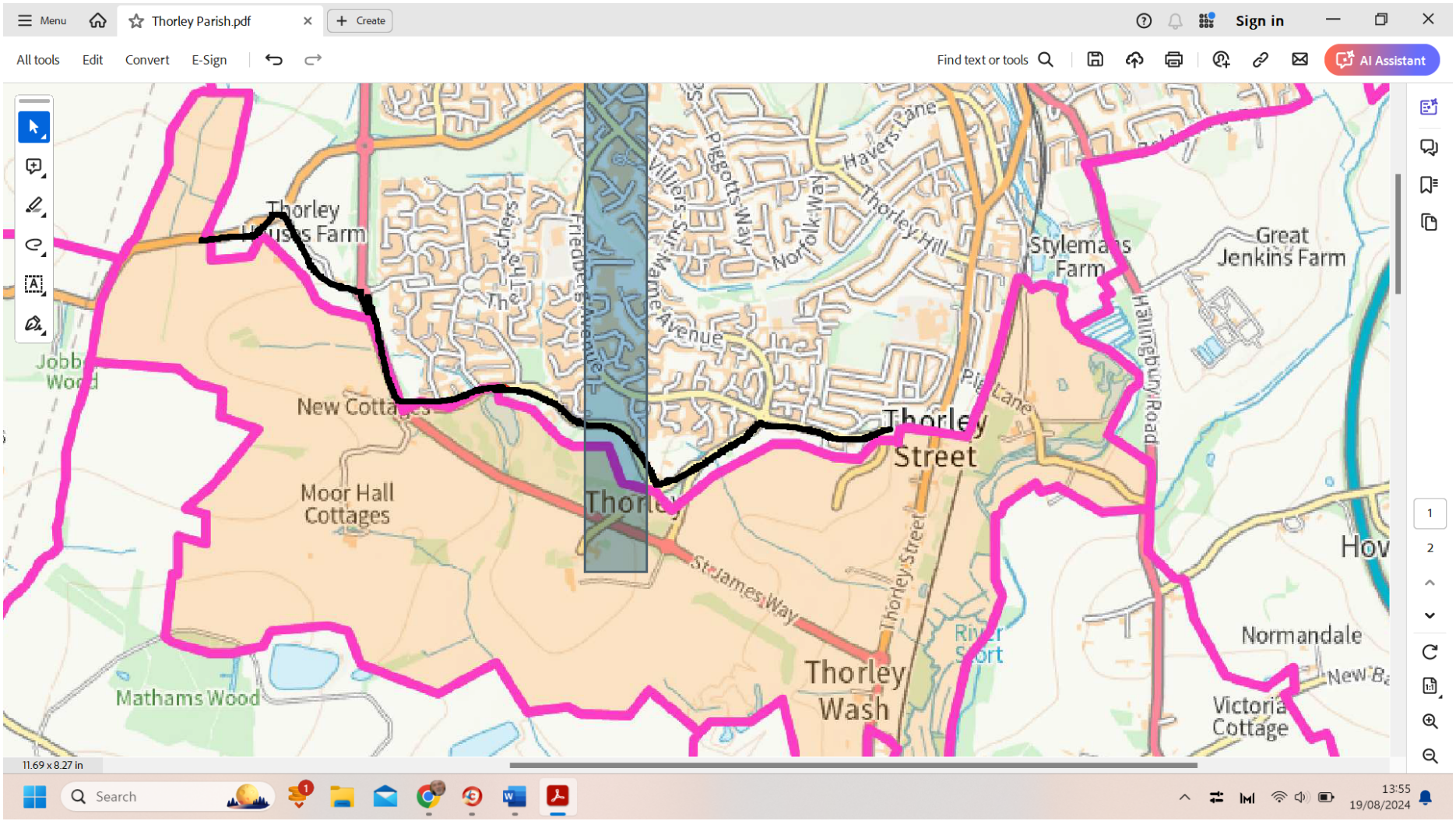
This proposal would rationalise, and give equality to residents of the St. James Park development which at present is divided between Bishops Stortford Town Council and Thorley Parish Council by the Hertfordshire Way R.O.W.

80% of the planned 750 houses on St. James Park are in Thorley Parish, also in Thorley Parish is the Southern Country Park which is a great community attraction, as are the proposed Community Centre, business premises, care home, retail outlets and primary school. In addition to all this, Thorley's "St. James the Great" Church, together with the excellent St Barnabus Centre and Emmaus Centre – altogether great community assets. These are adjacent to the development. The church can also accommodate burials which do not attract the large premiums as levied at present in Bishops Stortford.

Finally, Thorley Parish Council have been heavily involved in the St. James Park development since its inception. Its consolidation wholly within the Thorley Parish boundary will maintain and strengthen continuing community consultation and participation in the important remaining development planning process. Thorley Parish Council have been actively engaged throughout this process - from the original District Plan Examination which first allocated the area for development; participation in the masterplanning and hybrid application process with the

planning authorities; to representation on the continuing St James's Park Community Liaison Group – none of which Bishop's Stortford Town Council have participated in. Thorley Parish Council therefore continue to be the most informed statutory consultee to represent the existing and new community's views on the remaining wide range of Reserved Matters applications and monitoring of planning conditions and obligations on existing consents.

If your request involves a boundary change, please provide a map (you can use the Ordnance Survey election maps here)



Names of the Roads or Geographical Features that will form any proposed boundaries

The proposed revised boundaries would follow along the centre lines of Whittington Way, along Obrey Way and onto Thorley Lane East up to the meeting point with the existing parish boundary, all as depicted on the accompanying map/sketch above [revised Boundary marked in black].

Appendix 1.2 (Return to Main Document)

Which town/parish council or area does your submission relate to?: Thorley

What is your submission: I understand the initial review is considering amending the parish/town boundary between Thorley and Bishop's Stortford to remove the new community at St. James's Park from Thorley to Bishop's Stortford. I do not believe this would be in the best interests of the, ultimately, 750-800 poposed new households of St James's Park (less than half of which are currently occupied) or of the surrounding Thorley community which will be impacted by the development. Thorley Parish Council members and their advisors have participated in the development masterplanning, application process, planning condition and S106 monitoring, and the developers Community Liaiason Group and continue to do so. Bishop's Stortford Town Council have not participated in any stage of this process which is still ongoing. Furthermore, I believe that it would be inappropriate to make such a significant change to parish boundaries and community representation until the major changes to District and County level local government arrangements now under consideration for Hertfordshire are resolved.

