

# **POLICY AND RESOURCES COMMITTEE**

## **NOTICE AND AGENDA**

For a meeting to be held on Monday, 13 June 2022 at 7.30 pm in the Penn Chamber, Three Rivers House, Rickmansworth

Members of the Policy and Resources Committee:-

Councillors:

Sarah Nelmes (Chair)  
Stephen Cox  
Philip Hearn  
Chris Lloyd  
Keith Martin  
Abbas Merali  
Paul Rainbow

Stephen Giles-Medhurst (Vice-Chair)  
Reena Ranger  
Ciaran Reed  
Andrew Scarth  
Roger Seabourne  
Phil Williams

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*Joanne Wagstaffe, Chief Executive  
Monday, 6 June 2022*

The Council welcomes contributions from Members of the public to aid discussions on agenda items at the Policy and Resources Committee meetings. Details of the procedure are provided below:

For those wishing to speak:

Members of the public are entitled to register and identify which item(s) they wish to speak on from the published agenda for the meeting. Those who wish to register to speak are asked if they could contact the Committee team by e-mail ([CommitteeTeam@threerivers.gov.uk](mailto:CommitteeTeam@threerivers.gov.uk)) 48 hours before the meeting. Registering 48 hours before the meeting allows the Committee Team time to prepare the speaker sheet in advance of the meeting.

Please note that contributions will be limited to no more than three minutes.

In the event of registering your interest to speak on an agenda item but not taking up that right because the item is deferred, you will be given the right to speak on that item at the next meeting of the Committee.

Those wishing to observe the meeting are requested to contact the Committee Team by

email at [CommitteeTeam@threerivers.gov.uk](mailto:CommitteeTeam@threerivers.gov.uk) 48 hours in advance of the meeting taking place.

In accordance with The Openness of Local Government Bodies Regulations 2014 any matters considered under Part 1 business only of the meeting may be filmed, recorded, photographed, broadcast or reported via social media by any person.

Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act and the laws of libel and defamation.

The Policy and Resources Committee meeting will not be broadcast/livestreamed but an audio recording of the meeting will be made.

**1. APOLOGIES FOR ABSENCE**

**2. MINUTES**

(Pages 5  
- 24)

To confirm as a correct record the Minutes of the Policy and Resources Committee meeting held on 14 March 2022 and the Extraordinary Policy and Resources Committee held on 24 May 2022.

**3. NOTICE OF OTHER BUSINESS**

Items of other business notified under Council Procedure Rule 30 to be announced, together with the special circumstances that justify their consideration as a matter of urgency. The Chair to rule on the admission of such items.

**4. DECLARATIONS OF INTEREST**

**To receive any declarations of interest.**

**Policy**

**5. SUB-COMMITTEES OF POLICY AND RESOURCES COMMITTEE**

(Pages  
25 - 28)

The report is being presented to the Committee to agree to re-establish the Constitution sub-committee for 2022/23 but to request that the Covid-19 Response sub-committee is not re-established.

**6. COMMUNITY INFRASTRUCTURE LEVY (CIL) GOVERNANCE**

(Pages  
29 - 44)

This report seeks Member approval of a CIL Governance process. This report proposes a governance structure which will be the principal means by which CIL monies will be spent on the infrastructure necessary to support new development.

The protocols proposed will ensure that CIL is managed in an open and transparent way and in accordance with the Community Infrastructure Regulations (2010) (Regulations).

## Resources

- 7. PROPOSALS FOR SPENDING OF THE HOUSEHOLD SUPPORT FUND** (Pages 45 - 52)
- Following on from funding awarded in September 2021 and subsequent report presented to Policy and Resources Committee on 6 December 2021, Hertfordshire County Council has been provided with a further £6.172m funding from the Government's Household Support Fund (HSF), this figure doesn't include administration support. This funding will be used to help people in need with the cost of food and energy between April to the end of September 2022.
- 8. CIL SPENDING APPLICATIONS** (Pages 53 - 68)
- The report seeks to allocate a total of £29,979 of CIL funding to local infrastructure projects to support growth in Three Rivers.
- 9. DISCRETIONARY COUNCIL TAX ENERGY REBATE SCHEME (DCTER)** (Pages 69 - 70)
- The government has announced a package of support known as the Energy Bills rebate to help households with rising energy bills.
- This includes discretionary funding for billing authorities to support households who are in need but are not eligible for the Council Tax Rebate scheme.
- 10. SUMMARY OF FINANCIAL YEAR END POSITION FOR 2021/22** (Pages 71 - 92)
- This report shows the year end position for the financial year ending on 31 March 2022 for both revenue and capital and makes the following recommendations:-
- to carry forward to 2022/23 certain unspent revenue budgets and;
  - to re-phase those capital budgets that require completion in 2022/23
- The report focuses on the variation between the latest agreed budget and the final expenditure and income for the financial year. This comparison provides an indication of the accuracy and robustness of financial control and the achievement of the strategic objective to manage resources to deliver the Council's strategic priorities and service needs.
- 11. WORK PROGRAMME** (Pages 93 - 98)
- To receive the Committee's work programme.
- 12. OTHER BUSINESS - if approved under item 3 above**
- 12.1 JSP SCI: ADOPTION OF STATEMENT OF COMMUNITY INVOLVEMENT (SCI) FOR THE SW HERTS JOINT STRATEGIC PLAN** (Pages 99 - 142)
- 12.2 JSP REG 18: APPROVAL OF INITIAL ISSUES AND OPTIONS (REGULATION CONSULTATION FOR SW HERTS JOINT STRATEGIC PLAN)** (Pages 143 - 174)
- 13. EXCLUSION OF PRESS AND PUBLIC**

If the Committee wishes to consider the remaining item in

private, it will be appropriate for a resolution to be passed in the following terms:-

“that under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined under paragraph 3 of Part I of Schedule 12A to the Act. It has been decided by the Council that in all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

(Note: If other confidential business is approved under item 3, it will also be necessary to specify the class of exempt or confidential information in the additional items.)

**14. HERTFORDSHIRE BUILDING CONTROL**

To receive a report

**15. LEISURE FACILITIES MANAGEMENT CONTRACT - REPROFILING OF MANAGEMENT FEE**

**1. OTHER BUSINESS - IF APPROVED UNDER ITEM 3 ABOVE**

To receive any declarations of interest.

**General Enquiries: Please contact the Committee Team at [committeeteam@threerivers.gov.uk](mailto:committeeteam@threerivers.gov.uk)**

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**POLICY AND RESOURCES COMMITTEE****MINUTES**

Of a meeting held in the Penn Chamber, Three Rivers House, Northway, Rickmansworth on 14 March 2022 from 7.30pm to 9.30pm.

Councillors present:

Sarah Nelmes (Chair)  
Matthew Bedford (Infrastructure & Planning Policy)  
Stephen Cox  
Steve Drury (for Cllr Giles-Medhurst)  
Ciaran Reed (for Cllr Debbie Morris)  
Alex Hayward

Chris Lloyd (Leisure)  
Reena Ranger  
Andrew Scarth (Housing)  
Roger Seabourne (Community Safety and Partnerships)  
Jon Tankard (for Cllr Sokalski)  
Phil Williams (Environment, Climate Change and Sustainability)

Other Councillors in attendance – Joanna Clemens, Alex Michaels and Croxley Green  
Parish Councillor Andrew Gallagher

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Officers Present: Joanne Wagstaffe, Chief Executive  
Alison Scott, Shared Director of Finance  
Ray Figg, Head of Community Services  
Rebecca Young, Head of Community Partnerships  
Kimberley Rowley, Head of Regulatory Services  
Charlotte Gomes, Landscapes and Leisure Development Manager  
Malcolm Clarke, Waste and Environment Manager  
Alex Laurie, Principal Tree and Landscape Manager  
Sarah Haythorpe, Principal Committee Manager

**PR84/21 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Stephen Giles-Medhurst, Paula Hiscocks, Debbie Morris and Dominic Sokalski with Councillors Ciaran Reed, Steve Drury and Jon Tankard substituting.

**PR85/21 MINUTES**

The Minutes of the Policy and Resources Committee on 24 January 2022 were agreed and signed by the Chair.

**PR86/21 NOTICE OF OTHER BUSINESS**

The Chair had ruled that the following items of business, which had not been available 5 clear working days before the meeting were of sufficient urgency to be considered by the Committee for the following reasons:

Item 9 – Appendix B to item 7 – Biodiversity Opportunities Audit, including Alternative Grassland Management - so that the Council can implement Alternative Grassland Management from April 2022.

Item 10 (Amendments to TRDC’s existing Hackney Carriage, Private Hire and Operator policy) an updated policy was published after the Regulatory Services Committee with an amendment was to Paragraph 8.4 of the policy – so that the Committee can make a recommendation to Annual Council in May.

Item 11 - amended wording for Paragraph 8 under the Scheme of Delegation on Urgent decisions - so that the recommendation can go to Annual Council in May for ratification.

Item 11 - the appointment of a Vice Chair to the Environmental Forum so that the appointment can be made at the Annual Council meeting in May with all the other annual appointments.

Item 15 – an updated report (Senior Structure at TRDC) was published after the agenda was published but the original report was published on time – so that the Council can start the appointment process.

**PR87/21 DECLARATION OF INTERESTS**

None received.

**PR88/21 COMMUNITY WEALTH BUILDING PROJECT**

The Head of Community Partnerships reported that this was a joint bid which was submitted to the Community Renewal Fund last year led by the Herts Growth Board and Stevenage Borough Council with all 10 Districts signed up to be part of the project. The total project funding was over £700k and a Project Steering Group had been set up led by Stevenage Borough Council with a Project Manager employed and the costs being met through the project costs and grant funding. The Project Steering Group reported to the Herts Growth Board. The grant funding was received towards the end of last year with the Local Enterprise Partnership financially accountable for the project but with regular reports given to both Boards.

The project would look to work with micro businesses, the voluntary sector, community groups as well as social enterprises to look to strengthen the local economy and increase social value by creating job opportunities and access to training. There are five main activities as part of the project which had been outlined in the report but the main focus was on Activity 3 which was around establishing schemes and projects in the voluntary sector, social enterprises and small businesses to increase job prospects and training. The aim of Activity 3 was to achieve some of this through the delegated grant scheme for each District and referred Members to Paragraph 2.8 onwards in the report which outlined what the proposals were for using the funding. The proposal was for us to work with Watford and Three Rivers Trust (W3RT) to deliver the grant scheme and to help us to administer it. We have £50k available with £10k to be given to two voluntary sector organisations, £10k to one micro business and £10k to W3RT. The final £10k would be used as part of the Countywide project and grant scheme which would allow 3 organisations which work across the County to support some organisations and businesses to become more carbon neutral and help with their sustainability. Applications would be submitted to W3RT and the Council will work with them to identify the micro organisations which would be eligible to apply for a grant. Details had been included in the report on outputs and outcomes that we were expecting to see and W3RT would be expected to report back to us and work with the voluntary organisations/businesses to deliver these outputs and outcomes. WBC were

also looking at this option and are we are working together to do this through W3RT by running two schemes one in Watford and one in Three Rivers. The Memorandum of Understanding from Stevenage Borough Council had been reviewed by the Solicitor to the Council and was acceptable.

The recommendation was that the grants be administered through W3RT who had a wealth of knowledge in the local community and had run a number of different grant schemes and were very much able to deliver the project.

Councillor Chris Lloyd thanked the officers for all their work on the project and for the comprehensive report and moved the recommendation so that the scheme can be operated.

Councillor Alex Hayward was happy to second the motion but sought clarification on identifying organisations and the applications process. The report talked about dealing with the grants efficiently but wanted to ensure it was delivered fairly across the District and that all Wards would benefit.

The Head of Community Partnerships advised that there would be an application process which would be open to all to apply and we would be communicating that through all media channels and through W3RT who had a large database of organisations. We would also approach other organisations in the District to apply so that we got a good range of organisations from across the District. There would be certain criteria which would need to be met to show that they can deliver the outputs and outcomes but we would be including in our agreement with W3RT that we target the whole District and that the organisations were working across the whole area. A report would be provided to the Council on where the organisations are based and what they would be delivering.

On being put to the Committee the Chair declared the motion CARRIED the voting being by general assent.

RESOLVED:

Agreed to the proposed process for allocating and administering the grant money locally through Watford and Three Rivers Trust for Activity 3 of the Community Wealth Building Project.

**PR89/21**

## **STAFF ENVIRONMENTAL CHARTER**

The Head of Community Partnerships reported that this was a proposal to introduce a Staff and Member Environmental Charter although the title of the report had not included "Member" it should be for both Staff and Members which was outlined within the report. The reason for the Charter was to look to embed our Climate Change ethos across the Council in our everyday work in making decisions, implementing policies, day to day working life of staff and Members. This would only form a small part of our action plan but would help to deliver the declaration made by the Council two years ago around the Climate Emergency. The Charter would be included as part of the new staff inductions and would look to promote the work we are doing across the Council such as the Green Heroes project. It was felt that the Charter was important for staff/members who are not directly involved in delivering the Climate Change projects but all have a part to play. The appendix attached to the report was an example of the type of poster the Council would look to put up around the Council offices to promote our vision. The poster focused on signing everyone up to how the Council want to work and would be used as part of the induction with the second part around what we are looking to do across the District as part of our Climate Change strategy.

Councillor Phil Williams welcomed the report coming to the Committee and moved the recommendation, seconded by Councillor Matthew Bedford. The Councillor was pleased to see the Council were now holding some meetings virtually.

A Member said they were very environmentally minded and supported the implementation of the Charter but questioned the wording which seemed to move into the personal life of staff/members. The Member would not wish to see someone sanctioned because they had their thermostat high one day and wanted to make sure the Council were not intending to sanction anyone.

Councillor Alex Hayward thought there was an issue with the wording and allowing people to have freedom to do what they want at home and should not refer to people's home life.

The Chair had read the wording as aiming to inspire people to change their behaviour and had no concerns.

A Member could not understand the concerns that were being raised around the wording and it was up to the people themselves whether they adhere to the Charter or not.

Councillor Andrew Scarth thought the point in the Charter could be amended to read "Aim to inspire our officers to be advocates for Climate Change."

The Chief Executive advised that the report had been brought to the Corporate Management Team, which HR are a member of, and everyone on the Team was happy with the Charter.

Councillor Alex Hayward moved an amendment to the Charter wording, seconded by Councillor Reena Ranger, for the Charter to read "Aim to inspire our officers to be advocates for Climate Change at work and in their personal lives should they choose to."

On being put to the Committee the amendment to the motion was declared LOST by the Chair the voting being 3 For, 7 Against and 2 Abstentions.

The original motion to adopt the Charter as worded and to form part of the Council's commitment to deliver the Climate and Sustainability Action Plan was declared CARRIED by the Chair the voting being 8 For, 0 Against and 4 Abstentions.

RECOMMEND:

The Environmental Charter as part of the Council's commitment to deliver the Climate and Sustainability Action Plan.

**PR90/21**

### **ALTERNATIVE GRASSLAND MANAGEMENT UPDATE**

The Chair wished to move an amendment to recommendation 13.2 and for the recommendation to read:

"That the implementation of the action plan be agreed within the £100k budget approved as part of the 2022/23 budget decision with additional funding sources being sought for the balance working in partnership with other community based organisations. Funding for future years will be brought forward as part of the 2023/24 budget process."

The Landscapes and Leisure Development Manager reported on the outcomes of the Biodiversity Opportunities Audit and the proposals for the Alternative Grassland Management which brought together all the factors to be considered



and the benefits Biodiversity would bring across the District. The proposals should be seen as the start for the process which would continue throughout this year and subsequent years but would not be static. The key headlines were:

- A five year action plan had been developed following the outcomes of the audit and were detailed within Appendix C;
- Officers would seek to work with the local community to implement these proposals and would seek external funding opportunities where possible;
- Details on the Alternative Grassland Management regime could be viewed from Point 2.15 onwards in the report. In order to use consistent percentages it was advised that officers would focus on available grassland, excluding sites where grass was kept short for specific purposes, e.g. football pitches;
- Currently the Council kept 62% of available grassland as long grass for biodiversity benefits. This would increase to 77% following the changes outlined with a 15% reduction in grassland kept as general amenity;
- These proposals offer a variety grassland management regimes and was based on using the right regime in the right place but also to achieve the biodiversity benefits;
- At point 2.24 of the report 31% of grassland would be conservation grazed and would include existing sites at the Chorleywood House grounds, Croxley Common Moor and the Withey Beds and the introduction of grazing at The Horses' Field at Leavesden Country Park this summer;
- All of these sites had been agreed through the Committee process and following public consultation. Aside from the biodiversity benefits that grazing brings some of these sites are subject to a Countryside Stewardship Scheme and higher level stewardship as endorsed by Natural England or are Triple SI sites which included Croxley Common Moor;
- Following the Biodiversity Opportunities Audit further sites would undertake a hay meadow cut and lift which would include Berry Lane, Mead Place, Denham Way, Tanners Hill, Rickmansworth Park and Fortune Common plus the continuation of the pilot sites which were introduced in 2021;
- Officers are continuing to look for opportunities to cease mowing and to move to a hay meadow cut and lift where appropriate. For example, during 2022/23, as part of the preparation for a new Management Plan for the Aquadrome, officers had identified new opportunities for an increased cut and lift. Later in the year officers would be updating the Management Plan for the Chorleywood House estate and would look for opportunities to change the grass cutting method for the main lawn area from general amenity to hay meadow cut and lift. Due to the sensitivities of the site this needed to be consulted with the public on first;
- Next year and in future years as new Management Plans are produced for open spaces, officers would continue to look for these opportunities to increase the areas of cut and lift;
- The proposed changes to the grass and management regimes at the sites across the District would be implemented from April this year.

A Member referred to the report where it said we would not be cutting football pitches and similar and asked how far around the football pitches would we not be cutting as quite often there are people who want to come and watch the games and that was part of the recreation ground which appeared we were not going to be cutting.

In response the Principal Landscape Officer advised that officers had allowed for a 4 to 5 metre buffer zone around these areas.

A Member was pleased to see the report come to the Committee and thought it was fantastic and could not wait to see the proposals implemented. This was still a document in progress. One issue they did have with anything around rewilding projects was a lot of people don't believe in Climate Change in certain sectors of work and life and thought it was a myth so it was vital that we educate people and this document encouraged residents to come forward with further areas, such as Jacketts Field, and tell us where we can go further to give people ownership. Giving people ownership will help the Council move forward to combat the effects of Climate Change.

In accordance with Council Procedure Rule 35(b) a member of the public spoke on the report.

The Lead Member thanked the public and the speaker for attending the meeting. We all had the same goal to make Three Rivers a greener and more sustainable place to live. We are already doing a lot of things but there was always room for improvement and this was highlighted within the proposed changes and the work of sustainable groups in Chorleywood, Abbots Langley and Oxhey. The Councillor supported the report and said we would see greater biodiversity and grassland management but there had to be a mix. The expert advice received had highlighted that before any kind of grassland management was undertaken it was important to survey the grassland to find out what wildlife, flora and fauna are there and the best way to manage it. The Council had done that by undertaking the audit and bringing the report back to the Committee. Meadows containing rare plants and animals needed particular careful management as these areas are not all the same and each meadow was different. Consideration needed to be given on whether it was grazed, cut and lifted or woodland and this had to be managed in different ways. Herts and Middlesex Wildlife Trust and other Conservation Groups positively encouraged managed conservation and grazing recognising along with cut and lift is was one of the best ways to increase biodiversity. We have to have different forms of management to increase our biodiversity which was what the report sets out. It was about having a balance of different grasslands and different habitats encouraging more biodiversity than any single method could do. The Council had brought in experts to carry out the audit and are now acting on this to encourage all different types of grassland management. This project would evolve as we move forward and there would be further public consultation at the end of the summer to come back to Committee. If the public see a piece of land which could be managed differently let us know. The Councillor wished to thank Charlotte, Alex and other officers for all their work in the very short timescales

A Member thanked officers for the detailed series of reports and thorough approach to this matter but had an issue with the communication on this and the ability to engage with residents. There seemed to be a failure of Councillors to communicate with residents and the aim of 50%.

The Chair advised that it had always been stated that cut and lift was not always the solution in every area, particularly the Withey Beds, as it would kill the ants there. That was why there was a mixed set of proposals which had been provide by professional experts.

The Lead Member advised that 77% of the available land would receive a conservation management in grass cutting not 24%.

A Member wanted to see football, rugby and cricket and all other sports continue but wanted to increase biodiversity. We all needed to look at our lifestyle and it was great that we all wanted to change the community but there are many people we need to bring with us as many who see the grass not being cut would not understand it and

we all have our work to do in that educational process. They thanked officers for the detailed work and the work in getting the consultants into help us. Some people may want an area to be meadow but some people may want to be able to have a picnic and therefore there are different interests we have to make a balance on.

The original proposer of the motion advised that in May 2021 the motion had been submitted to ask the Council to cut and lift up to 70% of its grassland. The motion came forward to Committee in November 2021 but had been changed to up to 50%. It was agreed the Council would look at opportunities to cease mowing of up to 50% of grassland for non leisure purposes. It had been advised that the Council were already cutting and lifting up to 50% of grassland. The report showed the pilot sites were only achieving 3%. What we need to do is cut and lift up to 50%. 24% was not enough and would not make a big enough difference. Not all sites had been audited, just the small sites, and none of our big sites - for example Leavesden Country Park - where there was most potential. They had been completely left out and could result in no cut and lift taking place. The Wildlife Trust had pointed out the Park would not be appropriate for cut and lift which meant the site was withdrawn from this process. On the other methods proposed, including conservation grazing, it would not deliver in the same way as cut and lift and was expensive and complicated and meant some areas were shut off do the cattle being in the area. Cutting and lifting was the easiest and simplest thing for us to do. The Member asked if the Committee could go back to the 50% cut and lift of available grassland which was agreed through the motion in November 2021.

A Member said everyone seemed to be set only on cut and lift but having read the report and read the advice of the experts we are told that cut and lift is not appropriate for all areas so to pluck an arbitrary figure of 50% out of the air and then insist we enforce that was not the best way to take this forward. What needed to happen was to take the advice of experts who had looked at the sites and follow their guidance which was exactly what we are proposing to do if the report is agreed. The figure of 24% quoted was the top two points under Paragraph 2.24 but the Member referred to the third point on uncut and the fourth point on conservation area grazing and if you added up those four lines it came to 57% which was more than half. They wondered why Members wanted to override the advice of the experts and do something for the sake of an arbitrary target. It would be more sensible and much more achievable to reach the biodiversity gain across the whole District if we follow the advice given.

Councillor Alex Hayward said we should be listening to what the public want and we should stick to the motion and 50% and wished to move an amendment to the recommendation and that we agree 50% cut and lift and identify the areas in order to achieve this. The amendment was seconded by Councillor Reena Ranger.

A Member wished to see four replacement oak trees at Huntercrombe Gardens following the felling of four trees. The ornamental trees in the Ann Shaw play area are lovely but asked that they not be crab apples otherwise they will be thrown into the garden of a resident in Ferryhills Close. They did recall we had said up to 50% but would like to hear from officers on whether they had examined all the sites to see if we can get nearer to 50%.

A Member seemed to think all the focus was just on cut and lift. It was a way of moving forward but if a better way had been found it would seem ridiculous not to consider it. They did not know how cut and lift worked but taking out conservation grazing for cut and lifting did not take into consideration getting the vehicles there, disposing of the lift, transporting the lift to the recycling depot and taking the vehicles back as opposed to the animals doing it and being recycled on site with virtually no damage to the external environment.

The Head of Community Services advised that the audit was very much around the smaller sites and not those which have management plans in place. If there are other opportunities officers would be very happy to look into them from across the District.

A Member said residents had spoken that we move this forward and a motion had been submitted to the Council which was passed unanimously at Committee only to come to this Committee in January and here again now. It looked like this seemed to be the correct way to start this and noted that the management plans of the larger sites would be reviewed and looked forward to seeing progress on this and wished to stick to what we had been promised through the amendment put forward.

On being put to the Committee the amended motion was declared LOST by the Chair the voting being 4 For, 8 Against and 0 Abstentions.

On being put to the Committee the recommendation as set out in the report with the amendment put forward by the Chair was declared CARRIED the voting being unanimous.

**RESOLVED:**

- 1) Approved the Biodiversity Opportunities Audit Action Plan proposed in Appendix C and the delivery of an alternative grassland management regime as set out at 2.32 and within Appendix D, subject to any comment from the Leisure, Environment and Community Committee
- 2) That the implementation of the action plan be agreed within the £100k budget approved as part of the 2022/23 budget decision with additional funding sources being sought for the balance working in partnership with other community based organisations. Funding for future years will be brought forward as part of the 2023/24 budget process

**PR91/21 MOTIONS UNDER PROCEDURE RULE 11**

The Chair advised that under Rule 11(5) of the Council Constitution it was agreed by the Chief Executive and Monitoring Officer in consultation with the Chair of Council and the Motion Proposer that the following motion be referred to the Policy and Resources Committee.

Councillor Ciaran Reed, seconded by Councillor Reena Ranger moved the motion as follows:

This Council condemns the Liberal Democrats national policy of a housing target to 380,000 homes a year due to the potential threat that poses to the rural nature of Three Rivers and resolves to write a letter to the Liberal Democrat Leader and our Three Rivers MP Daisy Cooper asking them to conserve Three Rivers.

On being put to the Committee the motion was declared LOST by the Chair the voting being 3 For, 9 Against and 0 Abstentions.

**RESOLVED:**

The Motion is LOST

**PR92/21 INTRODUCTION OF A STREET TRADING POLICY (LICENSING)**

The Head of Regulatory Services advised that the report had been to Regulatory Services Committee for recommendation to this Committee. Email correspondence had been received from Watford Rural Parish Council seeking an opinion on whether they needed a street trading license for their own market in South Oxhey. Officers felt that was a matter which could be considered outside of the policy. The policy does not name South Oxhey market but did suggest that markets do require a single trading license but not specifically for South Oxhey. The Legal advice that Watford Rural Parish Council had received conflicted with

the legal advice officers had received and was a matter which would be explored but outside of this policy.

A Member advised that they were not very happy to support the policy while there was an ongoing dispute between Watford Rural Parish Council (WRPC) and this Council.

Another Member also raised concern around the dispute with WRPC and agreeing the policy while the dispute was still taking place. In terms of the options available they wished to opt for Option 2 to delay and allow the dispute to be resolved but wanted to understand if there would be any substantial risks in delaying adoption of the policy.

The Head of Regulatory Services advised that the officer view was that this policy did not add to or affect that decision on South Oxhey as the policy does not mention South Oxhey market and mentions markets generally and the view was that those markets would require a street trading policy. Evidence will be put before officers when they consider the circumstances of the South Oxhey market and it may no longer be required but there may be other markets in other circumstances that do require street trading. In terms of the delay we can continue to receive street trading applications and they would be assessed by officers outside any of the new policy requirements as we have done historically for a number of years. For officers the sooner we can move this policy forward the better.

A Member queried the roads excluded from street trading and referred to Chorleywood Whitelands Avenue and could not understand why the whole of Whitelands Avenue was excluded as it was mostly a residential street apart from the Parade.

The Head of Regulatory Services advised that a number of the prohibited streets were residential. The decision to prohibit them was made by Council in 2007 and needed updating. The report does advise that officers would look at that over the next 12-18 months.

A Member said if the Council had operated for a number of years without this policy and there was currently a dispute over markets surely a delay of a month or two would be more amicable and was struggling to see any disadvantages in delaying and wondered how many applications would be affected and impacted by the delay.

The Head of Regulatory Services advised that the Council had received very few applications over the last year and did not consider that significant numbers would be affected. However, they did not think that this policy had any bearing on the decision on South Oxhey as it does not mention South Oxhey specifically as a market. There are other markets coming forward to start operating and they could be captured by this policy. Officers would continue discussion on South Oxhey market but whether Members adopt the policy or not tonight does not affect the view that would be taken on South Oxhey.

It appeared that WRPC were the only Council which had responded but most of the markets would be put together by the Parish Councils. Had we checked with them that they had picked up on the consultation and would the Rickmansworth French market fall under this policy? Would the Parish Councils be able to fulfil the requirements of the policy?

Councillor Roger Seabourne moved the motion to adopt the Policy and moved Option 1 as set out in the report. The issue with regard to South Oxhey market had nothing to do with this policy. They did not wish for the Council to not have a policy for officers to follow.

The Head of Regulatory Services advised that the Council had gone out for consultation with a number of interested parties and residents initially. WRPC had advised that they had not seen the consultation so officers extended the consultation period for a further 21 days. They were not aware if officers had specially asked the Parishes to respond to the consultation but they were notified.

A Member said their understanding was that WRPC were not notified of the consultation but picked up details via a public notice and had not gone out to WRPC directly and was why the consultation period was extended. They had seen the legal advice that the Council were relying on but was not persuaded by it. Whilst there was the dispute with WRPC and the South Oxhey market they were not able to support the policy.

The Head of Regulatory Services said initially the consultation did not go out to the Parishes but it was extended for a further period so that Officers could notify them.

Councillor Matthew Bedford said it was good to receive the assurance that the correct procedure was followed and seconded Councillor Seabourne's motion to move Option 1 and agree the policy now. The whole reason why reports are published in advance of meetings was so that Members can read them and flag up any concerns and did not wish to see a delay in agreeing the policy.

Councillor Ciaran Reed moved an amendment to the motion and proposed Option 2 which would give a further chance for consultation if required and also allow for further input into the policy and for the concerns raised to be addressed. This motion was seconded by Councillor Stephen Cox who said they had raised their concerns with officers at the Regulatory Services Committee meeting but was not convinced by the information received to them that WRPC did not have a case.

On being put to the Committee the motion to go with Option 2 was declared LOST by the Chair the voting being 4 For, 8 Against and 0 Abstentions.

On being put to the Committee the motion to go with Option 1 was declared CARRIED by the Chair the voting being 8 For, 4 Against and 0 Abstentions.

RESOLVED:

Agreed the Policy with the following amendments:

- The definitions section to include reference to Local Government (Miscellaneous Provisions) Act 1982 as the Act.
- Paragraph 2.1.4 should be amended to remove reference to sections 29-31 and add section 10.

**PR93/21**

### **AMENDMENTS TO TRDC'S EXISTING HACKNEY CARRIAGE, PRIVATE HIRE AND OPERATOR POLICY**

The Head of Regulatory Services reported that Members would have seen some correspondence received from a resident of South Oxhey about the policy but their comments actually referred to a price increase for Hackney Carriages which in the Officers opinion was a separate matter and would be considered outside of this policy. The amount paid per mile for a trip had not be reviewed for a while and would come forward as part of a separate report.

A Member referred to the reference in the policy to the One stop shop and the old opening hours and asked that this be corrected.

A Member asked if it was right to include details of opening hours in the policy if they were to be updated as the policy would then be required to be updated every time they changed. It was agreed that the policy be amended to state “in line with the published opening hours.”

On being put to the Committee the recommendation with the amendment was declared CARRIED by the Chair the voting being unanimous.

RECOMMEND:

The amended policy with a further amendment on the opening hours to read “in line with the published opening hours”.

**PR94/21**

**COUNCIL CONSTITUTION, URGENT DECISIONS AND APPOINTMENT OF VICE CHAIR ON THE ENVIRONMENTAL FORUM**

The Principal Committee Manager advised that at the Constitution sub-committee meeting held on 7 March they had considered revised Contract Procedure Rules.

The Chair moved, seconded by Councillor Andrew Scarth that the recommendation at 10.1 be agreed.

On being put to the Committee the motion was declared CARRIED by the Chair the voting being unanimous.

RECOMMEND:

To approve version 10.1 of the Contract Procedure Rules with the Council Constitution being amended accordingly.

The Principal Committee Manager reported that the Constitution sub-committee had put forward the following amendment to the Scheme of Delegation (Part 3) under Paragraph 8:

8.1 To take such urgent action which is in the best interests of the Council where there is not time to convene the appropriate committee. Such action will be taken in consultation with the Group Leaders which expression shall where necessary for this paragraph 8 include Deputy Group Leaders acting in their place

8.2 Any urgent action taken under 8.1 and in consultation with Group Leaders will whenever possible be by unanimous agreement. The Leader of the Council will at their discretion determine at what point agreement has not been possible having regard to the urgency of the matter. The Chief Executive will give effect to any urgent decision reached by unanimous agreement.

8.3 Where agreement has not been reached under paragraphs 8.1 and 8.2, proportionality will be applied to the decision of each group leader to the effect that their decision reflects the number of seats held by their party on the Council and the Chief Executive will act in accordance with the decision of the group leader or leaders commanding a majority of seats on the Council.

Councillor Sarah Nelmes proposed, seconded by Councillor Chris Lloyd the amendment be recommended to Council.

On being put to the Committee the motion was declared CARRIED by the Chair the voting being unanimous.

RECOMMEND:

8.1 To take such urgent action which is in the best interests of the Council where there is not time to convene the appropriate committee. Such action will be taken in consultation with the Group Leaders which expression shall where necessary for this paragraph 8 include Deputy Group Leaders acting in their place

8.2 Any urgent action taken under 8.1 and in consultation with Group Leaders will whenever possible be by unanimous agreement. The Leader of the Council will at their discretion determine at what point agreement has not been possible having regard to the urgency of the matter. The Chief Executive will give effect to any urgent decision reached by unanimous agreement.

8.3 Where agreement has not been reached under paragraphs 8.1 and 8.2, proportionality will be applied to the decision of each group leader to the effect that their decision reflects the number of seats held by their party on the Council and the Chief Executive will act in accordance with the decision of the group

The Principal Committee Manager reported that the Constitution sub-committee had recommended that an additional appointment be added to the annual appointments at Annual Council with regard to the appointment of a Vice Chair of the Environmental Forum

Councillor Sarah Nelmes proposed, seconded by Councillor Chris Lloyd that this additional appointment be added to the appointments made at Annual Council

RECOMMEND:

To add to the appointments at Annual Council the appointment of a Vice Chair on the Environmental Forum.

**PR95/21**

**CORPORATE FRAMEWORK 2020-2023 (Corporate Actions 2022-2023)**

The Head of Community Partnerships advised this report provided details on the annual corporate objectives which come to the Committee each year to recommend their adoption to Council. They had been taken from the Corporate Framework which had been agreed for 3 years. This was the last year of the Corporate Framework and during 2022/23 officers would be undertaking a review of the framework and objectives. There had been some minor changes to the wording of the objectives for example on Climate Change, as this strategy had now been adopted the objectives states that we will deliver the strategy instead. In the appendix it provided details of the Corporate action plan for the next financial year 2022/23 which included key actions from across the Council and details on how we would deliver those objectives. This will be promoted was agreed to residents.

Councillor Sarah Nelmes moved, seconded by Councillor Chris Lloyd to recommend the Corporate actions to Council.

On being put to the Committee the motion was declared CARRIED by the Chair the voting being unanimous.

RECOMMEND:

Agreed the Corporate Framework Action Plan and objectives for 2022-2023, attached as Appendix 1 and recommends to Council.

**PR96/21**

**TO RECEIVE THE FOLLOWING FINAL SERVICE PLANS 2022-2025 FOR RECOMMENDATION TO COUNCIL**

The Committee received the following service plans:



Committee, Corporate Services, Customer Service Centre, Economic and Sustainable Development (Local Plan aspects of the service plan), Elections, Legal, Property Services and Major Projects, Finance and Revenue and Benefits

Councillor Stephen Cox referred to the Elections service plan and the 90% target on the annual canvass return, which should be for each Ward, and thought this was not stretching and challenging enough and wondered why the same target was being put forward and whether there could be any movement on this. This was the cornerstone of the democratic process.

The Chief Executive advised that the target could be increased to 92% for each Ward.

Councillor Stephen Cox supported the 92% percentage return target.

On being put to the Committee the amended motion was declared CARRIED by the Chair the voting being 9 For, 0 Against and 3 Abstentions.

RECOMMEND:

That the service plans be recommended to Council with the amendment to the Elections service plan that each Ward achieve a 92% annual canvass return.

#### **PR97/21 BUDGET MONITORING – PERIOD 10 (JANUARY)**

The Shared Director of Finance reported the key changes were on the revenue account with regard to the loss of income due to the pantomime closing early before Christmas due to Covid but this had been offset by an increase in curb side recycling income. On the capital programme the key movements were around delays in replacing the grounds maintenance vehicles due to finding a suitable alternative replacement and also on retail parades.

A Member asked about Watersmeet. They appreciated that Covid had hit and the pantomime but queried the saving of £22,360 on materials due to the cancellation of the pantomime after 16 performances and queried the possibility of recovering some of the monies paid to the panto producers, which would reduce our expenditure by a maximum of £48,000.

The Head of Community Services advised that there was an income split with the producer taking circa 70% of the income and the Council circa 30%. This was on the same lines as other contracts of this sought. The producers were paid an advance towards the costs of the production and actors. The £22,360 saving is the difference between the budgeted amount to be paid to the panto producer and the actual amount paid. Negotiations are taking place to agree where the costs fall, which may result in the panto producers paying some of the £48,000 back to the Council.

A Member referred to the increase budget required for the Killingdown Farm public inquiry and if this happened for other sites how do we mitigate these costs.

A Member said the cost was what the Council had to pay to fight the public inquiry due to the application being refused and the developer appealing that decision which they were entitled to do.

Councillor Sarah Nelmes moved, seconded by Councillor Matthew Bedford the recommendation as set out in the report.

On being put to the Committee the motion was declared CARRIED by the Chair the voting being 9 For, 0 Against and 3 Abstentions.

## RECOMMEND:

That the revenue and capital budget variations as shown in the table at paragraph 6.1 be approved and incorporated into the three-year medium-term financial plan.

**PR98/21**

### **SENIOR STRUCTURE OF THREE RIVERS DISTRICT COUNCIL**

The Head of Human Resources reported that the report recommended the creation of an additional post at Senior Management level. The current structure had been in place since 2009 and had served its purpose well but the Council had now changed its approach including looking at the risk appetite and competing more commercially in the market place. Creating capacity at Senior Management level was required to drive these initiatives forward. The Council had also noticed through the past 22 months with Covid a potential lack of resilience at a Senior Management Level. The report set out the recommendation for creating a new full time Executive Head of Service which would be at a management grade level reporting direct to the CEO which would allow the CEO to focus on the strategic objectives of the Council and taking the policies and objectives forward. If the recommendation was agreed the proposal was to advertise internally only. There was also an additional point in the report around creating a new full time Head of Customer Experience which would bring together the areas of customer services, communication and Watersmeet and would come under the new Executive Head. The Council would be looking to appoint to the Head of Service internally from the two people who are impacted by that change. The report also sets out the financial implications for the changes and that the costs would be met from existing budgets.