Which town/parish council or area does your submission relate to?: St James Park, Bishops Stortford

What is your submission: I would like to be considered as part of the Thorley Parish council than Bishops Stortford Town Council

Which town/parish council or area does your submission relate to?: Thorley parish council

What is your submission: To stay part of Thorley parish council on St James Park estateand we object to the boundaries being changed to Bishops Stortford Town council.

Which town/parish council or area does your submission relate to?: Thorley

What is your submission: To have our address in thorley parish and not bishops stortford

Which town/parish council or area does your submission relate to?: Thorley

What is your submission: I wish to oppose the boundary change of St james park being changed to include the whole of st James park.

What is your submission: Objection to moving into Bishops Stortford parish council from Thorley. I frequent the services in the thorley parish council and do not see any benefit of this changing to bishops Stortford

Which town/parish council or area does your submission relate to?: Thorley parish/bishops Stortford

What is your submission: I don't wish for the boundaries to be changed, we are in thorley and therefore belong to thorley parish

Appendix 2.0 (Return to Main Document)

Community Governance Review formal request for consideration

The Council agreed at its meeting on 24 July 2024, that a Community Governance Review working group will be formed to consider requests from Town and Parish Councils to be involved in a Community Governance Review. The group will review the requests and put forward recommendations to Council on 16 October 2024 on the review's terms of reference and timetable.

All town and parish councils were written to in May 2024 to ask for any informal requests. To help the working group form its recommendations to Council, any town/parish council that wishes to be involved in the review are asked to complete the form below.

Can you please complete this form even if you have already responded to the email sent in May.

Name of Town/ Parish Council(s):

A Community Governance Review can look at the following elements. Please tick which areas you'd like your review to cover and add the name of any other Town/ Parish Council(s) affected and if the proposals been disused with them.

Option	**Please (☐)**	**Other Town/ Parish Council(s) Affected**	**Discussed with other Town/ Parish Council(s) (Yes/No)**
Boundary alterations between existing parishes	☐	Hertingfordbury (Hertford Town Council) Birchall Garden Suburb (W&HBC)	No
Creating, merging, altering or abolishing parishes	☐	Hertingfordbury (Hertford Town Council) Birchall Garden Suburb (W&HBC)	No
Electoral arrangements (wards, councillors)	☐	Hertingfordbury Parish Council	Yes
Grouping parishes under a common parish council or de-grouping parishes	☐	Hertingfordbury (Hertford Town Council) Birchall Garden Suburb (W&HBC)	No
The size of a council	☐	Hertingfordbury Parish Council	Yes

Changes proposed:

Hertingfordbury Parish Council wishes for the review to consider that we change the boundary to include the village of Hertingfordbury and to move the boundary to exclude the development of Birchall Garden Suburb.

Should the Boundary stay as it currently stands, We wish for the number of Councillor seats to be reviewed which is currently 10 with an electorate of approx 500 residents.

Should we gain Hertingfordbury we would like to have at least 9 seats

We wish to consider changing the name of the parish council depending on the review outcome.

Reasons for changes:

Currently meeting Quoarate is difficult as we have struggled to fill 10 seats for a number of years. The way to resolve this would be to include Hertingfordbury so that we would gain more interested residents to co-opt and with that more areas of expertise, or to decrease the number of needed seats. Even with Birchall Garden Suburb potentially bringing more residents we feel this is too far in the future not to consider reviewing now and our best outcome would be not to have BGS within the boundary.

The Parish Council is currently known as Hertingfordbury Parish Council but Hertingfordbury is not part of the parish council. It needs to make sense by either changing the name which we would consult residents on before resolving a new name or including the village of Hertingfordbury within the parish council boundary. We have in the past lost interested residents that could have been councillors because they were confused to find that their village is not a part of the parish council.

The development of Birchall Garden Suburb would be less complicated if W&HBC had all of the development within its boundary. The council feels that this development would not be in keeping with the 'Parish' and it is not of any gain to the Parish Council to have the development within the Parish which is currently made up of countryside, villages and hamlets.

If your request involves a boundary change, please provide a map (you can use the Ordnance Survey election maps here

Appendix 2.1 (Return to Main Document)

Dear Edward

Further in this matter, an extraordinary meeting of Hertford Town Council considered this matter on the evening of Monday 6 January 2025.

The Council has instructed me to provide the following comments number 1. to 7. Inclusive on the proposals.

To assist I have attached the officer report (with a published addendum incorporated) that provides the background and context of the comments below.

1. Hertford Town Council recognises and respects the work of Hertingfordbury Parish Council to serve its community and to manage the challenges of recruiting sufficient Councillors to attain a full cohort of ten Councillors.

2. Hertford Town Council is concerned that the residents of Hertingfordbury village are reported as being against the proposals. This position is contrary to the outcomes expected from a Community Governance Review as in https://www.gov.uk/government/publications/communitygovernance-reviews-guidance at Paragraphs 62,63,74 and 80 above.

3. Hertford Town Council is very concerned at the difficulties that may arise with the possible transfer allotments in Hertingfordbury village
Such a transfer could lead to a significant additional financial burden on Hertingfordbury Parish Council .The transfer could lead to a confusing arrangement
where existing plot holders who are resident in the current Hertford Town Council administrative boundary could be paying Council tax to one parish/town council
and allotment fees to another. This would be the case for plot holders who live in Hertford but not Hertingfordbury village. There are 53 plot holders in this 'category.'

4. Hertford Town Council is concerned at the removal of residents' fees at Hertford Cemetery for current residents of Hertingfordbury
village. To continue to allow Hertingfordbury residents access to resident's fees would be inconsistent in how all other (non-resident)
parties are treated including those who have resided close to the administrative boundary of Hertford Town Council.

5. Hertford Town Council is concerned at the impact the removal of Hertingfordbury village would have on tis residents in terms of participation in and reliance upon the Castle Plus Neighbourhood Plan that is currently being developed. At first review the neighbourhood plan boundary would have to be changed unless the Council wished to fund a neighbourhood plan for an area it has no
jurisdiction over, no democratic mandate from and from which it receives no precept income.

6. Following careful consideration of the matter, the Council is struggling to see benefits for residents of Hertingfordbury village of this proposal.

7. Hertford Town Council respectfully suggests that the solution to the difficulties reflected in 1. above is to reduce the size of the membership of the council to 7 councillors. Such an action would sit within nationally published guidance on Community Governance

Reviews and, according to the guidance, is an appropriate number of councillors to be elected to serve the population of Hertingfordbury PC in its
current form.

Should you require any further information or wish to discuss that shown above/attached, then please do not hesitate to contact me.

Kind regards

Joseph

Joseph Whelan
Town Clerk

HERTFORD TOWN COUNCIL

A Civility & Respect Pledge Council

Email from Cllr Rachel Carter

The first proposal has not come from the residents (of Hertingfordbury village), who would be affected by the change, but from the residents of the adjacent parish.

This proposed change would also impact Hertford Town Council 's parish boundary, (and presumably also the District boundary) as Hertingfordbury falls within its Castle Ward.

I should note that the Town Council owns an allotment site in Hertingfordbury, and it is not clear how that would work if the boundary were changed.

Castle Ward boundaries have only very recently been changed to equalise the size of the Town/District Council's 4 wards - any change to this Ward would necessitate another review of the Town and District Council's ward boundaries, possibly leading to returning Kingsmead West and Bengeo South to Castle Ward, which would be unhelpful for residents who have barely got used to these boundaries.

Hertingfordbury has a much closer relationship with Hertford than the Five Greens do, being easily accessible from both the Thieves Lane roundabout at one end, and the Cole Green Way and Lower Hatfield Road at the other, with many town residents coming to the church, the allotments and the White Horse, and village residents using the local shops and park. It has been part of Castle Ward since the 1970s.

Finally, the town council, with residents, is undertaking a Neighbourhood Plan for Castle Plus, which includes Hertingfordbury. There is a lot of interest from the village in developing this plan, but it is not clear if the town council could submit it on behalf of Hertingfordbury if it were no longer in their parish.

Residents of the village will certainly want to know how they will be consulted on this proposal and what weight their views will have. Hertford Town Council will also expect to be consulted.

I would also be grateful to know how these points will be considered.

Appendix 3.0 (Return to Main Document)

APPENDIX A

Proposal for a Community Governance Review for Ware

For discussion at Ware Town Council, 18 July 2022.

Background

The current town boundary of Ware is tightly drawn around the residential built-up area. This means that the proposed new North and East Ware housing development, designated as WARE2 in the East Herts District Plan (EHDP) 2018, largely lies outside the town boundary and in the parish of Wareside and, currently, the Hunsdon district ward. There are also a number of smaller anomalies in the boundaries of town wards which are then carried over to district and county wards.

It has been recognised from the outset of the District Plan that the new development is an extension of Ware and looks towards the town for many of its services and facilities; in EHDP 2018 it is included under Ware section, rather than the surrounding villages, and designated as WARE2 rather than VILL#. This is reinforced by the draft proposals on the recent Local Government Boundary Commission for England (LGBCE) review of the East Herts District, taking into account submissions from local political parties, organisations and residents. They have proposed that the whole of the WARE2 development should fall within Ware Trinity ward, rather than Hunsdon as at present. These provisional recommendations are under review and the final recommendations will be published on 2 August 2022. For the purposes of this document it is assumed that the LGBCE draft proposal regarding WARE2 remains unchanged.

Clearly the same logic would apply to town and parish wards; WARE2 should be incorporated into the Ware town boundary rather than being part of Wareside parish. This would greatly assist effective local governance. If the town and parish ward boundaries remained as they are currently, part of the new Ware Trinity district ward would be in Ware Town Council, but the remainder would be a "Wareside Urban" ward in Wareside Parish Council, with a very different character to the remainder of the ward designated as "Wareside Rural". Links from WARE2 to Wareside are far weaker than those to the town of Ware itself. Moreover, Wareside is in the Green Belt whereas the land allocated to WARE2 has been removed from Green Belt status.

Therefore, we request that East Herts District Council should undertake a Community Governance Review (CGR) of Ware and the immediately surrounding area, as soon as possible, with the principal aim being to expand the Ware town boundary to include the whole of the designated area for WARE2. Most of this will come from Wareside parish, with a small corner of Thundridge parish. Other minor boundary anomalies can also be addressed and rectified at the same time. These changes are also expected to be reflected in the associated district and county ward boundaries. A list of suggested changes is shown in the Appendix below.

A District can set a CGR in motion at any time and the LGBCE recommends that this is done promptly where a significant change such as a new housing development is taking place. The WARE2 masterplanning process has been in progress since 2019 and the developers presented final plans in May 2022 with the intention of seeking planning permission shortly. Hence this is an appropriate time to undertake the CGR so that when the new housing is built, the electors will be in both town and district wards with the natural linkage to Ware.

Our understanding is that the Town Council can request a Community Governance Review by contacting, via the Town Clerk, the Head of Legal Services of East Herts District Council (James Ellis). This is proposed as the preferred way forward, with this document providing supporting evidence. This is subject to the final recommendations of the LGBCE and that these still include the WARE2 area within Ware Trinity District ward, which will be known in August. The approach to EHDC can then be made immediately after the final LGBCE recommendations are published.

Recommendation: This Council requests the Town Clerk to contact the Head of Legal Services at East Herts District Council to request a Community Governance Review for Ware.

This recommendation is subject to the final outcome of the Local Government Boundary Commission for England (LGBCE) due to be published on 2 August 2002. The Council delegates the Leader of the Council and Town Clerk to make any changes to the request depending on the final proposals from the LGBCE.

APPENDIX: Suggested changes to town ward boundaries in and around Ware

We commend the following changes to East Herts District Council for consideration as part of the Community Governance Review.

1. The extensive area designated for WARE2 in the East Herts District Plan currently within Wareside parish should be transferred to fall within the Ware town boundary by extending the boundary eastwards and northwards. It would then form part of Ware Trinity town ward as well as Ware Trinity district ward.

2. A small part of the WARE2 designated area lies north of the current district, county and Parliamentary constituency line which runs through the middle of a field west of Moles Farm and lies in Thundridge parish. For consistency, the Ware town boundary should be expanded to also contain this small area, which currently contains no electors, and it would become part of Ware Trinity town ward.

3. Orchard Close is arbitrarily cut in half, currently between St Mary's and Christchurch wards, and in the new proposals between St Mary's and Priory district wards. It is a cul-de-sac with its only physical link being to Priory ward and all this road logically belongs in that ward.

4. A single house in Gladstone Road currently falls in Christchurch ward and would be in Priory ward. The boundary should be along Baldock Street and this house would then fall in St Mary's ward along with the rest of Gladstone Road.

5. The area just to the west of Baldock Street is arbitrarily split between Christchurch/Priory and St Mary's wards, whereas it should preferably all belong in one or the other; for example, the eastern edge of Buryfield Park would provide a strong and clearly defined boundary line.

6. The Gentlemen's Field industrial area logically belongs as part of Ware town and Ware St Mary's ward. This is recognised in the East Herts District Plan 2018 which designates this area as the WARE3(c) Employment area, not Hertford. It is physically much closer to Ware, adjacent to housing in the Ware town boundary and all its road connections are with Ware. The Hertford/Ware town boundary would be moved slightly to achieve this.