A Member queried the costs of the new roles and also the proposal to advertise internally only to a select group of people instead of opening up the post externally although they acknowledged we did have some talented officers a more competitive selection should be considered. They had concerns about the on costs of £21,280 for someone who was already employed.

The Shared Director of Finance clarified that the on costs was national insurance and the employees' pension costs etc not for bringing someone in the post.

The Head of Human Resources advised that in terms of advertising internally one of the things the Council was proud of was the development of individuals in the Council and the career development opportunities. Three rivers was keen to promote and develop internal staff which provided motivation and career development. We have very strong Heads of Service who are ready for that next step up and promoting those staff gave them the opportunity to step up. They would still need to go through the interview process and demonstrate that they have the skills to sit at that strategic level in the organisation. If the internal candidates did not meet the standard then the post would be advertised externally.

A Member said surely the calibre of the internal staff would be strong competition against any external candidates.

The Chair said going externally would be a very expensive process and would be unfair to the internal candidates.

The Head of Human Resources said for any external recruitment you would look to hire a search company to find people who would then charge a fee plus advertising fees and was quite an expensive process. They were aware a number of organisations had done internal advertising only and was an

acceptable and preferred option so officers can see there are promotion opportunities.

A Member asked how advertising internally sat with equality, diversity and inclusivity.

The Head of Human Resources advised that it was an accepted practise to promote from within the organisation as long as you open it up to everyone. We are not stopping anyone from applying. An internal policy is acceptable practise and is being recommended for the reasons provided.

Councillor Sarah Nelmes moved, seconded by Councillor Andrew Scarth the recommendations as set out in the report.

On being put to the Committee the motion was declared CARRIED by the Chair the voting being 9 For, 3 Against and 0 Abstentions.

RESOLVED:

- i) Agreed the creation of a new Executive Head of Service post at MG5.
- ii) Agreed to internal only advertising for this role in the first instance.
- iii) Noted the creation of a new role of Head of Customer

**PR83/21 WORK PROGRAMME**

The Committee's received its work programme. There was an additional special meeting to be added in May to appoint to the sub-committees.

RESOLVED:

That the work programme be noted.

**CHAIR**

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**SPECIAL POLICY AND RESOURCES COMMITTEE****MINUTES**

Of a meeting held at Watersmeet, High Street, Rickmansworth on Tuesday 24 May 2022 from 8.27pm to 8.28pm.

Councillors present:

Sarah Nelmes (Chair)	Paul Rainbow (Economic Development and Transport)
Stephen Giles-Medhurst (Infrastructure & Planning Policy) (Vice Chair)	Reena Ranger
Stephen Cox	Ciaran Reed
Philip Hearn	Andrew Scarth (Housing)
Chris Lloyd (Leisure)	Phil Williams (Environment, Climate Change and Sustainability)
Keith Martin (Resources and Shared Services)	
Abbas Merali	

Other Councillors in attendance: Sara Bedford, Ruth Clark, David Coltman, Steve Drury, Andrea Fraser, Rue Grewal, Lisa Hudson, Tony Humphreys, Khalid Hussain, Raj Khiroya, Stephen King, Shanti Maru, David Major, Debbie Morris, Kevin Raeburn, David Raw, Stephanie Singer, Jon Tankard, Kate Turner and Anne Winter

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Officers Present: Alison Scott, Shared Director of Finance  
Geof Muggerridge, Director of Community and Environmental Services  
Ciara Feeney, Solicitor to the Council  
Kimberley Rowley, Head of Regulatory Services  
Sarah Haythorpe, Principal Committee Manager  
Lorna Attwood, Committee Manager

**PR01/22 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Roger Seabourne.

**PR02/22 NOTICE OF OTHER BUSINESS**

None received.

**PR03/22 DECLARATION OF INTERESTS**

None received.

**PR04/22 LOCAL PLAN AND EQUALITIES SUB-COMMITTEES OF POLICY AND RESOURCES COMMITTEE**

The report was being presented to the special Policy and Resources Committee to re-establish the following sub-committees of the Policy and Recourse Committee for 2022/23: Local Plan and Equalities.

The meeting had been included in the calendar of meetings specifically for this item of business as the two sub-committees will meet before the first ordinary meeting of the Policy and Resources Committee on 13 June 2022.

The report proposed that the Members appointed to them be proportional based on the number of seats each Group has following the election on 5 May.

Any Member of the Council could be appointed as a Member of a sub-committee. This was agreed by the Policy and Resources Committee at their meeting on 14 June 2021 (Minute No.PR05/21 refers). In addition any Member can be a substitute.

The Members appointed to the two sub-committees should have the following proportional membership: 5, 3 and 1.

It was proposed that a separate report be taken to the ordinary Policy and Resources Committee meeting on 13 June to re-establish the Constitution sub-committee (as there is no urgency for this sub-committee to be re-established). Also to be included in the report will be to discuss if the Covid-19 Response sub-committee is re-established for 2022/23 although it was not re-established for 2021/22.

Councillor Sarah Nelmes proposed, duly seconded, the recommendations in the report.

On being put to the Committee the motion was declared CARRIED the voting being unanimous.

RESOLVED:

1. That the two sub-committees be re-established (Local Plan and Equalities) and that Members be appointed with the following proportional membership: 5, 3 and 1 with any Member of Council being able to be appointed to the sub-committee subject to Political Proportionality Rules.

2. That the Members names be as follows:

Local Plan sub-committee:

Stephen Giles-Medhurst	Matthew Bedford
Stephen Cox	Rue Grewal
Phil Hearn	Sarah Nelmes
Reena Ranger	Jon Tankard
Phil Williams	

Equalities sub-committee:

Stephen Giles-Medhurst	Abbas Merali
Stephen Cox	Sarah Nelmes
Rue Grewal	Roger Seabourne
Andrew Fraser	Anne Winter
Raj Khiroya	

3. Agreed:

- a. That no decision making powers be delegated to the sub-committees;
- b. That all Members of Council to be substitute Members.

4. That a separate report be presented to the ordinary meeting of the Policy and Resources Committee on 13 June 2022 to re-establish the Constitution sub-committee and on whether to re-establish the Covid-19 Response sub-committee for 2022/23.

**CHAIR**

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## POLICY AND RESOURCES COMMITTEE – 13 JUNE 2022

### PART I – DELEGATED

#### 5. SUB-COMMITTEES OF POLICY AND RESOURCES COMMITTEE (CED)

##### 1 Summary

- 1.1 The report is being presented to the Committee to agree to re-establish the Constitution sub-committee for 2022/23 but to request that the Covid-19 Response sub-committee is not re-established.
- 1.2 It is proposed that the Members appointed to the sub-committee be proportional based on the number of seats each Group has on the Council. Following the election (5 May 2022) the number of seats held by each Group is: 23 Liberal Democrats; 12 Conservative and 3 Labour. The Green Party have one seat on the Council but are not a Group.
- 1.3 It is proposed that the sub-committee has a total number of seats of 9 and for it to be proportional the allocation of the seats be:
  - 5 Liberal Democrats
  - 3 Conservative
  - 1 Labour
- 1.4 Any Member of the Council is able to be appointed as a Member of a sub-committee and any Member can be a substitute.
- 1.5 The Committee are also asked to agree that the Covid-19 Response sub-committee is not re-established for 2022/23. The Committee will note that it was not re-established for 2021/22.

##### 2 Details

- 2.1 The Constitution sub-committee have no decision-making powers with its remit being:

*To review the Council's Constitution and Governance arrangements and to make recommendations to the Policy and Resources Committee for Council ratification.*
- 2.2 The Covid-19 Response sub-committee was established in 2020 to review service restoration priorities and updates in response to Covid 19. The sub-committee has not met since November 2020
  - 2.2.1 It is proposed to not re-establish this sub-committee and that any reports are provided directly to P&R Committee in the future.
- 2.3 As responsibility for the matters considered by the sub-committees is under the remit of this Committee, it is for this Committee to appoint Members to them.

##### 3 Options and Reasons for Recommendations

- 3.1 That the Committee re-establishes the Constitution sub-committee and appoints Members with the political proportionality being 5, 3 and 1.
- 3.2 That substitute Members be allowed and all Members of Council can be substitute Members.

- 3.3 That any Member of Council can be appointed a Member on the sub-committee.
- 3.4 That the meetings can be held remotely/virtually, face to face or as a hybrid meeting.
- 3.5 That Covid-19 Response sub-committee is not re-established.

#### **4 Policy/Budget Reference and Implications**

- 4.1 The recommendations fall within the Council's agreed policy and budgets.

#### **5 Community Safety, Public Health, Customer Services Centre Implications**

- 5.1 None specific.

#### **6 Legal Implications**

- Policy and Resources Committee have the power to set up sub-committees;
- Membership of the sub-committees can derive from the membership of the whole Council not just on the Committee itself;
- The membership has to be politically proportionate;
- The sub-committee can be given delegated authority to make decisions within its remit save where reserved to Council such as constitutional changes and some aspects of the local plan framework;
- The provisions of Schedule 12A of the Local Government Act 1972 will apply to meetings of the sub-committee so they have to be held in public unless there are exceptions to the rule which allows for the meeting to move into private as Part 2 business;

#### **7 Equal Opportunities Implications**

- 7.1 None specific.

#### **8 Environmental Implications**

- 8.1 Holding of meetings virtually supports the Council's Climate Change strategy in reducing our carbon emissions

#### **9 Communications and Website Implications**

- 9.1 Details of the meetings and agendas will be published for the sub-committees on the Council's website.

#### **10 Risk Management and Health & Safety Implications**

- 10.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.
- 10.2 The subject of this report is covered by the Committee service plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this service plan.

10.3 There are no risks to the Council in agreeing the recommendations.

**11 Recommendation**

That the Policy and Resources Committee be asked to re-establish the Constitution sub-committee.

11.1 That Members appointed to the Constitution sub-committee be proportional based on the number of seats each Group has and that the allocation of seats be 5, 3 and 1 with the Members being:

Cllrs Sarah Nelmes, Stephen Giles-Medhurst, Chris Lloyd, Roger Seabourne and Dominic Sokalski, Ciaran Reed, Lisa Hudson, Debbie Morris and Stephen Cox

11.2 That no decision making powers be delegated to the sub-committee.

11.3 That any Member of the Council can be appointed a Member of the sub-committee and all Members can be substitute Members.

11.4 To not re-establish the Covid-19 Response sub-committee for 2022/23.

Report prepared by: Sarah Haythorpe, Principal Committee Manager

**Data Quality**

Data sources:

Policy and Resources Committee – P&R Committee 15 June 2020

Data checked by: Ciara Feeney, Solicitor to the Council

Data rating:

<b>1</b>	<b>Poor</b>	
<b>2</b>	<b>Sufficient</b>	√
<b>3</b>	<b>High</b>	

Appendix - none

**Background Papers**

None

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## POLICY AND RESOURCES COMMITTEE – 13 JUNE 2022

### COUNCIL – 12 JULY 2022

#### PART I

## 6. COMMUNITY INFRASTRUCTURE LEVY (CIL) - GOVERNANCE (DCES)

### 1 Summary

- 1.1 This report seeks Member approval of a CIL Governance process. This report proposes a governance structure which will be the principal means by which CIL monies will be spent on the infrastructure necessary to support new development.
- 1.2 The protocols proposed will ensure that CIL is managed in an open and transparent way and in accordance with the Community Infrastructure Regulations (2010) (Regulations).

### 2 Details

- 2.1 Three Rivers District Council introduced a Community Infrastructure Levy (CIL) on 1 April 2015. CIL is the main way in which the Council now collects contributions from developers to pay for infrastructure that is needed to support development in the Local Plan.
- 2.2 Since the introduction of the CIL Charging Schedule in April 2015 a total of £7,368,534 (April 2022)<sup>1</sup> has been collected. Of this, if the Parish/Community Council has an adopted neighbourhood plan they receive 25% of the CIL pot for their area and the district receives 70%. Otherwise it is a 15%/80% split. At present, Chorleywood and Croxley Green are the only two Parish Councils that have a neighbourhood plan. The remaining 5% is set aside for administration and Exacom software costs to support the CIL in line with the CIL legislation.
- 2.3 With regards to the Neighbourhood Pot, CIL monies collected from developments in parished areas are passed directly to the Parish or Community Council twice a year. The Council retains the Neighbourhood CIL monies raised from developments in the unparished area in Rickmansworth and are responsible for spending these funds in consultation with that community.
- 2.4 A governance methodology for Strategic CIL is proposed to ensure that the money collected through the Community Infrastructure Levy is spent in the most appropriate way to support development. The Neighbourhood CIL governance methodology is also proposed to identify and engage on projects suitable for funding from the Neighbourhood Pot in relation to the unparished area.

### 3 What can CIL be spent on?

- 3.1 Regulation 59 of the CIL Regulations states:

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<sup>1</sup> P&R and Full Council approved a total of £1,623,574 of these CIL monies to be spent on infrastructure projects in January 2022

(1) A charging authority **must** apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure *to support the development of its area, and*

(2) A charging authority **may** apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure outside its area where to do so *would support the development of its area.*

3.2 The definition of infrastructure in relation to CIL is set out in section 216(2) of the Planning Act 2008 (as amended by regulation 63 of the Community Infrastructure Levy Regulations);

- a) roads and other transport facilities,
- b) flood defences,
- c) schools and other educational facilities,
- d) medical facilities,
- e) sporting and recreational facilities, and
- f) open spaces

3.3 The Infrastructure List<sup>2</sup> sets out the types of infrastructure that the Council intends will be, or may be, wholly or partly funded by CIL.

- Education
- Strategic and local transport proposals
- Publicly accessible leisure facilities,
- Open Space Provision (including, children play areas and outdoor/indoor sports and leisure facilities, allotments)
- Health Care Facilities
- Other Social and Community Facilities including: - community halls, youth facilities, library services
- Emergency Services

3.4 The inclusion of a project or type of infrastructure on the Infrastructure List does not signify a commitment from the Council to fund (either whole or in part) the listed project or type of infrastructure.

3.5 The levy cannot be used to fund affordable housing or for any on-going or revenue spend (such as consultancy fees, viability/feasibility studies, staff costs etc.) relating to the provision of infrastructure.

3.6 The emerging Infrastructure Delivery Plan<sup>3</sup> being prepared alongside the emerging Local Plan will set out the strategic infrastructure required to support planned development and will be the main consideration for the spending of CIL.

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<sup>2</sup> Infrastructure List was the Regulation 123 List adopted by the Council but now replaced by the Annual Infrastructure Funding Statement as a result of changes to the CIL Regulations. The Annual Infrastructure Funding Statement is published in December each year on the Council's web site <https://www.threerivers.gov.uk/egcl-page/cil-reports>

<sup>3</sup> Infrastructure Delivery Plans are prepared alongside the Local plan in consultation with infrastructure providers to set out the infrastructure required to support planned development.

3.7 The Council is required to publish an Infrastructure Funding Statement setting out the amount of CIL collected and how it has been spent in the previous year and also states which infrastructure projects will be, or may be, funded wholly or partly by CIL

#### **4 Governance Arrangements**

4.1 CIL does not generate enough funds to cover the whole cost of infrastructure needed to support planned development as such there will be competing demands on the collected money. With this in mind there needs to be robust, transparent and accountable governance in place to prioritise spend.

4.2 It will be in the Council's interest to make CIL monies collected go further by availing of opportunities such as 'match funding'. Any new governance arrangements should explore such possibilities.

#### **5 Proposals for New Governance Arrangements**

##### **5.1 Strategic Component**

5.2 In order for the Council to help deliver larger, costlier infrastructure schemes, and given the relatively small scale of CIL receipts received by the Council, it is necessary to let CIL receipts accumulate. Some infrastructure schemes are estimated to cost several million pounds. Allowing CIL receipts to accumulate in this way will mean there is a larger funding pot to draw from when these important infrastructure schemes are ready to implement. It is also important to balance the delivery of large schemes with smaller schemes that will benefit the District.

5.3 The Strategic pot will be pooled and used for the purpose of delivering strategic improvements on a District wide basis. It is proposed that the allocation of CIL money to projects will be made throughout the year.

5.4 Infrastructure providers will formally bid for the release of funds via a formal application process by completing and submitting a Community Infrastructure Funding Request (Appendix 1).

5.5 Infrastructure providers will be advised of the CIL application process with details available on the Council's web site.

5.6 An assessment of the applications will be undertaken by the Community Infrastructure Officer and the Head of Regulatory Services to determine whether the applications meet the definition of 'infrastructure', meet the requirement to 'support the development' of the area and are included on the Infrastructure List.

5.7 Projects will be shortlisted by applying the following criteria:

- Are CIL monies needed to deliver the project?
- Does the project meet a local need or demand that has arisen from new development?
- Does the infrastructure help meet the council's priorities?
- When can the infrastructure be delivered (does it have the necessary approvals in place)?
- Are clear project costs and funding known?
- Is the project identified within a relevant local strategy?

5.8 Projects may be favoured where they lever in other funds that wouldn't otherwise be available, particularly where those funds may not be available in future years. Projects may also be prioritised where it can be satisfactorily demonstrated that the particular infrastructure would otherwise not be delivered (for example, there are no other possible sources of funding or other funding sources are insufficient).

5.9 Officers will then prepare a series of recommendations for the release of CIL funds. These recommendations will be reported to the most appropriate Corporate Management Team in the first instance, then to the Lead Member and Leader before being reported to Policy & Resources Committee and finally to Full Council for approval. Recommendations will then be fed into the capital programme reported to Council in February and will be reported in the next Infrastructure Funding Statement.

## **6 Relevant Portfolio Holder and Leader**

6.1 Where funding is agreed, the infrastructure provider will be expected to provide information until the scheme has been completed and all CIL funding has been spent. As a minimum, an annual report will need to provide information on the progress of each scheme that funding has been allocated to. A requirement to submit this information will form part of the agreement that the successful applicant is required to sign between themselves and the Three Rivers District Council.

6.2 If an applicant does not spend CIL money within five years of receipt or does not spend it as agreed then the Council may require the applicant to repay some or all of those funds.

## **7 Neighbourhood Component (unparished area)**

7.1 Where the neighbourhood component of CIL is distributed to the Parish Councils (15% or 25% dependent on existence of a Neighbourhood Plan) then the Council has no formal consultation or decision making powers. This rests with the Parishes.

7.2 In the unparished area the 15% Neighbourhood Allocation is held separately by the Council. In line with the CIL Regulations the levy can be spent to 'support the development of the local council's area' by funding the provision, improvement, replacement, operation, maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on an area.

7.3 This neighbourhood portion of CIL (in the unparished areas) requires community engagement before spending. When funds have been received for development in this area it is proposed that the Council will consult with Ward Members who will in turn consult with their residents to identify suitable infrastructure projects.. Any receipts will be reported to the Ward Members in April and October of each year in the same way the Parish Councils are informed. A Community Infrastructure Funding Request will then be completed and will be processed in the same way as those for the Strategic pot.

## **8 Next Steps**

8.1 Once adopted the CIL Governance process will be published online.

8.2 The Infrastructure Delivery Plan will be updated alongside the new Local Plan to identify infrastructure projects needed to support the growth identified.

## **9 Options and Reasons for Recommendations**



9.1 This report recommends an approach that would see clear and robust governance arrangements that will ensure the Council is then in a position to prioritise projects and allocate CIL money in accordance with the CIL Regulations.

**10 Policy/Budget Reference and Implications**

10.1 The recommendations in this report are within the Council’s agreed policy and budgets.

**11 Equal Opportunities, Staffing, Environmental, Community Safety, Public Health, Customer Services Centre**

11.1 None specific.

**12 Financial Implications**

12.1 None specific. The 5% of total CIL receipts collected each year cover the costs of the administration of CIL as allowed in the Regulations.

**13 Legal Implications**

13.1 There are no legal implications arising from this report. The governance arrangements will be implemented in accordance with the relevant legislation.

**14 Communications and Website Implications**

14.1 Once adopted the CIL Governance process will be published online.

**15 Risk and Health & Safety Implications**

15.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council’s duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

15.2 The subject of this report is covered by the Economic and Sustainable Development Service Plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).

<b>Nature of Risk</b>	<b>Consequence</b>	<b>Suggested Control Measures</b>	<b>Response</b> <i>(tolerate, treat, terminate, transfer)</i>	<b>Risk Rating</b> <i>(combination of likelihood and impact)</i>
Failure to progress/manage and maintain Community Infrastructure Levy income and expenditure.	Council could be challenged on CIL expenditure	Governance Arrangements	Tolerate	4

15.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

<b>Very Likely</b> ----- <b>Likelihood</b> ----- ▼ <b>Remote</b>	<b>Low</b>	<b>High</b>	<b>Very High</b>	<b>Very High</b>
	4	8	12	16
	<b>Low</b>	<b>Medium</b>	<b>High</b>	<b>Very High</b>
	3	6	9	12
	<b>Low</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>
	2	4	6	8
	<b>Low</b>	<b>Low</b>	<b>Low</b>	<b>Low</b>
	1	2	3	4
	<b>Impact</b>			
	Low	-----▶		Unacceptable

**Impact Score**

- 4 (Catastrophic)
- 3 (Critical)
- 2 (Significant)
- 1 (Marginal)

**Likelihood Score**

- 4 (Very Likely (≥80%))
- 3 (Likely (21-79%))
- 2 (Unlikely (6-20%))
- 1 (Remote (≤5%))

15.4 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

**16 Recommendation**

16.1 That the Committee recommend to approve the CIL Governance arrangements as set out in paragraphs 5.3 to 6.2 of this report.

Report prepared by: Kimberley Rowley, Head of Regulatory Services

**Data Quality**

Data sources: Exacom (Planning Obligations Software)

Data checked by: Debbie Wilson, CIL Officer

<b>1</b>	<b>Poor</b>	
<b>2</b>	<b>Sufficient</b>	
<b>3</b>	<b>High</b>	<b>x</b>

## **Background Papers**

The Community Infrastructure Regulations (2010) (As amended) <https://www.legislation.gov.uk/ukdsi/2010/9780111492390/contents>

Section 216(2) of the Planning Act 2008 (as amended by regulation 63 of the Community Infrastructure Levy Regulations);

Infrastructure Funding Statement <https://www.threerivers.gov.uk/egcl-page/cil-reports>

Policy & Resource Committee Report CIL Spending Request <https://www.threerivers.gov.uk/download?id=51350>

## **APPENDICES**

**Appendix 1** Community Infrastructure Funding Request

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## **COMMUNITY INFRASTRUCTURE LEVY FUNDING REQUEST**

Applications are invited for strategic infrastructure projects to be considered for Community Infrastructure Levy (CIL) funding.

To bid for CIL funding, you will need to fill out the following application form and submit relevant supporting material, as necessary. Please ensure the information you provide is correct and complete to the best of your knowledge.

Please send your completed application to:

**Email:** [cil@threerivers.gov.uk](mailto:cil@threerivers.gov.uk)

**Address:** Community Infrastructure Levy Officer, Three Rivers District Council, Three Rivers House, Northway, Rickmansworth, Herts. WD3 1RL

**Please Note**

Failure to answer all the questions on this form could impact upon the success of your application.

<b>Section A: Applicant Contact Information</b>	
<b>Name and address of your organisation</b>	
<b>Name and position of main contact</b>	
<b>Applicant contact details (phone number, email and address)</b>	
<b>Type of organisation (If a charity, please provide registration number)</b>	
<b>Describe your organisation's main purpose and regular activities</b>	
<b>Is the organisation able to reclaim VAT?</b>	

**Section B: Project Overview**

<b>Project Title</b>	
<b>Summary of the project proposal</b>	
<b>Estimated project cost (including breakdown of the overall cost and what the CIL funding requested will cover)</b>	
<b>Full address of project location</b>	
<b>Project partner (if applicable)</b>	

**Section C: Strategic Case**

How does the project help address the demands of development in the area. What evidence is there to support this?

Do you have planning permission in place to carry out the works?  
If so, please provide the application number

Why is CIL funding being sought and who are the likely beneficiaries of the project?

Would the community support the project?

Would the project lead to any income generation?

Please provide details of any supporting policy **from the Local Plan**

0120  
0310



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**Section D: Financial information**

**Please show in the table below the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme**

	Amount	Detail
Please indicate total cost of project		
Please provide a detailed breakdown of the costs for the project		
Please provide a detailed summary of the total CIL funding required, including phasing		
How much funding does the project currently have?		
Are there any revenue costs ( i.e. day-today running costs, maintenance cost) associated with the project and if so how will they be funded and has that funding been secured?		

**Please indicate in the table below the source of additional funding that has been secured/ is being sought.**

Source	Amount	Conditions Attached	Use by Date	Funding Confirmed

<b>Does the CIL funding help secure the release of additional funding?</b>	<b>Yes</b>	
	<b>No</b>	

**Section E: Delivery Timescales**

What is the delivery timescale for the project?

**Section F: Additional Information**

Is there any additional information that may support the application?

## Section G: Declaration

When you have completed the application, please sign this declaration and submit the application form as directed

To the best of my knowledge the information I have provided on this application form is correct.

If Three Rivers District Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform the Council's Infrastructure Delivery Coordinator of any material changes to the proposals set out above. When requested, I agree to provide the Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise the Council's statutory rights as the designated CIL Charging Authority, which includes provisions to reclaim unspent or misappropriated funds. Privacy Notice: By signing this form, the applicant agrees to Three Rivers District Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Council's Infrastructure Spending Board manual filling system and summarised in the Council's ICT system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on the Council website and in public material for publicity purposes. Personal data will not be disclosed without any prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: <https://www.threerivers.gov.uk/egcl-page/privacy-notice>

Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

All organisations involved with the application will need to sign and date the form.

Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

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## POLICY AND RESOURCES COMMITTEE – 13 JUNE 2022

### PART I - DELEGATED

#### 7. PROPOSALS FOR SPENDING OF THE HOUSEHOLD SUPPORT FUND (DCES)

##### 1 Summary

- 1.1 Following on from funding awarded in September 2021 and subsequent report presented to Policy and Resources Committee on 6 December 2021, Hertfordshire County Council has been provided with a further £6.172m funding from the Government's Household Support Fund (HSF), this figure doesn't include administration support. This funding will be used to help people in need with the cost of food and energy between April to the end of September 2022.
- 1.2 Hertfordshire County Council (HCC) are working with a range of partners across the county to make sure we can get the right help to those who need it, at the right time. This targeted approach will mean that residents can be supported and get professional assistance from the county council, borough and district councils and organisations such as HertsHelp, the Money Advice Service and local Citizens Advice services.
- 1.3 Three Rivers District Council will receive a total of £33,000 for food support and £22,000 for fuel support.
- 1.4 The Household Support Fund has been extended past the 30 September, however we are awaiting clarification on what Three Rivers District Councils allocation will be.

##### 2 Details

- 2.1 Three Rivers' District Council have received funding from the Government's extended "Household Support Fund" which aims to help families and households most in need with the cost of living crisis.
- 2.2 This allocation of Household Support Fund to County has to be split into thirds, 33% must be allocated to pensioners, 33% must be allocated to households with families and 33% can be allocated to other households.
- 2.3 Of the funding received by Three Rivers District Council, 50% will be ring-fenced to support households with children, with up to 50% of the total funding to other households or individuals in need of support. Funding for pensioners will be administered by HCC.
- 2.4 The funding can support households not currently in receipt of DWP welfare benefits.
- 2.5 **Eligible spend includes:**
- 2.6 **Food**
- 2.7 The Fund should primarily be used to provide support with food whether in kind or through vouchers or cash.
- 2.8 **Energy and water**

2.9 The Fund should also primarily be used to support with energy bills for any form of fuel that is used for the purpose of domestic heating, cooking or lighting, including oil or portable gas cylinders. It can also be used to support with water bills including for drinking, washing, cooking, and sanitary purposes and sewerage.

2.10 **Essentials linked to Food, energy and water.**

2.11 The Fund can be used to provide support with essentials linked to energy and water (including sanitary products, warm clothing, soap, blankets, boiler service/repair, purchase of equipment including fridges, freezers, ovens, etc.), in recognition that a range of costs may arise which directly affect a household's ability to afford or access food, energy and water.

2.12 **Wider essentials.**

2.13 The Fund can be used to support with wider essential needs not linked to energy and water should Authorities consider this appropriate in their area. These may include, but are not limited to, support with other bills including broadband or phone bills, clothing, and essential transport-related buying a bicycle or paying for fuel. This list is not exhaustive.

2.14 A breakdown of the proposed allocations of the Household Support Fund in Three Rivers can be seen below. We are proposing to fund a number of partner organisations to distribute the funds to families or individuals as well as our own Housing and Revenue and Benefits teams to ensure a wide reach and so that vulnerable people are identified.

2.15 **Food Support – Total Provided £33,000**

Partner/Distributing Agency	Total Amount	Details
Three Rivers District Council	£3000	Administrational costs
Three Rivers Housing	£2000	Funding for additional food stock and essential food related items
Three Rivers Community Partnerships	£3500	Miscellaneous funding to support identified residents cover food and essential items linked to food not supported by additional partners e.g. cookers
South Oxhey Food bank	£2000	Funding for additional food stock and essential food related items
Rickmansworth Food bank	£2000	Funding for additional food stock and essential food related items
Thrive Homes	£4500	Funding to support identified residents with food & essential items linked to food.
Watford Community Housing	£4500	Funding to support identified residents with food & essential items linked to food.

Herts Mind Network	£4500	Funding to support identified residents with food & essential items linked to food.
Catalyst Housing	£1000	Funding to support identified residents with food & essential items linked to food.
CGL	£3000	Funding to support identified residents with food & essential items linked to food.
South West Herts Partnership	£3000	Funding to support identified residents with food & essential items linked to food.

#### 2.16 Utility Support - £22,000

Partner/Distributing Agency	Total Amount	Details
Three Rivers District Council	£2000	Administrational costs
Three Rivers Revs & Bens	£4000	Vouchers for people on DHP and the benefit Capped
Thrive Homes	£3500	Funding to support identified residents with Energy & water support and essential items linked to energy & water.
Watford Community Housing	£3500	Funding to support identified residents with Energy & water support and essential items linked to energy & water.
Catalyst Housing	£1000	Funding to support identified residents with Energy & water support and essential items linked to energy & water. In particular we will look to focus on Supported Housing for young people.
CGL	£2000	Funding to support identified residents with Energy & water support and essential items linked to energy & water.
South Oxhey Foodbank	£2000	Funding to support identified residents with Energy & water support and essential items linked to energy & water.

Rickmansworth Foodbank	£2000	Funding to support identified residents with Energy & water support and essential items linked to energy & water.
Herts Mind Network	£2000	Funding to support identified residents with Energy & water support and essential items linked to energy & water.

## 2.17 Monitoring and Evaluation.

2.18 All distributing partner agencies will report back monthly monitoring and evaluation of the following

- Client No.
- Number of individuals within the household including adults, dependant adults and children under 18.
- Value Food Support Provided
- Value Energy & Water Support Provided
- Value of Essentials linked to food, energy and water
- Value of Wider essentials
- Details of items purchased under the category of essential
- Postcode (To trace whether any duplication has occurred)
- Total Value of grant For Household
- Names of any other services that are also working with the household if known
- Details of whether any onward referrals distributing partners have been made for the household
- Any Other Details/Information? Why is support required
- Good news/ Feedback received, if any?

2.19 For more info visit the HCF website here: [Hertfordshire Household Support Fund \(hertscf.org.uk\)](http://hertscf.org.uk)

2.20 For more information on the Household Fund at HCC please visit the [Hertfordshire County Council](http://hertscf.org.uk) website.

## 3 Options and Reasons for Recommendations

3.1 To agree the plan for spend of the Household fund so that funds can accessed by vulnerable people to the end of September 2022 in Three Rivers through a range of partners as identified above.

3.2 To agree that future fund allocation decisions be delegated to the Leader and Executive Head of Services for agreement in order to prevent a delay in support vulnerable residents.

## 4 Policy/Budget Reference and Implications



4.1 The recommendations in this report are not within the Council's agreed policy and budgets. This is Government funding to support vulnerable people through the Covid pandemic. Clear guidance exists on how these monies should be spent.

**5 Equal Opportunities, Environmental, Community Safety, Public Health, Customer Services Centre, and Health & Safety Implications**

5.1 None specific.

**6 Financial Implications**

6.1 The funding must be spent by the end of September 2022.

**7 Legal Implications**

7.1 None specific.

**8 Equal Opportunities Implications**

8.1 Relevance Test

Has a relevance test been completed for Equality Impact?	No
Did the relevance test conclude a full impact assessment was required?	N/A

**9 Staffing Implications**

9.1 Staff in the Community Partnerships Team and Customer Service Centre will administer the funding, and Community Partnerships will oversee the monitoring and evaluation.

**10 Communications and Website Implications**

10.1 The website will be updated to include this information. People will be contacted directly when identified so that they can receive support.

**11 Risk and Health & Safety Implications**

11.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

11.2 The subject of this report is covered by the Community Partnerships service plan(s). Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(tolerate, treat, terminate, transfer)</i>	Risk Rating <i>(combination of likelihood and impact)</i>
Funding not distributed to Vulnerable residents	More issues in the community with people suffering from food and fuel poverty	To agree funding plan and work with partner organisations to deliver the household fund	Tolerate	6

11.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

Very Likely ↓ Likelihood Remote	Low 4	High 8	Very High 12	Very High 16
	Low 3	Medium 6	High 9	Very High 12
	Low 2	Low 4	Medium 6	High 8
	Low 1	Low 2	Low 3	Low 4
Impact Low -----> Unacceptable				
<b>Impact Score</b> 4 (Catastrophic) 3 (Critical) 2 (Significant) 1 (Marginal)		<b>Likelihood Score</b> 4 (Very Likely (≥80%)) 3 (Likely (21-79%)) 2 (Unlikely (6-20%)) 1 (Remote (≤5%))		

11.4 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

## 12 Recommendation

- 12.1 To agree the plan for spend of the Household fund so that funds can accessed by vulnerable people during the winter to the end of September 2022 in Three Rivers through a range of partners as identified above.

Report prepared by: Shivani Dave, Partnerships Manager

### Data Quality

Data sources: Household

Fund <https://www.gov.uk/government/publications/household-support-fund-guidance-for-local-councils>

Data checked by: Freddy Chester, Partnerships Officer

Data rating:

1	Poor	
2	Sufficient	✓
3	High	

### Background Papers

Not applicable

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## POLICY AND RESOURCES COMMITTEE - 13 JUNE 2022

### PART I

#### 8. CIL SPENDING APPLICATIONS (DCES)

##### 1 Summary

- 1.1 The report seeks to allocate a total of £29,979 of CIL funding to local infrastructure projects to support growth in Three Rivers.

##### 2 Details

- 2.1 Three Rivers became a Community Infrastructure Charging Authority on 1 April 2015. CIL is the main way in which the Council now collects contributions from developers for infrastructure provision to support development in the area.

- 2.2 The Council has the responsibility for spending the CIL on infrastructure needed to support the development of the area, it is primarily a tool to support capital infrastructure. The Council has the opportunity to choose what infrastructure is prioritised in order to support development.

- 2.3 Since the introduction of the CIL Charging Schedule in April 2015 a total of £7,731,392 has been collected.

- 2.4 The CIL monies collected are divided into three pots – Main CIL Pot (70/80%) Neighbourhood Pot (15/25%) and the remaining 5% set aside for the administration and the Exacom software costs to support the CIL in line with the CIL Regulations. For information, if the Parish/Community Council has an adopted neighbourhood plan they receive 25% of the CIL pot for their area and the district receives 70%. Otherwise it is a 15%/80% split. At present, Chorleywood and Croxley Green are the only two Parish Councils that have a neighbourhood plan. The remaining 5% is set aside for administration and Exacom software costs to support the CIL in line with the CIL legislation.

- 2.5 This report relates only to the Main CIL Pot which, as of 20 April 2022, amounts to £ 6,170,413 (excludes previously agreed spend) (see para 7 for spend)

- 2.6 Whilst this is a substantial amount, CIL does not generate enough funds to cover the whole cost of infrastructure needed to support planned development, as such there will be competing demands on the Main Pot from infrastructure providers who used to rely on S106 developer contributions (such as Hertfordshire County Council, NHS and TRDC etc.) going forward.

##### 2.7 What can CIL be spent on?

- 2.8 Regulation 59 of the CIL Regulations states:

(1) A charging authority **must** apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure *to support the development of its area, and*

(2) A charging authority **may** apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure outside its area where to do so *would support the development of its area.*

2.9 The definition of infrastructure in relation to CIL is set out in section 216(2) of the Planning Act 2008 (as amended by regulation 63 of the Community Infrastructure Levy Regulations);

- a) roads and other transport facilities,
- b) flood defences,
- c) schools and other educational facilities,
- d) medical facilities,
- e) sporting and recreational facilities, and
- f) open spaces

2.10 The Infrastructure List<sup>1</sup> sets out the types of infrastructure that the Council intends will be, or may be, wholly or partly funded by CIL.

- Education
- Strategic and local transport proposals
- Publicly accessible leisure facilities,
- Open Space Provision (including, children play areas and outdoor/indoor sports and leisure facilities, allotments)
- Health Care Facilities
- Other Social and Community Facilities including: - community halls, youth facilities, library services
- Emergency Services

2.11 The inclusion of a project or type of infrastructure on the Infrastructure List does not signify a commitment from the Council to fund (either whole or in part) the listed project or type of infrastructure.

2.12 The levy cannot be used to fund affordable housing or for any on-going or revenue spend (such as consultancy fees, viability/feasibility studies, staff costs etc.) relating to the provision of infrastructure.

### 3 Applications for CIL Funds

3.1 We have received an application for CIL funds from an infrastructure provider. The table below provides a brief summary with the full details contained in Appendix 1 to this report:

Table 1.