7. In south Ware, the area round Presdales Pit is logically linked to Ware and the only road access is into Hoe Lane. The Ware town boundary could be moved southwards to the A10 and this area could be taken out of Great Amwell Parish. The logical eastern boundary would be the public footpath from Amwellbury Farm to the A10.

For all these proposed changes, few or zero current electors would be involved and therefore electoral balance would not be adversely affected. It is anticipated that the district and county ward boundaries would also be adjusted in cases 2-7 to give a corresponding resolution of the anomalies. The Community Governance Review would of course take each case on its merits and conclude which of these changes, or others, would be most appropriate.

Appendix 3.1 (Return to Main Document)

Full Name: Rebecca Burdick

Organisation: Wareside Parish Council

Address: 1 Red Lion Yard, Wareside

Email Address: Wpcclerk@hotmail.co.uk

Which town/parish council or area does your submission relate to?: Wareside Parish Council

What is your submission: This submission is in response to Ware Town Council's request that the Review move the boundary between Ware and Wareside so that the whole of WARE 2 as defined in the The East Herts District Plan 2018 becomes part of Ware. A significant proportion of the new homes forming the Ware 2 development will be built on land currently within the parish of Wareside. We understand that under the proposal put forward by Ware Town Council, all of these new houses plus a number of existing properties within Wareside parish would become part of Ware Town. In common with many local councils, Wareside Parish Council is struggling to meet its ongoing day to day costs from its precept which is its only source of current income. Additional projects are increasingly at risk. Two issues facing us at present provide useful examples. The cost of supplying a new defibrillator will have to be met out of dwindling reserves. The Council is expected to pay the cost of running out of date inefficient street lighting which it cannot afford to upgrade. We simply cannot afford to lose the precept from the existing properties which would become part of Ware Town. Furthermore, some of the additional precept from the new properties would have allowed us to improve services to parishioners either through the increased income itself or by allowing us to access borrowed money for capital projects - an option not currently available to us. These improved services would have gone some way towards offsetting the detriments many parishioners feel we face as a result of the Ware 2 development. For example, we recently lost our village school partly as a result of the proposed provision of new schools within Ware 2. Once the new development proceeds there will inevitably be an increase in traffic through the parish leading to further detriment to the existing inhabitants. The development will result in the loss of much loved countryside within the parish. Looked at from a different perspective, many of the existing dwellings in the parish do not have access to proper high speed broadband and the mobile signal in much of

the parish is poor. A more regular bus service would be appreciated particularly by residents without access to a car. These services will no doubt be provided to new residents of Ware 2. Were the new houses to be built within Wareside, the Council would have had greater influence to explore with developers and providers the possibility of securing upgrades to the services to existing dwellings as part of the project. Our objections to the Ware Town proposal could be met to an extent if a mechanism could be found through which some of the lost precept could be made available to Wareside Parish Council. Assistance from Ware Town Council in securing better services for existing Wareside residents would also help to offset the loss of influence which would result from their proposal. We would welcome the opportunity to explore these suggestions further with them and with EHDC. Finally, if the boundary is moved we assume that the recent decision to ward Wareside parish will be reversed. The decision to ward was based on the presumption that new homes from the Ware 2 development would be built in Wareside parish. In the absence of these new homes, warding is unnecessary.

Appendix 4.0 (Return to Main Document)

Community Governance Review formal request for consideration

The Council agreed at its meeting on 24 July 2024, that a Community Governance Review working group will be formed to consider requests from Town and Parish Councils to be involved in a Community Governance Review. The group will review the requests and put forward recommendations to Council on 16 October 2024 on the review's terms of reference and timetable.

All town and parish councils were written to in May 2024 to ask for any informal requests. To help the working group form its recommendations to Council, any town/parish council that wishes to be involved in the review are asked to complete the form below.

Can you please complete this form even if you have already responded to the email sent in May.

Name of Town/ Parish Council(s): **Stanstead Abbotts Parish Council**

A Community Governance Review can look at the following elements. Please tick which areas you'd like your review to cover and add the name of any other Town/ Parish Council(s) affected and if the proposals been discussed with them.

Option	**Please (✓)**	**Other Town/ Parish Council(s) Affected**	**Discussed with other Town/ Parish Council(s) (Yes/No)**
Boundary alterations between existing parishes			
Creating, merging, altering or abolishing parishes	✓	Stanstead St Margarets and possibly Great Amwell	Yes with Stanstead St Margarets No with Great Amwell
Electoral arrangements (wards, councillors)			

Grouping parishes under a common parish council or de-grouping parishes	✓	Stanstead St Margarets and possibly Great Amwell	Yes with Stanstead St Margarets No with Great Amwell
The size of a council			

Changes proposed:

We would like to investigate merging with Stanstead St Margarets Parish Council and possibly the part of Great Amwell parish that lies within the Neighbourhood Plan area as agreed with East Herts District Council.

Reasons for changes:

Residents of the Neighbourhood Plan area generally consider themselves to live in Stanstead Abbotts, many are unaware of the differing parishes in which they live. St Margarets Parish Council have approached us with a proposal of merging our two parish councils. The inclusion of part of Great Amwell within the Neighbourhood Plan area would seem logical as residents generally think of themselves as living in Stanstead Abbotts and look to our parish council when issues arise.

If your request involves a boundary change, please provide a map (you can use the Ordnance Survey election maps here)

Names of the Roads or Geographical Features that will form any proposed boundaries

Appendix 4.1 (Return to Main Document)

Stanstead St Margaret's Parish Council Response to the East Hertfordshire District Council Community Governance Review

BACKGROUND

Stanstead St Margaret's Parish Council are responding to the Community Governance Review ('CGR') that is being undertaken by East Hertfordshire District Council ('EHDC') in accordance with Part 4 of the Local Government and Public Involvement in Health Act 2007 ('the 2007 Act'), the relevant parts of the Local Government Act 1972 and associated regulations.

The Parish Council had not received the necessary documentation from EHDC to be considered in the initial review. Nevertheless, they conveyed their interest to EHDC in merging with Stanstead Abbotts Parish Council (SAPC) via informal email communication to comply with the deadline.

CONSIDERATIONS

1. The Parish Council has observed that many residents of St Margaret's parish identify as living within Stanstead Abbotts and are often unaware of the distinct parish boundaries. By consolidating the parish councils, there is an aim to enhance cohesion within the village.

2. The Parish Council does not own any land, buildings, or recreational spaces. However, the St Margaretsbury Recreational Trust includes representatives from each of the three parishes on its board, and its management will need to be considered in the review.

3. The Neighbourhood Plan encompasses a designated area, as assigned by EHDC, which includes Stanstead Abbotts, St Margaret's, and The Folly (a section of the parish of Great Amwell). It is logical for the review to regard this as a beneficial aspect for a potential merger.