Applicant & Project Name	Infrastructure	Total Cost	Additional Funding	CIL Amount	Year funds required
TRDC Leisure Team	Full refurbishment of the MUGA –	£48,314	Croxley Green Parish Council £16,105	£29,979	2022/2023

---

<sup>1</sup> Infrastructure List was the Regulation 123 List adopted by the Council but now replaced by the Annual Infrastructure Funding Statement as a result of changes to the CIL Regulations. The Annual Infrastructure Funding Statement is published in December each year on the Council's web site <https://www.threerivers.gov.uk/egcl-page/cil-reports>

Barton Way, Croxley Green Multi Use Games Area  (Appendix 1)	surfacing and 3 sides of fencing				
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- 3.2 An assessment of the application has been undertaken by the Community Infrastructure Officer and the Head of Regulatory Services to determine whether the applications meet the definition of ‘infrastructure’, meet the requirement to ‘support the development’ of the area and are included on the Infrastructure List. The assessment is contained in Section H of the applications in Appendices 1.
- 3.3 In summary, the assessment determined that the application meets the above requirements.
- 3.4 It is recognised that proposals may be amended over the course of the project and the financial commitment is likely to increase due to inflation and continuing supply and cost pressures. On this basis it is proposed that any recommendation includes the ability to allow small variations in design and financial commitment considering cost/supply pressures which can be determined by the Director of Community and Environmental Services in consultation with the Lead Member.
- 3.5 **Next Steps**
- 3.6 As the CIL Charging Authority it is for the Council to decide how to spend the CIL Main Pot.
- 3.7 A decision needs to be made as to whether CIL funds are allocated to these infrastructure projects and, if so, the amount to be allocated.
- 3.8 Where funding is agreed, the infrastructure provider will be expected to provide information until the scheme has been completed and all CIL funding has been spent. As a minimum, an annual report will need to provide information on the progress of each scheme that funding has been allocated to. A requirement to submit this information will form part of the agreement that the successful applicant is required to sign between themselves and Three Rivers District Council.
- 3.9 If an applicant does not spend CIL money within five years of receipt or does not spend it as agreed then the Council may require the applicant to repay some or all of those funds.
- 3.10 Details about planning obligation receipts and anticipated expenditure in relation to CIL and Section 106 is published in the Infrastructure Funding Statement by the 31 December each year in accordance with Regulation 121A of the CIL Regulations.

#### 4 **Future CIL Income**

- 4.1 Up to 20 April 2022, liability notices for a potential value of £3,517,483 have been issued. These notices are raised following the grant of planning permission and set out what the liable charge would be should work on the development start and no exemptions are applied. The realisation of the remainder of these monies is therefore totally dependent on a developer implementing their planning permission and not benefiting from any exemptions. It is common to have multiple planning permissions on a site, for a permission not to be implemented and exemptions to be granted

(mainly for self-build). This figure, while informative, should not therefore be treated as guaranteed future income.

- 4.2 Where a demand notice has been issued, this means that development has commenced and that CIL is now due for payment. The council's CIL instalment policy allows developers fixed timescales at 60, 120 and 360 days (post-commencement) to pay the amount due. The number of instalments available is dependent on the total amount of CIL due, with higher CIL charges allowing for more time to pay. A further £317,139 is due to be collected over the next year on developments that have already commenced. Further demand notices may also be issued if other developments commence.

## **5 Options and Reasons for Recommendations**

- 5.1 To ensure the delivery of important community infrastructure to support growth and development.

## **6 Policy/Budget Reference and Implications**

- 6.1 The recommendations in this report are within the Council's agreed policy and budgets. The relevant policy is entitled Community Infrastructure Funding Statement and was agreed on 24 February 2015.

## **7 Equal Opportunities, Staffing, Environmental, Community Safety, Public Health, Customer Services Centre, Communications & Website Implications**

- 7.1 None specific.

## **8 Financial Implications**

- 8.1 The commitment of CIL funds of £1,623,574 previously agreed, plus £29,979 will leave a balance of £4,516,861 in the CIL Main Pot for infrastructure projects going forward.
- 8.2 The CIL funds committed in relation to the Barton Way, Croxley Green Multi Use Games Area will mean that £29,979 will not need to be committed from the Capital Budget in future years to deliver the infrastructure.

## **9 Legal Implications**

- 9.1 The legislation governing the development, adoption and administration of a Community Infrastructure Levy (CIL) is contained within the Planning Act (2008) and the Community Infrastructure Levy Regulations 2010 (as amended).

## **10 Risk and Health & Safety Implications**

- 10.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.
- 10.2 The subject of this report is covered by the Economic and Sustainable Development Service. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).



<b>Nature of Risk</b>	<b>Consequence</b>	<b>Suggested Control Measures</b>	<b>Response</b> <i>(tolerate, treat, terminate, transfer)</i>	<b>Risk Rating</b> <i>(combination of likelihood and impact)</i>
Failure to progress/manage and maintain Community Infrastructure Levy income and expenditure.	Council could be challenged on CIL expenditure	Governance Arrangements	Tolerate	4

10.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

<b>Very Likely</b> ----- <b>Likelihood</b> ----- ↓ <b>Remote</b>	<b>Low</b> 4	<b>High</b> 8	<b>Very High</b> 12	<b>Very High</b> 16
	<b>Low</b> 3	<b>Medium</b> 6	<b>High</b> 9	<b>Very High</b> 12
	<b>Low</b> 2	<b>Low</b> 4	<b>Medium</b> 6	<b>High</b> 8
	<b>Low</b> 1	<b>Low</b> 2	<b>Low</b> 3	<b>Low</b> 4
	<b>Impact</b>			
	<b>Low</b> -----> <b>Unacceptable</b>			

**Impact Score**

- 4 (Catastrophic)
- 3 (Critical)
- 2 (Significant)
- 1 (Marginal)

**Likelihood Score**

- 4 (Very Likely (≥80%))
- 3 (Likely (21-79%))
- 2 (Unlikely (6-20%))
- 1 (Remote (≤5%))

10.4 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

## 11 Recommendation

### 11.1 That Members:

(i) approve CIL funding for the following schemes detailed in Table 1 of this report and summarised in the table below for 2022/2023:

Applicant & Project Name	Infrastructure	CIL Amount
TRDC Leisure Team Barton Way, Croxley Green Multi Use Games Area	Full refurbishment of the MUGA – surfacing and 3 sides of fencing	£29,979

AND

(ii) any changes to the scheme proposals or variation of the financial requirements by up to 25% of the agreed commitment to be delegated to the DCES to determine in consultation with the Lead Member.

Report prepared by: Kimberley Rowley, Head of Regulatory Services

#### Data Quality

Data sources: Exacom (Planning Obligations Software)

Data checked by: Debbie Wilson, CIL Officer

1	Poor	
2	Sufficient	
3	High	X

#### Background Papers

The Community Infrastructure Regulations (2010) (As amended) <https://www.legislation.gov.uk/ukdsi/2010/9780111492390/contents>

Section 216(2) of the Planning Act 2008 (as amended by regulation 63 of the Community Infrastructure Levy Regulations);

Infrastructure Funding Statement <https://www.threerivers.gov.uk/egcl-page/cil-reports>

Guidance provided by the Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities & Local Government

<https://www.gov.uk/guidance/community-infrastructure-levy#spending-the-levy>

#### APPENDICES

Appendix 1 Barton Way, Croxley Green Multi Use Games Area



## **COMMUNITY INFRASTRUCTURE LEVY FUNDING REQUEST**

<b>Section A: Applicant Contact Information</b>	
<b>Name and address of your organisation</b>	Three Rivers District Council (TRDC), Leisure Team, Three Rivers House, Northway, Rickmansworth, Herts, WD3 1RL
<b>Name and position of main contact</b>	Project Development Officer- Leisure and Landscapes Team
<b>Applicant contact details (Phone number, email and address)</b>	01923 776611 Address as above
<b>Type of organisation (If a charity, please provide registration number)</b>	Local Government
<b>Describe your organisation's main purpose and regular activities</b>	Local Government – Providing leisure facilities and services
<b>Is the organisation able to reclaim VAT?</b>	Yes

Section B: Project Overview	
<b>Project Title</b>	Barton Way refurbishment of Multi Use Games Area (MUGA)
<b>Summary of the project proposal</b>	<p>Barton Way MUGA is in owned by TRDC but day to day management of the MUGA sits with Croxley Green Parish Council (CGPC).</p> <p>The MUGA was fully refurbished in 2004 and as a result of this, a brief Memorandum of Understanding (MOU), was put in place to ensure that the responsibilities of future management, maintenance and refurbishment of the MUGA, was allocated between TRDC and CGPC. This MOU advises that there should be a refurbishment of the MUGA every 10 years and that the costs are shared as 2/3 cost to TRDC and 1/3 cost to CGPC.</p> <p>The basketball hoops on the MUGA were replaced in 2011, but resurfacing has not taken place since the initial refurbishment by Three Rivers District Council in 2004</p> <p>It has been noted that there has been some damage to fencing over the years and it now is in need of full replacement. In March 2021, as part of the quote to replace the fencing, it was noted that the MUGA surface will need replacing within the next 1-2 years.</p> <p>The annual RPII inspections of the MUGA shows that there are a number of findings due to the degradation of the surface, gate and fending.</p> <p>With this in mind, Officers are looking to refurbish the MUGA based on the provision surveys and to accommodate the growing population of the area due to development plans at sites such as the newly built Croxley Danes School and the proposals at sites like Killingdown Farm.</p> <p><u>Refurbishment works would include: Full refurbishment without Playground Markings Cost £48,314</u></p> <ul style="list-style-type: none"> <li>• Removal and replacement of all four sides of the Sports Rebound Double Wire Rigid Weldmesh System.</li> <li>• Replacement of edging kerbs to all four side sides of the court.</li> <li>• Macseal the surfacing and mark out Basketball and Five aside. Playground markings are not required due to proximity of Barton Way Play Area.</li> <li>• Project costs broken down as: Construction costs of £44,968, Project Manager costs to submit planning application documents costs of £3,046 plus new operator sign at a cost of £300.</li> <li>• Maintenance remains with Croxley Parish Council and a new maintenance agreement is agreed by both parties.</li> </ul> <p>There have been a number of recent provision surveys such as the Open Space, Sport And Recreational Facilities Assessment, the Playing Pitch Strategy and Local Football Facility Plans that have all contributed to the provision requirements of the Local Plan.</p>

<b>Estimated project cost (including breakdown of the overall cost and what the CIL funding requested will cover)</b>	<p>The recommendations in this report have the following Finance/Budget implications:</p> <table border="1" data-bbox="562 161 1895 715"> <thead> <tr> <th data-bbox="562 161 1137 225">CAPITAL IMPLICATION</th> <th data-bbox="1137 161 1469 225">Current Year 2021/22 Option 2</th> <th data-bbox="1469 161 1895 225">Future Years per annum</th> </tr> </thead> <tbody> <tr> <td data-bbox="562 225 1137 387">           Capital Expenditure:             Three Rivers District Council contribution             Croxley PC Contribution         </td> <td data-bbox="1137 225 1469 387">              £32,209.33             £16,104.67         </td> <td data-bbox="1469 225 1895 387">           Replacement every 10 years, same expenditure plus RPI adjustments         </td> </tr> <tr> <td data-bbox="562 387 1137 550">           Revenue Expenditure:             Expenditure             Income/Savings         </td> <td data-bbox="1137 387 1469 550">              0             0         </td> <td data-bbox="1469 387 1895 550">              0             0         </td> </tr> <tr> <td data-bbox="562 550 1137 715">           Net Capital Commitment             Three Rivers District Council contribution             Croxley PC Contribution         </td> <td data-bbox="1137 550 1469 715">              £32,209.33             £16,104.67         </td> <td data-bbox="1469 550 1895 715">           Replacement every 10 years, same expenditure plus RPI adjustments         </td> </tr> </tbody> </table> <p>Estimated full cost is £48,314, this is broken down as £44,968 in construction costs, project manager and planning costs at £3,046 and an operator sign at £300.</p> <p>This cost of £48,314 is to be split between TRDC for £32,209.33 and CGPC for £16,104.67</p> <p>It is requested that the CIL funding is agreed to be used as TRDC contribution of £32,209.33</p>	CAPITAL IMPLICATION	Current Year 2021/22 Option 2	Future Years per annum	Capital Expenditure:  Three Rivers District Council contribution  Croxley PC Contribution	  £32,209.33  £16,104.67	Replacement every 10 years, same expenditure plus RPI adjustments	Revenue Expenditure:  Expenditure  Income/Savings	  0  0	  0  0	Net Capital Commitment  Three Rivers District Council contribution  Croxley PC Contribution	  £32,209.33  £16,104.67	Replacement every 10 years, same expenditure plus RPI adjustments
CAPITAL IMPLICATION	Current Year 2021/22 Option 2	Future Years per annum											
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Revenue Expenditure:  Expenditure  Income/Savings	  0  0	  0  0											
Net Capital Commitment  Three Rivers District Council contribution  Croxley PC Contribution	  £32,209.33  £16,104.67	Replacement every 10 years, same expenditure plus RPI adjustments											
<b>Full address of project location</b>	Barton Way MUGA, Barton Way Playing Fields, Barton Way, Croxley Green, Hertfordshire WD3 3QA												
<b>Project partner (if applicable)</b>	<p>Key stakeholders in this project are the TRDC Ward Councillors, Leader of the Council, the Lead Member for Leisure and Croxley Green PC Councillors, who are supportive of this approach to facility refurbishment.</p> <p>CGPC have already earmarked their contribution for this project in their reserve funding.</p>												

Section C: Strategic Case	
<p><b>How does the project help address the demands of development in the area. What evidence is there to support this?</b></p>	<p>As this area is a Middle Layer Super Output Area and previous plans note a lack of local leisure facilities in the Playing Pitch Strategy, this project would look to readdress the balance health inequalities in line with the current and expected population growth in the area.</p> <p>This will also increase the accessibility to leisure facilities whilst matching the current community need.</p>
<p><b>Do you have planning permission in place to carry out the works? If so, please provide the application number</b></p>	<p>No, will be required.</p>
<p><b>Why is CIL funding being sought and who are the likely beneficiaries of the project?</b></p>	<p>There have been a number of recent provision surveys such as the Open Space, Sport And Recreational Facilities Assessment, the Playing Pitch Strategy and Local Football Facility Plans that have all contributed to the provision requirements of the Local Plan.</p> <p>The annual RPII inspections of the existing MUGA shows that it is due to go end of life within 5 – 10 years with a number of maintenance findings to review, so will need to be replaced</p> <p>With this in mind, Officers are looking to refurbish the MUGA to better suit the growing population, based on the provision surveys.</p> <p>CIL funding is being sought to support these capital infrastructure works and increase the provision of leisure facilities to support population growth according the growth noted in recent reports and to help address the needs of the local community with noted health inequalities by increasing access to facilities promoting physical activity.</p> <p>Direct beneficiaries of these works will be local residents, local football clubs and personal trainers using the site for group exercise classes/instructors.</p> <p>The works will also mean that TRDC will be able to use the site to deliver more physical health and wellbeing sessions directly outside to the local community to continue to address health inequalities.</p>

<b>Would the community support the project?</b>	Current indications from Croxley Green Parish Council is that the public would be supportive of the proposals and are Croxley Green Parish Council are engaged in the project.  This project also has support from Three Rivers DC Councillors.
<b>Would the project lead to any income generation?</b>	It is anticipated that there would be income generation from the proposed leisure facilities refurbishments as an outdoor space for hire which is managed by Croxley Green Parish Council.
<b>Please provide details of any supporting policy from the Local Plan</b>	

### Section D: Financial information

Please show in the table below the amount of CIL funding being sought and any other contributions that may have been allocated for this Scheme

	Amount	Detail
Please indicate total cost of project	£48,314	<p>Estimated full cost is £48,314, this is broken down as £44,968 in construction costs, project manager and planning costs at £3,046 and an operator sign at £300.</p> <p>This cost of £48,314 is to be split between TRDC for £32,209.33 and CGPC for £16,104.67</p> <p>It is requested that the CIL funding is agreed to be used as TRDC contribution of £32,209.88</p>
Please provide a detailed breakdown of the costs for the project	<p>TRDC Costs £32,209.33</p> <p>CGPC costs £16,104.67</p>	Full refurbishment of the MUGA takes place – surfacing and 3 sides of fencing at a cost of £32,209.33 to Three Rivers District Council and £16,104.67 to Croxley PC. Management and maintenance remains with Croxley PC. The agreement is reviewed by Three Rivers District Council Legal team and Croxley PC.

Please provide a detailed summary of the total CIL funding required, including phasing	£32,209.33	It is anticipated that the CIL funding would be required the project to enable the works to start with the preparation of the planning application and then to continue the works.
How much funding does the project currently have?	£16,104.67	No funding from TRDC Capital Programme, funding of £16,104.67 confirmed from Croxley Green Parish Council, to be invoiced at the close of the project.
Are there any revenue costs (i.e. day-to-day running costs, maintenance cost) associated with the project and if so how will they be funded and has that funding been secured?	Within Croxley Green Parish Council's maintenance budget for both current and future maintenance.	No health and wellbeing activities are being run at this site currently, but a development plan will be put in place and this is funded from the Leisure Revenue budgets.

<b>Please indicate in the table below the source of additional funding that has been secured/ is being sought.</b>				
<b>Source</b>	<b>Amount</b>	<b>Conditions Attached</b>	<b>Use by Date</b>	<b>Funding Confirmed</b>
Croxley Green Parish Council	£16,104.67	None	None	Yes

<b>Does the CIL funding help secure the release of additional funding?</b>	<b>Yes</b>	X
	<b>No</b>	

**Section E: Delivery Timescales**

What is the delivery timescale for the project?

It is anticipated that if CIL funding can be confirmed, that this project will commence and be finished within the financial year 2022/2023.

Planning application is likely to be sought and construction time is estimated by a contractor as around 2 weeks.

**Section F: Additional Information**

Is there any additional information that may support the application?



- Local plan details
- Open Space, Sport And Recreational Facilities Assessment
- Playing Pitch Strategy and Local Football Facility Plans
- PID with details on background to works

Improved facilities will support the outputs of the above plans for improved facilities within the local community.

The new and enhanced facilities will also support and future proof against new developments expected in the locality.

The improved facilities will greatly increase accessibility to health and wellbeing activities.

## Section G: Declaration

When you have completed the application, please sign this declaration and submit the application form as directed

To the best of my knowledge the information I have provided on this application form is correct.

I, \_\_\_\_\_ of Three Rivers District Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform the Council's Infrastructure Delivery Coordinator of any material changes to the proposals set out above. When requested, I agree to provide the Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I also recognise the Council's statutory rights as the designated CIL Charging Authority, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Three Rivers District Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Council's Infrastructure Spending Board manual filling system and summarised in the Council's ICT system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on the Council website and in public material for publicity purposes. Personal data will not be disclosed without any prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: <https://www.threerivers.gov.uk/egcl-page/privacy-notice>

Signed: \_\_\_\_\_

Organisation: \_\_\_Three Rivers District Council – Leisure Team\_\_\_\_\_

Date: \_\_\_\_\_7/4/22\_\_\_\_\_

## Section H: Officer Comments/Recommendation April 2022

Regulation 59 (1) of the CIL Regulations state that CIL can be spent on the provision, improvement, replacement, operation or maintenance of infrastructure/ to increase the capacity of existing infrastructure or to repair failing infrastructure if that is necessary to support development.

The Regulation 123 List (which was approved by Council following the independent examination of the CIL Charging Schedule) sets out the types of infrastructure that CIL will be spent on and includes open spaces and play areas. Although the Regulation 123 List was superseded (in 2020) by the Infrastructure Funding Statement it still provides the Council's approach.

The Open Space Sport and Recreation Study (2018) is part of the evidence for the Local Plan which identifies areas for improvement/provision to support development in the District.

The most up to date OSSR 2018 identifies that Barton Way has a Multi-Use games Area and states:

Diverse equipment to cater for a range of ages and abilities is important and can significantly impact on value. Provision such as skate park facilities and MUGAs are often highly valued forms of play. For example, at Barton Way play area, there is a wooden style play area accompanied by a MUGA and outdoor gym equipment.

Although the report states Croxley Green which includes Barton Way MUGA scores a quality of above 50% (Section 6.4) this was back in 2018.

The MUGA was fully refurbished in 2004 and a Memorandum of Understanding (MOU), was put in place between TRDC and Croxley Green Parish Council to ensure that the responsibilities of future management, maintenance and refurbishment of the MUGA was allocated between these two parties. This MOU advises that there should be a refurbishment of the MUGA every 10 years. The annual RPII inspections of the MUGA shows that there are a number of findings due to the degradation of the surface, gate and fencing.

Additionally, Section 7.5 of the report (Value) states: It is also important to recognise the benefits of play in terms of healthy, active lifestyles, social inclusion and interaction between children plus its developmental and educational value. The importance of play and of children's rights to play in their local communities is essential.

It is therefore now time to reinvest and spend money to repair and refurbish the area thus keeping the high standard set by TRDC.

The Regulation 123 List (although now superseded) indicates that CIL monies can be spent on public accessible leisure facilities as long as there is a need resulting from development in the area. It is recognised that substantial development has been constructed/consented or is planned for Croxley Green area.

### **Recommendation:**

The total cost of the project is stated as being £48,314.00. This figure includes £3,346.00 for project manager and planning cost, and an operator sign which are not eligible for CIL funding. Once deducted the balance is £44,968.00. £14,989.00 (1/3<sup>rd</sup>) will be funded by Croxley Green Parish Council. The remaining £29,979.00 (2/3<sup>rd</sup>) will be provided from Three Rivers DC.

The infrastructure meets the legal definition and new/improved facilities relate to the development of the area.

CIL monies of £ 29979.00

can be used for the following:

- Full refurbishment of the MUGA – surfacing and 3 sides of fencing

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## POLICY AND RESOURCES COMMITTEE - 13 JUNE 2022

### PART I - DELEGATED

#### 9. DISCRETIONARY COUNCIL TAX ENERGY REBATE SCHEME (DCTER) (DoF)

##### 1 Summary

- 1.1 The government has announced a package of support known as the Energy Bills rebate to help households with rising energy bills.
- 1.2 This includes discretionary funding for billing authorities to support households who are in need but are not eligible for the Council Tax Rebate scheme.

##### 2 Details

- 2.1 This report outlines the proposals for the Three Rivers DCTER scheme.
  - 2.1.1 This Discretionary scheme is intended to support energy bill payers who are not eligible under the terms of the core scheme. It can also be used to provide targeted 'top-up' payments to the most vulnerable households in Bands A-D.
  - 2.1.2 The funding for this scheme totals £205,050.

##### 3 Options and Reasons for Recommendations

- 3.1 Three Rivers households in receipt of council tax support on 1 April 2022 will receive a top-up award through this discretionary scheme for their main or sole residence.

###### Council tax bands A-D

Households in receipt of council tax support in council tax bands A-D will receive an award of £150 from the main Council Tax Energy Rebate scheme (CTER). In addition it is proposed that households in bands A-D in receipt of Council Tax Support (CTS) on 1 April 2022 will receive a top-up award from the DCTER scheme of £40.00.

###### Council tax bands E-H

It is proposed that households in Three Rivers in receipt of CTS on 1 April 2022 in bands E-H receive an award from the DCTER scheme of £150.00.

The maximum combined award of CTER and DCTER in respect of any household is £190.00.

- 3.1.1 The cost of 'topping-up' recipients of Council Tax Support (CTS) in Bands A-D by £40.00 and awarding £150.00 to recipients of CTS in Bands E-H would be £197,780. It is proposed that the remaining £9,270 be used for residents who have moved into the district after 1 April 2022, who reside in a Band A-D property, and have not received a £150.00 payment under the standard scheme from another authority. The funding would allow for 61 applications of this type only.

##### 4 Policy/Budget Reference and Implications

- 4.1 None specific.

##### 5 Financial Implications

5.1 None specific.

**6 Legal Implications**

6.1 None specific.

**7 Equal Opportunities Implications**

7.1 Relevance Test

Has a relevance test been completed for Equality Impact?	No
--	----

**8 Recommendation**

8.1 That the Committee are asked to agree the DCTER scheme criteria as detailed in 3.1 and 3.1.1 of this report.

Report prepared by: Jane Walker, Head of Revenues and Benefits

## PART I - NOT DELEGATED

## 10. SUMMARY OF THE FINANCIAL YEAR END POSITION FOR 2021/22 (DoF)

### 1 Summary

1.1 This report shows the year end position for the financial year ending on 31 March 2022 for both revenue and capital and makes the following recommendations:-

- to carry forward to 2022/23 certain unspent revenue budgets and;
- to rephase those capital budgets that require completion in 2022/23

1.2 The report focuses on the variation between the latest agreed budget and the final expenditure and income for the financial year. This comparison provides an indication of the accuracy and robustness of financial control and the achievement of the strategic objective to manage resources to deliver the Council's strategic priorities and service needs.

### 2 Details

#### Revenue

2.1 The revised 2021/22 budget as approved by Council on 22 February 2022 was **£13.335 million**. The period 10 (end of January) budget management report was presented to this Committee at its meeting on 14 March 2022. The report showed an unfavourable variance of £0.025 million, making the latest approved budget for 2021/22 **£13.360 million**. This revised budget was approved by Council at its meeting on 24 May 2022. This report compares the year end position to the latest budget.

2.2 The year end position is a net cost of services of **£11.972 million** which represents a favourable variance of **£1.388 million** when compared to the latest budget.

2.3 Officers are requesting to carry forward **£0.602 million**, included in the underspend above, to enable projects to be completed in 2022/23 that were delayed in 2021/22. **Appendix 2** details each carry forward request.

2.4 After taking into account the carry forward requests, there is a favourable balance of **£0.786 million** that would be returned to reserves, this includes unplanned for housing grant of £127k and recycling credits of £147k received from County that came in at the very end of the year and have offset existing expenditure.

2.5 The table and chart below summarise the variance for each committee.

Committee	Original Budget	Latest Budget	Outturn	Variance
	£000	£000	£000	£000
Leisure, Environment and Community	4,419	5,387	4,786	(601)
Infrastructure, Housing and Economic Development	1,504	1,699	1,374	(325)
Policy & Resources	4,790	4,178	3,727	(451)
<b>Net Direct Cost of Service</b>	<b>10,713</b>	<b>11,264</b>	<b>9,887</b>	<b>(1,377)</b>
Corporate Costs (Interest Earned/ Paid)	2,046	2,096	2,085	(11)
<b>Net Cost of Services</b>	<b>12,759</b>	<b>13,360</b>	<b>11,972</b>	<b>(1,388)</b>
Carry Forwards Requests				602
<b>(Surplus)/Deficit after Carry Forwards</b>				<b>(786)</b>

2.6 The details of all the variances are shown in Appendix 1, significant variances (all variances +/-(-) £10,000) are shown below:

	<b>Variance £000</b>
<b><i>Increase in Costs</i></b>	
Asset Management Property - Increased spend on consultancy and staffing	41
Finance -Increased spend on temporary staffing	10
Council Tax Client - Increased spend in Printing & Stationery	32
Reduction in income on Garages and Shops	40
Trees & Landscapes - Increased costs due to storms	24
<b><i>Additional Income</i></b>	
Homelessness - Grant income to be spent in 2021/22	(127)
Kerbside Recycling - Increase in recycling	(147)
Cemeteries	(61)
Garden Waste	(11)
Waste Management- Transport subsidy	(45)
Development Management - Planning fees	(9)
Office Services - Internal Recharges	(22)
Investment Properties	(80)
Sports Development - Sports Projects	(14)



<b><i>Underspends</i></b>	
Citizens Advice	(18)
Street Cleansing	(11)
Grounds Maintenance	(16)
Community partnerships	(17)
Corporate Climate Change	(62)
Watersmeet	(30)
Leisure Venues	(105)
Leisure Development	(18)
Housing Needs	(11)
Sustainability Travel Schemes	(21)
Car Parking - Maintenance	(11)
Decriminalised Parking	(44)
Development Management	(15)
Development Plans	(48)
Corporate Management	(19)
ICT Client	(140)
Communications	(11)
District Elections	(46)
Major Incident Planning	(12)
Customer Contact Programme	(104)
Asset Management - Property	(25)
Internal Audit Client	(22)
salary Contingency Funds budget Unallocated in 2021/22	(94)
Reduction in interest payable on borrowing	(11)
Other Variances below £10k	(108)
Service underspends requested as carried forwards to 2022/23 (see Appendix 2)	602
<b>Total Variance</b>	<b>(786)</b>

### ***Capital***

- 2.7 The revised 2021/22 budget for the capital programme as approved by Council on 22 February 2022 was **£15.400 million**. The period 10 (end of January) budget management report was presented to this Committee at its meeting on 14 March 2022 which showed an underspend of **(£0.557) million**. The latest approved budget for 2021/22 is therefore **£14.843 million** and was approved by Council at its meeting on the 17 May 2022.
- 2.8 The actual spend at 31 March 2022 was **£3.710 million** which represents an underspend of **(£11.133) million** when compared to the latest approved budget. Officers are requesting to rephase **£11.337 million** to complete projects in 2022/23.
- 2.9 Appendix 3 shows the analysis of the capital programme year end position by Committee and over the medium term. The table below shows an analysis of the variance.

Reason	£'000
Net Under/ Overspend	204
Rephasing	(11,337)
<b>Net Variance</b>	<b>(11,133)</b>

2.10 A full list of those projects requesting rephasing with rationales is at **Appendix 4**. Some of the more significant projects are shown below.

Scheme	£'000	Reason for rephasing
Property Investment Board	10,471	Budget required for use in 2022/23, mainly due to delays in completing on Pre-emption sites.
Disabled Facilities Grants	242	Budget required as works agreed in 2021/22 will now be delivered in 2022/23
Waste Services Depot	159	Budget required to complete scheme in 2022/23
Garage Improvements	132	Budget required for phase 7 works due to complete in July
Outdoor Fitness Zones	54	Budget required for new outdoor fitness zones at Aquadrome and Leavesden County Park
Property Information System	50	Budget required as project delayed. Implementation due to start April.

2.11 **Appendix 5** shows the funding of the programme over the medium term. Capital expenditure totalling £24.896 million is planned for the period 2022/23 to 2024/25 and built into the medium term financial plan.

### 3 Options/Reasons for Recommendation

3.1 The recommendations below enable the Committee to make recommendations to Council concerning their budget.

### 4 Policy / Budget Reference and Implications

4.1 The recommendations in this report are within the Council's agreed policy but not within agreed budgets. An overall increase requiring the use of the Council's balances must be approved by Council.

### 5 Legal, Equal Opportunities, Staffing, Environmental, Community Safety, Customer Services Centre, Communications & Website and Health & Safety Implications

5.1 None specific.

## 6 Financial Implications

### *Council Position – Revenue*

6.1 The table below summarises the effect on the Council's revenue account for the year:

Council Position 2021/22	Original Budget £000	Latest Budget £000	Outturn £000	Variance £000
Net Cost Of Services	10,713	11,264	9,887	(1,377)
Corporate costs	2,046	2,096	2,085	(11)
<b>Total Net Cost</b>	<b>12,759</b>	<b>13,360</b>	<b>11,972</b>	<b>(1,388)</b>
Funding (Council Tax & Business Rates)	(12,126)	(12,126)	(12,126)	0
<b>Deficit/ (Surplus) for year</b>	<b>633</b>	<b>1,234</b>	<b>(154)</b>	<b>(1,388)</b>
Carry Forwards Requested				<b>602</b>
<b>Deficit/ (Surplus) for year after carry forward</b>				<b>(786)</b>

6.2 The impact on the general fund balance is as follows:

General Fund	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000
Opening Balance	(5,210)	(5,364)	(4,422)	(3,826)
Planned use of Balances (as per latest approved budget)	1,234	340	596	645
Underspend returned to balances	(1,388)			
Carry forward		602		
<b>Closing Balance</b>	<b>(5,364)</b>	<b>(4,422)</b>	<b>(3,826)</b>	<b>(3,181)</b>

### *Council Position – Capital*

6.3 The table below summarises the effect on the Council's capital programme for the year:

Council Position 2021/22	Original Budget £000	Latest Budget £000	Outturn £000	Variance £000
Capital Expenditure	5,247	14,843	3,710	(11,133)

## 7 Risk Management Implications

7.1 There are no risks to the Council in agreeing the recommendations.

7.2 Key financial risks are shown at **Appendix 6**.

## 8 Reserves

8.1 The effect of both the revenue and capital variances on each reserve is shown at **Appendix 7**.

## 9 Recommendation

That the Policy and Resources Committee recommend to Council:

9.1 That the favourable revenue outturn variance after carry forwards of (£785,638) to be noted.

9.2 That the capital outturn as summarised in paragraph 2.6 and Appendix 3 be noted.

- 9.3 To approve to carry forward the unspent service budgets from 2021/22 to 2022/23 which total £601,970 to enable completion of projects as detailed at Appendix 2.
- 9.4 To approve the rephasing of capital projects from 2021/22 to 2022/23 which total £11,336,915 as detailed at Appendix 4.

Report prepared by: Sally Riley - Finance Manager  
Report Checked by: Hannah Doney – Head of Finance

### **Background Papers**

Liberal Democrat budget proposal and recommendations 22 February 2022  
Budget Management report Period 10 (January 2022)

### **APPENDICES**

- Appendix 1 Significant Service Variances - Outturn to Latest Budget 2021/22
- Appendix 2 Carry forward requests into 2022/23
- Appendix 3 Capital Programme 2021/22-2024/25
- Appendix 4 List of capital schemes to be rephased to 2022/23
- Appendix 5 Capital Funding 2021/22 – 2024/25
- Appendix 6 Budgetary risks
- Appendix 7 Reserves

**Variances by Committee – Outturn to Latest Budget 2021/22**

<b>Leisure Environment &amp; Community Services</b>		
	<b>£'000</b>	<b>£'000</b>
<b><u>Citizens Advice</u></b>		
Underspend on Grants and Contributions	(18)	
<b><u>Kerbside Recycling</u></b>		
Increase in income for recycling credits.	(147)	
<b><u>Cemeteries</u></b>		
Increased income received from burial fees and burial rights fees.	(61)	
<b><u>Garden Waste</u></b>		
Increased income received	(11)	
<b><u>Waste Management</u></b>		
Increased income received for transport subsidy from HCC.	(45)	
<b><u>Street Cleansing</u></b>		
Budget underspend on Vehicles repairs and maintenance	(11)	
<b><u>Grounds Maintenance</u></b>		
Budget underspend on Vehicles repairs and maintenance	(6)	
Staffing Variances <i>(Carry forward request of £9,525 into 2022/23 see Appendix 2.)</i>	(10)	
<b><u>Community Partnerships</u></b>		
Staffing variances	(17)	
<b><u>Corporate Climate Change</u></b>		
Delayed implementation of the climate change strategy. <i>(Carry forward request of £62,504 into 2022/23 see Appendix 2.)</i>	(62)	
<b><u>Watersmeet</u></b>		
Budget underspend on Catering and Advertising and increase in income from catering/bar sales, lettings & hall Hire and box office commission	(30)	
<b><u>Leisure Venues</u></b>		
Underspend on Leisure Management Contract and Free swim <i>(Carry forward request of £96,000 into 2022/23 see Appendix 2)</i>	(105)	
<b><u>Leisure Development</u></b>		
Staffing variances	(18)	
<b><u>Sports Development - Sports Projects</u></b>		
Increased income received on sports activities	(14)	
<b><u>Trees &amp; Landscapes</u></b>		
Increased spend due to the storms in February/March	24	
Other variances below £10k	(70)	
<b>Total Leisure Environment and Community Services</b>		<b>(601)</b>

Infrastructure Housing and Economic Development		
	£'000	£'000
<b><u>Homelessness</u></b>		
Underspend due to receiving grant money that needed to be spent in 2021/22. This was used to cover expenditure on temporary accommodation	(127)	
<b><u>Housing Service Needs</u></b>		
Staffing variances	(11)	
<b><u>Sustainability Travel Schemes</u></b>		
Underspend on Fees and Contractual Services <i>(Carry forward request of £21,000 into 2022/23 see Appendix 2).</i>	(21)	
<b><u>Car Parking - Maintenance</u></b>		
Underspend on rates	(11)	
<b><u>Decriminalised Parking</u></b>		
Budget underspend on machine maintenance costs and Consultancy <i>(Carry forward request of £39,632 into 2022/23 see Appendix 2).</i>	(44)	
<b><u>Development Management</u></b>		
Increased income from planning due to a late surge in applications in March. Underspend on Legal Fees and Scanning <i>(A carry forward request of £9,574 into 2022/23 see Appendix 2)</i>	(24)	
<b><u>Development Plans</u></b>		
Reduced spend on local plan <i>(Carry forward request of £47,763 into 2022/23 see Appendix 2).</i>	(48)	
<b>Other variances below £10k</b>	(39)	
<b><u>Total Infrastructure, Housing and Economic Development</u></b>		(325)
Policy and Resources		
	£'000	£'000
<b><u>Corporate Management</u></b>		
Underspend on External Audit Fees <i>(Carry forward request of £18,736 into 2022/23 see Appendix 2).</i>	(19)	
<b><u>ICT Client</u></b>		
Budget to fund migration to Cloud not utilised in 2021/22. <i>(Carry forward request of £84,000 into 2022/23 see Appendix 2).</i>	(140)	
<b><u>Communications</u></b>		
Budget to fund the improvement of the Council's website not fully utilised. <i>(Carry Forward request of £13,550 into 2022/23 see Appendix 2).</i>	(11)	
<b><u>District Elections</u></b>		
Underspend on election costs due to joint election with HCC and PCC	(46)	
<b><u>Major incident Planning</u></b>		
Reduction in cost of service	(12)	
<b><u>Customer Contact Programme</u></b>		
Delayed implementation of the customer contact programme. <i>(Carry forward request of £104,288 into 2022/23 see Appendix 2).</i>	(104)	
<b><u>Office Services</u></b>		
Additional income from internal reprographic recharges	(22)	

<b><u>Asset Management Property</u></b>		
Increased spend on consultancy and staffing.	41	
Underspend on Security Equipment and Software ( <i>Carry forward request of £25,180 into 2022/23 see Appendix 2</i> )	(25)	
<b><u>Finance</u></b>		
Increased spend on temporary staffing.	10	
<b><u>Garages &amp; Shops Maintenance</u></b>		
Reduction in income on garages and shops	40	
<b><u>Investment Properties</u></b>		
Additional rent income from Jigsaw based on turnover and Homegroup Ltd	(80)	
<b><u>Internal Audit Client</u></b>		
Underspend on Internal Audit Fees ( <i>Carry forward request of £21,914 into 2022/23 see Appendix 2</i> ).	(22)	
<b><u>Council Tax Client</u></b>		
Increased spend in Printing & Stationery	32	
<b><u>Salary Contingency Funds</u></b>		
salary Contingency Funds budget unallocated in 2021/22	(94)	
<b>Other variances below £10k</b>	1	
<b><u>Total Policy &amp; Resources</u></b>		<b>(451)</b>
<b><u>Total All Committees</u></b>		<b>(1,377)</b>
<b><u>Corporate Costs</u></b>		
Reduction in interest payable on borrowing	(11)	
<b><u>Total Corporate Costs</u></b>		<b>(11)</b>
<b><u>Carry Forwards Requested</u></b>		<b>602</b>
<b>Total Variances</b>		<b>(786)</b>

Carry Forward Requests

<i>Service underspends required in 2022/23.</i>			
<b>Committee</b>	<b>Description</b>	<b>Amount</b>	<b>Reason</b>
Leisure, Environment & Community Services	Corporate Climate Change	62,504	Climate Change - £20,380 not all climate change budget spent as the Action Plan was only agreed in October '21. Significant campaigns and initiatives planned and will take place in the New financial year including wildlife project with HMWT to support wetland biodiversity, printing of sustainable living booklet, posters and banners for engagement event, campaign to incentivise and encourage carbon reduction in able to pay households. Unspent Carbon neutral Scheme budget - £16,633 required in 2022/23 to pay for the EST Heat App and Energy Advice Helpline. Unspent Professional Fees budget - £25,491 required in 2022/23 to pay for consultancy on grant applications and access options for decarbonising the fleet
	Community Safety	20,000	Budget not used in 2021/22 due to the delay in recruitment of Community Liaison Officer
	Energy Efficiency	7,962	Unspent budget required in 2022/23 to cover 3 projects delayed in 2021/22 due to supply issues
	Leisure Venues	96,000	Leisure Management contract support in 2022/23
	Trade Refuse	7,745	Underspend on Salaries to be moved to Waste Management to pay for agency staff to cover holidays in 2022-23
	Waste Management	4,085	Underspend on Salaries to be moved to 2022/23 to pay for agency staff to cover holidays in 2022-23
	Grounds Maintenance	9,525	Underspend on Salaries to be moved to Waste Management to pay for agency staff to cover holidays in 2022-23
Infrastructure, Housing & Economic Development	Development Management	9,574	Scanning Underspend - Renegotiation of IDOX contract for April 2023, outstanding monies to be utilised to support this process and for required software
	Sustainable Travel Schemes	21,000	Underspend of Fees and Contractual Services will be utilised in 2022/23
	Development Plans	47,763	To pay towards two evidence based studies for Local Plan - Transport Assessment (Approx total cost £70K) and Viability Assessments (Total Cost approx £35k)
	Decriminalised Parking	39,632	Pay & Display Machine Maintenance underspend - £26,858 to be utilised for change over to ticketless machines and wider parking schemes in 2022/23. Consultancy underspend - £12,774 to be used for the continued review of parking service deficit/income and renegotiation of parking enforcement contract beyond 1 April 2023.



Committee	Description	Amount	Reason
Policy & Resources	Asset Management - Property	25,180	Underspend on Software - £18,000 to be utilised for the new property management system. Underspend on Security Equipment - £7,180 to be used for lone worker devices 3 year contract
	Three Rivers House	6,512	Equipment for Hybrid meetings has been procured but delays in the supply chain mean deployment has been delayed due for installation May 2022
	Democratic Representation	2,000	To use the underspent amount to pay for the mandatory planning training required to be completed by all Councillors on the Planning Committee and named substitute Members
	Internal Audit Client	21,914	Underspend to be used for Extra Audit Fees for 2021/22
	Corporate Management	18,736	Underspend to be used for Extra Audit Fees for 2021/22
	Communications	13,550	Website Development underspend to be used for hosting in 2022/23
	Ict Client	84,000	Resources to deliver the remaining activities for the O365 project agreed
	Customer Contact Programme	104,288	To pay for 3 year contract on Granicus starting April 2022, this was delayed due to changes to the customer experience strategy and Covid 19
	<b>Total</b>	<b>601,970</b>	

**Capital Programme 2021/22- 2024/25**

2021/22 - 2024/25 Capital Programme	2021/22						2022/23			2023/24	2024/25	
Leisure, Environment & Community												
Community Safety & Partnership	Original Budget 2021/22 £	Latest Budget 2021/22 £	Outturn £	Outturn to Latest Budget Variance £	Of which is to be Rephased £	Over(Under) spend	Latest Budget 2022/23 £	Rephasing from 2021/22 £	Forecast 2022/23 £	Latest Budget 2023/24 £	Latest Budget 2024/25 £	Comments
ASB Casework Management System	18,750	0	0	0	0	0	0	0	0	0	0	
Capital Grants & Loans	20,000	3,631	0	(3,631)	3,631	0	0	3,631	3,631	0	20,000	Rephasing required for 2022/23 community grants
Community CCTV	6,000	2,000	1,195	(805)	805	0	6,000	805	6,805	6,000	6,000	Rephasing required for 2022/23 project
<b>Total</b>	<b>44,750</b>	<b>5,631</b>	<b>1,195</b>	<b>(4,436)</b>	<b>4,436</b>	<b>0</b>	<b>6,000</b>	<b>4,436</b>	<b>10,436</b>	<b>6,000</b>	<b>26,000</b>	
Leisure	Original Budget 2020/21 £	Latest Budget 2020/21 £	Outturn £	Outturn to Latest Budget Variance £	Of which is to be Rephased £	Over(Under) spend	Latest Budget 2021/22 £	Rephasing from 2020/21 £	Forecast 2021/22 £	Latest Budget 2022/23 £	Latest Budget 2023/24 £	Comments
Countryside Management	10,000	0	0	0		0	0	0	0	0	0	
Heritage & Tourism		0	58,820	58,820		58,820	0	0	0			Funded from S106 monies and capital receipts
Aquadrome	21,000	23,831	22,915	(916)	916	0	22,500	916	23,416	22,500	22,500	Rephasing required for works in 2022/23
Scotsbridge-Chess Habitat	11,390	3,200	3,200	0		0	8,190	0	8,190	0	0	
Watersmeet External Roof Access	0	27,253	26,216	(1,037)		(1,037)	0	0	0	0	0	Project Complete
Leisure Facilities Improvement	10,000	6,046	1,007	(5,039)	5,039	0	16,000	5,039	21,039	0	0	Rephasing required for works in 2022/23
Open Space Access Improvements	50,000	87,506	52,103	(35,403)	35,400	(3)	60,000	35,400	95,400	60,000	60,000	Rephasing required for works in 2022/23
Outdoor Fitness Zones	54,400	54,400	0	(54,400)	54,400	0	54,400	54,400	108,800	27,200	0	Rephasing required for new outdoor fitness zones at Aquadrome and Leavesden County Park
Improve Play Area-Future Schemes	158,250	180,280	286,392	106,112	23,507	129,619	15,000	23,507	38,507	115,000	120,000	Rephasing required for works in 2022/23 including eastbury Outdoor Gym. Projects Part funded by S106 and capital receipts
Aquadrome-Whole Life Costing	10,000	10,000	9,202	(798)	798	0	11,000	798	11,798	11,000	11,000	Rephasing required for works in 2022/23
Watersmeet-Whole Life Costing	15,000	30,799	31,125	326		326	20,000	0	20,000	20,000	20,000	
Pavilions-Whole Life Costing	10,000	20,968	20,950	(18)		(18)	11,000	0	11,000	11,000	11,000	
<b>Total</b>	<b>350,040</b>	<b>444,283</b>	<b>511,930</b>	<b>67,647</b>	<b>120,060</b>	<b>187,707</b>	<b>218,090</b>	<b>120,060</b>	<b>338,150</b>	<b>266,700</b>	<b>244,500</b>	

<i>Environmental Services</i>	Original Budget 2021/22 £	Latest Budget 2021/22 £	Outturn £	Outturn to Latest Budget Variance £	Of which is to be Rephased £	Over(Under) spend	Latest Budget 2022/23 £	Rephasing from 2021/22 £	Forecast 2022/23 £	Latest Budget 2023/24 £	Latest Budget 2024/25 £	Comments
Waste Plant & Equipment	40,030	40,030	15,539	(24,491)	24,491	0	25,000	38,958	63,958	25,000	25,000	Rephasing required due to supplier delay
Waste Services Depot	1,300,000	1,000,000	878,532	(121,468)	159,348	37,880	300,000	159,348	459,348	0	0	Rephasing required to complete scheme in 2022/23 - Professional Fees charged to project of £37,880 being offset against Professional Fees - Internal
Replacement Bins	30,500	55,994	55,731	(263)		(263)	115,000	0	115,000	115,000	115,000	
Waste & Recycling Vehicles	0	0	10,482	10,482		10,482	1,887,000	0	1,887,000	645,000	800,000	Professional Fees charged to project of £10,482 being offset against Professional Fees - Internal
Street Furnishings	15,000	15,000	14,838	(162)		(162)	0	0	0	0	0	
Paladin Bins	40,000	53,201	38,734	(14,467)	14,467	0	0	0	0	0	0	Rephasing required due to delay in supply of goods
Energy Performance Certificate	2,000	4,525	4,525	0		0	2,000	0	2,000	2,000	2,000	
Cemetery-Whole Life Costing	5,000	5,000	4,146	(854)	854	0	5,000	854	5,854	5,000	5,000	Rephasing required for planned works
Replacement Ground Maintenance Vehicles	120,000	40,535	40,535	0		0	397,923	0	397,923	180,000	540,000	
<b>Total</b>	<b>1,552,530</b>	<b>1,214,285</b>	<b>1,063,062</b>	<b>(151,223)</b>	<b>199,160</b>	<b>47,937</b>	<b>2,731,923</b>	<b>199,160</b>	<b>2,931,083</b>	<b>972,000</b>	<b>1,487,000</b>	
<b>Total Leisure, Environment &amp; Community</b>	<b>1,947,320</b>	<b>1,664,199</b>	<b>1,576,187</b>	<b>(88,012)</b>	<b>323,656</b>	<b>235,644</b>	<b>2,956,013</b>	<b>323,656</b>	<b>3,279,669</b>	<b>1,244,700</b>	<b>1,757,500</b>	

Infrastructure Housing & Economic Development												
<i>Economic Development</i>	Original Budget 2021/22 £	Latest Budget 2021/22 £	Outturn £	Outturn to Latest Budget Variance £	Of which is to be Rephased £	Over(Under) spend	Latest Budget 2022/23 £	Rephasing from 2021/22 £	Forecast 2022/23 £	Latest Budget 2023/24 £	Latest Budget 2024/25 £	Comments
Cycle Schemes	64,583	15,000	11,200	(3,800)	3,800	0	74,583	3,800	78,383	25,000	25,000	Rephasing required for cycle scheme implementation in 2022/23 on adoption of LCWIP
Disabled Parking Bays	2,500	2,500	1,490	(1,010)		(1,010)	2,500	0	2,500	2,500	2,500	
Controlled Parking	164,425	32,450	33,660	1,210		1,210	181,975	0	181,975	50,000	50,000	Part funded by S106 monies
Princes Trust-Business Start-up	10,000	10,000	0	(10,000)		(10,000)	10,000	0	10,000	10,000	10,000	Budget not required in 2021/22 due to ARG Funding
Listed Building Grants	2,500	0	0	0		0	2,500	0	2,500	2,500	2,500	
South Oxhey Initiative	0	27,690	3,049	(24,641)	13,277	(11,364)	0	13,277	13,277	0	0	Rephasing required to complete scheme in 2022/23 - underspend to be offset against South Oxhey Initiative Major Projects
Parking Bay & Verge Protection	301,473	191,473	178,234	(13,239)	13,239	0	150,000	13,239	163,239	40,000	40,000	Rephasing required for schemes to be delivered in 2022/23
Highways Enhancement	194,384	0	19,240	19,240	(19,240)	0	244,384	(19,240)	225,144	50,000	50,000	Rephasing from 2022/23 to 2021/22 required as works due in 2022/23 were started ahead of schedule
Bus Shelters	9,000	0	0	0		0	18,000	0	18,000	9,000	9,000	
Retail Parades	188,000	0	50,670	50,670	(50,670)	0	224,849	(50,670)	174,179	30,000	30,000	Rephasing from 2022/23 to 2021/22 required as works due in 2022/23 were started ahead of schedule
Carbon Neutral Council	0	4,000	0	(4,000)	4,000	0	0	4,000	4,000	0	0	Rephasing required for 22/23 for future projects
Rickmansworth Work Hub	39,000	10,394	10,394	0		0	28,606	0	28,606	0	0	
Car Park Restoration	10,000	10,000	9,407	(593)	593	0	35,000	593	35,593	35,000	35,000	Rephasing required for delayed works being carried out in April/May
Estates, Paths & Roads	20,000	23,843	21,149	(2,694)	2,694	0	25,000	2,694	27,694	20,000	20,000	Rephasing required as works to LCP were delayed due to the weather
TRDC Footpaths & Alleyways	40,000	41,350	37,878	(3,472)	3,472	0	40,000	3,472	43,472	25,000	25,000	Rephased required due to the delay in results of survey
Integration of Firmstep to uniform Licensing applications	0	19,000	13,850	(5,150)	5,150	0	0	5,150	5,150	0	0	Rephasing required for project to complete in 2022/23
<b>Total</b>	<b>1,045,865</b>	<b>387,700</b>	<b>390,221</b>	<b>2,521</b>	<b>(23,685)</b>	<b>(21,164)</b>	<b>1,037,397</b>	<b>(23,685)</b>	<b>1,013,712</b>	<b>299,000</b>	<b>299,000</b>	
<i>Housing</i>	Original Budget 2021/22 £	Latest Budget 2021/22 £	Outturn £	Outturn to Latest Budget Variance £	Of which is to be Rephased £	Over(Under) spend	Latest Budget 2022/23 £	Rephasing from 2021/22 £	Forecast 2022/23 £	Latest Budget 2023/24 £	Latest Budget 2024/25 £	Comments
Disabled Facilities Grant	500,000	652,000	410,201	(241,799)	241,799	0	586,000	241,799	827,799	586,000	586,000	Rephasing required as works agreed in 2021/22 will now be delivered in 2022/23
Home Repairs Assistance	10,000	0	0	0	0	0	10,000	0	10,000	10,000	10,000	
<b>Total</b>	<b>510,000</b>	<b>652,000</b>	<b>410,201</b>	<b>(241,799)</b>	<b>241,799</b>	<b>0</b>	<b>596,000</b>	<b>241,799</b>	<b>837,799</b>	<b>596,000</b>	<b>596,000</b>	
<b>Total Infrastructure Housing &amp; Economic Development</b>	<b>1,555,865</b>	<b>1,039,700</b>	<b>800,422</b>	<b>(239,278)</b>	<b>218,114</b>	<b>(21,164)</b>	<b>1,633,397</b>	<b>218,114</b>	<b>1,851,511</b>	<b>895,000</b>	<b>895,000</b>	

Policy & Resources												
<i>Resources &amp; Shared Services</i>	Original Budget 2021/22 £	Latest Budget 2021/22 £	Outturn £	Outturn to Latest Budget Variance £	Of which is to be Rephased £	Over(Under) spend	Latest Budget 2022/23 £	Rephasing from 2021/22 £	Forecast 2022/23 £	Latest Budget 2023/24 £	Latest Budget 2024/25 £	Comments
Professional Fees-Internal	157,590	157,590	0	(157,590)	0	(157,590)	157,590	0	157,590	157,590	157,590	Professional Fees charged to individual projects, off setting budget against overspends
Denham Way MJGA	0	0	0	0		0	375,000	0	375,000	0	0	
Election Equipment	6,000	9,000	3,784	(5,216)	5,216	0	6,000	5,216	11,216	6,000	6,000	Rephasing required for purchase of equipment in 2022/23 due to delays in the supply chain
Street Lighting	0	0	0	0		0	130,000		130,000	0	0	
South Oxhey Playing Fields	0	0	0	0		0	347,000		347,000	0	0	
Members' IT Equipment	46,690	46,690	0	(46,690)	46,690	0	16,260	46,690	62,950	16,260	16,260	Rephasing required due to supply chain issues
ICT-Managed Project Costs	120,000	0	0	0		0	120,000	0	120,000	60,000	60,000	
Shared Services ICT Hardware Replacement	40,000	205,416	203,092	(2,324)	2,324	0	55,000	2,324	57,324	40,000	40,000	Rephasing required to fund resources to deliver key projects for O365, cloud migration
Garage Improvements	325,000	435,000	360,239	(74,761)	131,996	57,235	220,000	131,996	351,996	150,000	150,000	Rephasing required for phase 7 works due to complete in July
ICT Licence Costs	100,000	76,155	0	(76,155)		(76,155)	130,000	0	130,000	100,000	100,000	£72,843 Spend on licences moved to revenue
Customer Contact Programme	0	21,573	17,875	(3,698)	3,698	0	0	3,698	3,698	0	0	Rephasing required for Customer Experience Strategy In 2022/23
ICT Website Development	0	14,870	0	(14,870)	14,870	0	0	14,870	14,870	0	0	Rephasing required as implementation was delayed due to Covid19
ICT Elections	17,000	23,701	245	(23,456)	8,329	(15,127)	17,000	8,329	25,329	17,000	17,000	Rephasing required for spend in 2022/23 £15,127 spend on licenses moved to revenue
ICT Hardware Replacement Programme	45,000	14,241	13,066	(1,175)		(1,175)	45,000	0	45,000	50,000	45,000	Rephasing required to fund resources to deliver key projects for O365, cloud migration
TRH Whole Life Costing	250,000	140,000	106,050	(33,950)	33,950	0	280,000	33,950	313,950	170,000	170,000	Rephasing required due to delay in supplies for server room works
Basing House-Whole Life Costing	30,000	30,000	30,006	6		6	60,000	0	60,000	60,000	60,000	
Business Application Upgrade	109,500	4,500	0	(4,500)	4,500	0	180,000	4,500	184,500	90,000	90,000	Rephasing required to fund resources to deliver key projects for O365, cloud migration
Three Rivers House Transformation	270,000	60,785	40,421	(20,364)	22,583	2,219	210,000	22,583	232,583	0	0	Rephasing required to support the Customer Experience Strategy. Professional Fees of £2,219 charged to project, being offset against Professional Fees - Internal
Property Information System	0	50,000	25,851	(24,149)	50,000	25,851	0	50,000	50,000	0	0	Rephasing required as project delayed. Implementation due to start April. Professional Fees of £25,851 charged to project, being offset against Professional Fees - Internal
<b>Total</b>	<b>1,516,780</b>	<b>1,289,521</b>	<b>800,629</b>	<b>(488,892)</b>	<b>324,156</b>	<b>(164,736)</b>	<b>2,348,850</b>	<b>324,156</b>	<b>2,673,006</b>	<b>916,850</b>	<b>911,850</b>	
<i>Major Projects</i>	Original Budget 2021/22 £	Latest Budget 2021/22 £	Outturn £	Outturn to Latest Budget Variance £	Of which is to be Rephased £	Over(Under) spend	Latest Budget 2022/23 £	Rephasing from 2021/22 £	Forecast 2022/23 £	Latest Budget 2023/24 £	Latest Budget 2024/25 £	Comments
Leisure Facility - South Oxhey	226,823	268,473	268,474	1		1	0	0	0	0	0	
South Oxhey Initiative	0	12,103	73,467	61,364		61,364	0	0	0	0	0	Professional Fees of £50,510 charged to this project to be offset against Professional Fees - Internal. £11,364 overspend to be offset by South Oxhey Initiative above.
Property Investment Board	0	10,512,360	134,339	(10,378,021)	10,470,989	92,968	0	10,470,989	10,470,989	0	0	Rephasing required for use in 2022/23 due to delays in completing on Pre-emption sites. Professional fees of £92,968 charged to the project to be offset against Professional Fees - Internal
Temporary Accommodation	0	56,240	56,240	0		0	0	0	0	0	0	
<b>Total</b>	<b>226,823</b>	<b>10,849,176</b>	<b>532,520</b>	<b>(10,316,656)</b>	<b>10,470,989</b>	<b>154,333</b>	<b>0</b>	<b>10,470,989</b>	<b>10,470,989</b>	<b>0</b>	<b>0</b>	
<b>Total Policy &amp; Resources</b>	<b>1,743,603</b>	<b>12,138,697</b>	<b>1,333,149</b>	<b>(10,805,548)</b>	<b>10,795,145</b>	<b>(10,403)</b>	<b>2,348,850</b>	<b>10,795,145</b>	<b>13,143,995</b>	<b>916,850</b>	<b>911,850</b>	
<b>Total Capital Programme</b>	<b>5,246,788</b>	<b>14,842,596</b>	<b>3,709,758</b>	<b>(11,132,838)</b>	<b>11,336,915</b>	<b>204,077</b>	<b>6,938,260</b>	<b>11,336,915</b>	<b>18,275,175</b>	<b>3,056,550</b>	<b>3,564,350</b>	

**Rephasing of capital schemes to 2022/23**

<b>Scheme</b>	<b>£</b>	<b>Comment</b>
<b><i>Services</i></b>		
Capital Grants & Loans	3,631	Rephasing required for 2022/23 community grants
Community CCTV	805	Rephasing required for 2022/23 project
Aquadrome	916	Rephasing required for works in 2022/23
Leisure Facilities Improvement	5,039	Rephasing required for works in 2022/23
Open Space Access Improvements	35,400	Rephasing required for works in 2022/23
Outdoor Fitness Zones	54,400	Rephasing required for new outdoor fitness zones at Aquadrome and Leavesden County Park
Improve Play Area-Future Schemes	23,507	Rephasing required for works in 2022/23 including eastbury Outdoor Gym
Aquadrome-Whole Life Costing	798	Rephasing required for works in 2022/23
Waste Plant & Equipment	24,491	Rephasing required due to supplier delay
Waste Services Depot	159,348	Rephasing required to complete scheme in 2022/23
Paladin Bins	14,467	Rephasing required due to delay in supply of goods
Cemetery-Whole Life Costing	854	Rephasing required for planned works
Cycle Schemes	3,800	Rephasing required for cycle scheme implementation in 2022/23 on adoption of LCWIP
South Oxhey Initiative	13,277	Rephasing required to complete scheme in 2022/23
Parking Bay & Verge Protection	13,239	Rephasing required for schemes to be delivered in 2022/23
Highways Enhancement	(19,240)	Rephasing from 2022/23 to 2021/22 required as works due in 2022/23 were started ahead of schedule
Retail Parades	(50,670)	Rephasing from 2022/23 to 2021/22 required as works due in 2022/23 were started ahead of schedule
Carbon Neutral Council	4,000	Rephasing required for 22/23 for future projects
Car Park Restoration	593	Rephasing required for delayed works being carried out in April/May
Estates, Paths & Roads	2,694	Rephasing required as works to LCP were delayed due to the weather

<b>Scheme</b>	<b>£</b>	<b>Comment</b>
<b><i>Services</i></b>		
TRDC Footpaths & Alleyways	3,472	Rephasing required due to the delay in results of survey
Integration of Firmstep to uniform Licensing applications	5,150	Rephasing required for project to complete in 2022/23
Disabled Facilities Grant	241,799	Rephasing required as works agreed in 2021/22 will now be delivered in 2022/23
Election Equipment	5,216	Rephasing required for purchase of equipment in 2022/23 due to delays in the supply chain
Members' IT Equipment	46,690	Rephasing required due to supply chain issues
Shared Services ICT Hardware Replacement	2,324	Rephasing required to fund resources to deliver key projects for O365, cloud migration
Garage Improvements	131,996	Rephasing required for phase 7 works due to complete in July
Customer Contact Programme	3,698	Rephasing required for Customer Experience Strategy In 2022/23
ICT Website Development	14,870	Rephasing required as implementation was delayed due to Covid19
ICT Elections	8,329	Rephasing required for spend in 2022/23 £15,127 spend on licenses moved to revenue
TRH Whole Life Costing	33,950	Rephasing required due to delay in supplies for server room works
Business Application Upgrade	4,500	Rephasing required to fund resources to deliver key projects for O365, cloud migration
Three Rivers House Transformation	22,583	Rephasing required to support the Customer Experience Strategy.
Property Information System	50,000	Rephasing required as project delayed. Implementation due to start April.
<b>Sub Total</b>	<b>865,926</b>	
<b><i>Major Projects</i></b>	<b>£</b>	<b>Comment</b>
Property Investment Board	10,470,989	Rephasing required for use in 2022/23 due to delays in completing on Pre-emption sites.
<b>Total</b>	<b>11,336,915</b>	

**Capital Funding 2021/22– 2024/25**

Capital Programme	2021/22	2021/22	2021/22	2022/23	2023/24	2024/25
	Original Budget	Latest Budget	Outturn	Forecast	Forecast	Forecast
	£	£	£	£	£	£
<b>Balance Brought Forward</b>						
Govt Grants: Disabled Facility Grants	(808,468)	(808,468)	(808,468)	(1,063,531)	(1,063,531)	(1,063,531)
Other Contributions: Other external Sources	0	0	0	0	0	0
Section 106 Contributions	(631,636)	(631,636)	(631,636)	(1,235,257)	(1,235,257)	(1,235,257)
Capital Receipts Reserve	0	0	0	0	0	0
Future Capital Expenditure Reserve	0	0	0	0	0	0
New Homes Bonus Reserve	(4,373,973)	(4,373,973)	(4,373,973)	(2,395,311)		
<b>Total Funding Brought Forward</b>	<b>(5,814,077)</b>	<b>(5,814,077)</b>	<b>(5,814,077)</b>	<b>(4,694,099)</b>	<b>(2,298,788)</b>	<b>(2,298,788)</b>
<b>Generated in the Year</b>						
Govt Grants: Disabled Facility Grants	(500,000)	(665,264)	(665,264)	(586,000)	(586,000)	(586,000)
Other Contributions: Other external Sources	0	0	(107,879)	0	0	0
Section 106 Contributions	0	(687,091)	(687,091)	0	0	0
Capital Receipts Reserve	(1,100,000)	(1,100,000)	(708,430)	(1,100,000)	(1,000,000)	(1,000,000)
Future Capital Expenditure Reserve		0	(57,235)	0	0	0
New Homes Bonus Reserve	(95,407)	(95,407)	(95,407)	(110,247)	(95,000)	(95,000)
<b>Total Generated</b>	<b>(1,695,407)</b>	<b>(2,547,762)</b>	<b>(2,321,306)</b>	<b>(1,796,247)</b>	<b>(1,681,000)</b>	<b>(1,681,000)</b>
<b>Use of Funding</b>						
Govt Grants: Disabled Facility Grants	500,000	665,264	410,201	586,000	586,000	586,000
Other Contributions: Other external Sources	0	0	107,879	0	0	0
Section 106 Contributions	0	0	83,470	0	0	0
CIL Contributions	0	0	0	722,000	0	0
Capital Receipts Reserve	1,100,000	1,100,000	708,430	1,100,000	1,000,000	1,000,000
Future Capital Expenditure Reserve	0	0	57,235	0	0	0
New Homes Bonus Reserve	3,419,965	2,608,859	2,074,069	2,505,558	95,000	95,000
Borrowing	0	10,200,000	0	13,361,617	1,375,550	1,883,350
<b>Total Use of Funding</b>	<b>5,019,965</b>	<b>14,574,123</b>	<b>3,441,284</b>	<b>18,275,175</b>	<b>3,056,550</b>	<b>3,564,350</b>
<b>Balance Carried Forward</b>						
Govt Grants: Disabled Facility Grants	(808,468)	(808,468)	(1,063,531)	(1,063,531)	(1,063,531)	(1,063,531)
Other Contributions: Other external Sources	0	0	0	0	0	0
Section 106 Contributions	(631,636)	(1,318,727)	(1,235,257)	(1,235,257)	(1,235,257)	(1,235,257)
Capital Receipts Reserve	0	0	0	0	0	0
Future Capital Expenditure Reserve	0	0	0	0	0	0
New Homes Bonus Reserve	(1,049,415)	(1,860,521)	(2,395,311)	0	0	0
<b>Total Funding Carried Forward</b>	<b>(2,489,519)</b>	<b>(3,987,716)</b>	<b>(4,694,099)</b>	<b>(2,298,788)</b>	<b>(2,298,788)</b>	<b>(2,298,788)</b>
<b>South Oxhey Initiative</b>						
Balance Brought Forward	0	0	0	0	0	0
Generated in the Year (Land Receipts)	(6,502,792)	(6,354,279)	(6,354,279)	(6,354,279)	0	0
Repayment of Borrowing	6,502,792	6,354,279	6,354,279	6,354,279	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>South Oxhey Leisure Facility</b>						
Balance Brought Forward	0	0	0	0	0	0
Expenditure	226,823	268,473	268,474	0	0	0
Borrowing	(226,823)	(268,473)	(268,474)	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditure Capital Investment Programme</b>	<b>5,246,788</b>	<b>14,842,596</b>	<b>3,709,758</b>	<b>18,275,175</b>	<b>3,056,550</b>	<b>3,564,350</b>



# Budgetary Risks

# APPENDIX 6

Date risk added to register	Risk ref	Risk owner	Category	Risk description	Comment	Likelihood score (inherent)	Impact score (inherent)	Inherent risk score	Risk controls	Risk control owners	Likelihood score (residual)	Impact score (residual)	Residual risk score	Risk direction	Action plan	Action plan owners	Action plan completion dates
Sep-15	FIN07	Director of Finance	Strategic	The Medium term financial position worsens.	In that the general fund balance falls below the minimum prudent threshold and capital funding is insufficient to meet the capital programme. This appears as item no.8 in the Council's strategic risk register. <i>The continuing financial impact of COVID-19 places a burden on the Councils Revenue account through loss of income and additional expenditure.</i>	4	4	16	Regular budget monitoring reports to committees; Budgetary and Financial Risk Register reviewed and updated as part of the budget monitoring process; identification of budgetary pressure when reviewing the medium term financial plan during the budget setting process; Audited Statement of Accounts, including Annual Governance Statement. Currently the 2019/20 annual accounts are awaiting sign off from the external auditors and 2020/21 annual accounts are well progressed.	Head of Finance	3	2	6	➔	Regular budget monitoring reports to be taken to P&R. The monitoring reports include the latest forecast for income and expenditure, including the impact of COVID-19 and related government support. The finance team continue to work with external audit to conclude the audit of the 2019/20 accounts and work will commence on the 2020/21 audit in June 2022.	Heads of Service/ Head of Finance	On-going
Apr-06	FIN08	Director of Finance	Budgetary	Revenue balances insufficient to meet estimate pay award increases	The Council's 3 year Medium term Financial Strategy includes forecast pay awards for the next three years. The Government's fair funding review is currently on hold	3	3	9	Maintain reserves to guard against risk. Early identification of new pressures. Budget Monitoring	Head of Finance	2	1	2	➔	The 2021/22 pay settlement has now been agreed between Employers and Unions at 1.75%. This is within the contingency budget set aside for 2021/22 and has been built into the MTFP for future years at 2%.	Head of Finance	Dec-21
Apr-06	FIN09	Director of Finance	Budgetary	Revenue balances insufficient to meet other inflationary increases	Other than contractual agreements, budgets have been cash limited where possible.	1	3	3	Monitor future inflation projections. Actively manage budgets to contain inflation. Maintain reserves.	Service Heads/Head of Finance	1	2	2	➔	Continue to monitor inflation levels. Assumptions for inflation will be updated through the budget setting process. Emerging pressures will be identified and reported through the monitoring report.	Head of Finance	ongoing
Jan-15	FIN10	Director of Finance	Budgetary	Interest rates resulting in significant variations in estimated interest income	The interest rate has a significant impact on the proceeds from capital receipts that are invested in the money market. The volatility of the global economy continues to place uncertainty on the investment strategy.	2	3	6	PIB strategy has diversified interest rate risk to provide income security.	PIB/Head of Finance	3	2	6	➔	Monitoring ongoing income levels.	PIB	ongoing

Date risk added to register	Risk ref	Risk owner	Category	Risk description	Comment	Likelihood score (inherent)	Impact score (inherent)	Inherent risk score	Risk controls	Risk control owners	Likelihood score (residual)	Impact score (residual)	Residual risk score	Risk direction	Action plan	Action plan owners	Action plan completion dates
Apr-06	FIN11	Director of Finance	Budgetary	Inaccurate estimates of fees and charges income	Key income streams reported monthly to Corporate Management Team and shown in the latest Budget Monitoring reports. Due to COVID-19 losses of income on parking and Leisure Management fee have been incurred.	3	2	6	Budget levels realistically set and closely scrutinised	Service Heads/Head of Finance	2	2	4	➡	Fees and Charges are monitored as part of budget monitoring. Govt will continue to provide the income guarantee scheme for loss of income on fees & charges due to COVID-19 for the first quarter of 2021/22.	Service Heads	ongoing
Apr-06	FIN12	Director of Finance	Budgetary	Revenue balances insufficient to meet loss of partial exemption for VAT	If the council's expenditure on functions for which it receives income that is exempt for VAT purposes exceeds 5% of its total vatable expenditure, then the Council may lose its ability to recover VAT on all of its exempt inputs. This is mitigated by close monitoring of exempt supplies and prudent VAT planning. The Council elects to tax on development schemes.	2	4	8	VAT Planning and opt to tax on schemes. VAT advisers employed.	Head of Finance	1	4	4	➡	Partial Exemption Review commissioned. Continue to opt to tax.	Head of Finance	ongoing
Dec-13	FIN13	Director of Finance	Budgetary	The estimated cost reductions and additional income gains are not achieved	Savings identified and included in the budget will be monitored as part of the budget monitoring process. See fees and charges above. MTFs agreed for next 3 years.	2	3	6	Service Heads to take responsibility for achieving savings. Budget monitoring to highlight any issues to allow corrective action to be taken.	Service Heads/Head of Finance	2	2	4	➡	Budget process to clearly identify savings to be achieved and ensure clarity over responsibility over delivery. Savings to be challenged.	Head of Finance	ongoing
Apr-06	FIN14	Director of Finance	Budgetary	The Council is faced with potential litigation and other employment related risks	The Council has no outstanding litigation cases.	2	3	6	Council procedures are adhered to	Solicitor to the Council	1	3	3	➡	Adherence to council procedures to be monitored and procedures maintained.	Solicitor to the Council	ongoing

Date risk added to register	Risk ref	Risk owner	Category	Risk description	Comment	Likelihood score (inherent)	Impact score (inherent)	Inherent risk score	Risk controls	Risk control owners	Likelihood score (residual)	Impact score (residual)	Residual risk score	Risk direction	Action plan	Action plan owners	Action plan completion dates
Dec-13	FIN18	Director of Finance	Budgetary	Fluctuations in Business Rates Retention	From April 2020 the system was due to be subject to reset and increase to 75% retention. This has been further postponed to 2023/24.	3	4	12	Maintain reserves against risk.	Head of Finance	3	3	9	→	Hertfordshire CFOs have commissioned work from LG Futures to assess the impact. SDCT also looking at impact nationally.	Director of Finance	Jul-22
Mar-16	FIN19	Head of Property Services	Budgetary	Failure to deliver the South Oxhey Initiative to desired outcomes and objectives resulting in a delay in the capital receipt	This is a key project. This appears as item no.7 in the Council's strategic risk register. Phase 1 delivered. Enhanced next phase agreed. Work is scheduled to conclude in 2021/22 and remains broadly on track.	2	3	6	Project management team appointed to advise Council; Project management processes in place and reviewed regularly; Policy and Resources Committee receive regular reports on progress of project	Head of Property Services	2	2	4	→	Continue to manage project	Head of Property	ongoing
Jul-16	FIN20	Director of Finance	Budgetary	Failure of ICT systems	The Council's integrated Financial Management System (FMS) is held on an ICT platform. If this were to fail then potentially there will be a loss of functionality occurring during any downtime	3	2	6	System migrated to latest version. Payments system updated.	Head of Finance	1	2	2	→	Monitor reliability	Head of Finance	ongoing
Mar-18	FIN21	Director of Finance	Budgetary	Property Investment	The Property Investment Board manage its property portfolio in order to secure additional income to support its general fund.	2	3	6	Portfolio to be actively managed to maintain income levels. Income to be reviewed regularly when MTFP is updated.	Head of Property Services	1	3	3	→	PIB to assume responsibility for ongoing oversight.	Head of Property Services	Continuous
Sep-18	FIN23	Director of Finance	Budgetary	Commercial Investment	The Council is currently exploring other commercial options to improve self sustainability. Currently there is a commercial income target of £1M pa which is being met.	3	2	6	Oversight mechanisms to be put in place to ensure oversight by PIB or similar mechanism. Council to determine approach to risk and level of income dependency within budget.	Head of Finance	2	2	4	→	Monitor new developments. Investments overseen by the cross party Shareholder and Commercial Ventures Panel.	Head of Property Services	Continuous

## Reserves

Category	Opening Balance 01/04/2021 £	Net Movement in Year £	Closing Balance 31/03/2022 £	Purpose
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Revenue Reserves				
General Fund	(5,210,222)	(153,324)	(5,363,546)	Working balance to support the Council's revenue services. £2M is a suggested prudent minimum
Economic Impact (EIR)	(2,102,600)	(231,246)	(2,333,846)	To support the funding of unexpected/unplanned Council expenditure as a result of fluctuations in the economy.
Building Control	(194,514)	(16,000)	(210,514)	To provide against future losses and/or borrowing against Hertfordshire Building Control Ltd
HB Equalisation	(500,868)	263,113	(237,755)	To provide against future deficits on the Housing Benefit account
<b>Total Revenue</b>	<b>(8,008,204)</b>	<b>(137,457)</b>	<b>(8,145,661)</b>	

Capital Reserves				
Capital Receipts	0	0	0	Generated from sale of Council assets
New Homes Bonus	(4,373,973)	1,978,662	(2,395,311)	Government grant set aside for supporting capital expenditure
Section 106	(631,636)	(603,621)	(1,235,257)	Developers contributions towards facilities
Grants & Contributions	(808,468)	(255,063)	(1,063,531)	Disabled Facility Grants and other contributions
Reserve for Capital expenditure	0	0	0	Reserve set aside for supporting capital expenditure
<b>Total Capital</b>	<b>(5,814,077)</b>	<b>1,119,978</b>	<b>(4,694,099)</b>	

Other Earmarked Reserves				
Leavesden Hospital Open Space	(769,124)	0	(769,124)	To maintain open space on the ex hospital site
Abbots Langley - Horsefield	(1,166,516)	116,183	(1,050,333)	Developers contributions towards maintenance of site
Community Infrastructure Levy (CIL)	(5,235,981)	(958,704)	(6,194,685)	Developers contributions towards Infrastructure
Environmental Maintenance Plant	(123,595)	0	(123,595)	Reserve to fund expenditure on plant & machinery
<b>Total Other</b>	<b>(7,295,216)</b>	<b>(842,521)</b>	<b>(8,137,737)</b>	

<b>Total All</b>	<b>(21,117,497)</b>	<b>140,000</b>	<b>(20,977,497)</b>	
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## POLICY AND RESOURCES COMMITTEE – 13 JUNE 2022

### PART I - DELEGATED

#### 11. **WORK PROGRAMME** (CED)

##### 1 **Summary**

1.1 To agree the Committee's work programme.

##### 2 **Details**

2.1 Attached, as an appendix to this report, is the Committee's work programme.

2.2 The work programme includes information to Members on the purpose of the item being considered, how the work will be completed, the responsible officer and the outcome expected.