4. Hoddesdon Road has experienced substantial development over the years, contributing to the population growth of St Margaret's. Given the limited prospects for additional development within the parish, it is anticipated that population growth will stabilise in the future, thereby facilitating the effective management of parish integration.

5. The existing boundaries are not consistent in their definitions. For example, one bank of the river falls under St Margaret's parish, while the opposite bank is part of Stanstead Abbotts. Likewise, one side of Station Road, including St Margaret's train station, is situated within the parish of Great Amwell, whereas the other side belongs to St Margaret's. Unifying the parish councils would result in more clearly defined boundaries.

6. The present composition of the Parish Council for St Margaret's consists of seven councillors. There has previously been challenges in recruiting parish councillors, as numerous residents have mistakenly reached out to SAPC, unaware of the existence of St Margaret's Parish Council. The terms of reference for the CGR indicate that there is no upper limit for the number of councillors, and this would help to retain the places of existing members to ensure there is an even balance of representation for the area.

7. The County Councillor representation is different within the two parish councils. Consolidating the roles into a single Parish Council would streamline representation.

8. Consideration should be given to the employment contract of the one employed member of staff, and what impact a merger would have. The Clerk/RFO for St Margaret's Parish Council is contracted for 7 hours per week, while the Clerk/RFO at Stanstead Abbotts is understood to be contracted for 16 hours per week (although this would need to be checked with Stanstead Abbotts Parish Council).

Appendix 4.2 (Return to Main Document)

Dear Edward

Thank you for the message below.

Great Amwell Parish Council (GAPC), at a recent meeting, considered a proposal submitted under the aforementioned review to amalgamate the Parishes of Great Amwell, Stanstead Abbotts and Stanstead St Margarets.

GAPC agreed that it does not wish to merge or be grouped with Stanstead Abbotts and Stanstead St Margarets parishes.

GAPC is an active authority with a full complement of members. It represents the views of its parishioners on a range of matters concerning the identity and interests of the parish such as:

(A) actively opposing inappropriate development, particularly in the Green Belt;
(B) opposing proposals that would lead to settlement coalition;
(C) providing community facilities
(D) funding community activities and projects
(E) acting as a focal point and conduit for parishioners' views on community services.

Great Amwell Parish and its Council are long established. The Parish Centre is the St John the Baptist Church. The Parish also encompasses housing estates and residential areas. The composition of its membership represents all areas of the parish.

Great Amwell is a distinct community with its own history and traditions and its own green spaces and visual amenities: such an "identity" would be put at risk if the village were to be merged with other settlements.

GAPC's precept is amongst the lowest in the District and reflects prudent financial management whilst still supporting the community's well-being and services.

For the foregoing reasons, GAPC strongly opposes any merger suggestion(s) submitted by other parties as part of the current review. It has a long history of successfully serving the needs of its parishioners and firmly believes that any amalgamation would dilute this effectiveness. In its view there is no justification for any amalgamation to take place and cannot imagine any persuasive arguments to support such a proposal.

Yours sincerely

Jeff

Appendix 5.0 (Return to Main Document)

Community Governance Review formal request for consideration

The Council agreed at its meeting on 24 July 2024, that a Community Governance Review working group will be formed to consider requests from Town and Parish Councils to be involved in a Community Governance Review. The group will review the requests and put forward recommendations to Council on 16 October 2024 on the review's terms of reference and timetable.

All town and parish councils were written to in May 2024 to ask for any informal requests. To help the working group form its recommendations to Council, any town/parish council that wishes to be involved in the review are asked to complete the form below.

Can you please complete this form even if you have already responded to the email sent in May.

Name of Town/ Parish Council(s):

A Community Governance Review can look at the following elements. Please tick which areas you'd like your review to cover and add the name of any other Town/ Parish Council(s) affected and if the proposals been disused with them.

Option	**Please (✓)**	**Other Town/ Parish Council(s) Affected**	**Discussed with other Town/ Parish Council(s) (Yes/No)**
Boundary alterations between existing parishes	✓	Stanstead St Margarets	No
Creating, merging, altering or abolishing parishes			
Electoral arrangements (wards, councillors)			
Grouping parishes under a common parish council or de-grouping parishes			
The size of a council			

Changes proposed:

At a recent meeting, Great Amwell Parish Council agreed to investigate the possibility of a Community Governance Review to regularise its (southern) boundary with Stanstead St Margarets.

Currently, the boundary is the B181 up to a point short of the Amwell Roundabout where it veers north and then bisects the A1170 on an east west axis, following the old Hertford Road before joining the B1502.

It is suggested that the boundary should follow the entire length of the B181 to its junction with the Amwell Roundabout….then follow the northern (highway) part of that roundabout and then proceed along the B1502 until it reaches its current intersection with that highway from the old Hertford Road.

Reasons for changes:

Part of this boundary does not follow a clear geographical feature. The request seeks to regularise the boundary so that it follows a clearly defined geographical feature as defined.

If your request involves a boundary change, please provide a map (you can use the Ordnance Survey election maps here)

https://www.ordnancesurvey.co.uk/election-maps/gb/

Names of the Roads or Geographical Features that will form any proposed boundaries

See above narrative

Appendix 7 (Return to Main Document)

Community Governance Review formal request
for consideration

The Council agreed at its meeting on 24 July 2024, that a Community Governance Review working group will be formed to consider requests from Town and Parish Councils to be involved in a Community Governance Review. The group will review the requests and put forward recommendations to Council on 16 October 2024 on the review's terms of reference and timetable.

All town and parish councils were written to in May 2024 to ask for any informal requests. To help the working group form its recommendations to Council, any town/parish council that wishes to be involved in the review are asked to complete the form below.

Can you please complete this form even if you have already responded to the email sent in May.

Name of Town/ Parish Council(s): Aston Parish Council

A Community Governance Review can look at the following elements. Please tick which areas you'd like your review to cover and add the name of any other Town/ Parish Council(s) affected and if the proposals been disused with them.

Option	**Please (✓)**	**Other Town/ Parish Council(s) Affected**	**Discussed with other Town/ Parish Council(s) (Yes/No)**
Boundary alterations between existing parishes	No		
Creating, merging, altering or abolishing parishes	Yes	Walkern	No
Electoral arrangements (wards, councillors)	?		
Grouping parishes under a common parish council or de-grouping parishes	No		
The size of a council	Aston currently 7 cllrs.		

Changes proposed: For Hazel Park, currently in Aston Parish with a tiny bit in Walkern, to have its own Community Council

Reasons for changes: Hazel Park will have more voters than than the current Aston Parish and can therefore dominate Aston. Also Hazel Park is urban, an extension of Stevenage, while Aston is rural. Therefore culturally very different.

If your request involves a boundary change, please provide a map (you can use the Ordnance Survey election maps here)

There will be no boundary change for Aston with other existing parishes. It is simply part of Aston divided into the existing and a new community Council

Names of the Roads or Geographical Features that will form any proposed boundaries

The only named road in Hazel Park so far is Robins Hill Road.

Hi Edward,

Thank you for this email. As people have now started to move into the first of the 610 houses in Hazel Park, Aston Parish, which will more than double the number of voters in this Parish, my Council would like Aston Parish to urgently be placed on the first batch to be looked at. It is the wish of this Parish that Hazel Park has its own Community Council. A our April 2024 Annual Parish Meeting, this subject was debated and put to the vote. 91 voters asked for it to be a separate Community Council, with 1 abstention and 0 against. Dist.Cllr.Stowe was present at this meeting. Yours ever R.Falder, clerk.

Hi Edward,

I have put the notice you sent up on all our noticeboards and it is on our website.

I think I have made our case clear for a community Council for Hazel Park but would add that it is a question of culture. Aston is a rural parish with rural views and works closely with neighbouring parishes and EHDC. The residents at Hazel Park will have an urban outlook and see themselves as an extension of Stevenage - which is exactly what they are. As such their views will differ greatly from that of Aston. Our main concern is the 2027 Parish Council election and by that time there will be far more of them on the voting register that the rest of the Parish which numbers just about 700.

Yours ever, clerk

On Sun, Nov 10, 2024 at 2:34 PM Roy Falder <astonpcclerk@gmail.com> wrote:

Appendix 7.1 (Return to Main Document)

WALKERN
Parish Council

Parish Clerk – Abigail Brown
T: 07584 679526
E: clerk@walkernparishcouncil.gov.uk

Electoral Services

Legal and Democratic Services

East Herts Council

Wallfields

Pegs Lane

Hertford

SG13 8EQ

9th December 2024 To whom it may concern

Re: Community Governance Review (CGR)2024

Walkern Parish Council support our neighbouring parish of Aston in recommending the creation of a new parish to encompass the entire area of the land east of Stevenage being developed as Hazel Park.

The size of this new mixed-use development warrants the creation of a separate authority. The retention of this area would overwhelm the existing parish structure. A new parish would help ensure:

· the electors of Hazel Park are effectively represented at parish level · the parish precept is spent for the benefit of that community

While the major part of this new development is in the parish of Aston a small portion at the most northern tip designated as a possible location for a travelling show people site does extend into Walkern parish. This small area of land is separate and distinct from the main village of Walkern. The B1037 provides a clearly defined boundary line as do the existing tree line and green belt fields which separate the development from the village. Walkern Parish Council therefore recommend that this piece of land is also transferred into a new parish.

Serving the people of Walkern

WALKERN Parish Council

Parish Clerk – Abigail Brown
T: 07584 679526
E: clerk@walkernparishcouncil.gov.uk

The original masterplan for the land east of Stevenage did clearly emphasise that the new development would be well screened from the wider landscape by the surrounding woodland belts and a ridgeline to the east of the site would shield it from the wider Beane Valley. This would enable to the site to be developed without encroachment into the wider countryside and without giving rise to any perception of 'sprawl'. The scheme also makes provision for a vibrant new community hub that will provide a high-quality meeting place at the heart of the development, focussed around a new Primary School, community facilities and a central park. The masterplan clearly shows the site as separate neighbourhood on the edge of Stevenage which is best served by having its own local government arrangements

Yours sincerely,

ABrown

Abigail Brown

Walkern Parish Council Clerk on behalf of Walkern Parish Council

Appendix 8 (Return to Main Document)

Hi Edward,

Thank you for highlighting that the town council prefers to remain unwarded. Could you please clarify if any additional information is required from my end, as the final sentence seems a bit unclear?

Kind Regards

Chris

Christopher Hunt CiLCA, Dip. CSMP®
Sawbridgeworth Town Clerk
Sawbridgeworth Town Council
Sayesbury Manor
Bell Street
Sawbridgeworth
Herts
CM21 9AN
(01279) 724537
http://sawbridgeworth-tc.gov.uk

On 19 Aug 2024, at 11:35, Chris Hunt <chris.hunt@sawbridgeworth-tc.gov.uk> wrote:

Dear District Councillors,

On Monday 31st July 2023, Sawbridgeworth Town Council resolved not to enter into the Community Governance Review for boundary changes etc.
Are you happy for me to respond that this is still the case?

Kind Regards

Chris

COMMUNITY GOVERNANCE REVIEW
The matter was debated and the view from Councillors was that to move to different wards would be divisive rather than encouraging to incorporate new community members and areas into the Town.
Resolved for the town to remain unwarded and for District Councillors to raise representation at East Herts Council.
[prop Cllr A Parsad-Wyatt; secd Cllr J Rider]

Christopher Hunt CiLCA, Dip. CSMP
<image006.jpg>
Sawbridgeworth Town Clerk
Sawbridgeworth Town Council
Sayesbury Manor
Bell Street
Sawbridgeworth
Herts
CM21 9AN
(01279) 724537
http://sawbridgeworth-tc.gov.uk

Appendix 9 (Return to Main Document)

From: Jill Jones <clerk@buntingford-tc.gov.uk>
Sent: Friday, November 15, 2024 12:20 PM
To: Legal & Democratic Services - Electors <Electors@eastherts.gov.uk>
Subject: [External] Community Governance Review

Dear Sirs,

Community Governance Review.

Reference the current Community Governance Review. This matter was discussed at Committee yesterday evening and I have been asked to respond as follows:

We note your comments that it's premature to discuss the Buntingford Parish Boundary at this time with several speculative planning applications that if granted, could result in a request to change the parish boundary, which would not be necessary if the applications did not succeed.

With regard to the option of parish warding. Members felt that in Buntingford a better and more efficient service is achievable without warding. Therefore it's felt that parish warding would not be beneficial in Buntingford at this time.

Kind regards

Jill Jones PSLCC, Cert HE. Town Clerk
Buntingford Town Council, The Manor House, Buntingford, SG9 9AB.
01763 272222. www.buntingford-tc.gov.uk
Follow us on Twitter @buntingfordtc

EAST HERTFORDSHIRE DISTRICT COUNCIL

COMMUNITY GOVERNANCE REVIEW

TERMS OF REFERENCE

1. INTRODUCTION

1.1 East Hertfordshire District Council ('the Council') has resolved to undertake a Community Governance Review ('the review') in accordance with Part 4 of the Local Government and Public Involvement in Health Act 2007 ('the 2007 Act'), the relevant parts of the Local Government Act 1972 and associated regulations.