2.3 The work programme is presented for consideration to enable the Committee to make any changes it feels necessary, to review whether reports should remain on the work programme and to provide Members with updated information on future meetings.

##### 3. **Policy/Budget Implications**

3.1 The recommendations in this report are within the Council's agreed policy and budgets.

##### 4. **Financial, Legal, Staffing, Environmental, Community Safety, Customer Services Centre, Website and Risk Management Implications**

4.1 None specific to this report.

##### 5. **Recommendation**

5.1 That the Committee agrees the items included in the work programme.

Report prepared by Sarah Haythorpe, Principal Committee Manager

#### **Background Papers**

Policy and Resources Committee Minutes

#### **APPENDICES / ATTACHMENTS**

Appendix A - Committee Work Programme

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## UPDATED POLICY AND RESOURCES COMMITTEE - WORK PROGRAMME

No.	Item to be considered	Link to Strategic Plan	Date of Next Meeting	Purpose of the Report	How the work will be done	Responsible Officer	Outcome Expected
1.	Performance Report		Reported via MIB	Performance report update	Written Report	Performance and Projects Manager	Report to note, this will be reported via the Members' Information Bulletin
2.	Member Training		18 July 2022	To receive a report	Written report	Principal Committee Manager	To consider any recommendations
3.	UK Shared Prosperity Fund (UKSPF) Investment Plan		18 July 2022	To receive a report	Written report	Executive Head of Service and Partnerships Manager	To consider the recommendations
4.	To receive the recommendations from the Equalities sub-committee on the equalities objectives		18 July 2022	To receive a report	Written report	Partnerships Manager	To consider the recommendations
5.	Calendar of meetings 2024/25		12 September 2022	To receive a report	Written report	Principal Committee Manager	To recommend the calendar to Council
6.	Draft Corporate Framework and Financial planning 2023-2026		12 September 2022	To receive a report	Written Report	Director of Finance/Head of Community Partnerships	To consider the recommendations

APPENDIX A

No.	Item to be considered	Link to Strategic Plan	Date of Next Meeting	Purpose of the Report	How the work will be done	Responsible Officer	Outcome Expected
7.	Nature Recovery Strategy		12 September 2022	To receive a report	Written report	Landscapes and Leisure Manager	To consider the recommendations
8.	Biodiversity Audit		To be confirmed	To receive a report	Written	Landscapes and Leisure Manager	To consider the recommendations
9.	Draft Corporate Framework, Draft Service Plans and Growth Bids 2022-2025		5 December 2022	Written report		Director of Finance/Head of Community Partnerships	To receive a report
10.	Business Rate Pooling 2023/24		5 December 2022	<i>Written Report to seek approval to enter into a business rates pool with Hertfordshire County Council (HCC) and a number of other districts within the County for 2022/23.</i>		DoF	To recommend to Council.
11.	Review of Strategic Risks		5 December 2022	Written Report	Written Report	Emergency Planning and Risks Manager	To consider the recommendations
12.	Financial Planning 2023-2026 to include Fees and charges		January 2023	To receive a report	Written Report	DoF and Service Heads	To recommend the budget to Council



**APPENDIX A**

<b>No.</b>	<b>Item to be considered</b>	<b>Link to Strategic Plan</b>	<b>Date of Next Meeting</b>	<b>Purpose of the Report</b>	<b>How the work will be done</b>	<b>Responsible Officer</b>	<b>Outcome Expected</b>
13.	Appoint to the Sub-Committees of P&R		June 2023	To receive a report	Written Report	Principal Committee Manager	To consider the recommendations
14.	Budget Outturn report 2022/23		June 2023	To receive a report	Written Report	Head of Finance	To consider the recommendations
15.	Public space protection order report following public consultation		January 2025	To receive a report following the public consultation	Written Report	Head of Community Services	To make a recommendation to Council

No.	Item to be considered	Link to Strategic Plan	Date of Next Meeting	Purpose of the Report	How the work will be done	Responsible Officer	Outcome Expected
16.	Community Infrastructure Levy (CIL) once the Government have reviewed CIL		<p><i>CIL will still be reviewed alongside the Local Plan but only at the point where policies and sites have been formally agreed as CIL has to be based on the effects of the policies and relate to the allocated sites.</i></p> <p><i>It is currently anticipated that a report will be due in 2022/2023. This of course depends on the progress on the Local Plan.</i></p>	To receive a report	Written report	DCES/Head of Planning Policy and Projects	To consider any recommendations

## POLICY AND RESOURCES COMMITTEE – 13 JUNE 2022

### PART I – NOT DELEGATED

#### 12A ADOPTION OF STATEMENT OF COMMUNITY INVOLVEMENT (SCI) FOR THE SW HERTS JOINT STRATEGIC PLAN (DCES)

##### 1 Summary

- 1.1 This report seeks agreement of a Statement of Community Involvement for the South West (SW) Herts Joint Strategic Plan (SCI), which sets out the broad parameters that will guide all consultation on the emerging strategic plan.

##### 2 Details

- 2.1 The role of a Statement of Community Involvement is to set out the partner Councils' approach for involving the community when preparing the SW Herts Joint Strategic Plan (JSP). The requirements for preparing SCIs are set out in Section 18 of the Planning and Compulsory Purchase Act 2004.

- 2.2 Planning Practice Guidance issued by central government states that:

*“Local planning authorities must review their Statements of Community Involvement every 5 years from the adoption date. It is important that Statements of Community Involvement are kept up-to-date to ensure effective community involvement at all stages of the planning process. Therefore, a local planning authority should regularly review and update their Statement of Community Involvement to reflect any changes to engagement. A local planning authority may review and update their Statement of Community Involvement at the same time as reviewing and updating a plan to reflect what action is taken to involve the community in any change to the plan.”*

##### Context

- 2.3 As Members will be aware, the SW Herts Joint Strategic Plan (JSP) covers the Local Authority areas of Three Rivers, Dacorum, St Albans, Watford and Hertsmere, and also has the support of the County Council. The JSP will look at the long term future and ambitions for SW Herts, as well as the strategic growth opportunities until 2050.

- 2.4 In accordance with the Regulations, the proposed SCI for the JSP is limited in scope – covering only the consultation that will be carried out as part of the strategic plan-making process. Development Management matters will remain the responsibility of the local authority area in which they are located and consultation on planning applications will therefore continue to be governed by the SCI for the relevant council area. Three Rivers' own SCI will also continue to cover consultation arrangements relating to the district's Local Plan.

- 2.5 The content and structure of the SCI is consistent with that of Three Rivers' own SCI. This in turn reflects the requirements of relevant national planning regulations governing statutory plan consultation, whilst also highlighting the increasing importance of online messaging, through social media and other platforms, in raising awareness of plan consultations.

- 2.6 The statutory JSP SCI will be supplemented by a more detailed and public facing Communications and Engagement Strategy that will be drawn up to support the JSP. This strategy will run alongside the SCI, and will be updated for each plan-making

stage, setting out the detailed consultation arrangements. It is not considered appropriate to cover these detailed arrangements within the SCI itself, as they will be tailored to the nature of each consultation, insofar as time and resources allow, thereby allowing the evolution of the JSP to reflect and respond to emerging best practice in terms of approaches to engagement.

- 2.7 In accordance with the JSP governance structure, the SW Herts JSP Planning Members Group (SPMG) – which comprises the Planning Portfolio Holder for each of the SW Herts authorities – and the JSP Steering Group – which comprises Chief Executives, Managing Directors or Corporate Directors of each of each authority has supported the principle of having a high level SCI, with more detailed consultation strategies drawn up for each specific consultation stage.
- 2.8 Hertfordshire County Council do not need to formally endorse the SCI but have confirmed their support for the approach set out within it.

#### Consultation arrangements

- 2.9 There is no longer a legal requirement to consult on the content of SCIs. However, this Council, and a number of the other Councils within the SW Herts area have previously chosen to carry out targeted engagement on their documents. For consistency this approach was applied to the SCI for the SW Herts JSP.
- 2.10 The SW Herts JSP team co-ordinated consultation with statutory consultees. These are listed in Appendix 1 of the SCI document. This included organisations such as Natural England, the Environment Agency, key utilities companies, adjoining local authorities and town and parish councils within the SW Herts area.
- 2.11 These organisations were all consulted by email where possible, or letter where an email address was not available. They were directed to the JSP website [www.swhertsplan.co.uk](http://www.swhertsplan.co.uk) where they could view the document, or were advised that an electronic copy could be provided on request. These notifications were sent on 22 November 2021 with replies requested by 17 January 2022 – giving an 8 week period to respond, to reflect the fact the consultation period included the Christmas and New Year holidays.
- 2.12 A covering letter and copy of the SCI was also sent to all libraries within the SW Herts area for their reference sections, and to each district Council office to keep on their reception desks, should residents wish to see a hard copy.
- 2.13 To supplement the notification of statutory bodies, individual districts also consulted any relevant local consultees they considered appropriate. For Three Rivers this comprised local residents associations.

#### Consultation responses

- 2.14 Thirteen responses were received to the consultation. These were from:
- Affinity Water
  - Planning Property Team, Herts County Council
  - Sport England
  - Environment Agency

- Natural England
- Defence Infrastructure Organisation, Ministry of Defence
- Hertfordshire Gardens Trust
- Nash Mills Parish Council
- Harlow Borough Council
- National Highways
- Canal and River Trust
- Berkhamsted Residents Action Group (BRAG)
- Central Bedfordshire Council

#### Changes required as a result of consultation responses

- 2.15 The table in Appendix 2 of this report summarises the responses received and the proposed Officer response. All of the comments were either supportive of the document, or supportive subject to certain minor amendments being made. As summarised in Appendix 2 to this report, it is recommended that most of these suggested amendments are accepted, as they improve clarity.
- 2.16 Two responders, Sport England and the Defence Infrastructure Organisation, requested that they are added to the list of consultation bodies set out in Appendix 1 of the SCI. Officers have taken external legal advice on this matter which states that this list should only include those groups and organisations specified in the Town and County Planning (Local Plans (England) Regulations 2012 (as amended). It is important to note that non-inclusion on the list does not mean these groups are unable to engage with the process of preparing the JSP. Their contact details will be added to the wider JSP database and they will be notified when any consultation on the plan takes place. This will ensure that all interested parties, whether listed in Government regulations or not, have the opportunity to comment on the JSP's content. It is suggested that an explanatory sentence is added to the SCI to provide this reassurance.
- 2.17 Two respondents, the Hertfordshire Gardens Trust and Nash Mills Parish Council asked more general questions about the Joint Strategic Plan. Responses have been provided to these two organisations by email, as summarised in Appendix 2 of this report.

#### Other changes required to the draft document

- 2.18 In addition to the changes proposed to the draft SCI as a result of responses received, Officers have also carried out a check of the organisations listed in Appendix 1 of the SCI to ensure it is fully compliant with the regulations. Some updates have been made as a result of this check, including a reference added to Neighbourhood Forums. As a result of this change, it is recommended that a paragraph is added to the SCI to refer to Neighbourhood Planning documents and the fact that any of these documents prepared within the SW Herts area will need to be in conformity with the Joint Strategic Plan, once adopted.

- 2.19 The names of some organisations listed within the document have also been amended to ensure they are up to date. Some other minor amendments to ensure diagrams are correctly referenced and for textual clarity have also been made, together with some minor changes to reflect the fact that this is no longer a draft document for consultation.

#### Next Steps

- 2.20 Once adopted by all five districts that make up the SW Herts area, the SCI will be kept under review to ensure it continues to reflect legal requirements and best practice.

### **3 Options and Reasons for Recommendations**

- 3.1 It is essential that there is an up-to-date adopted SCI, or SCIs, to provide guidance on consultation processes relating to all planning policy documents due to be prepared by the council (either or its own, or on a joint basis), which reflects current legislation and national and local policy. This SCI ensures that there is an agreed and consistent approach to carrying out all consultations relating to the SW Herts Joint Strategic Plan (JSP).

- 3.2 Not agreeing the draft SCI for the SW Herts JSP would mean that this document would not be in place in time for the first consultation on this new joint plan, which is scheduled for July / August 2022. It is a legal requirement to have an adopted SCI in place before consultation commences on any statutory plan. Relying on existing broad references to JSP engagement processes within current district-level SCIs could result in confusion and a lack of consistency across the SW Herts area regarding how engagement on the joint plan is carried out. To fail to have an agreed SCI in place, or to have an inconsistent approach to consultation arrangements could potentially result in a successful future legal challenge to the JSP.

### **4 Policy/Budget Reference and Implications**

- 4.1 None specifically arising from the preparation and adoption of the SCI, with associated work having been, or being met, through existing budgets.

### **5 Financial Implications**

- 5.1 There may be efficiency gains and value for money through reduced use of paper as a result of an increased emphasis upon electronic means of consultation.
- 5.2 Longer term there will be cost savings associated with having a JSP and taking a co-ordinated approach to consulting on this document over the whole SW Herts area.

### **6 Legal Implications**

- 6.1 Planning and Compulsory Purchase Act 2004 (as amended), Localism Act 2011, The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), The Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020.

### **7 Equal Opportunities Implications**

- 7.1 None for the purpose of this report. The SCI seeks to ensure that consultation arrangements enable all sectors of the community to engage with planning processes.

## 7.2 Relevance Test

Has a relevance test been completed for Equality Impact?	No There is no proposed change to current policy/service
Did the relevance test conclude a full impact assessment was required?	N/A

## 7.3 Impact Assessment

No Impact Assessment required as result of relevance test.

What actions were identified to address any detrimental impact or unmet need?

In preparing the SCI, consultation has been undertaken to help develop an approach that reflects the needs and aspirations of the community, and stakeholders and any impact associated with equality and sustainability.

## 8 Staffing, Environmental, Community Safety, Public Health and Customer Service Centre Implications

8.1 None for the purposes of this report.

## 9 Communications and Website Implications

9.1 The approved document will be uploaded in SW Herts Joint Strategic Plan website [www.SWHertsplan.com](http://www.SWHertsplan.com), which will be clearly signposted by the Three Rivers website.

## 10 Risk and Health & Safety Implications

10.1 None for the purposes of this report.

10.2 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

10.3 The subject of this report is covered by the Development Management service plan(s). Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(tolerate, treat, terminate, transfer)</i>	Risk Rating <i>(combination of likelihood and impact)</i>
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Not having an up to date SCI in place in advance of consulting on the JSP at Regulation 18 stage	This would risk a legal challenge to the document on the basis that necessary statutory procedures have not been followed.	Issuing an up to date SCI prior to the JSP Regulation 18 consultation List	Treat	4
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10.4 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

<b>Very Likely</b> ----- <b>Likelihood</b> ----- <b>Remote</b>	<b>Low</b>	<b>High</b>	<b>Very High</b>	<b>Very High</b>
	4	8	12	16
	<b>Low</b>	<b>Medium</b>	<b>High</b>	<b>Very High</b>
	3	6	9	12
	<b>Low</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>
	2	4	6	8
	<b>Low</b>	<b>Low</b>	<b>Low</b>	<b>Low</b>
	1	2	3	4
	<b>Impact</b>			
	Low	----->		Unacceptable

Impact Score	Likelihood Score
4 (Catastrophic)	4 (Very Likely (≥80%))
3 (Critical)	3 (Likely (21-79%))
2 (Significant)	2 (Unlikely (6-20%))
1 (Marginal)	1 (Remote (≤5%))

10.5 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.



## 11 Recommendation

### 11.1 That:

(a) the Policy and Resources Committee recommends to Full Council to agree the responses to the draft Statement of Community Involvement as set out in Appendix 2.

(b) the Policy and Resources Committee recommends to Full Council to approve the Statement of Community Involvement (SCI) 2022 for the SW Herts Joint Strategic Plan (in Appendix 3) for adoption, with any further minor amendments to the document to be agreed by the Director of Community and Environmental Services in consultation with the Lead Member for Infrastructure and Planning Policy.

Report prepared by: Geof Muggeridge, Director of Community and Environmental Services

Momina Ahmed, Planning Officer

Chris Outtersides, SW Herts Joint Strategic Plan Director

Laura Wood, SW Herts Joint Strategic Plan Lead

#### **Data Quality**

Data sources: N/A

Data checked by: N/A

Data rating: N/A

#### **Background Papers**

- SW Herts JSP: Statement of Common Ground (November 2021)
- Realising our Potential – A vision for SW Herts, Prior and Partners (March 2022).
- SW Herts ‘Your Future’ – Initial Engagement results, Icenii Projects (July 2020)
- Statement of Community Involvement (June 2022)
- Consultation and Engagement Strategy (May 2022)

All documents are available on <https://www.swhertsplan.com/>

#### **APPENDICES / ATTACHMENTS**

- 1) Groups Consulted on Draft Statement of Community Involvement
- 2) Summary of Responses
- 3) Statement of Community Involvement for SW Herts Joint Strategy

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## Stakeholder list for SW Herts SCI

## Organisations contacted by the JSP team

**Key Stakeholders**

Natural England
The Environment Agency
Highways England
Historic England – Essex, Hertfordshire and London Team
Local clinical commissioning groups (Herts Valleys CCG)
National Health Service Commissioning Board (now NHS England)
Network Rail
Homes England
Electricity Undertakers - UK Power Networks
Gas Companies – Cadent Gas
Sewerage Undertakers – Thames Water
Telecommunications Companies
Water Undertakers – Affinity Water
Canals and Rivers Trust
Coal Authority
Marine Management Organisation
Transport for London

**Government departments**

Department for Levelling Up, Housing and Communities
Department of Health (through relevant Regional Public Health Group)
Department of Trade and Industry (now department for international trade)
Ministry of Defense
Department of Work and Pensions
Department for Culture, Media and Sport
Department for Transport
Department for Environment, Food and Rural Affairs

**Adjoining Councils**

Hertfordshire County Council
Welwyn Hatfield Borough Council
Broxbourne Borough Council
East Hertfordshire District Council
North Hertfordshire District Council
Stevenage
Mayor of London (GLA)
London Borough of Barnet
London Borough of Enfield
London Borough of Harrow
London Borough of Hillingdon
Essex County Council
Uttlesford Council
Harlow Council
Buckinghamshire Council
Central Bedfordshire Council
Luton Borough Council

**Town and Parish Councils**

Aldenham Parish Council
Elstree and Borehamwood Town Council
Shenley Parish Council
South Mimms Parish Council
Ridge Parish Council
London Colney
Colney Heath
St Stephen Parish Council
Harpenden Town Council
Redbourn Parish Council
Wheathampstead Parish Council
Sandridge Parish Council
St Michael Parish Council

Harpenden Rural Parish Council
Bovingdon
Berkhamsted
Tring
Tring Rural
Markyate
Kings Langley
Aldbury Parish Council
Great Gaddesden
Chipperfield
Flamstead
Flauden
Little Gaddesden
Nash Mills
Nettleden with Potten End
Wiggington
Northchurch
Abbots Langley Parish Council
Batchworth Community Council
Chorleywood Parish Council
Croxley Green Parish Council
Sarratt Parish Council
Watford Rural Parish Council

**MPs**

Mike Penning
Gagan Mohindra
Daisy Cooper
Bim Afolami
Oliver Dowden

**General Consultation organisations**

Local Strategic Partnerships
Hertfordshire Police and Crime Commissioner

**Other key national or SW Herts wide groups**

Herts Bird Club
SE Herts RSPB
Herts Gardens Trust
CPRE Hertfordshire
Hertfordshire Natural History Society
Salvation Army
Age UK Hertfordshire
Communities 1st
Watford & Three Rivers Trust
East of England Ambulance Service NHS Trust
Herts Constabulary
Herts Fire and Rescue (HQ)
Watford Chamber of Commerce
Herts LEP
Herts & Middlesex Wildlife Trust
Sports England
Herts Chamber of Commerce

**Organisations contacted by the District****Residents' Associations**

Bedmond Resident' Association
Bridle Lane and Wagon Way Residents' Association
Carpenders Park Residents' Association
Chorleywood & District Residents' Association
Copthorne Residents' Association
Croxley Green Residents' Association
Eastbury Residents' Association
Furtherfield Residents' Association
Heronsgate Residents' Association

Hillside Residents' Associations Abbots Langley
Kings Langley Residents' Association
Little Green Residents'
Loudwater Residents' Association
Moor Park & Sandy Lodge Residents' Association
New Road Residents' Association
Northwood Residents' Association
Oxhey Hall Residents' Association
Rickmansworth & District Residents' Association
Maple Cross & West Hyde Residents' Association
Moor Park Residents' Association

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## Responses to draft Statement of Community Involvement for the SW Herts JSP

Organisation	Summary of comment	Officer response	Change required to document and/or any other related actions?
<b>Affinity Water</b>	<p>No specific comments to make on the document.</p> <p>Welcome the opportunity to engage at the appropriate stages of any plan and policy document development. In addition, welcome the opportunity to engage as early as is practicable with the planning application process.</p>	<p>Noted.</p> <p>The JSP will not be consulting on or determine planning applications – this will be done by the relevant District Council.</p>	No
<b>Planning Property Team, Hertfordshire County Council</b>	No comments to make on the document.	Noted.	No
<b>Sport England</b>	Request that Sport England is added to the list of specific statutory consultation bodies in Appendix 1. As set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015 (Statutory Instrument 2015 No. 595), Sport England (the English Sports Council) is a statutory consultee on planning applications affecting playing fields. Furthermore, we are also a formal non-statutory consultee on a range of planning application types as listed in the Government's Planning Practice	<p>The JSP will not be consulting on or determining planning applications – this will be done by the relevant district council in which the application site falls. The SCI therefore does not cover this aspect of planning consultations. There is therefore no legal or procedural requirement to include Sport England in Appendix 1 of the SCI.</p> <p>This does not mean that Sport England will not be consulted on relevant JSP matters. The email address provided will be added to</p>	<p>Yes.</p> <p>Amend the text in section 2 of the SCI to ensure it is clear that consultation on the JSP will include those on the consultation</p>

	<p>Guidance <a href="https://www.gov.uk/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space">https://www.gov.uk/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space</a>. Consultation on strategic development plan documents such as the JSP would allow Sport England to offer advice on strategic sport and physical activity infrastructure matters. Direct consultation by email would be Sport England's preferred method of engagement.</p> <p>For future reference, consultations should be sent to our generic planning administration email address <a href="mailto:planning.south@sportengland.org">planning.south@sportengland.org</a></p>	the JSP consultation database to ensure that they are made aware of all relevant plan-related consultations and can offer advice on strategic sport and physical activity infrastructure matters as appropriate.	<p>database as well as the bodies listed in Appendix 1.</p> <p>Add generic planning email address to JSP consultation database.</p>
<b>Environment Agency</b> (Hertfordshire and North London Team)	<p>No comments to make on the document.</p> <p>Look forward to seeing further consultations on the Plan as time progresses.</p>	Noted.	No.
<b>Natural England</b>	<p>Supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications.</p> <p>Are unable to comment in detail on individual SCIs, but information on the planning service offered is available online.</p> <p>Request that all planning consultations are sent electronically to the central hub at <a href="mailto:consultations@naturalengland.org.uk">consultations@naturalengland.org.uk</a>.</p>	Noted.	<p>No changes required to SCI.</p> <p>Add generic planning email address to JSP consultation database.</p>

<p><b>Defence Infrastructure Organisation</b>, Ministry of Defence, on behalf of the Secretary of State for Defence</p>	<p>Grateful for the opportunity to comment on the above emerging Statement of Community Involvement (SCI).</p> <p>Note that the MOD military establishment Northwood Headquarters is located within the Three Rivers District Council area. Request that the MOD are specifically listed as being a consultee, via the Defence Infrastructure Organisation Town Planning team, as it is important that planning authorities and development plans recognise that MOD establishments are of strategic military importance to the UK. Therefore, they should be consulted as part of the local planning policy process to ensure MOD assets are not degraded due to development.</p>	<p>There is no legal or procedural requirement to include the Defence Infrastructure Organisation in Appendix 1 of the SCI, as they are not one of the bodies or organisations specified in the relevant regulations.</p> <p>This does not mean that the Defence Infrastructure Organisation will not be consulted on relevant JSP matters. The specific named contact for the Defence Infrastructure Organisation's planning team will be added to the JSP consultation database to ensure that they are made aware of all relevant plan-related consultations. They can therefore respond with regard to their landholdings as appropriate.</p>	<p>No changes required to SCI.</p> <p>Add email address for the Defence Infrastructure Organisation planning team to JSP consultation database.</p>
<p><b>Hertfordshire Gardens Trust</b></p>	<p>Responding on behalf of The Gardens Trust, statutory consultee for historic parks and gardens, on planning issues in Hertfordshire.</p> <p>Welcome the joint plan and are satisfied with the consultation strategy set out in the SCI document.</p> <p>Would welcome:</p> <p>(a) Clarity on the linking of Local Plans by each authority and the Joint Plan and whether comments made by stakeholders at various stages during the preparation of Local Plans by each authority will also be taken into consideration during preparation of the Joint Local Plan; and</p>	<p>Support for the principle of the JSP and content of the SCI is welcomed.</p> <p>With regard to the other two matters on which clarity is sought, the response is as follows:</p> <p>(a) Whilst in principle a summary of responses provided with regard to individual Local Plans consultations being used to inform work on the JSP is supported, due to the number of responses made to each Local Plan, it will be hard to guarantee that this cross-over occurs fully. The JSP will also be planning on a much larger geography than the individual Local Plans, on a much</p>	<p>No changes required to SCI.</p> <p>A reply has been sent by email to Hertfordshire Garden Trust in response to matters (a) and (b).</p>

	<p>(b) More information on the additional documents and evidence base which will support this plan and how these documents from each Local Plan are to be reconciled.</p>	<p>more strategic scale (with a focus on a limited number of high level policies) and cover a different timeframe. Direct responses to the JSP itself and the specific matters its raises will therefore be encouraged from consultees, rather than a reliance on comments made to the current round of Local Plans. That said, district representatives on the Strategic Plan Officers Group (who are planning policy managers or equivalent) will be asked to highlight key Local Plan matters that are of relevance to the JSP as the JSP process progresses (and vice versa if appropriate).</p> <p>(b) The range of evidence required by the JSP versus the next iteration of Local Plan is currently being discussed by Officers. Whilst for some strategic matters there will be some reliance (at least initially) on the evidence that has been prepared to support the current round of Local Plans, much of this evidence base will require updating to support the JSP and the next iteration of Local Plans. The precise scope, sequence and timing of this work has yet to be agreed, but there will be opportunities to comment on the evidence base as the JSP is developed and consulted upon.</p>	
<p><b>Nash Mills Parish Council</b></p>	<p>Confirmed that the Parish Council's working group did not have any specific comments on the document itself and were pleased to note</p>	<p>Support for content of the SCI welcomed.</p>	<p>No changes required to SCI.</p>

	<p>that “town councils and parishes” are listed on page 8 as an example of groups that will be engaged with during the JSP preparation process.</p> <p>Queried how the JSP would align with others such as Dacorum’s Local Plan and the Hemel Garden Communities (HGC) project.</p> <p>Noted two updates to dates and links required on the JSP website.</p>	<p>With regard to the relationship to other plans and projects, each of the South West Hertfordshire authorities is in the process of updating their individual Local Plans, which will cover the period up to around 2038. The JSP will not impact upon the content of these plans, or the HGC project that is linked to the current Local Plans being prepared by Dacorum and St Albans Councils. Rather the Joint Strategic Plan will look further ahead, to 2050, to help provide a longer-term framework for the area. Together the councils, through the Joint Strategic Plan, will set the high-level strategic policies on issues such as climate change mitigation, delivering net zero carbon, housing, employment and infrastructure to 2050. When each authority comes to review their Local Plan again, they will be able to frame those new policies in the context of the jointly developed policies in the Joint Strategic Plan. The next round of Local Plans will also add more detail to the policies of the Joint Strategic Plan and facilitate their delivery. Working in the context of the jointly developed Joint Strategic Plan policies, these more detailed Local Plan policies will be more effective in delivering the overall policy aims for the South West Hertfordshire area.</p>	<p>Reply sent by email to Nash Mills Parish Council in response to the relationship with Local Plan and related projects following liaison with Dacorum Officers.</p> <p>The necessary updates to JSP website have been made.</p>
<p><b>Harlow Borough Council</b></p>	<p>Suggests that:</p> <p>(a) As public consultation on the Regulation 18 plan is set to begin in spring 2022, it would be prudent to expand on the engagement methods if</p>	<p>(a) The first R18 consultation is programmed for summer 2022, and will be primarily web and social media based. It is also not known what, if any, Covid restrictions will be in place at that time. No amendments are therefore</p>	<p>Yes.</p> <p>Add reference to submission stage to Table 1.</p>

	<p>Covid-19 restrictions are in place to allow for plan-making to progress.</p> <p>(b) Paragraph 2.4 should be expanded to include how hard to reach groups will be consulted with, as well as adding that the documents will be clearly written. This is especially important if electronic engagement is to be the primary portal for consultation on the draft JSP.</p> <p>(c) Table 1 should be extended to mention how consultation will occur during the submission and adoption stages, as it is important to keep key stakeholders informed and engaged during the whole process.</p> <p>(d) Information should be included on the consultation procedures to be undertaken for Supplementary Planning Documents.</p> <p>(e) Requests that Harlow Council are consulted on other specific cross county matters, such as the Herts and Essex Rapid Transit (HERT).</p>	<p>considered necessary to the document. A more detailed communications plan will be published to accompany the R18 stage.</p> <p>(b) The precise methods to be used to elicit responses from harder to reach groups will be set out in the detailed communications plans for each stage of the plan-making process and will reflect current and emerging good practice. Due to the timeframes of the JSP, the key hard to reach group is that of the 18-25 demographic. For the R18 engagement it is hoped that a youth forum can be established to advise on the engagement material to ensure it is likely to elicit responses from this age group, as well as to other individuals, groups and organisations. It is not considered necessary to reference the fact that engagement documents will be clearly written. This is always the intention with all consultation material and the JSP programme will seek support from council communications teams and/or external communications advisers to ensure this is the case. Section 2 of the SCI also already states that all documents will be written in plain English.</p> <p>(c) Agreed that a line should be added to Table 1 to reference the submission stage. The adoption stage is already</p>	<p>Add a new section to the SCI to reference SPDS and that the SCI will need to be reviewed before any of these documents are consulted upon.</p> <p>The request to ensure Harlow continue to be consulted on progress of the HERT project has been passed to relevant Officers at Herts County Council, who are leading the project.</p>
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		<p>included, so no further information required re that stage of the process.</p> <p>(d) SPDs cannot be progressed by the JSP programme until there are adopted, or well progressed policies for them to relate to. Due to the limited size and resources of the JSP team, the work programme is not expected to include production of any JSP-sponsored SPDs until the JSP itself is adopted. Any joint SPDs in the meantime will be prepared by the districts and therefore need to comply with the requirements set out in their individual SCIs and relate to policies within their adopted Local Plans. It is agreed that this position should be referenced in the JSP SCI. More detailed reference to engagement on SPDs will be considered when the SCI is next reviewed. This review needs to be carried out at least every 5 years</p> <p>(e) The JSP programme will continue to consult adjoining authorities such as Harlow on documents directly related to the JSP. The HERT project is at present a stand-alone infrastructure scheme and consultation is the responsibility of Hertfordshire County Council as the local highway authority. If and when it progresses as a defined proposal, then this will need to be referenced in the JSP and feedback sought upon this proposal (along with other relevant strategic</p>	
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		infrastructure projects) as the JSP process progresses.	
<b>National Highways</b>	<p>National Highways (formerly Highways England) has been appointed by the Secretary of State for Transport as strategic highway company under the provisions of the Infrastructure Act 2015 and is the highway authority, traffic authority and street authority for the Strategic Road Network (SRN).</p> <p>Highlights key areas of the SRN located in SW Herts area and the guidance document that sets out how they will engagement with local authorities, communities and developers in the preparation of planning documents.</p> <p>Note that they are a statutory consultee and have a duty to cooperate with local authorities to support the preparation and implementation of development plan documents.</p> <p>They welcome the fact that SCI identifies them as a statutory consultee and welcomes engagement on the preparation of a JSP, with consideration given to development impacts identified for the SRN.</p> <p>They look forward to continuing to participate in future consultations and discussions regarding the JSP, as well as reviewing the traffic modelling and mitigation strategy as it develops.</p>	<p>Noted.</p> <p>It is understood that Highways England was rebranded as National Highways on 19 August 2021. References within the document should be amended accordingly.</p>	<p>Yes.</p> <p>Amend reference in Appendix 1 from 'Highways England' to 'National Highways' to reflect formal name change, and add generic planning email address to JSP consultation database.</p>



	<p>Note that the SRN covered by the SW Herts JSP is administered through two National Highways Regional offices and it is important that a collaborative approach is taken to working together to ensure that the views of officers from both Regional offices are considered for the appropriate sections of our network.</p> <p>Provides a general contact address of <a href="mailto:planningse@highwaysengland.co.uk">planningse@highwaysengland.co.uk</a>.</p>		
<b>Canal and River Trust</b>	<p>Note that the Trust is a statutory consultee for Development Management matters and welcome their inclusion as a specific group in Appendix 1. The reference is however to their old title of 'British Waterways' and this needs to be updated.</p> <p>The Trust wishes to engage with the production of the JSP and would like their generic email <a href="mailto:planning@canalrivertrust.or.uk">planning@canalrivertrust.or.uk</a> added to the consultation database.</p>	<p>Noted.</p> <p>British Waterways (now the Canal and River Trust) were erroneously included in the list of statutory consultation bodies for plan-making in Appendix 1 of the draft SCI. It is therefore appropriate to remove them from this list and instead add them to the JSP consultation database. This is consistent with the approach suggested for Sport England and Defence Infrastructure Organisation and reflects legal advice.</p>	<p>No changes required to SCI.</p> <p>Add generic planning email address to JSP consultation database.</p>
<b>Berkhamsted Residents Action Group (BRAG)</b>	<p>Notes that as is standard for a Statement of Community Involvement, in addition to specific statutory consultation bodies there is a commitment to consult with relevant organisations representing the interests of local residents, the environment, businesses etc in the area.</p> <p>In BRAG's experience it is left to these organisations to engage with the process</p>	<p>Noted.</p>	<p>No changes required to SCI.</p> <p>Add BRAG to JSP consultation database.</p>

	rather than the planning body being proactive and actually engaging with the local organisations. The planning body should engage with local organisation and not leave it up to the organisations to do all the work.		
<b>Central Bedfordshire Council</b>	<p>Welcome the opportunity to respond this consultation and look forward to continuing the good working relations with the five substantive authorities involved as the Joint Strategic Plan progresses.</p> <p>Supports the delivery of the South-West Hertfordshire Joint Strategic Plan (JSP) to support sustainable growth to 2050 in a comprehensive manner across the area.</p> <p>CBC recognises that the SCI is specific to the production of the JSP and that the individual Local Planning Authorities (LPAs) also have their own individual SCIs relating to their individual Local Plans and any Neighbourhood Plans in their areas, and that therefore CBC will continue to engage with them on an individual basis as well as part of the South-West as a whole.</p> <p>Supports the approach taken in drawing up the SCI which will ensure that all interested parties will be able to influence and feed into the evolution of the Strategic Plan. Also supports the provision of more detailed engagement strategies to supplement the SCI.</p> <p>Note at paragraph 1.18 that how the SW Herts authorities are working together under the Duty</p>	<p>Support for the JSP welcomed, as is recognition that Central Bedfordshire Council will need to continue to engage districts and Town / Parish councils on Local Plans and Neighbourhood Plans respectively.</p> <p>It is agree that clarification about the extent of the Duty to co-operate would be helpful in para 1.18, including a general reference to the preparation of Statements of Common Ground being considered with adjoining authorities as the JSP progresses. It is also recommend that the Duty to co-operate bodies specified in the regulation are also added to Appendix 1 of the SCI, as they are statutorily prescribed consultees.</p> <p>It is not considered appropriate for the SCI to confirm whether Statements of Common Ground will be prepared with specific adjoining councils, as the need for such document swill depend upon the content of the JSP, any cross boundary issues arising as a result, and any comments received from those authorities on the plan. However, the general principle can be added to the document.</p>	<p>Yes.</p> <p>Add additional text to para 1.18 to refer to the preparation of Statements of Common Ground with adjoining authorities.</p> <p>Add list of duty to co-operate bodies to Appendix 1 of the SCI.</p>

	<p>to Cooperate to complete the JSP will be set out in a South West Hertfordshire-wide Statement of Common Ground that will be published shortly. However, the Duty to Cooperate extends beyond just the five local authorities that make up the area of the South-West Hertfordshire Joint Strategic Plan. Although it is noted that neighbouring authorities are listed in Appendix 1, this section could make it clearer that the Duty to Cooperate extends beyond the boundaries of the plan and will involve the neighbouring authorities listed, including Central Bedfordshire Council.</p> <p>Confirmation on whether Statements of Common Ground will be sought between the South West Hertfordshire area and neighbouring authorities would be welcomed.</p>		
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# SWHERTS

## Joint Strategic Plan

YOUR FUTURE

# Statement of Community Involvement

June 2022



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## 1.0 INTRODUCTION

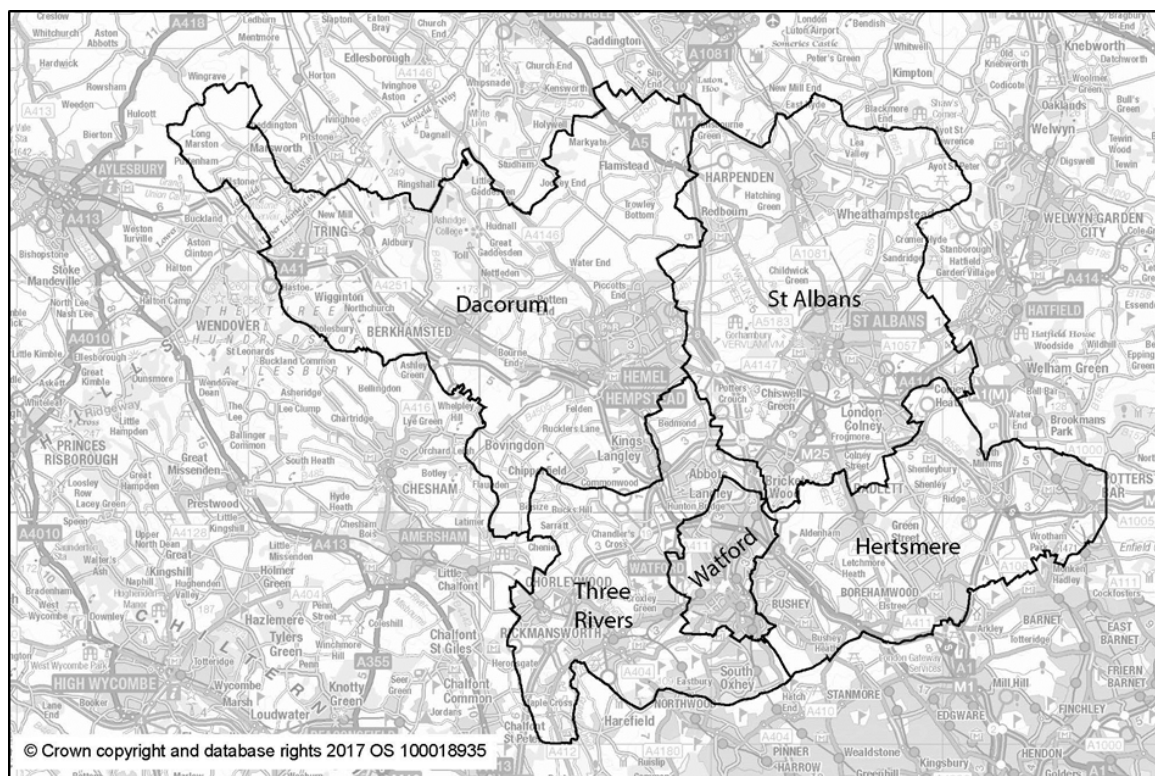
### What is a Statement of Community Involvement?