1.2 The Council is required to have regard to the guidance on Community Governance Reviews published by the government. These terms of reference set out the aims of the review, the matters on which it will focus and policies that the Council considers relevant to the review. The terms of reference will be published on the Council's website and will be made available at the District Council offices and at other venues within the area under review.

Reasons for the review

1.5 The Council is undertaking the review at this time in response to suggestions from the Local Government Boundary Commission for England (LGBCE).

1.6 The Council has also received a request from Ware Town Council.

1.7 Following these suggestions and requests, the Council wrote to all town and parish councils to ask if they would like to be included in the review.

1.8 Government guidance states that it is good practice to conduct a full Community Governance Review at least every 10 to 15 years. The Council therefore wishes to review the suggestions from the LGBCE, Ware Town Council and take the opportunity to consult all town and parish councils in East Hertfordshire to ensure that the electoral arrangements of the parishes are appropriate, equitable and understood by the electorate.

Community Governance Reviews

1.9 A Community Governance Review is a review of the whole or part of the district to consider one or more of the following:

- Creating, merging, altering or abolishing parishes;
- The naming of parishes and the style of new parishes;
- The electoral arrangements for parishes (the ordinary year of election; council size; the number of councillors to be elected to the council, and parish warding), and/or

- Grouping parishes under a common parish council or de-grouping parishes.

The aims of the review

1.10 In accordance with the 2007 Act the Council will have regard to the need to secure community governance within the area under review which:-

- Is reflective of the identities and interests of the community in that area;
- Provides for effective and convenient local government; and
- Takes into account any other arrangements for the purposes of community representation or community engagement in the area.

1.11 When considering the above criteria, Government guidance states that the Council should take into account:-

- The impact of community governance arrangements on community cohesion; and
- The size, population and boundaries of a local community or parish.

1.12 The guidance emphasises that 'the recommendations made in a community governance review ought to bring about improved community engagement, better local democracy and result in more effective and convenient delivery of local services'.

Areas under review

1.12 The whole of the East Hertfordshire District Council area will be included in the Community Governance Review. However, a number of parish councils have expressed an interest during the informal consultation to be included in the review. These town and parish councils are as follows:

- Aston Parish Council
- Bishop's Stortford Town Council
- Buntingford Town Council
- Great Amwell Parish Council
- Hertford Town Council
- Hertingfordbury Parish Council
- Stanstead Abbotts Parish Council
- Thorley Parish Council

The Review will not automatically mean there will be changes but it will examine whether there is a case for change.

1.13 The Council had previously received representations from Ware Town Council to consider reviewing the boundary between Ware, Wareside and Thundridge parish councils. There is also an officer suggestion to un-ward Tewin Parish Council and that there may be a benefit to warding Sawbridgeworth Town Council.

1.14 The review will consider the bigger-picture across the entire District to ensure that small changes in one area, do not impact others disproportionately. By taking a wider view of the bigger picture, it is hoped that any proposals ensure effective representation at Town and Parish levels across the entire District.

Who will undertake the review?

1.15 As the principal authority, East Hertfordshire District Council is responsible for undertaking CGRs within its area. Full Council has established a Community Governance Review working group to consider the responses from the consultation and propose draft and final recommendations to Council.

1.16 The primary contacts for the review are:

- The Interim Chief Executive
- The Head of Legal and Democratic Services
- The Democratic and Electoral Services Manager
- The Deputy Elections Manager

2. CONSULTATION

2.1 In coming to its recommendations in the review, the Council will take account of the views of local people and stakeholders. Legislation requires the Council to consult the local government electors for the area under review and any other person or body who appears to have an interest in the review, and to take the representations that are received into account by judging them against the criteria in the 2007 Act.

2.2 The Council wishes to promote community engagement and transparency in decision-making. In relation to the review the Council will:

- Publish these terms of reference and accept submissions by post or via e-mail or the Council's website;
- Publicise the review by providing information to the relevant town and parish councils and by other printed and electronic means;
- Consult residents, local organisations and elected representatives in the areas under review.
- Make key documents available at the District Council offices and at other venues in the parishes affected;
- Consider all submissions received; and
- Publicise the outcome of the review.

2.3 The Council will notify Hertfordshire County Council that a review is to be undertaken; the County Council is a formal consultee of this process.

2.4 The Council will consider each case on its merits and on the basis of the information and evidence provided during the course of the review. The Council is mindful that proposals which are intended to reflect community

identity and local linkages should be justified in terms of sound and demonstrable evidence of those identities and linkages.

3. THE TIMETABLE FOR THE REVIEW

3.1 Publication of these terms of reference formally begins the review.

Timetable for Community Governance Review	
Stage of process	**Proposed dates**
Publication of terms of reference	16 October 2024
Initial submissions	
Initial submissions invited/ publicity campaign	28 October to 6 January 2025
Deadline for initial submissions	6 January 2025
Consideration of submissions/ preparation of draft recommendations	January/February 2025 (report to Council meeting 26 February 2025)
Consultation on draft recommendations	
Publication of draft recommendations	3 March 2025
Consultation on draft recommendations/publicity campaign	3 March to 12 May 2025
Deadline for consultation responses	12 May 2025
Consideration of responses/ preparation of final recommendations	May/June 2025 (report to Council meeting July 2025)
Decisions & implementation	
Publication of final recommendations	July 2025
Council meeting to make any Reorganisation Order	July 2025
Effective date for any revised electoral arrangements	6 May 2027 (next ordinary town/parish council elections)

4. ISSUES FOR CONSIDERATION IN THE REVIEW

4.1 The review will consider current and projected patterns of population, development, community identify and linkages in the area under review; and whether these give rise to the need for any changes to town/parish boundaries and/or electoral arrangements.

4.2 In reviewing the community governance arrangements of any town/parish in its area, the Council is required to consider the number of local government electors in the area under review, and any change in that number or the distribution of the electors which is likely to occur in the period of five years beginning with the day when the review starts.

4.3 Electorate forecasts for September 2028, taking into account information on developments underway or planned based on planning permissions granted

and the draft District Plan will be published to inform the consultation process during the review and provided to the town and parish councils concerned.

4.4 As part of the consultation process the Council will also make available information on the Council Tax precept (Band D equivalent) currently applicable in each of the parishes under review.

5. POLICIES THAT WILL GUIDE THE REVIEW

Parishes

5.1 The Council considers that towns/parishes should reflect distinctive and recognisable communities of interest, with their own sense of identity and that electors should be able to identify clearly with the town/parish in which they are resident. The feeling of local community and the wishes of local inhabitants are therefore important considerations in the review.