- 1.1 This Statement of Community Involvement (SCI) sets out how Dacorum Borough Council, St Albans City & District Council, Hertsmere Borough Council, Watford Borough Council, Three Rivers District Council and Hertfordshire County Council (referred to as 'the Councils'), will engage stakeholders and the public in preparation of the South West Hertfordshire Joint Strategic Plan (JSP).
- 1.2 The SCI describes how the Councils will ensure that the public, businesses, landowners, developers, adjoining local authorities, government agencies and any other individuals, groups and organisations within, and with an interest in, the local authority areas, can get involved in the creation of the JSP.
- 1.3 The production of an SCI is required by the Planning and Compulsory Purchase Act 2004.

### What is the South West Hertfordshire Joint Strategic Plan?

- 1.4 The South West Hertfordshire Joint Strategic Plan (JSP) will provide South West Hertfordshire with an integrated strategic planning framework and supporting evidence base to support sustainable growth to 2050. The area covered by the JSP is shown in Figure 1.

Figure 1: Area covered by the JSP



- 1.5 The JSP will be a formal Development Plan Document (DPD), prepared under Section 28 of the Planning and Compulsory Purchase Act 2004 (as amended) which enables two or more local planning authorities to agree to prepare a joint Plan. Hertfordshire County Council will support the plan preparation process.
- 1.6 The JSP will identify the overall quantum of housing and economic growth within South West Hertfordshire to be planned for to 2050 and its broad distribution across the area. The plan will identify strategic allocations and priorities, as well as the strategic infrastructure necessary to deliver the spatial strategy.
- 1.7 The JSP will build on the current suite of adopted and emerging Local Plans (that cover the periods up to between 2031 and 2038), the Hertfordshire Local Transport Plan, and will also link to a new Local Industrial Strategy prepared by the Hertfordshire Local Enterprise Partnership (LEP).
- 1.8 The JSP will be formally adopted by the individual LPAs and will provide a high-level framework for the review and roll-forward of the Local Plans and related Neighbourhood Plans. Figure 2 shows the relationship between the JSP and other relevant plans.

#### **Why is a Statement of Community Involvement being prepared?**

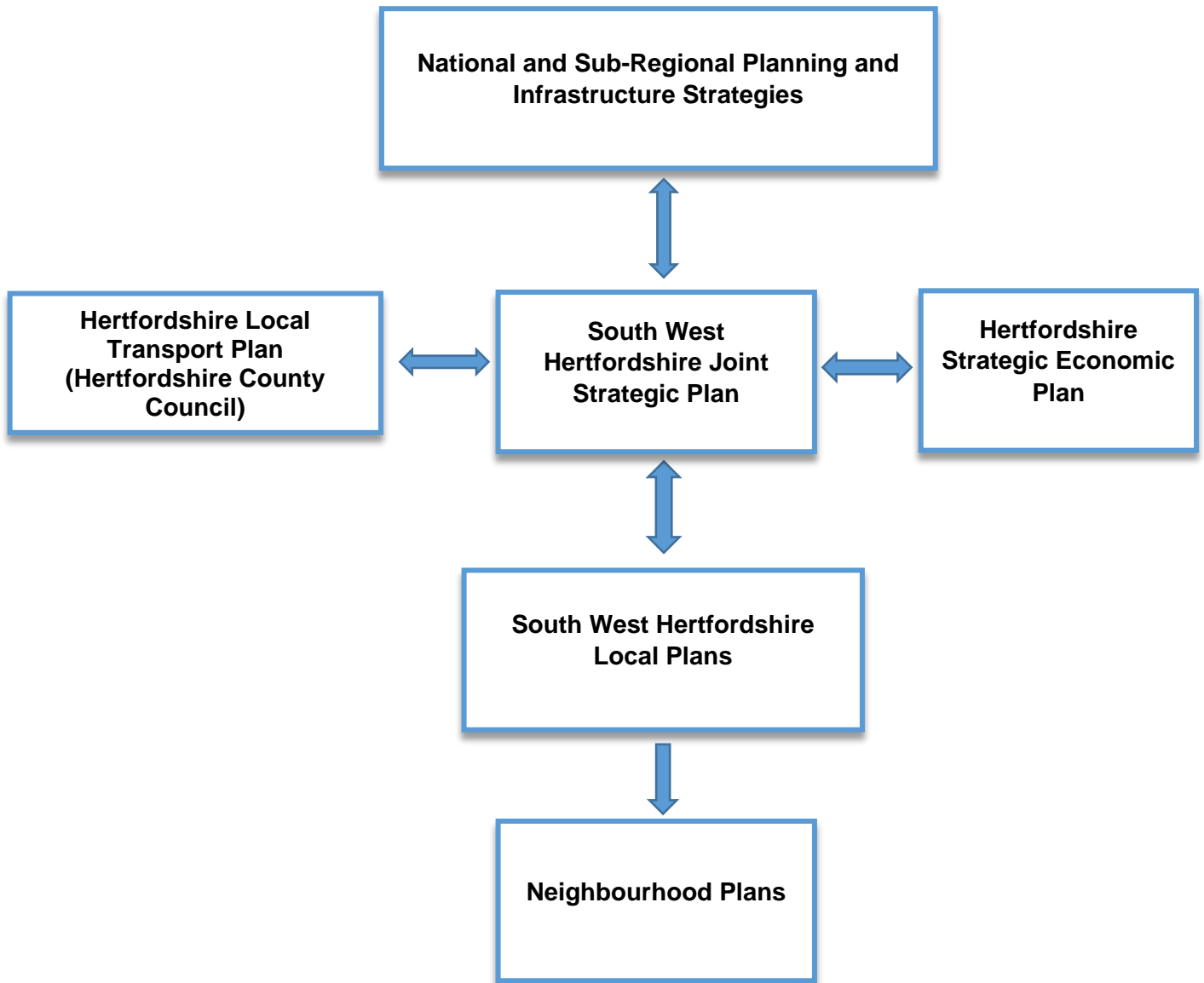
- 1.9 There is a legal requirement on Local Planning Authorities (LPAs) to undertake public consultation on local plans. In addition, one of the aims of the planning system is to encourage effective and meaningful community and stakeholder involvement throughout all of the stages of the plan making process. Effective community involvement will give people the opportunity to say what sort of place they want South West Herts to be and explain how their views can make a difference.
- 1.10 This SCI sets the steps that will be taken to ensure that the JSP will be shaped by early, proportionate and meaningful engagement between plan makers and communities, local organisations, businesses, infrastructure providers and statutory consultees.
- 1.11 The outcomes of the consultation processes set out in this SCI will be an important element of the considerations of the LPA's in developing the JSP. However, they are one element of a wider range of material considerations such as the evidence base and the Sustainability Appraisal. Consultees and those engaged should therefore recognise the multi-faceted considerations that will go towards informing the content of the JSP that is submitted for Examination.
- 1.12 The South West Hertfordshire authorities are committed to a continuous review of the SCI to ensure that it continues to reflect current advice and best practice guidance.

#### **What does this Statement of Community Involvement cover?**

- 1.13 This SCI is specific to the production of the JSP. The Local Planning Authorities (LPAs) will also have their own individual SCIs concerned with the production of their Local Plans and any Neighbourhood Plans in their areas. These district-level SCIs also set out how each authority will deal with planning applications arising as a result of site allocations.
- 1.14 This SCI will therefore sit alongside the existing SCIs; it will not replace them.



**Figure 2: Relationship between JSP and Other Plans**



### **JSP Governance**

- 1.15 A JSP Strategic Planning Member Group (SPMG) was established in November 2019 to guide the preparation of the JSP. The SPMG will monitor progress on the JSP, approve its budget and review the milestones as part of an annual review. Minutes from the SPMG meetings can be found on each of the partner authority's websites.
- 1.16 This SCI has been endorsed by the Strategic Planning Members Group (SPMG) and formally considered through the governance arrangements of the respective South West Hertfordshire Local Planning Authorities.

### **Duty to Cooperate**

- 1.17 The Localism Act 2011 places a 'duty to cooperate' on local planning authorities, county councils, neighbouring authorities and other public bodies for any strategic cross boundary issues.
- 1.18 The duty to cooperate prescribed bodies are defined in the Town and Country Planning (Local Planning) (England) Regulations 2012) and listed in Appendix 1.
- 1.19 The way the South West Hertfordshire local authorities are working together under the Duty to Cooperate to complete the JSP is set out in a South West Hertfordshire-wide Statement of Common Ground, available at <https://www.swhertsplan.com/governance-and-papers>. The preparation of additional Statements of Common Ground covering the relationship of the JSP with other adjoining authorities will be considered as the plan-making process progresses.

## **2.0 WHEN AND HOW WILL THE COUNCILS CONSULT ON THE JSP?**

### **Background**

- 2.1 A public-sector Equality Duty came into force on 5 April 2011. This means that public bodies must consider all individuals when carrying out their day-to-day work in shaping policy, in delivering services and in relation to their own employees. It also requires that public bodies have due regard to the need to:
- eliminate discrimination
  - advance equality of opportunity
  - foster good relations between different people when carrying out their activities.
- 2.2 The Town and Country Planning (Local Development) (England) Regulations 2012 (as amended) identifies certain prescribed bodies that must be consulted when preparing Local Plans and Supplementary Planning Documents. These bodies must be consulted where the proposed subject matter will be of interest to them. These groups are listed in Appendix 1.

### **How and when will we involve Stakeholders?**

- 2.3 Government regulations set out the formal stages in the preparation process of the JSP i.e. when we must formally publish the documents for comment and for how long. This SCI reflects how these requirements will be met.
- 2.4 The South West Hertfordshire Councils intend that all people should have the opportunity to have their say in how South West Herts is planned, irrespective of their differences; including by way of age, disability, gender reassignment, pregnancy and maternity, race, religion and belief, sex and sexual orientation. Research may be commissioned to understand public attitudes on relevant topics. Documents will be written in plain English. To achieve value for money and to ensure that consultation is proportionate to the issues being considered, the translation of documents into other languages will be balanced against the cost, time constraints and the available resources.
- 2.5 The early stage of plan preparation (under Regulation 18) will involve engagement with stakeholders, prescribed bodies, partners and consultees to inform the identification of issues and options. Notwithstanding this, engagement with key stakeholders will be undertaken on a continuous basis to ensure options are thoroughly tested and policy preparation is robust. Panels or reference groups may be used as part of this engagement as well as additional research such as opinion polls.
- 2.6 A JSP consultation database will be maintained in accordance with the General Data Protection Regulations. This will include contact information for the prescribed bodies listed in Appendix 1, together with any other groups or organisations who have asked to be kept notified. When an individual or organisation makes a representation on the JSP, or its supporting documentation, we will add their details to this consultation database.
- 2.7 There will also be opportunities to comment on the draft JSP when it is formally published (Regulation 19 stage) and to be involved during its examination by an independent Inspector (Regulations 23-24).

- 2.8 A Sustainability Appraisal is an integral part of the plan preparation process and is required for Development Plan Documents (DPDs) such as the JSP. It looks at the environmental, social and economic effects of a plan to make sure that the plan promotes sustainable development and takes the most appropriate approach given reasonable alternatives. At each stage of the JSP preparation there will be a corresponding stage of the Sustainability Appraisal which will be made available for comment during public consultation.
- 2.9 Groups we will engage with during the JSP preparation process will include:
- the community and members of the public;
  - statutory consultees as set out in the relevant regulations, including neighbouring councils;
  - local service providers and other consultation bodies who may have an interest in the JSP; and
  - other interested groups, businesses, developers, landowners, agents, Town Councils and Parishes, and residents who register on our consultation database.
- 2.10 Different levels and methods of community involvement will be appropriate as the JSP progresses through the plan-making process, but in summary, we will follow the following approach:
- We will contact appropriate organisations and individuals directly (i.e. those listed in Appendix 1 and on the wider JSP consultation database).
  - We will publicise consultations by a combination of methods, as appropriate, such as: website, press release, displays, social media, and community events.
  - We will make consultation documents available at council offices and public libraries where appropriate (see list in Appendix 2).
  - Consultation documents will be made available for download via the JSP website, which will be signposted from each Council's own website.
  - Where appropriate we will organise consultation events such as public exhibitions and stakeholder workshops.
  - We will publish comments received or a summary as soon as feasible. We will explain how these comments have been taken into account when decisions are made.
- 2.11 Table 1 sets out the key consultation stages and milestone dates in the preparation of the JSP, together with the different groups we will involve in the plan-making process and how we propose to involve them and keep them updated on progress of the plan.

**Table 1**  
**Stages and methods of consultation and communications**

<b>Plan stage</b>	<b>What will we be consulting or communicating on?</b>	<b>How will we consult / communicate?</b>
<b>Issues and Options</b> <i>(Regulation 18)</i>	This stage can comprise one or more public consultations. These can relate to broad issues and options, draft policies and/or potential sites. To include consultation on associated sustainability appraisal.	<ul style="list-style-type: none"> <li>• Inviting representations through the JSP and signposted from individual council's websites.</li> <li>• Advertising through social media, press releases and electronic alerts.</li> <li>• Written / email consultation with key consultees / organisations as required by the regulations.</li> <li>• Consultation documents available to view at specified deposit points (listed in Appendix 2)</li> <li>• Public consultation events such as targeted workshops and/or exhibitions, if appropriate to the nature of the consultation.</li> </ul>
<b>Pre-submission publication</b> <i>(Regulation 19)</i>	This stage comprises consultation on the plan that the authorities wish to take forward to adoption. To include consultation on associated sustainability appraisal.  <i>Note: All representations must be received within the specific consultation period.</i>	
<b>Submission</b> <i>(Regulation 22)</i>	This is the stage when the plan is formally passed to the Planning Inspectorate.	<ul style="list-style-type: none"> <li>• Notice on JSP website and signposted from individual council's websites.</li> <li>• Written / email notification of consultees / organisations as required by the regulations.</li> <li>• Advertising through social media, press releases and electronic alerts.</li> <li>• Publication of documents listed in the Regulations.</li> </ul>
<b>Examination</b> <i>(Regulations 23-24)</i>	This stage comprises the formal Examination of the Plan by an independent Inspector	<ul style="list-style-type: none"> <li>• Notice on JSP website and signposted from individual council's websites.</li> <li>• Written / email notification of consultees / organisations as required by the regulations (via Programme Officer)</li> </ul>

		<ul style="list-style-type: none"> <li>Advertising through social media, press releases and electronic alerts.</li> </ul>
<b>Consultation on Inspectors main modifications to the draft plan</b> <i>(if any)</i>	This stage comprises consultation on any changes to the plan required by the Inspector to ensure the plan is 'sound.' To include consultation on any associated sustainability appraisal update required.	<ul style="list-style-type: none"> <li>Inviting representations through the JSP and signposted from individual council's websites.</li> <li>Advertising through social media, press releases and electronic alerts.</li> <li>Written / email notification of consultees/ organisations as required by the regulations.</li> <li>Consultation documents available to view at specified deposit points (listed in Appendix 2).</li> </ul>
<b>Publication of Inspector's Report</b> <i>(Regulation 25)</i>	Notification of people/ organisations of the outcome of the examination.	<ul style="list-style-type: none"> <li>Notice on JSP website and signposted from individual council's websites.</li> <li>Written / email notification to groups / organisations as required by the regulations.</li> </ul>
<b>Adoption</b> <i>(Regulation 26)</i>	Notification of final adoption of the JSP.	

### How long we will consult for

- 2.12 Where a formal consultation is carried out (as set out in Table 1), this will be for a minimum of six weeks. Where part of the consultation falls over a holiday period, where possible, the consultation period will be extended to accommodate members of the public who may be away at these times, usually up to a maximum of 8 weeks. Timescales for informal consultation that is targeted at specific groups will be depend on the nature of that engagement.

### How to comment on the JSP

- 2.13 Table 1 sets out the methods we will use to engage with stakeholders and residents on the development of the JSP. We will encourage electronic engagement as the primary portal for consultation and will encourage people to make use of the JSP consultation portal, accessed through the JSP website as this will set out the information we are seeking at each consultation stage, together with clear instructions on how to register comments. This will offer an easy method for response and in turn will help speed up the analysis of the comments received.
- 2.14 A comments form will also be produced for each consultation stage that can be submitted by email or post. Verbal comments will not be recorded because it is important that all comments are accurately logged and reported.

- 2.15 Comments will be made publicly available. The Councils will comply with the obligations under the General Data Protection Regulations, and the principles of the Data Protection Act, in how they manage any personal data collected through consultation processes.
- 2.17 All comments made during the consultation periods will be carefully considered and will be reported to the relevant committee. A report summarising the consultation activities and the comments made and how these have informed the next stage of plan making will be prepared for each stage. This report will be made available.

### 3.0 SUPPLEMENTARY PLANNING DOCUMENTS AND NEIGHBOURHOOD PLANNING

#### Supplementary Planning Documents

- 3.1 SPDs cannot be progressed by the JSP programme until there are adopted, or well progressed policies, for them to relate to. Due to the limited size and resources of the JSP team, the work programme does not envisage production of any JSP-sponsored SPDs until the JSP itself is adopted. Any joint SPDs in the meantime will be prepared by the districts and relate to policies within their adopted Local Plans. They will therefore need to comply with the requirements set out in their individual SCIs. More detailed reference to engagement on SPDs will be set out when this SCI is next reviewed.

#### Neighbourhood Planning

- 3.2 Neighbourhood planning is led by Town and Parish Councils or designated Neighbourhood Forums. The main aspects of neighbourhood planning are:
- *Neighbourhood Development Plan* – a local framework for guiding future development, regeneration and conservation of an area;
  - *Neighbourhood Development Order* – a way for town and parish councils or designated Neighbourhood Forums to grant planning permission for certain kinds of development within a specified area; and
  - *Community Right to Build Orders* – a special kind of Neighbourhood Development Order, which grant planning permission for certain development schemes.
- 3.3 It is the role of the district councils to support neighbourhood planning, and associated consultation, as per the Neighbourhood Planning regulations. However, before they can come into effect, all neighbourhood planning documents need demonstrate general conformity with the JSP (once adopted), as well as with the relevant Local Plans covering their area.
- 3.4 Whilst advice on conformity will usually be provided by the relevant district council, the JSP team can also be contacted directly for advice via [SWHJSP@dacorum.gov.uk](mailto:SWHJSP@dacorum.gov.uk).



## **4.0 REVIEW OF THE SCI**

4.1 The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017, state that LPAs in England must review their SCI every five years to ensure it is kept up to date and reflects current legislation and best practice.

4.2 Notwithstanding this, the SCI will be updated if a review is required due to changes to:

- Legislation / national policy
- Local decisions
- Consultation methods
- Technology
- The development of any Supplementary Planning Documents (SPDs) related to the Joint Strategic Plan

### Consultation Groups

The following consultation bodies are prescribed by the Town and County Planning (Local Planning) (England) Regulations 2012 (as amended)

#### Specific consultation bodies

Defined as:

- Coal Authority
- Environment Agency
- Historic Buildings and Monuments Commission for England (known as English Heritage)
- Marine Management Organisation
- Natural England
- Network Rail Infrastructure Limited
- National Highways
- Hertfordshire County Council
- Adjoining local authorities
- Town and Parish Councils and Neighborhood Forums within and adjoin SW Herts
- Police and Crime Commissioner
- Relevant Telecommunications Companies
- Clinical Commissioning Group
- National health Service Commissioning Board
- Relevant Electricity Undertakers
- Relevant Gas Companies
- Relevant Sewerage Undertakers
- Relevant Water Undertakers
- Homes England

#### General consultation bodies

Defined as:

- voluntary bodies some or all of whose activities benefit any part of the local planning authorities' areas;
- bodies which represent the interest of different racial, ethnic or national groups in the local planning authorities' areas;
- bodies which represent the interests of different religious groups in the local planning authorities' areas;
- bodies which represent the interests of disabled persons in the local planning authority's area; and
- bodies which represent the interests of person's carrying on business in the local planning authorities' areas.

## **Duty to Co-operate bodies**

*(Note: there is some duplication with the lists above)*

In accordance with the Localism Act 2011 and Town and Country Planning (Local Planning) (England) Regulations 2012

Defined as:

- Neighboring authorities
- Environment Agency
- Historic Buildings and Monuments Commission for England (known as English Heritage),
- Natural England
- Mayor of London
- Civil Aviation Authority
- Homes England
- Clinical Commissioning Groups
- National Health Service Commissioning Board
- Office and Rail and Road
- Transport for London
- Relevant Integrated Transport Authorities
- Highway Authority
- Marine Management Organisation
- Local Enterprise Partnership
- Local Nature Partnership

## Document inspection points

### Main Council Offices

Hertsmere Borough Council,  
Civic Offices, Elstree Way, Borehamwood, Hertfordshire, WD6 1WA

Watford Borough Council  
Town Hall, Watford, Hertfordshire, WD17 3EX

Dacorum Borough Council  
The Forum, Marlowes, Hemel Hempstead, Hertfordshire, HP11DN

Three Rivers District Council  
Three Rivers House, Northway, Rickmansworth, Hertfordshire, WD3 1RL

St Albans City and District Council  
Civic Centre, St Peter's Street, St Albans, Hertfordshire, AL1 3JE

### Local libraries

#### Borehamwood Library

96 Shenley Road  
Borehamwood  
WD6 1EB

WD24 7RW

**Watford Library**  
Hempstead Road  
Watford  
WD17 3EU

#### Potters Bar Library

The Elms  
High Street  
Potters Bar  
EN6 5BZ

**Abbots Langley Library**  
High Street  
Abbots Langley  
WD5 0AP

#### Bushey Library

Sparrows Herne  
Bushey  
WD23 1FA

**Chorleywood Library**  
Lower Road  
Chorleywood  
WD3 5LB

#### Radlett Library

Radlett Centre  
1 Aldenham Avenue  
Radlett  
WD7 8HL

**Croxley Green Library**  
Barton Way  
Croxley Green,  
WD3 3HB

#### North Watford Library

St Albans Road  
Watford

**Rickmansworth Library**  
High Street  
Rickmansworth  
WD3 1EH

**South Oxhey Library**

Bridlington Road  
South Oxhey  
WD19 7AG

**Adeyfield Library**

1A Queens Square  
Hemel Hempstead  
HP2 4EW

**Berkhamsted Library**

185 High Street  
Berkhamsted  
HP4 3HB

**Bovingdon Library**

High Street  
Bovingdon  
HP3 0HJ

**Hemel Hempstead Library**

The Forum  
Marlowes  
Hemel Hempstead  
HP1 1DN

**Kings Langley Library**

The Nap  
Kings Langley  
WD4 8ET

**Leverstock Green Library**

Village Centre  
Leverstock Green Way  
Hemel Hempstead  
HP3 8QG

**Tring Library**

High Street  
Tring  
HP23 4AF

**Harpenden Library**

27 High Street  
Harpenden  
AL5 2RU

**London Colney Library**

Community Centre  
Caledon Road  
London Colney  
AL2 1PU

**Redbourn Community Library**

Redbourn Fire Station and Community  
Library  
Dunstable Road  
Redbourn  
AL3 7BE

**St Albans Library**

Level 2, The Maltings  
St Albans  
AL1 3JQ

**Wheathampstead Library**

Fire Station and Library  
Marford Road  
Wheathampstead  
AL4 8AY

## Glossary of acronyms

<b>CCG</b>	Clinical Commissioning Group	The arm of the National Health Service responsible for commissioning primary healthcare services.
<b>DPD</b>	Development Plan Document	A formal planning strategy document, such as a Local Plan or Joint Strategic Plan
<b>GLA</b>	Greater London Authority	The office of the Mayor of London
<b>LPA</b>	Local Planning Authority	The local council responsible for planning services in a particular area
<b>LDS</b>	Local Development Scheme	The project plan setting out when Local Plans and Joint Strategic Plans will be prepared and when they will be issued for consultation
<b>JSP</b>	Joint Strategic Plan	A high level planning policy document being prepared by a number of councils on a joint basis.
<b>NPPF</b>	National Planning Policy Framework	The document which sets out the Government's planning policies and approach to key issues, which must be taken into account by councils when preparing their own planning documents
<b>PINS</b>	Planning Inspectorate	The organisation to be appointed by the Secretary of State to carry out independent public examinations of plans
<b>SCI</b>	Statement of Community Involvement	The document which sets out how consultation on planning matters will be carried out by local councils.
<b>SPMG</b>	Strategic Plan Members Group	The group of elected representatives (one for each council) who will oversee production of the Joint Strategic.

## POLICY AND RESOURCES COMMITTEE – 13 JUNE 2022

### PART I – NOT DELEGATED

#### 12B. APPROVAL OF INITIAL ISSUES AND OPTIONS (REGULATION 18) CONSULTATION FOR SW HERTS JOINT STRATEGIC PLAN (DCES)

##### 1 Summary

- 1.1 This report seeks agreement of the Policy & Resources Committee to refer the Regulation 18 consultation document for the SW Herts Joint Strategic Plan, '*Realising our Potential*', and associated Sustainability Scoping Report to Full Council to approve for public consultation.
- 1.2 Similar approvals are being sought from the other South West Herts authorities, with consultation scheduled to take begin in August 2022.

##### 2 Details

###### Role and Scope of the JSP

- 2.1 The South West Herts authorities (Three Rivers District Council, Dacorum Borough Council, St. Albans City and District, Watford Borough Council and Hertsmere Borough Council, with the support of Hertfordshire County Council) have agreed to work together to produce the South West Hertfordshire Joint Strategic Plan (JSP). This will provide a South West Hertfordshire integrated strategic planning framework and supporting evidence base to support sustainable growth to 2050.
- 2.2 The JSP will be a statutory planning document, prepared under Section 28 of the Planning and Compulsory Purchase Act 2004 (as amended). The Plan will identify the overall quantum of housing and economic growth within South West Hertfordshire to be planned for to 2050 and its broad distribution across the area. The plan will identify strategic allocations and priorities, as well as the strategic infrastructure necessary to deliver the spatial strategy.
- 2.3 The JSP will focus on climate resilience, infrastructure delivery, strategic housing and employment. However it will be about more than planning and will help create a framework for investor confidence in SW Herts.
- 2.4 The benefits of a JSP include:
  - Increased potential for unlocking infrastructure investment from Government;
  - Creating a bigger canvas to make decisions about future growth;
  - Allowing an infrastructure-led approach; not 'planning by numbers'; and
  - Enabling a coordinated approach to investment and delivery of infrastructure giving priority to strategic solutions.
- 2.5 All five LPAs will retain 'sovereignty' over the JSP process, with the plan following essentially the same process as individual Local Plans and therefore needing approval from each of the partner authorities at each key stage of its preparation and final adoption. This report seeks approval of an initial Issues and Options (Regulation 18) document, for public consultation.

###### Relationship of the JSP to district Local Plans

- 2.6 Each of the South West Hertfordshire authorities is in the process of updating their individual Local Plans, which currently run to between 2031 and 2038. The JSP will not affect the content of this current round of Local Plans. Rather these Local Plans will help inform the JSP by establishing the medium term planning strategy for the area. The Joint Strategic Plan will then look further ahead in a more co-ordinated way, to 2050, to help provide a longer-term framework for the area. When each authority comes to review their Local Plan again, they will be able to frame those new policies in the context of the jointly developed policies in the Joint Strategic Plan. The next round of Local Plans will also add more detail to the policies of the Joint Strategic Plan and facilitate their delivery. Working in the context of the jointly developed Joint Strategic Plan policies, these more detailed Local Plan policies will be more effective in delivering the overall policy aims for the South West Hertfordshire area.

#### Content of the Issues and Options document

- 2.7 The Planning and Compulsory Purchase Act 2004 (as amended) and associated regulations leave matters such as the number of consultations undertaken at the Regulation 18 stage, and the content of these consultations, very much to the discretion of authorities involved. It has however been agreed through the Statement of Common Ground signed by the 5 district authorities and county council in 2021, that engagement on the JSP will involve two regulation 18 stages. The first will be an 'Issues and Options' document, focussing on establishing a clear vision and set of objectives for the plan. The second Regulation 18 stage will comprise a draft 'Spatial Options' document. This report seeks approval to consult on the first of these Regulation 18 documents – entitled '*Realising Our Potential*.'
- 2.8 This consultation document sets out the long term planning issues that are expected to face the SW Herts area to 2050, and suggests some broad principles that could be used to develop a plan to address these issues. It also begins a high level discussion on the types of future growth that could be considered for the area.
- 2.9 The document is intentionally high level at this first formal consultation stage. Importantly, it does not include any indicative housing or employment targets or suggest any locations where growth may occur. This is because:
- (a) It is unclear at the present time what any future housing and employment targets for the area will be on a long term basis; and
  - (b) Technical work to inform any decisions on the appropriate scale and location of growth has not been completed.
- 2.10 Feedback is sought through a series of yes/no questions, with the opportunity for respondents to explain the reasons for their answers.
- 2.11 In accordance with the JSP governance structure, the SW Herts JSP Planning Members Group (SPMG) – which comprises the Planning Portfolio Holder for each of the SW Herts authorities and the county council - has considered both the Issues and Options document itself and Communications and Engagement Plan and have advised that they are happy with the content of both.

#### Sustainability Appraisal

- 2.12 As required by the Strategic Environmental Assessment Directive and Government Guidance on Sustainability Appraisal as set out in the Planning and Compulsory Purchase Act 2004 and associated Regulations, the Issues and Options document is accompanied by a Sustainability Appraisals Scoping Report, prepared by Land Use



Consultants Ltd on behalf of the SW Herts authorities. The principal role of this Scoping Report is to set out a suggested framework against which future iterations of the plan can be assessed to establish its likely social, economic and environmental impacts. It also includes:

- (a) A review and summary of international and national policies, plans and programmes (PPPs) that are of relevance to the JSP, drawing on the information within the SA reports for the constituent Local Plans as a starting point and updating these as necessary; and
- (b) A high level initial assessment of the proposed vision and objectives, and growth types, to help ensure these are comprehensive and that any potential social, environmental and economic impacts are highlighted at an early stage in the plan-making process, to enable any negative effects to be addressed and/or mitigated; and
- (c) Information on how an Equalities Impact Assessment (EqIA) and Health Impact Assessment will be integrated into the assessment, as details of the JSP's proposed policy approaches becomes clearer over time.

2.13 As the JSP progresses, the Sustainability Appraisal work will be extended to reference the conclusions of a separate process relating to the Habitats Regulations Assessment which must also accompany the later stages of a statutory plan. This will be particularly important considering the recent report prepared into the impact of visitor numbers, air pollution etc on the Chiltern Beechwoods Special Area of Conservation (SAC) within Dacorum Borough: the impact of which extends beyond the borough boundary.

2.14 As required by the regulations, feedback will be sought on this Sustainability Appraisal Scoping Report as part of the Issues and Options engagement.

#### Approach to consultation

##### *Early engagement*

The content of the Issue and Options document has been informed by two informal consultations. The largest of these was the 'SW Herts Your Future' poll carried out in early 2020. This successful social media-based engagement generated over 14.5k comments and provided a high level overview of what those who live and/or work in SW Herts like about the area now, and what should be priorities for the future. Further information on this engagement is available on the SW Herts website (see background papers).

More recently, as part of work to inform a vision for SW Herts, an interactive questionnaire was published on [www.swhertsplan.com](http://www.swhertsplan.com), asking what type of future respondents envisaged for the area. This was accompanied by a series of videos from leaders across the academic, industry and voluntary sectors to help stimulate responses. This online questionnaire was live between 1 November and 14 December 2021, and advertised through a press release and a direct email to all Members. The responses received were fed in to the vision workshops held with the JSP Strategic Planning Members Group, Officers from each authority and key stakeholders, and have helped inform the draft vision statement and objectives contained within the Issues and Options document which is now proposed for formal consultation.

#### Issues and Options consultation

- 2.15 As for all Local Plans, there is a legal requirement to undertake public consultation on statutory Joint Plans. The broad arrangements for engagement in Plan making are set out in the Statement of Community Involvement (SCI), whose adoption is the subject of a separate report to this Committee. This SCI is being supplemented by an updated Communications and Engagement Plan, prepared by specialist engagement consultants Icení and the JSP Communications Officer, in liaison with Communications Officers at each participating authority (see background papers). This Communications and Engagement Plan provides more detail regarding the proposed consultation approaches that will be deployed. This approach reflects the recent award of a 'Proptech' grant from central Government to progress an innovative approach to engagement using a variety of social media platforms, as well as via the SW Herts bespoke engagement website - [www.swherstplan.com](http://www.swherstplan.com). This is based on the successful informal engagement '*SW Herts – Your Future*' referenced above.
- 2.16 The engagement will employ a range of mechanisms to raise awareness and increase response rates to the consultation material, including:
- Interactive consultation document hosted on the SW Herts website, with supporting material.
  - A linked social media based campaign, supported by short videos and graphics, utilising a shortened version of the full R18 document, with simplified questions.
  - Paper copies of consultation material and response forms issued to all libraries and deposit points within the SW Herts area.
  - Introductory video hosted on SW Herts website.
  - Direct notification letters / emails to all key consultation bodies listed in the Statement of Community Involvement, plus other groups and individuals on JSP consultation database.
  - Articles in district / county e-newsletters / newsletters / magazines as timing permits.
  - Signposting of consultation website via partner authority websites
  - Press release(s) – co-ordinated by JSP team and issued by each authority
  - Business cards with QR code information on the consultation distributed to colleges, libraries and deposit points in the SW Herts area.
  - Posters provided for display at libraries and deposit points.
  - Updated 'Frequently asked Questions' on website.
  - Briefings for Town and Parish Councils.
- 2.17 Consultants Icení are also supporting the JSP team, the JSP Communications Officer and district / county Communication Officers to prepare a 'toolkit' of material to enable districts to roll out wider engagement within their areas, should they wish to do so.
- 2.18 The Proptech grant has also enabled the formal establishment of Youth Forum, who have provided early feedback on the engagement approach. This is to try to ensure that responses are received from 18-25 year olds – the age group who will be most impacted by a long term strategy such as the JSP.

#### Consultation timing

- 2.19 Due to the need to gain the necessary Member approvals for the five district authorities involved in the preparation of the JSP, the earliest that consultation on the '*Realising Our Potential*' document and associated Sustainability Appraisal Scoping will be late July / early August 2022.

- 2.20 As this engagement will take place over the summer period it is proposed it is extended from the usual 6 weeks to 8 weeks (as per paragraph 2.12 of the Statement of Community Involvement).
- 2.21 It is important to note that the social media focussed element of the engagement, which is the core of the Government funded 'PropTech' grant will need to be completed by around the end of August / very early September and reported on to DLUHC by the end of September to meet the grant conditions. The wider consultation will however continue beyond this cut-off.
- 2.22 Having a shorter consultation period for the social media based element of the consultation will actually prove beneficial, as it will enable a clear comparison to be made between the effectiveness of this method of engaging with different residents versus more traditional web-based means.

#### Duty to Co-Operate

- 2.23 Whilst liaison between Three Rivers District Council and other prescribed Duty to Co-Operate (DtC) bodies is ongoing through work on the district level Local Plan, this Issues and Options consultation marks the first formal opportunity for DtC bodies to respond to a consultation on the SW Herts JSP.
- 2.24 A number of DtC bodies have already been engaged more informally through participation workshop sessions that helped inform the content of the draft vision and objectives for the plan that now forms the core of the Regulation 18 consultation (see above).
- 2.25 In advance of this Regulation 18 consultation commencing, all DtC bodies will be contacted to advise them of the scope and content of the '*Realising our Potential*' document and to offer a meeting to discuss any cross boundary issues raised. They will also be formally consulted on the engagement – as per the requirements of the Statement of Community Involvement for the JSP. An update on the outcome of any of these discussions held in advance of this meeting can be provided verbally if required by the Committee.

#### Next Steps

- 2.26 Following consultation on this first Regulation 18 document, the JSP team will summarise the comments received and set this out in a Consultation Report. The content of this will be discussed with the cross-authority Strategic Planning Officers Group (SPOG), Steering Group (SG) and Strategic Planning Members Group (SPMG), before being formally reported back to the district authorities. Formal reporting is likely to take place when approval is sought to progress the second Regulation 18 ('Spatial Options') document. The timing of this next stage will depend upon Local Plan progress. More informal briefings on the outcome of the consultation can however be provided before this time, if required.

### **3 Options and Reasons for Recommendations**

- 3.1 The principal alternative option is for the council to not agree the draft Issues and Options document for consultation. This option is not recommended as it would result in a significant delay to the JSP programme. This programme, together with the broad coverage of the JSP, has been agreed by the participating councils through the signing of a Statement of Common Ground in November 2021

(see <https://www.swhertsplan.com/11380/widgets/33598/documents/24472>). It would also mean that the JSP programme would not be able to meet the conditions of the substantial grant it has received from the Government's 'Proptech' fund, which is covering the costs of the majority of the consultation activity. Government requires a report of the effectiveness of the consultation to be submitted in September 2022. This deadline can only be met if the proposed consultation timetable is met.

#### **4 Policy/Budget Reference and Implications**

4.1 The recommendations in this report are within the Council's agreed policy and budgets.

#### **5 Financial Implications**

5.1 There are no direct financial implications related to this report. The Joint Strategic Plan Programme is supported by an annual contribution of 40k from each of the participating authorities. The costs of preparing and consulting on this Issues and Options document are however covered by a Government 'Proptech' fund grant, so is at nil capital cost to the Council.

#### **6 Legal Implications**

6.1 No direct legal implications. The process of preparing the Issues and Options document for the Joint Strategic Plan has been carried out in accordance with Planning and Compulsory Purchase Act 2004 (as amended), Localism Act 2011, The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), The Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020. The preparation of the Sustainability Appraisal Scoping Report has been carried out in accordance with the relevant regulations referenced above.

#### **7 Equal Opportunities Implications**

7.1 Relevance Test

<p><i>Has a relevance test been completed for Equality Impact?</i></p> <p>The requirement to undertake formal Equalities Impact Assessment (EqIA) of development plans was introduced in the Equality Act 2010 but was abolished in 2012. Despite this, authorities are still required to have regard to the provisions of the Equality Act, namely the Public Sector Duty which requires public authorities to have due regard for equalities considerations when exercising their functions. As a result the sustainability appraisal objectives set out in the Sustainability Appraisal Scoping Report address equality issues. This SA Scoping Report has been carried out independently of the councils by Land Use Consultants Ltd as part of a wider Sustainability Appraisal (see below).</p>	<p>Yes</p>
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<p><i>Did the relevance test conclude a full impact assessment was required?</i></p> <p>There is currently insufficient information within the consultation document to undertake a full impact assessment. The assessment will however be extended and updated as the JSP progresses through the statutory stages, when recommendations will be made in relation to how the equality-related impacts of the JSP can be optimised as the options are developed into detailed policies and broad locations for development.</p>	<p>No</p>
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## 7.2 Impact Assessment

The consultation document is supported by an independent Sustainability Appraisal Scoping Report prepared by Land Use Consulting Ltd. This considers the impact of the document against a sustainability framework, covering a range of environmental, social and economic objectives. The final Sustainability Appraisal report will also incorporate a high level Equalities Impact Assessment (EqIA) and Health Impact Assessment (HIA).

## 8 Staffing Implications

8.1 The consultation will be managed by the Joint Strategic Plan Team, with support from communications consultants Icenl and the Officer lead for the JSP at the Council.

8.2 The main additional staff implications will be if the Council wishes to supplement the proposed engagement strategy with any additional local consultation activities. These would need to be led by Three Rivers District Council staff.

## 9 Environmental, Community Safety and Public Health Implications

9.1 None specific.

## 10 Customer Services Centre Implications

10.1 Some calls relating to the consultation may be received by Customer Services. They will be provided with a Frequently Asked Questions document and also advised to pass calls through to the Planning Policy team, who can liaise with the Joint Strategic Plan as necessary when responding.

## 11 Communications and Website Implications

11.1 The consultation will be hosted on the SW Herts Joint Strategic Plan website [www.SWHertsplan.com](http://www.SWHertsplan.com), which will be clearly signposted by the Three Rivers website. A communications plan has been prepared by specialist external consultants Icenl and the JSP Communications Officer, in consultation with Communications Officers from Three Rivers and the other participating authorities. The approach being taken to the consultation reflects the content of the successful bid made by the JSP programme to the Government PropTech Fund, which seeks to encourage innovative ways to engage on planning matters through web and social media based approaches.

## 12 Risk and Health & Safety Implications

12.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

12.2 The subject of this report is covered by the Development Management service plan(s). Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).

<b>Nature of Risk</b>	<b>Consequence</b>	<b>Suggested Control Measures</b>	<b>Response</b> <i>(tolerate, treat, terminate, transfer)</i>	<b>Risk Rating</b> <i>(combination of likelihood and impact)</i>
This Council or another of the participating Councils does not approve the document for public consultation	Consultation on the SW Herts Joint Strategic Plan would be delayed.	Liaison through the SW Herts Strategic Planning Members Group, Steering Group and Officers Group.	Treat	4

12.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

<b>Very Likely</b> ----- <b>Likelihood</b> ----- <b>Remote</b>	<b>Low</b>	<b>High</b>	<b>Very High</b>	<b>Very High</b>
	4	8	12	16
	<b>Low</b>	<b>Medium</b>	<b>High</b>	<b>Very High</b>
	3	6	9	12
	<b>Low</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>
2	4	6	8	
<b>Low</b>	<b>Low</b>	<b>Low</b>	<b>Low</b>	
1	2	3	4	
<b>Impact</b>				
<b>Low</b> ----- <b>Unacceptable</b>				

<b>Impact Score</b>	<b>Likelihood Score</b>
4 (Catastrophic)	4 (Very Likely (≥80%))
3 (Critical)	3 (Likely (21-79%))
2 (Significant)	2 (Unlikely (6-20%))
1 (Marginal)	1 (Remote (≤5%))

12.4 In the Officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

### **13 Recommendation**

13.1 That:

1. The Policy and Resources Committee recommend to Full Council that the following documents are issued for consultation:
  - a) South West Hertfordshire 2050 – 'Realising our Potential,' Issues and Options document (Appendix 1); and
  - b) Sustainability Appraisal Scoping Report (Appendix 2).

and

2. Delegate authority to the Director of Community and Environmental Services, in consultation with the Lead Member for Infrastructure and Planning Policy to:
  - a) Confirm detailed consultation arrangements; and
  - b) Make any minor changes to the documents referenced above before they are formally published for comment.

Report prepared by: Geof Muggeridge, Director of Community and Environmental Services

Momina Ahmed, Planning Officer

Chris Outtersides, SW Herts Joint Strategic Plan Director

Laura Wood, SW Herts Joint Strategic Plan Lead

#### **Data Quality**

Data sources: N/A

Data checked by: N/A

Data rating: N/A

#### **Background Papers**

- SW Herts JSP: Statement of Common Ground (November 2021)
- Realising our Potential – A vision for SW Herts, Prior and Partners (March 2022).
- SW Herts 'Your Future' – Initial Engagement results, Icen Projects (July 2020)

- Statement of Community Involvement (June 2022)
- Consultation and Engagement Strategy (May 2022)

All documents are available on <https://www.swhertsplan.com/>

#### **APPENDICES / ATTACHMENTS**

- 1) South West Hertfordshire 2050 – ‘Realising our Potential’
- 2) South West Herts Joint Strategic Plan - Sustainability Appraisal Scoping Report





**SWHERTS**  
Joint Strategic Plan

# South West Hertfordshire 2050

## Realising our Potential

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August 2022



# Foreword

As Leaders of the six authorities that make up South West Hertfordshire, we are pleased to introduce a vision for the future of our area and to seek your feedback.

This consultation marks the first exciting step in a new approach to long term planning in South West Hertfordshire, covering the areas of Dacorum Borough, Hertsmere Borough, St Albans City and District, Three Rivers District and Watford Borough.

The South West Herts Joint Strategic Plan (JSP) will establish a collective ambition and set a blueprint for the future of the area to 2050. Eventually it will need to address big issues like the scale and location of new growth, the infrastructure needed to deliver it and our response to the challenges of climate change. However at this stage it is not about housing or employment numbers, or locations for growth. We don't yet know where growth should go, but we know we want it to happen as sustainably as possible.

This is your chance to tell us how you think our area can realise its full potential and how we can ensure sustainable growth provides a better future for everyone. In section 5, you will find a

draft vision and objectives for our area, which we want your thoughts on. This will then guide future stages of our plan.

We want the preparation of the Joint Strategic Plan to be an open process. This initial document is therefore designed to stimulate debate. We want the plan to be visionary, aspirational and use growth as an opportunity to improve the quality of life for those who currently live, work and play in the area, and those who wish to do so in the future.

When developing our draft vision, we have tried to recognise the many assets and strengths of SW Herts – in terms of our built, natural and human resources. We have also tried to ensure that we make the most of our economic strengths, enhance the quality of our life and reduce and adapt to the impact of climate change.

We want to talk to as many people as possible to ensure that the process of preparing the plan is fully collaborative and inclusive. Only by planning collectively for a sustainable future that benefits all our existing and new residents and businesses can we truly realise our area's potential together.

We look forward to hearing what you have to say.

SIGNATURE 1

SIGNATURE 2

SIGNATURE 3

SIGNATURE 4

SIGNATURE 5

SIGNATURE 6

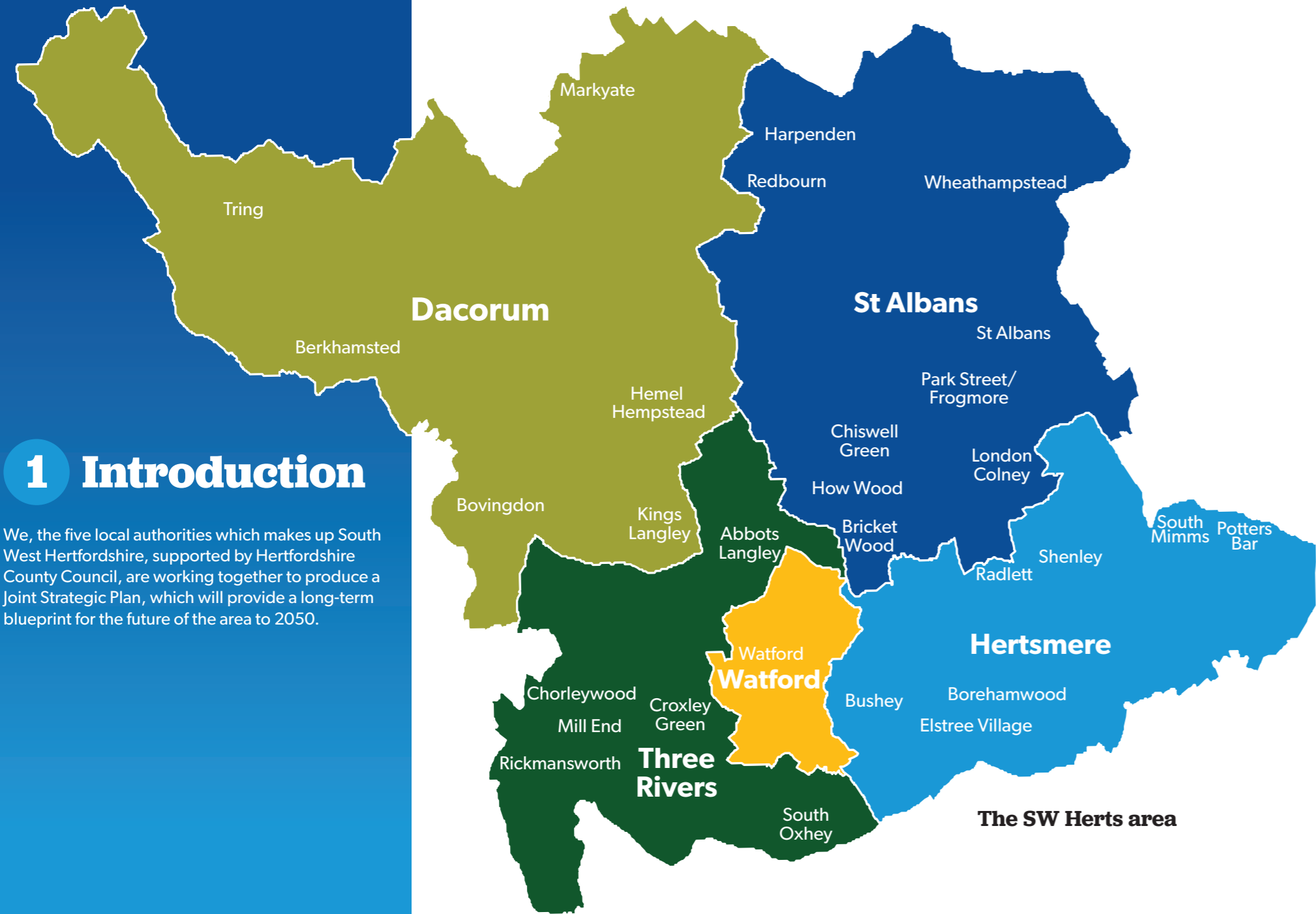


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# 1 Introduction

We, the five local authorities which makes up South West Hertfordshire, supported by Hertfordshire County Council, are working together to produce a Joint Strategic Plan, which will provide a long-term blueprint for the future of the area to 2050.



The SW Herts area

**Our collective ambition is that by working together and over a longer timescale, we will be in a stronger position to deliver and better fund the essential local transport links, health services, educational facilities, homes and employment that local people want to see, as well as ensuring that this part of Hertfordshire is sustainable, cleaner, greener and healthier. By considering the longer-term future of this area as a whole, and by working together, we believe that the opportunities to plan successfully for the future will be greater.**

The Joint Strategic Plan will address cross boundary issues and set out high level policies covering:

- Reducing the negative impacts of climate change and the amount of carbon we release into the atmosphere
- Identifying needs for key infrastructure, such as schools and new public transport links, where this should go and how it is paid for
- Reflecting important designations such as the Green Belt and Chilterns Area of Outstanding Natural Beauty (AONB)

- Establishing long term opportunities for providing new homes and jobs
- Identifying where any large scale growth should be located

It is important to recognise that in preparing this initial consultation document on the Joint Strategic Plan we don't yet know the amount of growth needed, or where that growth might be best located.

These statutory stages and the timetable for when they will be completed are shown in Figure 2 overleaf.





## How does the Joint Strategic Plan fit with Local Plans?

The Joint Strategic Plan will play a very important role in shaping the future of SW Herts, by drawing up a longer term strategy to 2050 which best meets the needs of our area as a whole. This will include defining where any large scale growth locations should be.

The Joint Strategic Plan will not replace each district's own Local Plan. Each district and borough will still be required to prepare their own Local Plan. Local Plans set out a local council's policies and proposals for how land will be used and what types of development can happen in that area. Future Local Plans will sit within the framework set by the Joint Strategic Plan and will set out detailed site boundaries and the choice of smaller-scale sites, as well as continuing to guide other day to day planning decisions.

### The relationship between the JSP and new Local Plans



You can read more at [www.swhertsplan.com](http://www.swhertsplan.com) or in the background section at the end of this document.



## Your views will help shape the future of SW Herts...

Please let us have your feedback by answering the question(s) at the end of each section. We will firstly ask for your views on the area as it currently is, and then ask for your views on whether you agree with our draft vision for the future and the types of growth that are the most appropriate for us to consider.

You don't have to answer every question we ask, but we would like to receive as much feedback as possible, to help ensure that the Joint Strategic Plan reflects a wide range of views.

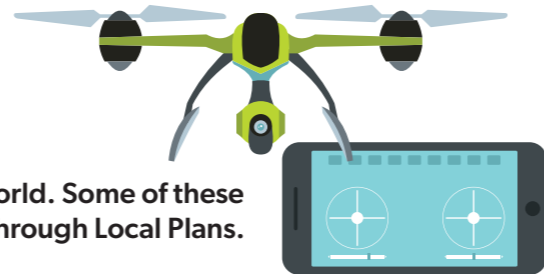
If you would prefer to respond by email or letter, please see further information about how to do this at the end of this document.

The consultation closes at **5pm on \*\*date\*\*** so please ensure that we receive your views by then.

Details of the full engagement programme that supports the Joint Strategic Plan is available on our website [www.swhertsplan.com/\\*\\*\\*](http://www.swhertsplan.com/***)



## 2 Our world is changing



The future of South West Herts will be affected by trends and shifts occurring in the area, the country, and the world. Some of these are set out below. The Joint Strategic Plan will also need to take into account decisions that have already made through Local Plans.

### Climate

The UK Government and we, the SW Herts Authorities, have declared a climate emergency. In the face of this climate emergency we need to radically change the way our society and economy operates. To do so will both safeguard the planet and increase our own ability to adapt to a changing planet.

### Economy

The UK's decision to leave the EU has created considerable uncertainty for some UK businesses. It continues to be unclear what the UK's eventual relationship with the EU will look like and how this will affect things such as market access, the availability of migrant labour and product regulation. In SW Herts 63% of jobs growth since 2010 has been among non-UK nationals. Migration controls may therefore limit an important labour supply.

### Demographics

Across the country, populations are growing, changing, ageing and becoming more diverse. Families are getting smaller and more people are living alone. We're living longer and healthier lives, although there remain inequalities in health and life expectancy. In SW Herts, as well as an ageing population there is also a predicted increase in young people and families moving in; young people who may have different priorities, skills and aspirations than their parents.

### Mobility

Connectivity is more important now than ever, both to peoples' daily quality of life and to the wider economy. The way people move around has been affected by the pandemic and it is too soon to see what the long term implications will be. However, traffic congestion and environmental impacts are still key things that will influence how we move around in the future. From better public transport, a move to electric vehicles and just getting more people walking and cycling, the future of mobility needs to be greener, easier and more joined-up.

### Technology

Data and digital systems are becoming increasingly integrated into our day to day lives. A report by consultants McKinsey Digital suggests that digital adoption has accelerated by 7 years over the 2 years of the pandemic. As a result, how we manage, experience and participate in our towns and cities, and wider society, is changing. This shift poses many challenges, but it also has the potential to make our places more efficient, resilient, inclusive and better places to live.

### COVID-19

In the past 2 years, the nature of the places and spaces where we live, work, shop, exercise and raise our children have been brought into sharp focus. Lines between home, office, schools, pub and gym have become blurred. High streets, local centres and parks have become focal points for daily life. We have learned that we still need to come together socially and professionally, but that this can take many shapes and forms. Many have suffered greatly and recovery may take many years. How we understand the challenges and opportunities the pandemic has created is an important backdrop for the future vision for our area.

### Feedback



1) Are there any other national or global issues or trends that we should take account of when preparing the Joint Strategic Plan?

YES  NO

If YES, please explain what these are and why:

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## 3 SW Herts today

South West Herts today is a great place to live, work and spend leisure time.

It is a place defined as much by its urban character and proximity to London as its rural character, countryside and access to fantastic green and open spaces. From rural villages to historic market towns, a New Town, a small city and outer London feel, there is a great diversity of character across the area.

But there are still issues that we need to address, especially when planning for the future.



### What you've already told us...

Before beginning work on the Joint Strategic Plan, we wanted to get a better understanding from those who live and work in SW Herts about what they like about the area now and what we should be prioritising as we look to shape the future.

To help with this we carried out a 'SW Herts Your Future' poll in early 2020.

One of the key messages from the poll was that 86% of local people felt happy about living or working in SW Herts. Their favourite things about the area were parks, open spaces and its closeness to London.

In terms of improvements, the provision of better health facilities was the priority for most respondents. Additionally, three key themes were also identified, these being the need for green spaces, infrastructure and healthcare facilities.

In terms of the priorities for improving the area, 65% of respondents voted for 'Better Health Facilities'. For the under 25s, they pointed to 'Easier to get around', 'Better housing choice' and 'Better health facilities'.

We have also held a series of workshops involving elected Councillors, Council Officers, stakeholders and a SW Herts based youth group.

We have sought informal feedback from residents through our engagement website.

We asked for your views on SW Herts as it is today and what it should be like in the future.

The issues, challenges and opportunities raised through those conversations are included in the following summaries.



# Our environment in South West Herts

## Climate emergency

- All five South West Herts local authorities, as well as Hertfordshire County Council, have declared a climate emergency and the Hertfordshire Climate Change and Sustainability Partnership (HCCSP) was established in January 2020
- Further action is required to meet, and ideally exceed, the Government's target of net zero carbon by 2050
- Area's water resources are under particular pressure, with lower than average annual rainfall, a growing population, and water use higher than the national average

## Home to important landscapes

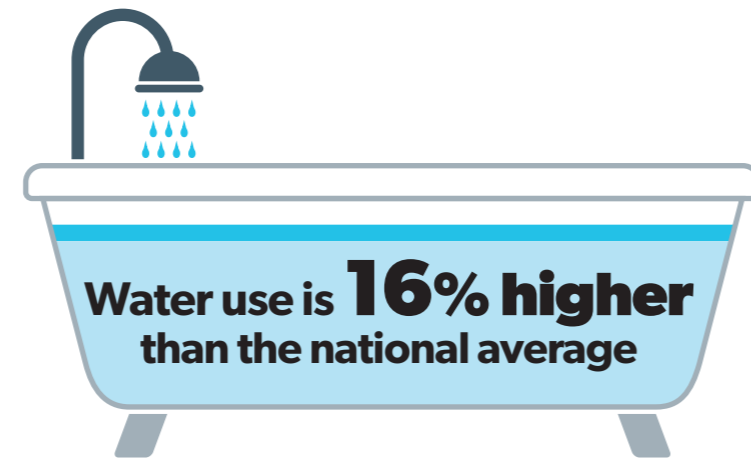
- Chilterns Area of Outstanding Natural Beauty (AONB) characterised by its chalk streams, commons and beech woodlands, part of which is designated as a 'Special Area of Conservation'
- Colne Valley Regional Park, connecting Rickmansworth with the Thames
- A wide range of public open spaces, such as the award winning Cassiobury Park and Verulamium Park, plus historic gardens, woodlands, and lakes

- The Grand Union Canal is a key asset that could be further enhanced and utilised for wildlife and recreation

## Strong historic heritage

- Numerous listed buildings, many of which are located in designated Conservation Areas
- Scheduled Ancient Monuments such as Berkhamsted Castle and St Albans Cathedral, the oldest site of continuous Christian worship in Britain

Home to **88** Conservation Areas



## Access to green space

- Making better use of the land between our buildings and informal open space can help improve our public areas, improve connectivity with green spaces, support biodiversity and help mitigate the effects of climate change
- Access to high quality green space can have a positive impact on our well-being
- The Covid pandemic has made us value both public and private open space more than ever, with green space especially important to those living in more built-up parts of the area
- The greening of urban areas can also help support biodiversity, link up wildlife corridors and lessen the impacts of climate change

## Attractive as a home for businesses and people

- High quality natural environment that makes the area attractive as a location for businesses and a desirable place to live

**40 Green Flag Award winning parks**



## Feedback

2) Do you agree with our summary of the current issues relating to OUR ENVIRONMENT in SW Herts?

YES  NO

If NO please explain why:

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3) Are there any issues or opportunities we have missed?

YES  NO

If YES please explain why:

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# Living in South West Herts

## Location

- The area has many locational advantages, being attractive for those needing access to London, or to Heathrow, Gatwick, Stansted or Luton airports, whether for business or pleasure

## Diversity of character

- Home to a wide range of communities, from large towns to a number of smaller historic market towns, rural villages and hamlets
- A variety of types of homes, ranging from large detached houses in more rural parts of the area, through to higher density apartments in central Watford

## Population changes

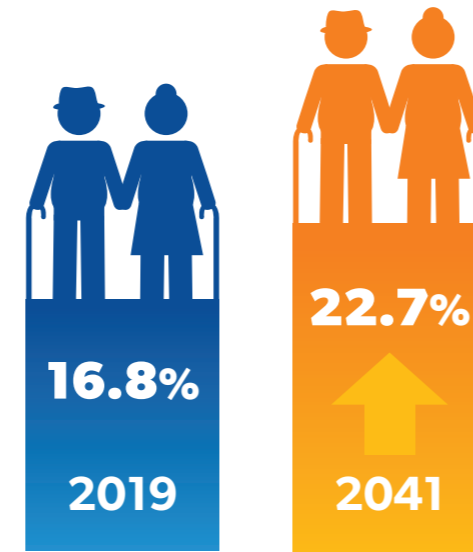
- The local population is growing. In particular, growth in the 65+ age group will increase demand for different types of housing, accessible healthcare and accessible local facilities.
- Watford is also seeing an increase in younger people moving into the town, which places different demands on services and facilities

## Housing pressures

- Demand for housing is high, but a large proportion of the area is designated as Green Belt or rural area, so finding suitable locations for sustainable growth is a huge challenge
- House prices are very high, making it very hard to get on the housing ladder and to afford the type of home that suits your family size and lifestyle

## Prosperity hides some inequalities

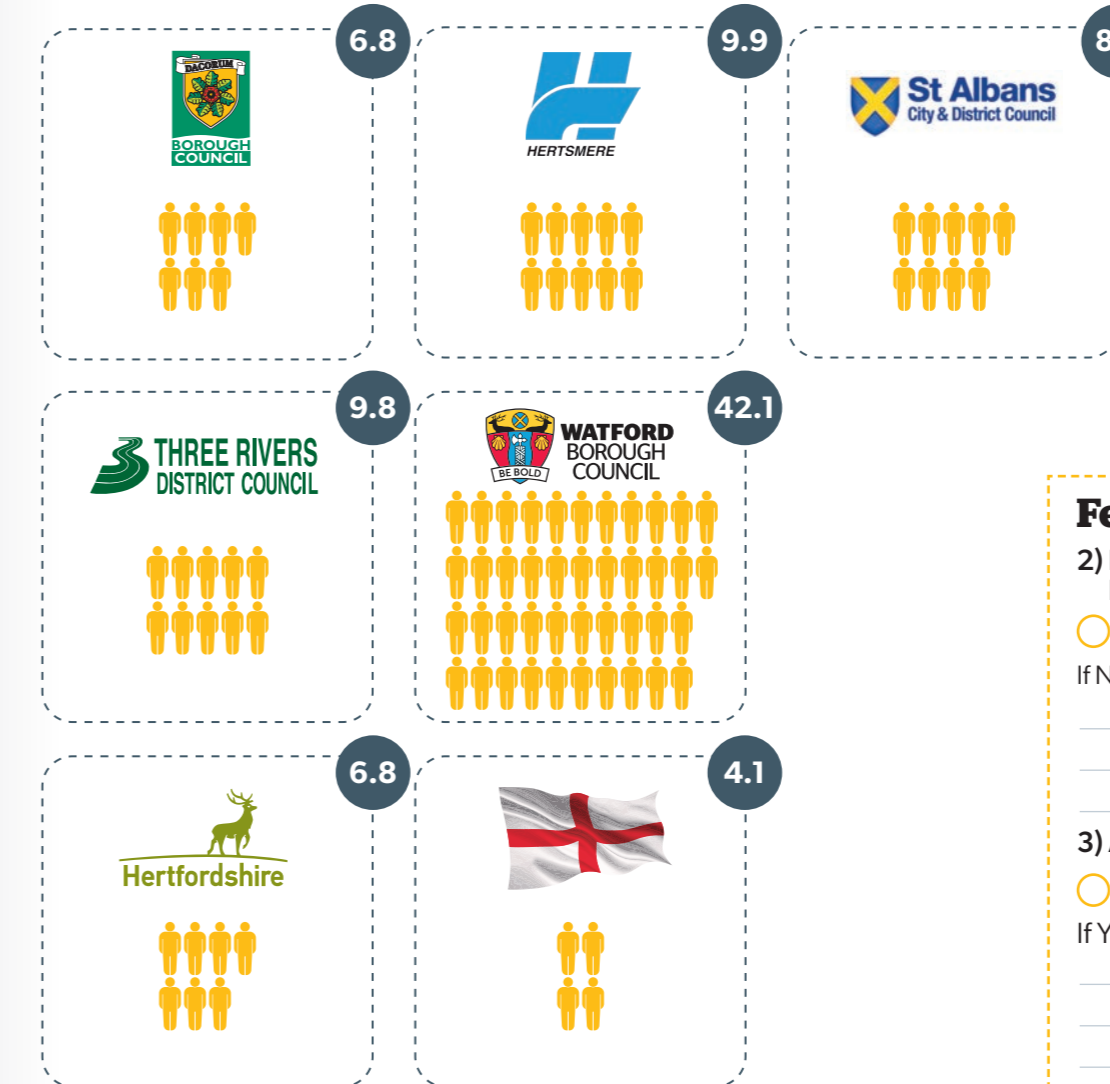
- There are some pockets of deprivation, mostly focussed in the larger centres of Watford, Hemel Hempstead and Borehamwood
- There are health inequalities across the area, with differences in life expectancy of up to 10 years
- Patients have variable access to local health and social care services
- Hospitals within the area are in a poor physical condition and need upgrading to ensure they can continue to deliver the range and quality of services required
- Those living outside of the larger towns are more likely to suffer from isolation and need access to a car to be able to reach local services and facilities



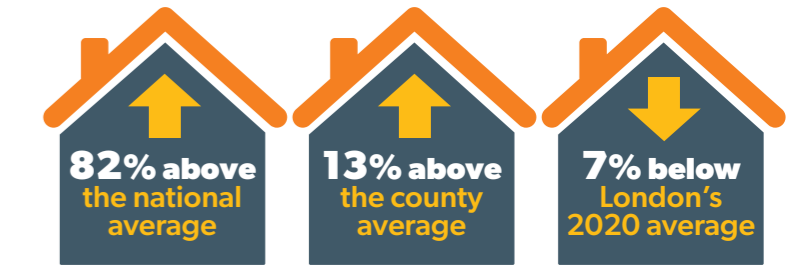
In 2019 those aged 65+ represented 16.8% of the area's population, with this predicated to rise to 22.7% by 2041

## Population density

Number of people per hectare (2011)



## House prices



## Feedback

2) Do you agree with our summary of the current issues relating to LIVING in SW Herts?

YES  NO

If NO please explain why:

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3) Are there any issues or opportunities we have missed?

YES  NO

If YES please explain why:

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# Working in South West Herts

## Strong and growing economy

- Economy has recovered well from the last recession, growing by around 4% a year since 2011
- Historically driven by the professional and business services sectors, with other strong sectors emerging such as film/TV, life sciences, sustainable construction and advanced engineering and manufacturing
- Home to a number of international business HQs, in area such as Clarendon Road in Watford and the Maylands Business Park in Hemel Hempstead

## Economic Pressures

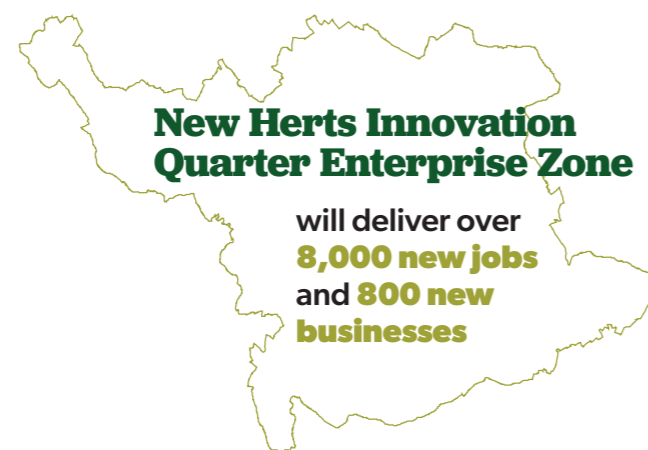
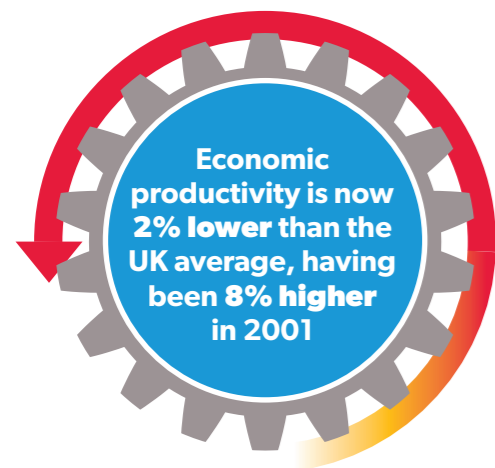
- Some sectors have declined in recent years, particularly public administration and manufacturing
- Land availability for both new and existing businesses is very challenging due to planning constraints and competition with housing
- Some companies have moved out of the area in the search for cheaper and larger premises
- Growth in the construction, education and healthcare sectors is particularly dependent on the employment of non-UK nationals
- High house prices are one of the reasons key sectors struggle to recruit

## Research and innovation

- A strong research and innovation sector with the likes of Rothamsted Research and the Building Research Establishment - global leaders in the fields of agri-tech and building research
- The Herts Innovation Quarter Enterprise Zone will encourage growth in these and other related sectors

## Creative industries

- A strong and growing location for creative industries including publishing, film and TV, arts and entertainment
- Home to Elstree Studios, BBC Elstree, Warner Bros Studios at Leavesden and the newly developed Sky Studios, Borehamwood



## Low unemployment

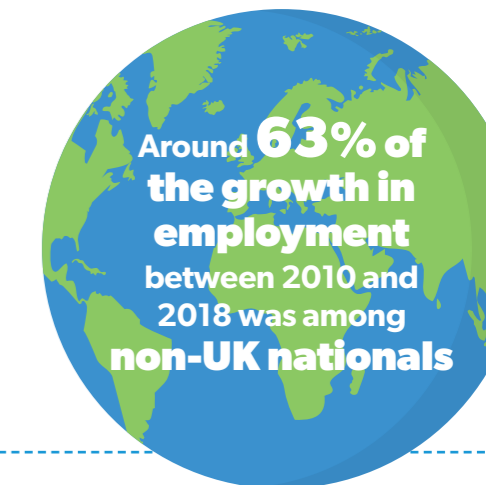
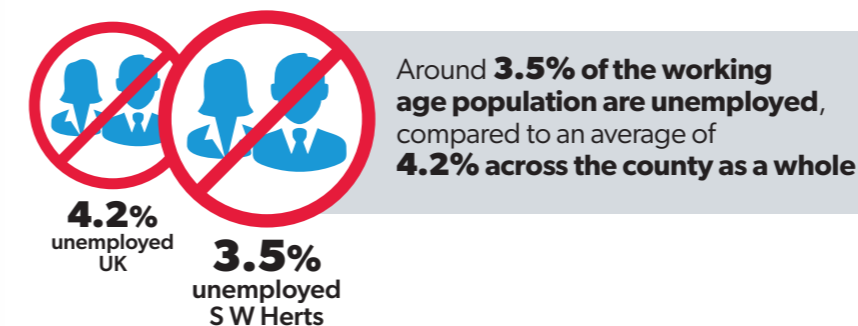
- The proportion of the area's working age population who have either a part time or full-time job or seeking a job for the first time is significantly higher than the national average.
- Unemployment is lower than the national and county average, with all districts have seen a significant fall in those without jobs since 2010

## A highly skilled workforce

- Home to a highly skilled workforce, but there are not always suitable jobs to allow residents to work locally
- Local skills and education opportunities are supported by the nationally respected University of Hertfordshire
- Further education opportunities are offered by both West Herts College and Oaklands College

## Agile working

- The Covid pandemic has increased the importance of ensuring technology and data networks are sufficient to support changing ways of working, especially in some rural areas where access to broadband needs upgrading



## Feedback

4) Do you agree with our summary of the current issues relating to WORKING in SW Herts?

YES  NO

If NO please explain why:

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5) Are there any issues or opportunities we have missed?

YES  NO

If YES please explain why:

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# Playing in South West Herts



## Strong sporting community

- SW Herts has one of the highest sports participation rates in the country, helping to keep obesity levels below the national average
- Teams such as Watford, Arsenal, Boreham Wood, Kings Langley and other grassroots football clubs provide local outreach to people of all ages

## High quality visitor attractions

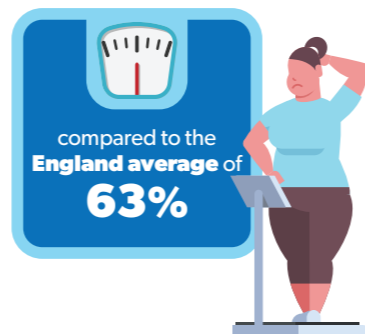
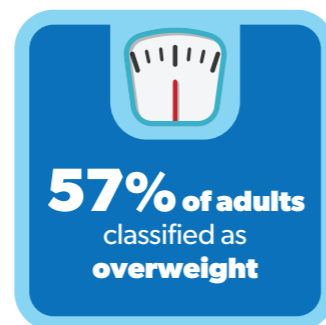
- The area is home to nine registered Parks and Gardens and six National Trust sites
- Warner Bros. Studio and St Albans Cathedral attract local, national and international tourists
- Most visitors only stay for the day, and more can be done to celebrate and promote SW Herts as a destination where visitors spend more time

## Shopping and socialising

- A number of well-established town centres, with Watford providing the largest range of leisure and shopping facilities
- A better night-time and entertainment offer would attract a more diverse and younger range of people, but must be supported by improved public transport
- Scope to provide new leisure, cultural and recreational facilities and to improve the accessibility of existing facilities for those who do not have access to a car



**Watford FC's Community Sports and Education Trust** run over **30 different projects** engaging with over **158,000 participants** annually



## High quality cycle networks

- There are a number of high quality cycle networks in the area that are predominantly used for leisure and recreation, including the Nickey Line that follows the route of the former Harpenden to Hemel Hempstead Railway and the Ebury Way connecting Watford and Rickmansworth and other routes along the Grand Union Canal
- These networks form important green corridors, providing wildlife links as well as pleasant traffic free routes

## Streets and public spaces

- There are opportunities for the well-planned regeneration of some town centres, which can boost local trade and improve the experience for those shopping there

**72%** of adults recorded as **physically active** in 2019/20

compared to the **national average of 66%**



## Feedback

6) Do you agree with our summary of the current issues relating to **PLAYING** in SW Herts?