5.2 The Council will give careful consideration both to traditional community identities and historic town/parish arrangements; and to any changes that have happened over time, for example population movements or new development, that may have led to a different community identity in an area.

5.3 The Council wishes to ensure that towns/parishes should be viable as an administrative unit and should possess a precept that enables them effectively to promote the well-being of their residents and contribute to the provision of services in their areas.

Boundaries

5.4 The Council considers that the boundaries between towns/parishes will normally reflect the distinct community identities of the respective areas. Boundaries will often follow areas of low population between settlements or pronounced physical barriers (either natural or built) such as watercourses, marshland or moorland; parks, canals, railways or major roads.

5.5 The Council considers that ‘natural’ settlements or settlements as they are defined in the District Plan should not in normal circumstances be partitioned by town/parish boundaries.

5.6 Should a reorganisation of town/parish boundaries occur as a result of the review, the Council will aim to select boundaries that are and are likely to remain easily identifiable.

6. ELECTORAL ARRANGEMENTS

Electoral cycle

6.1 Any changes to town/parish electoral arrangements will come into effect at the next scheduled ordinary town/parish elections. Town/parish elections will next take place in East Hertfordshire in May 2027 and every four years thereafter.

The number of parish councillors

6.2 Legislation provides that the number of councillors for each town/parish council shall not be fewer than five. There is no maximum number. Government guidance is that 'each area should be considered on its own merits, having regard to its population, geography and the pattern of communities.

6.3 When considering the number of councillors to be elected for a town/parish the Council will, as required by the 2007 Act, have regard to the number of local government electors for the town/parish; and any change in that number which is likely to occur in the next five years. The Council will also have regard to existing levels of representation, the broad pattern of existing council sizes which have stood the test of time and the take-up of seats at elections in its consideration of this matter.

Town/parish warding

6.4 The Council may also consider whether a town/parish should be, or should continue to be, divided into wards for the purposes of elections to the town/parish council and the number and boundaries of town/parish wards, taking account of population distribution and community identity and interests in the area.

6.5 Where a town/parish is warded and continues to be so, the Council will give consideration to the number of councillors to be elected from each ward and the number of electors they represent. The Council notes that the Local Government Boundary Commission for England (LGBCE) believes it is not in the interests of effective and convenient local government, either for voters or councillors, to have significant differences in levels of representation.

7. REORGANISATION OF COMMUNITY GOVERNANCE ORDERS AND COMMENCEMENT

7.1 The review will be completed when the Council agrees its final recommendations. At the conclusion of the review the Council may make a Reorganisation of Community Governance Order. Copies of this order, the map(s) that show the effects of the order in detail, and the document(s) which set out the reasons for the Council's decisions (including where it has decided to make no change following a review) will be deposited at the Council's offices and copies provided to the clerk of each town or parish council affected. The information will also be published on the Council's website.

7.2 In accordance with Government guidance the Council will issue maps to illustrate each recommendation at a scale not smaller than 1:10,000. These maps will be deposited with the Secretary of State and prints will also be supplied in accordance with regulations to Ordnance Survey, the Registrar General, the Land Registry, the Valuation Office Agency, the Boundary

Commission for England, the Local Government Boundary Commission for England and Hertfordshire County Council.

7.3 The provisions of any Order will take effect for financial and administrative purposes on 1 April of the year specified in the Order. Any revised electoral arrangements for a new or existing parish council will come into effect at the next ordinary parish council elections.

8. CONSEQUENTIAL MATTERS

8.1 A Reorganisation Order may cover any consequential matters that appear to the Council to be necessary or proper to give effect to the order. These may include the transfer and management or custody of property, the setting of precepts for new parishes, provision with respect to the transfer of any functions, property, rights and liabilities and/or provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.

8.2 In these matters, the Council will be guided by the relevant regulations issued under the 2007 Act. In particular, the Council notes that the regulations regarding the transfer of property, rights and liabilities require that any apportionments shall use the population of the area as estimated by the proper officer of the Council as an appropriate portion.

8.3 In the event that the review results in proposals to alter the electoral arrangements for a parish whose existing electoral arrangements were put in place within the previous five years by an order made either by the Secretary of State, the Electoral Commission or the LGBCE, the consent of the LGBCE will be required.

Principal area boundaries

8.4 Any changes made to parish boundaries as a result of this review will not automatically change the corresponding district ward or county division boundaries. In the event of a Reorganisation Order making such a change the Council may recommend to the LGBCE that the district and county boundaries are realigned along the revised parish boundary and it would be for the LGBCE to decide if related alterations should be made.

8.5 The LGBCE would require evidence that the Council has consulted on the recommendations as part of the review. The Council will therefore seek to include any such draft recommendations for consultation at the earliest possible opportunity should they appear desirable.

8.6 Where such consequential matters affect Hertfordshire County Council, the Council will also seek the views of that council with regard to alterations to electoral division boundaries in accordance with Government guidance.

Date of publication of these terms of reference: (to insert)

How to contact us

Enquiries regarding the review process and/or comments on the matters set out in these terms of reference should be directed to:

The Democratic and Electoral Services Manager,
East Hertfordshire District Council,
Wallfields,
Pegs Lane,
Hertford,
SG13 8EQ

E-mail: electors@eastherts.gov.uk
Telephone: 01279 655261

DRAFT

DRAFT

Motion about Child Poverty in East Hertfordshire

This Council notes that there has been a sharp rise in the number of children living in poverty in this country since the year 2015. There are now 4.3 million children growing up in poverty, and many of them are living in households where at least one parent is working. This Council notes a report from Dr Barnardo's Charity which shows that 1 in every 11 children living in Hertfordshire is now living in poverty, and in East Hertfordshire it is 1 in 20 children.

Figures from the Department for Work and Pensions (DWP) in March 2023 for East Hertfordshire showed that 1,958 children under the age of 16 were living in poverty.

This Council further notes that the Child Poverty Action Group has several suggestions for reducing Child Poverty. One is to provide adequate social security, and to raise the level of Universal Credit for parents under the age of 25. (They currently receive less than those who are over the age of 25.) Another is to remove the Two Child limit, as Child Poverty is higher in larger families.

This Council therefore resolves to write to the Chancellor of the Exchequer and to the Prime Minister and ask that they take urgent steps to a) remove the Two Child limit on payment of all social security benefits, b) to reinstate the uplift of £20 in Universal Credit and c) to pay this uplift to parents under the age of 25 as well as those over the age of 25.

Motion Proposed by Cllr. Simon Marlow and Seconded by Cllr. Sarah Copley.