YES  NO

If NO please explain why:

7) Are there any issues or opportunities we have missed?

YES  NO

If YES please explain why:



# Moving around South West Herts

## Good North-South links

- Connected by fast and efficient links to London and the Midlands by the M1, A1, M25, Midland Main Line and West Coast Main Line, as well as stops on the London Underground and Overground network
- The Abbey Line connecting St Albans and Watford has significant future potential and a more frequent service would help improve local north south links
- Residents have highlighted the importance of continued easy accessibility to leisure and employment opportunities in London



Almost **9 out of 10** households own at least one car

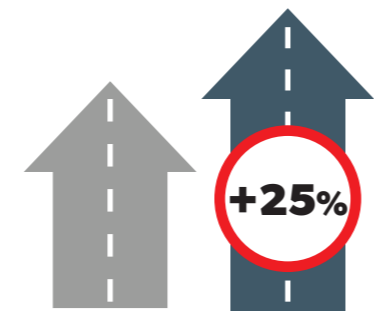
## Poor East-West links

- East-west movements, particularly for public transport, are however poor and focussed on the M25 and A414.
- East-west travel is not possible by train, whilst bus services are infrequent and slow

## Rail and road congestion

- Road congestion is a particular issue along east-west routes where there isn't a realistic public transport alternative
- Rail congestion is a common issue at peak times, and likely to increase with growing demand
- A number of rail lines are forecast to be operating at over capacity by 2031, especially the Midland Main Line to St Pancras, West Coast Main Line suburban services and Great Northern services to Moorgate, although it is unclear how the Covid pandemic will affect these forecasts

**63%** of trips in Hertfordshire are **less than 5 miles**



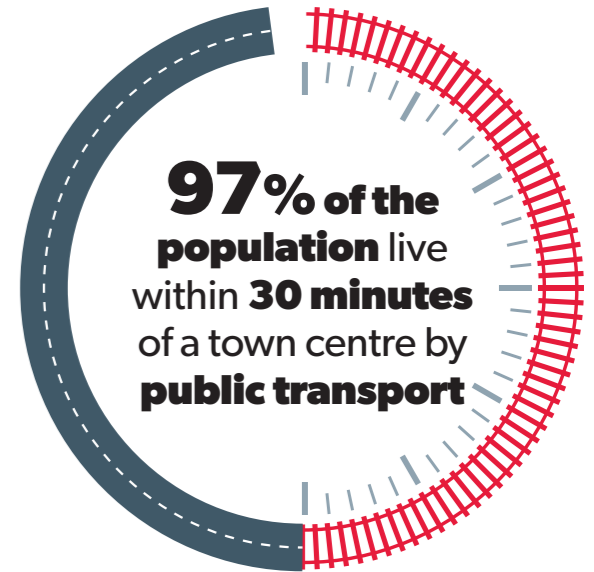
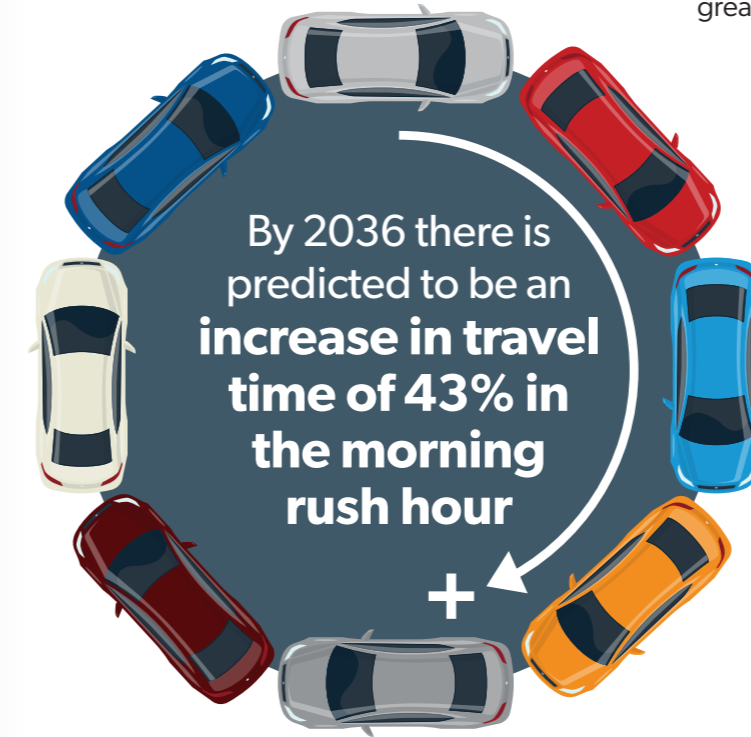
Predicted **25%** increase in trips originating in Hertfordshire by 2036

## Cycling connections

- More than half of trips made in Hertfordshire are less than 5 miles, a distance that many could do on a bicycle with the right infrastructure in place
- Cycling improvements around Hemel Hempstead and an off-road cycleway connecting St Albans to Luton via Harpenden, and along the A405 from St Albans to Leavesden are helping to improve the otherwise patchy and variable quality cycle network. However these routes remain underused

## Car reliance

- Public transport in rural parts of SW Herts is poor. Car dependency in the area is therefore very high, both for local and longer trips. Car use has increased as a result of the pandemic
- Discussions are underway to deliver an east-west Mass Rapid Transit scheme, broadly following the route of the A414 from Hemel Hempstead to Harlow, to help support a move away from reliance on the private car
- Whilst there is a slow move towards greener movement with electric cars and shared travel options such as car clubs, there is a lack of supporting infrastructure to encourage greater uptake



## Feedback

6) Do you agree with our summary of the current issues relating to MOVING in SW Herts?

YES  NO

If NO please explain why:

7) Are there any issues or opportunities we have missed?

YES  NO

If YES please explain why:

# 4 Planning for infrastructure

It is vital when planning for our area's future that full account is taken of the infrastructure needed to deliver sustainable growth and what opportunities there are to help reduce gaps in existing provision. It is also critical to ensure these essential facilities and services are delivered at the right time and in the right place.

## What do we mean by 'infrastructure'?

The term covers a wide range of services and facilities, from those we use every day to others we use more occasionally. It includes things like:

- Public transport – buses, trains and bike hire schemes
- Footpaths and cycle routes
- Roads
- Water (both drinking and waste)
- Internet and telephone connections
- Energy supplies
- Sports facilities – both indoor and outdoor
- Health services – such as GPs and hospitals
- Green spaces – parks, country parks and more informal areas of open space
- Community halls
- Schools

Whilst we don't directly provide much of this infrastructure, it is important that when planning for our area we work with the relevant providers to ensure these services and facilities are provided at the right time and in the right place. New infrastructure should be planned so that it brings benefits to existing as well as new residents and employers.

Work done to support our Local Plans highlights significant gaps in infrastructure provision, and in particular the difficulties in planning for services and facilities that cross council boundaries. These challenges are reflected in the informal feedback we have received so far, and will only increase over time.

By working together, we will be in a stronger position secure funding and deliver the infrastructure that local people and businesses want to see.

The Joint Strategic Plan will need to be supported by a longer term delivery plan setting out what types of infrastructure are needed where, by when, and how they are expected to be paid for. This document will be prepared once it is clearer how much growth the area will need to accommodate and where it will be located.

Some of the challenges we face have been highlighted in the 'SW Herts today' section above, but there may be others that you wish to draw our attention to.

### Feedback

12) Are there any long term infrastructure challenges or opportunities that you would like to make us aware of as we begin work on the plan?

YES  NO

If YES, please explain what these are and why:

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# Current and proposed key infrastructure

Two important large scale infrastructure projects are already at the planning stage, or underway across SW Herts. They provide an indication of the type and scale of infrastructure investment that will be required to support long term sustainable growth.



The **West Hertfordshire Hospitals NHS Trust** has been identified by Government as one of eight 'Pathfinder' Trusts to deliver their plans to build 40 new hospitals across the UK by 2030. The proposals would see Watford General redeveloped, together with significant improvements to the trust's other sites in St Albans and Hemel Hempstead, – improving the range and quality of services on offer and the way in which they are delivered.



The **Hertfordshire Essex rapid transit (HERT)** is intended to be a new, sustainable passenger transport network running from Hemel Hempstead and West Watford, joining just south of St Albans in Hertfordshire, to Harlow in Essex and onwards to Stansted Airport. It will carry more people than a car but will be more convenient and reliable than a traditional bus.

Initial public consultation has been carried out to help inform the business case that will be submitted to government. This will explore what benefits the HERT could provide, the different options available and potential costs. [See YouTube clip for more information](#)

# 5 The draft vision – tell us what you think

We have drafted a vision statement for the South West Herts Joint Strategic Plan, which we would like your feedback on.

This vision has been developed in line with issues raised about our environment, and living, working, playing and moving around in the area.

Does the vision statement below reflect your ambitions for the area to 2050?



Our vision statement

## Realising our potential

*“South West Herts will realise its full potential of being globally connected, nationally recognised and locally cherished. Known for its creative spirit, collaborative working and willingness to accelerate positive change, it will be a place where sustainable growth provides a better future for everyone.”*

### Feedback

13) Does the draft vision statement summarise your aspirations for the future of South West Hertfordshire to 2050?

YES  NO

14) Are there any changes you would like to see to the vision statement?

YES  NO

If YES, please explain what these are and why:

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The objectives we set today will shape the lives of generations to come. And this is where it starts...

# Setting clear objectives

In order to achieve our vision, we have established six pillars to guide us.

These set out our ambitions for the key areas that the plan will cover. Each pillar contains a number of more specific objectives that are designed to help shape future policies and allocations within the Joint Strategic Plan, and wider investment decisions in the area.

Through these pillars we aim to understand current and future needs and desires of those who live and work in the area, and where we want to be by 2050.

## The 6 Pillars

### Living green in a healthy natural environment

What if SW Herts made living green easy and led our country's response to climate change?

### Growing opportunities to work locally

What if SW Herts was a place where investors, innovators, entrepreneurs and creators chose to come together?

### Living in healthy, thriving local communities

What if SW Herts was an affordable, sustainable and fulfilling place to live?

### Moving easily in well connected places

What if SW Herts had more people moving around by public transport, bikes and on foot than by car?

### Building homes and places that people are proud of

What if SW Herts became nationally recognised as providing a high quality of life?

### Delivering robust and sustainable infrastructure

What if SW Herts was cleaner and greener, with more robust and sustainable infrastructure?



These pillars are expanded in more detail overleaf. We would like your feedback on each of these and the objectives that sit beneath them.

# Living green in a healthy natural environment

We have nationally recognised and locally cherished green and open spaces, but our natural environment is fragile. We are facing a climate and ecological emergency and it is time for us to accelerate change. Our future will balance demand for resources and growth with the natural capacity of our environment. We must be greener, healthier and leaders in climate action.

## Our objectives



### Commit to net zero carbon

Ensure all new development is net zero carbon and striving to be carbon negative, while improving the carbon performance of our existing built environment.



### Bring people closer to nature

Protect the natural, recreational and character value of the area's green spaces, integrate nature into all new development, and improve existing links.



### Create sustainable buildings and infrastructure

Introduce nature based solutions that are resilient to the effects of climate change.



### Enrich native biodiversity and ecology

Protect, enhance and connect new and existing biodiversity and ecological networks.



### Green construction

Build responsibly with modern methods that reduce resource consumption and reuse materials.



## Feedback

15) Do you support the draft objectives relating to LIVING GREEN IN A HEALTHY NATURAL ENVIRONMENT?

YES  NO

Please explain your answer and any suggested changes:

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# Growing opportunities to work locally

We have a high performing economy with globally leading scientific research, film, TV and creative media together with office and service sector jobs. But it will not be enough to rely on these businesses and sectors alone to drive our future. We must embrace new and growing sectors, new models of working, and new ways of shopping and accessing services. There must be opportunities for everyone.

## Our objectives



### Create space to grow

Support the delivery of a wide range of quality workspaces, where new and existing businesses from different sectors can grow and flourish.



### Target investment

Encourage investment in new and high performing sectors to allow the local economy to prosper and keep the workforce local.



### Diversify and increase activity in centres

Encourage the resilience of high streets and town centres by supporting mixed use and their diversified role as destinations for leisure, culture and work.



### Retain and develop talent

Support and promote the provision of facilities, funding, and links to business for education and training, including access to higher education, lifetime learning, apprenticeships, and re-skilling for all.



### Strengthen the visitor economy

Build on our globally recognised attractions, to develop a thriving visitor economy.



## Feedback

16) Do you support the draft objectives relating to GROWING OPPORTUNITIES TO WORK LOCALLY?

YES  NO

Please explain your answer and any suggested changes:

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# Living in healthy, thriving local communities

Our area is a desirable and attractive place to live. Our population is generally healthy, prosperous and people feel positive about the experience of living and working here. But this must not mask our challenges. We have areas of deprivation and a number of services under pressure. We know that our people are our future, and we must help both new and existing communities achieve the highest quality of life and support their physical and mental health and wellbeing.



## Our objectives



### Provide healthy places to live

Focus on creating homes and neighbourhoods that provide opportunities for healthy living and strong physical and mental wellbeing.



### Locate facilities to encourage community interaction

Support the timely delivery of well located, flexible spaces for work, leisure, health, learning, cultural, community and shopping facilities.



### Ensure safe and inclusive places and spaces

Create and protect environments where individuals and communities feel safe and supported.

## Feedback



17) Do you support the draft objectives relating to LIVING IN HEALTHY, THRIVING LOCAL COMMUNITIES?

YES  NO

Please explain your answer and any suggested changes:

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# Moving easily in connected places

Our area is defined by its location and its easy access to London. However, our roads are congested and east-west public transport links are poor. It is time for us all to change the way we travel. We need a future where fast, efficient and affordable public transport and walkable neighbourhoods encourage greener travel, where our communities feel connected and where our people, businesses, visitors and goods can move around easily.

## Our objectives



### Transform travel

Encourage a radical shift away from car travel by providing accessible, efficient, safe, and affordable alternatives.



### Connect towns and villages

Make travel between new and existing communities easier by strengthening public transport, cycle and walking networks and promoting on-demand services.



### Improve delivery solutions

Support a move towards carbon negative and more sustainable delivery networks.



### Create walkable neighbourhoods

Create a neighbourhood full of activity, where people can access all their daily needs, workplaces and transport options by foot and bike, and where life is active.



## Feedback



18) Do you support the draft objectives relating to MOVING EASILY IN CONNECTED PLACES?

YES  NO

Please explain your answer and any suggested changes:

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# Building homes and places that people are proud of

Our area's distinct qualities have long attracted people to move here. The natural environment, the mix of towns and villages and the proximity to London are all key factors in what makes the area an enviable place to be. There is no single unifying character, but this variety is our strength. We want to build on our diversity and desirability by making strategic decisions about where and how we build.

## Our objectives



### Design attractive places

Deliver places that are fit for current and future needs, where high quality buildings and public spaces create places that people feel proud to call home.



### Celebrate a diverse place

Reinforce the varied urban and rural character of the area.



### Deliver new homes in the right places

Ensure homes are built in sustainable, well connected locations, accompanied by the timely delivery of new infrastructure.



### Recognise current and future housing needs

Ensure current and future residents can live in a high quality home they can afford, that is flexible and adaptable to different lifestyles and work patterns.



### Feedback

19) Do you support the draft objectives relating to BUILDING HOMES AND PLACES THAT PEOPLE ARE PROUD OF?

YES  NO

Please explain your answer and any suggested changes:

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# Delivering robust and sustainable infrastructure

Our area is growing and there is an ever increasing demand on resources. This will not change and indeed we want to actively encourage continued investment in our area. But we must change how we do this. We need a proactive and positive approach to planning and delivering infrastructure that focuses on a more resilient and sustainable future.

## Our objectives



### Deliver key infrastructure

Identify the infrastructure required to support new and existing growth, work with partners to deliver it in a timely manner and ensure it meets local needs, and adapts to the effects of climate change.



### Green energy generation

Promote local energy production with an increased focus on renewable sources.



### Promote circular economies

Minimise waste by promoting the reduction, reuse and recycling of materials.



### Advance digital infrastructure

Ensure everyone can be connected through fast digital networks.

### Feedback

20) Do you support the draft objectives relating to DELIVERING ROBUST AND SUSTAINABLE INFRASTRUCTURE?

YES  NO

Please explain your answer and any suggested changes:

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### Feedback

21) Which of the six topics covered by the 'pillars' is of most importance to you?

Please tick the relevant box below:

- Living green in a healthy natural environment
- Growing opportunities to work locally
- Living in healthy, thriving local communities
- Moving easily in well connected places
- Building homes and places that people are proud of
- Delivering robust and sustainable infrastructure

Please explain the reasons for your choice:

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# 6 Shaping the future



Between now and 2050 SW Herts will grow and change. The Joint Strategic Plan will play a very important role in shaping the future of the area, identifying broad locations for sustainable growth, with the allocation of detailed site boundaries and the choice of smaller-scale sites being left to Local Plans to define.

No decision on either the scale or location of new development has been made yet.

We know it will be a challenge to decide on the best locations for the most sustainable growth, and specific local concerns will need to be considered alongside the need for new infrastructure, homes and jobs before any decisions are made.

The pattern of sustainable growth that is eventually chosen for the Joint Strategic Plan is unlikely to be based on just one of the growth types outlined here. Rather it will include a mix of types of growth that are best suited to the SW Herts area and reflect local constraints, opportunities and ambitions.

We are required by Government to ensure that we have maximised the use of land that has been previously built on ('brownfield' sites), before considering using any undeveloped land ('greenfield' sites).

We would like your feedback on each of each of these growth types. When answering the questions that follow, please think about how the growth types might impact on **the 6 pillars and objectives** set out in section 4:

- 1 Living green in a healthy natural environment**  
Green spaces and biodiversity could be enhanced through larger-scale growth, for example by creating large-scale new green spaces. Alternatively, smaller green spaces could be linked together or existing spaces could be extended.
- 2 Growing opportunities to work locally**  
The success of some job types is based in part on companies co-locating so that **businesses can work together**. Equally, **spreading job opportunities** around, including to smaller towns and villages, can help **to sustain existing and new town and local centres**.
- 3 Living in healthy, thriving local communities**  
New growth should ideally be located where it can benefit new and existing communities by ensuring it enables improved **access to services, facilities and green space** and **support community interaction**.
- 4 Moving easily in well connected places**  
Our ambition to meet and ideally exceed net zero **carbon targets** suggests that we should locate growth in places which will reduce the need to travel by private car. Think about which options will provide the best opportunities for residents to use more **sustainable forms of transport**, such as public transport, walking or cycling to get from one place to another.
- 5 Building homes and places that people are proud of**  
Different types of growth can support **different types of homes** – whether that be houses or apartments – which can be suited to different people at different stages of their lives. **Affordable housing** may also be easier to deliver as part of some growth types than others, due to economies of scale.
- 6 Delivering robust and sustainable infrastructure**  
When deciding where to locate new growth we need to consider where **access to existing and planned infrastructure** (see section 4) could promote the **efficient use of resources**.



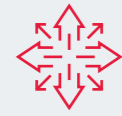
# Shaping the future

We have set out a number of different growth types below, and your feedback will help us develop these in more detail in the next stage of our plan.



## A) Growth within existing large settlements

A continued focus on our existing city, towns and large villages, through a combination of more dense development than traditionally seen in SW Herts and maximising redevelopment opportunities.



## B) Outward growth of existing large settlements

The outward growth of existing city, towns and large villages, through urban extensions.



## C) New settlements

The creation of completely new communities. These would need to be large enough to ensure they can provide key local facilities.



## D) Growth of groups of settlements

Expanding the size of a number of existing communities which are located near to one another. These would need to be large enough in total to ensure they can provide key local facilities.



## E) Growth along sustainable transport corridors

Locating growth where there is potential to create new connected and improved public transport corridors, particularly those running east-west through the area.



## F) Growing the best connected places

A focus on areas that already have, or have the potential for, good access to railway stations, high frequency bus routes, high quality cycle routes and good pedestrian accessibility.



## G) Scattered growth

Growth spread across the whole area, in all sizes of settlements, from large to small.

A high-level assessment of how each of these different growth types performs in terms of their social, economic and environmental impacts is set out in a Sustainability Appraisal Scoping Report that accompanies this consultation. This has been prepared by independent specialist consultants and is available at [www.swhertsplan.com/\\*\\*](http://www.swhertsplan.com/**). You are welcome to give your views on this assessment as part of your feedback.

There may also be other ways that you think the SW Herts area could accommodate sustainable growth that we haven't mentioned and that you would like to put forward for consideration.

The potential levels of new homes and jobs that could be accommodated by each growth type will be assessed at the next stage of the plan-making process. The views received through this consultation will be taken into account when refining options.



## Feedback



### 22) Which option or options do you think is the most appropriate way to shape future growth in SW Herts?

Please tick **ALL** that apply:

- a) Growth within existing large settlements
- b) Outwards growth of existing large settlements
- c) New settlements
- d) Growth of groups of settlements
- e) Growth along key transport corridors
- f) Growing the best connected places
- g) Scattered growth

Please explain the reasons for your answer, relating this to the draft vision and objectives for the plan where possible.

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### 23) Are there any other growth types we have not mentioned that you think should be considered?

YES  NO

If YES, please explain what these are and why. (Note: we are not considering specific locations or sites at this stage):

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# 7 Making it happen

At this early stage of preparing a plan, details of precisely how the vision and objectives will be delivered are not being considered. That will come in future stages. However, it is important to consider how the Joint Strategic Plan could support innovative solutions to the challenges faced in SW Herts, as this will help determine how aspirational the Joint Strategic Plan should be.

Some case studies, ranging from an international to more local scale that show what we might want to try to achieve are set out below.



## Heartwood Forest

The Woodland Trust have created a new forest near Sandridge, in St Albans district. Heartwood Forest's 347-hectare site was created on what was once mainly agricultural land. It's so big that it's now the largest continuous new native forest in England; a place where everyone can find space, peace, wildlife and miles of beautiful woodland to explore. [More information](#)



## Rivertech, Rickmansworth

Flexible working is here to stay. Rivertech is a shared workspace in Rickmansworth for entrepreneurs, freelancers, start-ups, small and medium businesses. Inclusive and affordable workspace is complemented by a range of clubs and programmes that support skills exchange, partnerships, and member wellbeing. [More information](#)



## Aarhus Carbon Neutral City

Aarhus, Denmark aims to become a carbon neutral city by 2030, having already cut its emissions by 50% in the last 10 years. The city has undergone a radical energy transformation, moving from fossil fuel to heat pumps and electric boilers and switching the majority of heating and electricity to biomass. To reach its goal of 100% renewable energy, it is planning to increase solar and wind power, boost efficiency in buildings, and decarbonise transportation. [More information](#)



## Co-located community services

Loneliness can be a major issue in cities and towns, and the loss of community space and increasingly independent lifestyles are often considered contributing factors. Café 1759 in Whitehill & Bordon, Hampshire is a not-for-profit community café and multi-purpose space run by the local housing association. It provides a range of activities and services including programmes with the local GP surgery, employment and health-check events. [More information](#)



## Lifetime neighbourhoods

Lifetime neighbourhoods are designed to be welcoming, accessible, and inviting for everyone; regardless of age, health, or disability. They are built to be accessible, offer a mix of services and amenities, promote social networks and interaction with nature, and offer a range of house types and tenures that can be flexible to meet residents' changing needs. [More information](#)



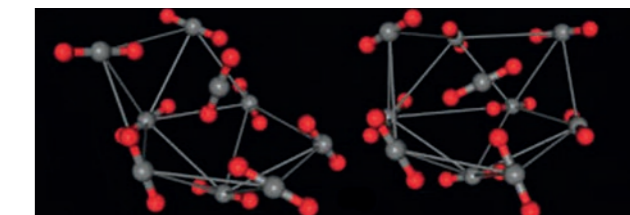
## One Planet Living

Bioregional created the One Planet Living framework in 2003 from their experience developing the multi-award-winning BedZED eco-village in South London. The One Planet Living sustainability framework comprises principles and guidance designed to support the creation of a 'One Planet Action Plan' that acts as a route map towards a more sustainable future for organisations and authorities. [More information](#)



## Cycle Superhighways

Denmark is developing a cycle superhighway network to link urban areas and workplaces across municipal borders. The first cycle superhighway opened in 2012 and there are now nine across the country. On average, there is a 23% increase in cycle trips every time a route is upgraded to a cycle superhighway. Cooperation between municipalities was key in realising this model. [More information](#)



## Carbon capture

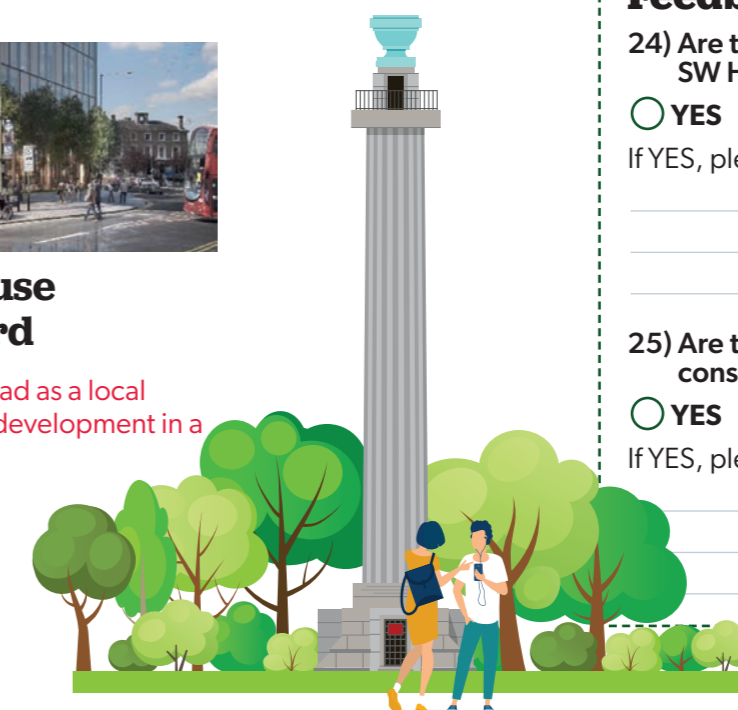
Add a case study re potential for new types of technology that can help improve carbon capture and storage – i.e. carbon dioxide cracking.

**Good News: Rocks Crack Under Pressure from Mineral CO2 Storage – Eos**



## High density mixed use development, Watford

Add a case study of Clarendon Road as a local example of successful mixed use development in a dense urban area.



## Feedback

24) Are there any further comments you would like to make on the SW Herts Joint Strategic Plan?

YES  NO

If YES, please explain what these are and why:

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25) Are there any other 'good practice' examples you feel should be considered for SW Herts?

YES  NO

If YES, please explain what these are and why:

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# 8 How to comment

We are really keen to hear your views on the questions we ask within this consultation. Comments can be made from **\*\*\*date\*\*\*** to **\*\*\*date\*\*\***. Your views are important as they will help shape the next stages of the Joint Strategic Plan.

You can make your comments in a number of different ways. The easiest way is via our website:

 [www.swhertsplan.com](http://www.swhertsplan.com)



You can also comment on the Sustainability Scoping Report that accompanies this consultation **\*\*\*add link\*\*\*** by sending an email or letter to the above addresses.

If you respond to this consultation we will also give you the opportunity to say if you would like your contact details added to our database to ensure you are kept informed of progress on the project.

**All comments/completed forms must be received by 5pm on **\*\*date\*\*** 2022.**

Alternatively if you would prefer to send us your written comments you can download a comment form from the website and return to:

 **Email**  
[swhertsplan@dacorum.gov.uk](mailto:swhertsplan@dacorum.gov.uk)

 **Post**  
 SW Herts Joint Strategic Plan Team  
 c/o Dacorum Borough Council

The Forum, Marlowes,  
 Hemel Hempstead,  
 Hertfordshire HP1 1DN

## Next steps

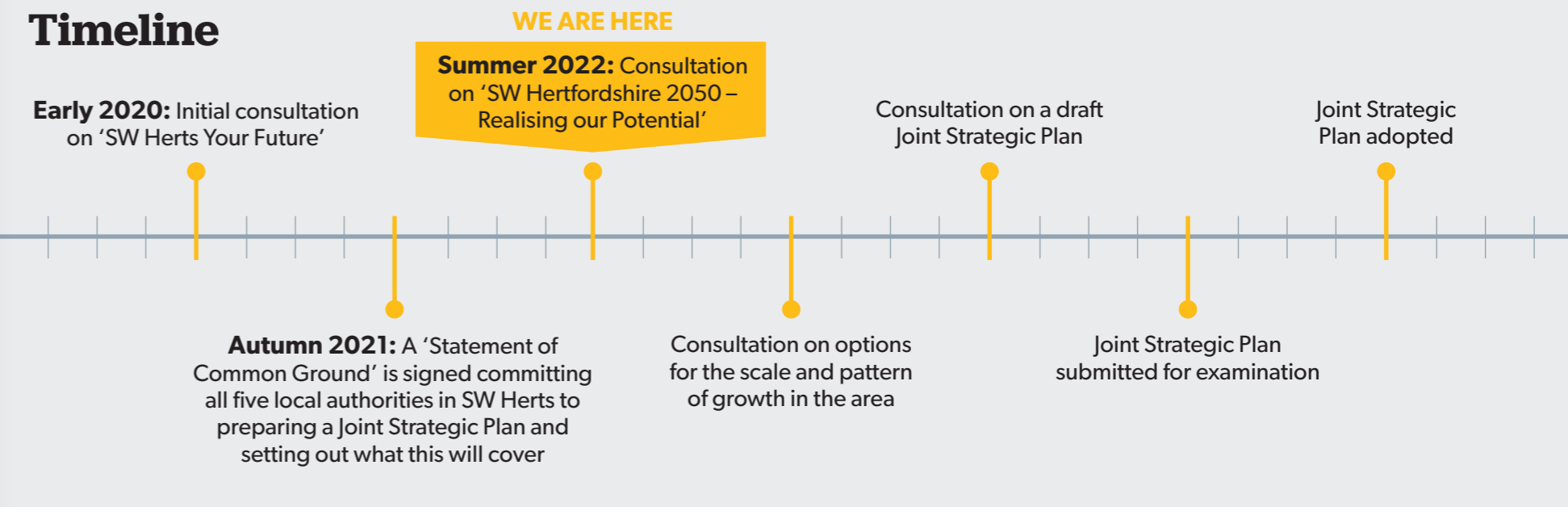
All the comments received before the consultation closes will be analysed and a summary report produced and published on our website.

The responses will be carefully considered and used to help inform the next stage of the SW Herts Joint Strategic Plan. This will be a 'spatial options' consultation, where we seek feedback on the appropriate amount and best locations for growth.

Further details of these next steps are available on our website.



## Timeline

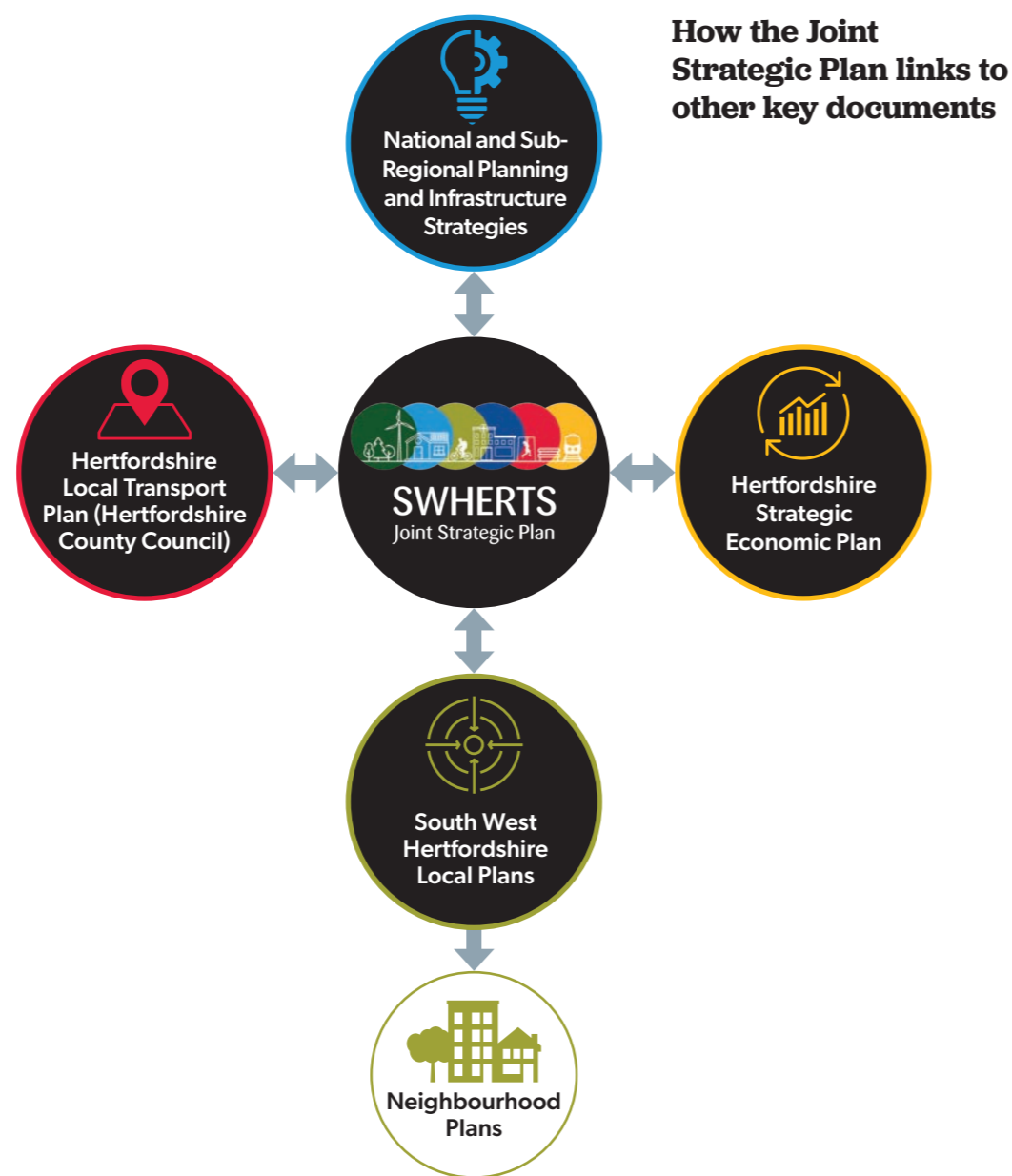


# Appendix: Background to the Joint Strategic Plan

In 2014 we agreed a formal Memorandum of Understanding, pledging to work together to understand and plan strategically for the future development needs of South West Herts. This was followed by a signed Statement of Common Ground in 2021. This sets out a clear commitment to engage in a statutory plan making process, now taking shape in the form of the Joint Strategic Plan. It can be viewed here: [Statement of Common Ground](#).

The Joint Strategic Plan will take time to prepare as there are a number of formal stages that it needs to go through before it is put before an independent Planning Inspector and then comes into effect. At each key stage in the plan's preparation, there will be opportunities for further public comment and feedback (see timeline below).

The Joint Strategic Plan will be a formal statutory plan. This means that once finalised, the plan will carry significant weight and will be used to inform key planning decisions. The diagram below shows how the Joint Strategic Plan will fit with some other important documents. It will also be informed by a number of strategies relating to transport, health, climate change etc, the most important of which are listed within the Sustainability Scoping Report that accompanies this consultation [\\*\\*\\*\\*add link\\*\\*\\*\\*](#) and within a series of more technical 'Topic Papers' that have been provided as background to this consultation [\\*\\*\\*add link\\*\\*\\*](#)



**How the Joint Strategic Plan links to other key documents**

It is important to note that the Joint Strategic Plan will not replace our individual Local Plans, which will continue to be prepared by each of the district and borough councils. The Joint Strategic Plan will provide the overall strategic spatial strategy and set the level of housing and employment land to be provided to 2050 to meet the needs of SW Herts. It will also identify the key pieces of infrastructure required to support sustainable growth. As shown in the diagram below, the Joint Strategic Plan will be supplemented by more detailed plans prepared by the individual councils. New versions of these Local Plans are currently being prepared and, whilst they must usually cover a period of at least 15 years, there is a requirement that they are reviewed every 5 years after adoption. We would again note that no decisions have been made on any locations for growth. This will come later.

Future Local Plans (or their equivalents) will need to reflect the vision, objectives and strategic policies set by the Joint Strategic Plan, to help ensure the strategy set out in the Joint Strategic Plan is delivered. This includes both additional policies and the land allocations that these Local Plans will contain.

Any Neighbourhood Plans prepared in the SW Herts area will also need to take account of the Joint Strategic Plan when it comes into effect.

Statutory plan-making can be a complex and detailed process and it can be challenging to ensure everyone engages in this process, particularly when it looks a long way ahead and covers a large geographical area. However, the Joint Strategic Plan needs to be owned by our communities. To support this, effective public engagement and awareness raising is crucial. In July 2022 we adopted a Statement of Community Involvement (SCI) [\\*\\*\\*inset web link\\*\\*\\*](#). This set out how we intend to consult on the Joint Strategic Plan. This was subject to public consultation from November 2021 to January 2022 before being finalised earlier this year. A more detailed Consultation and Engagement Plan that supports this current stage of the Joint Strategic Plan is on our website [\\*\\*\\*add link\\*\\*\\*](#).





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Joint Strategic Plan

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